

<p>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</p> <p>Phone: 623-6421</p>	<p>Code: JOA</p>
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RETENTION OF RECORDS

The retention of cumulative records is under the jurisdiction of the local school Division. Records are subject to the Guidelines on the Retention and Disposition of School Division/District Records mandated by Manitoba Education & Citizenship and Youth.

Manitoba Education and Training, up to 1967, retained complete sets of marks for all students who attended high school in the province and since that time has compiled records of those students who have graduated from every school Division.

Kelsey School Division since 1975 has been compiling records of the students' accumulated credits.

The Elementary level

Since elementary students are of compulsory school age, cumulative record files do not have to be retained indefinitely if they leave our Division. As students under 16 years of age become the responsibility of the receiving school, sufficient amount of time should be allowed for the receiving school to request cumulative records from our Division. After a one-year period, cumulative records can be destroyed.

The Middle Years level

When a student leaves and does not return and no request from a receiving school is received, the file can be retained for a one-year period. After one year, a final one-page statement of standing is prepared, a copy is sent to Division office and the cumulative record file is destroyed.

The Senior High level

Senior High final standings are to be kept indefinitely on computerized files and such files are to be kept in the cumulative record file. When a student graduates from the collegiate, the cumulative record file will be given to the student. The cumulative record files will be kept for one month for each graduating student. A graduate will be given one month to claim their cumulative record file. If not claimed, the file will be destroyed.