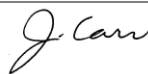




Disposal of a Student Record

Administrative Regulation 112.4

1. A school shall dispose of or destroy student records that are no longer required to be kept by sending them to the warehouse marked confidential for shredding.
2. Student records shall be disposed of or destroyed in a manner that maintains the confidentiality of the information in the record. For example, paper records must be shredded and electronic records must be completely deleted from all disks and hard drives.
3. A school shall also dispose of personal information relating to a student which is not to be included in a student record in a manner that maintains the confidentiality of the information.

Reference: Board Governance Policy EL# 4 School Act Section 23 Alberta Education Policy 3.2.7 Alberta Regulations A.R. 71/99	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 108, 124, 125, 127, 403	Date(s) Revised: June 12, 2002; March 15, 2005; June 29, 2007