

Wakari School Board of Trustees
Procedure for the Destruction of Documents
December 2007

The Discharging and Disposal of Documentation will take place annually.

All documents will be discharged or disposed of in accordance with the guidelines set out in the Ministry of Education Document School Records Retention/Disposal.

- Student Records
- Governance
- Personnel
- Finance
- Property and Administration
- Historical

The Disposal/Discharge of Documents will be minuted in the Boards monthly minutes.