

**Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, June 8, 2020 at 3:00 p.m. at the Chinook Education Centre.**

- PRESENT:** Kimberly Pridmore  
Katelyn Toney (*via conference call*)  
Shane Andrus  
Allan Bridal  
Larry Caswell  
Dianne Hahn  
Gwen Humphrey  
Susan Mouland  
Tim Ramage  
Tim Weinbender
- Kyle McIntyre – Director of Education  
Rod Quintin – Chief Financial Officer  
Joanne Booth – Communications Coordinator  
JackieWiebe – Executive Assistant

- GUESTS:** **Staff Presentations:**  
Bob Vavra: Superintendent of Learning

The meeting was called to order at 3:00 p.m. by Chair, Kimberly Pridmore

AGENDA 063/20 Humphrey THAT the Agenda be approved as circulated and revised.  
  
CARRIED

MINUTES 064/20 Bridal THAT the Minutes of the Regular Meeting of May 11, 2020 be approved, as presented.  
  
CARRIED

CONSENT ITEMS 065/20 Mouland THAT the Consent Agenda Items be approved.  
  
CARRIED

**REGULAR MEETING ----- June 8, 2020**

BOARD 066/20 Ramage THAT the revised 2020 – 2021 Board Monitoring Calendar be  
MONITORING approved as attached.  
CALENDAR

CARRIED

PMR 3 067/20 Mouland THAT the 3 year PMR plan commencing 2021 – 09 – 01 be  
approved as amended and attached.

CARRIED

BUDGET 068/20 Andrus THAT the Board authorizes the submission of the 2020 – 21  
ESTIMATES budget estimates to the Ministry of Education for final approval.

CARRIED

SCHEDULE 069/20 Hahn THAT the Chinook Board of Education approve the Schedule of  
OF FEES Fees and Compensation Related Fees as attached.

CARRIED

Bob Vavra, Superintendent of Learning presented the  
Special Education / Student Services Monitoring Report.

SPEC. ED/ 070/20 Weinbender THAT the Special Education / Student Services Monitoring  
STUDENT Report be received.  
SERVICES

CARRIED

CLOSED 071/20 Caswell THAT the Board of Education recess the meeting to go into  
Closed Session.

CARRIED



**REGULAR MEETING ----- June 8, 2020**

TENDERS 078/20 Ramage  
REPLACEMENT  
PROJECTS

THAT Chinook issue tenders for the window replacement projects at O.M. Irwin and Sidney Street Schools and the entrance door replacement project at O.M. Irwin School.

CARRIED

DESTRUCT 079/20 Caswell  
DOCUMENTS

THAT the Board of Education approve the Destruction of Documents 2020 as per the attached listing.

CARRIED

ADJOURN 080/20 Andrus

THAT we do now adjourn.

CARRIED

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Board Chair

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CFO

**2020-2021 Board Monitoring Calendar**

<b>DATE</b>	<b>Board Meetings</b>	<b>Planning Meetings</b>	<b>Special Meetings</b>	<b>Committee Meetings 10:00 am - 12:00</b>	<b>Professional Development / Reporting</b>
August 24, 2020	Board Meeting				Board Goals
September 14, 2020	Board Meeting			Transportation	** R/W/M
September 28, 2020		Planning Meeting			Policy 205
September 29 - 30, 2020			SSBA General Assembly		
October 8, 2020			SCC Orientation		SCC Chair & New Member Orientation
October 13, 2020 (Tues.)	Board Meeting				* Facilities
October 26, 2020		Planning Meeting		Transportation	** Engagement
November 9, 2020			Election Day		
November 12, 2020			SCC Fall Forum		
November 16, 2020	Board Meeting		Organizational Meeting		* Transportation
November 23 & 24, 2020	Special Meeting	Planning Meeting	Board Planning Retreat	Facilities	Audited Financial Statement & Annual Report NES Cluster Status Report
November 25 - 27, 2020			SSBA Fall Assembly		
December 14, 2020	Board Meeting				* R/W/M
January 11, 2021	Board Meeting			Transportation	* Technology, * Financial to Nov.30, Intro ESSP Level II, Board Goals
January 25, 2021		Planning Meeting		Finance	Budget Workplan, PEP Update
February 8, 2021	Board Meeting				
February 27, 2021		Planning Meeting offsite			Central Cluster Status Report
March 8, 2021	Board Meeting			Transportation	* Hutterian, * Athletics
March 11, 2021			Celebration of Learning		
March 22 & 23, 2021		Planning Meeting	Board Planning Retreat		Director Evaluation, Board Annual Self Evaluation
March 28 - 30, 2021			Rural Congress		
April 12, 2021	Board Meeting			Finance	** HR Staffing, * Curriculum, * Finance to Feb.28
April 15 - 16, 2021			SSBA Spring Assembly		
April 26, 2021		Planning Meeting		Transportation	Policy 205 Deadline, Budget, West Cluster Status Report
May 10, 2021	Board Meeting			Finance	*Chinook Engagement Update
May 25, 2021 (Tues.)		Planning Meeting offsite		Finance	
June 3 & 4, 2021			Public Section General		
June 14, 2021	Board Meeting			Facilities	** Special Education/Student Services, Board Goals
June 28, 2021	Board Meeting	Planning Meeting		Transportation	* Financial to May 31

\* Status Report - Information to inform the Board of what is happening in the system

\*\* Monitoring Report - Information to inform the Board of how effectively the system is operating

Request	Project	Audit	Facility #	IBN	Facility Name	Summary	Activity Type	Construction Start	Cost
FR006261	826.001		1570304	921124	Swift Current Comprehensive High School	Replace the thermostats.	Mechanical Systems - HVAC	2021-09-01	\$332,662
FR009336	850.001		1570304	921124	Swift Current Comprehensive High School	Replace actuators on AHU 2,3,4,5,6	Mechanical Systems - HVAC	2021-09-01	\$61,440
FR009337	851.001		1710821	921121	Sidney Street School	Replace windows throughout school	Architectural Systems - Building Envelope	2021-09-01	\$209,715
FR009342	856.001		1570304	921124	Swift Current Comprehensive High School	Install back up power generator in the event of the main power failure	Electrical Systems - Specialty	2021-09-01	\$96,000
FR009350	857.001		810513	921110	Frontier School	Acoustical treatment to walls of the Daycare adjoining school classrooms.	Architectural Systems - Interior Construction	2021-09-01	\$20,972
FR007147	846.001		1570304	921124	Swift Current Comprehensive High School	Remove asbestos treatment on the ceiling in the boiler room	Environmental	2021-09-01	\$1,099,512
FR005490	811.001		1511013	921128	Waldeck School	Replace Boilers and piping and add BMS	Mechanical Systems - HVAC	2021-09-02	\$204,550
FR005492	813.001		710911	921120	Shaunavon Public School	Replace boiler piping update BMS	Mechanical Systems - HVAC	2021-09-02	\$271,227
FR004519	794.001	65	1570304	921124	Swift Current Comprehensive High School	Replace domestic hot water heaters with dedicated boiler and storage tanks	Mechanical Systems - Plumbing	2021-09-03	\$107,374
								Total:	\$2,403,451

Request	Project	Audit	Facility #	IBN	Facility Name	Summary	Activity Type	Construction Start	Cost
<a href="#">FR006232</a>	818.001		1511303	921103	Cabri School	Replace heat exchanger and associated controls on Gym Make- Up AHU	Mechanical Systems - HVAC	2022-09-01	\$52,429
<a href="#">FR005493</a>	814.001		1710413	921109	Fox Valley School	Replace boilers and upgrade BMS	Mechanical Systems - HVAC	2022-09-01	\$163,235
<a href="#">FR006287</a>	836.001		2310523	921113	Herbert School	Replace the exterior windows.	Architectural Systems - Building Envelope	2022-09-01	\$354,760
<a href="#">FR004549</a>	804.001		1570304	921124	Swift Current Comprehensive High School	Replace Roof drain asbestos piping system with PVC	Mechanical Systems - Plumbing	2022-09-01	\$65,971
<a href="#">FR007130</a>	842.001		1570304	921124	Swift Current Comprehensive High School	Replace boilers, associated piping, expansion tanks and related controls to tie into BMS system	Mechanical Systems - HVAC	2022-09-01	\$730,144
<a href="#">FR005494</a>	815.001		1550501	921108	Fairview School	Replace boilers, piping and upgrade BMS	Mechanical Systems - HVAC	2022-09-06	\$255,599
<a href="#">FR006283</a>	833.001		1570304	921124	Swift Current Comprehensive High School	Replacement of Chillers	Mechanical Systems - HVAC	2022-09-07	\$770,000
<a href="#">FR007134</a>	844.001		710623	921118	Ponteix School	Install ventilation for elementary wing. Tie into existing BMS system	Mechanical Systems - HVAC	2022-09-09	\$274,878
								<b>Total:</b>	<b>\$2,667,016</b>

Request	Project	Audit	Facility #	IBN	Facility Name	Summary	Activity Type	Construction Start	Cost
FR000045	438.001	7	1610223	921111	Gull Lake School	Install dust collection system for PAA	Mechanical Systems - Specialty	2023-09-01	\$93,458
FR000049	442.001	7	1610223	921111	Gull Lake School	Install Fall arrest system on gym roof.	Architectural Systems - Health, Fire & Life Safety	2023-09-01	\$60,473
FR000050	443.001	37	710623	921118	Ponteix School	Install fall arrest system on roofs	Architectural Systems - Health, Fire & Life Safety	2023-09-01	\$247,390
FR000051	444.001	4	1510913	921127	Vanguard School	install roof access and fall arrest system	Architectural Systems - Health, Fire & Life Safety	2023-09-01	\$54,976
FR000052	445.001	11	2410213	921102	Burstall School	Install fall arrest system on roofs	Architectural Systems - Health, Fire & Life Safety	2023-09-01	\$120,946
FR005470	808.001		1570304	921124	Swift Current Comprehensive High School	Remove and re-seal all caulking and expansion joints	Architectural Systems - Building Envelope	2023-09-01	\$136,339
FR006259	824.001		1570304	921124	Swift Current Comprehensive High School	Replace parking lot plugs and lighting in main parking lot. Pavement	Electrical Systems - Secondary Electrical	2023-09-01	\$256,065
FR009338	852.001		2410613	921115	Leader School	Replacing the windows throughout the school	Architectural Systems - Building Envelope	2023-09-01	\$419,430
FR009339	853.001		1510913	921127	Vanguard School	Replace EPDM section of roof	Architectural Systems - Roofing	2023-09-01	\$65,971
FR009340	854.001		1510913	921127	Vanguard School	Replace 3 Roof Top Units	Mechanical Systems - HVAC	2023-09-01	\$27,488
FR009341	855.001		2310623	921114	Hodgeville School	Replace EPDM roofing	Architectural Systems - Roofing	2023-09-01	\$302,366
FR006282	832.001		1550901	921117	O.M. Irwin School	Roof Replacement	Architectural Systems - Roofing	2023-09-01	\$913,474
FR004528	803.001	65	1570304	921124	Swift Current Comprehensive High School	Roof replacement Barrel Roof.	Architectural Systems - Roofing	2023-09-01	\$354,054
FR000053	446.001	2	2410613	921115	Leader School	Replace boilers, pumps and controls	Mechanical Systems - HVAC	2023-09-07	\$450,360
								Total:	\$3,502,791



# Chinook School Division

## Schedule of Fees

Approval Date: 08-Jun-20  
Implementation Date: 01-Sep-20

Administrative Policy Reference **BP 103** Board Remuneration and Expenses

The Division remunerates Board members in accordance with its remuneration and expense schedule. The schedule is established annually as directed by the Board at the Organizational Meeting of the Board.

Category i	Attendance at Board determined meetings	<u>\$251.00</u>	
Category ii	Attendance at Standing Committee meetings	<u>\$125.50</u>	
Category iii	Attendance at SCC Forums	<u>\$125.50</u>	
Category iv	Attendance at Approved External meetings	<u>\$125.50</u>	
Category v	Attendance at meetings as official Board representative	<u>\$251.00</u>	
Category vi	Attendance at Seminars, Conventions, Trustee Development	<u>\$251.00</u>	
Category vii	Board Chair per diem allowance	<u>\$55.00</u>	
Category viii	Attendance at SCC meetings	<u>\$55.00</u>	
Category ix	Attendance (Upon Invitation) Grad ceremonies / X-mas Concerts	<u>\$55.00</u>	
Category ix	Travel time per km.	<u>\$0.29</u>	
Category x	Meals and Mileage		
	Government Rate Per Km	<u>\$ 0.4625</u>	Apr-20
	Breakfast	<u>\$ 10.00</u>	
	Lunch	<u>\$ 18.00</u>	
	Dinner	<u>\$ 23.00</u>	
Category xi	Monthly in town travel: City Trustees	<u>\$55.00</u>	
Category xii	Monthly in town travel: Board Chair	<u>\$110.00</u>	
Last revision date: 31-May-19			

Administrative Policy Reference **BP 203** Local Budget

The Board of Education helps to offset expenses of non-Hutterian School Community Councils through provision of an annual grant.

Category i	Schools with enrolment <100	<u>\$ 1,500.00</u>	Sep-17
Category ii	Schools with enrolment 101 to 300	<u>\$ 1,500.00</u>	Sep-17
Category iii	Schools with enrolment >300	<u>\$ 1,500.00</u>	Sep-17

Administrative Policy Reference **AP 403** Non-Resident Students

Students who are non-residents of Chinook School Division may be admitted into a Chinook School provided they meet admittance criteria and pay the required tuition fees. Other fee structures may be in place for the Chinook International Program.

Category i	Regulation 16 Tuition Fee Calculation	<u>\$ 13,219.00</u>	
Category ii	Prairie Rose School Division Tuition Agreement	<u>\$ 8,700.00</u>	
Category iii	Chinook Cyber School (per course) <a href="http://www.chinooksask.ca/tuition.html">http://www.chinooksask.ca/tuition.html</a>	<u>\$ 500.00</u>	
Category iv	Chinook International Program		
	Application Fee (non-refundable)	<u>\$ 200.00</u>	
	Custodianship Fee	<u>\$ 300.00</u>	
	Homestay Placement Fee	<u>\$ 400.00</u>	
	Tuition	<u>\$ 10,100.00</u>	
	Medical Insurance	<u>\$ 700.00</u>	
	Homestay Fee per Month	<u>\$ 700.00</u>	

Administrative Policy Reference AP 417 Student Fees

The CFO or designate is responsible for establishing a *Student Fee Schedule* for the ensuing school year for Director of Education approval prior to May 30 of each year.

**\*Fees are stated below at maximum amounts per category.** All fees must be equal to; or less than actual costs. Fees may be lowered at the discretion of the Principal. School Community Councils are to review the list of fees established by the principal to ensure it is in alignment with the division procedures and community capacity

Category i	***Caution Fees (lost/damaged books, materials, sports jerseys)	\$ 120.00
Category ii	Locks for Lockers	<u>\$ 25.00</u>
Category iii	Rental and Repair of Musical Instruments (AP 604)	<u>\$ 120.00</u>
Category iv	**Extracurricular Fees (per Activity)	<u>\$ 210.00</u>
Category v	Ski-Trip Fees	<u>\$ 25.00</u>

\*\*Exceptional extracurricular activity fee requests may be adjudicated by the Superintendent of Schools on a case by case basis.

\*\*\* Caution fees may be refundable

Administrative Policy Reference AP 606 Home Based Education

Chinook School division recognizes the right of parents residing within the school division to choose home-based instruction for their children. Students participating in home-based education are students of the school division, and are required to be registered as such. The school division provides services to students and annual funding for certain expenditures in relation to registered programs.

Category i	Conditional reimbursement per student	<u>\$300.00</u>
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Administrative Policy Reference 806 Special Use of Buses

Chinook School Division endorses the use of school division buses for transporting students for educational and school related activities. Chinook also provides division owned 15 passenger vans for use in transporting students for extra-curricular activities.

Category i	Bus charge per kilometer (w driver)	Minimum \$100	\$ 1.21
Category ii	Bus charge (in city only per trip)		<u>\$ 115.00</u>
category iii	Bus charge (in city stand by per hour)		<u>\$ 25.00</u>
Category iv	Van charge per kilometer (w/o driver) plus fuel costs		<u>\$ 0.42</u>
Category v	Van driver		<u>Actual</u>

Administrative Policy Reference 807 Transportation in private vehicles

Chinook recognizes there may be times when it is most practical or efficient to transport students in private vehicles provided there is compliance with applicable legislation.

Category i	School approved special events (per km)		\$ 0.35
Category iii	Allowance in lieu of bussing (per km)	Gov'nt Rates	<u>\$ 0.4625</u> Apr-20

Chinook School Division believes that maximum use of school facilities should occur both in serving the needs of students and other members of the community. The principal may levy a rental charge to approved groups for the purpose of covering operational expense and additional maintenance costs. The diversity of schools requires differentiated rates are established to address special circumstances. Fees are suggested rates and exceptional circumstances may require different charges at the discretion of the Principal. All charges except for ancilliary charges are deemed as School Generated Funds. Ancilliary charges incurred by Chinook shall be charged back to the respective school. Those ancilliary charges shall be defined as:

- Staff compensation beyond regular contract time (overtime and call back)
- Extraordinary utility charges (eg: Air Conditioning)
- Extraordinary equipment usage

**Swift Current Comprehensive High School**

**All charges subject to applicable taxes**

		Community AP 903 1a	Club AP 903 1b	Retail AP 903 1c
		hourly rates		
Category i	Single Classroom	\$ 9.00	\$ 12.00	\$ 15.00
Category ii	Larger room (multipurpose, Art Room Stage, Library Computer Lab, Home Ec)	\$ 15.00	\$ 20.00	\$ 25.00
Category iii	Gym (per side)	\$ 18.00	\$ 36.00	\$ 54.00
Category iv	Upper Gym	\$ 12.00	\$ 24.00	\$ 36.00
Category v	Student Lounge	\$ 30.00	\$ 35.00	\$ 40.00
Category vi	Lecture Theatre (with tech and sound)	\$ 35.00	\$ 40.00	\$ 45.00
Category vii	Kitchen	\$ 15.00	\$ 20.00	\$ 25.00
Category viii	Cafeteria	\$ 60.00	\$ 70.00	\$ 80.00
Category ix	Liquor surcharge (cafeteria or teachers lounge only)	\$ 100.00	\$ 100.00	\$ 100.00
Category x	Ancilliary Charges (set up/tear down, air conditioning, equipment usage, staff costs, late usage)	actual	actual	actual

**Other Chinook Schools**

**All charges subject to applicable taxes**

		Community	Club	Retail
		hourly rates - 2 hour minimum		
Category i	Single Classroom	\$ 6.00	\$ 9.00	\$ 12.00
Category ii	Larger room (multipurpose, Art Room Stage, Library Computer Lab, Home Ec)	\$ 10.00	\$ 15.00	\$ 20.00
Category iii	Small Gym - Tile/Sports Floor	\$ 8.00	\$ 16.00	\$ 24.00
Category iv	Small Gym - Hardwood Floor	\$ 12.00	\$ 24.00	\$ 36.00
Category v	Large Gym - Tyle/Sports Floor	\$ 15.00	\$ 30.00	\$ 45.00
Category vi	Large Gym - Hardwood Floor	\$ 18.00	\$ 36.00	\$ 54.00
Category vii	Liquor surcharge (access determined by school)	\$ 100.00	\$ 100.00	\$ 100.00
Category viii	Ancilliary Charges (set up/tear down, air conditioning, equipment usage, staff costs, late usage)	actual	actual	actual



# Emergent Funding Program Application Form

This form is to be submitted to the Ministry of Education and all fields must be completed with required documentation attached to be considered under the Emergent Funding Program. Financial information pertaining to Preventative Maintenance and Renewal (PMR) funding and school division reserves may be requested upon receipt of the application form.

**Date:** May 26, 2020

**Name of School Division:** Chinook School Division No. 211

**Name of School:** Maverick School

**Total Enrolment in September, 20**19**;** 74

**Grade Structure:** 10-12

**Has an insurance claim been made to address the emergent issue?**  **yes**\*  
 **no**  
Claim has been rejected as per policy Section A 4. (a) & (d)

**Has the board of education/conseil scolaire authorized this application?**  **yes**  
 **no**

**Date of next board meeting:** June 8, 2020

**Does the board of education/conseil scolaire have existing capital reserves included in accumulated surplus and/or deferred revenue?**  **yes**  
 **no**

**If yes, have any of the reserves been targeted for capital projects?**  **yes**  
 **no**

**Please include details of existing capital reserves on page 4 and board motion(s) approving the use of capital reserves for capital projects.**

**Describe the emergent issue(s):** Include information such as the date of occurrence, circumstances of the structural failure, witnesses, injuries and if any immediate action was taken. On April 29 I received a call from the facility operator that there was water coming from under the floor slab on the west side of the building. No water leaks could be detected inside the building and it was determined that the water was coming from under floor slab. As soon as the City shut water off to the building the flow stopped.

We determined the 2 inch water main which is fed from the street on the east side of the school under the building to the mechanical room on the west was compromised. Soil was saturated all around the building and the soil under the building must be totally saturated with water.

**Details of the recommended solution:** Include reasons for the recommended solution and source of opinions sought.

We talked to contractor who suggested feeding a smaller line through the existing water main. If this was not possible; the other options would be to bore a new line under the building or intercept line and bring water in to the east side and install new overhead line to the mechanical room on the west.

The first option seem the best both economically and the least disrupted.

**Estimated Construction Cost of Project:** \$7,432.23

**Source of Estimate:** Acutal

**Timelines and scope of work to be completed:**

The new water line was pulled through and connections made May 14, 2020

**Describe any impacts of construction:** Include disturbances to classrooms, students, staff and instruction.

No disruptions other than to the cleaning staff.

**Describe severity of problem and risk if not completed:** Include impacts in terms of health and safety and all negative impacts on the school and surrounding community.

Unable to clean and provide classes in the facility.

_____	Rod Quintin	June 8, 2020
<b>Signature of Chief Financial Officer</b>	<b>Name (Printed)</b>	<b>Date</b>
_____	Kim Pridmore	June 8, 2020
<b>Signature of Board Chair</b>	<b>Name (Printed)</b>	<b>Date</b>

**Capital Reserves (if applicable)**

	<b>Balance</b>	<b>Committed*</b>	<b>Net Balance as of _____**</b>
<b>Deferred Revenues</b>			
Federal tuition fees			
Proceeds from sale of schools			
Ministry of Education capital transfers			
<b>Accumulated Surplus</b>			
Sec 286 pre-April 2009 capital reserve			

\* Please attach a description and the board motion(s) approving the use of this balance.

\*\* Please provide the date.

**Required Attachments**

- Engineering reports with recommendations.
- If applicable, board motion(s) approving the use of capital reserves for capital projects.

**Submit completed forms with all attachments to:**

Ministry of Education  
Infrastructure Branch  
4<sup>th</sup> Floor, 2220 College Avenue  
REGINA SK S4P 4V9  
or Fax to: (306) 798-5042

For further information, email [EDInfrastructure@gov.sk.ca](mailto:EDInfrastructure@gov.sk.ca) or call 306-787-1156

CAIF Project List

Submit form to Ministry of Education Infrastructure Branch: EDInfrastructure@gov.sk.ca

Project Year: **2020-21**  
 School Division: **Chinook SD 211**  
 Total Allocation: **\$ 399,333**

Project Information											Federal	Financial Information						Project Objectives			Risk			
Project ID	School Division	School	2019-20 School Enrolment	Project Location	Actual Project Site (civic address including postal code and geo coordinates)	Project Title	Project Description	Eligible Project Category	Forecasted Project Start Date (mm/dd/yyyy)	Forecasted Project End Date (mm/dd/yyyy)	Project Located on Federal Land (Y/N)	Total Project Cost	Total Eligible Cost	CAIF Program Contribution (Eligible Expenditures)	Other Federal Contributions (Eligible Expenditures)	Provincial Contribution (Eligible Expenditures)	Other Contribution (Eligible Expenditures)	Will this project result in reduced total energy use? (Y/N)	Will this project result in reduced costs? (Y/N)	Will this project result in reduced GHG emissions? (Y/N)	Risk (project delays, etc)	Risk Level (Low, Medium, High)	Mitigation Strategy (means to address risk)	
CAIF-2020-211-1	Chinook SD 211	O.M. Irwin	348	Swift Current	999 George St East, S9H 1Z3 50.295741, -107.787319	Windows	Window Replacement	Building Retrofit	01/09/2020	30/11/2020	N	\$ 330,000	\$ 330,000	\$ 330,000	\$ -	\$ -	\$ -	Y	Y	Y	Availability of materials and contractor	Low	Close project tender by the end of July 2020	
CAIF-2020-211-2	Chinook SD 211	O.M. Irwin	348	Swift Current	999 George St East, S9H 1Z3 50.295741, -107.787319	Doors	Door Replacement	Building Retrofit	01/09/2020	30/11/2020	N	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	Y	Y	Y	Availability of materials and contractor, inclement weather	Low	Close project tender by the end of July 2020	
CAIF-2020-211-3	Chinook SD 211	Sidney Street School	229	Maple Creek	306 Sidney St. SON 1N0 49.905151, -109.473855	Windows	Window Replacement	Building Retrofit	01/09/2020	30/11/2020	N	\$ 165,000	\$ 165,000	\$ 49,332	\$ -	\$ 115,668	\$ -	Y	Y	Y	Availability of materials and contractor, inclement weather	Low	Close project tender by the end of July 2020	
CAIF-2020-211-4	Chinook SD 211	Leader School	222	Leader	401-5th St W SON 1H0, 50.891712, -109.545668	Windows	Window Replacement	Building Retrofit	01/09/2020	31/01/2021	N	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ 150,000	\$ -	Y	Y	Y	Availability of materials and contractor, inclement weather	Low	Close project tender by the end of July 2020	
CAIF-2020-211-5	Chinook SD 211	Swift Current Comprehensive	1020	Swift Current	1100, 11th Ave N	Ventilation	Air Handling S1 Fan Upgrade	Building Retrofit	01/10/2020	31/12/2020	N	\$ 180,000	\$ 180,000	\$ -	\$ -	\$ 180,000	\$ -	Y	Y	Y	Availability of equipment and contractor, inclement weather	Medium	Close project tender by the end of August 2020	
												Totals:	\$ 845,000	\$ 845,000	\$ 399,332	\$ -	\$ 445,668	\$ -						

I, [INSERT NAME AND TITLE] with Chinook SD 211, attest that:  
 Federal funding will support only Eligible Expenditures and that the Projects on the Project List meet the provisions as specified in Schedule A (Program Details) of the Canada-Saskatchewan Funding Agreement

Dated this [ ] day of [ ] 20 [ ] .

[INSERT NAME]  
 Signature



## Documents for Destruction List July 2020

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
1	SF-276	1980 Birth Year - A - B Student Cumulative Folders/Records	1980	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1996	
2	SF-277	1980 Birth Year - C - D Student Cumulative Folders/Records	1980	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1996	
3	SF-278	1980 Birth Year - E - F Student Cumulative Folders/Records	1980	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1996	
4	SF-279	1980 Birth Year - G - H Student Cumulative Folders/Records	1980	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1996	
5	SF-280	1980 Birth Year - HJ - K Student Cumulative Folders/Records	1980	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1996	
6	SF-281	1980 Birth Year - L - M Student Cumulative Folders/Records	1980	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1996	
7	SF-282	1980 Birth Year - Mj - P Student Cumulative Folders/Records	1980	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1996	
8	SF-283	1980 Birth Year - Pj - Sh Student Cumulative Folders/Records	1980	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1996	
9	SF-284	1980 Birth Year - Si - V Student Cumulative Folders/Records	1980	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1997	
10	SF-285	1980 Birth Year - W - Z Student Cumulative Folders/Records	1980	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1997	
11	SF-286	1981 Birth Year - A - B Student Cumulative Folders/Records	1981	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1997	
12	SF-287	1981 Birth Year - Bp - C Student Cumulative Folders/Records	1981	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1997	
13	SF-288	1981 Birth Year - D - F Student Cumulative Folders/Records	1981	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1997	
14	SF-289	1981 Birth Year - Fp - Ha Student Cumulative Folders/Records	1981	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1997	
15	SF-290	1981 Birth Year - Hb - J Student Cumulative Folders/Records	1981	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1997	
16	SF-291	1981 Birth Year - K - Ma Student Cumulative Folders/Records	1981	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1998	
17	SF-292	1981 Birth Year - Mb - O Student Cumulative Folders/Records	1981	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1998	
18	SF-293	1981 Birth Year - P - R Student Cumulative Folders/Records	1981	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1998	
19	SF-294	1981 Birth Year - S - Th Student Cumulative Folders/Records	1981	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1998	
20	SF-295	1981 Birth Year - Ti - Z Student Cumulative Folders/Records	1981	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1998	
21	SF-296	1982 Birth Year - A - B Student Cumulative Folders/Records	1982	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1998	
22	SF-297	1982 Birth Year - Bm - C Student Cumulative Folders/Records	1982	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1998	
23	SF-298	1982 Birth Year - D - Fr Student Cumulative Folders/Records	1982	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1998	
24	SF-299	1982 Birth Year - Fs - He Student Cumulative Folders/Records	1982	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1999	
25	SF-300	1982 Birth Year - Hf - Ko Student Cumulative Folders/Records	1982	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1999	
26	SF-301	1982 Birth Year - Kp - McD Student Cumulative Folders/Records	1982	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1999	

Documents for Destruction List July 2020

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
27	SF-302	1982 Birth Year - McE - O Student Cumulative Folders/Records	1982	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1999	
28	SF-303	1982 Birth Year - P - Ri Student Cumulative Folders/Records	1982	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1999	
29	SF-304	1982 Birth Year - Rj - Sr Student Cumulative Folders/Records	1982	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1999	
30	SF-305	1982 Birth Year - Ss - Wh Student Cumulative Folders/Records	1982	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1999	
31	SF-306	1982 Birth Year - Wi - Z Student Cumulative Folders/Records 1983 Birth Year - A - Ba Student Cumulative Folders/Records	1982 1983	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1999	
32	SF-307	1983 Birth Year - Bb - Co Student Cumulative Folders/Records	1983	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1999	
33	SF-308	1983 Birth Year - Cp - Du Student Cumulative Folders/Records	1983	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2000	
34	SF-309	1983 Birth Year - Dy - F Student Cumulative Folders/Records	1983	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2000	
35	SF-310	1983 Birth Year - G - Ha Student Cumulative Folders/Records	1983	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2000	
36	SF-311	1983 Birth Year - Hb - Joh Student Cumulative Folders/Records	1983	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2000	
37	SF-312	1983 Birth Year - Joi - Li Student Cumulative Folders/Records	1983	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2000	
38	SF-313	1983 Birth Year - Lj - M Student Cumulative Folders/Records	1983	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2000	
39	SF-314	1983 Birth Year - N - Pl Student Cumulative Folders/Records	1983	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2000	
40	SF-315	1983 Birth Year - Pm - Sa Student Cumulative Folders/Records	1983	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2000	
41	SF-316	1983 Birth Year - Sb - Th Student Cumulative Folders/Records	1983	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2000	
42	SF-317	1983 Birth Year - Ti - Wie Student Cumulative Folders/Records	1983	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2000	
43	SF-318	1983 Birth Year - Wif - Z Student Cumulative Folders/Records 1984 A - Ba Student Cumulative Folders/Records	1983 1984	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2001	
44	SF-319	1984 Birth Year - Bb - C Student Cumulative Folders/Records	1984	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2001	
45	SF-320	1984 Birth Year - D - Frie Student Cumulative Folders/Records	1984	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2001	
46	SF-321	1984 Birth Year - Frif - Ha Student Cumulative Folders/Records	1984	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2001	
47	SF-322	1984 Birth Year - Hb - J Student Cumulative Folders/Records	1984	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2001	
48	SF-323	1984 Birth Year - K - L Student Cumulative Folders/Records	1984	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2001	
49	SF-324	1984 Birth Year - M Student Cumulative Folders/Records	1984	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2001	
50	SF-325	1984 Birth Year - N - Ri Student Cumulative Folders/Records	1984	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2001	
51	SF-326	1984 Birth Year - Rj - Ss Student Cumulative Folders/Records	1984	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2001	
52	SF-327	1984 Birth Year - St - Wh Student Cumulative Folders/Records	1984	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2001	
53	SF-328	1984 Birth Year - Wi - Z Student Cumulative Folders/Records 1985 Birth Year - A Student Cumulative Folders/Records	1984 1985	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2002	

Documents for Destruction List July 2020

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
54	SF-329	1985 Birth Year - B - Ca Student Cumulative Folders/Records	1985	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2002	
55	SF-330	1985 Birth Year - Cb - Do Student Cumulative Folders/Records	1985	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2002	
56	SF-331	1985 Birth Year - Dp - F Student Cumulative Folders/Records	1985	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2002	
57	SF-332	1985 Birth Year - G - Ha Student Cumulative Folders/Records	1985	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2002	
58	SF-333	1985 Birth Year - Hb - Ki Student Cumulative Folders/Records	1985	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2002	
59	SF-334	1985 Birth Year - Km - Ma Student Cumulative Folders/Records	1985	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2002	
60	SF-335	1985 Birth Year - Mb - N Student Cumulative Folders/Records	1985	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2002	
61	SF-336	1985 Birth Year - O - Q Student Cumulative Folders/Records	1985	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2002	
62	SF-337	1985 Birth Year - R - Si Student Cumulative Folders/Records	1985	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2002	
63	SF-338	1985 Birth Year - Sj - T Student Cumulative Folders/Records	1985	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2002	
64	SF-339	1985 Birth Year - U - Wil Student Cumulative Folders/Records	1985	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2003	
65	SF-340	1985 Birth Year - Wim - Z Student Cumulative Folders/Records 1986 Birth Year - A - Be Student Cumulative Folders/Records	1985 1986	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2003	
66	SF-341	1986 Birth Year - Bf - C Student Cumulative Folders/Records	1986	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2003	
67	SF-342	1986 Birth Year - D - Em Student Cumulative Folders/Records	1986	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2003	
68	SF-343	1986 Birth Year - En - Gl Student Cumulative Folders/Records	1986	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2003	
69	SF-344	1986 Birth Year - Gm - Hof Student Cumulative Folders/Records	1986	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2003	
70	SF-345	1986 Birth Year - Hog - K Student Cumulative Folders/Records	1986	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2003	
71	SF-346	1986 Birth Year - L - Mar Student Cumulative Folders/Records	1986	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2003	
72	SF-347	1986 Birth Year - Mas - Neufeld, B. Student Cumulative Folders/Records	1986	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2003	
73	SF-348	1986 Birth Year - Neufeld, C. - Q Student Cumulative Folders/Records	1986	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2004	
74	SF-349	1986 Birth Year - R - Sp Student Cumulative Folders/Records	1986	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2004	
75	SF-350	1986 Birth Year - Sq - We Student Cumulative Folders/Records	1986	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2004	
76	SF-351	1986 Birth Year - Wf - Z Student Cumulative Folders/Records 1987 Birth Year - A - Bi Student Cumulative Folders/Records	1986 1987	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2004	
77	SF-352	1987 Birth Year - Bj - C Student Cumulative Folders/Records	1987	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2004	
78	SF-353	1987 Birth Year - D - F Student Cumulative Folders/Records	1987	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2004	
79	SF-354	1987 Birth Year - G - He Student Cumulative Folders/Records	1987	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2004	
80	SF-355	1987 Birth Year - Hf - Ke Student Cumulative Folders/Records	1987	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2004	

Documents for Destruction List July 2020

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
81	SF-356	1987 Birth Year - Kf - Ma Student Cumulative Folders/Records	1987	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2004	
82	SF-357	1987 Birth Year - Mb - Mz Student Cumulative	1987	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
83	SF-358	1987 Birth Year - N - Pe Student Cumulative Folders/Records	1987	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
84	SF-359	1987 Birth Year - Pf - Sh Student Cumulative Folders/Records	1987	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
85	SF-360	1987 Birth Year - Si - V Student Cumulative Folders/Records	1987	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
86	SF-361	1987 Birth Year - W - Z Student Cumulative Folders/Records	1987	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
87	SF-362	1988 Birth Year - A - Br Student Cumulative Folders/Records	1988	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
88	SF-363	1988 Birth Year - Bs - De Student Cumulative Folders/Records	1988	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
89	SF-364	1988 Birth Year - Df - Fa Student Cumulative Folders/Records	1988	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
90	SF-365	1988 Birth Year - Fb - G Student Cumulative Folders/Records	1988	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
91	SF-366	1988 Birth Year - H - Ho Student Cumulative Folders/Records	1988	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
92	SF-367	1988 Birth Year - Hp - Ko Student Cumulative Folders/Records	1988	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
93	SF-368	1988 Birth Year - Kp - Martens Student Cumulative Folders/Records	1988	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
94	SF-369	1988 Birth Year - Martin - N Student Cumulative Folders/Records	1988	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
95	SF-370	1988 Birth Year - O - Re Student Cumulative Folders/Records	1988	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
96	SF-371	1988 Birth Year - Rf - Sp Student Cumulative Folders/Records	1988	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
97	SF-372	1988 Birth Year - Sq - We Student Cumulative Folders/Records	1988	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
98	SF-373	1988 Birth Year - Wf - Z Student Cumulative Folders/Records 1989 Birth Year - A Student Cumulative Folders/Records	1988 1989	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
99	SF-374	1989 Birth Year - B Student Cumulative Folders/Records	1989	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
100	SF-375	1989 Birth Year - C - Don Student Cumulative Folders/Records	1989	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
101	SF-376	1989 Birth Year - Doo - E Student Cumulative Folders/Records	1989	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
102	SF-377	1989 Birth Year - F - Han Student Cumulative Folders/Records	1989	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
103	SF-378	1989 Birth Year - Hao - Je Student Cumulative Folders/Records	1989	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
104	SF-379	1989 Birth Year - Jf - L Student Cumulative Folders/Records	1989	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
105	SF-380	1989 Birth Year - M - N Student Cumulative Folders/Records	1989	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
106	SF-381	1989 Birth Year - O - Rh Student Cumulative Folders/Records	1989	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
107	SF-382	1989 Birth Year - Ri - Ss Student Cumulative Folders/Records	1989	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
108	SF-383	1989 Birth Year - St - V Student Cumulative Folders/Records	1989	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
109	SF-384	1989 Birth Year - W - Z Student Cumulative Folders/Records	1989	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
110	SS-2	1980 Student Services Files	1980	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
111	SS-3	1981 Student Services Files	1981	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
112	SS-4	1982 Student Services Files	1982	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
113	SS-5	1983 A - R Student Services Files	1983	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
114	SS-6	1983 - S - Z Student Services Files	1983	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
115	SS-7	1984 A - K Student Services Files	1984	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
116	SS-8	1984 L - Z Student Services Files	1984	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
117	SS-9	1985 - A - G Student Services Files	1985	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
118	SS-10	1985 - H - P Student Services Files	1985	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
119	SS-11	1985 - Q - Z Student Services Files	1985	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
120	SS-12	1986 A - E Student Services Files	1986	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
121	SS-13	1986 F - L Student Services Files	1986	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
122	SS-14	1986 M - R Student Services Files	1986	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
123	SS-15	1986 S - Z Student Services Files	1986	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
124	SS-16	1987 A - H Student Services Files	1987	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
125	SS-17	1987 I - M Student Services Files	1987	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
126	SS-18	1987 N - S Student Services Files	1987	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
127	SS-19	1987 T - Z Student Services Files	1987	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
128	SS-20	1988 A - F Student Services Files	1988	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
129	SS-21	1988 G - K Student Services Files	1988	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
130	SS-22	1988 L - P Student Services Files	1988	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
131	SS-23	1988 Q - Z Student Services Files	1988	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
132	SS-24	1989 A - Do Student Services Files	1989	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
133	SS-25	1989 Dp - Hau Student Services Files	1989	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
134	SS-26	1989 Hav - O Student Services Files	1989	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
135	SS-27	1989 P - S Student Services Files	1989	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
136	SS-28	1989 T - Z Student Services Files	1989	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
137	Payroll-1	Eastend School Division 1978; 1981 to 1983 Payroll Earning Cards 1984 to 1986 Payroll Journals	1986	1.13.5 Payroll Journal/Register	5 Years	January 1, 1992	
138	Payroll-2	Eastend School Division 1997 T4 Proof List 1987 Earning Record 1989 to 1993 Payroll Master Sheets (YTD Earnings) 1987 Staff Absence Reports	1997	5.15 T4's and CCRA Remittance Statements 1.13.5 Payroll Journal/Register 1.13.5 Payroll Journal/Register 5.3 Absenteeism/Leave Reports	7 Years 5 Years 5 Years 3 Years	January 1, 2005	
139	Payroll-3	Eastend School Division 1994 to 2003 Payroll Master Sheets (YTD Earnings)	2003	1.13.5 Payroll Journal/Register	5 Years	January 1, 2009	
140	Payroll-4	Eastend School Division No. 8 2001 and 2002 Payroll Registers & Reports	2002	1.13.5 Payroll Journal/Register	5 Years	January 1, 2008	
141	Payroll-5	Eastend School Division No. 8 2004 and 2005 Payroll Registers & Reports 2004 and 2005 Payroll Master Sheets	2005	1.13.5 Payroll Journal/Register 1.13.5 Payroll Journal/Register	5 Years	January 1, 2011	
142	Payroll-6	Gull Lake School Division 1989 to 1995 Employee Payroll Profile Sheets (Incomplete) 1988 and 1989 Payroll Registers	1995	1.13.5 Payroll Journal/Register	5 Years	January 1, 1995	
143	Payroll-7	Gull Lake School Division 1990 - 1995 Payroll Registers	1995	1.13.5 Payroll Journal/Register	5 Years	January 1, 2001	
144	Payroll-8	Gull Lake School Division 1995 to 2000 Payroll Registers	2000	1.13.5 Payroll Journal/Register	5 Years	January 1, 2006	
145	Payroll-9	Gull Lake School Division 2001, 2002, 2004 and 2005 Payroll Registers	2005	1.13.5 Payroll Journal/Register	5 Years	January 1, 2011	
146	Payroll-10	Gull Lake School Division 2000 to 2001 Payroll Input Notes	2001	5.8 Payroll Input Forms	1 Year	January 1, 2003	
147	Payroll-11	Gull Lake School Division 2002 Payroll Input Notes	2002	5.8 Payroll Input Forms	1 Year	January 1, 2004	
148	Payroll-12	Gull Lake School Division 2004 Payroll Input Notes	2004	5.8 Payroll Input Forms	1 Year	January 1, 2006	
149	Payroll-13	Herbert School Division No. 79 1945 to 1956 Payroll Earning Cards 1957 to 1964-65 Payroll Earning Cards	1965	1.13.5 Payroll Journal/Register	5 Years	January 1, 1971	
150	Payroll-14	Herbert School Division 1965 to 1969 Payroll Earning Cards	1969	1.13.5 Payroll Journal/Register	5 Years	January 1, 1975	
151	Payroll-15	Herbert School Division 1970 to 1974 Payroll Earning Cards	1974	1.13.5 Payroll Journal/Register	5 Years	January 1, 1980	
152	Payroll-16	Herbert School Division 1975 & 1976 Payroll Earning Cards 1977 & 1978 Payroll Earning Cards	1978	1.13.5 Payroll Journal/Register	5 Years	January 1, 1984	
153	Payroll-17	Herbert School Division 1977 to 1979 Payroll Earning Cards 1972 - 1976 Payroll Ledger Sheets	1979	1.13.5 Payroll Journal/Register	5 Years	January 1, 1985	
154	Payroll-18	Herbert School Division 1979 to 1982 Payroll Registers	1982	1.13.5 Payroll Journal/Register	5 Years	January 1, 1988	
155	Payroll-19	Herbert School Division 1983 to 1986 Payroll Registers	1986	1.13.5 Payroll Journal/Register	5 Years	January 1, 1992	

**Note** Payroll Reports Include:  
 \* Cheque/Voucher List  
 \* Bank Transmission Report  
 \* Canada Savings Bond Confirmation of Batch Receipt  
 \* Manual Cheque Proof List  
 \* Earning Adjustment Report

Documents for Destruction List July 2020

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
156	Payroll-20	Herbert School Division 1987 to 1989 Payroll Registers	1989	1.13.5 Payroll Journal/Register	5 Years	January 1, 1995	
157	Payroll-21	Herbert School Division 1990 to 1993 Payroll Registers	1993	1.13.5 Payroll Journal/Register	5 Years	January 1, 1999	
158	Payroll-22	Herbert School Division 1994 to June 1996 Payroll Registers	1996	1.13.5 Payroll Journal/Register	5 Years	January 1, 2002	
159	Payroll-23	Herbert School Division July 1996 to June 1998 Payroll Registers & Reports	1998	1.13.5 Payroll Journal/Register	5 Years	January 1, 2004	
160	Payroll-24	Herbert School Division 1999 & 2000 Payroll Registers & Reports	2000	1.13.5 Payroll Journal/Register	5 Years	January 1, 2006	
161	Payroll-25	Herbert School Division 2001 and 2002 Payroll Registers and Reports	2002	1.13.5 Payroll Journal/Register	5 Years	January 1, 2008	
162	Payroll-26	Herbert School Division 1999 to 2002 Payroll Journal Entries	2002	1.13.5 Payroll Journal/Register	5 Years	January 1, 2008	
163	Payroll-27	Herbert School Division 1998 July to December Payroll Register 1998 Employee Profile Sheets 1999 to 2003 Master Payroll Sheets (YTD Earnings)	1999	1.13.5 Payroll Journal/Register	5 Years	January 1, 2009	
164	Payroll-28	Herbert School Division 2000 to April 2001 Payroll Input Forms/Notes	2001	5.8 Payroll Input Forms	1 Year	January 1, 2003	
165	Payroll-29	Herbert School Division May 2001 to 2002 Payroll Input Forms/Notes	2002	5.8 Payroll Input Forms	1 Year	January 1, 2004	
166	Payroll-30	Herbert School Division 2003 to August 2004 Payroll Input Forms/Notes	2004	5.8 Payroll Input Forms	1 Year	January 1, 2006	
167	Payroll-31	Herbert School Division 2003 and May to December 2004 Payroll Register & Reports	2004	1.13.5 Payroll Journal/Register	5 Years	January 1, 2010	
168	Payroll-32	Herbert School Division September 2004 to 2005 Payroll Input Forms/Notes	2005	5.8 Payroll Input Forms	1 Year	January 1, 2007	
169	Payroll-33	Herbert School Division January to April 2004 & 2005 Payroll Registers & Reports 2004 & 2005 Master Payroll Sheets (YTD Earnings)	2005	1.13.5 Payroll Journal/Register	5 Years	January 1, 2011	
170	Payroll-34	Leader School Division 1946 to 1950, 1954-55, 1959 to 1962, 1962-63 to 1964-65 Payroll Earning Cards	1965	1.13.5 Payroll Journal/Register	5 Years	January 1, 1970	
171	Payroll-35	Leader School Division 1975-76 to 1999 Payroll Summaries	1999	1.13.5 Payroll Journal/Register	5 Years	January 1, 2005	
172	Payroll-36	Leader School Division 2000 to 2002 Payroll Registers 2000 & 2001 Payroll Master Earning Sheets (YTD Earnings)	2002	1.13.5 Payroll Journal/Register	5 Years	January 1, 2008	
173	Payroll-37	Leader School Division 2003 & 2004 Payroll Registers 2002 & 2004 Payroll Master Earning Sheets (YTD Earnings)	2004	1.13.5 Payroll Journal/Register	5 Years	January 1, 2010	
174	Payroll-38	Leader School Division 2005 Payroll Register & Master Earning Sheets (YTD Earnings) 1998-99 Sub Teacher & Bus Contractor Time Sheets 2003 Contractor Payroll	2005	1.13.5 Payroll Journal/Register 5.6 Employee Time Sheets 1.13.5 Payroll Journal/Register	5 Years 3 Years A.T 5 Years	January 1, 2011	
175	Payroll-39	Maple Creek School Division 1946-47 to 1968-69 Teacher Payroll Cards 1955 to 1969-70 Support Staff Payroll Cards	1970	1.13.5 Payroll Journal/Register	5 Years	January 1, 1976	
176	Payroll-40	Maple Creek School Division 1969-70 to 1976-77 Teacher Payroll Cards 1970-71 to 1980-81 Support Staff Payroll Cards	1981	1.13.5 Payroll Journal/Register	5 Years	January 1, 1987	
177	Payroll-41	Maple Creek School Division 1977-78 to 1989 Teacher Payroll Cards 1981-82 to 1989 Support Staff Payroll Cards 1990 to 1998 Payroll Master Sheets (Incomplete) (YTD Earnings) 1999 January to May Payroll Manual Cheques/Reports	1999	1.13.5 Payroll Journal/Register	5 Years	January 1, 2005	
178	Payroll-42	Maple Creek School Division 1999 September to December Payroll Register & Reports 2000 January to June Payroll Register & Reports	2000	1.13.5 Payroll Journal/Register	5 Years	January 1, 2006	
179	Payroll-43	Maple Creek School Division Final June 2000 to December 2000 Payroll Register & Reports 2002 January to October Payroll Register & Reports	2002	1.13.5 Payroll Journal/Register	5 Years	January 1, 2008	
180	Payroll-44	Maple Creek School Division November to December 2002 Payroll Register & Reports 1999 to 2005 Payroll Master Sheets (YTD Earnings)	2005	1.13.5 Payroll Journal/Register	5 Years	January 1, 2011	
181	Payroll-45	Miscellaneous Legacy Payroll Master Sheets - Various Years		1.13.5 Payroll Journal/Register	5 Years	January 1, 2019	
182	Payroll-46	Shaunavon School Division 1949-50 to 1968-69 Payroll Cards	1969	1.13.5 Payroll Journal/Register	5 Years	January 1, 1975	
183	Payroll-47	Shaunavon School Division 1969-70 to 1978 Payroll Cards	1978	1.13.5 Payroll Journal/Register	5 Years	January 1, 1984	
184	Payroll-48	Shaunavon School Division 1979 to 1988; 1992, 1994 to 1998 Payroll Master Sheets (YTD Earnings)	1998	1.13.5 Payroll Journal/Register	5 Years	January 1, 2004	
185	Payroll-49	Shaunavon School Division June to December 1999 to 2002 Payroll Registers 2002 Payroll Master Sheets (YTD Earnings)	2002	1.13.5 Payroll Journal/Register	5 Years	January 1, 2008	
186	Payroll-50	Shaunavon School Division 2003 to 2005 Payroll Registers & Payroll Master Sheets (YTD Earnings)	2005	1.13.5 Payroll Journal/Register	5 Years	January 1, 2011	
187	Payroll-51	Shaunavon School Division 1984-85, 1986, 1988-89, 1990, 1991 MEPP 1980-81, 1983-84 to 1986, 1988, 1989, 1990 TSC 1986, 1988, 1980 to 1991 STF	1991	5.9 Pension Remittance Statements 5.9 Pension Remittance Statements 5.17 Union Dues	3 Years 3 Years 3 Years	January 1, 1995	
188	Payroll-52	Shaunavon School Division 1992-93 to 2005-06 MEPP Files Remittance Information	2006	5.9 Pension Remittance Statements	3 Years	January 1, 2010	
189	Payroll-53	Shaunavon School Division 1998-99 to 2005-06 SK Teachers Federation Remittance Information 1999 Payroll Entries Input Forms	2006	5.17 Union Dues 5.8 Payroll Input Forms	3 Years 1 Year	January 1, 2010	
190	Payroll-54	Shaunavon School Division 1991 to 1997-98 STF Remittance Information 1991-92 to 2005-06 TSC Formulaf Information Files	2006	5.17 Union Dues 5.9 Pension Remittance Statements	3 Years 3 Years	January 1, 2010	

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Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
191	Payroll-55	Shاونavon School Division 1992 to 2005 Teacher's Group Life 1993 to 1996 SSTA Benefits 2005 TD1's 2005 Payroll Reports 2005 Bank Transmission Reports 2003-05 Worker's Compensation Board	2005	5.4 Benefit Remittances 5.4 Benefit Remittances 5.16 TD1 Forms 1.13.5 Payroll Journal/Register 1.13.5 Payroll Journal/Register	3 Years 3 Years 1 Year 5 Years 5 Years	January 1, 2011	
192	Payroll-56	Shاونavon School Division October 1945 to January 1947 Payroll Cheque Register#1 - #4999 December 31, 1952 to December 31, 1957 Payroll Cheque Register December 1975 to December 1961 Payroll Cheque Register	1975	1.13.5 Payroll Journal/Register	5 Years	January 1, 1967	
193	Payroll-57	Shاونavon School Division March 1965 to January 1968 Payroll Cheque Register Gull Lake School Division 1983 to 1993 Payroll Journal 1962 to 1963 Payroll Journal Unknown School Division 1947-48 & 1957 to 1966 Payroll Journal (Cards) Leader School Division Miscellaneous Years Payroll Journal	1993	1.13.5 Payroll Journal/Register	5 Years	January 1, 1999	
194	Payroll-58	Herbert School Division 1950 to 1960 Receipts 1955 to 1959 Payroll 1959-60 Buss Records Sep to Dec 1959 Payroll 1964 General Journal 1961 to 1963 General Journal 1961 January to August Payroll	1964	1.2 Accounts Receivable 1.13.5 Payroll Journal/Register 1.13.5 Payroll Journal/Register 1.13.3 General Journal 1.13.3 General Journal 1.13.5 Payroll Journal/Register	7 Years 5 Years 5 Years 7 Years 7 Years 5 Years	January 1, 1978	
195	Payroll-59	Swift Current School Division No. 94 1982 to 1993 Payroll Earning Reports 1997 Payroll Earning Record	1997	1.13.5 Payroll Journal/Register	5 Years	January 1, 2003	
196	Payroll-60	Swift Current School Division No. 94 1996 Payroll Journal & Reports July to December 1998 Payroll Journal & Reports 2006 Master Payroll Earning Sheets (YTD Earnings)	2006	1.13.5 Payroll Journal/Register	5 Years	January 1, 2012	
197	Payroll-61	Swift Current School Division No. 94 1998 to 2002 Sub Teacher Month End Reports Shاونavon School Division 1945 to 1947 Payroll Earning Cards Herbert School Division No. 79 1965 to 1971 Payroll Journal	2002	5.10 Principals' Monthly Report 1.13.5 Payroll Journal/Register 1.13.5 Payroll Journal/Register	1 Years 5 Years 5 Years	January 1, 2004	
198	Payroll-62	Swift Current School Division No. 94 1973 to 1981 Employee Payroll Earning Cards	1981	1.13.5 Payroll Journal/Register	5 Years	January 1, 1987	
199	Payroll-63	Swift Current School Division No. 94 1994, 1995, 1996 Employee Earning Record Sheets January 1988 to December 1990 Payroll Journal 1980 & 1981 Payroll Earning Records 1976 to 1981 Caretaker Pay Sheets 1962 to 1979 Payroll Journal	1996	1.13.5 Payroll Journal/Register	5 Years	January 1, 2002	
200	Payroll-64	Swift Current School Division No. 94 1997 Payroll Journal & Reports 1993 to 1995 and 1996-97 Teacher Attendance Reports	1997	1.13.5 Payroll Journal/Register 5.8 Payroll Input Forms	5 Years 1 Year	January 1, 2003	
201	Payroll-65	Swift Current School Division No. 94 1998 Payroll Journal & Reports 1999 Payroll Register & Reports 1998 Master Payroll Earning Sheets (YTD Earnings)	1999	1.13.5 Payroll Journal/Register	5 Years	January 1, 2005	
202	Payroll-66	Swift Current School Division No. 94 1999 and 2000 Master Payroll Earning Sheets (YTD Earnings) 2000 Payroll Register & Reports	2000	1.13.5 Payroll Journal/Register	5 Years	January 1, 2006	
203	Payroll-67	Swift Current School Division No. 94 2001 & 2002 Master Payroll Earning Sheets (YTD Earnings) 2001 Payroll Register & Reports	2002	1.13.5 Payroll Journal/Register	5 Years	January 1, 2008	
204	Payroll-68	Swift Current School Division No. 94 2002 Payroll Register & Reports 2003 Master Payroll Earning Sheets (YTD Earnings)	2003	1.13.5 Payroll Journal/Register	5 Years	January 1, 2009	
205	Payroll-69	Swift Current School Division No. 94 2004 Payroll Master Earning Sheets (YTD Earnings) 2003 Payroll Register	2004	1.13.5 Payroll Journal/Register	5 Years	January 1, 2010	
206	Payroll-70	Swift Current School Division No. 94 2005 Payroll Master Earning Sheets 2004 Payroll Register & Reports	2005	1.13.5 Payroll Journal/Register	5 Years	January 1, 2011	
207	Payroll-71	Swift Current School Division No. 94 2005 Payroll Register & Reports	2005	1.13.5 Payroll Journal/Register	5 Years	January 1, 2011	
208	Payroll-72	Swift Current Collegiate/Comprehensive High School 1962 to 1979 Payroll Journal 1988 to 1992 Payroll Journal	1992	1.13.5 Payroll Journal/Register	5 Years	January 1, 1998	
209	Payroll-73	Swift Current Collegiate/Comprehensive High School 1962 to 1981 Payroll Earning Cards	1981	1.13.5 Payroll Journal/Register	5 Years	January 1, 1987	
210	Payroll-74	Swift Current Comprehensive High School Board 1982 to 1997 Employee Earning Reports (YTD Earnings)	1997	1.13.5 Payroll Journal/Register	5 Years	January 1, 2003	
211	Payroll-75	Swift Current Comprehensive High School Board 1996 & 1997 Payroll Journal and Reports 1995-96 Teacher Attendance Reports	1997	1.13.5 Payroll Journal/Register 5.8 Payroll Input Forms	5 Years 1 Year	January 1, 2003	
212	Payroll-76	Swift Current Comprehensive High School Board 1997 Bi-Weekly Sub-Teacher Payroll Journal 1998 & 1999 Master Payroll Earning Sheets (YTD Earnings) 1998 to May 1999 Payroll Register & Reports 1996-97 to 1999-2000 Teacher Attendance Reports	2000	1.13.5 Payroll Journal/Register 1.13.5 Payroll Journal/Register 1.13.5 Payroll Journal/Register 5.8 Payroll Input Forms	5 Years 5 Years 5 Years 1 Year	January 1, 2005	
213	Payroll-77	Swift Current Comprehensive High School Board May 1999 to April 2001 Payroll Register & Reports 2000 & 2001 Master Payroll Earning Sheets (YTD Earnings) 2001 T4 Proof List	2001	1.13.5 Payroll Journal/Register 1.13.5 Payroll Journal/Register T4's and CCRA Remittance Statements	5 Years 5 Years 7 Years	January 1, 2009	
214	Payroll-78	Swift Current Comprehensive High School Board April 2001 to 2002 Payroll Register & Reports 2002 Master Payroll Earning Sheets (YTD Earnings)	2002	1.13.5 Payroll Journal/Register	5 Years	January 1, 2008	
215	Payroll-79	Swift Current Comprehensive High School Board 2003 to May 2004 Payroll Registers & Reports	2004	1.13.5 Payroll Journal/Register	5 Years	January 1, 2010	



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Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
216	Payroll-80	Swift Current Comprehensive High School Board June 2004 to 2005 Payroll Register & Reports 2004 Master Payroll Earning Sheets	2005	1.13.5 Payroll Journal/Register	5 Years	January 1, 2011	
217	Payroll-81	Eastend School Division No. 8 1999 & 2000 Payroll Registers & Reports	2000	1.13.5 Payroll Journal/Register	5 Years	January 1, 2006	
218	Payroll-82	Richmond School 1992-93 to 2005-06 Staff Attendance Reports	2006	5.8 Payroll Input Forms	1 Year	January 1, 2012	
219	Payroll-83	Prairie West School Division No. 75 1975, 1978 to 1981 Central Office Staff Payroll Journal 1997-98 SSBA Billing Statement 1976 to 1988 Support Staff Payroll/Cheque Register 1978 to 1988 Teacher Staff Payroll/Cheque Register	1988	1.13.5 Payroll Journal/Register 5.4 Benefits Remittances 1.13.5 Payroll Journal/Register 1.13.5 Payroll Journal/Register	5 Years 3 Years 5 Years 5 Years	January 1, 2002	
220	Payroll-84	Prairie West School Division No. 75 1990 to 1994 Payroll Registers 1983 to 1992 Employee Payroll Profile Sheets (Incomplete)	1994	1.13.5 Payroll Journal/Register	5 Years	January 1, 2000	
221	Payroll-85	Prairie West School Division No. 75 1996 to 1998 Payroll Journals	1998	1.13.5 Payroll Journal/Register	5 Years	January 1, 2004	
222	Payroll-86	Prairie West School Division No. 75 1995 Payroll Register 1995 Employee Payroll Profile Sheets 1996 Payroll Distribution Earnings Total Report 1997 & 1998 Payroll Journals	1998	1.13.5 Payroll Journal/Register	5 Years	January 1, 2004	
223	Payroll-87	Prairie West School Division No. 75 1992 to 1995 Payroll Notes/Input Forms	1995	5.8 Payroll Input Forms	1 Year	January 1, 1997	
224	Payroll-88	Prairie West School Division No. 75 1998 & 1999 Payroll Notes/Input Forms	1999	5.8 Payroll Input Forms	1 Year	January 1, 2001	
225	Payroll-89	Prairie West School Division No. 75 2005 Payroll Notes/Input Forms	2005	5.8 Payroll Input Forms	1 Year	January 1, 2007	
226	Payroll-90	Prairie West School Division No. 75 2002 & 2005 Payroll Reports	2005	1.13.5 Payroll Journal/Register	5 Years	January 1, 2011	
227	Payroll-91	Prairie West School Division No. 75 1999 to July 2001 Payroll Registers	2001	1.13.5 Payroll Journal/Register	5 Years	January 1, 2007	
228	Payroll-92	Prairie West School Division No. 75 August 2001 to 2003 Payroll Registers	2003	1.13.5 Payroll Journal/Register	5 Years	January 1, 2009	
229	Payroll-93	Prairie West School Division No. 75 1999 to 2004 Master Payroll Earning Sheets	2004	1.13.5 Payroll Journal/Register	5 Years	January 1, 2010	
230	Payroll-94	Prairie West School Division No. 75 1998-99 to 2002-03 Absent Time Details Report 2004 Payroll Register 2005 & 2006 Master Payroll Earning Sheets (YTD Earnings)	2006	5.8 Payroll Input Forms 1.13.5 Payroll Journal/Register 1.13.5 Payroll Journal/Register	3 Years 5 Years 5 Years	January 1, 2012	
231	Payroll-95	Prairie West School Division No. 75 1982 Teacher Payroll Cards 1990 to 1992 Payroll Table Record Listings 1991 to 1992 Payroll Run Controls Reports 1989 to 1993 Payroll Journals	1993	1.13.5 Payroll Journal/Register	5 Years	January 1, 1999	
232	Payroll-96	Chinook School Division No. 211 2009 January - December Payroll Back-up - Support Staff, Teachers, Substitutes, Casual -Includes: *Earning Deduction Adjustments *Acting Principal Forms *Reconciliation Adjustments *Pension Reports *SSBA Benefit Reports *Requests for Additional Pay *Absent Time Reports *Contract Adjustments *Payroll Registers *Canada Savings Bonds Transmission Reports *Bank Transmission Reports *2009-2010 Journal Entries	2010	5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.9 Pension Remittance Statements 5.9 Pension Remittance Statements 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 1.13.5 Payroll/Journal Register 5.7 Payroll Electronic Transmission File 5.7 Payroll Electronic Transmission File 1.13.5 Payroll Journal/Register	1 Year 1 Year 1 Year 3 Years 3 Years 1 Year 1 Year 1 Year 5 Years 1 Year 1 Year 5 Years	January 1, 2015	
233	Payroll-97	Chinook School Division No. 211 2009 & 2010 Bi-Weekly Payroll Back-up 2010 January - June Substitutes, Casuals Payroll Back-up -Includes: *Earning Deduction Adjustments *Acting Principal Forms *Reconciliation Adjustments *Pension Reports *SSBA Benefit Reports *Requests for Additional Pay *Absent Time Reports *Contract Adjustments *Timecards (Casual Bi-weekly Employees)	2010	5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.9 Pension Remittance Statements 5.4 Benefit Remittances 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.6 Employee Time Sheets	1 Year 1 Year 1 Year 3 Years 3 Years 1 Year 1 Year 1 Year 3 Years A.T.	January 1, 2014	A.T. (After Termination)
234	Payroll-98	Chinook School Division No. 211 2010 All Payrolls Back-up -Includes: *Earning Deduction Adjustments *Acting Principal Forms *Reconciliation Adjustments *Pension Reports *SSBA Benefit Reports *Requests for Additional Pay *Absent Time Reports *Contract Adjustments	2010	5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.9 Pension Remittance Statements 5.9 Pension Remittance Statements 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms	1 Year 1 Year 1 Year 3 Years 3 Years 1 Year 1 Year 1 Year	January 1, 2014	
235	Payroll-99	Chinook School Division No. 211 January - May 2006 Prairie West School Division, Herbert School Division, Eastend School Division Payroll Backup *Earning Detail Reports *Benefit Reports *Bank Transmission Reports *MEPP Contributions *Earning Adjustments *Absent Time Entries *Acting Principal Forms *Requests for Additional Pay *Canada Savings Bonds *Pay Calculation Sheets	2006	5.8 Payroll Input Forms 5.4 Benefit Remittances 5.7 Payroll Electronic Transmission 5.9 Pension Remittance Statements 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.9 Payroll Electronic Transmission 5.8 Payroll Input Forms	1 Year 3 Years 1 Year 3 Years 1 Year 1 Year 1 Year 1 Year 1 Year 1 Year	January 1, 2010	

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
236	Payroll-100	Chinook School Division No. 211 June - November 2006 Prairie West School Division, Herbert School Division, Eastend School Division Payroll Backup *Earning Detail Reports *Benefit Reports *Bank Transmission Reports *MEPP Contributions *Earning Adjustments *Absent Time Entries *Acting Principal Forms *Requests for Additional Pay *Canada Savings Bonds *Pay Calculation Sheets	2006	5.8 Payroll Input Forms 5.4 Benefit Remittances 5.7 Payroll Electronic Transmission 5.9 Pension Remittance Statements 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.9 Payroll Electronic Transmission 5.8 Payroll Input Forms	1 Year 3 Years 1 Year 3 Years 1 Year 1 Year 1 Year 1 Year 1 Year 1 Year		
237	Payroll-101	Chinook School Division No. 211 June - August 2007 Prairie West School Division, Herbert School Division, Eastend School Division Payroll Backup *Earning Detail Reports *Benefit Reports *Bank Transmission Reports *MEPP Contributions *Earning Adjustments *Absent Time Entries *Acting Principal Forms *Requests for Additional Pay *Canada Savings Bonds *Pay Calculation Sheets	2007	5.8 Payroll Input Forms 5.4 Benefit Remittances 5.7 Payroll Electronic Transmission 5.9 Pension Remittance Statements 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.9 Payroll Electronic Transmission 5.8 Payroll Input Forms	1 Year 3 Years 1 Year 3 Years 1 Year 1 Year 1 Year 1 Year 1 Year 1 Year	January 1, 2011	
238	Payroll-102	Chinook School Division No. 211 September 2010 - February 2011 Payroll Reports Includes: *Earning Detail Reports *Absent Employee Costing Reports *Employee Rate Difference Summary *Bank Transmission Reports *Canada Savings Bonds Transmission Reports *STF Retirement Savings Plan Summary *Email Earning Statement Verification Report	2011	5.8 Payroll Input Forms 5.7 Payroll Electronic Transmission 5.9 Pension Remittance Statements	1 Year 1 Year 3 Years	January 1, 2015	
239	Payroll-103	Chinook School Division No. 211 March 2011- June 2011 Payroll Reports Includes: *Earning Detail Reports *Absent Employee Costing Reports *Employee Rate Difference Summary *Bank Transmission Reports *Canada Savings Bonds Transmission Reports *STF Retirement Savings Plan Summary *Email Earning Statement Verification Report	2011	5.8 Payroll Input Forms 5.7 Payroll Electronic Transmission 5.9 Pension Remittance Statements	1 Year 1 Year 3 Years	January 1, 2015	
240	Payroll-104	Chinook School Division No. 211 September - December 2009 Payroll Back-up Administration, Transportation, Substitutes/Casuals Includes: *Benefit Reports *Bank Transmission Reports *MEPP Contributions *Earning Adjustments *Absent Time Entries *Acting Principal Forms *Requests for Additional Pay *Canada Savings Bonds *Pay Calculation Sheets *Teacher Information Verification Sheets	2009	5.4 Benefit Remittances 5.7 Payroll Electronic Transmission File 5.9 Pension Remittance Statements 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.7 Payroll Electronic Transmission File 5.8 Payroll Input Forms	3 Years 1 Year 3 Years 1 Year 1 Year 1 Year 1 Year 1 Year 1 Year 1 Year	January 1, 2013	
241	Payroll-105	Chinook School Division No. 211 January - May 2010 Payroll Back-up Administration, Teachers, Transportation, Substitutes/Casuals Includes: *Earning Detail Reports *Benefit Reports *Bank Transmission Reports *MEPP Contributions *Earning Adjustments *Absent Time Entries *Acting Principal Forms *Requests for Additional Pay *Canada Savings Bonds *Pay Calculation Sheets *Teacher Information Verification Sheets	2010	5.4 Benefit Remittances 5.7 Payroll Electronic Transmission File 5.9 Pension Remittance Statements 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.7 Payroll Electronic Transmission File 5.8 Payroll Input Forms	3 Years 1 Year 3 Years 1 Year 1 Year 1 Year 1 Year 1 Year 1 Year 1 Year	January 1, 2014	
242	Payroll-106	Chinook School Division No. 211 June - August 2010 Payroll Back-up Administration, Teachers, Transportation, Substitutes/Casuals Includes: *Earning Detail Reports *Benefit Reports *Bank Transmission Reports *MEPP Contributions *Earning Adjustments *Absent Time Entries *Acting Principal Forms *Requests for Additional Pay *Canada Savings Bonds *Pay Calculation Sheets	2010	5.4 Benefit Remittances 5.7 Payroll Electronic Transmission File 5.9 Pension Remittance Statements 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.7 Payroll Electronic Transmission File 5.8 Payroll Input Forms	3 Years 1 Year 3 Years 1 Year 1 Year 1 Year 1 Year 1 Year 1 Year 1 Year	January 1, 2014	
243	Payroll-107	Chinook School Division No. 211 September 2010 - February 2011 Payroll Back-up Administration, Teachers, Transportation, Substitutes/Casuals Includes: *Earning Detail Reports *Benefit Reports *Bank Transmission Reports *MEPP Contributions *Earning Adjustments *Absent Time Entries *Acting Principal Forms *Requests for Additional Pay *Canada Savings Bonds *Pay Calculation Sheets	2011	5.4 Benefit Remittances 5.7 Payroll Electronic Transmission File 5.9 Pension Remittance Statements 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.7 Payroll Electronic Transmission File 5.8 Payroll Input Forms	3 Years 1 Year 3 Years 1 Year 1 Year 1 Year 1 Year 1 Year 1 Year 1 Year	January 1, 2015	

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244	Payroll-108	Chinook School Division No. 211 March - August 2011 Payroll Back-up Administration, Teachers, Transportation, Substitutes/Casuals Includes: *Earning Detail Reports *Benefit Reports *Bank Transmission Reports *MEPP Contributions *Earning Adjustments *Absent Time Entries *Acting Principal Forms *Requests for Additional Pay *Canada Savings Bonds *Pay Calculation Sheets	2011	5.4 Benefit Remittances 5.7 Payroll Electronic Transmission File 5.9 Pension Remittance Statements 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.7 Payroll Electronic Transmission File 5.8 Payroll Input Forms	3 Years 1 Year 3 Years 1 Year 1 Year 1 Year 1 Year 1 Year	January 1, 2015	
245	Payroll-109	Chinook School Division No. 211 November 2010 to June 2011 Records of Employment 2010-2011 Teacher Subs Earning Detail Reports September 2008 - December 2009 SSBA Benefits Summary Reports	2011	5.12 Records of Employment 5.8 Payroll Input Forms 5.4 Benefit Remittances	7 Years 1 Year 3 Years	January 1, 2019	
246	Payroll-110	Leader School Division 2004 - 2005 Payroll Calculations 2002 to 2005 Noon Hour Supervision Record of Days 2002-June 2005 Record of Accumulated Sick Leave Shaunavon School Division 1999 Master Payroll Sheets (YTD Earnings) & T4 Proof List 1999 January - April Payroll Register 2000 Master Payroll Sheets (YTD Earnings) & T4 Proof List 2001 Master Payroll Sheets (YTD Earnings)	2005	5.8 Payroll Input Forms  1.13.5 Payroll Journal/5.15 T4's 1.13.5 Payroll Register 1.13.5 Payroll Register 1.13.5 T4's 1.13.5 Payroll Register	7 Years	January 1, 2013	
247	FINANCE - 116	Chinook School Division No. 211 August 2006 - April 2007 Cancelled Cheques January 1 - February 17, 2006 Receipts # 1 - #130 February 21, 2006 - September 2007 Receipts - #0001 to #3601	2007	1.5.2 Cancelled Cheques 1.2 Receipts  1.2 Receipts	7 Years	January 1, 2015	
248	FINANCE - 117	1954 - 1962 General Ledgers - Unknown School Division 1945 - 1947 General Ledgers - Unknown School Division Prairie West School Division 1981 General Ledger Gull Lake School Division 1984 General Ledger	1984	1.13.4 General Ledger	7 Years	January 1, 1992	
249	FINANCE - 118	Herbert School Division No. 79 1949 - 1959 General Ledgers Swift Current School Division 1952 - 1975 General Ledgers Prairie West School Division No. 75 1977 - 1980 General Ledger Prairie West School Division No. 75 1968 - 1976 General Ledger	1980	1.13.4 General Ledger	7 Years	January 1, 1988	
250	FINANCE - 119	Prairie West School Division 1977 - 1981 Accounts Payable 1965 - 1974 Accounts Payable	1981	1.1 Accounts Payable	7 Years	January 1, 1989	
251	FINANCE - 120	Shaunavon School Division 1947 - 1951 Accounts Payable 1953 - 1973 Receipts	1973	1.1 Accounts Payable 1.2 Receipts	7 Years 7 Years	January 1, 1981	
252	FINANCE - 121	Shaunavon School Division 1949 - 1950 Accounts Payable Ledger 1958 - 1967 Accounts Payable 1948 General Ledger - Unknown School Division 1959 - 1974 General Ledger - Unknown School Division	1974	1.13.1 Accounts Payable Journal 1.1 Accounts Payable 1.13.4 General Ledger 1.13.4 General Ledger	7 Years	January 1, 1982	
253	FINANCE - 122	1985 - 1990 Shared Services General Ledger *Gull Lake High School *Gull Lake Elementary School *Tompkins School *Tompkins Hutterian School *Carmichael Hutterian School Herbert School Unit 1946 - 1950 General Ledger	1990	1.13.4 General Ledger	7 Years	January 1, 1998	
254	FINANCE - 123	Prairie West School Division 1954 - 1960 Accounts Payable Herbert School Unit 1946 Surplus Trust Funds Swift Current School Division No. 94 1994 General Ledger 1995 General Ledger Herbert school Unit 1961 - 1964 Receipts	1995	1.1 Accounts Payable 1.13.4 General Ledger  1.13.4 General Ledger 1.13.4 General Ledger  1.2 Accounts Receivable	7 Years	January 1, 2003	
255	FINANCE - 124	Swift Current School Unit No. 15 1963 - 1972 Accounts Payable Ledger Swift Current School Division No. 94 2003 Accounts Payable Gull Lake School Division No. 76 1995 Accounts Payable 1996, 1997, 1999, 2003 General Ledgers	2003	1.13.1 Accounts Payable Journal  1.1 Accounts Payable  1.1 Accounts Payable 1.13.4 General Ledger	7 Years	January 1, 2011	
256	FINANCE - 125	Unknown 1997-2006 Accounts Payable 2004-2008 Bank Statements 1994-1999 Cheque Stubs 1998-2008 Deposit Books	2008	1.1 Accounts Payable 1.5.1 Bank Statements 1.1 Accounts Payable 1.5.3 Deposits	7 Years	January 1, 2016	
257	FINANCE - 126	Prairie West School Division 2001-2003 Audit Files 2002-2001 Budget 2001 General Receipts	2003	1.4 Annual Audit Files 1.6 Budget 1.2 Accounts Receivable	7 Years 3 Years 7 Years	January 1, 2011	
258	FINANCE - 127	Prairie West School Division 2004 Budget Swift Current Comprehensive High School 1996 Accounts Payable Gull Lake School Division 2000 General Ledger Prairie West School Division 1997 & 1998 General Ledger	2000	1.6 Budget  1.1 Accounts Payable  1.13.4 General Ledger 1.13.4 General Ledger	3 Years 7 Years 7 Years 7 Years	January 1, 2008	
259	FINANCE - 128	Maple Creek School Division 2002 Journal Entry Support Documentation Swift Current Comprehensive High School 1998-2000 General Ledger Swift Current School Division 2004 Bank Reconciliation 2004 Distribution Lists, Invoice Lists, Invoices Marked for Payment, Cheque List, Cash Journal Entries	2004	1.13.3 General Journal  1.13.4 General Ledger  1.5.5 Bank Reconciliation 1.1 Accounts Payable	7 Years 7 Years 7 Years 7 Years	January 1, 2012	

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Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
260	FINANCE - 129	Swift Current Comprehensive High School Oct - December 1985 General Ledger 1986-1989 General Ledger Swift Current School Division No. 94 2004 Journal Entries	2004	1.13.4 General Ledger 1.13.3 General Journal	7 Years	January 1, 1997	
261	FINANCE - 130	Swift Current School Division No. 94 2004 Purchase Orders 2004 Warehouse Invoices Swift Current Comprehensive High School 2003-2004 Purchase Orders 2003-2004 Accounts Payable 2003-2004 Cash Journal Entries 2003-2004 Statement of Revenue and Expense 2003-2004 Bank Reconciliations	2004	1.14 Purchase Orders 1.1 Accounts Payable 1.14 Purchase Orders 1.1 Accounts Payable 1.13.3 General Journal 1.7 Budget-Related Reports 1.5.5 Bank Reconciliations	3 Years 7 Years 3 Years 7 Years 7 Years 3 Years 7 Years	January 1, 2012	
262	FINANCE - 131	Prairie West School Division No. 75 1998, 2000 to 2002 General Ledgers Swift Current School Division No. 94 1988-1991 Taxation Documents 1988-1991 Property Tax Receipts 1988-1991 Tax Title Property 1996 Banking Proposal 2000-2003 Budget	2003	1.13.3 General Ledger 1.6 Budget 1.2 Accounts Receivable 1.15 Tenders 1.6 Budget	7 Years 3 Years 7 Years 3 Years 3 Years	January 1, 2010	
263	FINANCE - 132	Swift Current School Division No. 94 1999 Budget 2004 Cancelled Cheques 2004 Stores Inventory 2004 Stores Receipts	2004	1.6 Budget 1.5.2 Cancelled Cheques 1.13.6 Inventory Journal 1.2 Accounts Receivable	7 Years 7 Years 3 Years 7 Years	January 1, 2012	
264	FINANCE - 133	Swift Current School Division No. 94 1993 General Ledger Swift Current Comprehensive High School 1992-1998 Financial Records	1998	1.13.4 General Ledger	7 Years	January 1, 2006	
265	FINANCE - 134	Swift Current Comprehensive High School 2004 Cash Journal Entries 2004 Rental Invoices 2004 Statement of Revenue and Expenses 1991 General Ledger 2003 General Ledger Swift Current School Division No. 94 1998 General Ledger 2003 General Ledger Chionok School Division No. 211 (Shaunavon Office) 2006-2008 Charitable Donation Receipts	2008	1.13.3 General Journal 1.2 Accounts Receivable 1.2 Accounts Receivable 1.13.4 General Ledger 1.13.4 General Ledger 1.13.4 General Ledger 1.13.4 General Ledger 1.2 Accouts Receivable	7 Years 7 Years 3 Years 7 Years 7 Years 7 Years 7 Years 7 Years	January 1, 2016	
266	FINANCE - 135	Swift Current Comprehensive High School 1982-1983 General Ledger 1978 to 1981 & 1985 General Ledgers	1983	1.13.4 General Ledger	7 Years	January 1, 1993	
267	FINANCE - 136	Swift Current Comprehensive High School 1976 & 1977 General Ledgers Swift Current Collegiate Institute No. 16 1977 & 1978 General Ledgers Gull Lake School Division No. 76 2001 General Ledger Swift Current Comprehensive High School 1984 General Ledger	2001	1.13.4. General Ledger	7 Years	January 1, 2009	
268	FINANCE - 137	Gull Lake School Division 2003 - Accounts Payable - Bank Reconciliation - Deposits - Master Card Transactions - Trial Balance - PST	2003	1.1 Accounts Payable 1.5.5 Bank Reconciliation 1.5.3 Deposits 1.1 Accounts Payable 1.7 Budget-Related Reports 1.1 Accounts Payable	7 Years	January 1, 2011	
269	FINANCE - 138	Gull Lake School Division 1998 - Cancelled Cheques - Bank Reconciliation - General Ledger Posting Journal	1998	1.5.2 Cancelled Cheques 1.5.5 Bank Reconciliation 1.13.3 General Journal	7 Years	January 1, 2006	
270	SF - 181.1	Birth Year 1960.1 - A - R 1966.1 Cumulative Folders/Records	1966	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1992	
271	SF 181.2	Birth Year 1966.1 - S - Z to 1969.1 Cumulative Folders/Records	1969	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1995	
272	FINANCE - 139	Swift Current SD #94 General Ledger	1990-1997	1.13.4 General Ledger	7 Years	January 1, 2005	
273	FINANCE - 140	Swift Current SD #94 General Ledger	1986-1989	1.13.4 General Ledger	7 Years	January 1, 1997	
274	FINANCE - 141	Swift Current SD #94 General Ledger	1983-1985	1.13.4 General Ledger	7 Years	January 1, 1993	
275	FINANCE - 142	General Ledger SCCHS General Ledger SCCHS Journal Entries Swift Current SD #94 Bank Recs Gull Lake SD #76 General Ledger SCCHS General Ledger	1976-1978 2001 2005 2005 Dec 31, 1999 1983	1.13.4 General Ledger 1.13.4 General Ledger 1.13.3 General Journal 1.5.5 Bank Reconciliation 1.13.4 General Ledger 1.13.4 General Ledger	7 Years 7 Years 7 Years 7 Years 7 Years 7 Years	January 1, 1986 January 1, 2009 January 1, 2013 January 1, 2013 January 1, 2008 January 1, 1991	
276	FINANCE - 143	Leader SD #24 General Receipt Deposit Book Bank Reconciliation Shaunavon SD #7 Cash Payments Fees General Ledger General Ledger AP Ledger	Feb 2003-Jan 20/06 May 2004 - Jan 2006 Jan 2002 - Dec 2005 1963-1966 1955-1957 1949 1948 1947-1948	1.2 Accounts Receivable 1.5.3 Deposit 1.5.5 Bank Reconciliation 1.1 Accounts Payable 1.2 Accounts Receivable 1.13.4 General Ledger 1.13.4 General Ledger 1.1 Accounts Payable	7 Years 7 Years 7 Years 7 Years 7 Years 7 Years 7 Years 7 Years	January 21, 2013 January 1, 2014 January 1, 2013 January 1, 1974 January 1, 1965 January 1, 1957 January 1, 1956 January 1, 1956	
277	FINANCE - 144	Shaunavon SD #7 General Ledger Petty Cash Ledger Fees Payments Journal Unknown SD Receipts Journal Shaunavon SD #7 General Ledger	1948 1949 1953-1957 1952-1957 1990-2001 1952	1.13.4 General Ledger 1.1 Accounts Payable 1.2 Accounts Receivable 1.1 Accounts Payable 1.2 Accounts Receivable 1.13.4 General Ledger	7 Years 7 Years 7 Years 7 Years 7 Years 7 Years	January 1, 1956 January 1, 1957 January 1, 1965 January 1, 1965 January 1, 2009 January 1, 1960	

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278	FINANCE - 145	Shaunavon SD #7 General Ledger	1968	1.13.4 General Ledger	7 Years	January 1, 1976	
		General Ledger Assistance Records Maple Creek SD General Ledger	1963 1945-1950 1945-1946	1.13.4 General Ledger 1.1 Accounts Payable 1.13.4 General Ledger	7 Years 7 Years 7 Years	January 1, 1971 January 1, 1954	
279	FINANCE - 146	Maple Creek SD #17 General Ledger	1955-1956	1.13.4 General Ledger	7 Years	January 1, 1964	
		General Ledger General Ledger	1950-1954 1945-1949	1.13.4 General Ledger 1.13.4 General Ledger	7 Years 7 Years	January 1, 1962 January 1, 1957	
280	FINANCE - 147	Maple Creek SD #17 General Ledger	1957-1964	1.13.4 General Ledger	7 Years	January 1, 1972	
		General Ledger General Ledger General Ledger General Ledger General Ledger General Ledger	1965 1970-1971 1972 1973-1975 1976-1978	1.13.4 General Ledger 1.13.4 General Ledger 1.13.4 General Ledger 1.13.4 General Ledger 1.13.4 General Ledger 1.13.4 General Ledger	7 Years 7 Years 7 Years 7 Years 7 Years 7 Years	January 1, 1973 January 1, 1979 January 1, 1980 January 1, 1983 January 1, 1986	
281	FINANCE - 148	Maple Creek SD #17 General Ledger	1979-1982	1.13.4 General Ledger	7 Years	January 1, 1990	
		General Ledger General Ledger General Ledger Journal Entries Journal Entries Journal Entries Journal Entries General Ledger General Ledger	1983-1986 1987-1989 1967-1973 1974-1983 1984-1992 1993 1990 1991	1.13.4 General Ledger 1.13.4 General Ledger 1.13.3 General Journal 1.13.3 General Journal 1.13.3 General Journal 1.13.3 General Journal 1.13.4 General Ledger 1.13.4 General Ledger	7 Years 7 Years 7 Years 7 Years 7 Years 7 Years 7 Years 7 Years	January 1, 1994 January 1, 1997 January 1, 1981 January 1, 1991 January 1, 2000 January 1, 2001 January 1, 1998 January 1, 1999	
282	FINANCE - 149	Maple Creek SD #17 General Ledger	1992-1997	1.13.4 General Ledger	7 years	January 1, 2005	
283	FINANCE - 150	Maple Creek SD #17 General Ledger	1998-2004	1.13.4 General Ledger	7 Years	January 1, 2012	
284	FINANCE - 151	Maple Creek SD #17 Journal Entries	1999-2003	1.13.3 General Journal	7 Years	January 1, 2011	
285	FINANCE - 152	Maple Creek SD #17 Journal Entries SCCHS	2004-2005	1.13.3 General Journal	7 Years	January 1, 2013	
		Journal Entries Swift Current Collegiate Institute Journal Entries Abbey School Community Council Financial Records Abbey Student Association Notes Swift Current School Unit Journal Entries	1969-1975 1964-1975 2007 2006-2012 1963-1978	1.13.3 General Journal 1.13.3 General Journal 1.13.3 General Journal 1.10 Financial Records 1.10 Financial Reports 1.13.3 General Journal	7 Years 7 years 7 Years 1 Year 1 Year 7 Years	January 1, 1983 January 1, 1983 January 1, 2009 January 1, 2014 January 1, 1986	
286	FINANCE - 153	Abbey School Association Bank Statements & Cancelled Cheques	1994-1995	1.5.1 Bank Stm Cancelled Chqs	7 Years	January 1, 2003	
		Accounts Payable Vouchers Bank Statements & Cancelled Cheques Accounts Payable Vouchers Receipt Book Bank Statement & Cancelled Cheques Deposit Books Accounts Payable Vouchers	1994-1995 1993 1993-2001 1999-2000 1999-2000 1999-2000	1.1 Accounts Payable 1.5.1 Bank Stm Cancelled Chqs 1.1 Accounts Payable 1.2 Accounts Receivable 1.5.1 Bank Stm Cancelled Chqs 1.5.3 Deposit Books 1.1 Accounts Payable	7 Years 7 Years 7 Years 7 Years 7 Years 7 Years 7 Years	January 1, 2003 January 1, 2003 January 1, 2001 January 1, 2001 January 1, 2009 January 1, 2008 January 1, 2008 January 1, 2008	
287	FINANCE - 154	Abbey School Bank Statements and Cancelled Cheques	2001-2003	1.5.1 Bank Stm & Cancelled Chqs	7 Years	January 1, 2011	
		Accounts Payable Vouchers Deposit Books Receipt Books	2001-2003 2001-2003 2002-2004	1.1 Accounts Payable 1.5.3 Deposit Books 1.2 Accounts Receivable	7 Years 7 Years 7 Years	January 1, 2011 January 1, 2011 January 1, 2012	
288	FINANCE - 155	Abbey School Bank Statements and Cancelled Cheques	1994-1998	1.5.1 Bank Stm & Cancelled Chqs	7 Years	January 1, 2006	
		Accounts Payable Vouchers Deposit Books	1994-1998 1994-1998	1.1 Accounts Payable 1.5.3 Deposit Books	7 Years 7 Years	January 1, 2006 January 1, 2006	
289	FINANCE - 156	Abbey School General Ledgers	1999-2004	1.13.4 General Ledger	7 Years	January 1, 2012	
		Bank Stm & Cancelled Cheques Accounts Payable Vouchers Deposit Books	2004-June 2006 2004-June 2006 2004-June 2006	1.5.1 Bank Stm & Cancelled Chqs 1.1 Accounts Payable 1.5.3 Deposit Books	7 Years 7 Years 7 Years	July 1, 14 July 1, 2014 July 1, 2014	
290	FINANCE - 157	Abbey School Bank Statement & Cancelled Cheques	July 2006-2009	1.5.1 Bank Stm & Cancelled Chqs	7 Years	January 1, 2017	
		Accounts Payable Vouchers Deposit Books	July 2006-2009 July 2006-2009	1.1 Accounts Payable 1.5.3 Deposit Books	7 Years 7 Years	January 1, 2017 January 1, 2017	
291	FINANCE - 158	Abbey School General Ledger	2005-2010	1.13.4 General Ledger	7 Years	January 1, 2018	
		Bank Statements & Reconciliation Accounts Payable Vouchers Deposit Books	2010-2011 2010-2011 2010-2011	1.5.1 Bank Stm & Cancelled Chqs 1.1 Accounts Payable 1.5.3 Deposit Books	7 Years 7 Years 7 Years	January 1, 2019 January 1, 2019 January 1, 2019	
292	FINANCE - 159	Chinooks SD #211 Annual Audit Files	2009-2010	1.4 Annual Audit Files	7 Years	January 1, 2018	
293	FINANCE - 160	Shaunavon SD #71 General Ledger	1991-1994	1.13.4 General Ledger	7 Years	January 1, 2002	
		General Ledger	1998	1.13.4 General Ledger	7 Years	January 1, 2006	
294	FINANCE - 161	Shaunavon SD #71 General Ledger Leader SD	1999-2005	1.13.4 General Ledger	7 Years	January 1, 2013	
		General Ledger Journal Entries	1946-1950 1994	1.13.4 General Ledger 1.13.3 General Journals	7 Years 7 Years	January 1, 1958 January 1, 2002	
295	FINANCE - 162	Chinooks SD #211 Cancelled Cheques	Jan-Aug 2006	1.5.2 Cancelled Cheques	7 Years	Sept 1, 2014	
296	FINANCE - 163	Leader SD General Ledger	1963-1969	1.13.4 General Ledger	7 Years	January 1, 1977	
		General Ledger General Ledger	1973-1974 1980-1982	1.13.4 General Ledger 1.13.4 General Ledger	7 Years 7 Years	January 1, 1982 January 1, 1990	
297	FINANCE - 164	Leader SD General Ledger	1983-1984	1.13.4 General Ledger	7 Years	January 1, 1992	
		General Ledger	1976-1979	1.13.4 General Ledger	7 Years	January 1, 1987	
298	FINANCE - 165	Leader SD General Ledger	1970-1972	1.13.4 General Ledger	7 Years	January 1, 1980	
		Journal Entries General Ledger	1946-1993 1985-1989	1.13.3 General Journal 1.13.4 General Ledger	7 Years 7 Years	January 1, 2001 January 1, 1997	
299	FINANCE - 166	Abbey School Bank Rec/Cancelled Chq	2012-2013	1.5.5 Bank Reconciliation	7 Years		
		Accounts Payable Vouchers Deposits Golden Prairie School General Ledger Deposit Books Bank Statements General Ledger Gull Lake SD General Ledger Accounts Payable Journals	2012-2013 2012-2013 2003 Jun 2003-Jun 2006 2006-Feb 2007 2010 1980 1996	1.1 Account Payable 1.5.3 Deposits 1.13.4 General Ledger 1.5.3 Deposits 1.5.1 Bank Statements 1.13.4 General Ledger 1.13.4 General Ledger 1.13.1 Accounts Payable Journal	7 Years 7 Years 7 Years 7 Years 7 Years 7 Years 7 Years 7 Years	January 1, 2020	

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300	FINANCE - 167	Gull Lake SD General Ledger General Ledger Accounts Payable Journal Accounts Payable Journal	1996-1997 2004 1997 2004	1.13.4 General Ledger 1.13.4 General Ledger 1.13.1 Accounts Payable Journal 1.13.1 Accounts Payable Journal	7 Years 7 Years 7 Years 7 Years	January 1, 2005 January 1, 2012 January 1, 2005 January 1, 2012	
301	FINANCE - 168	Leader SD General Ledger General Ledger General Journal	1990 1995-2002 2001-2002	1.13.4 General Ledger 1.13.4 General Ledger 1.13.3 General Journal	7 Years 7 Years 7 Years	January 1, 1998 January 1, 2010 January 1, 2010	
302	FINANCE - 169	Leader SD General Ledger Abbey School Bank Rec/Cancelled Cheques Accounts Payable Vouchers Deposits	1991-1994 2011-2012 2011-2012 2011-2012	1.13.4 General Ledger 1.5.5 Bank Rec/Cancelled Chq 1.1 Accounts Payable 1.5.3 Deposits	7 Years 7 Years 7 Years 7 Years	January 1, 2002 January 1, 2020 January 1, 2020 January 1, 2020	
303	FINANCE - 170	Gull Lake SD Budget Journal Entries Bank Rec/Cancelled Cheques Deposit Books Invoice List	2004 2004 2004 2004 2004	1.6 Budget 1.13 General Journal 1.5.5 Bank Rec/Cancelled Chq 1.5.3 Deposits 1.1 Accounts Payable	3 Years 7 Years 7 Years 7 Years 7 Years	January 1, 2008 January 1, 2012 January 1, 2012 January 1, 2012 January 1, 2012	
304	FINANCE - 171	Eastend SD General Ledger General Ledger Payments Ledger	1975-1977 1990-1992 1979-1980	1.13.4 General Ledger 1.13.4 General Ledger 1.1 Accounts Payable	7 Years 7 Years 7 Years	January 1, 1985 January 1, 2000 January 1, 1988	
305	FINANCE - 172	Gull Lake SD #76 General Ledger Eastend SD General Ledger	1998 1993-1999	1.13.4 General Ledger 1.13.4 General Ledger	7 Years 7 Years	January 1, 2006 January 1, 2007	
306	FINANCE - 173	Eastend SD #8 General Ledger Journal Entries Payroll Journal Gull Lake SD #76 Journal Entries	2000-2005 1999 1973-1974 2004	1.13.4 General Ledger 1.13.3 General Journal 1.13.5 Payroll Journal/Register 1.13.3 General Journal	7 Years 7 Years 5 Years 7 Years	January 1, 2013 January 1, 2007 January 1, 1980 January 1, 2012	
307	FINANCE - 174	Herbert SD #79 General Ledger	1985-1998	1.13.4 General Ledger	7 Years	January 1, 2006	
308	FINANCE - 175	Herbert SD #79 General Ledger	1999-2005	1.13.4 General Ledger	7 Years	January 1, 2013	
309	FINANCE - 176	Shaunavon SD Cheque List 1-4715 Eastend SD Journal Entries Unknown SD Cheque Register	Dec 1954-Dec 1957 1958-1986 1965-1981	1.2 Accounts Receivable 1.13.3 General Journal 1.2 Accounts Receivable	7 years 7 Years 7 Years	January 1, 1965 January 1, 1994 January 1, 1989	