



SAC Records Destruction Checklist

When records are due for destruction, follow this checklist:

Getting Records Organized

- Check files annually
- Look for records that have been retained for **7 years** and are ready for destruction
- Fill in the SAC Records Destruction form
 - SAC School Name: name of the school(s) the SAC represents
 - SAC Chair/SAC Secretary/School Principal Name: name of person who fills out the form
 - Must be one of the three people listed above as they have the authority to destroy the records
 - Date: date the form was filled out
 - Records List: list the name and format of the file(s)
 - Ex) 08/21_Mtg Summaries (digital)
 - Ex) 2022 SAC Agreements (paper)

Ready for Destruction

- Ensure the person destroying the records and the witness are ready
 - For paper records: have a shredder
 - For digital records: ensure you delete the records from both the original folder and the 'Recycling Bin' to make them irretrievable
 - Person destroying records and the witness will sign the SAC Records Destruction form after destruction has occurred
 - SAC Records Destruction form will be stored in a secure manner until further notice
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