



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

Process for Transferring Inactive OSRs to Off-site Storage

The following is the proper process, which must be adhered to, for the transfer and destruction of inactive OSRs:

- i. After 5 years, an inactive OSR should be separated into two components, which will then be sent to the Records Management Coordinator:
 - a) Elements of the OSR to be retained for 55 years, which includes:
 - the OSR folder;
 - the OST;
 - the office index card.
 - b) Elements of the OSR which must only be retained for 5 years, and which are ready for destruction. These may include:
 - report cards;
 - the documentation file, where applicable;
 - additional information that was identified by the school board as appropriate for retention for a 5 year period.
- ii. Once separated, these parts of the OSR should be sorted into two, clearly labelled boxes, one for destruction and one for retention, and sent to the Records Management Coordinator.