Common Schedules for Approval

Education and Childcare

September 14, 2026

IMAC Backgrounder

These schedules cover records related to unique functions in the delivery of education, early childhood education and childcare services in British Columbia. ORCS/ORS consulted include Affordable Child Care Benefit (ACCB), Education (EDUC), Education Data Reporting and Analytics (EDRA), Teacher Regulation (TREG), Regulation of Private Training Institutions (RPTI), Student Financial Assistance Services (SAID), Global Education Programs (GEPR), French Language Education Programs (FLEP) and the draft Child Care Programs and Services (CCPS) and Ministry of Children and Family Development (MCFD), as well as existing legislation and regulations.

At present, these schedules cover the functions of core government only. The next stage of development will focus on adding in schedules for functions that are carried out by the broader public sector.

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Schedules for Approval

- Early Childhood Educator Registry Data
- Education and Childcare Institution Certification
- Education and Childcare Institution Regulation and Monitoring
- Educator Certification
- Educator Disciplinary Proceedings
- Educator Training Program Approvals and Regulation
- Educator Training Programs and Standards Development
- French Language Programs Management
- K to 12 Student Records
- K to 12 Curriculum and Assessment Tools
- License–not–Required (LNR) Caregiver Registration
- Lifetime Maximum Student Financial Assistance Tracking
- Private Training Institution Student Records
- Student Financial Assistance
- Teacher Employers List
- Teacher Employers List Submissions

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Education and Childcare

These schedules cover records related to unique functions in the provision of education and childcare in British Columbia. These functions include:

- Maintenance of K-12 and post-secondary education student records
- Creation and evaluation of provincial curriculum and assessment tools for K-12
- Creation and evaluation of K-12 and early childhood educator training and accreditation programs
- Registration, regulation and monitoring of educators and childcare providers
- Registration, regulation and monitoring of childcare, K-12, and post-secondary education facilities
- Provision of language education and student financial support programs

For critical cross-government functions, please see the Common Records Information Schedules. These include (but are not limited to):

- Regulatory and legislative framework development and administration
- Audits
- Corporate governance
- Agreement development and administration
- Program and project planning and outcomes

Examples of routine records include (but are not limited to):

- Provincial non-capital funding administration
- Program management
- Website administration
- Redundant source records

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Early Childhood Educator Registry Data

Covers records relating to the certification of Early Childhood Educators, the assessment of programs provided by recognized training institutions, and the investigation of complaints that an ECE may not be meeting provincial requirements for certification.

Retention and Disposition: close → destroy

Once the ministry is no longer the office of record for this function, then destroy.

Early Childhood Educator Registry data can be destroyed as any records related to an affected individual's ability to bring a claim against an educator will be captured under the Educator Certification schedule and any disciplinary hearings of note will be fully retained under the Educator Disciplinary Proceedings schedule.

Examples

Examples include (but are not limited to):

- Complaint and investigation files

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Education and Childcare Institution Certification

Covers records relating to accreditation and incident investigation for early learning programs, Offshore Education Program schools, independent schools, post-secondary degree-granting institutions, and other non-residential private career training institutions and programs. For regular inspection and monitoring files, see the Education and Childcare Institution Regulation and Monitoring schedule.

Retention and Disposition: close + 15 years → transfer

Once certification is no longer valid, keep for 15 years, then transfer to the government archives.

School certification records will be transferred to the government archives as they document the accreditation of all provincially regulated institutions providing educational and childcare services over time. The 15-year retention period allows for the ultimate limitation period to bring a legal action according to the Limitation Act.

Examples

Examples include (but are not limited to):

- Independent school certification files
- Private training institution certification files
- Childcare program certification files

Legislation

Limitation Act (SBC 2012, c.13)

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Education and Childcare Institution Regulation and Monitoring

Covers records relating to the audit, inspection and monitoring of accredited childcare and early learning programs and facilities, Offshore Education Program schools, independent schools, post-secondary degree-granting institutions, and other non-residential private career training institutions and programs.

Retention and Disposition: close + 15 years → destroy

Once certification is no longer valid, keep for 15 years, then destroy.

The 15-year retention period provides a reasonable period of time to review past complaints, establish patterns of compliant behavior, and support statistical reporting.

Examples

Examples include (but are not limited to):

- Offshore school files
- Independent school monitoring and inspection files
- Private training institution monitoring and inspection files
- Childcare files
- Post-secondary institution performance monitoring files

Legislation

Independent Schools Act (RSBC 1996, c.216)

Note: School districts are responsible for compliance and monitoring of public schools and early childhood learning programs such as StrongStart BC. Independent schools must comply with the standards laid out in the Independent Schools Act.

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Educator Certification

Covers records relating to the accreditation and/or registration of individuals to teach in both public and independent schools under the Teaching Profession Act or as Early Childhood Educators under the Childcare Licensing Regulation.

Retention and Disposition: close + 100 years → destroy

Once certification is no longer valid or application has been denied, keep for 100 years, then destroy.

The 100-year retention period is based on the life expectancy of the youngest student that a certificate holder could potentially teach or care for and is intended to allow the student their full lifetime to hold the government accountable for carrying out its duties under legislation.

Examples

Examples include (but are not limited to):

- Early Childhood Educator qualified educator files
- Denied Early Childhood Educator applications
- ECE pending application files and teacher certificate holder files

Legislation

Child Care Licensing Regulation (B.C. Reg. 48/2025)

Teachers Act (SBC 2011, c. 19)

Teaching Profession Act (RSBC 1996, c. 449)

Cross-References

For records related to disciplinary and professional conduct hearings, see the Educator Disciplinary Proceedings schedule.

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Educator Disciplinary Proceedings

Covers records relating to disciplinary and professional conduct hearings for teachers and Early Childhood Educators.

Retention and Disposition: close + 100 years → transfer

Once certification is no longer valid, keep for 100 years, then transfer to the government archives.

The 100-year retention period is based on the life expectancy of the youngest student that a certificate holder could potentially teach and is intended to allow the student their full lifetime to hold the government accountable for carrying out its duties under legislation. These records will be transferred to the government archives as they show how standards were applied in cases where their interpretation relative to events was contested and provide summary evidence of how standards were applied over time.

Examples

Examples include (but are not limited to):

- Records of findings and decisions made at, or in preparation for, a disciplinary and professional conduct hearing that was carried out under the authority of the Teachers Act, the former Teaching Profession Act, or the Child Care Licensing Regulation
- The ministry's primary copy of each final consent resolution agreement

Legislation

Child Care Licensing Regulation (B.C. Reg. 48/2025)

Teachers Act (SBC 2011, c. 19)

Teaching Profession Act (RSBC 1996, c. 449)

Note: The ECE Registry currently functions as the regulatory body for the Early Childhood Educator profession. ECE Registry investigations are separate from investigations completed by the Health Authority's Community Care Facilities Licensing programs or any other agency.

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Educator Training Program Approvals and Regulation

Covers records relating to standards, curricula, assessments, programs, deliberations and materials used to train and certify teachers and early childhood educators according to provincial standards.

Retention and Disposition: close + 25 years → transfer

Once program or standard is replaced or abandoned, keep for 25 years, then transfer to the government archives.

The retention period is based on the average 25-year career service length for a certified teacher in British Columbia and ensures that the records of a program that loses its approved status will continue to be available for reference and accountability purposes until most of the final graduates of the program have retired from teaching.

Examples

Examples include (but are not limited to):

- Deliberations and decisions of the professional regulatory body overseeing educator training
- Approved, standardized provincial curricula and assessment tools

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Educator Training Programs and Standards Development

Covers records relating to the development and implementation of standards, programs and training materials used to train and certify teachers, early childhood educators, and other childcare programs.

Retention and Disposition: close + 25 years → destroy

Once program or standard is replaced or abandoned, keep for 25 years, then destroy.

The retention period is based on the average 25-year career service length for a certified teacher in British Columbia and ensures that the records of a program that loses its approved status will continue to be available for reference and accountability purposes until most of the final graduates of the program have retired from teaching. For programs that are not approved, it ensures the records will be available for reference over the longest reasonable time period that an institution may consider retooling its proposed program and applying again.

Examples

Examples include (but are not limited to):

- ECE training program files
- Teacher education program research and review files

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French Language Programs Management

Covers records relating to administering French language programs funded by the federal government.

Retention and Disposition: close + 10 years → destroy

Keep for 10 years, then destroy.

The 10-year retention period ensures records are available should a compliance audit be conducted as outlined in the Canada – British Columbia Agreement on Minority Language Education and Second Official Language Instruction Agreement which stipulates that an audit could be performed up to five years after expiry of the agreement.

Examples

Examples include (but are not limited to):

- Bursary applications and awards
- National French language program applications
- Exchange program applications
- Financial agreements and transactions
- School funding for French programs case files

Legislation

Canada – British Columbia Agreement on Minority Language Education and Second Official Language Instruction Agreement

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K to 12 Student Records

Covers records relating to K-12 student activity and achievement and the provision of transcripts and graduation or equivalent certificates.

Retention and Disposition: close + 95 years → destroy

Once student has graduated or withdrawn, keep for 95 years, then destroy.

The retention period of 95 years covers the required period according to the Permanent Student Records Order and fulfills the requirements of School Act and Independent School Act. It is based on the life expectancy of the youngest student to be able to access records about themselves and pursue education throughout their entire lifetime.

Examples

Examples include (but are not limited to):

- Grade 10-12 transcript and school completion data related to the provision of transcripts and graduation or equivalent certificates, such as the Dogwood diploma, Adult Dogwood, and the Evergreen certificate
- Independent school student records, including the Permanent Student Record, for students who have not transferred to a school board or another school from an independent school that has been permanently closed
- Assessments

Note: K-12 public school student records, including the Permanent Student Record, are maintained by the district school boards for the duration of their retention. Private and independent school student records are maintained by the schools themselves, and records are transferred with the student to their new school or district school board. Homeschooled and online learning students must register at one of the above institutions for enrollment purposes and for provincial testing requirements. Homeschooled student records are not maintained (apart from registration information) except for any grades 10, 11 or 12 online learning courses pursued through a public or independent school. Between 1974-1985, graduation and transcript records were not maintained by or reported to the ministry. Early learning enrollment and attendance records are also maintained by school districts.

Legislation

Independent School Act (RSBC 1996, c. 216)

Permanent Student Records Order

School Act (RSBC 1996, c. 412)

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K to 12 Curriculum and Assessment Tools

Covers records relating to approved standardized provincial curriculum and assessment programs and tools, including topics, textbooks, resources, supports, and testing.

Retention and Disposition: close + 30 years → transfer

Once replaced, keep for 30 years, then transfer to the government archives.

Curriculum and assessment tools will be transferred to the government archives as they document the history of what is taught in schools, how students are taught, and the evaluation of learning outcomes at each grade level.

Examples

Examples include (but are not limited to):

- Approved provincial and specialized curricula
- Approved standardized provincial tests, standards, and other assessment criteria and tools
- Approved provincial and specialized resources
- Any other approved guidelines and products

Note: District school boards administer curricula, testing and equivalency/challenges.

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License–not–Required (LNR) Caregiver Registration

Covers records relating to individuals providing care to children in their own homes. License-not-required (LNR) caregivers provide care in their own homes to a maximum of two children at any one time in addition to their own children.

Retention and Disposition: close + 100 years → destroy

Once registration has lapsed, keep for 100 years, then destroy.

The 100-year retention period is based on the life expectancy of the youngest child that a caregiver could potentially care for and is intended to allow the child their full lifetime to hold the government accountable for carrying out its duties under legislation.

Examples

Examples include (but are not limited to):

- Membership/registration application forms
- Criminal record and background checks
- Assessment and home safety check reports
- Support visits, complaints and concerns reports
- Proof of childcare training
- Proof liability insurance
- Copies of first aid certificates

Note: These files, which are created and maintained by individual Child Care Resource and Referral (CCRR) Centres, contain information on caregivers who are not required to be licensed and are registered with the CCRR program. In order to be registered in the CCRR program, LNR caregivers are subject to stringent registration criteria laid out in program area standards and guidelines.

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Lifetime Maximum Student Financial Assistance Tracking

Covers records relating to the ongoing tracking of a student's total provincial and federal loans and grants and the lifetime cumulative limits of their weeks in study and funds.

Retention and Disposition: close + 80 years → destroy

Keep for 80 years, then destroy.

The 80-year retention period allows the data to be available to track lifetime maximum financial assistance limits for post-secondary school attendance.

Examples

Examples include (but are not limited to):

- Student profile data
- Student financial assistance data
- Student declaration data

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Private Training Institution Student Records

Covers records relating to private career-training student activity and achievement and the provision of transcripts and graduation or equivalent certificates.

Records are maintained by the institution itself and are transferred to the government only upon closure of the institution.

Retention and Disposition: close + 84 years → destroy

Once the institution has closed, keep for 84 years, then destroy.

The 84-year retention period fulfills requirements laid out in the Private Training Regulation. It is based on the life expectancy of the youngest student at time of closure to be able to access records about themselves for their entire lifetime.

Legislation

Private Training Regulation (Reg 250/2024)

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Student Financial Assistance

Covers records relating to a student's applications for financial assistance, such as ongoing payment and assessment records, loan forgiveness, permanent disability, and audit or appeal decisions.

Retention and Disposition: close + 15 years → destroy

Keep for 15 years, then destroy.

The 15-year retention period ensures that a student's records will be available for verification, audit, review or investigation and it also provides a reasonable period of time for reference purposes. Student financial assistance files can be destroyed as any related policy, procedures or guidelines are transferred to the government archives.

Examples

Examples include (but are not limited to):

- Information Consolidation Initiative (ICI) data
- Youth Educational Assistance Fund (YEAF) data
- @ Web Information System (AT-WIS) data
- Student financial assistance files

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Teacher Employers List

Covers each annual revision of the employers list, which is created and maintained by the director of certification in accordance with a specific requirement in teachers' legislation.

Retention and Disposition: close + 100 years → destroy

Keep for 100 years, then destroy.

The list shows, for a significant proportion of certificate holders, their employers over the course of a year; it would be significant to an investigation into a claim made by a former student against a certificate holder. The 100-year retention period is consequently based on the life expectancy of the youngest student that a certificate holder could potentially teach, and is intended to allow the student their full lifetime to hold all involved parties accountable.

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Teacher Employers List Submissions

Covers records that certain employers, as indicated in teachers' legislation, must submit annually to the director of certification for the purpose of creating the employers list. This also includes correspondence relating to the submission.

Retention and Disposition: close + 10 years → destroy

Keep for 10 years, then destroy.

The 10-year retention period is specified in the Teachers Act.

Legislation

Teachers Act (SBC 2011, c. 19)

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