



ADMINISTRATION MANUAL

POLICY: RECORD AND DOCUMENT RETENTION

The College retains records and documents to comply with legislative requirements and the needs of the members.

DATE: November 2004

REVISED:

RESPONSIBILITY: Executive Director and as delegated.

POLICY: The following records will be kept for the lifetime of the organization:

Corporate:

1. Letters of incorporation (if any) and all amendments.
2. The *Act* and any revised editions including Ministry approval for it.
3. The regulations and all amendments including Ministry approval for it.
4. Any Agreements the College is a part of.(i.e.Mutual Recognition Agreement)
5. Confidentiality Forms completed by Board and Committee members.
6. Minutes of Board of Director meetings, Annual General Meetings, and Special meetings.
7. Annual Reports with list of Directors and members.
8. Documents referring to any past legal action involving the College.
9. Research Reports.
10. College publications.
11. Health Human Resource data.

Membership:

1. Cardfile will be maintained on all members.
2. Primary registration documents will be maintained.

The following records will be maintained for seven (7) years:

Corporate:

1. Financial Records and documents.
2. Receipts, invoices and bank statements.
3. Budget documents.
4. inventory lists of supplies and equipment.
5. Committee and workgroup notes.
6. Policies and procedures (following revision/replacement).

The following records will be kept for five (5) years:

Corporate:

1. Employment conditions and job descriptions.
2. Personnel files and reviews (five years after termination/resignation).
3. Copies of correspondence* not covered elsewhere in this policy.
4. Copies of rental agreements and insurance policies etc.(five years after expiry).
5. Supplier information and contracts (five years after expiry).

Membership:

1. Renewal forms are thinned back five years.

The following records will be kept for three (3) years:

Membership:

1. Membership records of deceased members

PROCEDURE:

- Responsibility for retention and destruction of records is the responsibility of the Executive Director.
- A copy of the current *Act*, regulations, policies and procedures will be kept in the general binder/files.
- A copy of the approved and signed minutes of the Board of Directors will be kept in the Minutes binder along with any committee minutes.
- All lifetime retention items will be filed appropriately and a file list will be appended.
- Seven year and five year files will be filed appropriately.
- Files stored for retention purposes only will be stored in boxes and marked appropriately.
- Destruction of records will be through on site shredding in a fashion to ensure appropriate confidentiality.
- Materials stored in electronic formats will follow or exceed the guidelines above.
- Files will be backed up weekly and monthly with the monthly backup stored of site.
- All electronic and hard copy files will be appropriately protected against unauthorized access. This includes but is not limited to password protection of electronic files and computer systems, locks on cabinets and offices, and security systems.
- Membership database is backed up nightly by website manager (currently DDA).

* Correspondence is assumed to include email communications.