

RECORD RETENTION AND DESTRUCTION POLICY

1) Purpose

The purpose of this Policy is to ensure that necessary records and documents of the Ontario Canada Unit of WBCCI (the Unit) are adequately protected and maintained and to ensure that records that are no longer needed by the Unit or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding volunteers of the Unit in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

2) Policy

This Policy represents the Ontario Canada Unit of WBCCI's policy regarding the retention and disposal of records and the retention and disposal of electronic documents. This policy applies to materials that are generated by or strictly pertain to the Unit.

3) Administration

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of the Unit and the retention and disposal of electronic documents. The Executive Board of the Unit is in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed.

The Executive Board is also authorized to:

- Make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, provincial and federal laws and includes the appropriate document and record categories for the Unit
- Monitor local, provincial and federal laws affecting record retention
- Annually review the record retention and disposal program; and
- Monitor compliance with this Policy.

4) Suspension of Record Disposal In Event of Litigation, Claims or Grievances

In the event the Unit is served with any subpoena or request for documents or any Unit member becomes aware of a governmental investigation or audit concerning the Unit or the commencement of any litigation or grievance against or concerning the Unit, the member shall inform the Executive Board and any further disposal of documents shall be suspended until the Executive Board, with the advice of WBCCI counsel or other relevant party, determines otherwise. The Executive Board shall take the necessary steps to promptly inform all members of any suspension in the further disposal of documents.

5) Temporary Transfer of Responsibility to Retain Records

Should any holder of Unit records be no longer able or willing to hold the records associated with his/her position for any reason (for example, the record holder is leaving the club, becomes incapacitated or dies), the President, or his/her designate, will assume temporary responsibility for the records. Once a replacement has been elected or appointed to the position, the records will be forwarded to the new incumbent. Such transfers of records will be recorded in the minutes of the next Executive minutes.

6) Applicability

This Policy applies to all physical records generated in the course of the Ontario Canada Unit of WBCCI's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

This Policy was approved by the Executive Committee of the Ontario Canada Unit of WBCCI on _____.

APPENDIX A - RECORD RETENTION SCHEDULE

The Record Retention Schedule is organized as follows:

SECTION TOPIC

- A. Financial – General Operating
- B. Contracts
- C. Registrar Records
- D. Ontario Unit Records
- E. Correspondence
- F. Electronic Documents
- G. Legal Files and Papers
- H. Miscellaneous

A. FINANCIAL – General Operating

Record Type	Retention Period	Held by
Accounts Payable ledgers and schedules	7 years	Treasurer
Accounts Receivable ledgers and schedules	7 years	Treasurer
Annual Audit Reports and Financial Statements	Permanent	Treasurer
Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit	Treasurer
Annual Plans and Budgets	2 years	Treasurer
Bank Statements and Canceled Checks	7 years	Treasurer
Expense Reports	7 years	Treasurer
Interim Financial Statements	7 years	Treasurer
Event Financial Statements	Permanent	Treasurer

B. CONTRACTS

Record Type	Retention Period	Held by
Contracts and Related Correspondence (including any proposal that resulted in the contract and all other supportive documentation). This includes campground and fairground rentals.	7 years after expiration or termination	Treasurer

C. REGISTRAR RECORDS

Drafted: May 2015

Approved by Executive Board on: _____

DRAFT: Record Retention and Destruction for the Ontario Canada Unit of WBCCI

Record Type	Retention Period	Held by
Annual Records		
Year-End Account Activity	7 years	Registrar
Bank Statements, Cancelled Cheques and Non-event Deposit Slips	7 years	Registrar
Per- Event Records		
Hard Copy of Electronic Records		
Event Summary	Permanent	Registrar
List of Cheque and Cash Receipts	7 years	Registrar
List of Daily Cash Transactions	7 years	Registrar
Host Expenses	7 years	Registrar
Registration Information	7 years	Registrar
Event Documents		
Bank Deposit Slips	7 years	Registrar
Cash Transaction Receipts	7 years	Registrar
Individual Registration Coupons	Until financial review is completed	Registrar
Blank Registration Coupon	7 years	Registrar
Event Registration Worksheet	7 years	Registrar
Host Expense Receipts	7 years	Registrar
Registrar Event Receipts	7 years	Registrar
Other Pertinent Information	7 years	Registrar

D. ONTARIO UNIT RECORDS

Record Type	Retention Period	Held by
Corporate Records ((Executive Committee and General Meeting minutes, Committee Reports (as attachments to the minutes), articles of incorporation, bylaws, annual Committee or Chairman reports))	Permanent	President
Copies Trillium newsletters	On the website, current issue plus all issues from the previous year	Webmaster
	Hard copy, at the discretion of the historian	Historian
Copy of annual Directory	On the website, until Superseded	Webmaster
	Hard copy, permanent	Historian

E. CORRESPONDENCE

General Principle: Most correspondence should be retained for the same period as the document they pertain to or support. For instance, a letter pertaining to a particular contract would be retained as long as the contract (7 years after expiration). It is recommended that records that support a particular project be kept with the project and take on the retention time of that particular project file. Drafts do not need to be retained once the document is finalized.

Correspondence that does not pertain to documents having a prescribed retention period should generally be discarded sooner. These may be divided into two general categories:

1. Those pertaining to routine matters and having no significant, lasting consequences should be discarded *within two years*. Some examples include:
 - Routine letters and notes that require no acknowledgment or follow-up, such as notes of appreciation, congratulations, letters of transmittal, and plans for meetings.
 - Form letters that require no follow-up.
 - Letters of general inquiry and replies that complete a cycle of correspondence.
 - Letters or complaints requesting specific action which have no further value after changes are made or action taken (such as name or address change).
 - Other letters of inconsequential subject matter or which definitely close correspondence to which no further reference will be necessary.
 - Chronological correspondence files.

2. Those pertaining to non-routine matters or having significant lasting consequences, such as communicating a new policy, should generally be retained permanently.

F. ELECTRONIC DOCUMENTS

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Approved by Executive Board on: _____

Revised:

1. **Electronic Mail:** Not all email needs to be retained, depending on the subject matter. Emails that fall into one of the specified categories should be printed off and stored accordingly unless otherwise captured in meeting minutes, Committee reports, the newsletter, etc.
2. **Web-based Documents:** including Microsoft Office Suite and PDF files. Retention also depends on the subject matter.
 - **PDF documents** – The length of time that a PDF file should be retained should be based upon the content of the file and the category under the various sections of this policy. The maximum period that a PDF file should be retained is 6 years.
 - **Text/formatted files** – The Webmaster will review all text/formatted files (e.g., Microsoft Word documents) annually and will, in consideration of the required retention periods for all documents, delete all those considered unnecessary or outdated.

G. LEGAL FILES AND PAPERS

Record Type	Retention Period	Held by
Legal Memoranda and Opinions (including all subject matter files)	7 years after close of matter	President
Litigation Files	1 year after expiration of appeals or time for filing appeals	President
Court Orders	Permanent	President
Grievances and outcomes	7 years after close of matter	Grievance officer

H. HISTORICAL

Record Type	Retention Period	Held by
Material of Historical Value (including pictures, publications)	Permanent	Historian
Policy and Procedures Manuals – Original	Current version with revision history	President
Policy and Procedures Manuals - Copies	Retain current version only	President