

CHICA - EASTERN ONTARIO
A Chapter of the
Community and Hospital Infection Control Association - Canada

POLICIES & PROCEDURES

SECTION: Administrative
SUBJECT: **RECORDS RETENTION & MANAGEMENT /ARCHIVES**
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1. PHILOSOPHY

Records embody the identity and substance of an organization, as people and places change with time. Good record keeping in a non-profit organization increases the efficiency and the effectiveness of the organization in meeting its goals; and improves accountability to the membership and government. Retention of key documents provides a basis for future planning.

2. PURPOSE

- 2.1 To ensure that the necessary records are retained to meet legal and financial requirements.
- 2.2 To retain resources to assist in the continued operation of the organization.
- 2.3 To preserve records of historical importance.

3. POLICY

- 3.1 The Canada Corporations Act requires that certain documentation be kept for the duration of the organization including:
 - a) minutes of all Executive & General Meetings, including summary of task group/committee reports, or the report itself.
 - c) annual reports
 - d) annual financial transaction records
- 3.2 Revenue Canada requires financial records be retained for 6 years following the taxation year to which they relate. Such records include:
 - a) any document that substantiates tax exempt status
 - b) bank statements and cancelled cheques
 - c) sales and purchase invoices, contracts
- 3.3 Chapter administrative resource material will be retained for future reference & use.
 - a) Chapter Policy Manual - signed originals.
 - b) President correspondence
 - c) Facilitating Successful Meetings binder
 - d) Conference planning manual and other conference materials.
- 3.4 Chapter historical/archival documents will be retained for future review: e.g.
 - a) "Sailing into the '90s" 1990 National Conference Kingston - Records - video tape - boat decals
 - b) EOPIC logo - Boat (original graphic)
 - c) Chapter Achievement Award submissions & Awards received
 - d) Photographs
 - e) Copies of any awards presented by the Chapter.

4. PROCEDURE

- 4.1 The above items will be placed in storage box, maintained by the Archivist or President-elect.
- 4.2 At year-end, the secretary collates a paper copy of the minutes of the year, makes a CD, & submits to the Archivist for storage.
- 4.3 At end of Treasurer's term, financial records, as listed above, are submitted to the Archivist for storage.
- 4.4 At year-end, the President adds correspondence and annual report to President Correspondence binder.
- 4.4 Following a conference, the chair updates the manual and returns it and other conference items to storage.
- 4.5 Items of historical importance can be added anytime on recommendation of members. Items may only be removed with the consent of the members.
- 4.6 Paper records stored on CD may be discarded after 3 years.

5. REFERENCE: CHICA -Canada Policy 19.05