



Policy: Document Retention and Destruction

Approved by: Board of Directors

Date Approved: April 13, 2020

General:

The purpose of the Document Retention and Destruction Policy is to provide clarity and guidance in the management of records for the Board of Directors and Committees of Pickleball Regina Inc. (PRI).

It is understood that the reference to “documents” includes both physical (hard copy) and electronic media.

Responsibilities:

The Executive Committee of the Board of Directors of PRI is deemed to have responsibility to enact, activate and monitor the management of this policy. Where Directors and Committees have questions, they are expected to raise them prior to taking action related to both retention and destruction of PRI records.

Security:

Documents need to be stored in a safe and accessible manner. Documents necessary for the continued operation of PRI (i.e. financial, membership, programming) will be duplicated, backed up and maintained outside of the PRI physical office space.

Retention Schedule:

Permanent	<ul style="list-style-type: none">-Articles of association-Corporate filings-Legal opinions-Board and Committee minutes-Annual reports-Audit reviews-Bylaws-Annual General Meeting and Special Meeting minutes-Annual financial statements and audit reports-Insurance policies/contracts-Approved PRI polices (current and historical)-Rental/lease agreements
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CRA Required (7 years)	<ul style="list-style-type: none"> -Accounts payable and receivable -Bank statements -Deposit slips -Cancelled cheques -General ledgers -Interim financial statements -Donation records -Supplier Invoices -Expense claims -Capital expenses -Sponsorship agreements
Five (5) Years	<ul style="list-style-type: none"> -Strategic/action plans -Newsletters -Inactive membership records -Group benefit claims summary reports
Two (2) Years	<ul style="list-style-type: none"> -Survey forms -Member disciplinary records -Office key holders/access codes

Record Destruction:

In accordance with the record retention schedule, physical and electronic records will be destroyed. The Executive Committee will apply its judgement as to which historical records must be shredded. Electronic files must be destroyed from all online and offline storage using existing digital shredding techniques to prevent data reconstruction.