

	APPROVED	POLICY NO.	18
	Document Management: Filing, Archiving and Retention Policy	EFFECTIVE DATE	Nov 20, 2024
		REVISION DATE	

POLICY

BVPA uses a Google shared drive for its Board workspace and document storage.

DOCUMENT FILING

Each BVPA volunteer is responsible to store their BVPA files on the Google shared drive. This will ensure that the current and future volunteers have access to these files.

DOCUMENT ARCHIVING

Document archiving puts information not used on a regular basis into a separate and accessible folder. It unclutters the current documents but ensures that historical information is available if needed.

The Board Secretary is accountable for ensuring that BVPA files are archived and retained as per this policy.

DOCUMENT RETENTION

BVPA will retain important records for seven (7) years. This will ensure that its files will be available if they need to be accessed in the future.

PROCESS

Step 1: Create An Archive Folder

An Archive folder will be created to centralize archived documents.

Step 2: Annual Archiving

On an annual basis, each Committee Chair will review their files and move non-current files to the Archive folder.

	APPROVED	POLICY NO.	18
	Document Management: Filing, Archiving and Retention Policy	EFFECTIVE DATE	Nov 20, 2024
		REVISION DATE	

Step 3: Document Retention

On an annual basis, the Board Secretary will delete files that are older than seven years.