



North Perth Community of Character
Character Council
Records Retention and Management Policy

Definition and Policy Purpose

The North Perth Community of Character will ensure access to accurate, authentic and reliable records to meet legislated requirements, support the effective management and work of the organization, and/or to record the history of the organization.

The North Perth Community of Character will maintain and apply records management policy and procedures which ensure that Records are:

- Available and accessible to support strategic and operational business decisions and requests related to freedom of access as described in the Privacy Policy
- Held in an efficient, cost-effective and coordinated manner
- Secured and properly protected
- Retained as active records as long as required

General Principles

Minute Book

The minute book should include the following:

- All original charter documents
- All by-laws or policies
- Up-to-date register of all Council members (including name, residential address, date of appointment/election as an officer and/or resignation)
- Duplicate copies of all government filings (including annual filings, change notices)
- Minutes of all meetings organized by meeting date
- Copies of financial statements and banking documents

Records in Electronic Format

The management of Electronic Records is integrated into the Record Retention and Management Program, addressing content, organization, retention, disposition, and backup, etc. Procedures and practices with regards to Electronic Records, will be regularly reviewed and updated as required, given the changing nature of technology.

Record Retention & Disposition

Unless they have become necessary for legal purposes or as otherwise provided for by law, records will not be retained and may be destroyed at any time beyond their usefulness. Active records will not be retained beyond the retention period without a valid reason.

Records are disposed of in accordance with the approved Records Retention Schedule. Records retention schedules and disposition will be consistent across all media. The destruction of Records will be done in a secure manner, mindful of confidentiality requirements.

Storage

Non-Active Records will be held in a safe and secure location, with reasonable accessibility by authorized Employees or Character Council members. Storage practices will support the cost-effective use of office space, computer server space and storage facilities.

Accountability

The Co-ordinator is accountable for the administration of the Records Retention and Management Program. The Character Council authorizes the Co-ordinator to establish a Records Retention Schedule, procedures, and corporate practices required to enact the policy. All Employees shall comply with the Records Retention Policy, processes and corresponding procedures and schedules.

Financial Records

The Canada Revenue Agency (CRA) requires that a registered charity's books and records be reliable and complete, provide correct information to assist in fulfilling tax obligations or entitlements, and be substantiated by source documents such as sales invoices or bank statements. The CRA specifically requires that all registered charities retain records that verify the following:

- An organization's revenue, including all charitable donations received
- That resources are spent on charitable programs
- That the charity's purposes and activities continue to be charitable
- All donations that gave a tax credit or deduction to the donor

Historical Records

Historical Records are those records deemed to have long-term value to the organization. They are unique, irreplaceable and merit special protection to preserve corporate memory. Historical Records are maintained for a variety of reasons:

- To document the establishment of the Character Council as an entity (e.g. minutes of meetings and by-laws)
- To capture the organization's policies
- To document key historical events and milestones
- To document the evolution of the North Perth Community of Character

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Signature of Character Council Chair: _____ Sue Shepski _____



North Perth Community of Character Records Retention Schedule

Records that should be kept indefinitely:

- Articles of Incorporation
- Notice of Charity Status from CRA
- Audit reports, from independent audits
- Corporate resolutions
- Financial statements (year-end)
- Insurance policies
- Minutes of board meetings
- Charity T3010 Returns to CRA

Records to be kept in accordance with Canada Revenue Agency requirements:

- Copies of all donation receipts – a minimum of two years from the end of the calendar year in which the donations were made;
- All records concerning 10-year gifts – as long as the charity is registered and for a minimum of two years after the date the registration of the charity is revoked;
- Minutes of meetings of the directors – as long as the charity is registered and for a minimum of two years after the date the registration of the charity is revoked;
- Minutes of meetings of the members – as long as the charity is registered and for a minimum of two years after the date the registration of the charity is revoked;
- All governing documents and bylaws – as long as the charity is registered and for a minimum of two years after the date the registration of the charity is revoked;
- General ledgers or other books of final entry containing summaries of year-to-year transactions and the vouchers and accounts necessary to verify the entries – six years from the end of the last tax year to which they relate, for as long as the charity is registered, and for two years after the date the registration of the charity is revoked; and
- Financial statements, source documents, and copies of T3010 returns – six years from the end of the last tax year to which they relate or, if the charity is revoked, for two years after the date of revocation. Source documents may include invoices, vouchers, formal contracts, work orders, delivery slips, purchase orders, or bank deposit slips.

Payroll Records (payroll and other employment records) to be kept in accordance with Canada Labour Standards Regulations must be kept for at least 36 months.

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