

St. Albert Pickleball Club

Board Policies

Operational

Record Keeping and Retention Policy

Policy:

The SAPC Board will identify in a list which records are needed for ongoing operation of the Club and decide for how long to preserve these records, based on requirements by the Alberta Societies Act, Canada Revenue Agency regulations, Privacy legislation or other Acts and Regulations and Club needs. To the extent possible the archived records will be kept in electronic form with back-ups stored in a separate location.

Purpose:

To retain governing documents, financial and other records including minutes of board, committee and membership meetings, and keep them in good order. The minutes record all important decisions and the rationale behind them. Minutes help demonstrate whether Directors have upheld their fiduciary duty.

Clarification:

1. For protection against future claims of negligence or abuse, proper record keeping and retention is essential, and premature destruction of records is strictly prohibited
2. One of the principles of privacy legislation relates to limiting retention of records. SAPC will keep the records only for as long as required under various statutes and requirements.
3. Privacy legislation also impacts how information is stored and who is granted access to ensure appropriate safeguards are in place to protect the privacy of personal information.
4. When there is a threat of legal action against the Club, disposition of records will be put on hold.
5. Draft documents should be disposed of as soon as they have been superseded by an official version.
6. Individuals should refer to official records and not keep unofficial or outdated copies of documents.

Roles and Responsibilities:

The Secretary will:

- ensure that proper records for the SAPC are kept and move records into storage or archives after external audits are complete for records that relate to the fiscal year just ended.
- help Board members classify and retain e-mails that are official records, e.g., commitments or agreements with third parties by authorized persons.

- decide appropriate long term storage mediums with retrieval capability, how much security is required, who is granted access and make sure that the storage area for any paper files is clean and dry.
- label boxes and other storage media identifying what has been stored, the fiscal year the documents relate to and the year the documents may be destroyed.
- create an index of the documents that have been stored including a description of what has been stored, the location, the fiscal year the documents relate to and the year the documents may be destroyed. The index will be kept permanently.
- review records documenting the organization’s past, its development, significant events, and key personnel to determine if they should be designated as “historical records” to be maintained in an organizational archive rather than destroyed when the legal and operational retention period has expired.

Record Keeping and Retention List:

Type of Record	Retention Period
Emails regarding substantive matters (such as monetary matters, dispute, discipline, contractual obligations and enforcement actions) with members, contractors, and volunteers	3 years
Newsletters	7 years
Official Communications on behalf of the Board (email, letters)	7 years
Emails by Board members giving direction or commitments	7 years
Approved Budgets	7 years
Bank Reconciliations	7 years
Bank Statements / Cancelled Cheques	7 years
Venue Drop-in/Sticker Sheets	3 years
Inventory Records	7 years
Invoices / Receipts of Payment	7 years
Monthly Ledgers, Income Statements, Balance Sheets and Charts of Account	7 years
Audited Year End Financial Statements and Annual reports to the Registrar of Corporations	Permanent *
Employment Applications of Hired Employees	Permanent *
Confidential Records of Reference Checks	Permanent *
Performance Reviews	Permanent *
Employee Information (e.g., sick leave, time sheets, attendance, discipline, vacation)	Permanent *
T-4 Summaries	Permanent *
Payroll Records, T4's, Records of Employment (ROEs)	7 years
Formal Contracts	Permanent *
Governing Documents (Objects of Incorporation, Certificate of Incorporation, Bylaws) and communications with the Registrar of Corporations	Permanent *

Minutes of Board and Director Meetings	Permanent *
Minutes of Committee and Team Meetings	Permanent *
Minutes of Members' Meetings	Permanent *
Membership Registration Data	1 year
Authorization and Consent for Minors	Permanent *
Insurance Policies	Permanent *
Formal complaints of Harassment, Discrimination or abuse and the follow-up reports	Permanent *

** Permanent means for 2 years after the SAPC Society registration is revoked.*

Approved: February 18, 2019

Reviewed: