



ST. ANNE CENTRE
Working Together Toward Excellence in Health and Wellness
BOARD OF DIRECTORS MANUAL

NUMBER: 026

SECTION: BOARD

SUBJECT: ST. ANNE CENTRE ARCHIVE RECORDS	
MOTION #: 06-11-2020	DATE OF MOTION: 08-October-2020
CHAIRPERSON: <i>Margaret Rundy</i>	DATE SIGNED: <i>November 16, 2022</i>
EFFECTIVE DATE: May 14, 2012	REVISED DATE: 08-October-2020
DATE REVIEWED: August 2020, September 2020	

POLICY

This policy outlines the process for the handling of St. Anne Centre archive records from 1985 to the present.

DEFINITIONS

GUIDING PRINCIPLES AND VALUES

All Archival St. Anne Centre Records, including Board records, reports, electronic data, deeds, contracts, correspondence and other Board or Society materials are to be handled according to the following procedure.

PROCEDURE

St. Anne Centre Archival Records are to be maintained in separate Board of Directors filing cabinets dedicated to Board of Directors use only.

Access to St. Anne Centre Archival records is restricted to the Board of Directors and the CEO.

Board of Directors minutes, Board Committee minutes and documentation must be retained for ten (10) years, following which they are to be destroyed by shredding.

Board Finance Committee records must be retained seven (7) years or according to current CRA guidelines, following which they are to be destroyed by shredding.

Personnel records must be retained for a period of twenty (20) years, following which they are to be destroyed by shredding.

Statistical Data must be retained for a period of ten (10) years, following which they are to be destroyed by shredding.

Service contracts (located in business office safe) must be retained ten (10) years past the date of completion, following which they are to be destroyed by shredding.

Board of Directors documents (i.e. leases, deeds, agreements etc.) must be retained indefinitely.

Union Contracts must be retained ten (10) years past expiry or termination of the contract,

following which they are to be destroyed by shredding.

The Board of Directors may, at its discretion, retain records beyond these established time frames.

Records may be kept electronically instead of in paper records.