

FBCA RECORD KEEPING SYSTEM

NOTES: FBCA digital archives are stored on 2 portable hard drives kept by the Archives volunteers; paper archives are stored in file cabinets and boxes in the Admin storage room in the FB Hall. Current Constitution, Bylaws, and Board Manual stored on website.

Records containing confidential information must be shredded prior to destruction.

A year is a full calendar year following last activity of record series (e.g. 2018 minutes will be retained 10 years beginning in 2019—therefore they can be destroyed in January 2029)

For ease of record keeping, the date after which the contents of a file may be destroyed should be noted on the front cover of the file.

SUBJECT	FILE BY	RETENTION PERIOD	ARCHIVE FORMAT
Constitution & Bylaws		Permanent	Digital & paper
AGM minutes & handouts	year	10 years	Digital & paper
Register of Directors, including contact information	With AGM info	10 years	Digital
Register of Members, including contact information they provide	year	10 years	Digital
Board of Directors Meetings minutes & handouts	month/year	10 years	Digital
Financial Statements	month/year	10 years	Digital & paper
Bank Statements	month/year	10 years	Digital & paper
Other financial documentation (e.g. donation receipts)	month/year	10 years	Digital & paper
Hall Rental Agreements which involve any monetary fee	year	10 years	Paper
Hall Rental Agreements which do not involve monetary fees	year	2 years	Paper
Revenue Canada, GST, and other government financial data such as Worksafe BC	year	10 years	Digital & paper
Reports to government departments or agencies	year	10 years	Digital & paper
Board Committee minutes and notes	year	10 years	Digital & paper
Grants—with reports and thank you letters	alphabetical/year	10 years	Paper
Donations—requests and thank you letters	year	10 years	Paper
Programs—includes waivers for physical activity programs	alphabetical/year	3 years	Paper
Events of no historic interest	alphabetical/year	3 years	Paper
Events of historic interest	alphabetical/year	permanent	Digital & paper
Hall Administration—licenses, water sample reports, insurance, property title, maintenance records, WHMIS, equipment manuals and warranties, historical information	alphabetical/year	Varies with type of record—specify on file	Digital & paper
Board Manual -- complete	year	permanent	Digital & paper
Flyer archives	year/month	permanent	Digital & paper