

# Records Retention Policy

Approval Date: April 25th, 2026

## Purpose

The purpose of this Records Retention Policy is to ensure that Norwood & District Skating Club maintains and disposes of records in compliance with legal requirements, operational needs, and best practices. This policy aims to provide clear guidelines on the retention and disposal of records to ensure the efficient and systematic control of information.

## Application

This policy applies to all records created, received, and maintained by Norwood & District Skating Club, including those in electronic and paper formats. It covers all participants, employees, volunteers, coaches, board members, contractors, and any other individuals associated with the Norwood & District Skating Club.

## Definitions

- **Records:** Any recorded information, regardless of format or medium, created, received, and maintained by the club/skating school in the course of its operations.
- **Retention Period:** The length of time a record must be kept before it is disposed of.
- **Disposal:** The process of destroying or deleting records that are no longer required to be retained.

## Records Categories and Retention Periods

Records will be retained for the periods specified below, after which they will be disposed of securely.

### Administrative Records

- Board Meeting Minutes: Permanent
- Bylaws and Policies: Permanent
- General Correspondence: 3 years
- Strategic Plans: 7 years

### Financial Records

- Financial Statements: 7 years
- Audit Reports: Permanent
- Tax Returns and Supporting Documents: 7 years
- Bank Statements and Reconciliations: 7 years
- Invoices and Receipts: 7 years

### Participant / Member Records

- Participant Applications and Agreements: 7 years after membership ends
- Attendance Records: 3 years
- Correspondence: 3 years

### Employee and Volunteer Records

- Employment Contracts: 7 years after termination
- Payroll Records: 7 years

- Performance Evaluations: 3 years after termination
- Volunteer Agreements and Records: 7 years after termination

#### **Program and Event Records**

- Program Registration Forms: 3 years
- Event Schedules and Reports: 3 years
- Incident Reports: 7 years

#### **Legal and Compliance Records**

- Contracts and Agreements: 7 years after expiration
- Insurance Policies: 7 years after expiration
- Legal Correspondence: Permanent
- Compliance Documents: 7 years

#### **Record Storage**

Records must be stored in a manner that ensures their security and accessibility. Electronic records should be backed up regularly and stored in a secure system. Physical records should be stored in locked, fire-resistant cabinets or rooms.

#### **Disposal of Records**

Records that have reached the end of their retention period should be disposed of in a secure manner to prevent unauthorized access to sensitive information. Disposal methods may include shredding paper documents and permanently deleting electronic files.

#### **Responsibilities**

The designated Records Manager or Board of Director secretary is responsible for overseeing the implementation of this policy, including ensuring compliance with retention periods, coordinating the secure disposal of records, and maintaining records inventories.

**Employees and Volunteers:** All employees and volunteers are responsible for adhering to this policy and assisting with the management of records within their area of responsibility.

#### **Compliance with Laws**

This policy is designed to comply with relevant records retention laws and regulations in Ontario, including the Personal Information Protection and Electronic Documents Act (PIPEDA) and other applicable provincial regulations.