



**ST. ANNE CENTRE**  
*Working Together Toward Excellence in Health and Wellness*

**BOARD OF DIRECTORS MANUAL**

<b>NUMBER: 026</b>
<b>SECTION: BRD</b>

<b>SUBJECT: St. Anne Centre Archive Records</b>	
<b>MOTION #: 03-02-14</b>	<b>DATE OF MOTION: February 17, 2014</b>
<b>CHAIRPERSON:</b> <i>Margaret Whelan</i>	<b>DATE SIGNED:</b> <i>March 3, 2014</i>
<b>DATE EFFECTIVE: May 14, 2012</b>	<b>DATE REVISED:</b> <i>Feb 17, 2014</i>
<b>DATE REVIEWED:</b> <i>Feb 17, 2014</i>	

**PURPOSE**

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

**POLICY**

This is the St. Anne Centre archive Records policy.

**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/GUIDELINES**

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 Administrator.

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.

St. Anne Centre Archive Records

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.

## **REFERENCES**

**Legislative Acts/Regulations**

**Other**

## **RELATED DOCUMENTS**

**Policies**

**Forms**

**Brochures**

**Appendices**

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