

IPAC EASTERN ONTARIO

A Chapter of Infection Prevention and Control (IPAC) Canada

SECTION:	Administrative	ORIGINATED:	2002
TITLE:	RECORDS RETENTION & MANAGEMENT/ARCHIVES	REVISED:	04, 06, 11Apr, 16Sep
NUMBER:	1.2	PAGES:	1 + Appendix

PURPOSE

Records embody the identity and substance of an organization. Good record keeping and record retention is essential:

- To ensure that the legal and financial requirements of the organization are met;
- To retain resources that assist in the continued operation of the organization; and
- To preserve key documents of historical importance to provide a basis for future planning.

POLICY

1. The Canada Corporations Act requires that certain documentation be kept for the duration of the organization including:
 - a) minutes of all Executive and General Meetings, including summary of task group/committee reports, or the report itself;
 - b) annual reports;
 - c) annual financial transaction records.
2. Revenue Canada requires financial records be retained for 6 years following the taxation year to which they relate. Such records include:
 - a) any document that substantiates tax exempt status;
 - b) bank statements and cancelled cheques;
 - c) sales and purchase invoices, contracts.
3. Chapter historical/archival documents will be retained by the Archivist for future review: e.g.
 - a) EOPIC logo - Boat (original graphic)
 - b) Chapter Achievement Award submissions noting award winning entries.
 - c) CBIC award submissions, noting award winning entries. Plaques awarded will be displayed when appropriate
 - d) Photographs
 - e) Copies of any awards presented by the Chapter.

PROCEDURE

1. The following IPAC EO positions will maintain an IPAC EO-issued flash drive containing records pertaining to his/her position: President, Secretary, Treasurer, Membership Director, Education Chair, Administrative Assistant, Archivist, Award Submission Coordinator.
2. Flash drives containing chapter records will be passed on to newly elected incumbents to these positions.
3. At year-end, the President submits the annual report to Archivist to collate with the records.
4. Items of historical importance can be added to archived records anytime on recommendation of members. Items may only be removed with the consent of the executive.
5. If a record of minutes and reports are saved on an electronic storage device or website, paper records may be discarded after 3 years, if necessary.
6. A historical binder ("Blue Binder") will be maintained with a summary of the chapter history.

REFERENCES

1. IPAC Canada Policy 19.05 [<http://ipac-canada.org/photos/custom/Members/policies/19-05.pdf>]

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APPENDIX: CONTENTS OF IPAC-EO ARCHIVES

A. ARCHIVES

1. Records: Minutes of all Executive and General Meetings by year, including:

- a) Summary of task group/committee reports, or the report itself
- b) Available correspondence
- c) Annual report and Financial Statement to IPAC Canada
- d) Budget for the year
- e) Year-end financial statement of revenue and expenses, and balance sheet. **NOTE:** Treasurer must retain financial records for 6 years. (See Policy)
- f) Membership list as at the November meeting.

2. Chapter historical documents:

- a) **"Sailing into the '90s" 1990 National Conference Kingston** - Records, video tape, decals, T Shirt
- b) Conference planning manual - updated to 2007, then retired and maintained for historical purposes
- c) **Chapter logos** - Boat - original graphic
- d) **Chapter Achievement Award submissions**
- e) **Certification Board of Infection Control submissions**
- f) **CBIC Award plaques 2002, 2003 & 2004** - Archives
- g) **Chapter Historical Highlights** - Blue Archives Binder
- h) **Chapter Charter Certificate** – Archives, in original Policies Manual.
- i) **Lois Rae Memorial**

C. OTHER

- a) Retired Terms of Reference (with Administrative Assistant)
- b) Retired Policies (with Administrative Assistant)