

## **Schedule D: Records Retention Policy**

The Trustees, elected officers of Egmonton Village Meeting and appointed sub committees recognise that the efficient management of records is necessary to comply with legal and regulatory obligations, and to contribute to the effective overall management. This document provides the policy framework through which this effective management can be achieved and audited.

It covers

- Scope
- Responsibilities
- Retention schedule

### **Scope**

This policy applies to all records created, received or maintained by the Trustees, elected officers of Egmonton Village Meeting and appointed sub committees in the course of carrying out its functions. Records are defined as those documents which facilitate the business carried out by Egmonton Village Meeting and which are thereafter retained (for a set period) to provide evidence of its transactions and activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of Egmonton Village Meeting's records may be selected for permanent preservation as part its archives and for historical research.

### **Responsibilities**

The Trustees, elected officers of Egmonton Village Meeting and appointed sub committees have a corporate responsibility to maintain records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be easily and appropriately retrieved and in a timely fashion. Individuals carrying out work for Egmonton Village Meeting must ensure that all records maintained are accurate, and are maintained and disposed of in accordance with these guidelines.

### **Retention Schedule**

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
Minutes of routine village meetings	Indefinitely	Archive, historical interest
Minutes of AGMs	Indefinitely	Archive, historical interest
Receipt and payment accounts	6 years	Financial audit
Bank Statements	3 years	Financial audit
Cheque book stubs	3 years	Financial audit
Paid invoices	3 years	Financial audit
Paid cheques	3 years	Financial audit
Certificates for Public Liability	6 years after policy end	Management
Insurance Claim records	6 years after policy end	Management
Contracts	6 years	Limitation Act 1980
Email messages	At end of useful life	Management
General correspondence	2 years	Management