

## Seniors College Association of Nova Scotia Records Management Policy 2020

### 1. Definitions

1.1. Electronic document means any form of representation of information or of concepts fixed in any medium in or by electronic, optical or other similar means and that can be read or perceived by a person or by any means.

1.2. Information system means a system used to generate, send, receive, store or otherwise process an electronic document.

1.2.1. Microsoft 2019 is the information system used to create and reproduce documents and electronic documents; Quickbooks is the information system used to process financial records.

### 2. Public documents

#### 2.1 Obligatory

2.1.1. Articles (Memorandum of Association) and Bylaws of the Association

2.1.2. Minutes of meetings of members and resolutions of members, including policies and procedures and, in compliance with bylaws, financial and accounting records

2.1.3. Register of directors, containing the name of each director, together with the date on which each person became a director or ceased to be a director

2.1.4. Register of officers, containing the name of each officer, together with the date on which each officer became an officer or ceased to be an officer

2.1.5. Register of number of members, containing the class or group of membership of each member

2.1.6. Register of courses and instructors supplied biographical data

2.1.7. The corporate and accounting records of the Association must be kept at its registered office or at any other place in Canada designated by the directors

2.1.8. The Association must maintain its accounting records for a period of six years after the end of the financial year to which the accounting records relate; the retention period for any other corporate records is unlimited unless the record is no longer relevant to the activities or internal affairs of the Association.

2.1.9. Press releases

#### 2.2 Discretionary

2.2.1.1. *Policies and procedures manual*

2.2.1.2. *Policies on special topics*

2.2.2.1. Surveys

### 3. Private documents (personal information)

#### 3.1. Access (Security)

3.1.1. Access to private documentation is limited to current board members.

3.1.2. Access to documentation under the Anti-Harassment Policy and Procedures is limited to participants in any procedures conducted as well as to the current Board Secretary.

3.1.3. Access to password data for addition, editing and deletion is limited to the Office Manager, the President, and the Secretary.

#### 3.2. Restrictions

3.2.1. Register of directors, containing the names and current residential address of each director (and containing the email address of each director if the director consented to receiving electronic documents), and other contact information of each director

3.2.2. Register of officers, containing the names and current residential address of each officer (and containing the email address of each officer if the officer consented to receiving electronic documents), and other contact information of each officer

- 3.2.3. Register of members, containing the name and current residential address (and current email address if the member consented to receiving electronic documents) and other contact information of each member, the class or group of membership (e.g. lifetime, instructor) of each member, together with the date on which each person became a member and/or ceased to be a member
- 3.2.4. Completed membership application forms
- 3.2.5. Minutes of meetings of directors and resolutions of directors
- 3.2.6. Minutes and resolutions of all meetings of committees
- 3.2.7. Financial transaction records
- 3.2.8. Details of any contracts entered into
  - 3.2.8.1. Personnel
  - 3.2.8.2. Employee evaluations (retain for seven years after employment ends)
  - 3.2.8.3. Leases
  - 3.2.8.4. Venues
- 3.2.9. Details of any debt obligations issued
- 3.2.10. All reports relating to a Complaint under the Anti-Harassment and Procedures will be maintained on a confidential basis by the Secretary of SCANS for a period **seven** years.
- 3.2.11. Correspondence with external bodies

#### 4. Format of documentation

##### 4.1. Electronic

4.1.1. Electronic documents are retained permanently in one of the following categories:

- 4.1.2. Memorandum of Association (reproduction)
- 4.1.3. Bylaws (all dated iterations)
- 4.1.4. Minutes and resolutions of all general member meetings and of all Annual General Meetings
- 4.1.5. Minutes and resolutions of all meetings of directors
- 4.1.6. Minutes and resolutions of all meetings of officers
- 4.1.7. Minutes and resolutions of all meetings of committees
- 4.1.8. Registers of directors, officers, and members
- 4.1.9. Policy
  - 4.1.9.1. Policies and procedures manual
  - 4.1.9.2. Policies on special topics
- 4.1.10. Press releases

##### 4.2. Other

- 4.2.1. All documentation which originates in a physical medium must be converted to an electronic document
- 4.2.2. Except the Memorandum of Association and documents bearing signatures of any debt obligations (both of which are retained permanently at the office of the Association), the original document must be retained for seven years.

#### 5. Organization (Directory)

##### 5.1. Appendix

#### 6. Maintenance

- 6.1. Conversion of paper to electronic (ongoing)
- 6.2. Backup daily

#### 7. Storage and Backup (Lots Of Copies Keeps Stuff Safe – LOCKSS)

- 7.1. External hard drive
  - 7.1.1. Current year

## 7.1.2. Archival

### Appendix

#### A.1. Digital conversion (2020 to completion)

A.1.1. Following conversion, shred membership forms and meeting agendas filed in storage

A.1.2. Scan AGM minutes, general and special meeting minutes, Executive meeting minutes, Board meeting minutes, Committee meeting minutes

#### A.2. Folders

A.2.1. General and special meeting minutes (sorted by year)

A.2.2. Executive meeting minutes (sorted by year)

A.2.3. Board meeting minutes (sorted by year)

A.2.4. Committee meeting minutes (sorted by year)

A.2.4.1. Curriculum (sorted by year, then term)

A.2.4.2. Finance (sorted by year)

A.2.4.3. Publicity (sorted by year)

A.2.5. Membership lists (sorted by year, then term)

A.2.6. Annual financial statements

#### A.3. File names

A.3.1. YYYY/MM/DD convention