



## **Record Keeping Policy**

### **Purpose:**

The purpose of this Policy is to describe which legal documentation must be maintained by Row Ontario and for what length of time as well as the requirements of how the documents will be maintained.

### **Background and Scope:**

Row Ontario is required, by law, to maintain certain documents. Other records should be kept by a prudent organization even if there is no legal requirement.

### **Definitions**

Act means the Not-for-Profit Corporations Act, 2010 (Ontario)), as amended or re-enacted from time to time.

### **Policy**

Row Ontario recognizes the importance of maintaining professional documentation to support all areas of activities the organization undertakes. Maintaining appropriate documentation is an important risk management tool for the organization. Row Ontario strives to exceed the recommended best practices in all areas to manage risks associated with the maintenance of documents

#### **Length of Time Kept**

For every corporate document with a legally dictated requirement on how long to maintain, Row Ontario will ensure the documents are kept for at least that length of time. For all other documents Row Ontario will follow best practices as dictated by current legal and industry experts.

#### **Storage**

Hard copy records will be securely and safely stored at the registered office or at a secured location in Ontario determined by its Chief Executive Officer. Electronic copies where appropriate will be stored securely in a secure, regularly backed up, cloud based storage. An appropriate storage format for each type of record will be identified and adhered to. Security can include, for example, locks, segregation of files / folders, and encryption.

#### **Destruction**

Records when destroyed will be destroyed securely and permanently in a manner appropriate to the medium on which they are stored.

#### Access

Access to corporate documents will be provided as dictated by the legal requirements associated with the specific document. Corporation governance related documents are dictated by the Act. These requirements impact access by both Directors and Members of the Corporation. The requirements laid out in the Act will specifically guide Row Ontario's actions, nothing outside of the requirements of the Act will be considered without approval from the Board of Directors.

For all other documents, privacy and confidentiality are of utmost importance and those policies will impact the decisions made regarding providing access beyond any legal requirements to do so.

*Board approved last: July 31<sup>st</sup>, 2024 (pending)*

*To be reviewed by: July 2027*

## Operational Procedures

The following records will be kept for the timeline indicated:

### Governance Documents

RECORD	BASED ON	TIMELINE
Letters Patent/Articles, By-laws, and any amendments	Act	Permanent
Minutes from any meeting and Special Resolutions of Members	Act	Permanent
Minutes from any meeting of any committee of Members	Recommended Practice	Permanent
Minutes from any meeting and Resolutions of Board of Directors or Executive Committee	Act	Permanent
Minutes from any meeting of any other Board committee	Recommended Practice	Permanent
Consent by a Director to act as a Director	Act	Permanent
Register of Directors	Act	Permanent
Register of Officers	Act	Permanent
Register of Members	Act	Permanent
Accounting records adequate to enable the Directors to ascertain the financial position of the organization with reasonable accuracy on a quarterly basis	Act	7 Years

### Financial Documents

Record	Based On	Timeline
Annual / Audited Financial Statements	Act/CRA	Permanently
Tax Returns / Assessments	CRA	Permanently
Cheque stubs & cancelled	CRA	7 years
Bank statements & reconciliations	CRA	7 years
Invoices (internal)	CRA	7 years
Bills (accounts payable)	CRA	7 years
Deposits / Deposit Books	CRA	7 years
Monthly financial statements	CRA	7 years
Payroll records and invoices	CRA	7 years
Investment statements	CRA	7 years

<b>Record</b>	<b>Based On</b>	<b>Timeline</b>
HST Records	CRA	7 years
General ledger	CRA	Permanent
Records of donations	CRA	Permanent

Other Documents (Employee & Safety Related)

<b>RECORD</b>	<b>BASED ON</b>	<b>TIMELINE</b>
Insurance policies	Recommended Practice	Permanent
Supplier and other Agreements	Recommended Practice	Term of the Agreement + 3 years
Leases	Recommended Practice	Term of the Lease + 3 years
Employee record, including name, address, date of birth (if under 18), starting date of employment, and hours worked each day and week, pay stubs	Employment Standards Act	Duration of employment + 3 years
Employee agreements	Employment Standards Act	Duration of employment + 3 years
Conflict of Interest Declaration Forms	Applicable policies	Duration of employment/service
Complaint and appeal decisions	Applicable policies	Permanent
Screening Disclosure Forms	Applicable policies	3 years
Screening Renewal Forms	Applicable policies	1 year
Police Records Checks (including E-PIC)	Applicable policies	3 years (assuming current results available at all times)
Vulnerable Sector Checks Confirmation	Applicable policies	Duration of employment/service + two years
Volunteer Agreements	Applicable policies	Duration of service + two years
Registration forms	Applicable policies	3 years after relevant event / time period
Waivers	Applicable policies	Permanent
Assumption of Risk forms	Applicable policies	Permanent
Medical Information	Applicable policies	3 years after relevant event / time period
Travel Consent forms	Applicable policies	3 years after relevant event / time period

*Last reviewed: July 3, 2024*