

**South Western Ontario Bridge Association
Unit 249, ACBL
Policy and Procedures Manual**

<p>SUBJECT: RETENTION OF RECORDS</p>	<p>REF #<u>20222023-001</u></p> <p>DRAFT</p>
<p>APPROVED DATE:</p>	<p>REVISION DATE:</p>
<p>ISSUED TO: Unit 249</p>	<p>EFFECTIVE DATE: IMMEDIATELY</p>
<p>POLICY: In order to provide a reasonable historical record, without the necessity of retaining an inordinate amount of source documents, the following document retention policy will apply.</p> <p>It is the responsibility of the Unit Treasurer, Unit Secretary and Committee Chairs (or Coordinators) to maintain and safeguard all documents within their possession, in accordance with this policy.</p>	
<p>SCOPE: UNIT 249</p>	
<p>PROCEDURES:</p> <p>FINANCIAL RECORDS</p> <p><u>Source Documents</u></p> <p>The Unit Treasurer will retain copies of all supporting documents, both hard copy and digital, that are used for the preparation of monthly, quarterly, annual and any other financial reports for at least seven (7) calendar years, beyond the last day in any fiscal year. After seven (7) calendar years have elapsed source documents may be disposed of in a manner that protects the privacy of the information.</p> <p><u>Summarized Financial Documents</u></p> <p>Summarized annual financial statements produced from those source documents, including reports of the auditor(s) or other person(s) providing any formal review of the financial statements will be retained in perpetuity.</p> <p>SECRETARY'S RECORDS</p> <p>The Secretary will retain electronic copies of all records, including signed copies of minutes, for seven calendar years. After seven <u>(7) calendar</u> years have elapsed, source documents may be disposed of in a manner that protects the privacy of the information.</p> <p>COMMITTEE RECORDS</p> <p><u>Committees must maintain records for at least three (3) calendar years, either in hard copy or digital format. After three (3) calendar years have elapsed, source documents may be disposed of in a manner that protects the privacy of the information.</u></p> <p>TRANSFER OF DOCUMENTS</p> <p>Upon being relieved from any position responsible for the retention of records the person being relieved will turn over all records in an orderly condition to the person assuming the responsibility.</p>	
<p>AUTHORITY: Authority is vested in the Board of Directors to carry out this policy.</p>	