

BOARD POLICY

Subject: Retention of Administrative Records	Date Approved: November 18, 2009
Approved by: Board of Directors	Date Revised: January 19, 2011
Specific to: All Staff, Board of Directors	Next Review Date: September 2017

POLICY:

Retention and disposition of North Huron Family Health Team financial information must conform to:

- Revenue Canada - Income Tax Information Circular IC78-10 - Books and Records Retention/Destruction
<http://www.cra-arc.gc.ca/E/pub/tp/ic78-10r5/ic78-10r5-10e.pdf>

NHFHT information owners and users are to retain all information not specified in the above statues or regulations as long as the information is useful in the operation of the NHFHT. Each information owner is to ensure that all records are retained for the required period, and that disposal is by approved methods.

GUIDELINES:

Retention of records will be as follows:

- General Ledger - time period runs from last day of the fiscal year. If litigation or potential litigation exists on a matter related to Family Health Team records/documents, all such records/documents must be retained to the conclusion of the action.

Information is to be placed into bankers boxes and each box is to be clearly labelled with:

- Contents,
- Fiscal Year, and
- Destroy date

All NHFHT information retained is to be recorded in a Retention Log by box number in sequential order and is to be current including:

- Box number and the fiscal year
- Titles of records included in each box,
- Storage location,
- Retention period, and
- Destroy date
- Actual destroy date and method of disposal

The Business Manager serves as resource person for questions related to retention and storage of financial information.

Confidential information must be stored in locations with approved locks. If the area is unlocked, personnel must be present to ensure security.

Employee Records: A current Human Resources record is maintained for each volunteer and staff person and includes a resume, documentation from the hiring process, references, written offer of employment (paid staff), current

certification/license, police reference form (where appropriate), performance appraisals, incident reports, signed statement of confidentiality and other documents as appropriate

In addition, a medical file is maintained for each employee.

Specific Records Retention:

Accounts Receivable

Deposit Books	7 years
Deposit stubs	7 year

Purchasing

Quotations and Correspondence for items > \$10K	7 years
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Accounts Payable

Monthly A/P Aging Report	7 years
Cheque Register	7 years
Bank Statements & Canceled Cheques	7 years
A/P Invoice, Purchase Order and Packing slip	7 years
Capital Assets - Purchase Invoice (copy)	Permanent

Finance

General Ledger	7 years
General Journal Entries	7 years
Annual financial Statements	Permanent
MOH Submissions and Agreements	Permanent
Official Receipts - Capital Donations	7 years
Annual Charity Returns	7 years
GST, PST Returns	7 years
MOHLTC annual reporting documents	Permanent

Employee Records and Payroll

Statement of Earnings and Deductions	7 years
Client Transmission Report	7 years
Receiver General Report	7 years
RRSP Contributions	Permanent
Income Tax - T4 Forms	7 years
T4 Reconciliation Annual Return	7 years
Employer Health Tax Annual Return	7 years
Occupational Health Records	3 years after termination of Employment
Employee personnel file	3 years after termination of employment - as per Employment Standards Act
Employee medical file	3 years after termination of employment - as per Employment Standards Act
Volunteer Human Resources record	3 years after volunteer activities are terminated

Other Records

Board of Directors meeting minutes	7 years
Finance and audit committee meeting minutes	7 years
Occ. Health and Safety meeting minutes	7 years
Occ. Health and Safety incident reports	7 years
Critical incidents whereby the Ministry of labour conducts an investigation	Permanent
Staff meeting minutes	7 years
Donation Records	7 years from the end of the calendar year in which the donations were made
Funding contracts and other significant contracts	7 years