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**Purpose** To establish a clearly defined schedule for the retention of all Association records.

**Policy** Categories of Records All ACE records can be divided into four categories. The categories are:  
 1. Financial Records  
 2. Administrative Records  
 3. Event Records  
 4. Archival records.

**Financial Records** *Category 1: Financial Records*  
 All records (printed and electronic) relating to the financial status of ACE, including:

- Accounts receivable (summaries, reports and invoices)
- Accounts payable (summaries, reports and invoices)
- General ledger
- Month end statements
- Year end statements
- Treasurer's Reports
- Auditors Reports and Audited Financial Statements
- Annual Tax Return and related forms filed with Government of Canada
- Sponsorship contracts
- Event Registration forms and Credit card processing documents

File Schedule: Fiscal Year (January 1<sup>st</sup> to December 31<sup>st</sup>)  
 Retention Schedule: 7 years plus current  
 Location: On-site: 1 year plus current  
 Storage: 6 years  
 Method of Destruction: Shredding

**Administrative Records** *Category 2: Administrative Records*  
 All records (printed and electronic) pertaining to the administration, management, committees, issues, marketing and communications, members and member services of ACE, including:

- General Correspondence
- Member Correspondence and member records
- Issue files
- Council (internal) Correspondence
- Committee Minutes
- Call for Nominations, Proxies, Ballots etc.
- Strategic Plan and Operational Plan background documents
- Annual Operations Plans and Strategic Plan Reports.

File Schedule: Program Year (January 1<sup>st</sup> to December 31<sup>st</sup>)  
 Retention Schedule: 2 years beyond last use, plus current year  
 Location: On-site: 1 year beyond last use, plus current  
 Storage: 1 year  
 Method of Destruction: Shredding

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March 17, 2001		Council



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Event Records

*Category 3:* Event Records  
All records, (printed and electronic) such as contractual, promotional, forms, registrations, relating to the events organized by ACE, including:

- All Event Notices
- Summary of Event Venues
- Records for the administration and management of events
- Venue contracts
- Event summary documents, i.e. proceedings etc.

File Schedule: Program Year (January 1<sup>st</sup> to December 31<sup>st</sup>)  
Retention Schedule: 2 years plus current  
Location: On-site: 1 year plus current  
Storage: 1 year  
Method of Destruction: Recycling

Archival Records

*Category 4:* Archival Records  
In addition to the records noted above, a single copy of the following records will be retained as archival materials for reference:

- All issues of Communiqué
- Council Minute Book and Executive Committee Minutes
- Notices for and minutes of the Annual General Meeting
- Legal Advice
- By-laws, By-law changes
- Letters Patent, Supplementary Letters Patent
- Incorporation documents
- Annual filings of the Corporation

File Schedule: Not Applicable  
Retention Schedule: Permanent  
Location: On-site: 1 year plus current  
Storage: Permanent  
Method of Destruction: Not Applicable

Electronic Records

All records under this schedule will be maintained in either their printed or electronic format; however, it is not necessary that both versions be maintained.

Related Procedures

Annually, at the end of the calendar year, the Secretary in consultation with the Executive Manager shall undertake a review of all records in storage and shall dispose of records in accordance with this policy.

Applications

Any questions with respect to the application of this policy and/or the appropriate destruction of ACE records shall be referred to the Secretary or the Executive Manager.

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