



Document Number:	POL_3108
Document Name:	Records Management
Effective Date:	1st Aug 2019
Document Status:	Approved

1.0 Purpose

This policy sets out the standards and controls that Rocky Mountain Adaptive Sports Centre (“RMA”) has established for the protection and retention of its records. Compliance with this policy will ensure that RMA’s records will be protected against loss or unauthorized destruction, and that RMA will meet its legal and audit obligations concerning the retention of records.

2.0 Policy Details

Legal and Regulatory Compliance

RMA retains its records for a length of time that complies with legal, regulatory, audit and operational requirements. When these requirements have been met, it is the policy of RMA to destroy the records, subject to prior approval by management.

Compliance with these requirements is supported by a records management program and by the internal controls outlined in the following section.

Internal Controls

The following internal controls are established to provide reasonable assurance that RMA’s records will be protected and retained to meet RMA’s compliance obligations and operational needs.

- Records are organized and controlled according to a standard system of classification that includes an Official Copy of each record for retention.
- Every record shall have a specific retention period that meets legal, regulatory and audit requirements. Retention periods are recommended by the Executive Director and approved by the Chair of the Board.
- The Official Copy of each record is stored on-site in the business area or in a central records area subject to appropriate protection that takes

Last Modified By:	Finance Comm	Last Modified On:	1 st Aug 2019	Page: 1
Document Owner:	Board Chair	Original Date:	1 st Aug 2019	



importance and confidentiality into consideration. Periodically, records are removed to secure, off-site storage to be held for the duration of their retention period. Before going off-site, RMA's records are indexed. While in off-site storage, the records are made available for removal only by authorized RMA representatives.

- Vital records are identified by their owners and protected with measures that will ensure RMA is able to restore its legal and financial positions readily in the event of a disaster affecting RMA's premises.
- Records are assessed for destruction at the end of their retention period. Destruction is recommended in writing by the supervisor responsible for that record and approved by the Treasurer. Records that have met their normal retention requirements will not be approved for destruction if they are pertinent to any unresolved litigation or audit concerns.

Exchange of Records with Other Companies

Where RMA has custody of records belonging to other organizations, RMA will provide the same level of care to those records as would apply to RMA's own records. RMA expects the same standard of care to apply when providing RMA records to another party. Original, intact documents shall be returned to their owners.

3.0 Policy Scope

This Policy applies to Rocky Mountain Adaptive Sports Centre ("RMA"). The term "employees" is used to refer collectively to the employees, volunteers, directors and officers of RMA, and consultants, contractors and other persons engaged by RMA to act on its behalf.

4.0 Related Policies

POL_3100_ Operations Policies_General_Code of Business Conduct and Ethics

5.0 Policy Owner

Board Chair

Last Modified By:	Finance Comm	Last Modified On:	1 st Aug 2019	Page:	2
Document Owner:	Board Chair	Original Date:	1 st Aug 2019		



6.0 Definitions

Record - any form of recorded information, which is evidence of a business transaction and is created and maintained, regardless of format or medium. This includes, but is not limited to, paper, photographs and negatives, microform, maps and drawings, charts, cards, electronic and digitized data, optical records, audio videos, motion pictures and hard-copy mail.

Vital records - records that are deemed to be necessary for the continuation or resumption of operations in the event of a disaster. They are essential for establishing RMA's legal and financial position, and the fulfillment of obligations to employees, members and other stakeholders.

Official copy - the copy of a record that must be retained for the term specified in the retention schedule. Other copies of the record are retained only as long as is necessary for business or reference purposes.

7.0 Procedures

N/A

Last Modified By: Finance Comm
Document Owner: Board Chair

Last Modified On: 1st Aug 2019
Original Date: 1st Aug 2019

Page: 3