

Policy title	Records Retention Policy
Approval authority	Board of Directors
Adopted	June 23, 2020
This Policy has been prepared by Ontario Artistic Swimming (OAS) and is applicable to OAS and its Members. This document cannot be modified by an OAS Member without consultation with and approval by OAS.	

Definitions

1. The following terms have these meanings in this Policy:
 - a. “Activity” – All business and activities of the Organization;
 - b. “CAS” – Canada Artistic Swimming;
 - c. “Director” – A member of the Board of Directors;
 - d. “Including” – Including but not limited to;
 - e. “Member” - Any Competitive, Recreational, Scholastic, University artistic swimming club or AquaGO! or Trillium awards program provider registered with OAS;
 - f. “OAS” – Ontario Artistic Swimming;
 - g. “OCA” – Ontario Corporations Act;
 - h. “Organization” – The organization to which the Policy applies and includes OAS and its Members; and
 - i. “Retention” – The period of time for which a record must be kept, usually expressed in years.

Purpose

2. The purpose of this Policy is to describe which records and documents must be maintained by clubs and for what length of time.

Scope and Application

3. This Policy applies to OAS and its Members.
4. Organizations are required, by law, to keep certain documents and records. Other records should be kept by a prudent organization even if there is no legal requirement. Records must be kept for a different length of time depending on the legislation.

5. This Policy recognizes that Members are either incorporated under the Ontario Corporations Act or they are not incorporated at all. Incorporated clubs will be required to transition to compliance with the successor legislation, the Ontario Not-for-Profit Corporations Act, within three years of the new law coming into force, which is expected in late-2020. This policy lists the documents that must be kept under the OCA. Even if a club is not yet incorporated under the OCA (or not incorporated at all), it should still keep the records described below as a best practice.

Storage

6. Records should be stored at the Organization's registered office or at a location the Directors determine.

Documents and Records: Incorporation

7. The following documents and records must be kept as a requirement of the OCA:

RECORD	REQUIRED BY	RETENTION
Articles, By-laws, and any amendments	Ontario Corporations Act	Indefinitely
Minutes from any meeting of Members or any committee of Members	Ontario Corporations Act	Indefinitely
Resolutions from the Members and any committee of Members	Ontario Corporations Act	Indefinitely
Minutes from any meeting of Directors or any committee of Directors	Ontario Corporations Act	Indefinitely
Resolutions from the Directors and any committee of Directors	Ontario Corporations Act	Indefinitely
Consent by a Director to act as a Director	Ontario Corporations Act	Indefinitely
Register of Directors	Ontario Corporations Act	Indefinitely
Register of Officers	Ontario Corporations Act	Indefinitely
Register of Members	Ontario Corporations Act	Indefinitely

RECORD	REQUIRED BY	RETENTION
Accounting records adequate to enable the Directors to ascertain the financial position of the organization with reasonable accuracy on a quarterly basis	Ontario Corporations Act	6 Full Years

8. The OCA is not specific about the length of time records must be kept for anything except for accounting records, which must be retained for six full years from the end of the fiscal year for which they relate. However, organizations should want to retain all important records indefinitely.

Access by Directors

9. Records kept under the OCA can be accessed at all times by Directors during the regular operating hours of the organization. Each Organization must provide records to its Directors free of charge.

Access by Members

10. Members are entitled to free copies of the By-laws. Members may also request access to the register of Members in certain circumstances and by obtaining a statutory declaration and pledging to use Members' names and addresses only for specific purposes. The Organization will obtain legal or expert advice if it receives a request by a Member to access the register of Members.
11. Records that include personal information of Members (such as the details kept in the register of Members) are subject to the OAS Privacy Policy and the principles set out in the Canadian Standards Association (CSA) Model Code for the Protection of Personal Information.

Documents and Records: Canada Revenue Agency

12. The following documents and records must be kept as a requirement of the Canada Revenue Agency:

RECORD	REQUIRED BY	RETENTION
Cheques – cancelled	Canada Revenue Agency	6 Years
Cheque stubs	Canada Revenue Agency	6 Years
Bank statements	Canada Revenue Agency	6 Years

RECORD	REQUIRED BY	RETENTION
Invoices (internal)	Canada Revenue Agency	6 Years
Bills (accounts payable)	Canada Revenue Agency	6 Years
Bank reconciliations	Canada Revenue Agency	6 Years
Deposits	Canada Revenue Agency	6 Years
Deposit books	Canada Revenue Agency	6 Years
Annual financial statements	Canada Revenue Agency	6 Years
Monthly financial statements	Canada Revenue Agency	6 Years
Local financial statements	Canada Revenue Agency	6 Years
RRSP information	Canada Revenue Agency	6 Years
Payroll records and invoices	Canada Revenue Agency	6 Years
Investment statements	Canada Revenue Agency	6 Years
Tax receipt copies	Canada Revenue Agency	6 Years
General ledger	Canada Revenue Agency	Indefinitely
Records of endowment donations	Canada Revenue Agency	Indefinitely
Documents around long-term acquisitions	Canada Revenue Agency	Indefinitely
Liability insurance policies	Canada Revenue Agency	Indefinitely

13. Unless noted, the records described above must be kept for a minimum of six full years from the end of the fiscal year for which they relate.

Documents and Records: Employee

14. When applicable, the following documents and records must be kept as a requirement of the Employment Standards Act:

RECORD	REQUIRED BY	RETENTION
Employee record including: Name, address, date of birth (if under 18), starting date of employment, and hours worked each day and week	Employment Standards Act	Duration of employment plus 3 years
Employee agreements	Employment Standards Act	Duration of employment plus 3 years
Number of hours the employee worked in each day and each week, overtime, and records of leave and vacations	Employment Standards Act	3 years after the day or week to which the information relates
Employee wage statements, wages due on employment termination and vacation	Employment Standards Act	3 years after the information was given to the employee

Documents and Records: Other

15. When applicable, the following documents and records must also be kept:

RECORD	REQUIRED BY/ REASON	RETENTION
Sanction forms	Liability	Current plus 1 year
Grants	Liability	Current year plus 6 years
Signed Agreements and Contracts (not related to employment)	Liability	Expiry of contract plus 6 years
Facility Rental Agreements	Liability	Current year plus 1 year

RECORD	REQUIRED BY/ REASON	RETENTION
Litigation	Liability	Resolution plus 6 years
Accidents, Injuries, Claims and Investigations	Liability	Resolution plus 6 years
Concerns or Complaints	Conduct Policy, Discipline and Complaints Policy and Appeal Policy	Resolution plus 1 year
Complaint and Appeal Decisions (including Safe Sport)	Conduct Policy, Discipline and Complaints Policy and Appeal Policy	Indefinitely
Conflict of Interest Declaration Forms	Conduct Policy	Duration of employment or service plus 1 year
Screening Disclosure Forms	Screening Policy	Duration of employment or service plus 1 year
Police Records Checks (E-PIC)	Screening Policy	Results of E-PIC Checks are retained on CAS Registration System and updated every 5 years; no retention by Members
Vulnerable Sector Checks	Screening Policy, when applicable	It is enough to simply review the check, return the original and note in a file that the record has been received and reviewed The record noting the Vulnerable Sector Check has been received and reviewed to be retained for the duration of employment or service plus 3 years
Other Background Checks (e.g., reference check, employment verification, education and credentials)	Screening Policy, when applicable	Duration of employment or service plus 3 years For non-successful candidates, current year plus 1 year

RECORD	REQUIRED BY/ REASON	RETENTION
verification, and social media check)		
Volunteer Agreements	Operational	Duration of service
Participant Registration Forms (e.g., registration documents, emergency contact information, attendance records, etc.)	Operational	Current year
Travel Consent forms	Operational	Current year plus 1 year
Bye Request forms	Operational	Current year plus 1 year
Injury and Illness Report forms	Liability	Current year plus 1 year. Information will be anonymized by OAS after this period for research purposes and retained indefinitely
Concussion Code of Conduct	Rowan's Law/ Liability	Current year
Code of Conduct for Athletes: COVID-19	Liability	Current year
Declaration of Compliance: COVID-19	Liability	Current year plus 3 years
Release of Liability, Waiver of Claims and Indemnity Agreement forms	Liability	Indefinitely
Informed Consent and Assumption of Risk forms	Liability	Indefinitely
Certificate of Compliance form	Liability	Current year plus 3 years
Registration Fee Schedule	Liability	Current year plus 3 years