

RECORDS MANAGEMENT POLICY

Purpose

1. The purpose of this Policy is to describe which records must be maintained by Ontario Cycling and for what length of time. This Policy is also intended to provide guidance to Ontario Cycling's Member Clubs regarding their management of records.

Scope and Application

2. Organizations are required, by law, to keep certain 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, in some cases depending on relevant legislation.
3. Ontario Cycling is governed by the *Ontario Not for Profit Corporations Act* ("**ONCA**"). Member Clubs may or may not be incorporated. If incorporated, a Member Club should consider the legislation by which it is governed.
4. This Policy lists the records that must be kept under ONCA. Even if a Member Club is not yet incorporated (i.e. is unincorporated), it should still keep records described below as applicable as a best practice.

Storage

5. Records should be securely and safely stored at the registered office of the organization or at a location in Ontario determined by its Board of Directors. Security can include, for example, locks, segregation of files / folders, and encryption. An appropriate storage format for each type of record should be identified (see charts below) and adhered to.

Destruction

6. Records when destroyed should be destroyed securely and permanently in a manner appropriate to the medium on which they are stored.

Records (Organizational)

7. The following records must be kept for the Timeline noted.

RECORD	BASED ON	TIMELINE
Letters Patent, Articles (including Articles of Amendment and Restated Articles), By-laws, and any amendments	<i>Ontario Not for Profit Corporations Act</i> (" ONCA ")	Permanent
Constitution, By-Laws	Recommended Practice for Unincorporated Organizations	Permanent
Minutes from any meeting and Special Resolutions of Members	ONCA	Permanent
Minutes from any meeting of any committee of Members	Recommended Practice	Permanent
Minutes from any meeting and Resolutions of Board of Directors (" Board ") or Executive Committee	ONCA	Permanent
Minutes from any meeting of any other Board committee	Recommended Practice	Permanent

Consent by a Director to act as a Director	ONCA	Permanent
Register of Directors	ONCA	Permanent
Register of Officers	ONCA	Permanent
Register of Members	ONCA	Permanent
Accounting records adequate to enable the Directors to ascertain the financial position of the organization with reasonable accuracy on a quarterly basis	ONCA	7 Years

Access by Directors.

8. Records kept pursuant to ONCA can be accessed by active Directors during the regular operating hours of the organization.

Access by Members.

9. Members are entitled to free copies of the by-laws. Members may also request access to a list of Members in certain circumstances only for specific purposes. An organization should obtain legal or expert advice if it receives a request by a Member to access a list of Members.

Records (Canada Revenue Agency ("CRA"))

10. The following records must be kept for the Timeline noted based on CRA requirements:

Record	Based On	Timeline
Annual / Audited Financial Statements	ONCA/CRA	Permanently
Tax Returns / Assessments	CRA	Permanently
Cheques – cancelled	CRA	7 years
Cheque stubs	CRA	7 years
Bank statements	CRA	7 years
Invoices (internal)	CRA	7 years
Bills (accounts payable)	CRA	7 years
Bank reconciliations	CRA	7 years
Deposits / Deposit Books	CRA	7 years
Monthly financial statements	CRA	7 years
Payroll records and invoices	CRA	7 years
Investment statements	CRA	7 years
HST Records	CRA	7 years
General ledger	CRA	Permanent
Records of donations	CRA	Permanent

Records (Other)

11. When applicable, the following records must also be kept:

RECORD	BASED ON	TIMELINE
Insurance policies	Recommended Practice	Permanent
Supplier and other Agreements	Recommended Practice	Term of the Agreement + 3 years
Leases	Recommended Practice	Term of the Lease + 3 years
Employee record, including name, address, date of birth (if under 18), starting date of employment, and hours worked each day and week, pay stubs (how they are being paid). See also next row regarding records regarding employee vacation time and vacation pay.	Employment Standards Act, 2000 (Ontario) (" ESA ")	Duration of employment + 3 years
Records regarding employee vacation time and vacation pay.	ESA	Duration of employment + 5 years
Employee agreements	ESA	Duration of employment + 3 years
Conflict of Interest Declaration Forms	Applicable policies	Duration of employment/service
Complaint and appeal decisions	Applicable policies	Permanent
Screening Disclosure Forms	Applicable policies	3 years
Screening Renewal Forms	Applicable policies	1 year
Police Records Checks	Applicable policies	3 years (assuming current results available at all times)
Vulnerable Sector Checks	Applicable policies	Duration of employment/service + two years
Volunteer Agreements	Applicable policies	Duration of service + two years
Registration forms	Applicable policies	3 years after relevant event / time period
Waivers	Applicable policies	3 years after relevant event / time period
Assumption of Risk forms	Applicable policies	3 years after relevant event / time period
Medical Information	Applicable policies	3 years after relevant event / time period
Travel Consent forms	Applicable policies	3 years after relevant event / time period