



# RECORDS CLASSIFICATION AND RETENTION SCHEDULE

## Administration

Approved By:  
Executive Director

## Purpose, Goals and Objectives

This Records Classification and Retention Schedule is a control document that describes the records at a series level and indicates the length of time each series should be retained as semi-active prior to final disposition; and the final disposition of each series. This document serves as the legal authorization for the disposal of FIPA’s records;

- To ensure that FIPA’s records are created, managed, retained, and disposed of in an effective and efficient manner;
- To facilitate the efficient management of the FIPA’s records;
- To ensure preservation of the FIPA’s records of permanent value; and
- To support both protection of privacy and freedom of information services throughout FIPA.

## Revision Schedule

This Records Classification and Retention Schedule will be reviewed and updated annually as part of its application as part its application through the professional experience volunteer program through UBC archival studies.

## Revision Summary

Date	Summary of Changes / Amendment
2018	Initial version drafted.
2021.01	Retention Schedule reviewed and updated

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# 1000 – Association Governance

**Number:** 1000

**Description:** The Governance primary group relates to the framework through which the Association exercises the powers required to govern. Records includes those that document Association Board meetings, bylaws, policies, elections, training materials and so forth.

## 1000-01 – General

**Title:** General

**Number:** 1000-01

**Scope:** Use only for records which: Do not fit into a more specific secondary and may be routinely destroyed because they are of no further business, fiscal or legal value.

**Retention:** Annual: calendar year + 1

**Disposition:** Destroy

**Rules:**

1. Create a new annual file at the beginning of each calendar year.
2. Close the annual file at the end of the calendar year.
3. Electronic records will be deleted from the shared drive.
4. Hard copy records will be destroyed.

## 1000-10 – Board of Directors Meeting Records

**Title:** Board of Directors Meeting Records

**Number:** 1000-10

**Scope:** Records Include: agendas, minutes, reports, annual reports, financial statements, election records and correspondence created and received by the FIPA Board including meeting records related to FIPA Board Committees. Includes final versions of documents that fulfill Minutes Book requirements.

**Retention:** Annual: FIPA Board of Directors Term + 10 years

**Disposition:** Selective Retention

- Destroy Election Records: lists of vacant positions, completed nomination forms, blank ballots and so forth.

**Authorities:** Societies Act (SBC 2015, c. 18)

**Rules:**

1. Create a new case file for each Board of Directors.
2. Close the case file when the Board of Directors term ends.
3. Electronic records will be transferred to the Simon Fraser University Archives.
4. Hard copy records will be transferred to the Simon Fraser University Archives.

## 1000-12 – Annual General Meetings

**Title:** Annual General Meeting

**Number:** 1000-12

**Scope:** Includes records to plan, schedule, coordinate, and hold Annual General Meetings. Records include: agendas, minutes, reports, planning documents, correspondence, notifications. Includes final versions of documents that fulfill Minutes Book requirements.

**Retention:** Annual: calendar year + 10 years

**Disposition:** Archive

**Authorities:** Societies Act (SBC 2015, c. 18)

BC FIPA By-Laws

**Rules:**

1. Create a new annual file at the beginning of each calendar year.
2. Close the annual file at the end of the calendar year.
3. Electronic records will be transferred to the Simon Fraser University Archives.
4. Hard copy records will be transferred to the Simon Fraser University Archives.

## 1000-15 – Board Membership Register

**Title:** Board Membership Register

**Number:** 1000-15

**Scope:** Records include: Lists of members who served on the Board and their personal contact information required under the Societies Act. Includes final versions of documents that fulfill Minutes Book requirements.

**Retention:** Event: election/appointment of new Board of Directors + 10 years

**Disposition:** Archive

**Authorities:** Societies Act (SBC 2015, c. 18)

**Rules:**

1. Create a case file to house the Board of Directors Membership Register.
2. Electronic records will be retained in the shared drive.
3. Hard copy records will be transferred to the Simon Fraser University Archives.

## 1000-20 – Bylaws and Policies

**Title:** Bylaws and Policies

**Number:** 1000-20

**Scope:** Includes final versions of bylaws and policies, BC Society Filings, and other FIPA governing documents that fulfill Minutes Book requirements

**Retention:** Event: Superseded or Obsolete + 10 years

**Disposition:** Archive

**Authorities:** Societies Act (SBC 2015, c. 18)

**Rules:**

1. Create a case file for each bylaw or policy.
2. Close the case file when the governing document is superseded or obsolete.
3. Electronic records will be transferred to the Simon Fraser University Archives.
4. Hard copy records will be transferred to the University Archives.

## 1000-40 – Governance Event Records

**Title:** Governance Event Records

**Number:** 1000-40

**Scope:** Includes records received to plan, schedule, coordinate, and hold Association governance events. Records include: planning documents, correspondence, notifications, programs, handouts, presentations, budgets, notes, location booking records, contact lists, checklists, photographs and other related records.

Includes records related to the development and delivery of conferences and educational courses or workshops offered by FIPA to its governing body. Records include: workshop outlines, instructor materials, conference programs, presentations, handouts, exercises and so forth. Can also include records created for workshops.

**Excludes:**

- Committee Minutes, Agendas and Reports

- (1000-10 Board of Directors Meeting Records)
- Accounts payable and receivables
  - (2000-35 Accounts Payable and Receivables)
- Member event records
  - (3000-40 Member Event Records)
- Programming event records
  - (5000-40 Program and Project Event Records)

**Retention:** Annual : calendar year + 3 years

**Disposition:** Selective Retention

- Destroy: records related to plan, schedule, coordinate, and hold member events
- Archive: Records related to the development and delivery of conference and educational courses or workshops

**Authorities:** Personal Information Protection Act (SBC 2003, c. 63)

**Rules:**

1. Create a new annual file at the beginning of each calendar year.
2. Create a case file for each governance event.
3. Close the annual file at the end of the calendar year.
4. Electronic records appraised for transfer to the Simon Fraser University Archives or the records will be deleted from the shared drive.
5. Hard copy records will be appraised for transfer to the Simon Fraser University Archives or the records will be destroyed.
6. This records series is considered a personal information bank.

## 1000-45 – Logos and Identity Records

**Title:** Logos and Identity Records

**Number:** 1000-45

**Scope:** Records include: BC FIPA logos and identity records, such as letter head.

**Retention:** Event: new logo or identity record adopted by FIPA

**Disposition:** Archive

**Rules:**

1. Create a case file to house the logos and identity records.
2. Electronic records will be retained in the shared drive.
3. Hard copy records will be transferred to the SFU Archives when superseded or obsolete.

## 1000-50 – Minutes Book

**Title:** Minutes Book

**Number:** 1000-50

**Scope:** Includes components, as required by the Societies Act, for a Minutes Book.

1. Certificate of Incorporation
2. Constitution
3. Existing Bylaws
4. Evidence of Transition
5. Annual Filings
6. Member Register
7. Director Register
8. AGM and BoD Minutes

**Retention:** Annual : calendar year + 10 years

**Disposition:** Archive

**Authorities:** Societies Act (SBC 2015, c. 18)  
Personal Information Protection Act (SBC 2003, c. 63)  
Income Tax Act (RSC, 1985, c. 1)

**Rules:**

1. Create a new annual file at the beginning of each calendar year.
2. Close the annual file at the end of the calendar year.
3. Electronic records will be transferred to the Simon Fraser University Archives.
4. Hard copy records will be transferred to the University Archives.



## 2000 – Financial Management

**Number:** 2000

**Description:** The Financial Management primary group relates to the control, spending, and reporting of BC FIPA’s finances, including the development and approval of budgets and the management of financial transactions. This section includes financial activities related to the receipt, allocation, and expenditure of funds, management of cash, financial planning and forecasting, and management of debt. It also includes records related to yearly financial reporting and auditing.

### 2000-01 – General

**Title:** General

**Number:** 2000-01

**Scope:** Use only for records which: Do not fit into a more specific secondary and may be routinely destroyed because they are of no further business, fiscal or legal value.

**Retention:** Annual: calendar year + 1 year

**Disposition:** Destroy

**Rules:**

1. Create a new annual file at the beginning of each calendar year.
2. Close the annual file at the end of the calendar year.
3. Electronic records will be deleted from the shared drive.
4. Hard copy records will be destroyed.

### 2000-05 – Financial Procedures and Account Information

**Title:** Financial Procedures and Account Information

**Number:** 2000-05

**Scope:** Records include: Bank account files, financial procedures, and other records that detail the administration of financial activities.

**Retention:** Annual: calendar year + 6 years

**Disposition:** Destroy

**Authorities:** Income Tax Act (RSC, 1985, c. 1)

**Rules:**

1. Create a new annual file at the beginning of each calendar year.

2. Close the annual file at the end of the calendar year.
3. Electronic records will be deleted from the shared drive.
4. Hard copy records will be destroyed.

## 2000-10 – Accounts Payable and Receivable

**Title:** Accounts Payable and Receivable Records

**Number:** 2000-10

**Scope:** Includes records related to payments made by FIPA to individuals, companies, or other organizations for the purposes of purchasing goods and services. Also includes records relating to billing individuals, companies, or organizations for provided goods and services.

**Retention:** Annual: calendar year + 6 years

**Disposition:** Destroy

**Authorities:** Income Tax Act (RSC, 1985, c. 1)

**Rules:**

1. Create a new annual file at the beginning of each calendar year.
2. Close the annual file at the end of the calendar year.
3. Electronic records will be deleted from the shared drive.
4. Hard copy records will be destroyed.

## 2000-15 – Budgets

**Title:** Budgets

**Number:** 2000-15

**Scope:** Records includes: Annual budgets, correspondence, notes and budget development records.

**Retention:** Annual: calendar year + 6 years

**Disposition:** Destroy

**Authorities:** Income Tax Act (RSC, 1985, c. 1)

**Rules:**

1. Create a new annual file at the beginning of each calendar year.
2. Close the annual file at the end of the calendar year.

3. Electronic records will be deleted from the shared drive.

4. Hard copy records will be destroyed.

## 2000-20 – Financial Statements

**Title:** Financial Statements

**Number:** 2000-20

**Scope:** Records include: Bank statements and credit card statements.

**Retention:** Annual: calendar year + 6 years

**Disposition:** Destroy

**Authorities:** Income Tax Act (RSC, 1985, c. 1)

### Rules:

1. Create a new annual file at the beginning of each calendar year.
2. Close the annual file at the end of the calendar year.
3. Electronic records will be deleted from the shared drive.
4. Hard copy records will be destroyed.

## 2000-25 – Funding Proposals and Grant

**Title:** Funding Proposals and Grants

**Number:** 2000-25

**Scope:** Includes records related to the administration of funding proposals submitted to funding bodies. Includes records such as funding applications, correspondence, decision letters, and funding reports. Includes final versions of documents that fulfill Minutes Book requirements.

**Retention:** Annual: calendar year + 10 years

**Disposition:** Destroy

**Authorities:** Income Tax Act (RSC, 1985, c. 1)  
Societies Act (SBC 2015, c. 18)

### Rules:

1. Create a new annual file at the beginning of each calendar year.
2. Close the annual file at the end of the calendar year.

3. Electronic records will be deleted from the shared drive.
4. Hard copy records will be destroyed.

## 2000-30 – Financial Review

**Title:** Financial Review

**Number:** 2000-30

**Scope:** Includes annual audit records and supporting documentation of FIPA's finances.  
Includes final versions of documents that fulfill Minutes Book requirements.

**Retention:** Annual: calendar year + 10 years

**Disposition:** Destroy

**Authorities:** Income Tax Act (RSC, 1985, c. 1)  
Societies Act (SBC 2015, c. 18)

**Rules:**

1. Create a new annual file at the beginning of each calendar year.
2. Close the annual file at the end of the calendar year.
3. Electronic records will be deleted from the shared drive.
4. Hard copy records will be destroyed.

## 2000-45 – Contracts and Retainers – Organizational, Program, and Project

**Title:** Contracts and Retainers - Organizational, Program, and Project

**Number:** 4000-15

**Scope:** Includes all contracts with other organizations, program and project contracts, and all other non- personnel related contracts.

**Excludes:** Individual personnel contracts

- (4000-15 Personnel Administration Files)

**Retention:** Event: Contract no longer valid + 6 years

**Disposition:** Destroy

**Authorities:** Income Tax Act

Personal Information Protection Act (SBC 2003, c. 63)

Employment Standards Act (RSBC 1996, c. 113)

### Rules:

1. Create a case file for each contract.
2. Close the case file when the contract is no longer in effect.
3. Electronic records will be deleted from the shared drive.
4. Hard copy records will be destroyed.
5. This records series is considered a personal information bank.

## 3000 – Membership Services

**Number:** 3000

**Description:** The Membership Services primary group identifies records created and received by BC FIPA to provide services to its membership. This can include membership registries, member event and programs records, educational courses and webinars, surveys, correspondence between members and non-members and so forth.

### 3000-01 – General

**Title:** Membership Services - General

**Number:** 3000-01

**Scope:** Use only for records which: Do not fit into a more specific secondary and may be routinely destroyed because they are of no further business, fiscal or legal value.

**Retention:** Annual: calendar year + 1 year

**Disposition:** Destroy

**Authorities:** Personal Information Protection Act (SBC 2003, c. 63)

**Rules:**

1. Create a new annual file at the beginning of the new calendar year.
2. Close the annual file at the end of the calendar year.
3. Electronic records will be deleted from the shared drive.
4. Hard copy records will be destroyed.

## 3000-20 – Membership Registries

**Title:** Membership Registers

**Number:** 3000-20

**Scope:** Includes lists or registers, with contact information for current chapter membership. Lists are updated on an annual basis. Includes final versions of documents that fulfill Minutes Book requirements.

**Retention:** Annual: calendar year + 10 years

**Disposition:** Destroy

**Authorities:** Personal Information Protection Act (SBC 2003, c. 63)  
Societies Act (SBC 2015, c. 18)

**Rules:**

1. Create a new annual file at the beginning of each calendar year.
2. Close the annual file at the end of the calendar year.
3. Electronic records will be deleted from the shared drive.
4. Hard copy records will be destroyed.
5. This records series is considered a personal information bank.

## 3000-25 – Member Survey Records

**Title:** Member Survey Records

**Number:** 3000-25

**Scope:** Includes records documenting the development, delivery, and analysis of surveys completed by FIPA membership. Specific records can include: the survey questionnaire, suggestions from the Board of Directors, survey announcements, correspondence, survey results, analysis, notes and so forth.

**Excludes:** Final report and analysis submitted to the Board of Directors and member correspondence

- 3000-30 Member Communications
- 1000-10 Board of Directors Meeting Minutes

**Retention:** Annual: calendar year + 1 year

**Disposition:** Destroy

**Authorities:** Personal Information Protection Act (SBC 2003, c. 63)

**Rules:**

1. Create a new annual file at the beginning of each calendar year.
2. Close the annual file at the end of the calendar year.
3. Electronic records will be deleted from the shared drive.
4. Hard copy records will be destroyed.
5. This records series is considered a personal information bank.

## 3000-30 – Member Communications

**Title:** Member Communications

**Number:** 3000-30

**Scope:** Includes Records that document ongoing communication with FIPA members such as renewal letters, announcements, newsletters, and correspondence with individual members.

**Retention:** Annual: calendar year + 1 year

**Disposition:** Destroy

**Authorities:** Personal Information Protection Act (SBC 2003, c. 63)

**Rules:**

1. Create a new annual file at the beginning of each calendar year.
2. Close the annual file at the end of the calendar year.
3. Electronic records will be deleted from the shared drive.
4. Hard copy records will be destroyed.
5. This records series is considered a personal information bank.

## 3000-40 – Member Event Records

**Title:** Event Records

**Number:** 3000-40

**Scope:** Includes records received to plan, schedule, coordinate, and hold member events. Records include: planning documents, correspondence, notifications, programs, handouts, presentations, budgets, notes, location booking records, contact lists, checklists, photographs and other related records.

Includes records related to the development and delivery of conferences and educational courses or workshops offered by FIPA to its members. Records include: workshop outlines, instructor materials, conference programs, presentations, handouts, exercises and so forth. Can also include records created for workshops.

**Excludes:**

- Committee Minutes, Agendas and Reports
  - (1000-10 Board of Directors Meeting Records)
- Accounts payable and receivables
  - (2000-35 Accounts Payable and Receivables)
- Governance event records
  - (1000-40 Governance Event Records)
- Programming event records
  - (5000-40 Program and Project Event Records)

**Retention:** Annual : calendar year + 3 years

**Disposition:** Selective Retention

- Destroy: Records related to plan, schedule, coordinate, and hold member events
- Archive: Records related to the development and delivery of conference and educational courses or workshops

**Authorities:** Personal Information Protection Act (SBC 2003, c. 63)

**Rules:**

1. Create a new annual file at the beginning of each calendar year.
2. Create a case file for each member event.
3. Close the annual file at the end of the calendar year.
4. Electronic records will be appraised for transfer to the Simon Fraser University Archives or the records will be deleted from the shared drive.
5. Hard copy records will be appraised for transfer to the Simon Fraser University Archives or the records will be destroyed.
6. This records series is considered a personal information bank.



# 4000 – Human Resources, Administration, and Operations

**Number:** 4000

**Description:** The Human Resources, Administration, and Operations primary group identifies records created and received by BC FIPA to hire and manage employees, and manage and administer the internal operations of the organization. This can include job descriptions, competition files, payroll records, records related to facility management, organizational projects, procedures, operating manuals, privacy impact assessments and so forth.

## 4000-01 – General

**Title:** General

**Number:** 4000-01

**Scope:** Use only for records which: Do not fit into a more specific secondary and may be routinely destroyed because they are of no further business, fiscal or legal value.

**Retention:** Annual: calendar year + 1 year

**Disposition:** Destroy

**Rules:**

1. Create a new annual file at the beginning of the new calendar year.
2. Close the annual file at the end of the calendar year.
3. Electronic records will be deleted from the shared drive.
4. Hard copy records will be destroyed.

## 4000-10 – Job Competition Files

**Title:** Job Competition Files

**Number:** 4000-10

**Scope:** Includes materials such as job postings, job descriptions, resumes, lists of candidates, interview questions, reference checks, and scoring and rankings.

**Retention:** Event: Competition Completed + 6 years

**Disposition:** Destroy

**Authorities:** Personal Information Protection Act (SBC 2003, c. 63)

**Rules:**

1. Create a case file for each job competition.
2. Close the case file when the job competition has been completed.
3. Electronic records will be deleted from the shared drive.
4. Hard copy records will be destroyed.
5. This records series is considered a personal information bank.

## 4000-15 – Personnel Administration Files

**Title:** Personnel Administration Files

**Number:** 4000-15

**Scope:** Includes materials such as payroll records, CVs, vacation time, volunteers, benefits, employee training and professional development.

**Retention:** Event: Employee leaves FIPA + 10 years

**Disposition:** Destroy

**Authorities:** Income Tax Act

Personal Information Protection Act (SBC 2003, c. 63)

Employment Standards Act (RSBC 1996, c. 113)

**Rules:**

1. Create a case file for each employee.
2. Close the case file when the employee leaves the organization.
3. Electronic records will be deleted from the shared drive.
4. Hard copy records will be destroyed.
5. This records series is considered a personal information bank.

## 4000-20 – Special Project Records

**Title:** Special Project Records

**Number:** 4000-20

**Scope:** Includes records documenting the planning, design, and execution of ad hoc FIPA administrative and operational projects, including but not limited to projects to upgrade technology, or to ensure administrative compliance with relevant policy or legislation.

**Retention:** Event: file closed + 6 years

**Disposition:** Archive

**Rules:**

1. Create a case file for each topic or project
2. Close the case file when the project is completed
3. Electronic records will be deleted from the shared drive.
4. Hard cop records will be destroyed.

## 4000-25 – Procedures, Manuals, and Privacy Impact Assessments

**Title:** Procedures, Manuals, and Privacy Impact Assessments

**Number:** 4000-25

**Scope:** Includes final versions of procedures, operating manuals, HR Onboarding Procedures, and Privacy Impact Assessments and other governing records not required to fulfill Minutes Book Requirements.

**Retention:** Event: Superseded or Obsolete +6

**Disposition:** Archive

**Rules:**

1. Create a case file for each procedure, operating manual, or privacy impact assessment
2. Close the case file when the governing document is superseded or obsolete.
3. Electronic records will be transferred to the Simon Fraser University Archives.
4. Hard copy records will be transferred to the University Archives.

## 4000-30 – Operations

**Title:** Operations

**Number:** 4000-30

**Scope:** Includes records documenting the planning, design, and execution of ongoing FIPA operations, including but not limited to ongoing rm, office planning, building management, and so forth.

**Excludes:** Ad hoc HR, Admin or Ops projects

- (4000-20 Special Project Records)

**Retention:** Event: file closed +6 years

**Disposition:** Archive

**Rules:**

1. Create a case file for each operational program.
2. Close the case file when the program is complete.
3. Electronic records will be transferred to the Simon Fraser University Archives.
4. Hard copy records will be transferred to the University Archives.

## 4000-35 – Marketing and Communications

**Title:** Marketing and Communications

**Number:** 4000-35

**Scope:** Includes records related to FIPA's marketing and communication. May include third party articles in collaboration with FIPA, interview prep, briefing notes, and similar records.

**Retention:** Event: Superseded or Obsolete +6

**Disposition:** Archive

**Rules:**

1. Create a case file for each marketing or communication related file.
2. Close the case file when the document is superseded or obsolete.
3. Electronic records will be transferred to the Simon Fraser University Archives.
4. Hard copy records will be transferred to the University Archives.

# 5000 – Information Management and Body of Knowledge

**Number:** 5000

**Description:** The Information Management and Body of Knowledge function group relates to the development, publication, and distribution of FIPA’s publications. This function group also includes records related to BC FIPA’s activities, programs, and research related to access to information, privacy and whistleblower protections.

## 5000-01 – General

**Title:** Information Management - General

**Number:** 5000-01

**Scope:** Use only for records which: Do not fit into a more specific secondary and may be routinely destroyed because they are of no further business, fiscal or legal value.

**Retention:** Annual: calendar year + 1 year

**Disposition:** Destroy

**Rules:**

1. Create a new annual file at the beginning of each calendar year.
2. Close the annual file at the end of the calendar year.
3. Electronic records will be deleted from the shared drive.
4. Hard copy records will be destroyed.

## 5000-05 – Operational Reference Materials

**Title:** Operational Reference Materials

**Number:** 5000-05

**Scope:** Includes materials such as books, articles, white papers, and records from other organizations that support the FIPA’s operations, but do not serve as evidence of specific transactions, actions taken, instructions, or decisions.

**Excludes:** Reference material related to Access to Information, Privacy, and Whistleblower Protections

- (5000-25 Access to Information Research)
- (5000-30 Privacy Research)
- (5000-35 Whistleblower Protections Research)

**Retention:** Event: superseded or obsolete

**Disposition:** Destroy

**Rules:**

1. Create a case file for each topic of reference materials.
2. Close the case file when the materials are no longer useful.
3. Electronic records will be deleted from the shared drive.
4. Hard copy records will be destroyed.

## 5000-08 – Governance Reference Material

**Title:** Governance Reference Materials

**Number:** 5000-08

**Scope:** Includes materials such as books, articles, white papers, and records from other organizations that support the FIPA's governance, but do not serve as evidence of specific transactions, actions taken, instructions, or decisions.

**Excludes:** Reference material related to Operations, Access to Information, Privacy, and Whistleblower Protections

- (5000-05 Operational Reference Materials)
- (5000-25 Access to Information Research)
- (5000-30 Privacy Research)
- (5000-35 Whistleblower Protections Research)

**Retention:** Event: superseded or obsolete

**Disposition:** Destroy

**Rules:**

1. Create a case file for each topic of reference materials.
2. Close the case file when the materials are no longer useful.
3. Electronic records will be deleted from the shared drive.
4. Hard copy records will be destroyed.

## 5000-10 – Association Publications

**Title:** FIPA Publications, Reports, and Submissions

**Number:** 5000-10

**Scope:** Includes published version of publications created and distributed by FIPA.

Examples include: research products, submissions on freedom of information and privacy issues, newsletters, news releases, brochures, content posted on FIPA websites (e.g. Health Information Privacy in BC) and so forth.

**Excludes:** Annual Reports

- 1000-10 Board of Directors Meeting Records

**Retention:** Event: Superseded or Obsolete

**Disposition:** Archive

**Rules:**

1. Create a case file for each publication, report, or submission or a case file for a series of related publications, reports, or submissions.
2. Close the case file when the publication is no longer being used or distributed by FIPA.
3. Electronic records will be transferred to the Simon Fraser University Archives.
4. Hard copy records will be transferred to the Simon Fraser University Archives.

## 5000-20 – Programs and Projects

**Title:** Programs and Projects

**Number:** 5000-20

**Scope:** Includes records related to BC FIPA's program and project delivery.

1. Legal Research
2. Law Reform
3. Public Assistance & Aid
4. Public Legal Education
5. Privacy
6. Access to information
7. Whistleblower protection
8. Activity Logs

**Excludes:** Event and workshop records, examples: InfoSummit and FOI101

- 5000-40 Program and Project Event Records

**Retention:** Event: file closed + 7 years

**Disposition:** Selective Retention

**Authorities:** Personal Information Protection Act (SBC, 2003 c. 63)

**Rules:**

1. Create a new annual file at the beginning of each calendar year.

2. Close the annual file at the end of the calendar year.
3. Electronic records will be appraised for transfer to the Simon Fraser University Archives or the records will be deleted from the shared drive.
4. Hard copy records will be appraised for transfer to the Simon Fraser University Archives or the records will be destroyed.
5. This records series is considered a personal information bank.

## 5000-25 – Access to Information Research

**Title:** Access to Information Research

**Number:** 5000-25

**Scope:** Includes third party and academia sourced reference materials related to FIPA's research activities in advocating for Access to Information forming the organizations body of knowledge.

**Exclude:** Government information releases including legislation, regulation guidelines, and policy

- 5000-60 Government Reference Material

**Retention:** Annual: CY + 5 years

**Disposition:** Archive

**Rules:**

1. Create a new annual file at the beginning of each calendar year.
2. Close the annual file at the end of the calendar year.
3. Electronic records will be transferred to the Simon Fraser University Archives.
4. Hard copy records will be transferred to the Simon Fraser University Archives.

## 5000-30 – Privacy Research

**Title:** Privacy Research

**Number:** 5000-30

**Scope:** Includes third party and academia sourced reference materials related to FIPA's research activities in advocating for Access to Information forming the organizations body of knowledge.

**Exclude:** Government information releases including legislation, regulation guidelines, and policy

- 5000-60 Government Reference Material



**Retention:** Annual: CY + 5 years

**Disposition:** Archive

**Rules:**

1. Create a new annual file at the beginning of each calendar year.
2. Close the annual file at the end of the calendar year.
3. Electronic records will be transferred to the Simon Fraser University Archives.
4. Hard copy records will be transferred to the Simon Fraser University Archives.

## 5000-35 – Whistleblower Protections Research

**Title:** Whistleblower Protections Research

**Number:** 5000-35

**Scope:** Includes third party and academia sourced reference materials related to FIPA's research activities in advocating for Whistleblower Protections forming the organizations body of knowledge.

**Exclude:** Government information releases including legislation, regulation guidelines, and policy

- 5000-60 Government Reference Material

**Retention:** Annual: CY + 5 years

**Disposition:** Archive

**Rules:**

1. Create a new annual file at the beginning of each calendar year.
2. Close the annual file at the end of the calendar year.
3. Electronic records will be transferred to the Simon Fraser University Archives.
4. Hard copy records will be transferred to the Simon Fraser University Archives.

## 5000-40 – Program and Project Event Records

**Title:** Program and Project Event Records

**Number:** 5000-45

**Scope:** Includes records received to plan, schedule, coordinate, and hold program and project events. Records include: planning documents, correspondence, notifications, programs, handouts, presentations, budgets, notes, location booking records, contact lists, checklists, photographs and other related records.

Includes records related to the development and delivery of conferences and educational courses or workshops offered by FIPA, such as InfoSummit and FOI 101. Records include: workshop outlines, instructor materials, conference programs, presentations, handouts, exercises and so forth. Can also include records created for workshops.

**Excludes:**

- Committee Minutes, Agendas and Reports
  - (1000-10 Board of Directors Meeting Records)
- Accounts payable and receivables
  - (2000-35 Accounts Payable and Receivables)
- Member event records
  - (3000-40 Member Event Records)
- Governance event records
  - (1000-40 Governance Event Records)

**Retention:** Annual : calendar year + 3 years

**Disposition:** Selective Retention

- Destroy: Records related to plan, schedule, coordinate, and hold program and project events
- Archive: Records related to the development and delivery of conference and educational courses or workshops

**Authorities:** Personal Information Protection Act (SBC 2003, c. 63)

**Rules:**

1. Create a new annual file at the beginning of each calendar year.
2. Create a case file for each program and project event.
3. Close the annual file at the end of the calendar year.
4. Electronic records appraised for transfer to the Simon Fraser University Archives or the records will be deleted from the shared drive.
5. Hard copy records will be appraised for transfer to the Simon Fraser University Archives or the records will be destroyed.
- 6.. This records series is considered a personal information bank.

## 5000-45 – Forms and Templates

**Title:** Forms and Templates

**Number:** 5000-40

**Scope:** Includes blank forms and templates including both master copies of forms and duplicate copies created by BC FIPA. Completed forms should be classified based on the activity they relate.

**Retention:** Event: Superseded or Obsolete + 1 year

**Disposition:** Destroy

**Rules:**

1. Create a case file for each form/template or a series of related forms/templates.
2. Close the case file when form/template is superseded or obsolete.
3. Electronic records will be deleted from the shared drive.

## 5000-60 – Government Reference Material

**Title:** Government Reference Material

**Number:** 5000-60

**Scope:** Includes reference materials from Government bodies related to FIPA's research activities in advocating for Access to Information, Privacy and Whistleblower Protections forming the organizations body of knowledge including legislation, regulation guidelines, and policy.

**Exclude:** Reference material from academia or third parties related to ATI, Privacy, and Whistleblower Protections

- 5000-25 Access to Information Research
- 5000-30 Privacy Research
- 5000-35 Whistleblower Protections Research

**Retention:** Annual: CY + 5 years

**Disposition:** Archive

**Rules:**

1. Create a new annual file at the beginning of each calendar year.
2. Close the annual file at the end of the calendar year.
3. Electronic records will be transferred to the Simon Fraser University Archives.
4. Hard copy records will be transferred to the Simon Fraser University Archives.

# 7000 – Transitory Records

**Number:** 7000

**Description:** Transitory records are not of business value. They may include records that serve solely as convenience copies of records **but do not include any records** that are required to control, support, or document the delivery of programs, to carry out operations, to make decisions, or to provide evidence to account for the activities of BC FIPA at any time. They are produced or received during routine actions, in the preparation of other records which replace them, or for convenient reference.

## 7000-01 – General

**Title:** General

**Number:** 7000-01

**Scope:** Use only for records which: Do not fit into a more specific secondary and may be routinely destroyed because they are of no further business, fiscal or legal value.

**Retention:** Event: Superseded or Obsolete

**Disposition:** Destruction

### Rules

1. Create a case file for each topic of reference materials.
2. Close the case file when the materials are no longer useful.
3. Electronic records will be deleted from the shared drive.
4. Hard cop records will be destroyed.

## 7000-05 – Convenience Copies and Unnecessary Duplicates

**Title:** Convenience Copies

**Number:** 7000-05

**Scope:** Extra copies of records created and retained only for the convenience of reference, including photocopies. Stocks of publications, pamphlets, blank forms, informational material, etc. which have no further usefulness.

**Retention:** Event: Superseded or Obsolete

**Disposition:** Destruction

### Rules:

1. Create a case file for each topic of reference materials.
2. Close the case file when the materials are no longer useful.

3. Electronic records will be deleted from the shared drive.

4. Hard cop records will be destroyed.

## 7000-15 – Working Material & Drafts

**Title:** Working Material & Drafts

**Number:** 7000-15

**Scope:** Rough notes, steno work materials, word processor diskette copies, calculations, preliminary drafts, rough research notes, and similar materials used in the preparation of correspondence, reports, memoranda, statistical tabulations, or other records.

Once the finished record has been produced, documented, and incorporated into a regular filing or records system, these working materials become transitory records.

**Retention:** Event: Superseded or Obsolete

**Disposition:** Destruction

### Rules:

1. Create a case file for each topic of reference materials.
2. Close the case file when the materials are no longer useful.
3. Electronic records will be deleted from the shared drive.
4. Hard cop records will be destroyed.