



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 annually as part of its application by the professional experience volunteer program from UBC archival studies. It will be updated periodically as required to address identified needs and/or at a three-year interval.

Revision Summary

Date	Summary of Changes / Amendment
2018	Initial version drafted.
2021.01	Retention Schedule reviewed and updated
2023.07	Retention Schedule reviewed and updated v2

TABLE OF CONTENTS

Administration.....	1
Approved By:.....	1
Purpose, Goals and Objectives.....	1
Revision Schedule.....	1
Revision Summary	1
1000 - Association Governance.....	4
1000-01 - General.....	4
1000-10 - Board of Directors Meeting Records.....	4
1000-12 - Annual General Meetings.....	5
1000-15 - Board Membership Register.....	5
1000-20 - Bylaws and Policies.....	6
1000-40 - Governance Event Records.....	6
1000-45 - Logos and Identity Records.....	7
1000-50 - Minutes Book.....	8
2000 - Financial Management	9
2000-01 - General.....	9
2000-05 - Financial Procedures and Account Information	9
2000-10 - Accounts Payable and Receivable.....	10
2000-15 - Budgets	10
2000-20 - Financial Statements	11
2000-25 - Funding Proposals and Grant.....	11
2000-30 - Financial Review.....	12
2000-45 - Contracts and Retainers - Organizational, Program, and Project	12
3000 - Membership Services.....	14
3000-01 - General.....	14
3000-20 - Membership Registries.....	14
3000-25 - Member Survey Records	15
3000-30 - Member Communications.....	15
3000-40 - Member Event Records.....	16
4000 - Human Resources, Administration, and Operations.....	18
4000-01 - General.....	18
4000-10 - Job Competition Files.....	18
4000-15 - Personnel Administration Files.....	19
4000-20 - Special Project Records	19
4000-25 - Procedures, Manuals, and Privacy Impact Assessments	20
4000-30 - Operations.....	20
4000-35 - Marketing and Communications	21

5000 - Information Management and Body of Knowledge	22
5000-01 - General	22
5000-05 - Operational Reference Materials	22
5000-08 - Governance Reference Material	23
5000-10 - Association Publications	23
5000-25 - Access to Information Research.....	24
5000-30 - Privacy Research.....	25
5000-35 - Whistleblower Protections Research	25
5000-40 - Program and Project Event Records	26
5000-45 - Forms and Templates.....	27
5000-60 - Government Reference Material	27
6000 - Programs and Projects.....	29
6000-01 - General	29
6000-10 - Legal Research	29
6000-20 - Law Reform	30
6000-30 - Public Assistance & Aid	30
6000-40 - Public Legal Education	31
6000-50 - Projects	32
7000 - Transitory Records	33
7000-01 - General	33
7000-05 - Convenience Copies and Unnecessary Duplicates.....	33
7000-15 - Working Material & Drafts.....	34

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
9. Financial Statements

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)

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. While instructions for use for FIPA resources and templates are included, templates themselves are held in 5000 Information Management and Body of Knowledge.

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 transferred to the Simon Fraser University Archives.
4. Hard copy records will be transferred to the University Archives.

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. Also include How-To guides for general use.

Excludes:

- How-To guides for Records Management Procedures
 - 4000-30 Operations

Retention: Event: Superseded or Obsolete +6 years

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 Records Management, 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. Templates and other materials used by FIPA to create operational and other materials are also included, but this does not include instructions for use (these are held in 4000 HR, Administration, and Operations).

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.

5000-25 – 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. Publications from FIPA on these topics.

- 5000-60 Government Reference Material

Retention: Event: File closed + 5 years

Disposition: Archive

Rules:

1. Create a new case file for each project research is being performed for.
2. Close the case file when the project is marked completed.
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: Event: File closed + 5 years

Disposition: Archive

Rules:

1. Create a new case file for each project research is being performed for.
2. Close the case file when the project is marked completed.
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: Event: File closed + 5 years

Disposition: Archive

Rules:

1. Create a new case file for each project research is being performed for.
2. Close the case file when the project is marked completed.

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: 5000-40

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: 5000-45

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.

Excludes:

- Instructions for using these templates
 - (4000-25 Procedures, Manuals, and Privacy Impact Assessments)

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: calendar year + 5 years

Disposition: Archive

Rules:

1. Create a new case file for each project research is being performed for.
2. Close the case file when the project is marked completed.
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.

6000 – Programs and Projects

Number: 6000

Description: The Programs and Projects primary group includes records related to BC FIPA’s program and project creation, development, and delivery. These can include legal research, suggestions regarding law reforms, materials related to providing public aid and assistance, resources for providing public legal education, and other project topics such as privacy, access to information, whistleblower protection, informed information governance, and so forth.

6000-01 – General

Title: Programs and Projects - General

Number: 6000-01

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.

6000-10 - Legal Research

Title: Legal Research

Number: 6000-10

Scope: Includes research materials created and used to support FIPA’s understanding of current policy and legislation surrounding the handling of information, as well as the monitoring of information related to these policies. While these can be relevant to projects in 6000-20, they are not linked to specific pieces of legislation.

Excludes: Reference materials (see 5000s), research done for 6000-20.

Retention: Event: file closed + 7 years

Disposition: Archive

Authorities:

Rules:

1. Create a case file for each project or program.
2. Close the case file when the project or program is complete.
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.

6000-20 - Law Reform

Title: Law Reform

Number: 6000-20

Scope: Includes materials and joint letters from FIPA sent to policy makers and published to inform the wider public, regarding recommendations to laws surrounding access to information and the protection of privacy surrounding specific pieces of legislation. Includes submissions regarding policies, joint letters, information campaigns, materials published on the FIPA website. Also includes records regarding research done to support the creation of these materials.

Excludes: Research done under 6000-10

Retention: Event: file closed + 7 years

Disposition: Archive

Authorities:

Rules:

1. Create a case file for each project or program.
2. Close the case file when the project or program is complete.
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.

6000-30 - Public Assistance & Aid

Title: Public Assistance & Aid

Number: 6000-30

Scope: Includes materials related to legal aid and assistance provided by FIPA to individuals and groups. These include copies of FOI requests, notices of appeals, communications from the OIPC regarding these cases, and communications with the persons being aided. Also includes white papers and other publications by other bodies surrounding these cases, recommendation letters sent by FIPA related to these cases, and final verdicts.

Retention: Event: file closed + 7 years

Disposition: Archive

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

Rules:

1. Create a case file for each project or program.
2. Close the case file when the project or program is complete.
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.
5. This record series is considered a public information bank.

6000-40 - Public Legal Education

Title: Public Legal Education

Number: 6000-40

Scope: Includes resources for educating the public on access to information and privacy legislation. These include training modules for use in workshops and related publications, materials related to educational projects by FIPA such records surrounding the E-Library and those published on the website. Also contains promotional and primary education resources.

Excludes:

- Templates for publishing on the website
 - 5000-45 Forms and Templates
- Reference materials for creating these resources (5000s)

Retention: Event: file closed + 7 years

Disposition: Archive

Authorities:

Rules:

1. Create a case file for each project or program.
2. Close the case file when the project or program is complete.
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.

6000-50 - Projects

Title: Projects

Number: 6000-50

Scope: Includes materials relating to project topics surrounding access to information, privacy, whistleblower protections and informed information governance. These include research and reports created by FIPA regarding these topics.

Excludes: Event records; third-party research and reference materials for these topics [5000-25 to -35]

- 5000-40 Program and Project Event Records

Special Projects records

Retention: Event: file closed + 7 years

Disposition: Archive

Authorities:

Rules:

1. Create a case file for each project or program.
2. Close the case file when the project or program is complete.
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 copy 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 copy 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 copy records will be destroyed.