



Records Retention

The Inuvik Curling Club (ICC) will ensure that all necessary documents are retained for legal and administrative reasons. The ICC will routinely dispose of documents that are no longer needed as well as identifying the method of destruction for documents.

1. Document retention: Each document will be classified and placed in its storage location. Destruction date will be assigned to each document. Documents should be stored in two methods: in hard copy to be stored at the ICC or on Google Drive.
2. Retention periods:

Document Type	Retention Period
Legal and important matters correspondence	Permanently
Minute Book (with AGM reports as attachments)	Permanently
Financial and insurance documentation	Seven years
Employee personnel records after termination	Seven years
Volunteer records after volunteer leaves organization	Seven years
General correspondence	Two years
Employee applications	One year

3. Disposal of documents will be done on an annual basis and will be done under the supervision of the Chair (or designate) of the ICC.
4. Documents shall be destroyed in the following manner:
 - a. Hard copy documents shall be shredded or burned
 - b. Electronic documents shall be deleted from the directory and then from the recycle bin. It shall also be removed from any cloud storage/google drive.