


Policy Name:	CORPORATE RECORD RETENTION		
Policy Number:	GOV-220	Formerly	BG 309
 West Elgin Community Health Centre	Creation Date: June 2007	Reviewed Date: March 2019	Approved by: Board of Directors

POLICY STATEMENT

The West Elgin Community Health Centre (the “Centre”) will ensure that strategic plans, insurance policies and all minutes of meetings of the Members, the Board of Directors (the “Board”) and any committee thereof, are retained for the lifespan of the Centre plus two years or such longer period as may be required by law.

PROCEDURE

The Centre will be responsible for filing all minutes of meetings of the Members, the Board and any committee thereof, strategic plans, policies and procedures, by-laws and insurance policies.

The files will be archived and placed in a secure location one year after the fiscal year end.

In the event that the Centre closes, the files will be retained with the Centre’s legal counsel for a period of two years after closing.

The files may be stored in electronic format as may be required or desirable and will meet all legal, confidentiality and privacy regulations.