

Policy Number:	PRIV-1-11
Policy Name:	Records Retention, Disposition, and Disposal
Applies To:	A
Issued:	05.2025
Revised:	

PREFACE

McMan South Region (referred to as “McMan”) has business, ethical and legal responsibilities to protect all forms of personal and personal employee information in its custody and/or control.

The purpose of this policy is to establish the contents of McMan’s retention, disposition and disposal policy by providing direction around the use and maintenance of all records, according to the Records Management Policy, PRIV 1-10, to:

- Enhance the speed and accuracy of information retrieval by reducing the overall volume of records, and
- Reduce the likelihood of accidental disclosure of sensitive or confidential information.

This document should be read in conjunction with McMan’s Privacy Charter and all of the related policies and procedures referenced therein.

POLICY

1. McMan takes special care to note which records are McMan’s and which belong to the program funder in accordance with contractual agreements. The treatment of records in the custody of McMan, but control of another organization may differ than that of records in the control of McMan.
2. All records, in any format (hard copy or electronic), are retained for the time periods stated in this policy.
3. Information that is not confidential or sensitive can be recycled. Confidential or sensitive information is shredded or destroyed. Destruction is documented by listing the records/files, recording the date of, and having an employee sign off that the destruction occurred.
4. Obsolete electronic devices are destroyed, or information is deleted prior to disposal (e.g., surplus computers, internal and external hard drives, etc.).
5. Transitory records are only required for routine or short-term purposes and contain little or no information of ongoing value. A record is a transitory if it falls into any of the following categories:
 - a. *Temporary Information*: Records required for specific activities but having no further value once the activity is completed (e.g., phone messages, post-it notes, invitations, some cover sheets).
 - b. *Duplicates*: Exact reproductions of a master document. If a duplicate record has been altered in any way, it becomes a new record that may have continuing value (e.g., photocopies, documents scanned to an electronic system, previous reports, meeting agendas, etc.).

- c. *Publications*: Records produced by external organizations, and are generally routinely or publicly available (e.g., books, articles, newspapers, brochures, manuals).
 - d. *Direct Mail*: Solicited or unsolicited information received from organizations advertising products or services (e.g., advertisements, brochures, promotional materials).
 - e. *Blank Information Media*: Anything created for collecting or storing information but has not been used and is obsolete (e.g., blank forms, blank disks, blank videos, or blank tapes).
 - f. *Draft Documents and Working Materials*: These include reference materials used to create documents, and earlier versions of final documents (e.g., drafts of reports, working notes, etc.). Drafts of legal agreements, policies, standards, guidelines, and medical and scientific studies may have to be retained for future accountability and documentation purposes.
6. Where practical, transitory records that need to be retained for any length of time are maintained separately from non-transitory records.
 7. All personal and confidential transitory records are kept secure and destroyed after they are no longer needed to support the immediate purposes. Transitory records are disposed of using designated containers or shredders.
 8. Hard copy records containing personal information that are scanned to the electronic record are kept long enough to ensure that the information has been effectively backed up by the system.
 9. The destruction of transitory records is authorized by this policy and does not need to be documented.

PROCEDURES

1. Records

Records will be retained for:

- | | |
|----------------------------------|--------------------------------|
| a. General Ledger Listing | 7 years |
| b. Audited Financial Statements | 7 years |
| c. Cheque Requisitions A/P | 7 years |
| d. Bank Statements | 7 years |
| e. Bank Deposit Records | 7 years |
| f. Program Contracts (originals) | 10 years from program end date |
| g. Payroll Registers | 7 years |
| h. Terminated Personnel Files | 7 years |
| i. Journal entry Records | 7 years |

j.	A/P & A/R Batch Journals	2 years
k.	A/P & A/R Posting Journals	2 years
l.	G/L Batch Journals	2 years
m.	G/L Posting Journals	2 years
n.	A/P cheque (3 rd copy)	2 years
o.	G/L Produced Monthly Financial Reports	upon completion of audit
p.	Terminated LYNX Recovery House Participant Files	11 years
q.	Terminated Board of Directors Personnel Files	7 years

2. **Standards**

The method of disposal will be completed by:

- a. Contacting a reputable company to destroy the documents. This will be supported by a Destruction Order and a verification of disposal certificate. The certificate will be placed on file.

Or

- b. The documents will be shredded by an authorized staff member. Verification will be provided by the staff member in writing on a Destruction Order.

3. **Moratorium and Legal Action**

The public body or the custodian with whom the Agency has contracts retains “control” over the information and records that are created as a result of those contracts.

In the event of a Moratorium or Legal Action, records will be stored in a secure Agency location, thereby stopping the disposal of records in the event of legal processes against the Agency.

APPENDICES

None.