



Documents and Records Retention Policy P2025-1

2025/04/26

This policy covers all records regardless of physical form or characteristics which have been made or received by Ganaraska Hiking Trail Association Inc.(GHTA) in the course of doing business. In order to ensure compliance with federal and provincial laws, this policy is a guideline for how long certain records should be kept and when records should be destroyed.

Records Covered

A record is any material that contains information about GHTA's plans, contracts, landowner agreements, results, policies or performance. Anything that can be represented with words or numbers is a business record for purposes of this policy. Any historical physical item containing the word "Ganaraska" is a business records for the purposes of this policy. Electronic documents must be retained as if they were paper documents. Therefore, any electronic files, including information received online, that fall into one of the document types in the table below must be maintained for the appropriate amount of time. [For example, if a user has sufficient reason to keep an email message, the message should be printed in pdf format and stored electronically in the GHTA shared file system.]

Document Storage and Destruction

This policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders (independent contractors via agreements with them) for maintaining and documenting the storage and destruction of the organization's documents and records.

The organization's staff, volunteers, members of the board of directors, committee members and outsiders are required to honor the following rules:

- a. Paper or electronic documents indicated under the terms for retention in the following section will be transferred to and maintained by the Secretary and/or Archivist;
- b. All other paper documents will be destroyed after three years;
- c. All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year;
- d. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation;
- e. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards.

Record Retention

The following table indicates the minimum requirements.

Type of document or record	Paper Based	Electronic
Corporation's articles, by-laws and amendments to them	Permanently	Permanently
Minutes of meetings of members and of any committee of members	Permanently	Permanently
Minutes of meetings of the directors and of any committee of directors	Permanently	Permanently
Register of Directors	Permanently	Permanently
Register of Members	Permanently	Permanently
Register of ownership interests in land	Permanently	Permanently
Auditors Reports	Permanently	Permanently
Financial Statements	Permanently	Permanently
CRA Filings	Permanently	Permanently
Accounts ledgers, schedules, payables, Bank statements	7 years	7 years
Charitable registration details	Permanently	Permanently
Charity information returns	Permanently	Permanently
Duplicate Charitable tax receipts	7 years	7 years
Liability Waiver Forms	15 years	Permanently
Documents relating to legal or tax investigation matters	Permanently	Permanently
General Correspondence	7 years	Permanently
Land Use Permission Forms / Land Owner Agreements	Permanently	Permanently
Trail Maintenance Records	15 years	Permanently
Trail maps	3 years	Permanently
Historical Records Below	Paper/Physical	Electronic
Newsletters	Permanently	Permanently
Brochures	Permanently	Permanently
Newspaper articles / clipping	Permanently	Permanently
Photos	Permanently	Permanently
Former Director's files with historical significance	Permanently	Permanently
Former Director's files	3 years	3 years
Badges	Permanently	Permanently
Historical trail guides	Permanently	Permanently
Other historical items such as satchels, packs, etc	Permanently	Permanently