



South West Chronic Disease Support Inc.

SOUTHWEST CHRONIC DISEASE SUPPORT

Policy

Approved by Board of Directors

Policy No: 1-2

November, 2019

Storage of Records

In recognition that South West Chronic Disease has access to sensitive and confidential information regarding applicant's finance and health situation, secure storage of records is of paramount importance. Therefore the following will apply:

1. Current records will be deemed to be the current fiscal year. Both financial and applications records shall be held secure by the treasurer and applications chairperson as applicable. Records may be held by them for an additional one year in recognition that often there is a need to reference information from the previous year. The secretary will store the general records of the organization in a secure manner.
2. After two years, the records shall be packaged in a "bankers box", labelled clearly as to content and year and taped shut. They will be taken to the Affinity Credit Union in Shaunavon who have agreed to let us use secure storage in their basement area.
3. Records shall be retained for seven years.
4. After seven years has elapsed the records will be destroyed by shredding.