

GN Policies and Procedures

Policy Section: Board Governance and Meetings

Subsection: Record Keeping

Topic: Storage of Documents and Records

Status: Approved by Board

Date: 1 June 2021

Policy Statement

1. GN produces and receives a wide variety of documents and computer files, many of which must be stored for safekeeping and accessed by current and future Board and Committee members, and employees.

2. Key documents include, but are not limited to: 1) meeting minutes, 2) financial records, 3) contracts, 4) insurance policies, 5) reports to government agencies, 6) employee records, 7) GN websites, 8) GN Sagebrush Chronicle and 9) important working documents for projects 10) passwords.

3. A backup policy must be in place to protect the above key documents. Such a policy should consider both on-site and remote storage to address data loss due a variety of events including, but not limited to: 1) computer and/or hard-disk failure, 2) fire, 3) flood, 4) theft and 5) death, severe illness or sudden departure of a key Board or Committee member, or GN employee.

4. The following considerations are involved when selecting the appropriate storage and backup procedures:

1. Society bylaws: "Society correspondence and minutes are the responsibility of the GN Secretary" (Section 4.3.3 of GN bylaws).
2. Government requirements: These requirements include storage of minutes and financial records.
3. Easy access: Whenever possible, documents should be available on a central location such as a server, "cloud" or website, with the appropriate access safeguards depending on the sensitivity of the contents.
4. Confidentiality: Some records, such as those related to employee records or bank account information, may require special safeguards to prevent unauthorized access and potential criminal use.
5. Future accessibility of digital information: Long-term backup of digital files may be subject to outdated formats, which can make old files difficult to access. For very long storage periods, a controlled environment, such as that provided at the municipal archives, may be desirable for paper documents.

5. Based on the above considerations, different types of documents should be categorized in terms of their 1) importance, 2) sensitivity 3) minimum storage duration, 4) backup frequency, 5) media, 6) level of accessibility and 7) desired main storage and backup locations.

Procedures

1. The storage and backup requirements are presented in the table below for various types of documents and records.

Info Type	Importance	Sensitivity	Main Storage			Remote Storage			Web Storage		Archival Storage			
			Location	Minimum Duration	Backup Frequency	Backup Media	Location	Minimum Duration	Backup Frequency	Backup Media	Frequency	Access	Frequency	Media
Board														
Minutes	A	C	S	P	M	P	S	P	M	P	M	M	Y	H,P
Contracts	A	B	S	+7	A	P	S	+7	A	P	-	-	-	-
Insurance	A	B	S	7	A	P	S	P	A	P	-	-	-	-
Bylaws	A	C	S	P	A	P,E	S	P	A	P,E	A	A	Y	H,P
P&Ps	A	C	S	P	A	P,E	S	P	A	P,E	A	M	Y	H,P
Government Reporting	A	B	T	7	A	P,E	S	7	A	P,E	-	-	-	-
External Correspondence	A	B	S	7	M	P	S	7	M	P	-	-	-	-
Working Documents	B	B	S	7	M	P,E	S	3	M	P,E	-	-	-	-
Employee Records	A	A	M	+7	M	P	S	+7	M	?	-	-	-	-
Financials														
Yearly Fin. Stat.	A	B	T	7	Y	P,E	S	7	Y	P,E	Y	M	Y	H,P
Interim Fin. Stat	B	B	T	7	M	P,E	S	7	M	P,E	-	-	-	-
Receipts and other	A	B	T	7	-	-	-	-	-	-	-	-	-	-
Bank Account Sens. Info	A	A	T	P	-	-	-	-	-	-	-	-	-	-
Accounting Software	A	B	T	P	A	E	P	P	A	E	-	-	-	-
Accounting Software Data	A	B	T	7	M	E	S	7	M	E	-	-	-	-
Yearly Budget	A	B	T	7	Y	P,E	S	7	Y	P,E	-	-	-	-
Membership														
Membership List	A	A	T	P	A	P,E	S	P	A	P,E	-	-	-	-
General Meeting Minutes	A	C	S	P	A	P	S	P	M	P	M	M	Y	H,P
AGM Reports	A	C	S	P	Y	P	S	P	Y	P	Y	M	Y	H,P
Committees														
Minutes	A	B	C	3	M	P	S	3	M	P	-	-	-	-
Working Documents	B	B	C	3	M	P,E	S	3	M	P,E	-	-	-	-
Grant/Contract Work	A	B	C	+7	M	P,E	S	+7	M	P,E	-	-	-	-
Communications														
Chronicle	A	C	E	3	M	P,E	S	3	M	P,E	P	M	Y	H,P
Website	B	C	H	1	M	E	E	3	M	E	-	-	-	-
Passwords														
GN Club Computers	H	B	S	P	M	P	S	P	M	P	-	-	-	-
GN Club Software	H	B	S	P	M	P	S	P	M	P	-	-	-	-
GN Email Accounts	H	B	S	P	M	P	S	P	M	P	-	-	-	-
MHIP Computers	H	B	M,S	P	M	P	P	P	M	P	-	-	-	-
MHIP Software	H	B	M,S	P	M	P	P	P	M	P	-	-	-	-
MHIP Email Accounts	H	B	M,S	P	M	P	S	P	M	P	-	-	-	-
GN Websites	H	B	S	P	M	P	S	P	M	P	-	-	-	-
Banking websites	H	A	S	P	M	P	P	P	M	P	-	-	-	-
Other third party websites	H	B	S	P	M	P	S	P	M	P	-	-	-	-

The various entries in the above table are as follows:

1. Importance: A = High, B = Average
2. Sensitivity: A = High, B = Average, C = Low
3. Main Storage Location: S = Secretary, T = Treasurer, C = Committee Chair E = Chronicle Editor, W = Webmaster, H = Web hosting service, M = MHIP
4. Remote Storage Location: S = Shared (external server or “cloud” supplier), P (external physical storage location; eg. backup disc for accounting program)
5. Minimum Duration: Number in years, P = perpetual, +n = n years after completion of project or end of employment.
6. Backup Frequency: M = Monthly, Y = Yearly, A = As needed (when changed or updated).
7. Media: H = hard copy, P = pdf file (searchable), E = original format (eg. original file generated by word processing, spreadsheet or accounting software). In some cases, due to the source of the document, only a hard copy version may be available. When useful and practical, a scanned digital file (eg. pdf) can be produced.
8. Access: Type of web access: A = All, M = GN members.

2. Information with a sensitivity category, A, or containing sensitive personal information such as date of births, social insurance numbers, driver’s licence number, provincial health number, medical records, banking and credit card information shall be stored in a locked cabinet, if hardcopies, and encrypted if stored digitally. Storage of personal information shall also follow the Policy and Procedures (P&P) for *‘Privacy and Advertising’*.

3. Committees, with particular storage requirements that do not conform to the above table, can submit to the Board, for approval, their own proposed plan for the storage of records and documents.