

## Fact Sheet - Document Retention

A document retention system has been in place since September 2007. BC Council decided that the most safe and appropriate place to keep the forms is in the provincial office. Therefore, units, areas and districts have been instructed to transfer forms which are not retained at the unit level to the provincial office.

### Forms

The forms must be placed in clearly-labeled envelopes. Envelope labels are available at <http://www.bc-girlguides.org/resources/forms/document-retention/> **Please only include forms as listed on the label. Screening forms and Police Record Checks (PRCs) should be sent directly to the Member Records Administrator.** Envelopes are to be transferred to provincial committee advisers or area commissioners, or by mail.

### Units, Districts & Areas

Units, districts and areas have been asked to keep all forms relating to the same event or function in the same envelope. This is particularly pertinent to events, as they generate so much paperwork. The envelope in which all of the forms related to an event are filed is referred to in this manual as an **Events Envelope**.

Forms relating to training and membership applications are filed by iMIS number in the provincial office. Please use the training envelope label for training forms. All forms relating to a Member have the same retention (**except copies of PRCs and IR.1s, which are retained indefinitely and should be placed in separate envelopes**) and are referred to as the **iMIS Member Set** in this manual.

There are three categories of forms:

1. **Membership-& Training related forms:** These are membership applications, renewals, training forms and basically anything that has to do with one girl or adult Member only. Training forms should be filed in a separate envelope with training label. These are filed by iMIS number.
2. **Event- or unit-related forms:** These are *Safe Guide* forms from trips, water forms and any trip or event forms. These are kept together and filed inside the envelope. These are filed by year of destruction.
3. **Application forms:** These will be application forms for awards and scholarships, as well as applications from Guiders who wish to go on trips or attend events. These are kept together and filed inside the envelope. R.3 forms are sent to the national office for destruction. Filed by year of destruction.

### Destruction

The majority of forms maintained by BC Girl Guides are destroyed at the end of their retention period. Event forms that are eligible to be destroyed are identified by the Document Retention Database, which is updated by the office staff as they file the forms. Membership forms ready for destruction will be identified by the national office and communicated to the provincial office every February. The forms should then be destroyed before the end of the Guiding year.

### Secure storage

There are three types of records identified by the provincial council as requiring permanent storage at the provincial office:

1. **Copies of Police Record Checks:** All copies of PRCs must be retained in order to prove that regular checks took place. For the duration of the membership, these are kept with the other membership records in the office as part of the iMIS Member Set. Three years after the membership has ended, the PRCs must be removed from the set and filed in secure storage.
2. **Image Release forms:** All IR.1s and Image Release consent changes must be retained indefinitely. For the duration of the membership, these are kept with the other membership records in the office as part of the iMIS Member Set. Three years after the membership has ended, they must be removed from the set and filed in secure storage.
3. **Some INS.01 Part A forms:** Some incidents that are considered to be more serious may be kept indefinitely. This is a judgment call to be made at the provincial level.

**\* Please note that Minutes of meetings & financial records are to be stored by the level that created them and are not transferred to the provincial office.**

These records require highly secure storage as they may be required for legal reasons and contain highly sensitive personal information. PRCs, Image Release forms and INS.01 forms need to be filed in a secure location by iMIS number.

Protecting the privacy of girl and adult Members is of the utmost importance. Because personal information is so sensitive and susceptible to mismanagement, there is legislation laid out for the way that organizations and businesses collect, use and disclose personal information. The relevant legislation for Girl Guides of British Columbia is the *Personal Information Protection Act (PIPA)*, which is administered by the Government of British Columbia through the Office of the Information and Privacy Commissioner.

*A Guide to PIPA* is available through the Office of the Information and Privacy Commissioner website [www.oipc.bc.ca](http://www.oipc.bc.ca). PIPA requires that every organization designate a “privacy officer” to ensure compliance. As of autumn 2007, BC Girl Guides’ privacy officers are the Provincial Commissioner and the office manager. These individuals should familiarize themselves with the guide; some highlights are provided below for other individuals who may be interested.

**BC Girl Guides is legally responsible for all personal information in our custody or control.** This means the provincial organization is responsible for safeguarding personal information kept at any level (e.g., unit or district). PIPA uses the “reasonable person test.” This means that we are expected to do what a reasonable person would deem appropriate to protect the information.

**Consent must be obtained for the collection of personal information.** Most of the information that BC Girl Guides handles is on forms that the individual has filled out, so consent is implied. However, it is important to remember that to use the information for any other purpose other than which it was gathered, consent must also be obtained for that use. This does not apply in emergency situations.

**Individuals have a legal right to access their personal information.** Organizations have, by law, 30 days to respond to such a request.

**BC Girl Guides must have physical and administrative safeguards to protect personal information.** Physical safeguards include things like secure filing systems and use of a paper shredder when it is time to destroy personal information. Administrative safeguards include ensuring that staff understand their responsibilities through training.

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