



Current Forms			
Form	Title	Retention	Responsible for Retention
A.1	Adult Membership Application*	Membership + 3 years Incomplete: 6 months	Provincial office
PRC	PRC (each submission)	Indefinitely	Provincial office
A.4	Changes to member records	Discarded on input	iMIS input site
A.5	Girl Registration*	Membership + 3 years	Provincial office
A.5R	Membership renewal	Same as A.5	
A.7	Non-Member Volunteer*	Active period + 3 years	Provincial office
B.1	Unit/Council Form	Discarded on input	National office
Ex.3	PRC Exemption application (all applications)	Indefinitely	National office
<i>FR.1</i>	<i>Application for Fundraising Approval</i>	<i>Year of event + 3 years</i>	<i>Provincial office from Unit</i>
GP.01	Girl protection report	Age of Majority + 3 years	National office (Finance)
GP.02	Girl protection report regarding standards or code of conduct	Indefinitely	National office (Finance)
GS.3	Application for extending invitations to GSUSA	Year of event + 3 years	Provincial office from Unit
H.1	Personal health form	End of validity period or event: Destroy or Return	Unit (secure location)
H.2	Personal health form for adults	None or Return	Individual
H.3	Medication record	Year of event + 3 years	Provincial office
H.4	First aid treatment record	Year of event + 3 years	Provincial office
H.5	Wellness statement	Year of event + 3 years	Provincial office
H.6	First aid examination checklist for wilderness out-trips	Year of event + 3 years <u>if not</u> handed over to EMS	Provincial office
H.7	Medications Consent	Year of event + 3 years	Provincial office

Current Forms			
Form	Title	Retention	Responsible for Retention
INS.01	Incident report Parts A and B	Completion + 3 years Discipline: Adult: indefinitely Girl: membership lapse or PAOM Adults: Completed + 3 years Minors: PAOM + 3 years	National office
INS.02	Request for proof of insurance	C + 1 year	Unit
IR.1	Image Release	Indefinitely + consent changes	Provincial office
IT.1	International group trip planning guidelines	N/A	Unit
IT.3	International group trip authorization	Year of event + 3 years	Provincial office from Unit
IT.4	International group trip Guider application	Accepted: Year of event + 1 year Not accepted: year of event +3 years	Provincial office from Unit
IT.5	Parent/Guardian permission for international travel	Year of event + 3 years	Provincial office from Unit
	Other information: copies: passport, visa, birth certificate, citizenship, travel & health insurance	End of event	Unit (in secure location)
IT.6	Release, waiver and assumption of risk for international group travel	Year of event + 3 years	Provincial office from Unit
IT.7	Sample guarantee of financial responsibility for international group trips	Year of event + 3 years	Provincial office from Unit
R.1	Application for a National volunteer position	End of position + 3 years Refused + 3 years	National office
R.3	Application for recognition of adult service awards	C+ 3 years	Awarding Council
SG.1	Activity Plan	Year of event + 3 years	Provincial office
SG.2	Parent/Guardian information and permission to participate)	Year of event + 3 years	Provincial office
SG.3	Activity Notification or Authorization	Year of event + 3 years	Provincial office
SG.4	Emergency response plan	Year of event + 3 years	Provincial office
SG.5	Release, waiver and assumption of risk	Year of event + 3 years	Provincial office
SG.6	Adventure Activity Trip Plan	Year of event + 3 years	Provincial office
SG.7	Third Party Service Provider Interview Checklist	Year of event + 3 years	Provincial office
SG.8	<i>Travel Preauthorization</i>	<i>Year of event + 3 years</i>	<i>Provincial office</i>

Current Forms			
Form	Title	Retention	Responsible for Retention
STG.1	International Trip Application Form – Girl Member	Year of event + 3 years	National office (Not sent to National, kept at provincial office)
STG.2	Reference Form – Girl Member	Year of event + 3 years	National office (Not sent to National, kept at provincial office)
STA.1	International Trip Application Form – Guider	Year of event + 3 years	National office (Not sent to National, kept at provincial office)
STA.2	Reference Form – Guider	Year of event + 3 years	National office (Not sent to National, kept at provincial office)
STS.1	International Trip Application Form – Seminar/Workshop	Year of event + 3 years	National office (Not sent to National, kept at provincial office)
STS.2	Reference Form – Seminar/Workshop	Year of event + 3 years	National office (Not sent to National, kept at provincial office)
S.1	Screening Checklist	Membership + 3 years (indefinitely if used for PRC validation) Incomplete: 6 months	Provincial office
S.2	Interview Form	Membership + 3 years Incomplete: 6 months	Provincial office
S.3	Reference check form	Membership + 3 years Incomplete: 6 months	Provincial office
TR.1	Training Equivalency Form	Membership + 3 years	Provincial office
TR.2	Trainer Interest Form	Membership + 3 years	Provincial office
TR.3	Trainer Candidate Application Form	Membership + 3 years	Provincial office
TR.4	Annual Trainer Report	Membership + 3 years	Provincial office
TR.5	Trainer Self-Evaluation Form	Membership + 3 years	Provincial office
TR.6	Trainer Observation Form	Membership + 3 years	Provincial office
TR.7	Leave Resignation Form	Membership + 3 years	Provincial office
TR.8	Participant Evaluation Form	Destroyed by Trainer	Trainer
TR.9	Training Module Tracking Form	Retained by Guider	Guider
TR.10	OAL Program Tracking Form	Retained by Guider	Guider
WA.1	Water Activity Authorization	Year of event + 3 years	Provincial office

Current Forms			
Form	Title	Retention	Responsible for Retention
WA.2	Participant Swim Test Verification	C + 5 years Membership + 3 years	Provincial office
WA.3	Group Swim Test Verification	C + 5 years	Provincial office
	Other Event application forms	Accepted: year of event + 1 year Refused: year of event + 3 years	Provincial office from Unit, District, Area
	Scholarship Applications	Year of application + 3 years	National office Provincial office or as applicable
	Conflict of Interest Protocol	Membership + 3 years	Provincial office
	Pledge of Confidentiality and Assignment of Copyright	Membership + 3 years	Provincial office
	Accounting and Financial Records	C + 6 years	Provincial office
	Council Minutes	Indefinitely	Provincial office (retained at the creating council)

**Forms A.1, A.5 and A.7 provide for Code of Conduct attestation signature and include a copy of the document.

C= Current Year

PAOM = Provincial Age of Majority

Italics = New Item

Bold = Kept Indefinitely

Discontinued Forms			
Form	Title	Retention	Responsible for Retention
A.2	<i>Membership agreement</i>	<i>Membership + 3 years</i>	<i>Provincial office</i>
A.3	Senior Branches registration, and informed consent for participation in unit meetings	All Active kept until Not renewed: C+ 3 year Transitioned: PAOM: C+ 3 year	Provincial office
C.1	Annual camping statistics report	End of use	Provincial Camping Adviser (CA)
C.2a	Level 2 & 3 activity authorization and report	Year of event + 3 years	Provincial office from Unit
C.2b	Level 2 & 3 activity/camp with overnight report	Year of event + 3 years	Provincial office from CA
C.7a	Level 4 activity authorization and report	Year of event + 3 years	Provincial office from Unit
C.7b	Level 4 activity/camp with overnight report	Year of event + 3 years	Provincial office from CA
C.8	Release, waiver and assumption of risk	Year of event + 3 years	Provincial office from Unit
C.9	First aid examination checklist for wilderness out-trips	None	Injured person w. copy of H.1
C.10	Medications consent	End of validity period or event: Destroy or Return	Guider (first aid kit) Unit Records
GP.03	Girl Protection Report for Incidents Involving Girl Members	Age of Majority + 3 years	National office
GP.04	Girl Protection Report for a Girl Member Returning to a Unit Following Suspension	Age of Majority + 3 years	National office
IT.2	Intent to travel internationally	Year of event + 3 years	Provincial office from Unit
IT.8	Application for WAGGGS introduction card	Year of event + 1 year	Provincial office from Unit
NT.1	International events application form	Accepted: Year of event + 1 Not accepted: year of event +3	National office from individual
NT.2	International applications "how to" sheet	N/A	
NT.3	International events camping experience	Accepted: Year of event + 1 Not accepted: year of event +3	National office from individual

Discontinued Forms			
Form	Title	Retention	Responsible for Retention
NT.4	Confidential recommendation form for Guiders, Girl Members	Accepted: Year of event + 1 Not accepted: year of event +3	National office from individual
NT.5	International events reference form for Guiders, Girl Members	Accepted: Year of event + 1 Not accepted: year of event +3	National office from individual
NT	Applicant's letter	Accepted: Year of event + 1 Not accepted: year of event +3	National office from individual
NT.7	General qualification guidelines for international events: adult members	N/A	
OA.1	Parent/Guardian information and permission to participate	Year of event + 3 years	Provincial office from Unit
OA.2a	Medication record	Year of event + 3 years	Provincial office from Unit
OA.2b	First aid treatment record	Year of event + 3 years	Provincial office from Unit
OA.3	Wellness statement	Year of event + 3 years	Provincial office from Unit
OA.4	Expectations for participation	Year of event + 3 years	Provincial office from Unit
OA.5	Emergency response plan	Year of event + 3 years	Provincial office from Unit
OA.6	Photo release	Year of event + 3 years	Provincial office from Unit
RA.1	Risk assessment checklist	N/A	Unit
T. 2, 3, 4, 6 & 13	Trainer forms (discontinued September 2007)	Not renewed or refused: C+ 3 years	Provincial office
INS.03	Request for proof of insurance – Levels III-IV.	C + 1 year	National office
	<i>Code of Conduct for All Members</i>	<i>Membership + 3 years</i>	<i>Provincial office</i>