

<p style="text-align: center;">Rainy River District Social Services Administration Board</p>	<p style="text-align: center;">Policy Area</p> <p style="text-align: center;"><b>CHILD CARE</b> Records</p>
<p style="text-align: center;"><b>RETENTION OF RECORDS</b></p>	<p style="text-align: center;">Policy Number</p> <p style="text-align: center;">CC-9.0</p>

## Purpose

With the continuing accumulation of records within the Rainy River District Social Services Administration Board (RRDSSAB), it is necessary to manage information efficiently, thereby allowing easier access to, and enhanced security of, information within the custody and control of the RRDSSAB.

## Policy

The Children's Services Manager develops a formalized process of retaining financial and/or related records, in compliance with current legislative requirements and with the approval of the Board's auditor and/or funding source. The *Retention of Records Policy* indicates which RRDSSAB Child Care records are to be stored, destroyed or archived, and the specific time frame required for retention.

## Procedure

1. The *Retention of Records Policy* applies to all Children's Services records of the RRDSSAB.
2. All records, regardless of their physical form or characteristics, are the property of the Board and subject to its control.
3. Children's Services records including *Service Provider Service Contracts, Year to Date (YTD) Reports, Year End Reconciliations, Service Provider Audited Financial Statements or Review Engagements, Service Plans* and any miscellaneous contracts are retained for a period of eight (8) years, the current year plus the seven (7) previous years, to ensure that statutory requirements are met.
4. Exceptions to procedure #3 are as follows:

- a) Documents pertaining to capital infrastructure agreements are retained permanently; and
  - b) Material deemed to be of historical importance to the organization is retained permanently.
5. Disposal of records meeting retention requirements are handled in a secure fashion, with documentation of disposal retained by the Children's Services Manager.
  6. As part of the *Service Contract* between the RRDSSAB and the Service Provider, the Service Provider is required to retain and dispose of service records, in compliance with current legislative requirements.
  7. The *Records Retention Schedule* is reviewed annually by the Children's Services Manager to ensure compliance with legislative records management requirements.

**ADOPTION & REVIEW GUIDELINES**

*Administrative Approval: 30 Dec, 2010      Signature of D. Dittaro, CAO: Donna Dittaro*

*Approximate date of next review: February, 2015*

<b>REFERENCES:</b>	<b>POLICY AREA</b> <i>Child Care</i>	<b>POLICY NAME AND NUMBER</b> <i>CC-1.0 Service Contracts</i>
--------------------	---	--