

2.6 RECORDS RETENTION**INTENT:**

LICA's records are legal documents and shall be retained and disposed of according to the Association's records management system.

2.6.1 DIRECTIVES:

- 2.6.1.1** The Executive Director will develop a properly maintained records management system that meets Revenue Canada and other applicable requirements.
- 2.6.1.2** Access to LICA records and files shall be managed so that the integrity of the complete record is preserved.
- 2.6.1.3** Records vital to the organizational, legal, or financial operations of LICA shall be protected and backed up monthly.
- 2.6.1.4** Approved Board and committee minutes shall constitute the legal record of LICA proceedings.

2.6.2 IMPLEMENTATION:

- 2.6.2.1** Approved Board and committee minutes shall be retained, secured, and kept in duplicate until LICA ceases operation.
- 2.6.2.2** Records of employment shall be retained in accordance with the Alberta Employment Standards Code including but not limited to:
 - personnel files
 - records of employment
 - payroll registers and pay histories, including benefits
 - staff absences and medical certificates
 - Worker's Compensation claims

All other records shall be retained in accordance with the Alberta Records Retention Schedule.

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