

2.6 RECORDS RETENTION**INTENT:**

LICA's records are legal documents and will be retained and disposed of according to LICA'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 will 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 will be protected and backed up monthly.
- 2.6.1.4** Approved Board and committee minutes will constitute the legal record of LICA proceedings.

2.6.2 IMPLEMENTATION:

- 2.6.2.1** Approved Board and committee minutes will be retained, secured, and kept in duplicate until LICA ceases operation.
- 2.6.2.2** Records of employment will 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 will be retained in accordance with the Alberta Records Retention Schedule.

Review Dates: August 25th, 2004; Sep 2006; May 2009, November 1, 2016; June 26, 2017; May 21, 2019; December 8, 2020; September 5, 2023

Approval Dates: January 24th, 2002; Sep 27, 2006; May 28, 2009; April 24, 2017; September 7, 2017; September 26, 2019; December 17, 2020; October 6, 2023
