



Policies & Procedures

Subject: Records Retention
Number: RCR-05
Issued By: Board of Directors
Date Revised: April 2010

1. General:

The Renfrew Curling Rink (RCR) is an incorporated sports and non profit social facility. We must file Annual Federal corporate income tax returns, Annual Provincial returns of our board of directors, maintain computerized financial data bases of revenues and expenses, and retain certain paper records related there to. The RCR also maintains various administrative records related to the operations, maintenance and governance of the organization.

This policy was created to alleviate uncertainty as to length of retention and means of document disposition. It is also anticipated that the policy will free up office/club storage space.

2. Policy:

ITEM	RETENTION	DISPOSITION
INCOME TAX FORMS	6 FISCAL YRS	SHRED
YEAR END FINAL REPORTS	6 FISCAL YRS	SHRED
COMPUTERIZED FINANCIAL RECORDS	6 FISCAL YRS	DELETE
REPORTS TO PROVINCE	5 FISCAL YRS	SHRED
BANK STATEMENTS	2 FISCAL YRS	SHRED
BASIC EXPENSES		
MAINTENANCE BILLS	2 FISCAL YRS	SHRED
MUNICIPAL TAXES	2 FISCAL YRS	SHRED

WATER BILLS	2 FISCAL YRS	SHRED
ITEM	RETENTION	DISPOSITION
HYDRO BILLS	2 FISCAL YRS	SHRED
GAS BILLS	2 FISCAL YRS	SHRED
TELEPHONE/I. NET BILLS	2 FISCAL YRS	SHRED
INSURANCE BILLS	2 FISCAL YRS	SHRED
PRO SHOP/KITCHEN/- BAR BILLS	2 FISCAL YRS	SHRED
LARGE CAPITAL AQUISITIONS & MAINTENANCE EXPENSES	INDEFINITE	SHRED
SPECIAL ITEMS:		
INSURANCE CLAIMS & SETTLEMENTS	5 FISCAL YRS	SHRED
DONATIONS & GRANTS	5 FISCAL YRS	SHRED
MEMBERSHIP LISTS	6 YEARS	SHRED
MAINTENANCE LOGS	5 YEARS	SHRED
ADMINISTRATIVE/ GOVERNANCE RECORDS		
YEAR END FINAL REPORTS	6 FISCAL YRS	SHRED
COMPUTERIZED FINANCIAL RECORDS	6 FISCAL YRS	DELETE
BOARD POLICY PERMANENT	PERMANENT	
CONSTITUTION & BY-LAWS	PERMANENT	
OPERATIONS MANUAL	PERMANENT	
LETTERS PATENT PERMANENT	PERMANENT	