

Kingsburg Coastal Conservancy

Policy #: 9G

Effective date: 30 October 2016

Revised: NA



All policies and procedures are approved by the Board Members of the Kingsburg Coastal Conservancy and remain in effect as written until amended or revoked by the board.

9G – Policy: Record Keeping

Purpose: (1) To ensure that records and documents that are essential and valuable to the Kingsburg Coastal Conservancy (KCC) are retained, while records that are no longer needed are discarded at the proper time. (2) To help KCC board members understand their obligations in retaining electronic documents (emails, Web files, text files, sound and movie files, PDF documents, photographs, etc.) as well as physical records.

Scope: This policy applies to all physical and electronic records, documents, and correspondence generated in the course of the KCC's operation.

Responsible party: The Chairperson, with the assistance of other board members

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Policy

I. Introduction

The Kingsburg Coastal Conservancy (KCC)'s mission is to conserve and protect shoreline, wetlands, beaches, freshwater habitats, field and forests, and to ensure that access to these places both on the Kingsburg Peninsula and in neighbouring areas remains available to the public forever. The KCC established this policy as part of the OQO Capacity Development Funding Program, supported by the Nature Conservancy of Canada (NCC).

A record keeping policy can increase efficiency, transparency, and organizational consistency and continuity, while ensuring that project and legal requirements are fulfilled. Attached as Appendix 1 is a Record Retention schedule that may be used as the initial maintenance, retention, and disposal schedule for physical and electronic records generated by the KCC. The Chairperson, with the assistance of other board members, will be responsible for the

administration of this Policy and the implementation of procedures to ensure that the Record Retention schedule is followed. The board may modify the Record Retention schedule from time to time to ensure the KCC can sustain an efficient, effective, and legal record keeping system.

II. Policy statement

1. The KCC will comply with all applicable federal and provincial laws related to the retention and storage of certain organizational and land conservation project records.
2. The necessary irreplaceable records and documents, both electronic and paper, will be maintained permanently, or for an adequate period of time, while records of no value are discarded at the appropriate time (Appendix 1).
3. Documents or records that are essential to keeping the KCC operating will be duplicated electronically and stored in a separate location (e.g. external hard drive) or on the “cloud.” (Appendix 2). Original land-related documents will be stored in bank secure safety deposit boxes and all other original documents will be stored in fire resistant file cabinets to protect them from daily use and damage (fire, flood, etc.).
4. Electronic documents will be retained as if they were paper documents, based on the content.
5. For original electronic documents, each designated Board Officer will be responsible for the electronic replication and transfer of documents they create into the KCC’s “cloud” storage. In this way the KCC will maintain a record of when each document was created, the purpose of the document, and can track all subsequent versions.
6. Electronic duplicates will be stored in a format that cannot be altered (e.g. Adobe PDF) to ensure they remain replicas of the original.
7. It is the policy of the KCC to ensure transparency and accountability to donors and supporters by making records related to land project selection, financial records, and the application of KCC resources accessible through annual reports to the general membership at our Annual General Meeting and make copies of files available to members, donors, and other related organizations upon request. Records for which privacy or confidentiality is a concern, including membership lists, correspondence, and emails, will be kept confidential.
8. To ensure that all KCC board members have access to original records and documents, the KCC has a written agreement with Robert Buckley, Chair of the board and the individual whose home the documents are stored in, that guarantees that other representatives of the

organization have access (Appendix 3).

III. History

The KCC established this policy on 25 September 2016 as part of the OQO Capacity Development Funding Program, supported by the Nature Conservancy of Canada (NCC)

IV. Appendix

APPENDIX 1 – Record Retention Schedule

In an ongoing process, records that have met the required minimum retention period will be identified and destroyed. The Record Retention schedule (below) outlines which records to retain permanently or destroy periodically but may not list all the records the KCC may be required to keep in the future.

Category	Document	Retention Period
Organizational records	Bylaws and articles of incorporation	Permanent
	Corporate resolutions	Permanent
	Charitable filings	Permanent
	Board and committee meeting agendas and minutes	Permanent
	Conflict of interest acknowledgement and disclosure forms	4 years
	Policy and Procedures documents	Permanent current version with revision history
	Annual reports	Permanent
Finance and administration	Financial statements (audited)	7 years
	Annual plans and budgets	2 years
	Annual fundraising or grant records	Permanent
	Audit reports	Permanent
	Auditor management letters	7 years

	Check register and checks	7 years
	Bank deposits and statements	7 years
	Chart of accounts	7 years
	General ledgers and journals	7 years
	Investment performance reports	7 years
	Legal files	Permanent or consult legal counsel to determine retention period
	Maintenance records	7 years after disposition
	Contracts, agreements, and invoices	7 years after expiration
	Permits and licenses	Permanent
	Correspondence — general	3 years
	Correspondence – legal and important matters	Permanent
Insurance records	Policies — occurrence type	Permanent
	Policies — claims-made type	Permanent
	Inspections	3 years
	Accident reports	7 years
	Safety reports	7 years
	Claims	Permanent
Property records	Property deeds, correspondence, assessments, appraisals, licenses, rights of way, and other documents generated during land transactions	Permanent
	Original purchase/ sale/ lease agreement	Permanent
	Mortgages, security agreements	7 years after all obligations end
	Property insurance policies	Permanent

	Environmental assessments, site assessments, project evaluations, surveys & maps, management plans, and monitoring reports	Permanent
Tax	Tax bills, receipts, and statements	7 years
	Tax-exemption documents and related correspondence	Permanent
	Tax returns - property	Permanent
KCC membership, fundraising and outreach	List of members	Permanent
	Annual revenue from membership fees	Permanent
	Fundraising records	Permanent
	Documentation of donor contributions	7 years
	Press releases and public filings	Permanent
	Outreach, newsletters, and email correspondence to members	3 years or as long as useful
Other	Documents/ photographs with historical or institutional significance	Permanent
	Research and publications	Permanent
	Email correspondence	Depends on content, see relevant retention period in above categories

APPENDIX 2 – Original and duplicates of essential documents

The KCC will retain originals and duplicates of essential documents, some of which are outlined in the table below.

Irreplaceable document	Original required	Duplicate required
Legal agreements, deeds, Conservation Agreements, amendments, etc.	Yes	Yes
Critical correspondence (with the landowners, for tax and legal matters, notifications, approvals, enforcement, other key matters the organization determines essential to a transaction, etc.)	Yes	Yes
Baseline documentation reports for Conservation Agreements	Yes	Yes
Title insurance policies or evidence of title investigation	Yes	Yes
Surveys	Yes	Yes
Full appraisals (or summary appraisals if full appraisals are not available) used to substantiate the purchase price or used by the landowner to substantiate the tax deduction	Yes	No
Fee property inspection records essential to the stewardship and defense of the property	Yes	No
Conservation agreement monitoring reports	Yes	No
Contracts and leases relative to long-term land management activities (Original retained only for as long as it and applicable statute of limitations is in effect)	Yes	No

Table source: Nature Conservancy Canada (NCC)'s *Capacity Development Assessment Manual (2016/ 2017)*, page 7.

APPENDIX 3 – Written agreement with Robert Buckley

To ensure that all KCC board members have access to original records and documents, the KCC has a written agreement (below) with Robert Buckley, Chair of the board and the individual whose home the documents are stored in, that guarantees that other representatives of the organization have access.

Written Agreement of Guaranteed Access to Kingsburg Coastal Conservancy Records

General Terms

This is an agreement between the Kingsburg Coastal Conservancy (KCC) and the individual who is responsible for storing original KCC documents and records in their home, to ensure that other representatives of the organization can access the physical documents when necessary.

I, _____, guarantee access to original KCC records and documents for other representatives of the organization, and specifically members of the board.

Signatures

Keeper of KCC records/ documents:

KCC board member as witness: