

COMMUNITY LIVING

Thunder Bay



Number: WJG
Date: Aug. 17, 2016
Supersedes:

GENERAL MANUAL POLICY

APPROVED BY:


Executive Director

CATEGORY:

TOPIC: Records Retention

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POLICY

It is the policy of Community Living Thunder Bay to retain records according to mandated requirements.

PROCEDURE

Human resources files and records will be kept permanently, and in a secure site. Financial records are kept for a period of seven years; after that they will be destroyed.

The W. J. Griffis Children's Centres files for children are to be kept two years after the child leaves the program, and then can be shredded.

- Current and past records and files are maintained in the filing cabinet in the supervisor's office according to appropriate mandates.
- Water testing for lead results have been kept since 2007.
- Inspections (health and fire) since 2007 are maintained at the Centre, in the main filing cabinet.