

Records Management Policy

Effective Date: August 2007

Background

Alberta Milk seeks to retain, manage and dispose of records in an effective and efficient manner that helps the environment.

Alberta Milk is a paperless organization where the storage or communication of information is in electronic form, rather than on paper.

The intent of this policy is that records should be retained only as long as necessary to meet statutory, fiscal, contractual, administrative, and operational requirements. Alberta Milk staff must ensure that records for which they are responsible are accurate, complete, and are retained for the periods of time indicated in the retention schedule, and thereafter disposed of in accordance with this policy.

This policy is also for the purpose of aiding employees in understanding their obligations in retaining electronic documents - including e-mail, web files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

Definitions

Record - documents, images, emails, movies, and any other thing on which information is recorded or stored by graphic, electronic or mechanical means.

Record Holder - the department responsible for the documentation. For example, official financial records are the responsibility of the Finance Department, official Board records are the responsibility of Corporate Operations, etc.

Active File - A record with current administrative use for the organization. It will be archived at the end of two years.

Archival File - A record that is not required for day to day operations but may be required for occasional reference.

Permanent Archival File – A record that must be retained and preserved indefinitely.

Disposition – to eliminate or delete records beyond any possible reconstruction including: in-office shredding, purging of electronic records, recycling, or the use of commercial services for disposition.

Policy

Each department will designate one individual to be responsible for the annual archiving of records following the Record Retention Schedule (Appendix 1).

- **Responsibility for Retention.** Records will be retained and managed by the department in which they were received or created.
- **Electronic/Print Records.** Records will be retained in electronic format. Paper archived records will not be digitized.
- **Duplicate Copies.** Duplicate records, not used as working copies, should be destroyed keeping only one master copy.
- **Retention Period.** Records will be kept for a seven-year period, the most recent two years of records will be maintained in active files and the last five years of records will be archived. Records not captured in the Records Retention Schedule (Appendix 1) must be retained for a period of seven years.
- **Storage of archived print records.** Print records that are ready to be archived, based on the attached schedule, should be filed in banker's boxes. Boxes must be labeled including, subject, date, department and disposition date. A printed record will be stored in the archives section of the store room until the end of the seven-year retention period. The record will then be disposed of.
- **Storage of archived electronic records.** Electronic records that are ready to be archived, based on the attached schedule, will be moved to the archived server. The electronic record will be stored on the archive server until the end of the seven-year retention period. The record will then be disposed of.
- **Record Disposal.** Records that have been retained for the period indicated in the Records Retention Schedule (Appendix 1) should be destroyed promptly at the end of that period.
 - Paper records – All paper records will be destroyed via shredder. Where the destruction has been carried out by third party shredding company, written verification of such destruction should be obtained from the third party.
 - Electronic records – At the end of their retention period, electronic records will be deleted from the server.
- **Suspension of Record Disposal In Event of Litigation.** Legal requirements supersede any Alberta Milk policy authorizing destruction of records. If the content of a record is related to actual or threatened litigation, or if Alberta Milk has received a request for access to information contained in a record, the record must not be destroyed.
- **Records Retention Schedule.** A Records Retention Schedule (Appendix 1) in accordance with this Policy will be followed. The retention and destruction of records is the responsibility of the record holder.

Responsibilities for Implementation

All staff

Review Schedule

This policy will be considered as part of the Alberta Milk regulations review every five years.

History

Adopted – August 2007

Reviewed/Amended - April 2013; June 2018; April 2020 by legal counsel; September 2021

7 year records retention



Reminder Board/Delegate Sharepoint Site

- only use for sharing documents with delegates and directors
- keep only 2 years of documents then delete
- do not use this site for archiving documents
- NOTHING will be kept

Records Retention Schedule

Record Type	Retention
<p>ACCOUNTING AND FINANCE</p> <ul style="list-style-type: none"> • Accounting records (invoices, deposit slips, bank statements, cancelled cheques, tax records (employment tax records, GST), pooling (supporting and company specific files) records, expense reports, etc • Accounts Payable & Receivable ledgers and schedule • Annual Audit Reports and Financial Statements • Interim Financial Statements 	7 years
Investment Records	7 years after sale of investment
<p>General Ledgers</p> <ul style="list-style-type: none"> • in print format will be kept in yearly sequential order • In electronic format will be backed up on tape placed in an environment free from magnetic fields, direct light and excessive heat. 	Permanent (in safe)
<p>Credit card records</p> <p>It is illegal to keep this information. All records showing customer credit card number must be locked in a desk drawer or a file cabinet when not in immediate use by staff.</p>	NEVER
<p>CONTRACTS & AGREEMENTS</p> <p>*Interprovincial agreements will be kept in archives to track amendments. This is particularly important with documents that are amended on a frequent basis since sometimes tracing these changes can be important.</p>	7 years after expiration or termination*
<p>CORPORATE RECORDS</p> <p>Board minutes</p> <p>Annual reports</p>	Permanent
<p>CORRESPONDENCE</p> <ul style="list-style-type: none"> • General files, including correspondence, discussion papers and reports that pertain to government, provincial and inter-provincial agreements and arrangements, policy development. • Research files that have an agreement for funding. • Committee document packages – internal, external, inter-provincial. 	7 years
<p>E- MAIL:</p> <p>More matters are being discussed and resolved by email so it is important to capture and retain important information, opinions and agreements. These emails should be saved and filed in the relevant file. Similar to Correspondence above.</p>	7 years

<p>GRANT RECORDS</p> <p>Original grant proposal Final grant reports, both financial and narrative</p>	7 years after completion of grant period
<p>HISTORICAL RECORDS</p> <ul style="list-style-type: none"> • Basic ongoing documents such as the pooling agreements should maintain a historical file that shows all changes that were made. This is important since some of our basic foundational documents go back to 2002 or even earlier. • Board minutes • Annual reports • Regulatory Amendments 	Permanent
<p>INSURANCE RECORDS</p> <p>Audits and Adjustments Group Insurance Plans Group Insurance Plans – Retirees Insurance Policies (including expired policies)</p>	7 years Until Plan is amended or terminated
<p>LEGAL FILES AND PAPERS</p> <p>A summary of the final decisions made by a court, a review hearing or an appeal will be kept in archives. These can be important references or precedents in future matters.</p> <p>Litigation Files Review Hearings Appeal Tribunals</p>	7 years after litigation, review, hearing or appeal.
<p>PAYROLL DOCUMENTS</p>	Termination +7 years
<p>PENSION DOCUMENTS AND SUPPORTING EMPLOYEE DATA</p>	Permanent
<p>PERSONNEL RECORDS</p> <p>Employee files are kept active during the tenure of an employee. Upon termination of employment, the employee's file is moved into an archive file and kept for 7 years. If the terminated employee retains any benefits with Alberta Milk (ie: is on long-term disability or kept their pension) the file is kept in an inactive HR file indefinitely.</p> <p>For historical purposes simple business card data on all employees will be kept indefinitely.</p>	7 years
<p>PLANT RECEIVING LOGS</p>	2 years (paper) 6 years (electronic)
<p>PRODUCER FILES</p> <p>Original documents that evidence the correct legal names and interests of quota holders and grants of quota or adjustments to quota will be kept in the active files.</p>	10 years from end of dairy year

PROPERTY RECORDS Assessments, Original Purchase/Sale/Lease Agreement Property Insurance Policies	permanent
TAX RECORDS	permanent
STATS Summary statistical reports for pooling, production and pricing covering Alberta, WMP and national pool statistics. MMS 7 yrs 3 yrs mms 4 years archive	Permanent