



Record Retention Policy

Passed by the Board of Directors:
 Approved date: December 12, 2012
 Last reviewed date: December 12, 2012
 Last approved revision date: December 12, 2012

All records/documents related to the operation of Christian Senior Citizen Home of Chatham will be retained as follows:

- I. **Corporate/Organizational Records (including By-laws and Policies):** All such records will be retained permanently and kept with the corporate documents.
- II. **Tax Documents:** All tax documents will be retained for at least seven (7) years, after which they will be disposed of in a suitable manner.
- III. **Board Meeting and Annual General Meeting Minutes:** Signed original copies will be permanently retained with the corporate documents.
- IV. **Financial Records:** Financial records will be retained for seven (7) years after the end of the fiscal year to which the records relate.
- V. **Construction Documents and Blue Prints:** All such records will be retained permanently.
- VI. **Records Related to Product Warranty:** Such records will be kept for the duration of the warranty.
- VII. **Tenant Records and Related Documents:** Tenant documents will be retained for five (5) years following the termination of tenancy and the payment of all outstanding debts, after which they will be disposed of in a suitable manner.
- VIII. **RGI Applicant – Refusal of Offer:** The record of the decision to refuse to offer the unit to the household, including a copy of the notice given to the household under the Housing Services Act's section and the information used to make the decision, for at least seven years after the notice was given to the household.

Disposal: All documents and records slated for disposal will be disposed of in such a manner as to protect the privacy of all concerned parties.

Signed by *Martin Vanderzwan*
 President

Secretary