
Policy Section:	Operational
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2. RECORDS RETENTION

2A.1 Retaining records serves two purposes. In the short term, it provides those responsible for management with the means to monitor transactions and resolve problems. In the long term, it enables RCJTC to comply with records retention regulations, as per Ministry guidelines.

2B. Application

2B.1 Financial records are RCJTC property and include annual reports, budget and financial statements, government contracts produced or received, gifts and agreements, spreadsheets or other software programs that document calculations, memoranda, correspondence, planning documents and receipts, e-mail messages to the extent they authorize or provide substantiating information, or other documentation of individual entries made in the transaction of its business. This procedure applies to all original documentation supporting the accuracy, applicability, and method of calculation for all financial entries. This applies to all original or archival forms of storage media, including paper, microfilm, microfiche and/or jackets, aperture cards, optical disks, CD ROM, 8mm or other magnetic tape, computer drive, any size diskette or other magnetic, film or optical media.

Related RCJTC Administrative Procedures

AP.04.02 Records Retention Procedure

Related RCJTC Forms

F.04.2.1 Table of Laws and Citations with Records Retention Requirements

F.04.2.2 Records and Information Management Classification and Retention Guideline Schedule