

RECORDS MANAGEMENT POLICY

1 PURPOSE, AUTHORITY AND APPLICATION OF THIS POLICY

1.1 PURPOSE OF THIS POLICY

The purpose of the Records Management Policy is to ensure that full and accurate records of all activities and decisions of the Alpine Ski Association of Yukon (Alpine Yukon) are created, managed and retained or disposed of appropriately. This will enable Alpine Yukon to achieve information accessibility, business enhancement and improvement. It will also meet its obligations for accountability while ensuring that it protects the rights and interests of the organization, its staff, clubs and members.

A **Record Management Program** has been established by Alpine Yukon, providing a framework and outlining responsibilities for the operation of Alpine Yukon's Records Management Program.

1.2 AUTHORITY OF THIS POLICY

This policy has been authorized by the President and Board of Directors and is available to all members. It has been developed in consultation with members and will be revised on a regular basis.

1.3 APPLICATION OF THIS POLICY

All staff, Board members, contractors, volunteers, etc. must comply with this policy in their conduct of official business for the Alpine Ski Association of Yukon. This policy applies to records in all formats, including electronic records.

2 RECORDS AS A RESOURCE

The Alpine Ski Association of Yukon recognizes that records are a vital asset to:

- facilitate information accessibility to support program delivery, management and administration
- deliver member services in an efficient, fair and equitable manner
- provide evidence of actions and decisions and precedents for future decision making, and
- protect the rights and interests of Alpine Yukon, its members and staff.

3 RECORDS MANAGEMENT PROGRAM

3.1 OBJECTIVES OF THE RECORDS MANAGEMENT PROGRAM

Alpine Yukon's Records Management program seeks to ensure that:

- it has the records it needs to support and enhance ongoing business and member services, meet accountability requirements and expectations
- these records are managed efficiently and can be easily accessed and used for as long as they are required
- records are stored as cost-effectively as possible and when no longer required they are disposed of in a timely and appropriate manner

3.2 ORGANIZATION AND MANAGEMENT OF ALPINE YUKON'S RECORDS MANAGEMENT PROGRAM

The President is responsible for the management of the Records Management Program.



3.3 ELEMENTS OF THE RECORDS MANAGEMENT PROGRAM

STORAGE

As Alpine Yukon is a volunteer organization and has no permanent offices or staff hardcopy records will be stored by the appropriate officer with access restricted to Board of Directors. Rarely used records or records no longer in use are retained at Sport Yukon. Electronic records may either be retained on Alpine Yukon's computer or Google Drive or in secure Board emails. Records of short term value will be disposed of at suitable intervals by the appropriate member. Records of long term or archival value will be retained and managed in accordance with this policy.

Maintenance and monitoring

Alpine Yukon has implemented a number of security and counter disaster measures as part of its Information Security Management System for safeguarding its information assets. Members should abide by these measures at all times.

Disposal

Some records are destroyed immediately after active use; others are destroyed after the semi-active phase of retention. Physical destruction for paper-based records is defined as confidential shredding. Physical destruction for electronic documents and e-mail or physical destruction of stored media is defined as deleting the documents from active computer system repositories. It may take more than one cycle of the back-up process to assure that an electronic record is actually deleted and no longer accessible.

Transfer

Alpine Yukon has an off-site storage facility for the storage of physical records that are infrequently used for business purposes but still need to be retained. The President is responsible for transferring these records to the facility. In the event of an administrative change, access to storage and all records will be removed from the exiting administrator and given to the new administrator.

ACCESS

Records must be available to all authorized members that require access to them for business purposes.

4 RESPONSIBILITIES

4.1 PRESIDENT

- Ensures that Alpine Yukon Board and members comply with the requirements of this Records Management Policy

4.2 IT AND MEMBER SERVICES MEMBER/VOLUNTEER

- Provides support and infrastructure to ensure that records kept in electronic form are managed so that they are accessible for as long as required
- Ensures that information management policies and projects take into account the special nature of records
- Liases with President regarding counter disaster planning for electronic records
- Implements information security measures
- Performs routine and comprehensive system backups of data

4.3 ALL EXECUTIVE

- Comply with this Records Management Policy
- Create full and accurate records of their business activities.

4.4 CONTRACTORS

- Manage records that they create on behalf of Alpine Yukon according to the terms of their contract.