



## Retention and Disposition of Corporate Secretary's Notes

Issue Date: March 27, 2013

Revised Date:

### Authority

*The Crown Corporations Act, 1993*, Sections 5 and 6  
*The Archives and Public Records Management Act*  
CIC's Records Classification and Retention Schedule  
CIC Board Minute # 57c/2013

### Purpose

This Policy governs the retention and disposition of the hand-written notes taken by a CIC Corporate Secretary for the purpose of developing the minutes of a meeting of a CIC subsidiary Crown corporation board of directors, any committees of the subsidiary Crown board, or the board or committees of any other entity that the Corporate Secretary serves.

### Application

This Policy applies to all CIC subsidiary Crown corporations and to any other entity where a CIC Corporate Secretary has been appointed to serve as the secretary to its board or committees.

### Policy

To meet legislative and other requirements for the retention and disposal of additional records, CIC will adhere to the following procedures related to the hand-written notes of a CIC Corporate Secretary:

- CIC will code and file the hand-written notes taken by a CIC Corporate Secretary according to the Operational Records System (ORS), and assign a retention and disposition period to the notes;
- CIC will retain the hand-written notes taken by a CIC Corporate Secretary for one (1) year after the minutes of the meeting at which the notes were taken have been approved by the board of directors or the committee of the board holding the meeting and signed by the chair of the meeting;
- On an annual basis, and at the conclusion of the one-year retention period, the hand-written notes will be reviewed and destroyed with the prior approval of the Provincial Archivist; and
- Where the hand-written notes of a CIC Corporate Secretary are older than one (1) year:
  - CIC may destroy the notes immediately with the prior approval of the Provincial Archivist and without coding and filing the notes pursuant to ORS, provided the minutes of the meeting at which the notes were taken have been approved and signed by the chair of the meeting; and



- where it is not possible to have the minutes approved due to the dissolution of the corporation or entity, or the turnover of directors on a board, CIC may destroy the notes immediately with the prior approval of the Provincial Archivist and without coding and filing the notes pursuant to ORS.

### **Effective Date**

The Policy is effective on March 27, 2013.

### **Administrative Information**

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Reviewed: February 4, 2016