

KRA Records Retention Schedule

Adopted: April 7, 2026

Last Amended: April 7, 2026

This document is a companion document published alongside the **Records Retention and Email Use Policy**. It is reviewed and updated by Executive resolution as needed to reflect changes in law, governance practice, or operational requirements.

All retention periods are expressed in full calendar years following the close of the relevant fiscal or operational year.

Records that are subject to an ongoing audit, investigation, legal matter, or complaint must be retained until the matter is fully resolved, **plus an additional buffer period of two (2) years**.

If multiple retention requirements apply to a record, the longest applicable period applies.

A. Society Records

These records must be kept for at least ten (10) years, or permanently if they remain relevant to the affairs of the Association.

Minutes of Meetings

Includes minutes of general meetings, Executive meetings, and in-camera sessions.

- Retention: 10 years minimum, or permanent if still relevant.
- Authority: BC Societies Act s. 20 & 21 (minutes must be kept; old records may be discarded after 10 years once no longer relevant).

Registers of Members and Directors

- Retention: Permanent (while KRA exists).
- Authority: BC Societies Act s. 20(1)(b),(c) (registers must be maintained and current).

Constitution and Bylaws

Includes the current and any prior versions, as well as amendments.

- Retention: Permanent.

- Authority: BC Societies Act s. 20(1)(d) (must be filed and retained).

Financial Statements and Auditor Reports

Includes accounting records and annual financial summaries.

- Retention: Minimum 7 years; up to 10 years if still relevant.
- Authority: CRA requirement = 6 years; BC Societies Act s. 21 permits disposal after 10 years once no longer relevant.

B. Operational Records

These should be kept only as long as necessary for business or compliance purposes.

Decision Records

Includes records used to make or document substantive decisions about a player, team, coach, policy, or organizational matter (eg: player movement, team selection, complaints, or investigations).

- Retention: 7 years after closure.
- Supports potential appeals or audit needs. Records containing personal data must be treated as Confidential Records.

Administrative Records

Includes, but is not limited to, routine emails, schedules, and communications used for day-to-day operations (eg: practice planning, event coordination, ice time booking confirmations, or volunteer scheduling).

- Retention: 3 years or until no longer needed.
- Retain only the minimum necessary to complete or document an activity; dispose promptly to reduce data risk.

C. Confidential Records

Records containing personal, sensitive, or complaint-related information have specialized record retention requirements.

Formal Complaint Files and Disciplinary Investigations

Includes evidence, reports, correspondence, and decisions.

- Retention: 10 years after closure.
- Authority: Internal policy; aligns with BC Societies Act s. 21 10-year window.

Personnel and Volunteer Communications

Includes confidential correspondence, performance matters, or dispute resolutions.

- Retention: 7 years after the individual's departure or resolution of the matter.

D. Legal, Insurance, and Risk Records

These records document KRA's legal or risk-management obligations.

Contracts, Agreements, and Insurance Policies

- Retention: 10 years after expiry or final resolution.
- Authority: Standard limitation period and insurer best practice.

Claims and Legal Proceedings

- Retention: 10 years after settlement or closure.
- Retain supporting documents and correspondence securely; these are often also Confidential Records.

Revision History

Date	Revision
2025.10.05	Initial draft created.
2026.04.07	KRA Executive approved.