



boabc

Serving the Province of British Columbia for over 50 years

TITLE:	RETENTION OF BOABC RECORDS	4.9
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DATE APPROVED: September 23, 2006 **SIGNED:** Frankie Victor (Secretary)

POLICY:

The Association Secretary shall retain one set of records for each of the positions of Historian, Secretary and Treasurer as well as the Building Officials' Association Act, Bylaws, Business Plan and minutes from Annual General Meetings, Executive meetings and Administrative Committee meetings.

The records will be kept at the BOABC offices or another readily available, secure and central location.

POLICY OBJECTIVE:

To ensure that the records of the Association are retained for the information of the members and subsequent Executive.

POLICY JUSTIFICATION:

The records of the Association are invaluable to new Executive members and committees, for succession planning and to meet the responsibilities associated with financial records.