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TITLE:	SECURITY OF RECORDS	4.10
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DATE APPROVED: September 23, 2006 **SIGNED:** Frankie Victor (Secretary)

POLICY:

The original copies of the Association Charter, Act, Bylaws and computer disk of certification records are to be stored in a safety deposit box of the bank used regularly by the Association for its business. The safety deposit box may be accessed by any one of three signing officers.

POLICY OBJECTIVE:

The Association requires these records to be secured for the protection of the members and the Association.

POLICY JUSTIFICATION:

The Association membership and Executive will be able to survive any loss of records with these records in a alternate secure location.