1. Documents and communications of the Society, including emails and messages made in the conduct of Society business, are to be preserved.
2. Such preservation shall be conducted by the member of the board responsible for the storage of Society documents pursuant to the *Society Act*, Division 2, §20.
3. Digital materials are to be kept in the following manner:
	1. Online – one copy shall be kept on an offsite server (e.g., Society Website File Storage),
	2. Offline – one copy shall be kept on an offline digital repository (e.g., flash drive),
	3. Offline – after a period of one-year, digital documents shall be rendered physical (where possible) and assembled into a physical collection, held with the Society Documents.
4. Records are due from each of the directors and members of the executive a minimum of 1 (“one”) week prior to the Annual General Meeting.
	1. Documents for/from the Annual General Meeting are due a maximum of 2 (“two”) weeks after the Annual General Meeting.
5. After the determination of a new records-keeper, the records must be completely transferred in under 4 (“four”) weeks.
	1. If an extension is required, the Board of Directors and the Executive must be notified in writing and be informed of the date of the transfer.
6. This policy is subject to the Society’s *Privacy & Protection of Personal Information* Policy.
7. If records are to be donated to a public entity, the preferred body would be the *Coquitlam City Archives*.
	1. Materials should be available to the public via the archives immediately upon archive acquisition unless they are subject to the society’s policy on *Privacy & Protection of Personal Information*, or, are deemed restricted by the board and/or records keeper.
		1. Materials that the board and/or records keeper may deem restricted include, and are limited to , personnel records, records of policy breaches, and financial agreements.
	2. Materials subject to the Society’s *Privacy & Protection of Personal Information* Policy shall be restricted until 20 years after their creation, or at the permission (after review) by the sitting President and/or sitting records keeper.