

Policy number	GP-20
Policy name	Record Retention
Approved	September 14, 2019
Last reviewed	November 18, 2022
Scheduled review	Q3 2023

POLICY

The College will retain records for at least the respective timeframes listed below.

Document	Retention Timeline (years)
Regulatory/corporate	
Bylaws	indefinitely
Council meeting minutes	indefinitely
Expired policies and procedures	indefinitely
Insurance policies	5 (after superseded)
Newsletters	indefinitely
Routine correspondence on behalf of the College	1
Expired contracts and leases	5
Registration	
Registrant information regarding practice permit	10
Registration applications	10
Registration review documentation	10
Continuing Competence records	5
Professional conduct	
Records of investigations	10
Routine correspondence from Complaints Director	2
Ratified settlements and admissions of unprofessional conduct (copy)	10
Records of hearings, including decisions	10
Hearings Director correspondence	2
Finance	
Audited financial statements	indefinitely
Accounts payable	6
Accounts receivable	6
Tax submissions	6
Budgets	indefinitely
Payroll information	6
Invoices from vendors	6
Bank reconciliations	6
Bank statements	6
Duplicate deposit slips	6
Registration examination	
Examination results and reports	indefinitely
Exam stations (retired)	5

DEFINITIONS

none

APPENDICES

none

REFERENCES

Government of Alberta. (2000). *Health Professions Act*. Alberta, Author. Available at:
<http://www.qp.alberta.ca/documents/Acts/H07.pdf>.

ACCLXT. (2019). *Document Retention*. Edmonton AB.

DOCUMENT HISTORY

Date	Action	Rationale
14/12/09	Initial approval	N/A
18/02/11	Review	
10/05/13	Review	
14/09/19	Review and revision	Update
10/09/21	Review	As scheduled
18/11/22	Review	As scheduled