 <p><b>ADDICTIONS FOUNDATION OF MANITOBA</b></p>	<p><b>BOARD POLICIES</b></p>	<p>Policy #: BG-007</p>	<p>TYPE: Board Governance</p>
		<p>Effective Date: New</p>	
<p><b>TITLE:</b> <b>Retention and Destruction of Board Records</b></p>		<p>Approved: February 26, 2008</p>	
		<p>Minute #: 08.02.10 Revised Minute #:</p>	

**Policy Statement:**


The purpose of the Board is to establish organizational direction and vision, provide leadership and ensure organizational objectives are attained.

The Board shall accept responsibility for ensuring that the business and activities of the Addictions Foundation of Manitoba are carried out in accordance with the legislation, regulations and by-laws governing the AFM.

The Board will abide by the requirements of the laws of the Province of Manitoba in maintaining records created for purposes of their governance role.

*The Archives and Recordkeeping Act* provides a framework and reaffirms the importance that record keeping is the collective responsibility of all government bodies who create and keep records.

1. As outlined in Board policy No. BCR-002 Delegation to the CEO, all Board authority delegated to staff is delegated through the CEO, so that all authority and accountability of staff, is considered to be the authority and accountability of the CEO.
  - 1.1 The CEO will ensure that the records created for Board members will be filed and disposed of in accordance with *The Freedom of Information and Protection of Privacy Act (FIPPA)*, *The Personal Health Information Act (PHIA)* and *The Archives and Recordkeeping Act* as outlined in AFM's records authority schedules.
  - 1.2 The CEO, through Executive Offices, will ensure the Board members receive the required support in archiving and disposing of records which they no longer require. A detailed list of documents will be included in the orientation manual for new board members.
  - 1.3 Retiring Board members or Board members who are not re-appointed by the Minister for additional terms, will return any Board documentation as requested by the Chairperson other than information which is publicly available.
2. FIPPA defines a "record" as a record of information in any form and includes information that is written, photographed, recorded or stored in any manner, on any storage medium or by any means including by graphic, electronic or mechanical means.


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A record for purposes of FIPPA includes a copy of a record, a draft and other working materials, information recorded or stored by electronic means and any other “record of information in any form” in the custody or under the control of a public body.

3. Records in the custody of AFM Board members will include some of the following: agenda’s, minutes, financial statements, advisory notes, CEO reports on the status of the organization, draft documents for consideration and approval, annual reports and Health Plan submissions. A detailed list is included in the orientation manual.
4. Agendas, approved minutes of regular meetings of the Board and copies of annual reports shall be considered public information.
  - 4.1 All other documents including those circulated or presented as background, briefing or information for the Board will only be made available to the public, including individuals, groups or agencies in accordance with FIPPA and PHIA or as otherwise required by law. These documents should be returned to Executive Offices when no longer required by Board members or as requested by the Chairperson.
  - 4.2 Agendas, notes and documents of *in camera* sessions of the Board will not be made available to individuals, groups or agencies unless and except as required by law. At the request of the Chairperson, any *in camera* documentation will be returned to Executive Offices.
5. Electronic Records

The Government of Manitoba provides department and agencies with guidelines for maintaining e-mail and electronic records. In accordance with these guidelines, the Board of Governors will follow the following basic recordkeeping practices.

Board meeting agenda’s and documents for meetings are transmitted electronically. If printed, maintain a copy for as long as required to perform your duties as a Board member. If the documents are read and not printed, the documents may be deleted from your personal computer immediately. Executive Offices will maintain an original of everything that is sent out to Board members and as such, your copies will be considered duplicates for recordkeeping

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purposes. Should any documents no longer be required, please return them to Executive Offices where they will be disposed or archived.

- 5.2 E-mails are considered government records and should be printed and maintained with Board records if they contain information relating to decision making. Any e-mail that is simply transitory (informational) may be deleted from your personal computer after reading or sending a response.

<p><b>ADDITIONAL INFORMATION:</b></p> <ul style="list-style-type: none"> <li>• The Addictions Foundation of Manitoba Act</li> <li>• The Alcoholism Foundation of Manitoba By-Laws</li> <li>• The Freedom of Information and Protection of Privacy Act</li> <li>• The Personal Health Information Act</li> <li>• The Archives and Recordkeeping Act</li> </ul>
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