



Records Management and Archival Policy

PURPOSE AND AUTHORITY:

Royal Society of Canada requires a records management and archival policy to set out how its records will be managed over time from their creation to disposal or archival preservation. Such a policy supports good governance and administration by ensuring that decision-making and daily operations are documented and made accessible to all those concerned. Similarly, this policy enables the disposal of certain records, and thereby enhances administrative efficiency and effectiveness. Records must be disposed of securely, and with minimal environmental impact.

In addition to their role in good governance and administration, such records have long-term value both to the organization and to Canadian society at large. Records that are no longer used in governance or administration must be evaluated for their potential archival value. Library and Archives Canada holds the archival records of the RSC since its creation and continues to be the repository for their long-term preservation and access.

In this context, the Royal Society of Canada is committed to preserving both in the immediate and long term the records of value that are created during the course of operations. To achieve this objective, the RSC Records Management and Archival Policy specifies the handling of such records from their creation to disposal or preservation.

This Policy conforms with all legal requirements as well as corporate commitments concerning privacy and confidentiality.

Schedule for Retention and Disposal or Transfer to LAC for permanent archiving

Type of Record	Management	Retention Period	Disposal/Transfer to LAC
Bylaws	The RSC office holds a dated print and digital copy of current and previous versions. The current version is also posted publicly on the RSC website. The current RSC law firm also retains a copy and the by-laws are	The RSC retains all current and previous versions.	Digital copies of all versions of the by-laws are transferred to the LAC after ten years.

	registered with the federal government.		
Policy Documents	The RSC office holds a dated print and digital copy of current and previous versions. The current version is also posted publicly on the RSC website.	The RSC retains current and previous versions for ten years.	Digital copies of all versions of the policies are transferred to the LAC after ten years.
Records of Minutes and Agendas for Board, Council Meetings, Committee meetings, AGM.	The RSC office holds a dated print and digital copy of current and previous versions. The current version of the AGM minutes is posted on the RSC website.	The RSC retains current and previous versions for ten years. Audio recordings of meetings are permanently deleted once the meeting minutes have received final approval. Material used in meetings will be retained as supplementary to the minutes where relevant to document deliberation and decision-making. However, material that may identify a person will only be retained in cases where that material justifies a decision to take action related to that person.	Digital copies of minutes and agendas (with supporting material, where not confidential) are transferred to the LAC after ten years.
Correspondence	The RSC office holds print and digital correspondence for use in internal governance and administration.	The RSC retains current and previous correspondence for as long as necessary to support governance and administration. It is understood that some correspondence will be permanently disposed of quickly (such as voicemail or circulars) while other correspondence will be retained until no longer of use in governance and administration.	Digital copies of correspondence that proved to be important in governance and administration are transferred to the LAC after ten years.
Financial Records	The RSC office holds a dated print and digital copy of current and previous versions. The current version is also posted on the RSC website for members.	Print copies of finance records are shredded after seven years. Digital copies are retained for ten years.	Digital copies are transferred to the LAC after ten years.
Administrative documents (e.g. contracts and leases)	The RSC office holds a dated print and digital copy of current	The RSC retains current and previous versions for as long as necessary to support governance and administration.	The RSC office disposes of those administrative records no longer necessary to support

	and previous versions.	Normally, this retention would end with the expiration of the administrative document.	governance and administration.
Membership Lists	The RSC office holds a dated print and digital copy of current and previous versions.	The RSC retains current and previous versions for ten years.	Digital copies of all versions of the membership lists are transferred to the LAC after ten years.
Nomination Files	The RSC office holds a digital copy of current nomination files.	Nomination files are retained throughout the annual nomination and election process.	The RSC office disposes of the files at the conclusion of the annual nomination and election process.
Publications (from Policy Briefs to the Annual Report) & Event Programmes	The RSC office holds a digital copy and (where relevant) a print copy of all publications.	The RSC retains all publications in digital form for ten years.	Digital copies of publications are transferred to the LAC after ten years. If the publication has an ISBN or ISSN, two copies will be deposited with the Published Heritage Branch at LAC.
Print, audio and visual and other digital material related to RSC activities such as the annual Celebration of Excellence and Engagement, interviews, photographs, promotional material, etc.	The RSC office holds a digital copy and (where relevant) a physical copy of all such material.	The RSC retains such material for as long as relevant to governance and administration, normally no more than ten years.	The RSC transfers to the LAC after ten years a digital copy and (where relevant) a physical copy of the activity material considered to be of enduring value. This transfer should include as much information about the material as possible (such as the identity of those in photographs).
Legal documents (incorporation certificates and official seals)	The RSC office and the law firm hold legal documents.	The RSC office retains physical and digital copies permanently.	Digital copies of all versions of legal documents are transferred to the LAC after ten years.
Human Resource files	The RSC office holds a dated digital copy of HR files.	The RSC retains HR files for seven years after they are no longer active.	The RSC office disposes of HR files seven years after they are no longer active.

Access to the RSC fonds at the LAC

The LAC has the responsibility to determine the timing and conditions for access to archival records including the RSC fonds in its collection. Normally, the LAC consults donors to determine mutually agreeable restrictions for sensitive records, where appropriate. With a view towards the upcoming RSC Board meeting, the RSC Governance and Ethics committee recommends that all restrictions on access to the existing RSC fonds be given openly to the public. It is understood that, in the past, access to some records was restricted for thirty years. However, this restriction no longer seems appropriate since no material has been transferred since the early 1990s (the current agreement with LAC on access expires in 2021), and the material to be transferred under the proposed RSC Records Management and Archival Policy will not require restricted access.