



NORFOLK FIELD NATURALISTS

POLICIES AND PROCEDURES	
RECORDS RETENTION/ARCHIVES	
NO.: 04	DATE: September 12, 2017 AMENDED: July 18, 2023

Policy

The Ontario Not-for-Profit Corporations Act (2010 [approved 2022]) requires The Norfolk Field Naturalists to retain specific corporate and financial records. In addition, NFN wishes to retain newsletters, and other relevant materials for historical and archival purposes.

Procedure

The Secretary, or another Member of the Board of Directors, will ensure that copies of required records as well as historical records are given to the Port Rowan/South Walsingham Heritage Association to be retained for required, and historical and archival purposes.

The Secretary will provide electronic copies (where possible) to a member who has been appointed "Archivist".

Records may be retained in paper format (example invoices, cheques, bank statements, contracts, director consents), or in an electronically readable and useable format.

Financial records will be retained and made available as required by NFNs accounting services company.

For access to records by members, a member's attorney or legal representative, see Policy and Procedure No. 07.

See attached Records Retention Schedule.

NORFOLK FIELD NATURALISTS

RECORDS MANAGEMENT SCHEDULE

(as required by the Ontario Not-for-Profit Corporations Act 2010 [approved 2021])

And as outlined in Policy and Procedure No. 04)

* subject to archival selection

	Record	Retention
1	Corporate Records	
	a. Articles of Incorporation (formerly known as Letters Patent and of any Supplementary Letters Patent issued to the corporation)	As long as registered
	b. Minutes of meetings of members and any committees of members	As long as registered
	c. Resolutions of the members and of any committees of members	As long as registered
	d. Minutes of meetings of the board of directors and of any committees of the board	As long as registered
	e. Resolutions of the board of directors and of any committees of the board	As long as registered
	f. Annual Reports	As long as registered
	g. Bylaws	As long as registered
	h. Register of ownership interests in land in Ontario	As long as registered
	i. Register of directors *	6 years + current
	j. Register of officers *	6 years + current
	k. Register of members	6 years + current
	l. Consents of directors	6 years + current
2	Financial Records	
	a. accounting records adequate to enable the directors to ascertain the financial position of the corporation on a quarterly basis	6 years + current
	b. General ledgers or other books of final entry containing summaries of year-to-year transactions and the vouchers and accounts necessary to verify the entries	6 years + current
	c. Financial statements, source documents, and copies of T3010 returns – six years from the end of the last tax year to which they relate or, if the charity is revoked, for two years after the date of revocation. Source documents may include invoices, vouchers, formal contracts, work orders, delivery slips, purchase orders, or bank deposit slips.	6 years + current
3	Historical and Archival Records	
	a. “The Lotus” Newsletter	As long as registered
	b. Celebratory documents	As long as registered

When a corporation is dissolved, it must keep all records and supporting documents to satisfy tax obligations and entitlements and all other required records for two years following the date of dissolution.