



Archives Policy

Implementation Date: November '97 (#E.97.04S)

Amendment Dates: Nov.'05 (#E.05)

A historical record of WSWC activities is important to ensure continuity, build tradition, and to learn from the past. At the same time building an historical record must be financial and human resource efficient, utilize changing technologies, and comply with Revenue Canada, and the Canadian Charter of Rights. In this context:

1. Files dormant for 24 months are reviewed. With the exception of major event competition files which are reviewed after 48 months. Files are reviewed for WSWC original documents (except WSWC correspondence), the remainder of the file is disposed.
2. WSWC original documents that are not active and more than 48 months old are disposed.
3. The original publication and at least 2 copies of WSWC Publications are kept for perpetuity.
4. WSWC Committee and Congress Minutes are kept for perpetuity.
5. WSWC financial files more than 7 years old are disposed.
6. Hard copy documents not originating from WSWC that are being replaced with a newer version from the originator, are disposed.
7. Publications not originating from WSWC are stored for no more than 24 months.
8. The Executive Director reviews individual person hardcopy and electronic files (Personnel and non-personnel) (by the President in the case of the Executive Director's personnel file). Documents more than 24 months old are disposed of.
9. WSWC original documents and publications are stored at the WSWC office.

Note: "files" refer to hardcopy and electronic.