

Mimico Co-operative Homes Incorporated

Board Policy No. 9

Records Management Policy

Approved by the Board of Directors
on March 2, 2011

Revised on November 25, 2015

Records Management Policy

1. Purpose of this Policy

The purpose of this policy is to set out the process and procedure for corporate records management in order to comply with the requirements set out in the Service Agreement between the Coop and the City of Toronto and Housing Services *Act* and its Regulations.

2. Financial and Project Records

Financial and project records for each fiscal year will be stored in the coop office.

- After seven years the Board may authorize destruction of the financial records for a fiscal year.

3. Applicant Records

Applicant records will be stored in a locked filing cabinet in the coop office. The coop manager will update applicant information as necessary.

- If an applicant is refused an offer, a written record of the decision to refuse to offer a unit will be kept in the applicant file.
- Applicant files that are refused, withdrawn or cancelled will be stored in the coop office for seven years after the file has been closed.
- After seven years, the Board may authorize destruction of the closed applicant files.
- The method of destruction must ensure protection of all personal information.

4. Current Member Records

Current member records will be stored in a locked filing cabinet by unit order in the coop office and kept as follows:

- A separate file for regular correspondence will be kept,
- A separate file for occupancy agreements signed by each household members 16 years of age and or older and documents to verify each household member's status in Canada will be kept
- All RGI documents will be kept in a separate file.
- All maintenance work orders and correspondence will be kept in a separate file in a locked filling cabinet in the board room.
- The coop manager will update occupant records as necessary.

5 RGI Files

All RGI files must contain the following:

- The initial RGI application form including a sign consent form, a completed income and asset form, documents verifying income and assets
- Annual notices for income and assets reviews
- All completed annual income and asset forms
- All notice of housing charge changes
- All correspondence to and from member of household
- A written record of any review
- RGI rent calculation sheets

6 How to ensure that the co-op is Incompliance

The board of Directors must follow-up with staff from time to time to ensure the Co-op is in compliance

7. Moved Out Occupant Records

Occupant records for households who have moved out will be kept in the coop office for seven years after the household have moved out of the coop. After seven years, the Board may authorize destruction of the moved out applicant files. The method of destruction must ensure protection of all personal information.

Revised by the Board of Directors of Mimico Co-operative Home Inc. at a meeting duly held November 25, 2015


Secretary

c/s