



Subject: File Storage & Backups/Computer Equipment
Original Approval: Sept 18, 2014
Amended:
Issuing Authority: Chief Executive Officer
Effective Date: Sept 18, 2014

File Retention and Destruction

1. Any financial related paper/electronic files and documents created by BCCPA employees must be retained for a period of no less than seven (7) years.
2. All other paper-based documents should be retained on file for a period of 3 years, unless:
 - a. They are copies of a digital file which has already been catalogued, backed up on the server and are already accessible to senior staff.
 - b. They are scanned, backed up on the server and accessible to senior staff
3. All paper-based files older than three (3) years shall be reviewed annually to determine if they are still required for storage.
4. All electronic files created by BCCPA employees shall be retained for a period of no less than seven (7) years. Digital files are not be destroyed without the explicit written pre-approval of the CEO.
5. The following documents must be securely shredded:
 - a. Personnel information
 - b. Budget or financial documents
 - c. Confidential information related to our members
 - d. Other as prescribed by the CEO
6. Documents not-containing sensitive or confidential information can be recycled and do not require additional security measures.

Computer and Data Backups

1. Employees and contractors are expected to back up all of their work-related files to the *Cloud* identified by BCCPA's IT consultant. They must also regularly (at least twice per month) test that these documents are accessible off-site and have been properly stored.
2. On a monthly basis, employees must advise in writing to their supervisor that they have properly backed up all of their electronic files. The same will apply to contractors who must advise the CEO.
3. Work related files are not to be stored on personal computers/laptops, USBs or other storage devices.
4. Work related files are not to be stored on the hard-drive of the employee's work laptop/computer, unless the identical document has been also backed up to the *Cloud*.

Work Laptops

- I. Upon approval of the CEO, employees are permitted to remove their laptops from the BCCPA office and transport them to their place of residence. However, they must:
 - a. Only be used for work purposes
 - b. Be maintained and stored in a safe and secure manner
 - c. Be returned to the office when required