

**Forms Retention**  
**Effective July 1, 2007**  
**Revised December 1, 2008**

There have been some important changes to the management of information we collect and store. One of the major changes is the length of time we retain the information and where we store it. Following is an overview of the changes to this process. Detailed information on forms/document retention has been distributed to iMIS homes, area commissioners and provincial advisers.

**Overview:**

1. **All forms listed below must be submitted to your iMIS home.**
2. Forms must be sorted by **CALENDAR** year **NOT Guiding** year. For example – permission slips for 2007 not 2007-2008. Most forms will be submitted in January and June of each year.
3. **Information on registration related forms must be submitted to the iMIS home within 30 days of registration and before November 15 annually and continue to be submitted as new members join.** Registration related forms, e.g. A.5, must be submitted no later than June of the following year.
4. Police Record Checks submitted directly to the provincial office can be returned to the individual by including a self-addressed, stamped envelope.
5. Complete and attach the **Forms Retention Report, AB-COUNCIL.05** to each envelope submitted. Please do not combine years.

**Do not submit:**

- Extra copies of forms
- Lists of girls attending events
- Camp menus, plans, supply lists, etc.
- Any health forms
- Blank permission slips

**Registration Forms/information to be submitted within 30 days of registration or as required to iMIS Homes:**

Form	Description	Other Notes
A.1	Membership Application – <b>New Dec 08</b>	As the volunteer signs up
A.2	Membership Agreement- <b>Discontinued</b>	
S.1	Screening Checklist – <b>New Dec 08</b>	
S.2	Interview Form	
S.3	Reference Check Form- <b>Discontinued</b>	
	Code of Conduct for All Adult Members	If applicable, may be retained at area level
PRC	Police Record Check	Each renewal must be submitted and is kept indefinitely
A.5	Initial Girl Registration Form	
A.5R	Girl Membership Renewal	
A.7	Non-Member Volunteer	
IR.1	Image Release Form	

**Forms to be submitted from unit level:**

Form	Description	Other Notes
SG.1	Activity Plan	
SG. 2 OA.1	Parent/Guardian Permission for Non-regular unit activities	
SG.3 C.2a	Activity Notification or Authorization Form	
SG.4 OA.5	Emergency Response Plan	
SG.5 C.8	Release, Waiver & Assumption of Risk	
SG.6	Adventure Activity Trip Plan	
H.3 OA.2a	Medication Record	
H.4 OA.2b	First Aid Treatment Record	

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H.5 OA.3	Wellness Statement	
H.6 C.9	First Aid Examination checklist for wilderness out-trips	
WA.1	Water Activity Authorization	
	Event Application Forms	All levels - accepted & refused
C.2b	Level 2/3 Activity/Camp with Overnight Report - <b>Discontinued</b>	
C.7a	Level 4 Activity Authorization & Report - <b>Discontinued</b>	
C.7b	Level 4 Activity/Camp with Overnight Report - <b>Discontinued</b>	
OA.4	Expectations for Participation – <b>Discontinued</b>	

**Forms to be retained at unit level:**

Form	Description	Other Notes
INS.02	Request for proof of insurance	Current + 1 year

**To be destroyed or returned at unit level:**

Form	Description	Other Notes
C.10	Medications consent	End of validity period or event:
H.1	Personal Health Form	End of validity period or event: destroy or return
H.2	Personal Health Form for Adults	Return or destroy

**Provincial iMIS Homes**

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