



Current 2016: These forms are in use and most are available on the website

Form No.	Title	Retention	Responsible for Retention
	PRC (each submission)	Indefinitely	Provincial office
A.1	Membership Application	Membership + 3 Incomplete: 6 months	Provincial office
A.4	Changes to Member Records	Discarded on input	iMIS input site
A.5P	Initial Girl Registration Form (to be used for any manual paper registrations)	Membership +3	Provincial office
A.5R	Membership renewal	Membership + 3	Provincial office
A.7	Non-Member Volunteer	Active period + 3	Provincial office
B.1	Unit/Council Property Form	Discarded on input	National
Ex.3	PRC Exemption application (all applications)	Indefinitely	National
FR.1	Application for Fundraising Approval	Year of event +3	Provincial office
GP.01	Girl Protection Report	Age of Majority + 3	National (Finance)
GP.02	Girl Protection Report Regarding Standards or Code of Conduct	Indefinitely	National (Finance)
H.1	Personal Health Form	End of validity period or event: Destroy or Return	Unit (secure location)
H.2	Personal Health Form for Adults	None or Return	Individual
H.3	Medication Plan and Administration Record (was OA.2a)	Year of event + 3	Provincial office
H.4	First Aid Treatment Record (was OA.2b)	Year of event + 3	Provincial office
H.5	Wellness Statement (was OA.3)	Year of event + 3	Provincial office

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Form No.	Title	Retention	Responsible for Retention
H.6	First Aid Examination Checklist for Wilderness Out-trips (was C.9)	Year of event + 3 if not handed over to EMS	Provincial office
H.7	Medications Consent Form (was C.10)	Year of event + 3	Provincial office
INS.01	Incident Report Form (Parts A and B)	Completion + 3 Discipline: Adult: indefinitely Girl: membership lapse or PAOM Adults: Completed + 3 Minors: PAOM + 3	National
INS.02	Request for Proof of Insurance	C + 1	Unit
IR.1	Image Release Form	Indefinitely + consent changes	Provincial office
IT.1	International Group Trip Planning Timeline	N/A	Unit
	Other information: copies: passport, visa, birth certificate, citizenship, travel & health insurance	End of event	Unit (in secure location)
IT.3	International Group Trip Authorization Form	Year of event + 3	Provincial office (Received from Unit)
IT.4	International Group Trip - Guider Application	Accepted: Year of event + 1 Not accepted: year of event +3	Provincial office (Received from Unit)
IT.5	Parent/Guardian Permission for International Travel	Year of event + 3	Provincial office (Received from Unit)
IT.6	Release, Waiver and Assumption of Risk for International Group Travel	Year of event + 3	Provincial office (Received from Unit)
IT.7	Guarantee of Financial Responsibility for International Group Trips	Year of event + 3	Provincial office (Received from Unit)
IT.11	List of Participants	Year of event + 3	Provincial office (Received from Unit)
R.1	Application for a National volunteer position	End of position + 3 Refused + 3	National

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Form No.	Title	Retention	Responsible for Retention
R.3N	Application for recognition of adult service awards(National)	C + 3	Awarding Council
R.3P	Application for recognition of adult service awards(Awarding Council)	C + 3	Awarding Council
S.1	Screening Checklist Form	Membership + 3 (indefinitely if used for PRC validation) Incomplete: 6 months	Provincial office
S.2	Interview form	Membership + 3 Incomplete: 6 months	Provincial office
S.3	Reference Interview	Membership + 3 Incomplete: 6 months	Provincial office
SG.1	Activity Plan	Year of event + 3	Provincial office
SG.2	Parent/Guardian Permission for Non-Regular Unit Activities (was OA.1)	Year of event + 3	Provincial office
SG.3	Activity Notification or Authorization (was C.2a)	Year of event + 3	Provincial office
SG.4	Emergency Response Plan (was OA.5)	Year of event + 3	Provincial office
SG.5	Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (was C.8)	Year of event + 3	Provincial office
SG.6	Adventure Activity Trip Plan	Year of event + 3	Provincial office
SG.7	Third Party Service Provider (TPSP) Interview Checklist	Year of event + 3	Provincial office
SG.8	Travel Preauthorization	Year of event + 3	Provincial office
STA1R	Nationally-Sponsored Trip Application Form – Guider	Year of event + 3	Provincial office
STA.2	Reference Form – Guider	Year of event + 3	Provincial office

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Form No.	Title	Retention	Responsible for Retention
STG1R	Nationally-Sponsored Trip Application Form – Girl Member	Year of event + 3	Provincial office
STG.2	Reference Form – Girl Member	Year of event + 3	Provincial office
TR.1	Training Equivalency Form	Membership + 3	Provincial office
TR.3	Trainer Candidate Application Form	Membership + 3	Provincial office
TR.4	Annual Trainer Report	Membership + 3	Provincial office
TR.5	Trainer Self-Evaluation Form	Membership + 3	Provincial office
TR.6	Trainer Observation Form	Membership + 3	Provincial office
TR.7	Leave Resignation Form	Membership + 3	Provincial office
TR.8	Participant Evaluation Form	Destroyed by Trainer	Trainer
TR.9	Training Module Tracking Form	Retained by Guider	Guider
TR.10	OAL Program Tracking Form	Retained by Guider	Guider
WA.1	Water Activity Plan	Year of event + 3	Provincial office
WA.2	Swim and Boating Test Verification for Individuals (Participant Swim Test Verification)	C + 5 Membership + 3	Provincial office
WA.3	Swim and Boating Test Verification for Groups (Group Swim Test Verification)	C + 5	Provincial office
	Other Event application forms	Accepted: year of event + 3 Refused: year of event + 3	Provincial office (Received from Unit, District, Area)
	Scholarship applications	Year of application + 3	National or Provincial as applicable to scholarship
	Code of Conduct	Membership + 3	Provincial Office
	Conflict of Interest Protocol	Membership + 3	Provincial Office

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Form No.	Title	Retention	Responsible for Retention
	Pledge of Confidentiality and Assignment of Copyright	Membership + 3	Provincial Office
	Accounting and Financial Records	C+ 6	Provincial Office
	Council Minutes	Indefinitely	Provincial Office (Retained by the creating council)

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