



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

Form No.	Title	Retention	Responsible for Retention (may designate to other office)
	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.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

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Form No.	Title	Retention	Responsible for Retention (may designate to other office)
H.5	Wellness Statement (was OA.3)	Year of event + 3	Provincial office
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	Membership +3	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)

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Form No.	Title	Retention	Responsible for Retention (may designate to other office)
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
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
S.4	Adult Contact Information for Reference Checks	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

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Form No.	Title	Retention	Responsible for Retention (may designate to other 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
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
TR.11	OAL Adventure Camping Participant Package	Retained by Guider	Retained by 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

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Form No.	Title	Retention	Responsible for Retention (may designate to other office)
	Code of Conduct	Membership + 3	Provincial Office
	Conflict of Interest Protocol	Membership + 3	Provincial Office
	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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Discontinued Forms: These forms have been discontinued and are no longer in use

Form	Title	Retention	Responsible for Retention
A.2	Membership agreement	Membership + 3	Provincial office
A.3	Senior Branches registration, and informed consent for participation in unit meetings	All Active kept until Not renewed: C+ 3 year Transitioned: PAOM: C+ 3 year	Provincial office
A.5R	Membership renewal	Membership + 3	Provincial office
C.1	Annual camping statistics report	End of use	Provincial Camping Adviser
C.10	Medications consent	End of validity period or event: Destroy or Return	Guider (first aid kit) Unit Records
C.2a	Level 2 & 3 activity authorization and report	Year of event + 3 year	Provincial office (from Unit)
C.2b	Level 2 & 3 activity/camp with overnight report	Year of event + 3 year	Provincial office (from Camping Adviser)
C.7a	Level 4 activity authorization and report	Year of event + 3 year	Provincial office (from Unit)
C.7b	Level 4 activity/camp with overnight report	Year of event + 3 year	Provincial office (from Camping Adviser)
C.8	Release, waiver and assumption of risk	Year of event + 3 year	Provincial office (from Unit)
C.9	First aid examination checklist for wilderness out-trips	None	Injured person w. copy of H.1
GP.03	Girl Protection Report for Incidents Involving Girl Members	Age of Majority + 3	National
GP.04	Girl Protection Report for a Girl Member Returning to a Unit Following Suspension	Age of Majority + 3	National
GS.3	Application for Extending Invitations to Girl Scouts of the USA	Year of event + 3	Provincial office
IT.2	Intent to travel internationally	Year of event + 3	Provincial office (from Unit)
IT.8	Application for WAGGGS introduction card	Year of event + 1	Provincial office (from Unit)

Form	Title	Retention	Responsible for Retention
IT.9	Proposed List of Participants	Year of event + 3	Provincial office (Received from Unit)
IT.10	Final Participant Information	Year of event + 3	Provincial office (Received from Unit)
NT.1	International events application form	Accepted: Year of event + 1 Not accepted: year of event +3	National office (from individual)
NT.2	International applications "how to" sheet	N/A	
NT.3	International events camping experience	Accepted: Year of event + 1 Not accepted: year of event +3	National office (from individual)
NT.4	Confidential recommendation form for Guiders, Girl Members	Accepted: Year of event + 1 Not accepted: year of event +3	National office (from individual)
NT.5	International events reference form for Guiders, Girl Members	Accepted: Year of event + 1 Not accepted: year of event +3	National office (from individual)
NT.6	Applicant's letter	Accepted: Year of event + 1 Not accepted: year of event +3	National office (from individual)
NT.7	General qualification guidelines for international events: adult members	N/A	
OA.1	Parent/Guardian information and permission to participate	Year of event + 3 year	Provincial office (from Unit)
OA.2a	Medication record	Year of event + 3 year	Provincial office (from Unit)
OA.2b	First aid treatment record	Year of event + 3 year	Provincial office (from Unit)
OA.3	Wellness statement	Year of event + 3 year	Provincial office (from Unit)
OA.4	Expectations for participation	Year of event + 3 year	Provincial office (from Unit)
OA.5	Emergency response plan	Year of event + 3 year	Provincial office (from Unit)
OA.6	Photo release	Year of event + 3 year	Provincial office (from Unit)

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Form	Title	Retention	Responsible for Retention
RA.1	Risk assessment checklist	N/A	Unit
S.1A	Screening Checklist – Appendix	Membership + 3 (indefinitely if used for PRC validation) Incomplete: 6 months	Provincial office
S.3	Reference check form	Membership + 3 Incomplete: 6 months	Provincial office
STA.1	International Trip Application Form - Guider	Year of event + 3	Provincial office
STG.1	International Trip Application Form – Girl Member	Year of event + 3	Provincial office
STS.1	International Trip Application Form – Seminar/Workshop	Year of event + 3	Provincial office
STS.2	Reference Form – Seminar/Workshop	Year of event + 3	Provincial office
T.13	Trainer forms (discontinued September 2007)	Not renewed or refused: C+ 3 year	Provincial office
T.2	Trainer forms (discontinued September 2007)	Not renewed or refused: C+ 3 year	Provincial office
T.3	Trainer forms (discontinued September 2007)	Not renewed or refused: C+ 3 year	Provincial office
T.4	Trainer forms (discontinued September 2007)	Not renewed or refused: C+ 3 year	Provincial office
T.6	Trainer forms (discontinued September 2007)	Not renewed or refused: C+ 3 year	Provincial office
TR.2	Trainer Interest Form	Membership + 3	Provincial office

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