

Committee	DOCUMENT RETENTION REVIEW
Number of Members	4
List of Members	Charlie Black Ken Gray Guild President (ex-officio) One additional person to be appointed
Committee Chair	Charlie Black
Mandate	<ul style="list-style-type: none"> • Review retention of documents - how long do we keep records • Review storage format - possibility of electronic storage records • Review backup policy • Review destruction of records • Review policy for retrieval of records • Review security of records • Review legal requirements for records to be maintained by OGEHR • Review and report on the need for a Board-appointed archivist position
Term	The Committee shall serve until the completion of its mandate or until such time as may be determined by the Board.
Minutes	<ol style="list-style-type: none"> a. The Committee will keep minutes of all of its meetings. b. The Committee Chair will email copies of all Committee minutes to all Board members with fourteen (14) days of each Committee meeting. c. The Committee Chair will provide updates to the Board at each regularly scheduled Board meeting.
Remuneration	Committee members will serve without remuneration, provided that they may be paid reasonable expenses incurred in the performance of their duties as a Committee member.