



Form	Title	Retention	Responsible For retention
A.1	Membership application	Membership + 3 Incomplete: 6 months	Provincial office
	PRC (each submission)	Indefinitely	Provincial office
A.2	Membership agreement	Membership + 3	Provincial office
A.4	Changes to member records	Discarded on input	iMIS input site
A.5	Girl Registration	Membership + 3	Provincial office
A.5R	Membership renewal	Same as A.5	
A.7	Non-Member Volunteer	Active period + 3	Provincial Office
B.1	Unit/Council form	Discarded on input	National
Ex.3	PRC Exemption application (all applications)	Indefinitely	National office
GP.01	Girl protection report	Age of Majority + 3	National office (Finance)
GP.02	Girl protection report regarding standards or code of conduct	Indefinitely	National office (Finance)
GS.3	Application for extending invitations to GSUSA	Year of event + 3	Provincial office from Unit
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 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
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
INS.01	Incident report Completed for each individual involved Part A – regular incidents – local follow up, i.e. Discipline; equipment repair, etc.	Part A: Completion + 3 Discipline: Adult: indefinitely Girl: membership lapse or PAOM* (could be indefinitely)	A: Provincial office B: National office

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	Part B – serious incidents (may have future insurance, legal repercussions)	Part B: Adults: Completed + 3 Minors: PAOM + 3	
INS.02	Request for proof of insurance	C + 1	Unit
IR.1	Image release	Indefinitely + consent changes	Provincial office
IT.1	International group trip planning guidelines	N/A	Unit
IT.2	Intent to travel internationally	Year of event + 3	Provincial office from Unit
IT.3	International group trip authorization	Year of event + 3	Provincial office from Unit
IT.4	International group trip Guider application	Accepted: Year of event + 1 Not accepted: year of event +3	Provincial office from Unit
IT.5	Parent/Guardian permission for international travel	Year of event + 3	Provincial office from Unit
	Other information: copies: passport, visa, birth certificate, citizenship, travel & health insurance	End of event	Unit (in secure location)
IT.6	Release, waiver and assumption of risk for international group travel	Year of event + 3	Provincial office from Unit
IT.7	Sample guarantee of financial responsibility for international group trips	Year of event + 3	Provincial office from Unit
IT.8	Application for WAGGGS introduction card	Year of event + 1	Provincial office from Unit
R.1	Application for a National volunteer position	End of position + 3 Refused + 3	National office
R.3	Application for recognition of adult service awards: for Fortitude and Valor awards	C+ 3	National office
SG.1	Activity Plan	Year of event + 3	Provincial office
SG.2	Parent/Guardian information and permission to participate (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, waiver and	Year of event + 3	Provincial office

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	assumption of risk (was C.8)		
SG.6	Adventure Activity Trip Plan	Year of event + 3	Provincial office
STG.1	International Trip Application Form – Girl Member	Year of event + 3	National Office (Not sent to national at provincial office)
STG.2	Reference Form – Girl Member	Year of event + 3	National Office (Not sent to national at provincial office)
STA.1	International Trip Application Form – Guider	Year of event + 3	National Office (Not sent to national at provincial office)
STA.2	Reference Form – Guider	Year of event + 3	National Office (Not sent to national at provincial office)
STS.1	International Trip Application Form – Seminar/Workshop	Year of event + 3	National Office (Not sent to national at provincial office)
STS.2	Reference Form – Seminar/Workshop	Year of event + 3	National Office (Not sent to national at provincial office)
S.1	Screening checklist	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 check form	Membership + 3 Incomplete: 6 months	Provincial office
TR.1	Training Equivalency Form	Membership + 3	Provincial office
TR.2	Trainer Interest 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
WA.1	Water activity authorization	Year of event + 3	Provincial office
WA.2	Participant Swim Test Verification	C + 5 yr Membership + 3	Provincial office
WA.3	Group Swim Test Verification	C + 5	Provincial office
	Other Event application forms	Accepted: year of event + 1 Refused: year of event + 3	Provincial office from Unit, District, Area
	Scholarship applications	Year of application + 3	National office Provincial office or as applicable

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	Code of Conduct for All Adult Members	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 at the creating council)

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Forms Discontinued

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
C.1	Annual camping statistics report	End of use	Prov Camping Adviser (CA)
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 CA
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 CA
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
C.10	Medications consent	End of validity period or event: Destroy or Return	Guider (first aid kit) Unit Records
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.	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

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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
RA.1	Risk assessment checklist	N/A	Unit
T. 2, 3, 4, 6 & 13	Trainer forms (discontinued September 2007)	Not renewed or refused: C+ 3 year	Provincial office
INS.03	Request for proof of insurance – Levels III-IV.	C + 1	National office

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