



Operational Guideline

Documentation Filing	O.G. # 2.02.02	Page 1 of 1
	Eff: October 10, 2014	Initial of Pres DC

Purpose: To ensure that all documentation is correctly filled for reference.

Scope: The BCFTOA Executive.

Policy: The Administrative Assistant shall keep all documentation in an electronic format.

Procedure:

In order to ensure that all documentation that is produced or received by the BCFTOA is preserved for future reference. The Administrative Assistant shall produce an electronic filing system. The filing system shall take in consideration that the website is not a form of electronic filing.

Filing System/Folders shall include the following areas:

- Correspondence
- Letters from the Executive
- Letter for the Executive
- Legal
- Financial Committee
- Resolution Committee
- AGM Minutes
- Zone Minutes
- Executive Meeting Minutes
- Monthly Conference Calls
- Office of the Fire Commissioner
- Fire Chief Association of BC
- Fire Prevention Officers of BC
- Professional Fire Fighters of BC
- BC Volunteer Fire Fighters Association
- Gaming Funds
- Website Company

All documentation shall remain in the electronic files at all times. There shall be no reason to remove the documentation based on the filing system outlined

Reference:

2.01.05 Meeting Minutes

4.01.01 Administration Forms

4.02.01 Financial Forms

 Signature of President Signed: October 26, 2014	This OG replaces Issued: NA
---	------------------------------------