

Schedule “A” – ONE JIB Records Retention and Classification

NOTE: for consideration/adoption at February 28, 2024 ONE JIB Meeting

ONE Investment, pursuant to section 2.3 (a) of a Services Agreement with ONE Joint Investment Board (ONE JIB), dated May 19, 2020, is responsible for the maintenance of proper and complete records in connection with the ONE Prudent Investment Program that is governed by the Board.

CATEGORY:	Notes	Classification	Retention
Finance			
Auditor/Audit		F03 Agreements/Leases/Contracts	Termination plus 7 years
		F08 Financial Statements	15 years
		E13 Officers	7 years
Benchmarks for Prudent Investment Funds		F10 Investments	7 years
Chief Investment Officer		E13 Officers	7 years
Compliance Officer		E13 Officers	7 years
Compliance		F20 Compliance	7 years
External Fund Managers	More details under “Funds Operation”	F03 Agreements/Leases/Contracts	Termination plus 7 years
Financial Statements		F08 Financial Statements	15 years
Funds Operation	Sub-folder for each Fund Manager	F04 Banking	7 years
		F08 Financial Statements	15 years
		F10 Investments	7 years
Investment Allocation and Strategy		F10 Investments	7 years
Management Fees		F10 Investments	7 years
Meetings/Conferences		F19 Meetings/Conferences	2 years
Outcomes Framework		F10 Investments	7 years
Outsourced Chief Investment Officer	Agreement	F03 Agreements/Leases/Contracts	Termination plus 7 years
	Operations	F10 Investments	7 years
Participating Municipalities	Agreement	F03 Agreements/Leases/Contracts	Termination plus 7 years
	Operations	M00 Participating Municipalities subfolder for each of the ONE JIB investors	7 years
Securities		F21 Securities	7 years
Templates		A07 Policies and Procedures	Current version plus 2 years

CATEGORY: Administration, Governance and Membership	Notes	Classification	Retention
Administrative		A00 Administrative General	2 years
Annual Report		E01 Annual Report	Permanent
Board Chair		E12 Board Members	10 years
Board Governance Self Evaluation		E12 Board Members	7 years
Board Governance Training		E12 Board Members	7 years
Board Members		E12 Board Members	10 years
Board Secretary		E13 Officers	7 years
		A15 Access and Privacy (for any FOI)	7 years
Board Vice-Chair		E12 Board Members	10 years
Closed Meeting Investigator		E13 Officers	7 years
Code of Conduct		A07 Policies and Procedures	Current version plus 2 years
Committees		E04 Committee Agendas/Minutes	Permanent
Futures List		E03 Board and Executive Agenda Package	7 years
Integrity Commissioner		E13 Officers	7 years
Legal Opinions		A16 Legal Counsel/Opinions	Permanent
Meeting Schedules		E03 Board/Executive Agenda Package	7 years
ONE Investment		F03 Agreements/Leases/Contracts	Termination Plus 7 years
ONE JIB Agendas		E03 Board/Executive Agenda Package	Permanent
ONE JIB By- laws/Constitution		E07 Constitution/Bylaw	Permanent
ONE JIB Minutes		E02 Board and Executive Minutes	Permanent
Policies		A07 Policies and Procedures	Current version plus 2 years
Prospective Municipalities		M01 Prospective Municipalities	2 years
Skills Matrix		E12 Board Members	7 years
Strategic Planning/ Strategic Plan		E08 Organization/Strategic Plan	7 years

CATEGORY: Human Resources	Notes	Classification	Retention
Training, Development and Certification	For ONE JIB members and key ONE Investment staff	H06 Training and Development	5 years