

## MANAGEMENT AND RETENTION OF PENSION PLAN RECORDS POLICY

The purpose of this Policy is to ensure that all necessary records are protected and maintained, including all electronic records, such as e-mails, web files, PDF documents and all other formatted files.

This Policy represents CUPE's policy, as Administrative Agent of the CUPE Employees' Pension Plan, regarding the retention and disposal of records and the retention and disposal of electronic files.

The policy is organized under the following sections:

- A. Plan Records That Pertain to Legislated and Accounting Requirements
- B. Plan Records That Pertain to Individual Plan Members
- C. General Plan Records That Pertain to Day-to-Day Operation

### A. PLAN RECORDS THAT PERTAIN TO LEGISLATED AND ACCOUNTING REQUIREMENTS

Record Type	Record Format	Retention Period
	Paper and Electronic	Permanent

Plan Texts  
 Amendments  
 Trust Agreements, including amendments to  
 Custodial Agreements, including amendments to  
 Investment Management Agreements  
 Consultant Agreements  
 Administrative Agent Agreements  
 Other Agents Agreements  
 Collective Bargaining Agreements  
 Reciprocal Transfer Agreements  
 Member Booklets  
 Summary of Contributions  
 Investment Information Summary  
 Annual Information Returns  
 Pension Benefits Guarantee Fund  
 Actuarial Information Summary  
 Actuarial Valuation Reports/Cost Certificates  
 Financial Statements  
 Monthly Contributions Summary

The above records are either stored electronically under the shared Pension drive under the CUPE Network or the Joint Board of Trustees (JBT) drive. The CUPE Network is backed-up on a daily basis. Only pension staff and the Recording Secretary have access to the shared Pension drive. Only the Recording Secretary and limited pension staff have access to the JBT drive. Paper files are kept in-house in the Pension Office in a secure location. Older records are archived and stored in labelled boxes in a storage room within the CUPE National Office. The storage room is locked at all times and requires special access. A list is kept by Pension and the Recording Secretary of all boxes in the storage room.

Some of the above records are also accessible under the CUPE Employees' Pension Plan Website, the FSCO Website, the Custodian on-line Website and the Consultant.

## **B. PLAN RECORDS THAT PERTAIN TO INDIVIDUAL PLAN MEMBERS**

<b>Record Type</b>	<b>Record Format</b>	<b>Retention Period</b>
	Paper and Electronic	Permanent
Plan Enrolment Forms		
Beneficiary Designation/Spousal Declaration Forms		
Annual Statements		
Retirement/Termination Statements		
Election Options		
Payment/Transfer/Buyback Information		
Pension Calculation		
General Information		
Correspondence		
Beneficiary Designation Forms		
Pension Adjustment Reversals		

Every plan member is assigned a Pension Certificate number with a Pension File. All paper information is filed in the Pension File or Retiree File. Each plan member is also assigned a separate directory under the shared Pension drive under the CUPE Network. All records for each plan member are stored electronically. Only pension staff and the Recording Secretary have access to the shared Pension drive. Only the Recording Secretary and limited pension staff have access to the JBT drive. Paper files are kept in-house in the Pension Office in a secure location. Older records are archived and stored in labelled boxes in a storage room within the CUPE National Office. The storage room is locked at all times and requires special access. A list is kept by Pension and the Recording Secretary of all boxes in the storage room. The CUPE Network is backed-up on a daily basis. Some of the above records are also stored under the AVANTI Pension Plan Module accessible by Pension staff only. Some of the above records are also stored with the Consultant.

## **C. GENERAL PLAN RECORDS THAT PERTAIN TO DAY-TO-DAY OPERATION**

<b>Record Type</b>	<b>Record Format</b>	<b>Retention Period</b>
	Paper and Electronic	Permanent
Minutes of Meetings/Motions (Board/Subcommittee)		
Training Documents		
Trustees' Expenses		
Various Correspondence Relating to JBT		
Various JBT/CEPP Policies		
Documents for JBT/Sub-Committees		
Distributions		
Retiree Trustee/Alternate Retire Trustee Election		6 months
Pre-Retirement Seminars		5 years

All records relating to the Joint Board of Trustees is saved under the Joint Board of Trustees drive under the CUPE Network. The CUPE Network is backed-up on a daily basis. Only the Recording Secretary and limited pension staff have access to the JBT drive. Paper files are kept in the Recording Secretary's office or in the Pension Office in a secure location. Older records are archived and stored in labelled boxes in a storage within the CUPE National Office. The storage room is locked at all times and requires special access. A list is kept by Pension staff and the Recording Secretary of all boxes in the storage room.

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