POLICY 17

Document Retention, Publication and Transparency

Published November 17, 2026

Purpose and scope

TBGN keeps reliable records and discloses public information in a way that protects personal and confidential material.

Keep and dispose of records

Assign owners and legally reviewed retention periods to governance, finance, applications, consent, participant, incident and evaluation records. Protect records from unauthorized access and stop routine disposal when litigation, investigation, an audit or a complaint requires preservation.

Dispose of expired records securely, including exports and copies where reasonably possible. Preserve approval and verification records and approved learning materials for the applicable period. Avoid retaining sensitive raw prompts.

Publish and correct

Maintain an accessible policy library, eligibility information, complaint routes, yearly outcomes and appropriate financial summaries. Distinguish estimates, self-reports and verified findings. Keep program proposals distinct from measured results and correct material errors.

Maintain internal document ownership, approval, effective and review dates, version history and changes. Use publication dates for public copies and describe adoption status accurately.

Records and review

The responsible lead keeps the records needed to demonstrate implementation, including relevant approvals, training, checks, incidents and corrective actions. Review this policy at least annually and after a material incident, change in law or funding, or significant program expansion. Refer material changes to the authority designated by Potter's House.

Standards for AI-assisted work

Use approved tools for a defined learning or operational purpose. A person reviews AI-assisted work, checks substantive claims against reliable sources and decides what to use. Protect private information, disclose material AI use and provide an accessible alternative where needed. Record the purpose, tool and permissions, privacy checks, verification, incidents and follow-up.

Official references

Canada Revenue Agency - Books and records