

ELECTRONIC IN-CAMERA FILE

1. All In-Camera items will be scanned and maintained electronically (password protected) at the Division Board Office.
 - i) Each document will be logged electronically with the reference date of the meeting and a generic description of the In-Camera item for future reference.
 - ii) This electronic medium will be stored in the fire proof safe at the Division Board Office.
2. Access will require a password and an electronic signature log will provide an audit trail.
3. Passwords will be given to the Chairperson, Vice-Chairperson, Secretary-Treasurer and Executive Secretary. The passwords will be changed each quarter or if there is a personnel change in those roles.