

## Attachment 2

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

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

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