



## Keeping Official Records

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**Reviewed by:** LFNP Contributors

**Time to Read:** 8 minutes

This Fact Sheet provides information about the legal rules non-profits must follow for keeping official records.

The Societies Act requires all BC non-profits keep what are called “official records” and to make some or all these records available to directors, members of the society, and members of the public. Official records a non-profit must keep, either in digital or paper format, are outlined in sections 20(1) and 20(2) of the Societies Act. These records are ones about governance, members, directors, and finances of the non-profit:

Governance	Members	Directors	Finances
Certificate of Incorporation	Register of Members	Register of Directors	Financial Statements
Constitution	General Meetings of members - AGM/SGM-minutes	Consents to act as Directors	Accounting records
Bylaws		Board Meeting minutes	Auditor's Reports (if audits are required)
Statement of Directors and Registered Office		Conflict of interest disclosures	
Court Orders		Resignations	

The best practice is to keep all records in one format, either digital or paper, and to have at least one backup. For example, paper files (printouts) provide a backup for digital (computer) records. A further, best practice is for non-profits to have a designated folder in which to keep all its official records.