

Safe Guide Document Retention Process

Green Level Activities:

- Document retention of all Safe Guide paperwork for Green level activities should be completed at least once per Guiding year This includes all SG.4s, including any health treatment forms.
 - Electronic Submissions – Process being redeveloped. Hold on to paperwork for now and stay tuned for more information in early 2022.
 - Paper Submissions can be sent to National office by mail to:
Girl Guides of Canada, 50 Merton St. Toronto, ON M4S 1A3.
On the outside of the envelope write:
 - Safe Guide Package
 - 2021-2022 Guiding Year
 - Your unit name and iMIS # and/or organizing group and iMIS #

Yellow & Red Level Activities:

- Once the activity is over, all SG Forms (Including any medication or health treatment records e.g. H.3, H.4, H.5, H.6, H.7) with the **tracking number** are to be sent for document retention.

Electronic Submissions

For each activity

- Process being redeveloped. Hold on to paperwork for now and stay tuned for more information in early 2022.

Paper Submissions

Please submit paper packages in batches (e.g. December & June), or at least once a year

- Place each event into an envelope labelled with the [Forms Retention label](#)
- On the outside of the envelope write:
 - Safe Guide Package
 - 2021-2022 Guiding Year
 - Your unit name and iMIS # and/or organizing group and iMIS #
- Mail to **Girl Guides of Canada, c/o Safe Guide Package 50 Merton St. Toronto, ON M4S 1A3.**