

Schedule A

RECORDS RETENTION SCHEDULE

Subject	Description	Suggested Retention Period in Years
Accountants Accounts	Working Papers	7
	Paid (summary sheet)	7
	Payable Vouchers	7
	Receivable Duplicate Invoices	7
Administration	Reports (not part of minutes)	7
	General	2
Advertising	As Per Legislation	7
Agendas Agreements	Part of Minutes	P
	General	7 S/O
	Development	7 S/O
	Major Legal	7 S/O
Annexations	Minor Legal	7 S/O
	Correspondence	7
	Final Order	P
Annual reports		5-7
	Annual reports Applications	5-7
Appointments		2
		3
		1
		3
Assessment	Local Boards	
	Site Plan Approval	
	Subdivision (after final approval)	
	Part-time Employees (after end of employ)	
	Other Than Those in Minutes	
	Rolls	P
	Assessment Review	P
	Board (ARB) Minutes	
	ARB Work File	5
	Appeals	7
	ARB Records	7
	Duplicate Roll	7
Review Court Records	7	
Board File	5	
Assessment Appeal Assets		
		20 S/O
Bank	Records of Surplus	5
	Temporary Files	2
	Deposit Books	7
	Deposit Slips	7
Boards	Memos (Credit/Debit) Reconciliations	7
	Statements	2
	Minutes	7
	Authority & Structure	P
Briefings/Reports	Correspondence	5 S/O
	To Council	5
	Operating (in minutes)	7
	Capital (in minutes)	P
Budgets	Working Papers	P
	All	3
Bylaws	Receipts Journal	P
	Cash	7
Certificates	Disbursements Journal	7
	Duplicate Receipts	7
	Of Title	P

Census	Reports	10
Cheques	Cancelled (paid)	7
	Register	7
	Stubs	7
Claims	Notice of	7 S/O
	Statements of	7 S/O
	Minutes	P
	Records	7
		1
Committee	Files(completion of)	7 S/O
Compensation	Forms	7
Computer Cards	Major Legal	7 S/O
Contracts	Minor Legal	7 S/O
	Minutes	P
		7 S/O
Council		P
Court Cases	Not Part of Bylaws	7 S/O
Destroyed Records Index	Agreements Major Legal	7 S/O
Documents	Agreements Minor Legal	7 S/O
	Contracts Legal	7 S/O
	Easements	7 S/O
	Leases (after expiration)	7 S/O
	Notices of Change of	7 S/O
	Land Titles	
	Nomination Papers	Sec 28(4) Local
		Authorities Election Act
Elections	Ballot Box Contents	Sec 101 Local Authorities
		Election Act
		P
		5
Engineering	Drawings	
Employee Benefits	A.H.C. Blue Cross,	
	Dental, etc.	4-5
	W.C.B. Claims	3
	Job applications (hired)	1
	Job application (not	
	hired)	
	Job Descriptions	3 (after position
		abolished)
		P
	Oaths of Office	P
	Personnel File	7
	Interim	3
	Working Papers	10
	Final	P
		5-7
	Deductions	1
	TD1	5-7
	T4	5-7
	T4 Summaries	3
	From the Public	
	Claims	5 (after settled)
	Records (after expiration)	5
	Appraisals	1 (after sold)
	After Expiration	7 S/O
	Opinions	7 S/O
	Proceedings	7 S/O
	Acts (After superseded)	1
	Applications	3
	Business (after expired)	5
	Literature	2
	Records	P
	Base (original)	P
	Contour	P
		7
Local Improvements		P
Maps		P
		P
Maintenance Reports		P
Minutes		P

Monthly Reports	Road	5-7
Municipal Affairs	Annual Reports	5
Organization	Structure & Records	2-5 S/O
Payroll	Garnishees	3
	Individual Earning	P
	Records	P
	Journal	4-6
	Time Cards	5
	Time Sheets - Daily	5
	- Overtime	
	- Weekly	5
	Employment Insurance	5
Permits	Records	7 S/O
Petitions	Development	7-10
Plans	Official	P
	Amendments	P
	Subdivision	P
	After Superseded	5
Policy	Project	5-7
Progress Reports	Under Contract (Final	5-7 S/O
	Payment	
		Until sold +7
Property Files	All	7 S/O
Prosecution	Local Reports	3
Publications	Land	Until sold +7
Purchase	Books	7
Receipts	Duplicate Cash	7
	Registration	7
		3
Receptions & Special		
Events (non historic)	Accident	7 S/O
Reports	Accident Statistics	7 S/O
	Field	7 S/O
Requisitions	Copies	2
	Duplicate	7
	Paid	7
	Minutes	P
Resolutions	After Final Approval	7
Subdivision	Sign Inventory Register	P
Street	Rolls	P
Tax	Records	P
Tax Recovery	Arrears	7
Taxes	Final Billing	10
	Municipal Credits	7
	Receipts	7
	Rolls	P
	Sale Deeds	P
	Employees	P
Termination	Files	7
Tenders	Successful	7
	Purchase Quotations	7
	Unsuccessful	2
	Streets	7
		5
Traffic		
Training and	Monthly	3
Development Files	Year End	7
Trial Balances	Acknowledgments To	2
	Contracts	7
	Suppliers Files	7
Vendors	Duplicate	7
		10
Vouchers	until updated	1
Writs	Bylaws	P
Weed Control Reports	Bylaw Enforcement	5
Zoning		