



Record Management Schedule A

Record Management Schedule "A"

<u>SUBJECT</u>	<u>DESCRIPTION</u>	<u>YEARS</u>	<u>ACTION</u>
Accountants	Working papers	7	De
Accounts	Receivable paid invoices	7	De
Agendas	Part of minutes	Permanent	H&E
Agreements	Copies after superseded	Permanent	H
	Signature Page	Permanent	H
AB. Municipal Affairs	Public Stats	5	De
Annual Reports	CARLS	Permanent	H
Annual Reports	Local Board	7	De
Architectural Drawings	Building	Permanent	H
Audit	Monthly Financial Statements	1	De
	Working papers	7	De
	Final Audit	Permanent	H
Bank	Deposit Books	7	De
	Debits/Credits	7	De
	Reconciliations	3	De
	Statements	7	De
Board	Minutes	Permanent	H
Briefs/Reports	To Government	7	De
Budgets	Final	Permanent	H
Building	Design Estimates	3	De
	Files	15	De
	Inspection records	Permanent	H
	Purchase of land	Permanent	H
Bylaws	All	Permanent	H
Cash	Receipt Journals	7	De
	Petty Cash Vouchers	3	De
Certificates	Title	Permanent	H
Cheques	Paid (cancelled)	7	De
	Register	7	De
	Stubs/Duplicates	7	De
Committee	Minutes	Permanent	H
Contracts		Permanent	H
Correspondence	General	7	De
	Historical	Permanent	H
Court Cases		Permanent	H
Deeds		Permanent	H
Employee Benefits	WCB Claims	Permanent	H
	Other Claims	Permanent	H
Employees	Applications/hired	Permanent	H
	Applications/not hired	1	De
	Job Descriptions	5	De
	Personnel Files	Permanent	H
Grant Applications	General	7	De
Income Tax	Expense Forms	1	Re
	Deductions	7	De
	TD1 Forms	1	Re
	T4 slips/summaries	Permanent	H



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Insurance	Claims	Permanent	H
Journals	General	Permanent	H
Land	Purchase	Permanent	H
Leases	After Expiration	7	De
Ledgers	General	Permanent	H
Legal	Opinions	Permanent	H
	Proceedings	Permanent	H
Legislation	Acts – after superceded	1	De
Media Releases		Permanent	H&E
Minutes	Board	Permanent	H
	Committee	Permanent	H
Newspaper Clippings		Permanent	H
Organization	Structure/records	Permanent	H
Payroll	Garnishees	3	De
	Individual Earnings record	Permanent	H
	Journal	Permanent	H
	Rough sheets	1	De
	Time sheets	5	De
	El records	5	De
Personnel Files		Permanent	H
Photos	General	Permanent	H
Policy	After superceded	10	De
STEP		7	De
Publications	Newsletters	1	De
Purchase Orders	Paid	2	De
Receipts	Books	7	De
Requisitions	Paid	7	De
Summer Reading Program Posters		2	De
	Samples	2	De
	Files	2	De
Termination	Employees	Permanent	H
Tenders	Files	7	De
Utilities	Location of	Permanent	H
Vendors	Correspondence	2	De
	Supplier Files		Re
Workshops	Library Manager/Trustees	5	De
	Training/Development	5	De

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