



SCHEDULE "A"

Subject	Description	Retention Period in Years
Accountants	Working Papers	7
Accounts	Paid (Summary Sheet)	7
	Payable – Vendor Invoices	7
	Receivable - Invoices	7
Administration	Reports (not part of minutes)	7
	As Per legislation	7
Advertising	General	3
	As Per Legislation	7
Agendas	Council - Not as part of Minutes	P
Agreements/ Contracts	General	12 after S/O
	Development	12 after S/O
	Major Legal	12 after S/O
	Minor Legal	12 after S/O
Annexations	Correspondence	7
	Final Order	P
Applications	Site Plan Approval	3
Appointments	Other than those in Minutes	3
Assessment	Assessment Review Board (ARB)	P
	Minutes	P
	Appeals	7
	ARB Records	7
Assets	Tangible capital assets after disposal	7
Bank	Deposit Books	7
	Reconciliations	7
	Statements	7
Boards	Authority & Structure	5 S/O
	Correspondence	5
Budgets	Operating (in minutes)	P
	Capital (in minutes)	P
	Working Papers	3
Bylaws	All	P



Subject	Description	Retention Period in Years
Cash	Receipts Journal	7
Certificates	Of Title	P
Census	Reports	12
Cheques	Register	7
Claims	Notice of	12 S/O
Court Cases	After final conclusion	3
Destroyed Records Index		P
Elections	Nomination papers Ballot Box Contents	As per Local Authorities Election Act
Engineering	Drawings	P
Employee Records	Job Descriptions (after altered)	3
	Oaths of Office (after position vacated)	1
	Personnel File (after cessation of employment or dismissal)	3
	WCB Claims	5
	LAPP after cessation of employment	7
Financial Statements	Working Papers	7
	Final	P
Franchises		P
Income Tax	T4 and T4A	7
	T4 and T4A Summaries	7
Insurance	Claims (after settled)	12
	Records (after expiration)	12
Land Files		P
Leases	After Expiration	7 S/O
Legal	Proceedings	12 S/O
Licenses	Applications	3
Local Improvements	Records	P
Maps	Base (original)	S/O
	Contour	S/O



Subject	Description	Retention Period in Years
Maintenance Reports		7
Minutes	Council Statutory Boards	P P
Monthly Reports	Roads	7
Organization	Structure and Records	3 S/O
Payroll	Journal	7
Permits	Development	P
Petitions		3
Plans	Official Amendments Subdivision	P P P
Policy	After Superseded	7
Progress Reports	Project Under Contract (Final payment)	7 7 S/O
Property Files	Until Sold + 11	12
Purchase	Land	Until Sold + 12
Reports	Accident Accident Statistics Field	21 12 S/O 12 S/O
Requisitions	Copies	7
Subdivision	After Final Approval	P
Street	Sign Inventory Register	P
Tax	Record of levy	7
Tax Recovery	Records	P
Termination	Employees (after cessation or termination)	3
Tenders	Files	12
	Successful	12
	Purchase Quotations	12
	Unsuccessful	3



Subject	Description	Retention Period in Years
Traffic	Streets	7
Trial Balances	Year End	7
Writs		12
Weed Control Reports	Until updated	1
Zoning	Bylaw Enforcement	5

As amended by Resolution # _____