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**1. ACCOUNTING AND FINANCE**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>1.1 Accounts Payable</b> (includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence, etc.)	<b>7 years</b>	<b>Dispose</b>
<b>1.2 Accounts Receivable</b> (includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)	<b>7 years</b>	<b>Dispose</b>
<b>1.3 Annual Financial Statements</b>	<b>Permanent</b> as per legislation	<b>Permanent</b> as per legislation
<b>1.4 Audits and Compliance Reviews</b> (auditor recommendations, reports, etc.)	<b>7 years</b>	<b>Dispose</b>
<b>1.5 Bank Accounts</b> (includes records related to termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliations, deposit books, cheques stubs/duplicates, etc.)	<b>7 years</b>	<b>Dispose</b>
<b>1.6 Budget</b> (as part of the minutes)	<b>Permanent</b>	<b>Permanent</b>
<b>1.7 Budget Related Reports</b>	<b>7 years</b>	<b>DISPOSE</b>
<b>1.8 Cash Payments and Receipts</b> (includes cash payments books, print-outs, cash reports and summaries, register tapes, etc.)	<b>7 years</b>	<b>DISPOSE</b>
<b>1.9 Debentures/Loans</b> (includes registers, coupons, etc.)	<b>7 years after final payment</b>	<b>DISPOSE</b>
<b>1.10 Federal/Provincial Remittance</b>	<b>7 years</b>	<b>DISPOSE</b>
<b>1.11 Grants</b> (includes applications and supporting documentation)	<b>7 years after completion of project, activity, task, etc. or rejection of application</b>	<b>Contact the Archives Dispose only upon the Archives recommendation</b>
<b>1.12 Investment Records</b>	<b>7 years after maturity of financial instruments</b>	<b>DISPOSE</b>
<b>1.13 Ledgers/Journals</b> (includes general ledgers, subsidiary ledgers, ledger cards, reports, journals, etc.)	<b>7 years</b>	<b>DISPOSE</b>
<b>1.14 Local Improvement Roll</b>	<b>7 years after completion of project</b>	<b>DISPOSE</b>

**1. ACCOUNTING AND FINANCE (cont'd)**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>1.15 Monthly Financial Statements</b>	<b>7 years</b>	<b>DISPOSE</b>
<b>1.16 Requisition/Purchase Orders</b>	<b>7 years</b>	<b>DISPOSE</b>
<b>1.17 Tax Roll/Assessment Roll</b> (i.e. hard copy of year-end print out)	<b>Permanent</b> as per Legislation	<b>PERMANENT</b> as per Legislation
<b>1.18 Utility Documents</b> (includes water and sewer cards and ledgers, utilities tax roll, etc.)	<b>7 years</b>	<b>DISPOSE</b>

**2. ADMINISTRATION**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>2.1 Agreements/Contracts and Supporting Documentation</b> (pertaining to land, buildings, properties, structures, etc. owned by the municipality including construction agreements/contracts, etc.)	<b>10 years after disposition of building, property or structure</b>	<b>Contact the Archives Dispose only upon the Archives recommendation</b>
<b>2.2 Agreements/Contracts and Supporting Documentation</b> (not related to land, buildings, properties, etc.)	<b>7 years after termination of agreement/contract</b>	<b>Contact the Archives Dispose only upon the Archives recommendation</b>
<b>2.3 Appeals</b> (under the Planning and Development Act, 1983)	<b>7 years after final decision rendered</b>	<b>Contact the Archives Dispose only upon the Archives recommendation</b>
<b>2.4 Celebrations and Events</b>	<b>3 years after concluded</b>	<b>Contact the Archives Dispose only upon the Archives recommendation</b>
<b>2.5 Cemetery Records</b>	<b>Permanent</b> as per Legislation	<b>Permanent</b> as per Legislation
<b>2.6 First Nations Consultations</b>	<b>Permanent</b>	<b>Permanent</b>
<b>2.7 Inquiries</b> (under Local Authority Freedom of Information and Protection of Privacy Act)	<b>7 years</b>	<b>DISPOSE</b>
<b>2.8 Insurance Policies – Liability</b> (may be required if there is a liability claim in the future)	<b>Permanent</b>	<b>Permanent</b>

**2. ADMINISTRATION (cont'd)**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>2.9 Insurance Policies – Property</b> (includes insurance claims)	<b>7 years after termination/cancellation of policy</b>	<b>DISPOSE</b>
<b>2.10 Photographs</b>	<b>When obsolete contact the Archives</b>	<b>Contact the Archives. Dispose only upon the Archives recommendation</b>
<b>2.11 Public Notice Documentation</b>	<b>2 years after event for which notice was given</b>	<b>DISPOSE</b>
<b>2.12 Records Disposal Documentation</b>	<b>Permanent</b>	<b>Permanent</b>
<b>2.13 Tax Assessment Appeals</b>	<b>7 years after final decision rendered</b>	<b>DISPOSE</b>
<b>2.14 Tax Assessment Records</b> (assessor's valuation records, reassessment sheets, etc.)	<b>3 years after superseded by new assessment or obsolete</b>	<b>DISPOSE</b>
<b>2.15 Tax Certificates</b>	<b>7 years</b>	<b>DISPOSE</b>
<b>2.16 Tax and Assessment Undelivered Notices</b> (Where a notice is undelivered or returned due to an unknown address the notice shall be retained) (Section 216 & 268 <i>The Municipalities Act</i> )	<b>7 years</b>	<b>DISPOSE</b>
<b>2.17 Tax Enforcement Records</b> (includes tax lien withdrawals, etc.)	<b>7 years after tax title property sold or property disposed of in any other manner</b>	<b>DISPOSE</b>
<b>2.18 Other Enforcement Records</b> (Includes weed control & pest control records)	<b>7 years after settlement</b>	<b>DISPOSE</b>
<b>2.19 Water Analysis and Reports</b> (may be required if there is a liability claim in the future)	<b>25 years</b>	<b>Contact the Archives Dispose only upon the Archives recommendation</b>

### **3. ELECTION**

Records included in this section are governed by *The Local Government Election Act, 2015* and *The Municipalities Act*. Where specific retention requirements are identified in the legislation, relevant sections in the acts are indicated. **Unless otherwise specified, all records are retained for “after election day” plus number indicated below.**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>3.1 Ballots</b>	<b>3 months</b> (142 <i>Local Government Election Act, 2015-LGEA</i> )	<b>DISPOSE</b>
<b>3.2 Disclosure of Holdings</b> (includes public disclosure statements)	<b>Term of Office (4 years)</b>	<b>DISPOSE</b>
<b>3.3 Declaration of Agent/Friend</b>	<b>3 months</b>	<b>DISPOSE</b>
<b>3.4 Declaration of Polls</b>	<b>3 months</b> (142 LGEA)	<b>DISPOSE</b>
<b>3.5 Deputy Returning Officer Statement of Results</b>	<b>Permanent</b>	<b>Permanent</b>
<b>3.6 Nominations and Receipts</b>	<b>Term of Office (4 years)</b> (69(6) LGEA)	<b>DISPOSE</b>
<b>3.7 Oaths of Office</b>	<b>Term of Office</b>	<b>DISPOSE</b>
<b>3.8 Returning Officer’s Summary of Results</b>	<b>Permanent or contact the Archives</b>	<b>Permanent or contact the Archives</b>
<b>3.9 Poll Books</b>	<b>3 months</b> (142 LGEA)	<b>DISPOSE</b>
<b>3.10 Voters’ Lists</b>	<b>Contact the Archives</b>	<b>Contact the Archives</b> <b>Dispose only upon the Archives recommendation</b>
<b>3.11 Voters’ Registration Forms</b>	<b>3 months</b> (142 LGEA)	<b>DISPOSE</b>
<b>3.12 Ballot Box Contents (includes ballots, registration forms, etc.)</b>	<b>3 months</b> (142 LGEA)	<b>DISPOSE</b>
<b>3.13 List of Assessed Owners (Rural Municipalities Only)</b>	<b>Until replaced pursuant to Section 40 LGEA</b>	<b>DISPOSE</b>

**4. EMPLOYEE – EMPLOYER**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>4.1 Employee Records</b> (includes time cards, pay records, etc.)	<b>10 years after termination of employment</b>	<b>Dispose</b>
<b>4.2 Income Tax</b> (T4s, TD1s, etc.)	<b>7 years</b>	<b>Dispose</b>

**5. LEGAL**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>5.1 Minister's Orders</b>	<b>Permanent</b> as per Legislation	<b>PERMANENT</b> as per Legislation
<b>5.2 Claims</b> (includes notices of claim, statements of claim, etc.)	<b>10 years after settlement</b>	<b>Contact the Archives Dispose only upon the Archives recommendation</b>
<b>5.3 Petitions</b>	<b>7 years</b>	<b>Contact the Archives Dispose only upon the Archives recommendation</b>
<b>5.4 Writs</b>	<b>10 years after expiration or completion</b>	<b>DISPOSE</b>

**6. LICENCES AND PERMITS****6.1 Licenses and Permits Issued to Municipalities**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>6.1.1 Licenses and Permits</b> (related to land, buildings, structures, properties)	<b>Upon rejection of permit/license or life time of structure, building, property plus 10 years</b>	<b>Contact the Archives Dispose only upon the Archives recommendation</b>
<b>6.1.2 Licenses and Permits</b> (not related to land, buildings, structures and development projects)	<b>7 years after expiration/termination or rejection of license or permit</b>	<b>DISPOSE</b>

**6.2 Licenses and Permits Issued by Municipalities**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>6.2.1 Building Permits</b> (includes supporting documentation)	after rejection of permit or life of building/structure plus 10 years	Contact the Archives Dispose only upon the Archives recommendation
<b>6.2.2 Development Permits</b> (includes supporting documentation)	25 years after superseded	Contact the Archives Dispose only upon the Archives recommendation
<b>6.2.3 Development Permits – Denied</b>	10 years	Contact the Archives Dispose only upon the Archives recommendation
<b>6.2.4 Development Permits – Register</b>	Permanent	PERMANENT
<b>6.2.5 Other Permits</b> (not related to land, buildings, structures, development projects)	3 years after expiration/termination or rejection of permit	DISPOSE
<b>6.2.6 Licenses</b> (includes supporting documentation)	7 years after termination/expiration or rejection of license	DISPOSE

**7. MAPS, PLANS AND SURVEYS**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>7.1 Architect's Drawings</b> (buildings, park sites, structures, etc.)	Life time of facility/structure plus 10 years	Contact the Archives Dispose only upon the Archives recommendation
<b>7.2 Municipal Maps and Plans</b>	Original or one selected copy to be retained permanently	Permanent or contact the Archives Dispose copies only upon the Archives recommendation
<b>7.3 Road Surveys</b>	7 years	Contact the Archives Dispose only upon the Archives recommendation
<b>7.4 Land Surveys Certificates/Surveyor's Reports</b>	7 years	DISPOSE

**8. MINUTES AND BYLAWS**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>8.1 Council Minutes</b> (includes original bylaws, active and repealed)	<b>Permanent</b> as per legislation	<b>PERMANENT</b> as per Legislation
<b>8.2 Repealed Bylaws</b> (includes certified copies that may be retained in Repealed Bylaw Registers)	<b>7 years</b>	<b>DISPOSE</b>
<b>8.3 Bylaw Registers (active and repealed)</b>	<b>Permanent</b>	<b>PERMANENT</b>

**9. REPORTS AND STATISTICS**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>9.1 Reports of Boards and Committees established by Council</b> (not forming part of council minutes)	<b>7 years</b>	<b>Contact the Archives Dispose only upon the Archives recommendation</b>
<b>9.2 Vital Statistics</b>	<b>7 years</b>	<b>DISPOSE</b>

**10. ROADS AND STREETS**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>10.1 Road Maintenance Records (includes reports)</b> (may be required if there is a liability claim in the future)	<b>25 years</b>	<b>Contact the Archives Dispose only upon the Archives recommendation</b>