



Chapter 12

Records Retention



Records Retention

Administration

Purpose is to outline the records retention and disposal schedules for the Town of Port au Port East according to Council Discretion and Municipalities Act, 1999

The Following document will be available for public inspection as per section 215

- a. Adopted minutes of the council
- b. Assessment rolls
- c. Regulations
- d. Municipal plan
- e. Opened public tenders
- f. Financial statements
- g. Auditor's report
- h. Adopted budgets
- i. Contracts
- j. Orders
- k. Permits
- l. All other documents table or adopted by Council at a public meeting.

TO DEAL WITH THE ACCUMULATION AND DISPOSAL OF RECORDS, THE FOLLOWING WILL BE THE RECORD RETENTION / DISPOSAL SCHEDULE FOR THE TOWN OF PORT AU PORT EAST.

Accounting

Period accounting	Retention (in years from the date that the document was created)
Annual Financial Statements	Permanent
Bank Statements	7
Bank Reconciliation Statements	7
Budget	Permanent
Cash Payment Books	7
Cash Receipt Books	7
Cash Register Tapes	7
Cheques Stubs/ Duplicates	7
Cheques (cancelled)	7
Daily Cash Reports & Summaries	7
Debenture Registers (After Final Payment)	7
Deposit Books	7
Federal / Provincial Remittance Forms	7
General Ledgers / Journals	7
Invoices (Including tax notices & utility billings)	7
Ledgers (Subsidiary)	7
Monthly Financial Statements	7
Receipts (Duplicate)	7
Requisitions / Purchase Orders	7
Tax Roll / Assessment Roll	Permanent
Payroll Records	7
Change in Ownership Documents	7
Tax Certificates	Permanent

Administration

Appeals under the Planning Act	3
Assessment Appeals	3
Assessor's Valuation Records	3
Insurance Policies (After Policy Expires)	3
Licenses	3
Permits	3
Photographs	3
Tax Enforcement Records (After Tax Title Property is sold)	3
Tax Lien Withdrawn Forms	7
Utility Documents	3

Agreements & Contracts

Agreements and Supporting Documentation	Permanent
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Correspondence

Correspondence	3
Petitions	7

Employee – Employer

Employee Records (After Termination)	Permanent
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Legal

Ministers Orders	Permanent
Notices of Claim	10
Statements of Claim	10
Writes	10

Minutes / Bylaws

Bylaws	Permanent
Minutes	Permanent

Miscellaneous

Cemetery Records	Permanent
Disclosure of Holdings (After Last Date of Appointment)	7
Vital Statistics	7

Plans

Architects Drawings (Buildings)	Life of Facility + 1 Year
Land Survey Certificates	Permanent
Original Municipal Maps & Plans	Permanent
Road Surverys	Permanent

Reports

Board and Committee Reports not forming part of the Council Minutes (if a report forms a part of the minutes, it is kept permanently as part of the Minutes)	3
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Election

	As per the Elections Act
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