

Schedule "A"
RECORDS RETENTION SCHEDULE

Subject	Description	Suggested Retention Period in Years
Accountants	Working Papers	7
Accounts	Paid (summary sheet)	7
	Payable Vouchers	7
	Receivable Duplicate Invoices	7
Administration	Reports (not part of minutes)	7
Advertising	General	2
	As per legislation	7
Agendas	Part of Minutes	P
Agreements	General	7
	Development	7
	Major Legal	7
	Minor Legal	7
Annexations	Correspondence	7
	Final Order	P
Annual Reports		5 to 7
Annual Reports	Local Boards	5 to 7
Applications	Site Plan Approval	2
	Subdivision (after final approval)	3
	Part-time Employees (after end of employment)	1
Appointments	Other than those in minutes	3
Assessments	Rolls	P
	Assessment Review Board (ARB) Minutes	P
	ARB Work File	5
	Appeals	7
	ARB Records	7
	Duplicate Roll	7
	Review Court Records	7
Assessment Appeal	Board File	5
Assets		20
	Records of Surplus	5
	Temporary Files	2
Bank	Deposit Books	7
	Deposit Slips	7
	Memos (Credit & Debit)	7
	Reconciliations	2
	Statements	7
Boards	Minutes	P
	Authority & Structure	5
	Correspondence	5
Briefings/Reports	To Council	7
Budgets	Operating (in Minutes)	P
	Capital (in Minutes)	P
	Working Papers	3
Bylaws	All	P
Cash	Receipts Journal	7
	Disbursements Journal	7
	Duplicate Receipts	7
Certificates	Of Titles	P
Census	Reports	10
Cheques	Cancelled (paid)	7
	Register	7
	Stubs	7
Claims	Notice of	7
	Statements of	7
Committee	Minutes	P
Compensation	Records of Surplus	7
Computer Cards		1
Contracts	Files (completion of)	7
	Forms	7

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Subject	Description	Suggested Retention Period in Years
Contracts	Major Legal	7
	Minor Legal	7
Council	Minutes	P
Court Cases		7
Destroyed Records Index		P
Documents	Not Part of Bylaws	7
	Agreements Major Legal	7
	Agreements Minor Legal	7
	Contracts Legal	7
	Easements	7
	Leases (after expiration)	7
	Notices of Change of Land Titles	7
Elections	Nominations Papers	Sec 28(4) Local Authorities Election Act
	Ballot Box Contents	Sec 101 Local Authorities Election Act
Engineering	Drawings	P
Employee Benefits	Alberta Health Care, Blue Cross, Dental, etc	5
	WCB Claims	4 to 5
Employees	Job Applications (hired)	3
	Job Applications (not hired)	1
	Job Descriptions	3 (after position abolished)
	Oaths of Office	P
	Personal File	P
Financial Statements	Interim	7
	Working papers	3
	Final	10
Franchises		P
Income Tax	Deductions	5 to 7
	TD1	1
	T4	5 to 7
	T4 Summaries	5 to 7
	From the Public	3
Inquiries		3
Insurance	Claims	5 (after settled)
	Records (after expiration)	5
Land	Appraisals	1 (after sold)
Leases	After expiration	7
Legal	Opinions	7
	Proceedings	7
Legislation	Acts (after superseded)	1
Licenses	Applications	3
	Business (after expired)	5
	Literature	2
Local Improvements	Records	P
Maps	Base (original)	P
	Contour	P
Maintenance Reports		7
Minutes	Council	P
	Boards	P
	Committees	P
Monthly Reports	Road	5 to 7
Municipal Affairs	Annual Reports	5
Organization	Structure & Records	2 to 5
Payroll	Garnishees	3
	Individual Earning	P
	Records Journal	P
	Time Cards	4 to 6
	Time Sheets – Daily	5
	Time Sheets – Overtime	5
	Time Sheets – Weekly	5
	Employment Insurance Records	5
Permits	Development	7
Petitions		7 to 10

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Subject	Description	Suggested Retention Period in Years
Plans	Official	P
	Amendments	P
	Subdivision	P
Policy	After Superseded	5
Progress Reports	Project	5 to 7
	Under Contract (Final Payment)	5 to 7
Property Files		Until sold +7
Prosecution	All	7
Publications	Local Reports	3
Purchase	Land	Until sold +7
Receipts	Books	7
	Duplicate Cash	7
	Registration	7
Receptions & Special Events (non-historic)		3
Reports	Accident	7
	Accident Statistics	7
	Field	7
Requisitions	Copies	2
	Duplicate	7
	Paid	7
Resolutions	Minutes	P
Subdivision	After Final Approval	7
Street	Sign Inventory Register	P
Tax	Rolls	P
Tax Recovery	Records	P
Taxes	Arrears	7
	Final Billing	10
	Municipal Credits	7
	Receipts	7
	Rolls	P
	Sale Deeds	P
Termination	Employees	P
Tenders	Files	7
	Successful	7
	Purchase Quotations	7
	Unsuccessful	2
Traffic	Streets	7
Training & Development Files		5
Trial Balances	Monthly	3
	Year End	7
Vendors	Acknowledgements to	2
	Contracts	7
	Suppliers Files	7
Vouchers	Duplicate	7
Writs		10
Weed Control Reports	Until Updated	1
Zoning	Bylaws	P
	Bylaw Enforcement	5