

## AD: RCR - Record Retention Schedule

Originated: Mar. 29, 2008  
Review: Mar. 28 2022  
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Approved: Apr. 25 2022

### POLICY:

The records, as set out in this schedule are:

**Destroyed** - the records shall be destroyed without any copies being retained.

**Permanent** - The original record shall be preserved and never destroyed.

**Replaced** - Annual forms replaced with new forms.

Permanent records may be held in the following formats:

**Hardcopy** (the original document is retained),

**Hard Drive** (the record is retained on portable hard drive) which are to be stored in the safe and stored on **Dropbox for Business**,

**Hardcopy and Hard Drive** (the original document is retained, and a duplicate is held on portable hard drives). Flash drives are for working file backups not for permanent backups.

**Note: See LLBCL File Arrangement document for file locations.**

Subject Description	Years	Action	Format
<b>Accounting Data</b> Credit Card, Reimbursements, AP Vouchers & Supporting Documents	<b>7</b>	<b>D</b>	<b>H, HD, DB</b>
Agreements with our Partners	P	P	H, HD & DB
Annual Reports (PLSB)	P	P	H, HD & DB
Annual Review	P	P	H, HD & DB
Annual Report to Reader (PLSB)	P	P	H, HD & DB
<b>Banking and General Deposit Books,</b> Memos, Accounting Reconciliations, Statements, Cancelled Cheques, Invoices, Investments, and Receipts Expense Claim Forms	<b>7</b>	<b>D</b>	<b>H, HD &amp; DB</b>
Board & Committee Minutes	P	P	H, HD & DB
Supporting documents (Electronic)	P	P	HD & DB
Building drawings, information, etc.	P	P	H
<b>Budget Final</b>	<b>7</b>	<b>D</b>	<b>H, HD &amp; DB</b>
Bylaws Current	P	R	H, HD & DB
Bylaws Previous	P	P	H, HD & DB
<b>Contracts</b>	<b>7</b>	<b>D</b>	<b>H, HD &amp; DB</b>



Correspondence General	7	D	H, HD & DB
CRA (Charities Return)	7	D	H, HD & DB
Donations	7	D	H, HD & DB
Equipment and other Proof of Purchase, Manuals, Warranties, Assets, etc.	2	D	H
Grant Applications & Supporting Documents	7	D	H, HD & DB
GST Claims	7	D	H HD & DB
Insurance Certificates	P	P	H, HD & DB
Inventory (Current Computer Inventory)	P	R	H, HD & DB
Historical	P	P	H, HD & DB
Job applications and resumes (hired)	P	P	H
Job applications and resumes (not hired/unsolicited)	1	D	H
Leases	P	P	H
Legal	P	P	H
Legislation – Acts after Superseded	P	R	HD & DB
Needs Assessments Final Reports	P	P	H, HD & DB
Newspaper Clippings	P	P	HD & DB
Patron Membership Databases & Forms	2	D	H
Payroll – Reports & Paystubs	7	D	H, HD & DB
Payroll – Timesheets	2	D	H, HD & DB
Personnel files	P	P	H, HD & DB
Photographs	P	P	HD & DB
Plans of Service & Marketing Plan	P	P	H, HD & DB
Policies (Current)	P	P	HD & DB
Programming Reports	7	D	H, HD & DB
Revenue Canada (Payroll Submissions – Rec. Gen.)	7	D	H, HD & DB
T4 Slips/Summaries	7	P	H, HD & DB
Vendors Correspondence	1	D	H
Volunteer Information	7	D	H

Legend: Permanent  
7 Years  
Other

