

DOCUMENTS	MINIMUM PERIOD OF RETENTION	REASON
Signed Council and Committee Minutes	Permanent Archive	Archive/Public Inspection
Title Deeds, Leases, Agreements and Contracts	Indefinite	Management
Policies, Procedures and Plans	Permanent Archive when superceded	Reference
Complaints	Six Years	Reference
Grant Applications	Six Years	Audit
Health and Safety/Risk Management	Three Years	Recommended Practice
Financial Documents/Records	6 years	Audit
Quotations and Tenders	12 years	Limitations Act
Budgets/Accounts	Permanent	Statutory/Archive

Insurance Policies	40 Years	Statutory
Insurance Claims	7 years	Reference
Investments	Indefinite	Audit
Employee payment documents	12 Years	Audit
Emails/Scanned documents	2 years	Council decision
HR Documents re persons not employed	1 year	Council decision
HR Documents on employees	6 years after person leaves employment A summary of service will be created and held permanently	Council decision
Cemetery Records	Indefinite	Statutory

Adopted November 18