



POLICY MANUAL

Legal References: MGA LAEA	Policy Department: Administration
Cross References:	Policy Number: A8
Adoption Date: April 24, 2017 Revision Date: September 25, 2017	Policy Title: Destruction or Preservation of Municipal Records <hr/> Review Date:

POLICY PURPOSE

This policy serves to provide a guideline for the preservation or destruction of records. Retention of municipal records serves to protect their administrative value, legal value, fiscal value and research/historical value.

POLICY GUIDELINES

1. The Administration Department shall be responsible for the management of this policy.
2. Municipal Affairs document entitled "Retention and Scheduling of Municipal Records" shall be part of this policy.
3. The following financial paper documents may be destroyed after three years.

Policy Name: Destruction or Preservation of Municipal Records
Policy Number: A8

- Cheque Stubs
- Financial Batches
- Cash Receipts
- Cash Receipts Input Edit
- Cash Receipts Input Edit Reconciliation
- Invoice Input Audit Journal
- Invoice GL Input Transactions

The Electronic version of the above financial documents must be retained for seven (7) years.

4. Election Material shall be destroyed in accordance with Section 101 of the Local Authorities Election Act.