



Summer Village of Sandy Beach

Document Retention Schedule

Financial Records	
Record Type	Retention Period (Years)
Auditors' reports	Permanent
Bank deposit slips, reconciliations, statements	7
Budgets	Permanent
Checks – cancelled	7
Contracts – purchase and sales	7
Depreciation records	7
Employee expense reports	2
Employee payroll records (T4, annual earnings records, etc)	7
Financial statements – annual	Permanent
Invoices – Sales and cash register receipts, merchandise purchases	7
Invoices – purchases (permanent assets)	7
General ledger	Permanent
Journals	
General, cash receipts, cash disbursement, and purchase journals	Permanent
Payroll journal	7
Subsidiary ledgers (accounts receivables, accounts payable, etc.)	7



Summer Village of Sandy Beach

Document Retention Schedule

Municipal Business Records	
Record Type	Retention Period (Years)
Articles of incorporation	Permanent
Bylaws	Permanent
Capital stock and bond records	Permanent
Contracts and agreements (government construction, partnership, employment, labor, etc.)	Permanent
Copyrights and trademark registration	Permanent
Legal correspondence	Permanent
Minutes	Permanent
Mortgages and note agreements	7
Patents	Permanent
Personnel files	3
Insurance Records	
Record Type	Retention Period (Years)
Accident reports	7
Fire inspection reports	7
Group disability records	7
Insurance policies	7
Safety records	7
Settled insurance claims	7
GST and Taxes	
Sales and GST tax returns/T4	Permanent



Summer Village of Sandy Beach

Document Retention Schedule