

Scott Point Waterworks District



Policy Number: 004

Revision: 1

Date, March 4, 2020

Document Retention Policy

Applicable to: Trustees and Employees of Scott Point Waterworks District

The Local Government Act does not have specific provisions for the retention of documents. However the Improvement District Manual provides guidance for the retention of certain documents. This policy provides for the handling and retention of District documents.

1. Documents may be stored by electronic means or in paper files. Electronic documents are admissible as evidence if the original no longer exists. The District shall maintain a list of retained documents and the location of their storage.
2. The following documents that shall be retained permanently for the historical record in the By-Law or Minute Book as appropriate:
 - Letters Patent
 - By-laws
 - Minutes of Trustee meetings
 - Minutes of Annual General Meetings
 - Financial Statements
 - Auditor reports
 - Annual reports
3. The following documents that may be destroyed after ten years:
 - Assessment rolls
4. The following documents that may be destroyed after eight years:
 - Water billings
 - Accounting records
 - Bank statements
 - Cancelled cheques
 - General correspondence
5. The personnel records and payroll records for employees of the District must be maintained in accordance with the Acts related to employment and tax by provincial and federal governments.
6. Prior to the destruction of any District records the trustees must, by resolution, approve such destruction.

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