

## **AP 185 Appendix – Records Retention Schedule**

1. Permanent
  - 1.1 Financial statements and related audit working papers
  - 1.2 Debentures bylaws and register
  - 1.3 Budgets
  - 1.4 General Ledger
  - 1.5 Capital assets
    - Inventory and appraisal records
    - Capital expenditure authorizations
    - Plans and specifications
    - Titles and deeds
    - Borrowing authorities
  - 1.6 Miscellaneous safety reports (for example, WCB, fire, etc.)
  - 1.7 Wage and salary agreements
2. Fifty (50) Years
  - Student records
3. Six (6) Years
  - 3.1 Books of original entry
  - 3.2 Payrolls
  - 3.3 Accounts payable/receivable
  - 3.4 Cancelled cheques
  - 3.5 Purchase orders
  - 3.6 Cash receipts
  - 3.7 Bank statements and related documents
  - 3.8 Sales and other tax returns and reports

4. Three (3) Years

4.1 Payroll remittances

4.2 Time cards

5. One (1) Year

5.1 General correspondence

5.2 Accident reports

5.3 Annual statistical forms

6. Useful Life

6.1 Ministry of Education circulars

6.2 Insurance policies