



# Records Retention Policy

## Statement of Purpose

The PEPL Board is committed to establishing and maintaining a records retention policy that meets the requirements mandated by Federal and Provincial governments as well as provides for accurate historical reference for ongoing activities of the Library. Official records may be in a variety of formats including paper or electronically stored information.

1. A [retention schedule](#) shall be created and reviewed regularly by the PEPL Board. This retention schedule will be part of this Records Retention Policy.
2. The Library CEO has the authority to destroy any documents that have been retained beyond their retention period as outlined in the Retention Schedule. The CEO shall make and retain a file, listing by category and year, those documents destroyed.

## Retention Schedule

[Accounts Payable \(includes billing, invoices, receipts, related correspondence\)](#)

Minimum Retention Period: 7 years  
Disposal Recommendation: Dispose

[Accounts Receivable \(includes receipt records, write offs, invoices, related correspondence\)](#)

Minimum Retention Period: close of fiscal tax year + 7 years  
Disposal Recommendation: Dispose

[Audited Annual Financial Statements \(includes auditor recommendations\)](#)

Minimum Retention Period: Permanent  
Disposal Recommendation: n/a

[Bank Accounts \(includes deposit slips/books, cancelled cheques, bank statements, reconciliations\)](#)

Minimum Retention Period: close of fiscal tax year + 7 years  
Disposal Recommendation: Dispose

[Annual Budgets](#)

Minimum Retention Period: 6 years  
Disposal Recommendation: n/a

Policy Type: Operational

Policy Number: OP-02

Approval Date: November 8, 2016

Last Reviewed: July 9, 2024

Next Review: July 2025

### PEPL Board Minutes

Minimum Retention Period: Permanent

Disposal Recommendation: n/a

### Grants (includes applications and supporting documentation)

Minimum Retention Period: 7 years after completion of grant project or rejection of application

Disposal Recommendation: Dispose

### Employee Records

Minimum Retention Period: date employee ceased to be employed by employers + 3 years

Disposal Recommendation: Dispose

### Human Resources (includes attendance and scheduling, benefits program files, recruitment, job descriptions)

Minimum Retention Period: 3 years

Disposal Recommendation: dispose

### Media and Public Relations (includes advertising, fundraising, news clippings, news releases, website & social media content)

Minimum Retention Period: 2 years or until superseded by an updated record.

Disposal Recommendation: dispose

### Media and Public Relations (includes complaints & inquiries, speeches and presentations, public relations & public awareness, ceremonies and events)

Minimum Retention Period: 5 years or until superseded by an updated record.

Disposal Recommendation: dispose

Policy Type: Operational

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