

# WITHAM FOURTH DISTRICT INTERNAL DRAINAGE BOARD

## Document Retention and Destruction Policy

### Document Destruction

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff and members of the board for maintaining and documenting the storage and destruction of the Board's documents and records.

Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	7 years
Bank statements	7 years
Cheques (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general re rating)	Permanently
Correspondence (legal and important matters)	Permanently
Correspondence Other	7 years
Fixed Assets Cost and Depreciation schedules	Permanently
Employment applications	2 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	7 years
Stock records for products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Agendas, Minute books, byelaws	Permanently
Payroll records and summaries	7 years
HR files (terminated employees)	7 years
Retirement and pension records	Permanently
PAYE Tax returns and records	Permanently
Timesheets	7 years