



TOWN OF BURIN

RECORDS RETENTION POLICY

POLICY #2026-005

1. Title

This policy may be cited as the **Town of Burin Records Retention Policy**.

2. Purpose

The purpose of this Policy is to outline the records retention and disposal schedules for the Town of Burin.

2. Authority

This policy is enacted under the authority of the **Towns and Local Service Districts Act**.

3. Availability of Records

In accordance with Section 50 (1) of the Towns and Local Service Districts Act, the following documents will be available for public inspection during the normal business hours of the Town:

- (a) adopted minutes of the town council;
- (b) assessment rolls;
- (c) by-laws;
- (d) town plans;
- (e) open public tenders;
- (f) financial statements;
- (g) auditor's reports;
- (h) adopted budgets;
- (i) contracts;
- (j) orders;
- (k) permits; and
- (l) all other documents tabled or adopted by the town council at an open meeting.

4. Retention and Disposal of Records

To deal with the accumulation of Town records, the following will be the record retention/disposal schedule for the Town of Burin:

DOCUMENT	RETENTION
	(In years from the date that the document was created)
<i>Accounting</i>	
Annual Budgets	Permanent
Annual Financial Statements	Permanent
Bank Statements	7
Bank Reconciliation Statements	7
Cash Receipt Books	7
Cheque Stubs	7
Cheques (Cancelled)	7
Daily/Weekly Cash Reports & Summaries	7
Debenture Records (after final payment)	7
Deposit Books	7
Federal/Provincial Tax Remittances	7
General Ledger / Journals	7
Invoices (including tax notices & utility billings)	7
Ledgers	7
Monthly Financial Records	7
Receipts (Duplicate)	7
Requisitions/Purchase Orders	7
Tax Assessment Rolls	Permanent
Payroll Records	7
<i>Administration</i>	
Appeals under the Planning Act	3
Arrears Sales Documents	7
Assessment Appeals	3
Change of Ownership Documents	3
Insurance Policies (after expiration)	3
Licences	3
Permits	3
Photographs	3
Purchase & Sales Agreements	Permanent
Tax Agreements	3
Tax Certificates	Permanent

DOCUMENT	RETENTION
	(In years from the date that the document was created)
<i>Correspondence</i>	
Correspondence	3
Petitions	7
<i>Employee / Employer</i>	
Employee Records (after termination)	10
<i>Legal Documents</i>	
Minister's Orders	Permanent
Notices of Claim	10
Statements of Claim	10
Writs	10
<i>Minutes / By-Laws</i>	
By-Laws /Policies/Regulations	Permanent
Council Meeting Minutes	Permanent
<i>Plans</i>	
Architects Drawings	Life of Facility plus 1 year
Municipal Maps & Plans	Permanent
Road Surveys	Until replaced or asset sold
<i>Reports</i>	
Board and Committee Reports (if a report forms a part of the minutes, it is kept permanently as part of the minutes)	3
Election Reports & Materials	As per the Municipal Elections Act
<i>Other Misc. Documents</i>	
	Discretion of Council

5. REVIEW AND AMENDMENTS

All sections of this Policy have been developed in accordance with the Towns and Local Service Districts Act. This policy will be reviewed as required following new information or knowledge.

6. PUBLICATION

This policy will be published on the Town of Burin website in 2026.

7. ENACTMENT

This Policy replaces all previous versions and came into effect once adopted by Motion of Council (**Motion #APR2026-057**), voted on by a majority of the Councillors in attendance at the Town Public Council Meeting on **April 22, 2026**.

IN WITNESS WHEREOF, the Seal of the Town of Burin has been here unto affixed, and this Policy has been signed by the Town Manager and the Mayor on behalf of the Council.

Town Manager: Leo Hartson

Date: April 22, 2026

Mayor: Kevin Lundgren

Date: April 22, 2026

