



Financial and Materials Management Records Inventory 2013

| Type of Record | Record Format | Retention Period | Official Guardian | Statute/Regulation |
|--|--------------------------|---|-------------------|--|
| Financial: | | | | |
| Annual Financial Statements and Charity Tax Returns | Hard copy | Permanent | CFO | <i>Income Tax Act, Income Tax Regulations</i> |
| General Journal | Electronic and hard copy | 50 years (2 years after dissolution of corporation) | CFO | <i>Income Tax Act, Income Tax Regulations</i> |
| General Ledger | Electronic and hard copy | 50 years (2 years after dissolution of corporation) | CFO | <i>Income Tax Act, Income Tax Regulations</i> |
| Source Documents (i.e. records integral to the creation of financial statements and tax returns) | Hard copy | 6 years from the end of tax year (fiscal period) to which they relate | CFO | <i>Income Tax Act, Income Tax Regulations</i> |
| Bank Reconciliation Statements | Hard copy | Current plus 6 years | CFO | <i>Income Tax Act, Income Tax Regulations</i> |
| Bank Statements | Electronic and hard copy | Current plus 6 years | CFO | <i>Income Tax Act, Income Tax Regulations</i> |
| Cancelled Cheques | Hard copy | Current plus 6 years | CFO | <i>Retail Sales Act</i> |
| Capital Equipment Orders | Hard copy | 10 years | CFO | Voluntary |
| All Other Equipment | Hard copy | 2 years | CFO | Voluntary |
| Cheque Register | Hard copy | Current plus 6 years | CFO | <i>Retail Sales Act</i> |
| Contracts, including Major Capital, Rental/Leasing, Service, Supplier/Product, and Consulting | Electronic and hard copy | Will be maintained past their expiry date for a period equal to the length of the contract or for seven years, whichever is the longer span | CFO | |
| Standard and Manual Adjusting Entries | Electronic and hard copy | 6 years from end of tax year (fiscal period) to which they relate | CFO | |
| Billing Invoices | Electronic and hard copy | Current plus 6 years | CFO | |
| Bank Deposit Slips/Books | Hard copy | Current plus 6 years | CFO | |
| Unaudited Monthly Financial Statements | Electronic and hard copy | Current plus 6 years | CFO | |
| Budget | Electronic and hard copy | Current plus 6 years | CFO | |
| MOHLTC Reports | Hard copy | | CFO | |
| Copies of Agreements | Electronic and hard copy | 7 years | CFO | <i>Broader Public Sector Procurement Directive</i> |
| Insurance Policies | Hard copy | Dependent on the policy | CFO | <i>Limitations Act</i> |

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| Purchase Orders, Quotes and Requisitions | Hard copy | 7 years | CFO | <i>Retail Sales Act, Broader Public Sector Accountability Act, 2010</i> |
| Receiver's Reports/Delivery Tickets | Hard copy | 2 years | CFO | Voluntary |
| Repair/Return Slips | Hard copy | 2 years | CFO | Voluntary |
| Materials Management: | | | | |
| Purchase Requisitions | Hard copy | 7 years | Materials Management | <i>Broader Public Sector Accountability Act, 2010</i> |
| Department Stores Requisitions | Hard copy | 1 year | Materials Management | Voluntary |
| Stock Status Reports | Electronic | 1 year | Materials Management | Voluntary |
| Notice of Recalls | Hard copy | 1 year | Materials Management | Voluntary |
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