



TOWN OF CUPIDS RECORDS AND RETENTION POLICY

PURPOSE By -Law of the Town of Cupids for the safe record keeping and the retaining of important documentation of the town as well as the schedule for necessary disposal of expired documents.

AUTHORITY As per resolution at Meeting held June 3, 2025 and further to Section 50 of the Towns and Local Service District Act, 2025.

DOCUMENTS AVAILABLE FOR PUBLIC VIEWING

Section 50 of the Towns and Local Service District Act, 2025. states that the following documentation is available for public inspection:

- a. Adopted minutes of Council
- b. Assessment Rolls
- c. Regulations
- d. Municipal Plans
- e. Opened Public tenders
- f. Financial Statements
- g. Auditor's Report
- h. Adopted Budgets
- i. Contracts
- j. Orders
- k. Permits
- l. All other documents tabled or adopted by council at public meetings.

RETENTION AND DISPOSAL

The following schedule will be adhered to for the retention and the disposal of all documentation for the Town of Cupids:

No.	Item	Retention (in years from the date that the document was created)
ACCOUNTING		
1	Annual Financial Statements	Permanent
2	Bank Statements	7
3	Bank Reconciliation Statements	7
4	Cash Receipts	7
5	Cheque Stubs and or duplicates	7
6	Deposit Books	7
7	Federal and Provincial Remittance forms	7
8	General Ledgers and Journals	7
9	Invoices including tax notices and utility billings	7
10	Purchase Orders	7
11	Assessment Rolls	Permanent
12	Payroll Records	10
13	Change of Ownership Documents	Permanent
14	Tax Certificates	Permanent
ADMINISTRATION		
15	Appeals under planning Act	7
16	Assessment Appeals	7
17	Assessor's Valuation Reports	7
18	Insurance Policies after policy has expired	3
19	Permits	Permanent
20	Photographs	Permanent
21	Tax enforcement records after tax title property has	7

	been sold	
22	Tax lien withdrawal forms	7
AGREEMENT AND CONTRACTS		
23	Agreements and supporting documentation	Permanent
CORRESPONDENCE		
24	From residents regarding taxes, property concerns or complaints	Permanent
25	Any other correspondence not relevant to the town history or to properties	3
26	Historical documents	Permanent
27	Government correspondence relating to Capital Works Projects	Permanent
28	General Government correspondence not relevant to the town history	7
29	Petitions	7
EMPLOYER-EMPLOYEE		
30	Employee records after termination, resignation or retirement	10
LEGAL		
31	Minister's Orders	Permanent
32	Notices of Claim (upon completion)	10
33	Statements of Claim	10
MINUTES/BYLAWS		
34	Minutes of regular and special meetings	Permanent
35	Minutes of Committee Meetings	Permanent
36	Recordings of meetings	Permanent

NOTE: All documents tabled for disposal are to be shredded.

Approved by the Town of Cupids' elected Council:

Dry King

Last Date of Revision: # 48-2025

June 3, 2025