



Document Retention Summary

Document	Minimum Period of Retention
Organizational Documents	Permanent
Tax Records	Seven years
Employment/Personnel	Retirement/ Pension: Permanent, All other: Two years
Board and Committee	Meeting Minutes: Permanent, All other: Three years
Contracts and Agreements	Three years
Legal Files	Ten years or as recommended
Banking and Accounting	Seven to three years
Insurance	Permanent
Audit Records	External: Permanent Internal: Three years
All others/ Correspondence	One year