

Village Of Cache Creek

Policy No. A-9

Record Retention

Date Approved by Council:

June 19, 1991

Effective:

June 19, 1991

Date Amended by Council:

Effective:

Policy Statement:

The Village of Cache Creek is to retain certain records for the applicable duration as set out below under "Procedures".

Purpose:

The Village of Cache Creek will retain certain records for legal, financial, archival and historical reasons.

Procedures:

All records are retained for the current year and as follows:

1 year prior	Cash register tapes TD-1's
2 years prior	All cash receipts except property taxes Cash summaries Time sheets
4 year prior	Vouchers payable Accounts receivable billing registers Utility billing registers
7 year prior	Tax receipts & Homeowner grant applications Cancelled cheques and bank statements Vouchers payable registers Payroll records & T4's Journal vouchers
Indefinite	Tax ledger cards or annual register General ledger (W.O. super detail) Audited financial statements Utility service applications