

RECORDS AND REQUIRED LENGTH OF RETENTION CHART

Type of Record	Retention Period
Governing Documents (Letters Patent, Certificate of Incorporation, Bylaws)	Permanent
Official Receipts for Income Tax Purposes	3 years*
Official Receipts for Income Tax Purposes (Perpetual Endowment Gifts)	Permanent
Official Receipts for Income Tax Purposes (10 year gifts)	Permanent
Minutes of Directors' Meetings	Permanent
Minutes of Executive Committee Meetings	Permanent
Minutes of Members' Meetings	Permanent
Payroll Records, T4's	7 years
"Personnel Information: sick leave, time sheets, attendance, discipline, vacation	Permanent
Record of Employment (ROE's)	7 years
T-4 Summaries	Permanent
Monthly Trial Balance	7 years
Bank Reconciliations	7 years
Approved Budgets	7 years
Year End Financial Statements	Permanent
Bank Statements/Cancelled Cheques	7 years
Invoices/Receipts of payment	7 years
Inventory Records	7 years
Donation Records	3 years
Church Envelope Records	3 years
Insurance Policies	Permanent
Employment Applications	Permanent
Performance Reviews	Permanent
Volunteer Application Forms	Permanent
Confidential Record of Reference Checks	Permanent
Suspected Child Abuse Report	Permanent
Authorization and Consent for Minors	Permanent

* 2 years after the end of the tax year to which they apply) rounded up to the next year (e.g., 3 years).