



Town of Botwood Policy Manual

Title: Records Retention Policy
Policy Number: 25-001

Resolution Number: 25-011
Date Approved: January 8, 2025

Resolution Number: 26-063

Date Review Approved: March 11, 2026

PURPOSE:

To outline the records retention and disposal schedules for the Town of Botwood.

AUTHORITY:

- Towns and Local Service District Act
- Elections Act

PROCEDURE:

The following documents will be available for public inspections as per Part IV, Section 50 of the Towns and Local Service District Act:

- a. adopted minutes of the Council;
- b. assessment rolls;
- c. by-laws;
- d. municipal/town plans;
- e. opened public tenders;
- f. financial statements;
- g. auditor's reports;
- h. adopted budgets;
- i. contracts;
- j. orders;
- k. permits; and
- l. all other documents tabled or adopted by Council at a public meeting



Town of Botwood Policy Manual

Title: Records Retention Policy
Policy Number: 25-001

Resolution Number: 25-011
Date Approved: January 8, 2025

Resolution Number: 26-063

Date Review Approved: March 11, 2026

To deal with the accumulation and disposal of records, the following will be the record retention/disposal schedule for the Town of Botwood:

Period	Retention (in years from the date the document was created)
Accounting	
Annual Financial Statements	Permanent
Bank Statements	7
Bank Reconciliation Statements	7
Cash Payment Books	7
Cash Receipt Books	7
Cash Register Tapes	7
Cheque Stubs/Duplicates	7
Cheques (Cancelled)	7
Daily Cash Reports & Summaries	7
Debenture Registers (After final payment)	7
Deposit Books	7
Federal /Provincial Remittance Forms	7
General Ledgers/Journals	7
Invoices (including tax notices & utility billings)	7
Ledgers (subsidiary)	7
Monthly Financial Statements	7
Receipts (duplicate)	7
Requisitions/Purchase Orders	7
Tax Roll/Assessment Roll	Permanent
Payroll Records	7
Change in ownership documents	7
Tax Certificates	Permanent



Town of Botwood Policy Manual

Title: Records Retention Policy
Policy Number: 25-001

Resolution Number: 25-011
Date Approved: January 8, 2025

Resolution Number: 26-063

Date Review Approved: March 11, 2026

Administration	
Appeals under the Planning Act	3
Assessment Appeals	3
Assessor's Valuation Records	3
Insurance Policies (after policy expires)	3
Licences	3
Permits	3
Photographs	3
Tax Enforcement Records (after tax title property is sold)	7
Tax Lien Withdrawal forms	7
Utility documents	3
Agreements & Contracts	
Agreements and supporting documentation	Permanent
Correspondence	
Correspondence	3
Petitions	7
Employee – Employer	
Employee Records (After termination)	10
Legal	



Town of Botwood Policy Manual

Title: Records Retention Policy
Policy Number: 25-001

Resolution Number: 25-011
Date Approved: January 8, 2025

Resolution Number: 26-063

Date Review Approved: March 11, 2026

Minister's Orders	Permanent
Notices of Claim	10
Statements of Claim	10
Writs	10
Minutes/Bylaws	
Bylaws	Permanent
Minutes	Permanent
Miscellaneous	
Cemetary Records	Permanent
Disclosures of Holdings (After last date of appointment/term)	7
Vital Statistics	7
Plans	
Architect's Drawings (building, park sites)	Life of facility plus 1 year
Land Survey Certificates	Permanent
Municipal Maps and Plans	Until replaced or asset sold
Road surveys	10
Reports	
Board and Committee Reports not forming part of the Council Minutes (if a report forms a part of the minutes, it is kept permanently as part of the minutes)	3
Election	As per the Elections Act



Town of Botwood Policy Manual

Title: Records Retention Policy
Policy Number: 25-001

Resolution Number: 25-011
Date Approved: January 8, 2025

Resolution Number: 26-063

Date Review Approved: March 11, 2026

REVISION HISTORY:

Revision:	Author:	Change Made:	Date:
1	Finance Committee	None	March 5, 2026

A. Rowsell, Town Clerk

Myra Budgell, Mayor

