



POLICY 3.14
RETENTION AND DISPOSAL OF PEACE REGIONAL WASTE
MANAGEMENT COMPANY'S FINANCIAL RECORDS

Department: Finance

Date Approved: August 25, 2016

Rescinds:

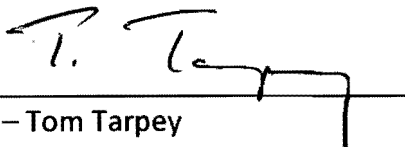
Board Res. No: 613/25/08/16

PURPOSE:

The purpose of this Record Retention and Destruction Policy is to ensure that the PRWMC retains its financial records and documents in accordance with the requirements of all applicable laws and to ensure that official records no longer needed are discarded at the proper time.

POLICY:

- 1.) This Policy applies to all financial documents generated in the course of the PRWMC's operation.
- 2.) All financial records shall be retained for a period of 10 years, with the exception of all audits which shall be retained permanently.
- 3.) All documents destroyed must be carried out in the presence of a witness.
- 4.) The person destroying the records shall provide a statement in writing attesting to the time and place of the destruction of the records, together with a list of the records destroyed and the name of the person witnessing the destruction.


Chair – Tom Tarpey


General Manager – Art Sawatzky