
RELOCATION CLAIMS

Description: Consists of records relating to relocations undertaken by employees. Records may include staff settlement forms and related payment documentation.

Filing Guidelines: Records must be securely stored until final disposition. Once a unit submits the record(s) to Financial and Administrative Services, the unit is deemed to have a copy. Copies are considered transitory records and should be disposed of according to the Information Management policy.

MUNCLASS Function:	Finance (FN)
Responsible Unit(s):	Financial and Administrative Services
Retention:	Current year filed closed + 7 years
Disposition:	Delete/Destroy
Media:	Paper and/or electronic
Authority:	<i>Income Tax Act (1985)</i> , Anticipated Operational Use