

# MUNCLASS

Classification and Retention Plan



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## DISBURSEMENTS

**Description:** Consists of records relating to disbursements, including cheques, direct deposits, bank drafts, wire transfer registers, petty cash reconciliations and back up.

**Filing Guidelines:** Records must be securely stored until final disposition.

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

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Version 01

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