
LOAN, INVESTMENT AND LEASE AGREEMENTS

Description: Consists of records relating to management of loans, investments, leases, guarantees including lines of credit, term loan contracts, mortgages, and forward exchange contracts.

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:	End of term + 7 years
Disposition:	Delete
Media:	Electronic
Authority:	<i>Income Tax Act (1985)</i> , Anticipated Operational Use

Version 01

Approved: October 26, 2020: RS 2020-015
