

MUNCLASS

Classification and Retention Plan



TAX RETURNS

Description: Consists of records relating to Memorial's annual Information Charity Return and the annual T2 return that is prepared on behalf of the Childcare Centre Inc.

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

MUNCLASS Function:	Finance (FN)
Responsible Unit(s):	Financial and Administrative Services
Retention:	Current year file closed + 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
