

MUNCLASS

Classification and Retention Plan



TAX FORMS

Description: Consists of records relating to tax forms issued by the university. Records may include T2200, T2202, T4A, and T4ANR forms.

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/Destroy
Media:	Paper and/or electronic
Authority:	<i>Income Tax Act (1985)</i> , Anticipated Operational Use

Version 01

Approved: October 26, 2020: RS 2020-015
