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### TRUST FUND FILES

**Description:** Consists of records relating to all investment pools with our investment custodian (e.g. CIBC Mellon). Trust funds may be endowed or non-endowed.

**Filing Guidelines:** Records must be securely stored.

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<b>MUNCLASS Function:</b>	Finance (FN)
<b>Responsible Unit(s):</b>	Financial and Administrative Services
<b>Retention:</b>	<b>Endowed:</b> Permanent Retention <b>Non-Endowed:</b> Destroy 7 years after donations cease or fund is exhausted
<b>Disposition:</b>	N/A or Destroy
<b>Media:</b>	Paper and/or electronic
<b>Authority:</b>	Current Operational Practice

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Version 01

**Approved:** October 26, 2020: RS 2020-015

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