

Documents to be kept for a period of 7 years

For the destruction of these documents, burn or shred them.

- Budgetary provisions
- General Ledger (All of the accounting)
- Revenue and Disbursement Statement
- Other accounting journals
- Accounting chart (when computerized)
- Accounts receivables
- Banking transactions (deposit slips, statements, accounts, reconciliations)
- Accounts payable
- Monthly reports to the diocese
- Donations registry (used to issue receipts for tax purposes)
- Cashed checks
- Invoices
- Petty Cash (supporting documents)
- Deductions at source (forms)
- Payroll Records (T-4, T-4A and Statements)
- Fees, casual (supporting documents)
- Special collections, fundraising (surveys and reports)
- Charitable Foundation Forms (T-3010)

Contracts

- Documents relating to investments, loans, bonds
- Insurance
- Rental of long-term premises (one year and more)

Staff

- Payroll journals
- Management of employee benefits
- Personnel employee records
- Working conditions
- Workplace accident reports
- Training and Development
- Employee evaluations