

Appendix B

Document Retention Policy

Board/Committee Materials shall be retained as follows:

Committee / Board reports	Current + 2 years
Technical studies / reports	Indefinite (review every 2 years)
Correspondence related to technical studies / reports	No longer than necessary (review at the end of every calendar year)
Contracts with consultants	20 years
Statistical reports	Current + 3 years
Reference materials	No longer than necessary (review at end every calendar year)
Meeting minutes (unofficial copies)	1 calendar year
Meeting notices / agendas	Duration of calendar year
Internal planning strategic documents and budgets	2 years after expiration of relevant time period
Other documents pertaining to meetings	Duration of calendar year (unless retainable under another category)

Miscellaneous documents shall be retained as follows:

Press releases	1 year
Directories	Current copy only
Order forms	Current copy only
Correspondence:	
Originator / addressee	Current + 1 year
Forwarded for information only	No longer than necessary (and no later than disposition of related file)
Memoranda / Staff Notes	No longer than necessary
Other	No longer than necessary