

Retention Schedule:

Department and Code	Series	Type of Record/ Description or Record Example/Notes	Retention Period in Storage	Location	Method of Disposition	Confidentiality/ Access Restrictions
A001	Office of the CEO	Correspondance, memoranda	Permanent	Archives	None	Non-confidential
B002	Board Committee Members	Minutes, budget proposals, resolutions	Fluid	Records Hall	None	Non-confidential
C003	Accounting	Budgets, accounts payable, purchase orders	2 years	Records Hall	Destroy	Confidential
D004	Human Resources	Personnel files, payroll	Termination +1 year	Records Hall	Destroy	Confidential
E005	Client Files	Workshop, proposals	As soon as work is complete	Active records	Destroy	Highly confidential
F006	Design Department	Sketches, drawings, prototypes	Permanent	Archives	None	Non-confidential
G007	Education	Training materials	2 years	Records Hall	Destroy	Confidential
H008	Legal	Contracts	5 years after end of term	Records Hall	Destroy	Confidential
I0009	Permits/ Licenses	Operating permits, buildings	Permanent	Records Hall	None	Non-confidential

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J0010	Institutional Memory	Ephemera, advertising, evidence of large projects and community outreach.	Indefinite	Archives	None	Non-confidential