

SCHEDULE

" A "

TO

BY-LAW # (1981)

A. CASH AND BANK RECORDS:

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| 1. Cash Stubs | 6 years plus current |
| 2. Bank slips - NSF cheques, misc. charges and credits, etc. | 6 years plus current |
| 3. Bank deposit slip copies | 6 years plus current |
| 4. Bank statements and pass books | 6 years plus current |

B. DISBURSEMENT RECORDS:

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|--|---|
| 1. General account or accounts payable, vouchers and attachments | 10 years plus current |
| 2. Customer deposit refund vouchers | 6 years plus current |
| 3. Cancelled cheques and second copies of cheques | 6 years plus current |
| 4. Purchase requisitions and purchase orders | 6 years plus current |
| 5. Unsealed quotations | Successful tenders - 6 years - major
- 2 years - minor
Unsuccessful tenders - 2 years |

C. BILLING AND ACCOUNTS RECEIVABLE RECORDS:

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|---|-------------------------------|
| 1. Consumers accounts receivable cycle balance controls and/or other A/R controls or listings | 6 years plus current |
| 2. Consumers accounts receivable ledger cards and/or billing registers | 6 years plus current |
| 3. Miscellaneous accounts receivable ledger cards or listings | 6 years plus current |
| 4. Meter reading slips, sheets, or cards | 6 years plus current |
| 5. Billing recaps or proof sheets | 6 years plus current |
| 6. Service contracts or records | 6 years after final bill paid |
| 7. Installed load check records | 6 years plus current |
| 8. Meter change orders, connect, disconnect and reconnect service orders, water heater orders, request for service forms, and similar records | 6 years plus current |
| 9. Miscellaneous accounts receivable invoice copies | 6 years plus current |

D. STORES, LABOUR, AND EQUIPMENT ACCOUNTING RECORDS:

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|-----------------------------------|---|
| 1. Packing slips, way-bills, etc. | 6 years plus current |
| 2. Inventory count sheets | 6 years plus current |
| 3. Labour and equipment reports: | |
| (a) work orders | maintenance - 6 years plus current
capital - 10 years plus current |
| (b) all others | 6 years plus current |

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E. OTHER RECORDS:

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|---|----------------------|
| 1. Routine correspondence | 6 years plus current |
| 2. Insurance policies | 6 years plus current |
| 3. Reconciliations; bank and
accounts payable; accounts
receivable; Commission
resolutions | 6 years plus current |

F. ITEMS NOT FOR DESTRUCTION:

1. Minute Books
2. All books of original entry including cash receipts, disbursement, work order journals, etc.
3. All books of secondary entry such as general ledgers, property and debenture ledgers, meter and transformer records, etc.
4. Auditors annual reports and audited statements.
5. Easements, leases, deeds and agreements.
6. Rate approval data, cost of power correspondence, budget and debenture approvals, and similar data.
7. Office furniture, vehicle, equipment and other miscellaneous asset records or schedules.
8. Sealed tenders from successful and unsuccessful tenderers