

Federal Regulations Governing Record Retention

Record Type	Will Be Kept For
Governing documents (incorporation documents, by-laws and records of board meetings).	Life of the charity.
Financial records (books of accounts, general ledger, vouchers, accountant worksheets, financial statements, and source documents).	Minimum six (6) years from the end of the last tax year to which they relate.
Records concerned asset purchases, depreciation and disposal.	Minimum six (6) years from the end of the last tax year to which they relate.
Records concerning investments and reserves.	Minimum six (6) years from the end of the last tax year to which they relate.
Payroll records ((hours worked by each employee, support for all deductions including tax, CPP and EI, and TD1 forms).	Minimum six (6) years from the end of the last tax year to which they relate.
Charitable return (T1030As and T3010Bs).	Minimum six (6) years from the end of the last tax year to which they relate.
Charitable return (T1030As and T3010Bs).	Minimum six (6) years from the end of the last tax year to which they relate.
Official donation receipts.	Minimum of two (2) years from the end of the last calendar year to which these records relate.
Records of 10-year gifts.	Life of the charity.
Funder agreements, trustee agreements, co-locator agreements, leases, and other contracts or agreements necessary to the understanding of financial information.	Minimum six (6) years from the end of the last tax year to which they relate.