

of the Mayor, Municipal Secretary, and Auditor;

Note: The composition of the committee would be determined by Council based on the needs and requirements of the municipality's records scheduling program.

- (e) "Records" shall mean all of the ledgers, receipts, vouchers, instruments, maps, rolls or other documents, records and papers held by the Municipal Corporation in any form.

Section 3

When used in this By-Law and the Schedules attached thereto, and in the operation of any Records Management Systems established consistent with this By-Law, symbols shall be used to designate the form of retention or disposal as follows:

D	Destroy
P	Permanent (retention)

Part 11 RECORD RETENTION AND DESTRUCTION

Section 4 Retention and Destruction

Where, in this By-Law and Schedule "A" attached hereto, it is provided that particular records of the Municipal Corporation, or of a local Board accountable to the corporation thereof, shall be:

- (a) Destroyed

Such records shall be destroyed without any copy thereof being retained;

- (b) Permanent

Such original records shall be preserved and never destroyed;

- (c) Microfilmed and Destroyed

Such records shall be recorded on microfilm in their entirety, the microfilm shall be in duplicate and one copy therefore shall be stored apart from the other in a place of safe and suitable storage, and then such records shall be destroyed;

(d) Microfilmed and Retained

Such records shall be recorded on microfilm in their entirety, the microfilm shall be done in one copy only, and the original documents shall be stored in accordance with the direction of the Committee;

(e) Suggested Schedule of Retention and Disposal

May be amended by the Municipal Council upon recommendation of the Committee.

Section 5

Discretion

The official shall always have a discretion to retain records longer than the period provided for in this By-Law and shall do so where the official deems it appropriate.

Section 6

Records of Retention and Destruction

- (a) When records have been destroyed under this By-Law, the official shall so certify in writing. Such certificates shall refer to the relevant schedule and item of this By-Law and shall identify the records destroyed.
- (b) the official shall keep an index of
 - (i) Records destroyed;
- (c) Where records are destroyed under this By-Law, the proper and complete destruction thereof is the responsibility of the official;
- (d) All records destroyed should be carried out in the presence of a witness. The person destroying the records should provide a statement in writing attesting to the time and place of the destruction of the records, together with a detailed list of records destroyed and also the names of the persons who witnessed the destruction. This statement of disposition should be presented to the Council and permanently filed in the office records.
- (e) Election material that has been locked in the ballot boxes can be destroyed in accordance with the provisions of the Local Authorities Election Act.

Part III

GENERAL

Section 7

Committee

The Committee shall meet as frequently as it deems necessary and shall be chaired by the official. The Committee shall work on the basis of consensus. It shall be the duty of the Committee to keep the Municipal Council periodically informed as to its activities.

Section 8

Records Retention Schedules

The attached Schedule "A", pages 1 to 5 inclusive, is hereby adopted, It may be amended upon recommendation of the Committee and an amending By-Law of Council.

Section 9

Storage

It shall be the responsibility of the Committee to provide for policies regarding security and storage of all Municipal documents. Such policies shall be administered by the official for all Municipal documents.

Section 10

Approval

This By-Law shall require the approval, in writing of the Municipal Auditor before coming into force.

PART IV

ENACTMENT

This By-Law shall come into force and have effect upon it being read a third time and passed.

READ a first time in Council this 28th day of September, 1998.

READ a second time in Council this 22nd day of March, 1999.

READ a third time and passed in Council this 22nd day of March, 1999.

John Trefanenko Mayor

(1)

SCHEDULE "A"

<u>Subject</u>	<u>Description</u>	<u>Disposition period in years</u>
Accountants	Working papers	7
Accounts	Paid (Summary Sheet)	7
	Payable Vouchers	7
	Receivable Duplicate Invoices	7
	Receivable Paid Invoices	7
Administration	Reports (not part of Minutes)	7
	As Per Legislation	7
Advertising	-General	2
	-as per legislation, or	7
Agendas	-Agendas – part of minutes	P
Agreements	General	10 S/O
	-Development	10 S/O
	-Major Legal	10 S/O
	-Minor Legal	10 S/O
Annexations	All Correspondence	7
	Final Order	P
Annual Reports		5-7

Annual Reports	Local Boards	5-7
Applications	-Site Plan Approval	2
	-Subdivision (after final approval)	3
	-Part-time employees (after end of employment)	1
Appointments	-Other than those in minutes	3
Assessment	-Rolls	P
	-Assessment Review Board (ARB) minutes	P
	-ARB Work File	5
	-Appeals	10
	-ARB Records	7
	-Duplicate Roll	7
	-Review Court Records	7
Assessment Appeal	Board File	5
Assets		20 S/O
	-Records of Surplus	5
	-Temporary Files	2
Bank	-Deposit Books	7
	-Deposit Slips	7
	-Memos (Debit & Credit)	7
	-Reconciliations	2
	-Statements	7
Boards	-minutes	P
	-Authority & Structure	5 S/O
	-Correspondence	5
Briefs/Reports	-to Council	7
Budgets	-Final Capital (in minutes)	P
	-Final Operating (in minutes)	P
	-Department Capital	7
	-Department Operating	7
By-Laws	All	P
Cash	-Receipts Journal	7
	-Disbursements Journal	7
	-Duplicate Receipts	7

(2)

<u>Subject</u>	<u>Description</u>	<u>Disposition Period in Years</u>
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Certificates	-of Title	P
Census	-Reports	10
Cheques	-Paid (Cancelled)	7
	-Register	7
	-Stubs	7
	-Notices of	10 S/O
Claims	-Statements of	10 S/O
	-Minutes	P
Committee	-Records	10
Compensation	-Files (Upon completion of contract)	10 S/O
Contracts	-Forms (Public Works)	10
	-Major Legal	10 S/O
	-Minor Legal	10 S/O
	Minutes	P
Council		
Court Cases		10 S/O
Destroyed Records Index		P
Documents	Not Part of By-Laws	10 S/O
	-Agreements (Major) Legal	10 S/O
	-Agreements (Minor)	10 S/O
	-Contracts (Legal)	10 S/O
	-Easements	10 S/O
	-Leases (After expiration)	10 S/O
	-Notices of Change of Land Titles	10 S/O
	-Nomination Papers	Sec 28(4)
	Local	
Engineering	-Ballot Box Contents	
	101(ALEA)	
Employee Benefits	-Drawings	P
	-A.H.C., Blue Cross	5
	-Dental, Etc.	5
Employees	-W.C.B. Claims	4-5
	-Job Applications (hired)	3
	-Job Descriptions (not hired)	1
	-Job Descriptions	3 (After Posi-
	tion	Abolished)
Financial Statements	-Oaths of Office	P
	-Personnel File	P
	-Interim	10
	-Working Papers	3
	-Final	10

Franchises

P

(3)

<u>Subject</u>	<u>Description</u>	<u>Disposition Period in Years</u>
Income Tax	-Deductions	5-7
	-TD1	1
	-T4	5-7
	-T4 Summaries	5-7
Inquiries	From the Public	3
Insurance	-Claims	10 (after set- tled)
	Records (after expiration)	10
Land	-Appraisals	1 (after sold)
Leases	-After Expiration	7 S/O
Legal	-Opinions	10 S/O
	-Proceedings	10 S/O
Legislation	-Acts (After superceded)	1
Licenses	-Applications	3
	-Business (after expired)	5
	-Literature	2
	-Hearings	P
Local Authorities Brd.		
Local Improvements		
Maps	-Records	P
	-Base (Original)	P
	-Contour	P
Maintenance Management Reports		10
Minutes	-Council	P

	-Boards	P
	-Committees	P
Monthly Reports	-Road	5-7
Municipal Affairs	-Annual Reports	5
Organization	-Structure & Records	2-5 S/O
Payroll		
	-Garnishees	3
	-Individual Earnings Records	P
	-Journal	P
	-Time Cards	5
	-Time Sheets	5
	-Daily	5
	-Overtime	5
	-Weekly	5
	-Employment Insurance Records	5
Permits		
	-Development	10 S/O
Personnel Files		P
Petitions		7-10
Plans		
	-Official	P
	-Official (amendments)	P

(4)

<u>Subject</u>	<u>Description</u>	<u>Disposition Period in Years</u>
	-Subdivision	P
Policy	-After Superseded	5

Progress Reports	-Project	5-7
	-Project Under Contract (Final Payment)	7-10 S/O
Property Files		until sold + 10
Prosecution	-All	10 S/O
Publications	-Local Reports	3
Purchase	-Of Land	until sold +10
Receipts	-Books	7
	-Registration	7
	-Duplicate Cash	7
Receptions & Special		3
Events (Non Historic)		3
Reports	-Accident	10 S/O
	-Accident Statistics	10 S/O
	-Field	10 S/O
Requisitions	-Copies	2
	-Duplicate	7
	-Paid	7
Resolutions	-Minutes	P
Subdivision	-After Final Approval	10
Street		
	-Sign Inventory Register	P
Tax	-Rolls	P
Tax Recovery	-Records	P
Taxes	-Arrears	7
	-Final Billings	10
	-Municipal Credits	7
	-Receipts	7
	-Rolls	P
	-Sale Deeds	P
Termination	-Employees	P
Tenders	-Files	10
	-Successful	10
	-Purchase Quotations	10
	-Unsuccessful	2
Traffic	-Streets	7
Training and Development	Files	5
Trial Balances	-Monthly	3
	-Year End	7
Vehicle Records	-after disposal of vehicle	1
Vendors	-Acknowledgements To	2
	-Contracts	10
	-Suppliers Files	10
Vouchers	-Duplicate	7
Writs		10
Weed Control	-until updated	1
Zoning	-By-Laws	P

(S/O) means obsolete