

THE CORPORATION OF THE TOWNSHIP OF TEMAGAMI

BY-LAW NO. 93-303

Being a by-law to establish schedules of retention periods for documents, records and other papers of the municipality.

WHEREAS Section 116 of the Municipal Act, R.S.O. 1980, provides that the Council of a municipality may pass a by-law of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the municipality:

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF TEMEGAMI HEREBY ENACTS AS FOLLOWS:

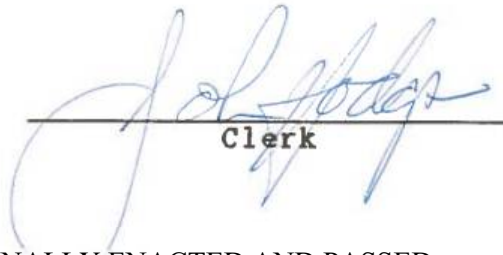
1. That the retention periods for the records of the Township as outlined in Schedule A attached hereto and forming part of this by-law, are hereby adopted and established as the retention periods for each such record.
2. That the schedule attached hereto as Schedule A is hereby approved and adopted.
3. That the Clerk has the authority to destroy all of the documents provided they have been retained until the retention period as outlined in Schedule A of this by-law has expired.
4. That the Clerk shall make a record of those documents destroyed.
5. That this by-law shall not take effect until the auditor of the Corporation has approved this by-law by endorsing his name at the end thereof.
6. And that all by-laws, or parts thereof, contrary hereto or inconsistent herewith, be and the same are hereby repealed.

READ A FIRST AND SECOND TIME IN OPEN COUNCIL THIS

14th DAY OF

5 AwMy 1993.

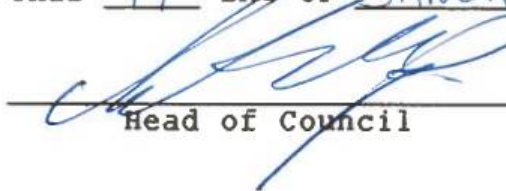
Head of Council



Clerk

READ A THIRD TIME IN OPEN COUNCIL AND FINALLY ENACTED AND PASSED

THIS 14th DAY OF JANUARY 1993.



Head of Council



Clerk

Auditor

Date

SCHEDULE A

MUNICIPAL RECORDS RETENTION SCHEDULE

CLERK'S RECORDS

<u>Record</u>	<u>Years to be Retained</u>
By-laws (original)	permanent
Council Minute Book	permanent
Birth Register	permanent
Death Register	permanent
Marriage Register	permanent
Assessment Roll	permanent
Leases (after expiration and if not part of by-law)	permanent
Resolutions	permanent
O.M.B. Records (keep with by-law)	permanent
Property Files	permanent
Local Improvement Book	permanent
Council Motions	permanent
Cemetary Records	permanent
Burial Permits	permanent
Historical Correspondence	permanent
Annexation Files	permanent
Street-Closing Files (with by-law)	permanent
Contracts (if not part of by-law)	6
Agreements (if not part of by-law) (inactive)	6
General Correspondence	6
Correspondence Register	6
Licences (after expired)	6
Duplicate Dog Licences	6

<u>Record</u>	<u>Years to be Retained</u>
Licence Applications	6
Insurance Records (after expired)	6
Insurance Claims	6
Deeds (if not part of by-law)	permanent
Easements (if not part of by-law)	permanent
Franchises (if not part of by-law)	permanent
Mortgage Files (if not part of by-law)	permanent
Option Files (if not part of by-law)	permanent
Court of Revision Records	permanent
Voters List	6
Census Reports	6
Committee Minutes	6
Petitions	6
Returned Notices	permanent
Agendas	6
Council Minutes (rough notes)	6
Committee Minutes (rough notes)	6
Notices of Change of Land Titles (if not part of by-law)	permanent
Applications to Province (re: projects)	permanent
Real Estate Files (if not part of by-law)	permanent
Registered Letters	6
Appointments	6
Documents Supporting Original Minutes	permanent
Briefs and Reports to Council	6
Ministry of the Environment (M.O.E.) Certificates	6
Annual Requests of Local Boards	6

GENERAL GOVERNMENT RECORDS

Subdivision Plans	permanent
Reference Plans	permanent

<u>Record</u>	<u>Years to be Retained</u>
Site Plan Approval - Agreements	permanent
Zoning By-law	permanent
Zoning By-law Amendments	permanent
Land Surveys	permanent
Contour Maps	permanent
Base Maps - Original	permanent
Aerial Photos	permanent
O.M.B. Hearing Files	permanent
O.H.R.P. Agreements	permanent
Subdivision Files (after final approval)	permanent
Zoning Ammendment Applications	permanent
Zoning By-laws - Copies	permanent
Subdivision Applications (after final approval)	permanent
Site Plan Approval - Applications	permanent
O.H.R.P. Files (after agreement)	until loan fully repaid
Assets - Permanent Files	permanent
Tender Purchase Quotations	7
Major Successful Tenders	7
Minor Successful Tenders	7
Tender Files	6
Rental and Service Agreements	6
Year-End Inventory Count Sheets	6
Unsuccessful Tenders	2
Packing Slips	2
Traffic By-law	permanent
Parking By-law	permanent
Street Lighting Area Maps	permanent
General Street Files	permanent
Animal Control Files	2
Local Improvement Notices (after debenture finished)	2

<u>Record</u>	<u>Years to be Retained</u>
Local Improvement Appeals (after debenture finished)	2
Election Records	as per Election Act
Nomination Papers	as per Election Act

FINANCIAL RECORDS

Audited Financial Statements	permanent
General Ledger	permanent
General Journal	permanent
Debenture Register	permanent
Cash Payment Journal	permanent
Cheque Register	permanent
Tax Roll	permanent
Tax Sales - Deeds	permanent
Tax Registration Records	permanent
Cost Statements	permanent
Annual Reports	permanent
Bank Statements	10
Final Tax Billing	10
Paid (Cancelled) Cheques	10
Bank Debit and Credit Memos	10
Deposit Slips	10
Final Budgets - Operating	7
Final Budgets - Capital	7
Tax Ledger Cards	permanent
Paid Debenture and Coupons (upon maturity)	7
Paid Invoices	7
Paid Accounts Summary Sheet	7
Budget Estimates Working Papers	7

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<u>Record</u>	<u>Years to be Retained</u>
Tax Collectors Certificate	7
General Correspondence	7
Receipt Books	7
Cheque Stubs	7
Cash Books	permanent
Deposit (Pass) Book	7
Accounts Receivable Ledger Cards	7
Tax Receipts	7
Posting and Distribution Journals	permanent
Subsidy and Tax Application Forms	6
Investment Files	6
Municipal Tax Credits	5
School Tax Credits	5
Tax Assistance Adjustments	5
Bank Reconciliations	7

PUBLIC WORKS RECORDS

Road Construction Records (after completion)	8
Truck Hire-Time Reports	7
Truck Hire-Summaries	7
Contract Files (upon completion of contract)	7
Vehicle Distribution Sheets	6
Equipment Distribution Sheets	6
Labour Distribution Sheets	6
Material Distribution Sheets	6
Roads Ledgers	7
Public Works Contract Forms	6
Monthly Road Reports	5
Fuel Tickets	2

<u>Record</u>	<u>Years to be Retained</u>
Gravel Tickets	1
Weed Control Reports (until updated)	1

LEGAL RECORDS

Legal Opinions	permanent
Legislation - Private Acts	permanent
Court Cases	permanent
Agreements	20
Writs	20
Statements of Claims	20
Purchase of Land Files	permanent
Sale of Land Files	permanent
Road Closing Files	permanent
Road Dedication Files	permanent
Road Widening Files	permanent
Local Improvement Files (see Section 22, The Local Improvement Act)	permanent
Notices of Applications to The Ontario Municipal Board (O.M.B.)	permanent

PERSONNEL RECORDS

Payroll Journal	permanent
O.M.E.R.S. Pension Cards	permanent
Employees Personnel History File	permanent
Union Agreements	permanent
Job Applications - Those Hired	permanent
Compensation Case Records	permanent
Oaths of Office	permanent
Individual Earning Records	permanent

<u>Record</u>	<u>Years to be Retained</u>
T-4 Summaries	permanent
Sick Leave	7
Time Cards	7
Employees Income Tax Deductions	7
W.C.B. Claims	permanent
Job Descriptions	7
Overtime Sheets	7
Car Allowance Sheets	7
T-4 Slips	permanent
Time Distribution Sheets	7
U.I.C. Records	7
Bi-Weekly Payroll Summary	7
Daily Time Sheets	7
Weekly Time Sheets	7
O.H.I.P., E.H.T., O.H.S.C., Medical, etc.	Files 7
Job Applications _ Those Not Hired	2
TD-1 Forms	Upon Replacement

NOTE

Although the suggested retention period for records dealing with income tax, unemployment insurance and pensions may satisfy municipal needs, permission to destroy them after the retention period has been completed must still be obtained from Revenue Canada Taxation. Please refer to Revenue Canada circular #78-10, dated August 21, 1978, or any updated versions, entitled "Books and Records Retention/ Destruction".