

# THE CORPORATION OF THE TOWNSHIP OF PELEE

## BY-LAW NO.: 1612

BEING a BY-LAW to establish schedules of retention periods for documents, records and other papers of the municipality.

WHEREAS SECTION 254 (1) of the Municipal Act, S.O. 2001, as amended, provides that the Council of a municipality may pass a by-law approved by the auditor of the municipality establishing schedules of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the municipality;

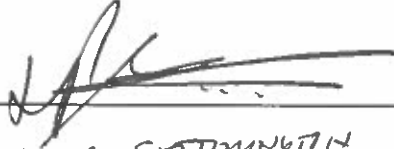
NOT THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PELEE hereby enacts as follows:

1. That the retention periods for the records of the Township as outlined in Schedule "A" attached hereto and forming part of the 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 And that all By-laws, or parts thereof, contrary hereto or inconsistent herewith, be and the same are hereby repealed.

This By-law shall come into force and take effect upon the receipt of all required signatures and the short title of the By-law is Retention of Records.

Bill Kuster  
Mayor

Heather Marchand  
Clerk-Treasurer

 FCA  
DAVID SETTEBUNGHIN Auditor

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
Assessment Roll	permanent
Leases (after expiration and if not part of by-law)	permanent
Council Motions/Resolutions	permanent
O.M.B. Records (keep with by-law)	permanent
Property Files	permanent
Local Improvement Book	permanent
Cemetery Records	permanent
Burial Permits	permanent
Historical Correspondence	permanent
Annexation Files	permanent
Street Closing Files (with by-law)	permanent
Destroyed Records Files	permanent
Contracts (if not part of by-law)	6
Agreements (if not part of by-law/inactive)	6
General Correspondence	6
Correspondence Register	6
Licenses (after expired)	6
License Applications	6
Hunt Licenses/Records	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/Orders of the Day	6

RecordYears to be Retained

Council Minutes (rough notes)	6
Committee Minutes (rough notes)	6
Notice of Change of Land Titles (if not part of by-law)	permanent
Applications to Province (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
Liquor Vote Records	6
Ministry of Environment (M.O.E.) Certificates	6
Annual Requests of Local Boards	6
Livestock Affidavits	6
Fence Viewers Files	6
Fence Viewers Awards	6
Planning Board/Planning Committee Minutes	permanent
Subdivision Applications (after final approval)	permanent
Subdivision Plans	permanent
Subdivision Files (after final approval)	permanent
Reference Plans	permanent
Site Plan Approvals/Agreement	permanent
Zoning By-law/Copies	permanent
Zoning Files	until decision made
Zoning Amendments/Amendment Applications	permanent
Zoning By-law Enforcement Files	until acted upon
Land Surveys	permanent
Contour Maps	permanent
Base Maps – Original	permanent
Aerial Photos	permanent
Condominium Applications/approvals	permanent
O.M.B. Hearing Files	permanent
O.H.R.P. Files (after agreement)	until loan fully repaid
O.H.R.P. Agreement	permanent
Property Standards By-law	permanent
Maintenance and Occupancy By-law	permanent
Site Plan Approval Applications	permanent
Assets – permanent files	permanent
Tender Purchase Quotations	7
Successful Tenders	7
Unsuccessful Tenders	2
Tender Files	6

RecordYears to be Retained

Stores Invoices	7
Vendors' Contracts	6
Rental and Service Agreements	6
Year End Inventory Count Sheets	6
Packing Slips	2
General Street Files	permanent
Animal Control Files	2
Local Improvement Notices (after debenture finished)	2
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 Payments 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/Credit Memos	10
Deposit Slips	10
Final Budgets – Operating/Capital	7
Tax Ledger Cards	permanent
Paid Debenture and Coupons (upon maturity)	7
Debenture Working Papers	7
Debenture Summaries	7
Paid Invoices	7
Paid Accounts Summary Sheet	7
Budget Estimates Working Papers	7
Tax Collector's Certificate	7
General Correspondence	7
Receipt Books	7
Cheque Stubs	7

Record

Years to be Retained

Cash Books	permanent
Deposit Pass Book	7
Accounts Receivable Ledger Cards	7
Tax Receipts	7
Posting and Distribution Journals	permanent
Tax Arrears Cards	permanent
Subsidy and Tax Application Forms	6
Investment Files	6
Municipal Tax Credits	5
School Tax Credits	5
Tax Assistance Adjustment	5
Farm Credits	5
Petty Cash Vouchers	2
Bank Reconciliations	7
Mortgage Lists	1

PUBLIC WORKS RECORDS

Road Construction Records (after completion)	8
Truck Hire/Time Reports	7
Truck Hire Summaries	7
Contract Files (upon completion)	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
Gravel Tickets	1
Weed Control Reports (until updated)	1

LEGAL RECORDS

Legal Opinions	permanent
Legislation/Private Acts	permanent
Court Cases	permanent
Agreements	20

Record

Years to be Retained

Writs	20
Statements of Claims	20
Notices of Claims	20
Expropriation Files (as per the Expropriation Act)	permanent
Purchases of Land Files	permanent
Sale of Land Files	permanent
Exchange of Land Files	permanent
Road Closing Files	permanent
Road Dedication Files	permanent
Road Widening Files	permanent
Local Improvement Files (See Section 22, Local Improvements Act)	permanent
Notices of Applications to O.M.B.	Permanent

PERSONNEL RECORDS

Payroll Journal	permanent
Employees Personnel History Files	permanent
Job Applications – those hired	permanent
Compensation Case Records	permanent
Oaths of Office	permanent
Individual Earning Records	permanent
T-4 Summaries	permanent
Sick Leave	7
Garnishee re : employees	7
Time Cards/Sheets	7
Employees Income Tax Deductions	7
W.C.B. Claims	permanent
Job Descriptions	7
Over time Sheets	7
Car Allowance Sheets	7
T-4 Slips	permanent
Time Distribution Sheets	7
E.I. Records	7
Bi-Weekly Payroll Summary	7
Weekly Time Sheets	7
O.H.I.P., 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, employment 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 entitled "Books and Records Retention/Destruction".