

**MUNICIPALITY OF CENTRAL MANITOULIN**

**BY-LAW 2008-21**

**A BY-LAW TO ESTABLISH SCHEDULES OF RETENTION PERIODS FOR DOCUMENTS, RECORDS AND PAPERS OF THE MUNICIPALITY**

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WHEREAS Section 116(1)(b) of the Municipal Act, R.S.O. 1990, as amended, provides that the council of a municipality may establish schedules of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records, and papers must be kept by the municipality;

AND WHEREAS the auditors of the Municipality of Central Manitoulin have approved this by-law by letter dated     ;

NOW THEREFORE the Council of the Municipality of Central Manitoulin hereby enact as follows:

1. The retention period for the records of the Municipality of Central Manitoulin as outlined in Schedule 'A' attached hereto and forming part of this by-law are hereby adopted and established as the retention period for each such records.

2. Definitions and Symbols:

(a) When used in this by-law, the following symbols and abbreviations mean and stand for the words set opposite thereto:

C	Current Year
P	Permanent
ED	Electronic document and destroy
ER	Electronic document for disaster and retention
S	Superseded
T	Termination of an event

(b) Current: such original records shall be kept for the current year.

(c) Permanent: such original records shall be preserved and never destroyed.

(d) Electronic document and destroy: such records shall be recorded electronically in their entirety, the electronic document shall be in duplicate and one copy thereof shall be stored apart from the other in a place of safe and suitable storage, and then such records shall be destroyed.

(e) Electronic document for disaster and retention: such records shall be recorded electronically in their entirety when such records are final; such electronic documents shall be in duplicate and one copy thereof shall be stored apart from the other in a place of safe and suitable storage and

such records shall be preserved and never destroyed unless otherwise provided herein.

- (f) Superseded: Such records have been updated with an updated version.
- (g) Termination of an event: such records shall be destroyed after the termination of the event.

- 3. The Clerk has the authority to destroy all of the documents listed provided they have been retained until the retention period as outlined on Schedule 'A' of the by-law has expired.
- 4. When records have been destroyed under this by-law, the clerk shall so clarify in writing. Such certificates shall refer to the relevant schedule and item of this by-law and shall identify records. The clerk shall keep an index of:
  - (a) Records recorded electronically;
  - (b) Whether electronic document is a duplicate;
  - (c) Where each copy of the electronic document is stored;
  - (d) Details of storage of original documents, where appropriate;
  - (e) Records destroyed.

When records are destroyed under this by-law, the proper and complete destruction thereof is the responsibility of the clerk. When records are recorded electronically, the clerk shall ensure that such electronic documents are properly prepared, identified and indexed.

- 5. This by-law shall come into force and take effect on the passing thereof.

Read a first, second and final time this \_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CLERK

I, \_\_\_\_\_, Clerk-Treasurer of the Municipality of Central Manitoulin, do hereby certify that the foregoing is a true copy of By-Law # , which was passed by Central Manitoulin Municipality Council on the \_\_\_\_ day of \_\_\_\_\_ 2008.

\_\_\_\_\_  
Clerk-Treasurer

## **SCHEDULE 'A'**

### **RECORDS RETENTION SCHEDULE**

#### **CLERK'S DEPARTMENT**

<u>RECORD</u>	<u>RETENTION PERIOD</u>
Agreements and contracts pertaining to CAO/Clerk's Department (if not part of a by-law)	T+5
Appointments (oaths of office, allegiance, declarations)	P
By-Laws (originals)	P
Committee Minutes (originals)	7
Committee files (including notices, agendas, Correspondence, and supporting documentation)	7
Council Minutes (originals)	P
Council Minutes (rough notes including original motions/resolutions, signed reports to Council etc.)	7
Court Decisions	P
Historical Files	P
Legal Opinions	7
Records Destruction Certificates	P
Restructuring Orders	P

**SCHEDULE 'A'**

**RECORDS RETENTION SCHEDULE**

**FINANCIAL DEPARTMENT**

<u>RECORD</u>	<u>RETENTION PERIOD</u>
Duplicate Cash Receipts	7
Cash Disbursement Journals	7
Duplicate Account Receivable Invoices	7
Accounts Payable Postings	7
Paid Invoices/Vouchers	7
General Correspondence	7
Budget Working Papers	7
Year-End (Trial Balance, Closing & Flip)	7
Cancelled Cheques	7
Receipt Books	7
Bank Deposit and Credit Memos	7
Deposit Slips and Books	7
Cheque Register	7
Bank Statements	7
Bank Reconciliations	7
Payroll (Register, Balancing, Remittance, Time Records	7
T4's/T4A's	P
Insurance Records	7
Litigation and Insurance Claims	7
Final Budgets – Operating and Capital	7
Paid Debentures and Coupons	P
Interim Financial Statements	7
Grants, Subsidies and other Revenues	7
Investments	7
Provincial and Federal Capital Grants	7
General Ledger	P
Cash Receipts Journals	P
General Journals	P
Bank Reconciliation Journals	P
Audited Financial Statements	P
OMERS Pension Annual Reports (Form 119)	P
Employee Records	P
Municipal Tax Sales	P
Debenture Register	P
Tax Sales – Deeds	P
Reserves and Reserve Funds	P
Interim Assessment Roll	7
Assessment Roll	P
Write Offs/Supplements	P
Taxes (Final/Interim Billing Register, Trial Balances)	7
Water and Sewer Capital Information	P
Water and Sewer (Levy Reports, Financial Reconciliation, User Rates, Penalties, Trial Balances)	7

**SCHEDULE 'A'**

**RECORDS RETENTION SCHEDULE**

**ROADS DEPARTMENT**

<u>RECORD</u>	<u>RETENTION PERIOD</u>
Legal Survey Plans	P
Land Survey Records	P
Agreements to Purchase Lands	P
Deeds of Land	P
Engineering Records – Bridges	P
Engineering Records – Roads	P
Soils Reports	P
Contract Documents & Contract Records	P
Road Plans & Profile Plans	P
Data Collection Field Books	P
Provincial Highway Legal Plans	P
Easements	P
MTO Directives	ER
MTO Resource Manuals	ER
Ontario Provincial Specifications	ER
Township Road Closings	ER
Registered Roads/Department By-Laws	P
Land Division Comments	ER
Accident Reports	10
Weather Reports	7
Municipal Drains	P
Planning Documents Comments	ER
Plans of Subdivision Comments	ED
Township Maps	P
Utility Location Approvals	ED
Annual Projects	ER
Engineers Annual Reports	ER
Policies and Procedures	ER
Budgets	ER
Capital Works Project	ED
Photographic Slides of Department Activities	ED
Vehicle Information	S
Entrance Applications & Entrance Permits	ED
Annual Tenders	7
Operations Committee Minutes	7
Workplace Hazardous Materials Information System	S
Employee Data	P
Environmental Assessment Reports	ER
Building Enroachment Permission	ED
Oversize/Overweight Permission	ED
Sign Permits	ER

## SCHEDULE 'A'

### RECORDS RETENTION SCHEDULE

#### PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

<u>RECORD</u>	<u>RETENTION PERIOD</u>
<u>Planning</u>	
Maps	P
Official Plans	ED/P
Official Plan Amendments	ED/P
Subdivision Plans	P
Reference Plans	P
Site Plan Approval Agreements	ED/P
Zoning By-Laws	ED/P
Zoning By-Law Amendments	ED/P
Land Surveys	P
Zoning Files	ED/P
Development – Control Agreements	ED/P
Municipal Project Files	ED/P
Consent (Severance) Records	ED/P
Subject Files & Correspondence	C
Ontario Municipal Board Records	ED/P
Budget Files	7
Department Staff Files	P
Economic Development, Planning & Property Committee Reports & Minutes	ED/P
Publications (Library)	C
<u>Economic Development</u>	
Client Files (Active & Inactive)	7
Subject Files	C
Government Program Information	C
Ministry of Natural Resources Files	7
Forestry Files	7
Agriculture Files	7
Industrial Buildings & Parks Files	7
Municipal Information	C

**SCHEDULE 'A'**

**RECORDS RETENTION SCHEDULE**

**PROPERTY DEPARTMENT**

<u>RECORD</u>	<u>RETENTION PERIOD</u>
<u>Property</u>	
Budgets	7
By-Laws	P
Committee Minutes	P
Contracts	7
Correspondence	7
Emergency Operations	7
Leases	7
Real Estate	7
Site Plans	P
Tenants	7
Tenders	7
Vision Plan	7
Septic Permits	P
Building Permits	P
<u>Building Maintenance</u>	
- Electrical	7
- Fire Alarm	7
- Generator	7
- Heating	7
- Janitorial Services	7
- Mechanical Systems	7
- Security System	7
- Service Contracts	7
- Telephone System	7
<u>Land</u>	
- By-Law Enforcement	P
- Land Stewardship	7
- Land Use Plan	7
- Legal	7
- Ontario Hydro	7
- Site Locations	7
- Weed Inspection	7

## SCHEDULE 'A'

### RECORDS RETENTION SCHEDULE

#### HUMAN RESOURCES DEPARTMENT

<u>RECORD</u>	<u>RETENTION PERIOD</u>
Publications	3 months
Employment Applications and Resumes	3 months
Job Posting and Recruitment	C + 1
Job Descriptions	C + 3
Complaints & Enquires (Investigation reports, Public & Staff)	C + 1
Staff Training & Development (Approved Courses, WHIMIS)	C + 2
Employee Service Awards	C + 2
Professional Associations & Organizations	C + 2
Conferences & Seminars	C + 2
Advertisements	C + 2
Office Administrations (General office services)	C + 2
Office Services – photocopier, courier	C + 2
Corporate Communications – media, advertising, production of Promotional material	C + 2
Municipal Freedom of Information & Protection of Privacy	
- Access Requests	C + 2
- Privacy Information	C + 2
- Administration	C + 5
Correspondence – General	C + 5
- Department Heads	C + 5
Employee Health & Safety	C + 5
Organizational Structure	C + 5
Pay Equity Plans	P
Workplace Safety Insurance Board (W.S.I.B.)	C + 7
Personal Injury Claims (Public, municipality, etc.)	C + 6
Occupational health & Safety	C + 6
Legal Opinions	C + 6
Personnel Files – Job Contracts	C + 6
- Job Descriptions	C + 4
- Job Evaluations	C + 4
Personnel Forms	P
Policy & Procedures	P
Policy Interpretations	C + 6
Surveys – Wages and Benefits	C + 6
O.M.E.R.S. Pension Information	P
U.I.C. Premium Reduction	C + 6
Job Evaluation Study	P
Records Destruction Certificates	P
Ontario Human Rights	P