

Third Reading

No. 15-01

Council of the Township of Wollaston

Session 200

Moved by John Dally

Seconded by Wulius

That a by-law to _____

As reported by the committee of the Whole be read a third time, passed and numbered _____ and that the said by law be signed by the Reeve and clerk, sealed with the seal of the Corporation, and be engrossed in the by-law book.

Carried Albert Wader

Second Reading

No. _____

Council of the Township of Wollaston

Session 200

Moved by Brent Hood

Seconded by Brent Hood

That a by-law to _____

Be read a second time and be referred to a committee of the whole council.

Carried Albert Wader

First Reading

Council of the Township of Wollaston

Session JAN 22 2002

Moved by Brent Hood

Seconded by John Dally

That a by-law to ESTABLISH SCHEDULES OF RETENTION OF DOCUMENTS, RECORDS AND OTHER PAPERS OF THE MUNICIPALITY AND TO REPEAL THE PREVIOUS BY-LAWS THAT PERTAIN TO THIS MATTER, AS per schedule A attached.

be received and read a first time.

Carried Albert Wader

The Corporation of the Township of Wollaston

By-law # 15-02

Being a by-law of the Corporation of the Township of Wollaston to establish schedules of retention periods for documents, records and other papers of the Municipality and to repeal and previous by-laws that pertain to this matter.

Whereas Section 116 of the Municipal Act provides that the Council of a Municipality may pass a by-law approved by the auditor(s) of the Municipality establishing schedules of retention periods during which the receipts, vouchers, instruments, rolls or other documents must be kept by the Municipality:

Now therefore the Council of the Corporation of the Township of Wollaston hereby enacts the following:

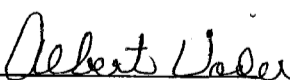
1. Definitions


- (i) "Auditor" means the person or firm appointed by the Council from time to time to perform the annual audit of the records of the Corporation.
 - (ii) "Official" means the Clerk of the Municipality who is responsible for the implementation of this by-law and;
 - (iii) "Record" means all of the receipts, vouchers, instruments, rolls or other documents of the Corporation.
2. That the retention periods for the records of the Township of Wollaston 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.

3. Record Retention

Where in this by-law, it is provided that particular records of the Corporation or a local board thereof shall be:

- (i) "Destroyed" such records shall be destroyed without any copy thereof being retained.
 - (ii) "Permanent" such original records shall be preserved and never be destroyed; and
 - (iii) "Discretion", the official shall always have a discretion to retain records longer than the period provided by this by-law and shall do so where they deem it appropriate.
4. That the schedule attached hereto as Schedule "A" is hereby approved and adopted.
5. 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.
6. That the Clerk shall make a record of those documents destroyed.
7. That this by-law shall not take effect until the Auditor(s) of the Corporation has/have approved this by-law endorsing their names at the end thereof.
8. That any previous by-laws regarding this matter are hereby repealed.


Albert Vader, Reeve


Marilyn Brickles, Clerk Treas.


Auditor Humpage Taylor



SCHEDULE "A" TO BY-LAW 2000-

LEGEND: C - Current
 P - Permanent
 T - Termination of Event
 S - Superseded (Replaced by updated record)
 A - Archival (Historical Value)

NOTE: The following records are not covered by this Retention By-law:
 - duplicate copies of records, including correspondence;
 - published materials and its copies;
 - phone message slips;
 - early versions or drafts of reports (unless there is added information from senior management or members of Council); and
 - copies of information of a general nature.

Records not covered by this retention by-law, as above, can be treated as having a retention value of "kept until no longer needed" by the creator or user of this information. None of this material should see its way into a semi-active or inactive records storage area.

<u>RECORD NAME</u>	<u>RETENTION PERIOD IN YEARS</u>
Accident Reports	7
Accountants Reports	7
Accounts Payable Invoice copies (paid)	7
Accounts Receivable Ledger Cards	7
Acknowledgement to Vendors	2
Advertisements	7
Agendas (Council Meetings)	7
Agendas (Committees)	2
Agreements (User)	20
Agreement (Not part of by-law after term)	7
Agreements (Part of by-law)	P
Animal Control Files	7
Annexation Files (Re: County Restructuring)	P
Annual Reports (see department)	P
Annual Requests of local Boards	P
Application for Building Permit after issued	7
Application for Part Time Employees	1
Application to Province (Re: Projects)	P
Appointments (See By-law)	P
Area Service Records	P
Area Service Reports	7
Arena Files - Correspondence	7
Arena Files - Financial	P
Assessment Appeals Files	P
Assessment Review Court Records	P
Assessment Roll	P
Assets - Permanent Files	P
Assets - Temporary Files	7
Associate membership Files	7
Auditors Reports - FIR	P

Bank Debit and Credit Memos	10
Bank Reconciliations	10
Bankruptcy Notice Files	7
Bank Statements	10
Base maps (Original)	P
Birth Register (Older Records)	P
Bond Deduction Records	7
Briefs and Reports to Council	7
Budget Estimates Working Papers	7
Budget Reports	7
Building Compliance Letters	P
Building Fire Reports	10
Building Maintenance Files (Permits)	7
Building & Demolition Permits (Issued)	P
Building Reports Annual	P
By-law Control Officer Report	7
By-laws (Original)	P
By-law Infraction & Violation Receipts	P

Cancelled Cheques	7
Cancelled Dump Tickets	2
Cash Receipts Journal	7
Cash Payment Journal	P
Cemeteries	A
Census Reports	P
Charitable Donations	7
Cheque Register	P
Cheque Stubs	7
Clerk's Tax Certificates	7
Committee Appointments - Correspondence	7
Committee of Adjustment Applications	P
Committee of Adjustment Notices & Decisions	P
Committee of Adjustment Minutes	P
Committee Minutes -Original	P
Committee Minutes - Rough	3
Community Centre - Financial Reports	7
Community Centre Files	P
Compensation Case Records (W.C.B.)	P
Computer Systems - Information	S
Condominium Approvals	P
Conferences & Seminars - information	2
Contracts (Not part of By-law & after termination)	7
Contract Files (on completion)	7
Cost Statements - Capital Expenditure	P
Council honorarium Records	7
Council Minute Book	A
Council Minutes (rough)	3
Court Cases	P
Court Decisions	P
Court of Revision Records	P
Community Centre and Arena Board Minutes	P

Daily Cash Reports	7
Daily Cash Summaries	7
Daily Time Sheets	7
Death Register (Older Records)	P
Debenture Register	P
Debenture Summaries	7
Debenture Working Papers	7
Deeds (Not Part of By-law)	P
Deeds (Re: Severances)	P
Department Organization Reports	P
Deposit (Pass) Book	7
Deposit Slips	10
Design Estimates	7
Destroyed Records File	P
Development Charges - Study & Information	S
Development - Site Plan Control Agreements	P
Documents Supporting Original Minutes	P
Drainage Records (Re: Tile)	P
Duplicate Dog Licences	2
Duplicate Rental Permits (Re: Park)	2
Duplicate Tax Cash Receipts	7
Duplicate Tax Accounts Receivable Invoices	7
Easements (Part of By-law)	P
Economic Development General Resources	2
Election Reports	P
Electors (List of)	P
Elector Records	Election Act
Emergency Plan	S + 1
Employee Income Tax Deductions & C.P.P.	7
E.I. - Employment Insurance Deductions	7
Employee Payroll Records	P
Employee Personnel History File	P
Employee Record of Employment	P
Employee Time & Absentee Records	7
Employment Equity Information	S
Engineering Drawings & Surveys	P
Entrance Applications & Permits	P
Erosion Records	P
Exchange of Lands File	P
Expenditures Report	P
Expropriation Files	T + 21
Facilities & Property Management (municipally owned)	7
Fence Viewers Awards	P
Fence Viewers File	P
Final Budgets - Capital	P
Final Budgets - Operating	P
Final Tax Billing	10
Financial Records	10
Financial Statements (Audited) (F.,I.R.-)	P

Levy Requisitions - County, O.R.C.A., School Boards	7
Licence Applications (Re.: Lottery)	7
Licences (After Expired) (Re: Lottery)	7
Library Reports	7
Liquor Vote Records	P
Livestock Affidavits	7
Local Improvement Files	P
Library Board Minutes	P
Library Board Minutes (Rough)	2
Maintenance and Occupancy By-law	P
Major Tenders (Successful)	7
Marriage Application Forms	1
Marriage Register	P
Mechanics Lien File - After Work Complete	7
Mileage Records	7
Ministry of the Environment Certificates (Certificates of Approval)	P
Minor Successful Tenders	7
Monthly Road Reports	7
Monthly Trial Balances	10
Mortgage Lists	2
Municipal Consent Files (Re: Severances)	P
Municipal Freedom of Information - Manual	S
Municipal Freedom of Information -Access Requests	P
Municipal Tax Assistance Files	P
Municipal Tax Credits	7
Newletters to Residents	2
Non-Occupancy Agreement Files (Re: By-law)	P
Nomination Papers	Election Act
Notice of Application to O.M.B.	P
Notice of Change of Address	3
Notices of Change of Land Titles	7
Notice of Change of Ownership of Land	7
Nutrient Management Plans	P
Oaths of Office (By-law)	P
Occupational Health & Safety - Reports	7
Office - Equipment & Supplies Information	7 (S)
Official Plans	P
Official Plan Amendments	P
O.H.I.P. Medical Files (See: Personnel Files)	7
O.H.R.P. Agreement (See by-law)	P
O.H.R.P. Files (After Agreement)	P
O.M.B. Hearing Files	P
O.M.B. Records (Kept with by-law)	P
O.M.E.R.S. Pension Cards	P
Orders under Building Code Act (Completed)	P
Overtime Sheets (Only in Road Department)	7
Ownership/Address Changes	P
Notices of Claim	20

Paid Accounts Summary Sheets	7
Paid (Cancelled) Cheques	7
Paid Debenture & Coupons on Maturity	7
Paid Invoices (See: Accounts Summary Sheets)	7
Paid Purchase orders	7
Paid Requisitions	7
Parks - Annual Reports	P
Parkland Maintenance Records	6
Parks - Summer Program Files	7
Parks - Rental Schedules	3
Payroll Journal	P
Payroll - Salary & Wage Information	7 (S)
Payroll - Time Sheets	P
Permits Issued (Re: Building)	P
Personnel Files (After Termination)	P
Petty Cash Vouchers	7
Planning Advisory Committee Minutes	P
Planning Advisory Committee Agendas	2
Plumbing Reports	P
Policy Manual	S
Policy of Rules & Procedure (Re: Arena)	7
Posting & Distribution Journals	7
Procedural By-law	P
Program Correspondence (When Program Over)	2
Program Personnel Files - see Challenge	10+
Property Files	P
Property Development Proposals	P
Property Standards By-law	P
Prosecution Files (Re: Building Infractions)	P
Publications	2
Purchase of Land Files	20
Purchase Orders - Copies	7
Real Estate Files (Not part of By-law)	P
Real Estate Supporting Files	7
Receipt Book	7
Receptions & Special Events Files	7
Reference Plans	P
Rental Agreements	7
Rental Agreements (After Rental Period Over)	2
Requisition copies	2
Requisition Files (Levy)	7
Resolutions - Council & Committee	P
Road Closing Files	P
Road Construction Records	P
Road Cuts	P
Road Dedication Files	P
Road Ledger	P
Road Management Reports	8
Road Studies - Various Types	P
Road Invoices	7
Roads - Snow Removal Agreements	7 (S)
Road Tour Reports	7
Road Widening Files - Deeds 10' strips	P

Sale of Lands Files	P	
School Support Lists (See: Assessment Roll)	7	
School Tax Credits	7	
Severances	P	
Site Plan Approval Applications & Agreements	P	
Small Animal Control Officer Reports	7	
Statement of Claims	20	
Stop work Orders	P	
Street Cut/Trench/Drain Permits	7	
Streetlighting	P	
Street Sign Inventory Register	P	
Subdivision Plans	P	
Subsidy and Tax Application Forms	7	
Subsidy Cost Ledgers (Re: Roads)	10	
Summary of Final Tax Billing		10
Tax Arrear Cards	7	
Tax Assistance Adjustment	7	
Tax Certificates	7	
Tax Collector's Certificates	7	
Tax Ledger	P	
Tax Receipts (completed)	7	
Tax Registration Records	P	
Tax Roll	P	
Tax Sales (Re: Deeds)	P	
TD-1 Forms	S	
Tenders	7	
Tender Files	7	
Tender Purchase Quotation	7	
Tenders (Unsuccessful)	2	
Terminated Employees Records	P	
Tile Drainage	P	
Time Distribution Sheets - Payroll	P	
T-4 Slips	7	
T-4 Summaries	P	
Training and Development	7	
Vacation Records	7	
Vehicle Accident Reports	7	
Vehicle & Equipment Maintenance Records	P (S)	
Vendor's Licence	P (S)	
Vital Statistics	P	
Voters List		Election Act
Ward Boundaries Information		P
Warrants	7	
Waste Management Reports	P	
Water Conservation Reports and Analysis	7	
W.C.B. Claims	P	
W.C.B. Payment Records	7	
Weed Control Reports	P	
Weigh Scale Receipts (Re: Gravel)	3	

Welfare Case Records	5
Welfare Ledger Cards	7
Welfare Payment Records (See: Ledger Cards)	7
Welfare Reports	7
Year End Trial Balances	P
Zoning Amendments and Applications	P
Zoning By-law and Amendments	P
Zoning By-law Enforcement Files - Infractions	P
Zoning Compliance Letters	P