

**SCHEDULE A to BY-LAW 2009-11
MUNICIPAL RECORDS RETENTION SCHEDULE**



CLERK'S DEPARTMENT

TYPE OF RECORD OR DOCUMENT	PERMANENCY	# OF YEARS TO RETAIN PLUS CURRENT YEAR
Agendas	P	
Agreements (if not part of by-law)		7 after completion of contract
Annual Requests of Local Boards		7
Application to Province re: Projects / Grants		7
Assessment Appeals		7
Assessment Review Court Records		7
Birth Register	P	
By-Laws (original)	P	
Cemetery Records	P	
Clerk's Certificates		7
Committee Minutes	P	
Contracts (if not part of by-law)		7 after completion of contract
Council Motions		7
Council Minutes	P	
Death Register	P	
Deeds (if not part of by-law)	P	
Easements (if not part of by-law)	P	
Election Records		As per Election Act
Fence Viewers Files		7
General Correspondence		7
Insurance Records		7
Insurance Claims		7
Interoffice Memos		7
Leases (if not part of by-law)		7
Livestock Affidavits		7
Min of Environment (MOE) Certificates	P	
Nomination Papers		As per Election Act
OMB Records (keep with by-law)	P	
Petitions		7
Real Estate Files (if not part of by-law)	P	
Reports to Council		7
Resolutions of Council		7
Street Closing Files (with by-law)		7
Voters List		As per Election Act

FINANCIAL/ TREASURER DEPARTMENT

TYPE OF RECORD OR DOCUMENT	PERMANENCY	# OF YEARS TO RETAIN PLUS CURRENT YEAR
Accounts Payable Receipts		6
Accounts Receivables Receipts		7
Audited Financial Statements	P	
Bank Debit and Credit Memos		7
Bank Reconciliation	P	
Bank Statements		7
Budgets – Operating		7
Budgets – Capital		7
Cancelled Cheques		7
Cash Books		7
Cash Payment/Receipts Journal	P	
Cheque Register		7
Cheque Stubs		7
Deposit (Pass) Book		7
Deposit Slips		7
General Journal	P	
General Ledger	P	
Investment Files		6
Monthly Trial Balances		3
Municipal Tax Credits		5
Paid Invoices		6
Posting and Distribution Journals		7
Reserves and Reserve Funds	P	
Receipt Books		7
Tax Collectors Certificate		7
Tax Receipts		7
Tax Roll	P	
Tax Sales - Deeds	P	
Treasurer's Certificates		4
Year-End Trial Balance		7

ROAD AND PUBLIC WORKS DEPARTMENT

TYPE OF RECORD OR DOCUMENT	PERMANENCY	# OF YEARS TO RETAIN PLUS CURRENT YEAR
Culvert and Bridge repair installation records	P	
Contract Files (upon completion of contract)		7
Drainage Records	P	
Engineering Drawings	P	
Engineer's Files		15
Fuel Tickets		2
Gravel/Sand Tickets		1
General Road Files		15
Monthly Road Reports		5

Project Progress Reports		5
Project Progress Reports Under Contract (after final payment)		3
Public Works Contracts		6
Road Construction Records (after completion)		8
Road Sign Inventory		7
Traffic Counts		15
Vehicle Records (after disposal of vehicle)		2
Work Orders		6
Yearly Work Diaries		6

FIRE RECORDS AND DOCUMENTS

TYPE OF RECORD OR DOCUMENT	PERMANENCY	# OF YEARS TO RETAIN PLUS CURRENT YEAR
Fire Prevention Inspection Reports	P	
Fire Marshal's Reports		10
Emergency Reports		10
Fire Truck Inspection Reports		3
Fire Apparatus Files	life of apparatus	

LEGAL DOCUMENTS

TYPE OF RECORD OR DOCUMENT	PERMANENCY	# OF YEARS TO RETAIN PLUS CURRENT YEAR
Agreements		20
Court Cases	P	
Exchange or Transfer of Land Files	P	
Expropriation Files (as per Expropriation Act)		15
Land Appraisal Files		3
Legal Opinions	P	
Local Improvement Files		10
Mechanics Lien Files (after completion of work)		2
Notices of Application to the Ontario Municipal Board (OMB)		6
Notice of Claims		20
Prosecution Files		7
Road Closing Files	P	
Road Dedication Files		12
Road Widening Files		12
Statement of Claims		20

PERSONNEL AND HUMAN RESOURCES

TYPE OF RECORD OR DOCUMENT	PERMANENCY	# OF YEARS TO RETAIN PLUS CURRENT YEAR
Attendance Sheets		7
Bonuses and Honorarium Records		7
Compensation Case Records	P	
E.I. Records		7
Employee Gifts File		2
Employees Income Tax Deductions		7
Employees Personnel History File	P	
Garnishees re: Employees		7
Grievance Files / Report		7
Individual Earning Records	P	
Job Applications of Those Hired	P	
Job Applications - Of Those Not Hired		2
Job Descriptions (until updated)		7
Oaths of Office	P	
O.H.I.P., O.H.S.C., Medical Files, etc.		7
Payroll Journal	P	
T4 Slips		7
T-4 Summaries	P	
TD-1 Forms		Upon Replacement
Terminated Employee Records		10
Training and Development Files		10
Weekly Time Sheets		7
WSIB Claims		7

PLANNING AND ZONING

TYPE OF RECORD OR DOCUMENT	PERMANENCY	# OF YEARS TO RETAIN PLUS CURRENT YEAR
Aerial Photos	P	
Committee of Adjustment Applications	P	
Committee of Adjustment Appointments	P	
Committee of Adjustment Enquiries	P	
Committee of Adjustment Notices	P	
Contour Maps	P	
Development - Control Agreements	P	
Land Surveys	P	
Official Plan	P	
Official Plan Amendments	P	
Reference Plans	P	
Site Plan Approval Agreements	P	
Site Plan Approval Applications	P	
Subdivision Applications & Plans	P	
Subdivision Plans	P	
Zoning By-Law & Amendment Files	P	
Zoning Files		Until decision made
Zoning By-Law Enforcement Files		Until acted upon

PURCHASING AND INVENTORIES

TYPE OF RECORD OR DOCUMENT	PERMANENCY	# OF YEARS TO RETAIN PLUS CURRENT YEAR
Acknowledgements to Vendors		2
Assets - Permanent Files	P	
Inventory Reports		6
Purchase Orders		5
Rental and Service Agreements		6
Requisition Copies		2
Surplus Assets Records		6
Tender		6
Tender Files		6
Tender Purchase Quotations		5
Unsuccessful Tenders		2

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.