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THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 2244

Being a By-law establishing a schedule of retention periods during which receipts, vouchers, instruments, rolls or other documents; records and papers of the Corporation of the City of North Bay must be kept by the said Corporation;

And being a By-law authorizing the destruction of receipts, vouchers, instruments, rolls or other documents, records and papers of the said Corporation except those coming within the retention period as set forth in the schedule attached hereto.

WHEREAS The Municipal Act Section 248b provides as follows: A municipality or a local board thereof, as defined in The Department of Municipal Affairs Act, except a school board, shall not destroy any records and papers except,

- (a) After having obtained the approval of the Department; or
- (b) in accordance with a by-law passed by the municipality and 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 or local board;

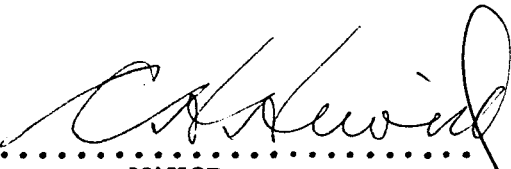
AND WHEREAS the auditor for the Corporation of the City of North Bay has approved the retention schedule attached to this By-law;


NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:

1. That the retention periods covering Treasury Department records for the Corporation of the City of North Bay set forth in Schedule "A" to this By-law be and the same are hereby established.
2. That the City Treasurer be and he is hereby authorized and empowered to destroy records of the Treasury Department aforesaid which come within the itemized list set forth in Schedule "A" aforesaid and which extend beyond the respective retention periods as set forth in Schedule "A" aforesaid.
3. This By-law shall come into full force and effect upon the final passing thereof and upon receiving the approval of the auditor for the Corporation of the City of North Bay.

4. That all previous By-laws or sections of By-laws conflicting with the provisions of this By-law shall be deemed to be and they are hereby repealed.

READ A FIRST TIME IN OPEN COUNCIL THIS 15TH DAY OF NOVEMBER, 1965.
READ A SECOND TIME IN OPEN COUNCIL THIS 15TH DAY OF NOVEMBER, 1965
RULES OF ORDER WERE SUSPENDED AND BY-LAW READ A THIRD TIME AND FINALLY PASSED THIS 15TH DAY OF NOVEMBER 1965.


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MAYOR


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CITY CLERK

THIS IS SCHEDULE "A" TO BY-LAW NO. 2244 OF THE CORPORATION OF THE CITY
OF NORTH BAY

CITY OF NORTH BAY
TREASURY DEPARTMENT RECORDS

<u>DESCRIPTION OF RECORDS</u>	<u>RETENTION PERIOD:</u>
Payroll Time Cards	3 years
License Stub Books	3 "
License Application Forms	3 "
Water Service Application Forms	3 "
Stores Ledger Cards	3 "
Accounts Receivable Ledger Cards	3 "
Machine Time Cards	3 "
Stores Requisition and Distribution Tickets	3 "
Accounts Receivable Statement Copies	3 "
Employee TDI Forms	3 "
Sewer Flush and Rod Forms	3 "
Parking Tickets	3 "
Payroll Time Distribution Sheets and Tickets	5 "
Correspondence, Inter-Office Memorandums and Reports	5 "
Machine Time Distribution Sheets and tickets	5 "
Budgets and Working papers	5 "
Duplicate Receipts and Receipt Books	6 "
Paid Invoices	6 "
Cheque Copies (Numerical Reference)	6 "
Cashiers Daily Reports	6 "
Current Cheques	6 "
Payroll Cheques	6 "
Lists of Accounts Approved by Council	6 "
Accounts Receivable Invoices	6 "
Special Work Authorization Books	6 "
Tourist Camp Guest Record Books	6 "
Cash Register Tapes	6 "
Rate Ledger Cards - Current Tax, Tax Arrears, Flat Rate	
Water, Garbage and Metered Water	10 "
Employee Earning Cards	15 "
Ledger Cards - General, Revenue, Budget, Machinery	
Operation and Job Cost	Indefinitely
Audited Financial Statements	"
Journal Vouchers	"
Journal Sheets (Permanent Records) - Payroll, Tax	
Billing, Current Tax Receipts, Tax Arrears	
Receipts, Accounts Receivable, Garbage, Stores	
General Journal, Flat Rate Water, Metered Water	
Billing, Metered Water Receipts, Revenue, Daily	
Cash, Cheque Register, Purchase and Distribution	
Budget, Job Cost and Machinery Operation.	"