

THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 36-98

**BEING A BY-LAW TO AMEND BY-LAW NO. 85-90, AS
AMENDED, TO ESTABLISH SCHEDULES OF
RETENTION PERIODS FOR DOCUMENTS, RECORDS
AND OTHER PAPERS OF THE MUNICIPALITY**

Section 116 of the Municipal Act, R.S.O. 1990, Chapter M-45, 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.

AND WHEREAS the Council of the City of North Bay deems it desirable to amend the Schedule "H" of By-Law No. 85-90.

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

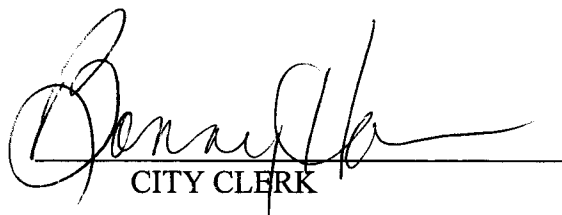
1. That Schedule "H" of By-Law No. 85-90 is hereby amended by deleting Schedule "H" attached thereto and inserting in lieu thereof Schedule "H" attached hereto and forming part of this by-law.
2. The attached Police Services Board By-Law No. 1-98 is hereby adopted as Schedule "K" to this by-law.
3. This by-law shall not take effect until the auditor of the Corporation, has approved this by-law by endorsing its name at the end thereof.

READ A FIRST TIME IN OPEN COUNCIL THIS 20TH DAY OF APRIL 1998.

READ A SECOND TIME IN OPEN COUNCIL THIS 20TH DAY OF APRIL 1998.

READ A THIRD TIME IN OPEN COUNCIL AND PASSED THIS 20TH DAY OF APRIL 1998.


MAYOR


CITY CLERK

THIS IS SCHEDULE "H" TO BY-LAW 36-98 OF THE CORPORATION OF THE CITY OF NORTH BAY

TAX AND WATER RECORDS

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETENTION PERIOD</u>
Conversion Listing	P	MD
Legal Description Errors	2	D
Assessment Listings	P	MD
Collectors Roll - interim & final	P	MD
Bill Registers - interim & final	P	MD
Local Improvement Master Listing	P	MD
Supplemental Collectors Roll	P	MD
Supplemental Bill Register	P	MD
Supplementary Billing Work Sheets	4	D
D.I.A. Billing	P	MD
Grant-In-Lieu Billing & Worksheets	P	MD
Monthly Arrears Listings	7	D
December Listing	P	MD
Monthly interest update listings	7	D
December Listing	P	MD
Tax Ledger Cards	21	MD
Local Improvement Records	P	MD
Name & Address changes - tax	4	D
Copy form letter - name & address change	4	D
Mortgage company listings, stubs, PAP stubs	4	D
Mortgage company addition & deletions	4	D
Pre-authorized chequing -files	P	MD
Pre-authorized cancelled application forms	4	D
P.A.C. payment transmittal forms	2	D
P.A.C. input control forms, edit & update printouts payment, item detail list	2	D
P.A.C. monthly payment plan listing	2	D

SCHEDULE "H" CONTINUED

P.A.C. arrears listing - yearly	2	D
Payment History Taxes	P	MD
Urban Service & Garbage Area Coding work file	P	MD
Tax Certificates	P	MD
Letters of Request for tax certificates	7	D
Transient Trader Ledger	P	MD
Transient Trader Transfers & duplicate application forms	3	D
Monthly Tax Arrears Reports	7	D
Contra Files	7	D
Farm & Forest Subsidy Rebate Lists	7	D
Tax Sale Records	P	MD
Tax Registration Records	P	MD
Small Claims Court Files	7	D
Bankruptcy Files	7	D
City-Owned Property-Tax Bill & Assessment Notice file	7	D
Third Year Realty Tax Collection File	4	D
Daily Cashier Proof Listings	7	D
Daily Cash Envelopes - Tax & Water Stubs	4	D
Deposit Slips	7	D
General Receipts	7	D
Parking Ticket-Master list	7	D
Commuted Local Improvement File	P	MD
Annual Taxation File	4	D
Returned Tax Bills	7	D
Duplicate Copies Tax Bills	7	D
Tax Adjustments	7	D
Tax Adjustment Register	P	MD
A.R.B. Duplicate Application Forms & Worksheets	7	D
A.R.B. Adjustment Register	P	MD
442 & 443 Application Forms & Worksheets, letters etc	7	D

SCHEDULE "H" CONTINUED

Water Adjustment File	7	D
Duplicate Plumbing & Building Permits	2	D
Meter Water Listings - 20% of variance	2	D
Meters not read		
Meter accounts off		
Water correspondence	4	D
Returned Water Bill	2	D

**THIS IS SCHEDULE "K" TO BY-LAW 36-98 OF THE CORPORATION OF THE CITY
OF NORTH BAY**

**NORTH BAY POLICE SERVICES BOARD
BY-LAW #01/98**

**SCHEDULING FOR THE RETENTION AND DESTRUCTION
OF POLICE FORCE RECORDS**

By-Law #7/97 is rescinded and replaced with the following.

WHEREAS it is deemed expedient to establish a procedure for the retention and destruction of the records of the North Bay Police Force.

The North Bay Police Services Board hereby enacts as follows:

1. For the purpose of this By-Law:
 - (a) **ARCHIVES** shall mean records stored in the archived videotape storage area of Quartermaster Stores, or the archives of the Police Administration Building at 135 Princess Street West, North Bay, Ontario.
 - (b) **CURRENT** shall mean "in general circulation or use".
 - (c) **CURRENT FILES** shall mean records of the North Bay Police Force that are not yet stored in Force Archives.
 - (d) **CURRENT YEAR** shall mean the calendar year in which the record was created.
 - (e) **HISTORICAL RECORDS** shall mean records of historical or noteworthy value after their administrative value expires and may include:
 - the policies followed by the North Bay Police Force and the various reasons for putting them in place
 - the organizational and administrative history of the North Bay Police Force
 - a specific individual transaction which established a legal status of any kind
 - documents that may be presumed to have a general or continuing interest

- major changes concerning the issuing of clothing, equipment, or the opening of new buildings, or
 - major criminal cases which may be of interest in the future.
- (f) **INDEFINITE RETENTION** shall mean unlimited retention subject to disposal when no longer required.
- (g) **PERMANENT RETENTION** shall mean that the record will be kept as long as possible in the format used.
- (h) **RECORD** shall mean any record of information, however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:
- correspondence and memoranda
 - books
 - plans and reports
 - maps, drawings, diagrams, and pictorial or graphic works
 - photographs, films and microfilms
 - sound recordings and videotapes
 - machine readable records
 - any other documentary material, regardless of physical form or characteristics
 - any copy of a record listed above
 - any record capable of being produced from a machine readable record under the control of the North Bay Police Force by means of computer hardware and software, or by means of any other information storage equipment and technical expertise normally used by the North Bay Police Force.
- (i) **ViCLAS REPORTABLE OFFENCE** shall mean any offence that is reportable under the "Violent Crime Linkage and Analysis System" (ViCLAS) mandated by the Policing Services Division of the Ministry of the Solicitor General and Correctional Services. For greater certainty, these offences are as follows:

- homicide or attempted homicide, solved or unsolved
- sexual assault, solved or unsolved
- missing person, where the circumstances indicate a strong possibility of foul play and the person remains missing
- unidentified body, where the manner of death is known or suspected to be homicide
- non-parental abduction or attempted non-parental abduction, and
- any investigation on the direction of the Officer in Charge/ Investigative Support.

(j) **WORKING PAPERS** shall mean papers of an administrative nature, including rough notes, calculations, and preliminary drafts used in the preparation of other documents.

2. The Chief of Police of the North Bay Police Force is hereby directed and authorized to retain or cause the destruction of North Bay Police Force records in accordance with the provisions set out in Appendix I of this By-Law, which Appendix forms an integral part of this By-Law.
3. The Chief of Police of the North Bay Police Force is hereby authorized to delegate the authority granted to him by the Board in paragraph 2 above to any member of the North Bay Police Force that the Chief deems fit.
4. Records of the North Bay Police Force that are to be destroyed shall be destroyed by means of shredding or incineration by fire. However, in the case of tapes or electronically stored data, the record shall be destroyed by means of incineration by fire or, where the tape is to be re-used, by erasure. All destroyed records must be reduced to such a state as to be deemed totally destroyed. Records shall not be disposed of by sale as waste or salvage.
5. Records of the North Bay Police Force that are destroyed in accordance with the terms of this By-Law shall be set out on a "Certificate of Record Destruction Form" as set out in Appendix II of this By-Law, which Appendix forms an integral part of this By-Law.

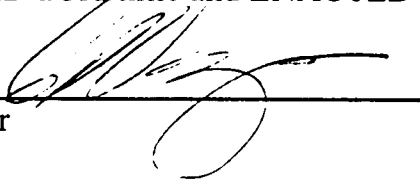
6. Completed "Certificate of Record Destruction Forms" must be kept current and under no circumstances shall any such form ever be destroyed.
7. Notwithstanding the foregoing, and except as further provided in Article 8, records of the North Bay Police Force that are stored in the Ontario Municipal and Provincial Police Automation Cooperative (OMPPAC) computer system are to be retained or destroyed in accordance with the retention policies as established by the OMPPAC Management Committee, and as amended from time to time.
8. Notwithstanding the foregoing, Part "B" of the Use of Force Report Form I shall be destroyed not later than thirty (30) days after the report is submitted, unless otherwise directed by the Board.
9. When records are grouped together to form a file, dossier or information bank, the retention period for that grouping shall be the longest period scheduled for any of the documents it contains.
10. This By-Law comes into effect on the date of signing.

READ a 1st time this 20th day of January, 1998.

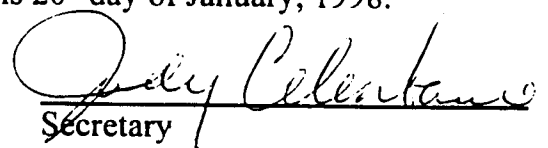
READ a 2nd time this 20th day of January, 1998.

READ a 3rd time and ENACTED AND PASSED this 20th day of January, 1998.

Chair



Secretary



RETENTION PERIODS

SUBJECT	DESCRIPTION	CURRENT FILES	ARCHIVES	SPECIAL NOTES
ALZHEIMER'S REGISTRY		Current		
ARREST REPORTS	See "Occurrences/ Incidents"			
AUDIO TAPES	See "Communications - Telephone & Radio Audio Tapes"			
BICYCLES	Reports, Licences, Registration Cards - See "Occurrences/ Incidents"			
BULLETINS	Circulars (Wanted & Missing) - Sent - Received	Until cancelled		
	Daily Bulletin Entries	6 months		
	Policing Services Bulletin	Until replaced		
BY-LAWS (Municipal)	Retention By-laws	Until replaced		

SUBJECT	DESCRIPTION	CURRENT FILES	ARCHIVES	SPECIAL NOTES
<p>CHIEF'S OFFICE (Records of the Office of the Chief of Police)</p>	<p>Administrative Files (Office of the Chief of Police)</p>	<p>Current + 2 years</p>	<p>1 year</p>	
	<p>Audit Results/ Reports</p>	<p>Current + 2 years</p>	<p>1 year</p>	
	<p>Complaints/ Commendations Files (other than Human Resources Records)</p>	<p>Current + Appeal Period</p>	<p>1 year</p>	
	<p>Grants, Agreements, Contracts, Protocols, Plans</p>	<p>Current + 1 year</p>	<p>Indefinite</p>	
	<p>Grievance Files</p>	<p>Current + Appeal Period</p>	<p>2 years</p>	
	<p>Planning/ Research</p>	<p>Current</p>	<p>Indefinite</p>	
	<p>Reports to External Agencies</p>	<p>2 years</p>		
	<p>Reports to Police Services Board</p>	<p>2 years</p>	<p>2 years</p>	<p>Destroy subject to historical selection.</p>
	<p>Routine Orders</p>	<p>1 year</p>	<p>1 year</p>	
	<p>(continued next page)</p>			

SUBJECT	DESCRIPTION	CURRENT FILES	ARCHIVES	SPECIAL NOTES
CHIEF'S OFFICE (continued)	Special Force Programs Standing Orders	Current Until rescinded or superseded.	Indefinite 7 years	
CLEARANCE CHECKS		Current year + 1 year		
COMMUNICATIONS	Telephone & Radio Audio Tapes Major Incidents - See "Occurrences/Incidents" 911 Printer Log Maps & Charts CAD History	3 months (except for Major Incidents) 3 months (to correspond to Voice Tapes) Current 6 months		
COMPUTER/ELECTRONIC RECORDS	See type of record			
COURT DOCKETS		1 year		

SUBJECT	DESCRIPTION	CURRENT FILES	ARCHIVES	SPECIAL NOTES
COURT ORDERS	e.g. Probation Orders, Peace Bonds, Restraining Orders, Weapons Prohibitions	Current + 2 months		
CPIC	Audit - External Validation Lists - in full Purge Lists - in full	Until next audit Current month + 1 month Current month + 1 month		
CRIMINAL DOSSIERS (Fingerprints and Photos)	Adult Young Offender Deceased	Indefinite (subject to pardons) As per <i>Young Offenders Act</i> Indefinite		

SUBJECT	DESCRIPTION	CURRENT FILES	ARCHIVES	SPECIAL NOTES
CROWN BRIEF	Including pre-trial release documents & documentary evidence Major Incidents - See "Occurrences/ Incidents"	Year of completion of sentence + 4 years (except for Major Incidents)		
DAILY DUTY ROSTER SHEETS	Patrol Section Attendance and Duty Sheets Prisoner Log	2 years	5 years	
FAX LOGS		Current		
FINANCE & ACCOUNTS		2 years	5 years	
FINGERPRINTS	Criminal - See "Criminal Dossiers" Personnel - See "Human Resources" (Personnel Files)			
FIREARMS	Records relating to Acquisitions, Registration, Transportation, etc.			As per National Firearms Manual
FREEDOM OF INFORMATION REQUESTS		Current year + 1 year		
HEALTH & SAFETY FILE		2 years	1 year	

SUBJECT	DESCRIPTION	CURRENT FILES	ARCHIVES	SPECIAL NOTES
HISTORICAL RECORDS	Any item of historical value (See definition section in By-Law)		Permanent	
HOUSEKEEPING FILES	Personal reference notes Correspondence - Insurance requests - Occurrence requests - MVC report requests Record search requests	Current year + 1 year Current year + 1 year Current year + 1 year		

<p>HUMAN RESOURCES</p>	<p>Applicant Files Benefit Premium Invoices Employee Information Summary Sheet (Active and Terminated) Insurance Carrier Files Pay Equity Files (continued next page)</p>	<p>1 year 2 years Current Current Current</p>	<p>5 years Permanent Permanent</p>	
-------------------------------	--	---	--	--

SUBJECT	DESCRIPTION	CURRENT FILES	ARCHIVES	SPECIAL NOTES
HUMAN RESOURCES (continued)	Personnel Files —Active	Retain for duration of employment, then transfer to terminated employees file		
	—Terminated	1 year	50 years	
	Position Descriptions	Current	Permanent	
	Promotional Candidate Files	Current	1 year	
	Recruitment Competition Files	Current	2 years	
	Workers' Compensation Files	3 years	Permanent	
INQUEST RECORDS	Copies of documents pertaining to all Coroner's inquests	5 years		
INSURANCE REQUESTS	See "Housekeeping Files"			

SUBJECT	DESCRIPTION	CURRENT FILES	ARCHIVES	SPECIAL NOTES
INVENTORY	Personnel equipment	Duration of service + 1 year		
INVESTIGATIVE FILES	Investigative working files (no charges laid)	Current		
KEYHOLDERS	List of keyholders for alarms	Current		
LEDGERS/ LOG BOOKS	Driver's Licence Suspensions Sign-in Sheets Summons (Record of Summonses Received/ Served) Warrant	Current + 1 year		
LIQUOR LICENCES	Copies of liquor licences	Current		
LIQUOR SEIZURE & DISPOSAL REPORTS		1 year	1 year	Destroy 1 year following disposal
MOTOR VEHICLE COLLISIONS (MVC)	Property Damage	5 years		
	Personal Injury	5 years		
	Non-reportable (if applicable)	5 years		
	Fatalities	7 years	3 years	

SUBJECT	DESCRIPTION	CURRENT FILES	ARCHIVES	SPECIAL NOTES
NEWS RELEASES		Current year + 1 year		
NOTEBOOKS	Officers' memorandum notebooks			Notebooks to be kept at least 7 years after termination of employee. However, in addition, no notebook to be destroyed until 15 years from end-date of the notebook.
OBSERVATION CARDS	Persons investigated (no occurrence)	30 days		
OCCURRENCES / INCIDENTS	General Occurrences Major Occurrences/ Incidents — Including but not limited to — Sudden Deaths — Violence — Weapons — Sex Offences — Homicide Property receipts/ tags (found/seized property reports)	5 years 5 years Current year + 1 year	Indefinite with selective purging (subject to ViCLAS and Sexual Offender rules - see Special Notes)	* Records of ViCLAS Reportable Offences (see By-Law definition) and records pertaining to Sexual Offenders must be kept for a minimum of 25 years from date of offence.

SUBJECT	DESCRIPTION	CURRENT FILES	ARCHIVES	SPECIAL NOTES
PAROLEE FILES		Current		
PERSONNEL FILES	See "Human Resources"			
PHOTOGRAPHS (criminal)	See "Criminal Dossiers"			
PRE-TRIAL RELEASE DOCUMENTS	See "Crown Brief"			
PROPERTY RECEIPTS / TAGS	Found/seized property reports - See "Occurrences/ Incidents"			
RADIO LICENCE	Police Radio Licence	Current		
RECEIPT BOOKS	Clearance/ Volunteer screening checks Warrants MVC/ Insurance reports	7 years		
RECORDS OF DESTRUCTION		Permanent		
RECORDS RETENTION SCHEDULE		Current		

SUBJECT	DESCRIPTION	CURRENT FILES	ARCHIVES	SPECIAL NOTES
STATISTICS	Statistics Canada reports All other statistics for internal police use	5 years Current year + 1 year		
SUMMONS	Record of Received/ Served Summons - See "Ledgers/ Log Books"			
TAXI LICENCING FILES		1 year	2 years	
TEMPORARY ABSENCE PERMITS		Current + 30 days		
TOWING RECORDS	See "Occurrences/ Incidents"			
TRESPASS NOTICE		Until expiry		
VEHICLE HISTORY FILE (Fleet)		1 year	1 year	

SUBJECT	DESCRIPTION	CURRENT FILES	ARCHIVES	SPECIAL NOTES
<p>VIDEOTAPES</p>	<p>Prisoner Tapes (videotapes of prisoners in cells)</p> <p>Video Statements</p> <p>— General Occurrences (charges laid)</p> <p>— General Occurrences (no charges laid)</p> <p>— Major Incidents</p>	<p>30 days</p> <p>Court plus Appeal Period</p> <p>Indefinite</p>		<p>Either current files or archives</p> <p>While investigation ongoing, keep with investigative files. If Complete/ Unsolved, 5 years in current files.</p> <p>Either current files or archives</p>
<p>VOLUNTEER SCREENING CHECKS</p>		<p>Current year + 1 year</p>		

SUBJECT	DESCRIPTION	CURRENT FILES	ARCHIVES	SPECIAL NOTES
WARRANTS	<p>Arrest — Outstanding</p> <p>— Executed</p> <p><u>Committal</u> — Outstanding</p> <p>— Execute <input checked="" type="checkbox"/> Paid</p> <p><input checked="" type="checkbox"/> Jail</p> <p><input checked="" type="checkbox"/> Receipts/ Ledgers — See "Receipt Books"</p> <p>Statements of Execution</p>	<p>Permanent until rescinded</p> <p>Returned to court</p> <p>3 years, then returned to court</p> <p>Returned to court</p> <p>Sent with prisoner</p> <p>7 years</p>		
WORKING PAPERS	See definition in By-Law			Of little or no value once finished document has been produced and should be destroyed at that time.



**CERTIFICATE OF RECORD
DESTRUCTION FORM**

DATE: _____

I, the undersigned member of the North Bay Police Force, certify that I destroyed this date, in accordance with the provisions of North Bay Police Services Board By-Law No. 01/98, the following records of the North Bay Police Force. Such records were totally destroyed in my presence by incineration, or by shredding:

Signature and Rank



APPENDIX B

RECORD DESCRIPTION
FORM

DATE: _____

NAME: _____

DESCRIPTION OF RECORDS: _____

Approving Supervisor: _____