

THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 24-70

BEING A BY-LAW ESTABLISHING SCHEDULES OF RETENTION PERIODS DURING WHICH CERTAIN RECEIPTS, VOUCHERS, INSTRUMENTS, ROLLS OR OTHER DOCUMENTS, RECORDS AND PAPERS MUST BE KEPT BY NORTH BAY HYDRO ELECTRIC COMMISSION, PURSUANT TO SECTION 248b (b) OF THE MUNICIPAL ACT, CHAPTER 249, R.S.O. 1960, AS AMENDED: AND PROVIDING FOR THE DESTRUCTION OF CERTAIN RECEIPTS, VOUCHERS, INSTRUMENTS, ROLLS OR OTHER DOCUMENTS, RECORDS AND PAPERS THEREOF.

WHEREAS the said section of The Municipal Act provides that 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 of the municipality or a local board thereof, as defined in The Department of Municipal Affairs Act, must be kept, and that on the expiration of such periods such can be destroyed;

AND WHEREAS it is considered advisable to provide for the retention and destruction of certain receipts, vouchers, instruments, rolls or other documents, records and papers in respect of the operations of the North Bay Hydro Electric Commission;

AND WHEREAS the auditor of The Corporation of the City of North Bay has approved the schedule attached to and forming part of this by-law;

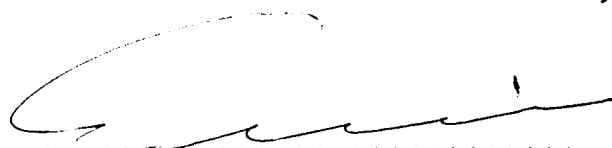
NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:

1. That the retention periods in respect of the records and other documents of North Bay Hydro Electric Commission, shall be as set out in Schedule "A" attached to and forming part hereof.
2. That North Bay Hydro Electric Commission is authorized and empowered to destroy such of the records and documents listed in Schedule "A" aforesaid after the expiration of the respective retention periods designated therefor.
3. This by-law shall come into full force and effect upon the final passing thereof and upon receipt of the approval of the auditor for The Corporation of the City of North Bay.
4. All previous by-laws or sections of by-laws conflicting with the provisions hereof shall be deemed to be and are hereby repealed.

..... READ A FIRST TIME IN OPEN COUNCIL THIS 10TH DAY OF FEBRUARY, 1970.

..... READ A SECOND TIME IN OPEN COUNCIL THIS 10TH DAY OF FEBRUARY, 1970.

..... READ A THIRD TIME IN OPEN COUNCIL AND FINALLY ENACTED AND PASSED THIS 23RD DAY OF FEBRUARY , 1970.


.....
MAYOR


.....
CITY CLERK

THIS IS SCHEDULE "A" TO BY-LAW NO. 24-70 OF THE CORPORATION OF
THE CITY OF NORTH BAY

.....

A. Cash and Bank Records

- | | |
|--|----------------------|
| (1) Cash Stubs - Electric Accounts | 1 year plus current |
| Cash Stubs - Consumer Deposits | 1 year plus current |
| Misc. Stubs - Cash Sales Slips,
Collectors Receipt Books, Charge
Slips and all Misc. Receipt Stubs | 1 year plus current |
| Cash Count Sheets | 1 year plus current |
| (2) Detail Daily Cash Receipt Listings
or Daily Cash Summaries (not cash
receipt journals) | 1 year plus current |
| (3) Cash Register Tapes | 1 year plus current |
| (4) Cash Working Cards - reproduced from
cash stubs | 3 months |
| (5) Bank Slips for N.S.F. Cheques,
Stopped Payments, Other Charges,
Credits, etc. | 6 years plus current |
| (6) Duplicate Bank Deposit Slips | 1 year plus current |
| (7) Bank Statements and Pass Books | 6 years plus current |

B. Disbursement Records

- | | |
|---|---|
| (1) General Account or Accounts
Payable Vouchers | maintenance charges -
2 years plus current
capital charges -
10 years plus current
(subject to comments
under F.5) |
| (2) Payroll Records | |
| (a) Payroll Registers | 10 years plus current |
| (b) Earnings, records | 6 years plus current |
| (c) Payroll deduction authorization
forms, bonds, union dues, etc. | 2 years plus current |
| (3) Customer Deposit Refund Vouchers | 6 years plus current |
| (4) Cancelled Cheques | General, payroll,
customer deposits and
other -
6 years plus current |
| (5) Purchase Requisitions and Purchase
Orders | 2 years plus current |
| (6) Unsealed quotations | Successful Tenders -
7 years major purchases
2 years minor purchases
Unsuccessful Tenders -
2 years |

C. Billing and Accounts Receivable Records

- (1) Accounts Receivable Cycle Balance
Controls and other Accounts Receivable
Controls or Listings 1 year plus current
- (2)
 - (a) Accounts Receivable Ledger Cards - 2 years plus current
paid accounts domestic customers (from date of last
cycle billing entry
on ledger card)
 - (b) Accounts Receivable Punch Cards -
paid accounts domestic customers
not covered 1 year plus current
 - (c) Accounts Receivable Ledger Cards
and sheets, Paid Accounts, Commer- 2 years plus current
cial and Power Customers (from date of last
cycle billing entry
on ledger card)
 - (d) Accounts Receivable Punch Cards -
paid Commercial and Power Accounts 1 year plus current
 - (e) Misc. Paid Accounts, Receivable
Ledger Sheets and Cards 6 years plus current
- (3) Meter Slips or Sheets 2 years plus current
- (4) Billing Recaps or Proof Sheets 1 year plus current
- (5) Service Contracts 1 year after final
bill is paid - some
utilities no longer
take contracts
- (6) Installed Load Check Sheets and
Cards 2 years plus current
- (7) Meter Change Order Slips, Disconnect
Service Order Sheets, Water Heater
Service Order Sheets, Request for
Service Forms and similar records 1 year plus current
- (8) Punch Cards, Master Name and Address 2 years plus current

C. Stores and Warehouse Accounting Records

- (1) Work Orders - maintenance - 2 years
(Which would probably include capital - 10 years
attachments or listings for material
labour, truck and other charges,
calculations on plant removals, etc.)
- (2) Material, labour, truck, Engineering 1 year plus current
Distribution vouchers, tickets,
punch cards, etc.
(Secondary documents supporting
charges appearing on the work sum-
maries or listings, e.g. punch cards
for labour truck, etc.)
- (3) Stores Requisitions, Issues, In and 1 year plus current
Return Forms and similar documents
(subject to comments under D.1)
- (4) Daily Time Sheets Truck Reports, etc. 1 year plus current

- (5) Quantity and Value Stock Code Cards 1 year plus current
- (6) Bin Cards 1 year plus current
- (7) Packing Slips, etc. 1 year plus current
- (8) Year-end Inventory Counts Sheets,
periodic counts, etc. 1 year plus current

E. Other Records

- (1) Routine Correspondence with Customers -
Inquiries, Complaints, Change of Address,
etc. 1 year plus current
- (2) Routine Correspondence with Suppliers -
Price Quotes, Invoice Follow-up, etc. 1 year plus current
- (3) Other Minimum of 6 years
for other correspon-
dence; probably most
retained permanently.
Where practical it is
suggested that before
correspondence is
filed it be coded and
filed for temporary
or permanent retention.

F. Items not Destroyed

- (1) Minute Books
 - (2) All books or original entry including Cash
Receipts and Disbursement Journals, Work
Order Journals, etc.
 - (3) All books of secondary entry such as General
Ledgers, Property and Debenture Ledgers, Meter
and Transformer Records, etc.
 - (4) Auditors annual reports and audited statements
 - (5) Easements, Leases, Deed and similar agreements
 - (6) Rate approval data, cost of power correspondence,
budget and debenture approvals, and similar data
-