

THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 122-70

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 248(b) provides as follows: A municipality or a local board thereof, as defined in The Department of Municipal Affaris 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 the Community Memorial Building Commission 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 Secretary of the Community Memorial Building Commission be and he is hereby authorized and empowered to destroy records of the Community Memorial Building Commission 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.

READ A FIRST TIME IN OPEN COUNCIL THIS 2ND DAY OF NOVEMBER, 1970.

READ A SECOND TIME IN OPEN COUNCIL THIS 2ND DAY OF NOVEMBER, 1970.

READ A THIRD TIME IN OPEN COUNCIL AND FINALLY ENACTED AND PASSED THIS 2ND DAY OF NOVEMBER, 1970.

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MAYOR

E.E. Armstrong
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CITY CLERK

THIS IS SCHEDULE "A" TO BY-LAW NO. 122-70 OF THE CORPORATION OF THE CITY OF NORTH BAY

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CITY OF NORTH BAY
COMMUNITY MEMORIAL BUILDING COMMISSION RECORDS

<u>DESCRIPTION OF RECORDS</u>	<u>RETENTION PERIOD</u>
Receipts	7 years
Invoices	7 years
Payrolls	7 years
Unemployment Insurance	7 years
Hospital Tax Assessments	7 years
Commission Resolutions	7 years
Ice Schedules	7 years
Subscriber Receipt Books	7 years