

BY-LAW NUMBER 85-90

THE CORPORATION OF THE CITY  
OF NORTH BAY

BEING A BY-LAW TO ESTABLISH SCHEDULES  
OF RETENTION PERIODS FOR DOCUMENTS,  
RECORDS AND OTHER PAPERS OF THE  
MUNICIPALITY

Section 249 of the Municipal Act 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.

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

1. DEFINITIONS

1. "Auditor" means the person or firm appointed by the Council from time to time to perform the annual audit of the records of the Corporation.
2. "Official" means the Clerk of the municipality who is responsible for the implementation of this by-law.
3. "Records" means all of the receipts, vouchers, instrument's, rolls or other documents, records and papers of the Corporation

2. SYMBOLS

When used in this by-law the following symbols and abbreviations mean and stand for the words set opposite thereto;

D	Destroy
P	Permanent
MD	Microfilm and destroy

3. RECORD RETENTION, DESTRUCTION ETC.  
GENERAL

Where in this by-law it is provided that particular records of the Corporation or a local board thereof shall be

1. Destroyed, such records shall be destroyed without any copy thereof being retained.
2. Permanent, such original records shall be preserved and never destroyed.
3. Microfilmed and destroyed, such records shall be recorded on microfilm in their entirety, the microfilm shall be in duplicate and one copy thereof shall be stored apart from the other in a place of safe and suitable storage, and then such records shall be destroyed.

4. DISCRETION

The Official shall always have a discretion to retain records longer than the period provided by this by-law and shall do so where he deems it appropriate.

5. WHEN RECORDS, RETAINED, DESTROYED, ETC.

1. When records have been destroyed under this by-law, the clerk shall so certify in writing. Such certificate shall refer to the relevant schedule and items of this by-law and shall identify records destroyed.
2. The Clerk shall keep an index of
  - (a) Records recorded on microfilm;
  - (b) Whether microfilm is in duplicate;
  - (c) Where each copy of microfilm is stored;
  - (d) Details of storage of original documents, where appropriate;
  - (e) Records destroyed.
3. Where records are destroyed under this by-law, the proper and complete destruction thereof is the responsibility of the Clerk.
4. When records are recorded on microfilm, the Clerk shall ensure that such microfilms are properly prepared, identified and indexed.

6. APPROVAL OF BY-LAW

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.

7. The schedules attached hereto as Schedules "A", "B", "C", "D", "E", "F", "G", "H" and "I" form part of this by-law.

READ A FIRST TIME IN OPEN COUNCIL THIS 14th DAY OF MAY , 1990.

READ SECOND TIME IN OPEN COUNCIL THIS 25th DAY OF JUNE , 1990.

READ A THIRD TIME IN OPEN COUNCIL AND PASSED THIS 25th DAY OF JUNE , 1990.

  
 \_\_\_\_\_  
 MAYOR

  
 \_\_\_\_\_  
 CITY CLERK

*We have reviewed By-law 85-90 and hereby  
 endorse it*

*July 24, 1990*  
*Paul Marwick Moore*

THIS IS SCHEDULE "A" TO BY-LAW NO. 85-90 OF THE CORPORATION OF  
THE CITY OF NORTH BAY

---

FIRE DEPARTMENT

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETEN- TION PERIOD</u>
Fire Access Route Files	P	MD
Fire Prevention Inspection Reports	P	MD
Fire Marshall's Reports	10	MD
Building Fire Reports	P	MD
Emergency Running Reports	10	D
General Correspondence	6	D
Station Log Books	5	D
Tour Reports	2	D
Vehicle Accident Reports	7	D
Department Operating Budget	1	D
Department Capital Budget	1	D
Personnel Files (after termination)	7	D
Fire Truck Inspection Reports	1	D
Purchase Order Copies	-	D
Fire Apparatus Files	until life of apparatus over	D

THIS IS SCHEDULE "B" TO BY-LAW NO. 85-90 OF THE CORPORATION OF  
THE CITY OF NORTH BAY

---

LEGAL DEPARTMENT

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETEN- TION PERIOD</u>
Legal Opinions	P	MD
Legislation - private acts	P	MD
Court Cases	P	MD
Agreements	20	D
Statements of Claim	10	D
Notices of Claims	7	MD
Expropriation Files	15	MD
Purchase of land files	7	MD
Sale of Land Files	7	MD
Exchange of Land Files	7	MD
Road Closing Files	7	MD
Road Dedication Files	7	MD
Road Widening Files	7	MD
Insurance Records afer expiration	6	MD
Insurance Claims	6	D
Prosecution Files	7	D
Non-occupancy Agreement Files	7	MD
Assessment Appeal Files	3	MD
General Correspondence	6	D
Notices of Application to O.M.B.	6	D
Land Appraisal Files	6	MD
Mechanics Lien Files after completion of work	2	MD

THIS IS SCHEDULE "C" TO BY-LAW NO. 85-90 OF THE CORPORATION OF  
THE CITY OF NORTH BAY

---

SOCIAL SERVICES DEPARTMENT

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETEN- TION PERIOD</u>
Welfare Ledger Cards	7	D
Subsidy Forms	7	D
Inactive Welfare Files	7	D
Cash Payment Stubs	7	D
Petty Cash Vouchers	7	D
Bank Reconciliations	7	D
General Correspondence	6	D

THIS IS SCHEDULE "D" TO BY-LAW NO. 85-90 OF THE CORPORATION OF  
 THE CITY OF NORTH BAY

---

PERSONNEL DEPARTMENT

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETEN- TION PERIOD</u>
Grievance Files	7	D
O.H.I.P., O.H.S.C., Medical files	7	D
General Correspondence	3	D
Job Applications of those not hired	1	D
Employee Gifts File	1	D
TD1 forms	upon replacement	D
Payroll Journal	P	MD
O.M.E.R.S. Pension Cards	P	MD
Employee Personnel History File	P	MD
Union Agreements	P	MD
Job Applications of those hired	P	MD
Compensation Case Records	P	MD
Individual Earning Records	P	MD
Department Organization Reports	P	MD
T4 Summaries	P	MD
Terminated Employee Records	P	MD
Training and Development Files	10	D
Bond Deduction Records	7	D
Pledge Cards	7	D
Vacation Records	7	D
Sick Leave	7	D
Garnishees re employees	7	D
Time Cards	7	D
Employees Income Tax Deductions	7	D
W.C.B. Claims	P	MD
Job Descriptions	P	MD
Overtime Sheets	7	D
Car allowance sheets	7	D

THIS IS SCHEDULE "E" TO BY-LAW NO. 85-90 OF THE CORPORATION  
 OF THE CITY OF NORTH BAY

---

PLANNING DEPARTMENT

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETEN- TION PERIOD</u>
Planning Board or Planning Committee Minutes	P	MD
Land Division Committee Minutes	P	MD
Land Division Committee Decisions	P	MD
Committee of Adjustment Minutes	P	MD
Committee of Adjustment Decisions	P	MD
Official Plan	P	P
Official Plan Amendments	P	P
Subdivision Plans	P	P
Reference Plans	P	P
Site Plan Approval Agreements	P	P
Zoning By-law	P	MD
Zoning By-law Amendments	P	MD
Land Surveys	P	P
Contour Maps	P	P
Base Maps - original	P	P
Aerial Photos	P	P
Condominium Approvals	P	MD
Development Control Agreements	P	MD
O.M.B. Hearing Files	P	MD
N.I.P. Agreements	P	P
O.H.R.P. Agreements	P	P
Downtown Revitalization Agreement	P	P
Property Standards By-law	P	MD
Maintenance and Occupancy By-law	P	MD
General Correspondence	6	D
Committee of Adjustment Appointments	5	D
Subdivision Files after approval	P	MD
Zoning Amendment Applications	5	D
N.I.P. Files	5	D
Zoning by-law copies	3	D
Planning Board or Committee agendas	2	D

SCHEDULE "E" Continued

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETEN- TION PERIOD</u>
Land Division Committee Applications	2	D
Committee of Adjustment Applications	P	MD
Committee of Adjustment Enquiries	2	D
Committee of Adjustment Notices	P	MD
Subdivision Applications after final approval	P	MD
Site Plan Approval Applications	2	D
Condominium Applications after approval	P	MD
Zoning Files	2 years after decision made	D
Zoning By-law Enforcement Files	2 years after action completed	D
O.H.R.P. Files after agreement	7	D
Downtown Revitalization Files	After provincial loan repaid	D
Main Street Program Files	After provincial loan repaid	MD



THIS IS SCHEDULE "F" TO BY-LAW NO. 85-90 OF THE CORPORATION  
 OF THE CITY OF NORTH BAY

---

TREASURY DEPARTMENT

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETEN- TION PERIOD</u>
Payroll of Summaries per pay & year to date	P	MD
Departmental Summaries - per pay & year to date	P	MD
Unemployment Insurance Reports	P	MD
OMERS/Investors Reports	2	D
Net Pay Reports	2	D
Credit Union Deductions	2	D
Union Dues Deductions	2	D
LTD (PR)	2	D
Verification of Hours	2	D
Monthly benefit report	2	D
Automatic Invoice Register	7	D
Master file changes report	P	MD
Cancelled Cheque summaries	P	MD
Payroll Secondary distribution register	3	D
Payroll primary distribution register	3	D
Payroll secondary distribution detail	7	D
Employee master file	P	MD
WCB Returns	7	D
WCB working papers	7	D
Direct deposit payroll register	7	D
Time Cards	7	D
T4's & T4A's	P	MD
Payee register and summary	7	D
Banked overtime log dump	2	D
Sick leave entitlement	7	MD
Sick/Vacation listing input	7	MD
Journal Entry Register	3	D
Cancelled cheque listings	7	D
Monthly Transaction Listing	P	MD
Unused control numbers	2	D
Financial reports - monthly	2	D

SCHEDULE "F" Continued

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETEN- TION PERIOD</u>
Financial reports - year end	P	MD
Balance Sheets - monthly	2	D
Balance Sheets - year end	2	MD
Trial Balance - monthly	2	D
Trial Balance - year end	P	MD
Outstanding cheque list	2	D
Account status report - general ledger- monthly	2	D
Accounts status report - general ledger- year end annual	P	MD
General Journal Vouchers	7	D
Audited Financial statements and financial reports	P	MD
Year end audit working papers - all funds	P	MD
Cancelled cheques	7	D
OHRP Loan files	P	MD
OHRP records and summaries	P	MD
Debenture register	P	P
Cashed coupons	7	D
Cashed debentures	7	D
Bank statements and debit and credit memos	7	D
Deposit slips and bank reconciliation backup	7	D
Bank reconciliations - monthly	7	D
General Ledger Account Listings	1	D
Accounts Receivable aging list	2	D
Invoices	7	D
Service contract copies	7	D
General receipts	2	D
Accounts receivable register	3	D
Accounts receivable transaction listing - year end	7	D
Accounts receivable transaction listing - monthly	2	D
Cash Receipts Journal - tax	3	D
Cash Receipts Journal - water	3	D
Accounts Receivable Interest Registers	7	D

SCHEDULE "F" Continued

	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETEN- ION PERIOD</u>
Vendor master list - year end detail	7	D
Invoice approvals	2	D
Accounts payable invoice register	2	D
Accounts payable distribution register	7	D
Cheque register	7	D
Manual cheque register	7	D
Accounts payable paid invoices	7	D
Elected Official Invoice Register	2	D
Purchase Order Register	2	D
Vendor Master List - no detail	1	D
Stores Inventory Adjustment Register	2	D
Listing of Stores Received	3	D
Annual Inventory- monthly listing	2	D
Annual Inventory - year end listing	P	MD
Stock Requisition Forms	2	D
Stores Register	3	D
Purchase Orders - numeric files	2	MD
Purchase Orders - vendor files	2	MD
Inventory Count Tags	3	D
All grant and subsidy files	10	D
Subdivision Agreements	P	MD
Subdividers deposit files	P	MD
Letters of guarantee and credit	P	MD
Budget working papers - operating	3	D
Budget working papers - capital	3	D
Budgets - capital and operating	P	MD
Investment files	P	MD
Capital by-law files	P	MD
Treasurers files	6	D

THIS IS SCHEDULE "G" TO BY-LAW NO. 85-90 OF THE CORPORATION  
OF THE CITY OF NORTH BAY

---

CLERK'S DEPARTMENT

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETEN- TION PERIOD</u>
By-laws - original & OMB order	P	P
Council Minute Book	P	P
Birth Register	P	P
Death Register	P	P
Marriage Register	P	P
Assessment Roll	P	P
Leases (after expiration and if not part of by-law)	10	D
Resolutions	3	D
O.M.B. Records	P	MD
Council Motions	3	D
Burial Permits	P	P
Historical Correspondence	P	P
Annexation Files	P	P
Street Closing Files	6	MD
Destroyed Records Files	P	MD
Assessment Appeals	7	D
Assessment Review Court Records	6	D
Contracts if not part of by-law after contract completed	6	MD
Agreements if not part of by-law after agreement completed	6	MD
General Correspondence	6	D
Licenses after expiration	4	D
Dog license records	3	D
License Applications	6	D
Inter-office memos	6	D
Paid Parking Tickets	3	D
Insurance Claims	6	MD
Easements if not part of by-law	P	P
Franchises if not part of by-law after expiry	6	D
Option Files if not part of by-law after expiry	6	D
Court of Revision Records	6	D

SCHEDULE "G" Continued

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETEN- TION PERIOD</u>
Committee Minutes	3	D
Petitions	6	D
Returned notices	6	D
Agendas	2	D
Notices of Change of land titles	1	D
Applications to Province re projects	6	D
Real Estate Files	6	D
Registered Letters	6	D
Appointments	6	D
School support lists	3	D
Real estate supporting files	6	D
Briefs and reports to council	6	D
Area Services Reports	6	D
Clerk's Certificates	2	D
M.O.E. Certificates	P	MD
Livestock affidavits	6	D
Fenceviewers files	6	D
Fenceviewers awards	6	D
Receptions and Special Events	6	D
Court Decisions	6	D
Animal Control Files	2	D
Local Improvement Notices after debenture finished	2	D
Local Improvement Appeals after debenture finished	2	D
Local Improvement Decisions after debenture finished	2	D
Inquiries from the Public	1	D
Marriage Application Forms	1	D
Election Records	as per Election Act	As per Act
Nomination Papers	as per Election Act	As per Act

SCHEDULE "G" Continued

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETEN- TION PERIOD</u>
Traffic By-law	P	P
Parking By-law	P	P
Fire Access Routes	P	P
Applications disabled parking	P	MD

THIS IS SCHEDULE "H" TO BY-LAW NO. 85-90 OF THE CORPORATION  
 OF THE CITY OF NORTH BAY

---

TAX AND WATER RECORDS

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETEN- TION 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
D.I.A. Billing	P	MD
Grant In Lieu Billing & worksheets	P	MD
Monthly Arrears Listings - December listing	7 P	D MD
Monthly interest update listings December listing	7 P	D MD
Tax ledger cards	P	MD
Local Improvement records	P	MD
Name & Address changes - tax	4	D
Copy form letter -name & address change	4	D
Mortgage company listings	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
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
Transient trader ledger	P	MD
Transient trader transfers & duplicate application forms	3	D

SCHEDULE "H" Continued

	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETEN- TION PERIOD</u>
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	P	MD
Daily Cash Envelopes - Tax & Water Stubs	7	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
496 Application Forms & Worksheets	7	D
496 Adjustment Register	P	MD
Hydro Arrears to Tax Roll Addition & Deletion Letters	7	D
Account Number Changes Code 44 & 77	7	D
Transferring Old Tax Receivables-Code Z	7	D
N.S.F. Cheque Listing	2	D
Returned Cheques	7	D
Correspondence	4	D
Miscellaneous Tax Request File Code 99	4	D
Miscellaneous Tax Request File Code 91	4	D
Tax Correspondence	4	D
Shopping Centre Assessment Apportionments	2	D



SCHEDULE "H" Continued

	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETEN- TION PERIOD</u>
Memos - Systems	7	D
- Legal Department		
- Tax		
- Water		
- Miscellaneous		
Reports	7	D
Meter Books (water)	P	MD
Flat Water Register	P	MD
Meter Water Register	P	MD
Water Arrears Listing- Dec. Listing	P	MD
- other listing	7	D
Interest Update Register	7	D
Dec. Listing	P	MD
Water Ledger Cards	P	MD
Water Transferred to tax listing	7	D
Water Billing Data Sheets	7	D
Turnkey sheets	4	D
Public Works Charges	4	D
Water On and Off Ledger	2	D
Name & Address Changes Water	4	D
Payment History Water	P	MD
Annual Water Budget File	4	D
Compound Meters Repair & Maintenance File	7	D
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 Bills	2	D

**THIS IS SCHEDULE "I" TO BY-LAW NO. 85-90 OF THE CORPORATION  
OF THE CITY OF NORTH BAY**

---

**ENGINEERING AND WORKS DEPARTMENT**

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETEN- TION</u>
Railway Grade Separation Files Engineering services & projects	7	D
Drainage Records - complaints etc.	5	D
Engineering Drawings - originals working drawings	P 7	MD D
Project Files	7	D
Road Construction Records (after completion)	7	D
Maintenance Management Reports	1	D
Street Work	5	D
Truck Hire - time reports	1	D
Truck Hire - summaries	3	D
Design Estimates	7	D
Contract Files (upon completion)	7	D
General Correspondence	6	D
Vehicle Distribution Sheets	1	D
Equipment Distribution Sheets	1	D
Labour Distribution Sheets	1	D
Material Distribution Sheets	1	D
Contracts - servicing -services	6 1	D D
Yearly Work Diaries (personal)	6	D
Monthly Operations Reports - Pub. Works and W.C.P.C.	6	D
Vehicle Records after disposal of vehicle	2	D
Engineering Drawings -records of approval	P	MD
Personnel	6	D
Utilities approvals	6	D
Ministry of Environment Approvals	6	MD
Weigh Tickets	1	D

SCHEDULE "I" Continued

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETEN- TION</u>
Fuel Tickets	2	D
Copies of Requisitions	2	D
Copies of Purchase Orders	2	D
Gravel Tickets	1	D

**THIS IS SCHEDULE "J" TO BY-LAW NO. 85-90 OF THE CORPORATION OF  
THE CITY OF NORTH BAY**

---

**BUILDING DEPARTMENT**

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETEN- TION PERIOD</u>
Permit, month and statistics	P	P
Correspondence other than permit documents	2	D
Permit Documents other than plans	P	MD
Personnel Files (active)	P	P
Inspectors Daily Log	2	MD
Major Building Plans Part 3 buildings (after completion of work)	2	MD or return to architect
Part 9 Buildings other than housing (after completion)	2	MD or return to architect
Housing (after completion)	2	MD
Other miscellaneous permit (after completion)	2	D
Copies of receipt or destroy office audit	7	MD