

BY-LAW NO. 83-05

of the

CORPORATION OF THE TOWNSHIP OF WESTMEATH

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

Whereas 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, records and papers must be kept by the municipality.

Now therefore the COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WESTMEATH ENACTS AS FOLLOWS:

1. The retention period for the records of the Corporation of the Township as outlined in Schedule 'A' attached hereto and forming part of this by-law, are hereby adopted and established as the retention period for each such record.
2. The municipality may destroy any of the documents listed, provided they have been retained until the retention period as outlined in Schedule 'A' of this by-law has expired.
3. This by-law shall not take effect until the auditors of the Corporation have approved this by-law by endorsing their name at the end thereof.

READ a first and second time this 8th day of June 1983

London White
Reeve

Pat Bunn
Clerk

READ a third time and FINALLY PASSED THIS 8th day of June, 1983.

London White
Reeve

Pat Bunn
Clerk

Mac Killican + Associates
Auditor

CORPORATION OF THE TOWNSHIP OF WESTMEATH

By-Law Number 83-05

SCHEDULE 'A' RETENTION SCHEDULE

<u>Description of Records</u>	<u>Length of time records to be retained (years)</u>
By-laws (original)	P
Council Minute Book	P
Birth Register	P
Death Register	P
Marriage Register	P
Assessment Roll	P
Leases (after expiration and if not part of by-law)	P
Resolutions	2
O.M.B. Records (Keep with by-law)	P
Historical Correspondence	P
Assessment Appeals	2
Assessment Review Court Records	2
Contracts (If not part of by-law)	5
Agreements (If not part of by- law)	6
General Correspondence	7
Correspondence Register	7
Duplicate Dog Licenses	7
Insurance Records (after expiration)	7
Insurance Claims	7

<u>Description of Records</u>	<u>Length of time records to be retained (years)</u>
Easements (If not part of by-law)	P
Voters List	7
Census Reports	10
Applications to Province re: Projects	7
School-Support Lists	7
Briefs and Reports to Council	7
Livestock Affidavits	7
Fence-Viewers Files	7
Fence-Viewers Awards	7
Court Decisions	7
Audited Financial Statements	P
General Ledger	P
General Journal	P
Debtenture Register	P
Cash Receipts Journals	P
Cheque Register	P
Tax Roll	P
Tax Sales - Deeds	P
Tax-Registration Records	P
Bank Statements	7
Final Tax Billing	10
Welfare Payments	7
Welfare-Case Records	7
Paid (Cancelled) Cheques	7
Bank Debit and Credit Memos	7
Deposit slips	7

Description of RecordsLength of time records to be retained
(years)

Final Budgets - Operating	7
Final Budgets - Capital	7
Paid Debenture and Coupons (upon maturity)	7
Accounts-Payable Vouchers	7
Paid Invoices	7
Paid Purchase Orders	7
Paid Requisitions	7
Paid Accounts Summary Sheet	7
Budget Estimates Working Papers	7
Tax-Collectors' Certificate	7
General Correspondence	7
Receipt Books	7
Cheque Stubs	7
Cash Books	7
Deposit (Pass) Book	7
Accountants' Working Papers	7
Tax Receipts	7
Debenture Summaries	7
Year-End Trial Balance	7
Tax-Arrear Cards	7
Treasurer's Certificates	7
Interim Financial Statements	7
Bank Reconciliations	7
Legal Opinions	P
Court Cases	P
Agreements	P

<u>Description of Records</u>	<u>Length of time records to be retained (years)</u>
Writs	P
Statements of Claims	P
Notices of Claims	P
Purchase-of-Land Files	P
Sale-of-Land Files	P
Exchange-of-Land Files	P
Road-Closing Files	P
Road-Dedication Files	P
Road-Widening Files	P
Local-Improvement Files (see Section 22 Local Improvement Act)	P
Notices of Applications to The Ontario Municipal Board (OMB)	7
Payroll Journal	P
Union Agreements	P
Job Applications - Of Those Hired	P
Compensation Case Records	P
Oaths of Office	P
T-4 Summaries	P
Terminated Employees Records	P
W.C.B. Claims	P
T-4 Slips	7
Time-Distribution Sheets	7
Official Plan	P
Official-Plan Amendments	P
Subdivision Plans	P
Reference Plans	P

<u>Description of Records</u>	<u>Length of time records to be retained (years)</u>
Site-Plan Approval - Agreements	P
Zoning By-law	P
Zoning By-law Amendments	P
Land Surveys	P
Contour Maps	P
Base Maps - Original	P
Aerial Photos	P
O.M.B. Hearing Files	P
O.H.R.P. Agreements	P
Zoning-Amendment Applications	7
Subdivision Applications (after final approval)	7
O.H.R.P. Files (after agreement)	7
Successful Tenders	7
Unsuccessful Tenders	2

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Now therefore the COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WESTMEATH ENACTS AS FOLLOWS:

1. The retention period for the records of the Corporation of the Township as outlined in Schedule 'A' attached hereto and forming part of this by-law, are hereby adopted and established as the retention period for each such record.
2. The municipality may destroy any of the documents listed, provided they have been retained until the retention period as outlined in Schedule 'A' of this by-law has expired.
3. This by-law shall not take effect until the auditors of the Corporation have approved this by-law by endorsing their name at the end thereof.

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Historical Correspondence	P
Assessment Appeals	2
Assessment Review Court Records	2
Contracts (If not part of by-law)	5
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General Correspondence	7
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Insurance Records (after expiration)	7
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Description of RecordsLength of time records to be retained
(years)Easements (If not part of
by-law)

P

Voters List

7

Census Reports

10

Applications to Province
re: Projects

7

School-Support Lists

7

Briefs and Reports to Council

7

Livestock Affidavits

7

Fence-Viewers Files

7

Fence-Viewers Awards

7

Court Decisions

7

Audited Financial Statements

P

General Ledger

P

General Journal

P

Debtenture Register

P

Cash Receipts Journals

P

Cheque Register

P

Tax Roll

P

Tax Sales - Deeds

P

Tax-Registration Records

P

Bank Statements

7

Final Tax Billing

10

Welfare Payments

7

Welfare-Case Records

7

Paid (Cancelled) Cheques

7

Bank Debit and Credit Memos

7

Deposit slips

7

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Final Budgets - Capital	7
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Paid Invoices	7
Paid Purchase Orders	7
Paid Requisitions	7
Paid Accounts Summary Sheet	7
Budget Estimates Working Papers	7
Tax-Collectors' Certificate	7
General Correspondence	7
Receipt Books	7
Cheque Stubs	7
Cash Books	7
Deposit (Pass) Book	7
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Tax Receipts	7
Debenture Summaries	7
Year-End Trial Balance	7
Tax-Arrear Cards	7
Treasurer's Certificates	7
Interim Financial Statements	7
Bank Reconciliations	7
Legal Opinions	P
Court Cases	P
Agreements	P

Description of RecordsLength of time records to be retained
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Writs	P
Statements of Claims	P
Notices of Claims	P
Purchase-of-Land Files	P
Sale-of-Land Files	P
Exchange-of-Land Files	P
Road-Closing Files	P
Road-Dedication Files	P
Road-Widening Files	P
Local-Improvement Files (see Section 22 Local Improvement Act)	P
Notices of Applications to The Ontario Municipal Board (OMB)	7
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W.C.B. Claims	P
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Official Plan	P
Official-Plan Amendments	P
Subdivision Plans	P
Reference Plans	P

Description of RecordsLength of time records to be retained
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Zoning By-law	P
Zoning By-law Amendments	P
Land Surveys	P
Contour Maps	P
Base Maps - Original	P
Aerial Photos	P
O.M.B. Hearing Files	P
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