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 therfore 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

Reeve

Pat

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

Pat Bu

+ associates /hac Anditor

CORPORATION OF THE TOWNSHIP OF WESTMEATH

By-Law Number 83-05

SCHEDULE 'A' RETENTION SCHEDULE

Description of Records	Length of time (years)	records	to be	retained
By-laws (original)	Р		1	
Council Minute Book	Р			
Birth Register	P			
Death Register	Р			
Marriage Register	P			
Assessment Roll	P			
Leases (after expiration and if not part of by-law)	Р) -		
Resolutions	2			
O.M.B. Records (Keep with by-law)	Р			
Historical Correspondence	P			T
Assessment Appeals	2			
Assessment Review Court Records	2	÷		
Contracts (If not part of by-lay	v) 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	,		

Description of Records	Length		time ars)	reco	ords	to	be	reta	ined
	- <u></u>		ars)			 	·		
Easements (If not part of by-law)		P			X.				
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		Ρ							
General Ledger		P							
General Journal		P							
De benture Register		P							
Cash Receipts Journals		Ρ						-	
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?Final Budgets - Capital?Faid Debenture and Coupons (upon maturity)?Accounts-Payable Vouchers?Paid Involces?Paid Requisitions?Paid Accounts Summary Sheet?Sudget Estimates Working Fapers?Fax-Collectors' Certificate?Cash Books?Deposit (Pass) Book?Accountaries?Tax Receipts?Debenture Summaries?Year-End Trial Balance?Tax-Arrear Cards?Treasurer's Certificates?Debenture Summaries?Langet Estimates?Langet Estimates?Destruct Cards?Langet Estimations?Langet Estimates?Deposit (Pass) Book?Accountants' Working Papers?Tax Receipts?Tax-Arrear Cards?Tax-Arrear Cards?Interim Financial Statements?Pank Reconciliations?Legal OpinionsPCourt CasesPAgreementsP	· · · · ·					<u>.</u> .	
Final Budgets - Capital7Paid Debenture and Coupons (upon maturity)7Accounts-Payable Vouchers7Paid Invoices7Paid Furchase Orders7Paid Purchase Orders7Paid Accounts Summary Sheet7Paid Accounts Summary Sheet7Budget Estimates Working Papers7Tax-Collectors' Certificate7General Correspondence7Receipt Books7Cheque Stubs7Cash Books7Deposit (Pass) Book7Accountants' Working Papers7Tax Receipts7Debenture Summaries7Year-End Trial Balance7Tax-Arrear Cards7Treasurer's Certificates7Interim Financial Statements7Bank Reconciliations7Legal OpinionsPCourt CasesP	· ·	Description of Records	Length	of time (years)	records	to be	retained
Faid Debenture and Coupons (upon maturity)7Accounts-Payable Youchers7Paid Invoices7Paid Invoices7Paid Purchase Orders7Paid Requisitions7Paid Accounts Summary Sheet7Budget Estimates Working Papers7Tax-Collectors' Certificate7General Correspondence7Receipt Books7Cheque Stubs7Cash Books7Deposit (Pass) Book7Accountants' Working Papers7Tax Receipts7Debenture Summaries7Year-End Trial Balance7Treasurer's Certificates7Interim Financial Statements7Bank Reconciliations7Legal OpinionsPCourt CasesP		Final Budgets - Operating		7			
(upon maturity)?Accounts-Payable Vouchers?Paid Invoices?Paid Purchase Orders?Paid Requisitions?Paid Accounts Summary Sheet?Budget Estimates Working Papers?Tax-Collectors' Certificate?General Correspondence?Receipt Books?Cheque Stubs?Cash Books?Peposit (Pass) Book?Accountants' Working Papers?Tax Receipts?Debenture Summaries?Year-End Trial Balance?Tax-Arrear Cards?Interim Financial Statements?Bank Reconciliations?Legal OpinionsPCourt Cases?		Final Budgets - Capital		7			
Paid Invoices7Paid Purchase Orders7Paid Requisitions7Paid Accounts Summary Sheet7Budget Estimates Working Papers7Tax-Collectors' Certificate7General Correspondence7Receipt Books7Cheque Stubs7Cash Books7Deposit (Pass) Book7Accountants' Working Papers7Tax Receipts7Debenture Summaries7Year-End Trial Balance7Tax-Arrear Cards7Interim Financial Statements7Bank Reconciliations7Court CasesP				7			
Paid Purchase Orders?Paid Requisitions?Paid Requisitions?Paid Accounts Summary Sheet?Budget Estimates Working Papers?Tax-Collectors' Certificate?General Correspondence?Receipt Books?Cheque Stubs?Cash Books?Deposit (Pass) Book?Accountants' Working Papers?Tax Receipts?Debenture Summaries?Year-End Trial Balance?Tax-Arrear Cards?Treasurer's Certificates?Interim Financial Statements?Bank Reconciliations?Legal OpinionsPCourt Cases?		Accounts-Payable Vouchers		7			
Paid Requisitions7Paid Accounts Summary Sheet7Paid Accounts Summary Sheet7Budget Estimates Working Papers7Tax-Collectors' Certificate7General Correspondence7Receipt Books7Cheque Stubs7Cash Books7Deposit (Pass) Book7Accountants' Working Papers7Tax Receipts7Debenture Summaries7Year-End Trial Balance7Tax-Arrear Cards7Treasurer's Certificates7Interim Financial Statements7Bank Reconciliations7Legal OpinionsPCourt CasesP		Paid Invoices		7		×.	ć
Paid Accounts Summary Sheet7Budget Estimates Working Papers7Tax-Collectors' Certificate7General Correspondence7Receipt Books7Cheque Stubs7Cash Books7Deposit (Pass) Book7Accountants' Working Papers7Tax Receipts7Debenture Summaries7Year-End Trial Balance7Tax-Arrear Cards7Interim Financial Statements7Bank Reconciliations7Legal OpinionsPCourt CasesP		Paid Purchase Orders		7			
Budget Estimates Working Papers7Fax-Gollectors' Certificate7General Correspondence7Receipt Books7Cheque Stubs7Cash Books7Deposit (Pass) Book7Accountants' Working Papers7Tax Receipts7Debenture Summaries7Year-End Trial Balance7Tax-Arrear Cards7Interim Financial Statements7Bank Reconciliations7Legal OpinionsPCourt CasesP		Paid Requisitions		7			
Tax-Collectors' Certificate7General Correspondence7Receipt Books7Cheque Stubs7Cash Books7Deposit (Pass) Book7Accountants' Working Papers7Tax Receipts7Debenture Summaries7Year-End Trial Balance7Tax-Arrear Cards7Treasurer's Certificates7Interim Financial Statements7Bank Reconciliations7Legal OpinionsPCourt CasesP		Paid Accounts Summary Sheet		7			
General Correspondence?Receipt Books?Receipt Books?Cheque Stubs?Cash Books?Deposit (Pass) Book?Accountants' Working Papers?Tax Receipts?Debenture Summaries?Year-End Trial Balance?Treasurer's Certificates?Interim Financial Statements?Bank Reconciliations?Legal OpinionsPCourt CasesP		Budget Estimates Working Papers		7			
Receipt Books7Cheque Stubs7Cash Books7Deposit (Pass) Book7Accountants' Working Papers7Tax Receipts7Debenture Summaries7Year-End Trial Balance7Tax-Arrear Cards7Treasurer's Certificates7Interim Financial Statements7Bank Reconciliations7Legal OpinionsPCourt CasesP		Tax-Collectors' Certificate		7			
Cheque Stubs7Cash Books7Deposit (Pass) Book7Accountants' Working Papers7Tax Receipts7Debenture Summaries7Year-End Trial Balance7Tax-Arrear Cards7Treasurer's Certificates7Interim Financial Statements7Bank Reconciliations7Legal OpinionsPCourt CasesP		General Correspondence		7			
Cash Books7Deposit (Pass) Book7Accountants' Working Papers7Tax Receipts7Debenture Summaries7Year-End Trial Balance7Tax-Arrear Cards7Treasurer's Certificates7Interim Financial Statements7Bank Reconciliations7Legal OpinionsPCourt CasesP		Receipt Books		7		·	
Deposit (Pass) Book7Accountants' Working Papers7Tax Receipts7Debenture Summaries7Year-End Trial Balance7Tax-Arrear Cards7Treasurer's Certificates7Interim Financial Statements7Bank Reconciliations7Legal OpinionsPCourt CasesP		Cheque Stubs		7			
Accountants' Working Papers7Tax Receipts7Debenture Summaries7Year-End Trial Balance7Tax-Arrear Cards7Treasurer's Certificates7Interim Financial Statements7Bank Reconciliations7Legal OpinionsPCourt CasesP		Cash Books		7			
Tax Receipts7Debenture Summaries7Year-End Trial Balance7Tax-Arrear Cards7Treasurer's Certificates7Interim Financial Statements7Bank Reconciliations7Legal OpinionsPCourt CasesP		Deposit (Pass) Book		7			
Debenture Summaries7Year-End Trial Balance7Tax-Arrear Cards7Treasurer's Certificates7Interim Financial Statements7Bank Reconciliations7Legal OpinionsPCourt CasesP		Accountants' Working Papers		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		Tax Receipts		7			
Tax-Arrear Cards7Treasurer's Certificates7Interim Financial Statements7Bank Reconciliations7Legal OpinionsPCourt CasesP		Debenture Summaries		7			·
Treasurer's Certificates7Interim Financial Statements7Bank Reconciliations7Legal OpinionsPCourt CasesP		Year-End Trial Balance		7			
Interim Financial Statements7Bank Reconciliations7Legal OpinionsPCourt CasesP		Tax-Arrear Cards		7			
Bank Reconciliations 7 Legal Opinions P Court Cases P		Treasurer's Certificates		7			
Legal Opinions P Court Cases P		Interim Financial Statements		7			
Court Cases P		Bank Reconciliations		7			
		Legal Opinions		P			
Agreements P		Court Cases		P			
		Agreements		P			
				· · ·	÷ .		
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•	Description of Records	Length	of time	records	to be	retained
·	· · · · · · · · · · · · · · · · · · ·		(years)			
	Writs		P			
	Statements of Claims		Р			
	Notices of Claims		Р			
	Purchase-of-Land Files		Р			
	Sale-of-Land Files		Ρ			
	Exchange-of-Land Files		Р			
	Road-Closing Files		P			
	Road-Dedication Files		P			
	Road-Widening Files		P			
	Local-Improvement Files (see Section 22 Local Improvement Act)		Р			
	Notices of Applications to The Ontario Municipal Board (OMB)		7	• .		·
	Payroll Journal		P			
	Union Agreements		P			
	Job Applications - Of Those Hire	ed	P			-
	Compensation Case Records		P			
	Oaths of Uffice		Р	_		
	T-4 Summaries		P			
	Terminated Employees Records	-	P			
	W.C.B. Claims	,	P		2	
	T-4 Slips		7			
	Time-Distribution Sheets		7			
	Official Plan		Р			•
	Official-Plan Amendments		P			
	Subdivision Plans		P	• .		
	Reference Plans		P			

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	Description of Records	Length	of time (years)	records	to be	retained
	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)	I	7			
	Successful Tenders		,7			·
	Unsuccessful Tenders		2			
	~	-				
			• • •			

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 therfore 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

Pat

at

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

Reeve

mac soute Anditor

CORPORATION OF THE TOWNSHIP OF WESTMEATH

By-Law Number 83-05

SCHEDULE 'A' RETENTION SCHEDULE

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Description of Records	Length of		records	to t	e ret	ained
By-laws (original)	Р		-		-	,
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)	., · . Р	-		•		
Resolutions	2				•	. ·
O.M.B. Records (Keep with by-law)	Р	•	-	-		,
Historical Correspondence	P	,		•		
Assessment Appeals	- 2		= • • •	`	,	-
Assessment Review Court Records	2	·				
Contracts (If not part of by-la	w) 5			•	;	
Agreements (If not part of by- law	Ģ			-		· · ·
General Correspondence	7					
Correspondence Register	7					
Duplicate Dog Licenses	· 7	•	· ·			
Insurance Records (after expiration)	7	· ·	- - -			•
Insurance Claims	7					
· · · ·	-	.'			-	

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	Description of Records	Length (of time (years)	records	to be	retained
	Easements (If not part of by-law)		P	-		-
	Voters List		7			
-	Census Reports	. 1	0	·	•	
	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			e 1.
	Audited Financial Statements		P	-		
	General Ledger		P	· .	. ,	<u>^ _</u>
	General Journal	-	P			
	Debenture Register	~	P	-	`>	
	Cash Réceipts Journals	,	P	~		
	Cheque Register		P			-
	Tax Roll	-	P	•	·	
	Tax Sales - Deeds		Ρ		,	
	Tax-Registration Records		P			
	Bank Statements		7			, ·
	Final Tax Billing	:	10 .			
	Welfare Payments		7	۰,		
	Welfare-Case Records		7			
	Paid (Cancelled) Cheques		7	×.		
	Bank Debit and Credit Memos	-	7			
	Deposit slips		7			
	• · ·			· .		. `

Description of Records	Length of (ye	time ars)	records	to be	e retai	ined
Final Budgets - Operating	. 7					
Final Budgets - Capital	7					ر
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 Pa	pers 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 Statement	s 7	,				
Bank Reconciliations	- 7		-			
Legal Opinions	P	:				
Court Cases	· . P					
Agreements	P	·				

	Description of Records	Length	of time (years)	records	to be	retaine
	Writs		Р		-'-	
	Statements of Claims		Р	-		•
	Notices of Claims		P ,	· ~		``
	Purchase-of-Land Files		P ·	•	-	
	Sale-of-Land Files		.P ′			
	Exchange-of-Land Files		Р	-	,	
	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		Р			
,	Union Agreements		P,			
	Job Applications - Of Those Hire	ed	P	-		
	Compensation Case Records		P			
	Oaths of Uffice		P			
	T-4 Summaries		P			-
	Terminated Employees Records		. P .		. • _	
	W.C.B. Claims		P	-		
	T-4 Slips	,	7		2	
-	Time-Distribution Sheets	-	7			
	Official Plan	•	P			
	Official-Plan Amendments		P			-
	Subdivision Plans		P	-		v
· ·	Reference Plans		P			
			· · ·			

and the second	. ,		× , ,			
	Description of Records	Length	of time (years)	records	to be	retained
	Site-Plan Approval - Agreements		P			• • • •
	Zoning By-law	· · ·	P	,	- ,	
	Zoning By-law Amendments		P		-	
	Land Surveys		P	· · · ·		
	Contour Maps		P	-		
, 1	Base Maps - Original		P		• ,	
	Aerial Photos		P	•	-	
	O.M.B. Hearing Files		P	-		
	O.H.R.P. Agreements	•	P	`		-
	Zoning-Amendment Applications	,	7		,	-
4	Subdivision Applications (after final approval)		7	2		· · ·
	O.H.R.P. Files (after agreement))	7	3		
	Successful Tenders		,7	· ·	-	
	Unsuccessful Tenders		2	•		
· · ·			-	- - - -		
					· · ·	· · · · · · · · · · · · · · · · · · ·
-						-
N				-		
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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

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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

Clerk

Clerk

Reeve

Reeve

Auditor

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

CORPORATION OF THE TOWNSHIP OF WESTMEATH

By-Law Number 83-05

SCHEDULE 'A' RETENTION SCHEDULE

Description of Records	Length of time (years)	records	to be	retained
	······································			······································
By-laws (original)	P.	• ' a	· · ·	
Council Minute Book	P			
Birth Register	P			· · ·
Death Register	Р			i i i i i i i i i i i i i i i i i i i
Marriage Register	P		,	, ¹ , , ,
Assessment Roll	Р			s
Leases (after expiration and if not part of by-law)	P		5	· · · · · · · · · · · · · · · · · · ·
Resolutions	. 2			
O.M.B. Records (Keep with by-law)	P		.» Г.	
Historical Correspondence	P		· ·	
Assessment Appeals	- 2			n , '
Assessment Review Court Records	2			4
Contracts (If not part of by-law) 5			
Agreements (If not part of by- law	6	^ , , , , , , , , , , , , , , , , , , ,		
General Correspondence	7	·	 	n: 1
Correspondence Register	7	. ·	· ,	
Duplicate Dog Licenses	7		;	
Insurance Records (after expiration)	. 7		. · · ·	
Insurance Claims	7	-	• • • ×	

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ા લા સિં⊦ા		Description of Records	Length	of time (years)	records	to be	retair	ıed
		Easements (If not part of by-law)	·	P				
		Voters List		7	•			
	-	Census Reports		7				-
		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		Р				
		General Ledger		P				
,		General Journal		P				
		Debenture Register		P				
		Cash-Payment Journal		Р				
		Cheque Register		P				
		Tax Roll	-	P	·			
		Tax Sales - Deeds		Р	v			
		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				-
•								

ang	Description of Records	Length of time (years)	records to	be retained
	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		, ,
<i>.</i> .	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	· ·	, .
v	Tax-Arrear Cards	7		. .
	Treasurer's Certificates	7		
	Interim Financial Statements	. 7		
	Bank Reconciliations	7		
ŗ	Legal Opinions	P		·.
	Court Cases	P		
	Agreements	P		
		. ¹		

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	Description of Records	Length	of time (years)	records	to	be	ret	ained
•	Writs		P					
	Statements of Claims	•	P			·		:
	Notices of Claims		Р					
	Purchase-of-Land Files		Р					
	Sale-of-Land Files		P					
	Exchange-of-Land Files		Р					
	Road-Closing Files		P					
	Road-Dedication Files		P	,				
	Road-Widening Files		Р					
	Local-Improvement Files (see Section 22 Local Improvement Act)	:	P			·		
	Notices of Applications to The Ontario Municipal Board (OMB)		7				•	
*	Payroll Journal		Ρ					2
	Union Agreements		Ρ					
	Job Applications - Of Those Hire	đ	Ð					
	Compensation Case Records		Ρ.					
	Oaths of Uffice		P					
	T-4 Summaries		P					
	Terminated Employees Records		P					
	W.C.B. Claims		P					
	T-4 Slips		7					
	Time-Distribution Sheets		7					
	Official Plan		Р					
	Official-Plan Amendments		P					
•	Subdivision Plans		P					
	Reference Plans		P					

Description of Records	Length	of time (years)	records	to be	retaine
Site-Plan Approval - Agreements		Р			
Zoning By-law		P			
Zoning By-law Amendments		P			
Land Surveys		P			
Contour Maps	2	P			
Base Maps - Original		P			
Aerial Photos		P			
O.M.B. Hearing Files		P		•••••	
O.H.R.P. Agreements		Р			
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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