

THE CORPORATION OF TOWNSHIP OF WHITEWATER REGION

BY-LAW NO 08 - 02 - 325

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

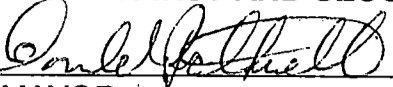
WHEREAS, Section 255 of the Municipal Act, 2001 provides that a Municipality may, subject to the approval of the Municipal Auditor, establish retention periods during which the records of the Municipality and Local Boards of the Municipality must be retained and preserved in accordance with Section 254 of the Municipal Act, 2001.

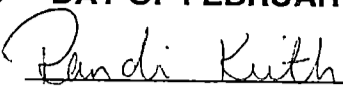
AND WHEREAS, a record of the Municipality may be destroyed if a retention period for the record has been established under Section 255 and the retention period has expired or the record is a copy of the original record.

THEREFORE, the Council of the Corporation of Township of Whitewater Region enacts as follows:

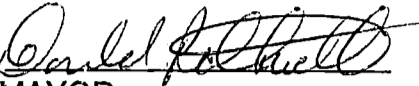
1. That the retention periods for the records of the Corporation of Township of Whitewater Region and its local boards as outlined in Schedule A and B attached hereto and forming part of this By-Law are hereby adopted and established as the retention periods for each such records.
2. That the Clerk or her designate is hereby granted authority to destroy all of the documents herein, provided that they have been retained until at least December 31st of the last year of the retention period as outlined in Schedule B.
3. That all receipts, vouchers, instruments, rolls and other documents, records and papers shall be retained in safe and secure locations for periods according to Schedules A and B.
4. This By-Law is to be construed as permissive and not mandatory. In the event of conflict between this By-Law and any Statute or Regulation of the Government of Canada or the Government of Ontario or other agencies having jurisdiction without limiting the general of the foregoing, to include the Employment Standards Act, and the Municipal Elections Act, such statutes or regulations shall prevail. If changes in the act or other factors cause the retention of any documents or records beyond the periods stipulated in this By-Law to be required or to be expedient, then such documents or records shall be retained according to such requirements or according to their importance or significance.
5. 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.

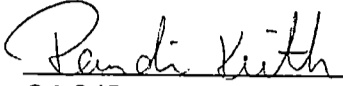
READ A FIRST AND SECOND TIME THIS 6TH DAY OF FEBRUARY, 2008.


MAYOR


CAO/CLERK

READ A THIRD TIME AND PASSED THIS 6TH DAY OF FEBRUARY, 2008.


MAYOR


CAO/CLERK

Auditor's Approval

We hereby approve the above By-Law 08 – 02 –325 passed by the Council of the Township of Whitewater Region on February 6, 2008 pursuant to Section 255 (3) of the Municipal Act, 2001.


Mackillican & Associates

**By-Law 08 – 02 - 325
Schedule A**

Records	Retention Code
Assessment Roll	Permanent
Audit Financial Reports & Statements	Permanent
Birth Registers	Permanent
Building Permit Records & Plans	Permanent
By-Laws & Agreements	Permanent
Cemetery Records	Permanent
Cheque Registers, Ledgers and Journals	Permanent
Cash Receipts Journal	Permanent
Death Register	Permanent
Deeds – Individuals and Register	Permanent
Drain Report – files	Permanent
Fence Viewers Files	Permanent
Home Renewal Program	Permanent
Legal Files	Permanent
Minute Books	Permanent
Official Plan	Permanent
Ontario Municipal Board (OMB) Files	Permanent
Payroll – employee files	Permanent
Payroll – T4's	Permanent
Population Reports	Permanent
Planning – Septic Permits	Permanent
Planning – Zoning Amendments	Permanent
Planning – Official Plan Amendments	Permanent
Planning – Severance Files	Permanent
Planning – Minor Variances	Permanent
Reference Plans	Permanent
Road Closure files	Permanent
Subdivision Plans	Permanent
Tax Collectors Roll	Permanent
Tax Sales Files	Permanent
Tender – Successful Files	Permanent
Year End Trial Balance	Permanent
Zoning By-Law	Permanent

By-Law 08 – 02 – 325

Schedule B

Records	Retention Code	Years
Accts Payables/ Accts Receivable Invoices	Destroy	7
Agenda & Resolutions	Destroy	7
Bank Debit & Credit Memos	Destroy	7
Bank Reconciliation Reports	Destroy	7
Bank Statements	Destroy	7
Budget –Working files	Destroy	7
By-Law Enforcement Files	Destroy	15
Census Report	Destroy	7
Cheques – Cancelled	Destroy	7
Correspondence – General	Destroy	7
Council Approval Report – Monthly Accounts	Destroy	7
Daily Cash Journals	Destroy	7
Debenture Files	Destroy	15
Debenture Register	Destroy	15
Deposit Slips/Books	Destroy	7
Dog Control Files	Destroy	7
Dog Tag Books	Destroy	7
Drain Billing Journal	Destroy	7
Fire Department Files	Destroy	15
G.S.T. Files	Destroy	7
Garbage – Recycling Files	Destroy	7
General Posting Journals	Destroy	7
Grant Requests	Destroy	7
Gravel Files	Destroy	7
Gravel Tickets	Destroy	2
Insurance Records	Destroy	15
Livestock Evaluation	Destroy	7
Lottery Licenses	Destroy	7
Mortgage Changes	Destroy	2
Ownership Changes	Destroy	2
Parks and Recreation	Destroy	15
Payroll – earning records	Destroy	7
Payroll – registers or journals	Destroy	7
Payroll – time sheets	Destroy	7
Policing Files	Destroy	15
Property Sales Listing-MPAC	Destroy	7
Tax – Penalty Reports	Destroy	7
Tax – Section 442, 357, Reconsiderations,	Destroy	7
Tax – Vacancy Applications	Destroy	7
Tax Adjustment Files	Destroy	7
Tax Arrears Files	Destroy	7
Tax Certificates Letters/Books	Destroy	7
Tax Stubs	Destroy	2
Taxation – Working Files	Destroy	15
Tile Drainage Files	Destroy	15
Workers Compensation Files	Destroy	7
Zoning By-law Files	Destroy	7
Zoning Compliance Letters	Destroy	7