

THE CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW NO. 80-8

RECORDS: a by-law to provide for the preservation and destruction of documents and records of the Corporation.

THE COUNCIL of the Corporation of the Township of Prince, pursuant to section 248b of the Municipal Act, R.S.O. 1960, chapter 249 and amendments thereto, ENACTS as follows:

1. DEFINITIONS

In this by-law,

- (1) "audit" means the annual audit of the records of the Corporation performed by the auditors of the Corporation as required by law;
- (2) "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;
- (3) "official" means the officer, head of department or other person to whom a duty is delegated by this by-law;
- (4) "records" means all of the receipts, vouchers, instruments, rolls or other documents, records and papers of the Corporation or a local board thereof.

2. SYMBOLS

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

D	Destroy
D.A.	Destroy following yearly audit
P	Permanent

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) destroyed after yearly audit, such records shall be destroyed after the annual audit has been completed;
- (3) permanent, such original records shall be preserved and not destroyed ever.

4. RECORDS: SCHEDULES FOR RETENTION, DESTRUCTION, ETC.:

Such records of a department of the Corporation or of a local board as are set forth in column no. 1 of a schedule to this by-law shall be afforded the treatment set opposite such records in columns 2 and 3 of the schedule by the officer shown thereon as the "responsible officer".

5. DISCRETION

The officer shall always have a discretion to retain records longer than the period provided by this by-law and shall do so where circumstances so require.

6. 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 item of this by-law and shall identify the records destroyed.
- (2) The Clerk shall keep an index of:
 - (a) details of storage of original documents, where appropriate;
 - (b) records destroyed.

7. BY-LAW SUBJECT TO AUDITOR'S APPROVAL

This by-law comes into force on the day it is approved by the auditor of the Corporation.

8. SCHEDULES

The schedules hereto form a part of this by-law.

ENACTED this 9th day of September, 1980.

T. J. Chisholm J.
Reeve

A. Kockin
Clerk

THE CORPORATION OF THE TOWNSHIP OF PRINCE

SCHEDULE NO. 1

BY-LAW NO. 80-8

COLUMN 1	COLUMN 2	COLUMN 3
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RECORDS (state particulars)

CURRENT RECORDING, DIPOSITION AT
AND RETAIN FOR YEARS END OF RETENTION
AFTER YEAR RECORD PERIOD
MADE

Permanent Assessment Rolls	P	P
Original Tracings of Registered Subdivision Plans	P	P
Other Drawings and Plans of Land	P	P
Assessment correspondence, notices and related office material	1-10 (discretion of clerk)	D
Copies of Registered (Registry Office) Documents	2	D
Population Census	10	D
Annual Reports	10	D
Assessment Manuals	P	P
Receipt Books	3	D
Cash Book	P	P
Cash Disbursements Book	P	P
Cheque Register	P	P
Bank Statements	P	P
Bank Lists, Memos	3	D
Bank Deposit Books	3	D
Accounts Payable - Authorization lists from Council - Clerk's minutes	P	P
Authorized Vouchers plus supporting invoices, copy orders	4	D
Accounts Payable Cheque List	P	P
Cancelled Cheques	3	D
Employee earnings record cards	P	P
Time sheets	2	D
Payroll summary sheets	P	P
Income tax T-4 copies and summaries	P	P
Unemployment Insurance exemption forms	P	P
Accounts Payable - Roads	P	P
General Ledger cards	P	P
Accounts Receivable cards	P	P
Annual audited working papers - Township copy	P	P
Annual audited financial statements - Township copy	P	P

COLUMN 1

COLUMN 2

COLUMN 3

COLUMN 1	COLUMN 2	COLUMN 3
Annual budget - working files	P	P
Annual budget - final edition	P	P
Accounting correspondence and schedules	10	D
Tax sale warrant books	P	P
Tax sale files incl. lists, redemption notices, etc.	P	P
Tax certificates	6	D
Tax Collector's Rolls	P	P
Debenture registers	P	P
Debenture bonds & coupons - Matured & paid	1	D.A.
Debenture debt charges - Reconciliation files	P	P
Debenture repayment schedule files	P	P
Debenture and construction by-laws - Project files	P	P
Tax Rolls - current	P	P
Tax Rolls - arrears	P	P
Tax billing - backing sheets	3	D
General Ledger - control ledger	P	P
General licences - receipts	P	P
Receipts - arrears of taxes	5	D
Receipts - current taxes	5	D
Bailiff warrants	P	P
Application for licence - Lottery, raffle	5	D
Licences - office copy	5	D
Tax certificates - receipts	5	D
Apportionments - applications, resolutions	P	P
Correspondence - general	1-5	D
- lawyers requests for information	(discretion of Clerk)	
- mortgage company requests for information		
Legal files pertaining to matters not expected to recur	0	D
Legal files pertaining to matters that may be expected to recur	2	D
Planning Board - applications, correspondence and misc.	1-10 (discretion of Clerk)	D
Original of Registered Plans of Subdivisions	1	D
Other surveys or drawings of land	1	D
Draft plans of subdivisions	3	D

COLUMN 1	COLUMN 2	COLUMN 3
Roads - foreman's time slips	3	D
Trucks - hired truckers' time slips	3	D
Gas, diesel and oil slips	Until audit is completed by Prov. auditor	D
Rental slips - contractors, waste oil, etc.	3	D
Birth, Death & Marriage Ledgers	P	P
Cemetery Ledgers	P	P
Minutes of Council	P	P
By-laws	P	P
Deeds. leases, easements, etc.	P	P
Agreements	P	P
Court of Revision - Records	P	P
- Correspondence & decisions	8	D
Clerk's correspondence, notices & related office material	1-7 (Clerk's discretion)	D
Tender documents	6	D
Council resolutions	6	D
Insurance policies	3 yrs. after expiry of policy	D
Insurance claims (vs. Township)	P	P
Data on employees	P	P
Wages & salary book	P	P
Contracts	P	P
Subdivision files	P	P
Project files	15 yrs. or repayment term of project, whichever is longer	D
MTC files - correspondence	10	D
Survey & drafting subdivision & street plans etc.	P	P
Cemeteries - Data	P	P
- Correspondence	1-10 (Clerk's discretion)	D
Grants - miscellaneous	P	P
Municipal organizations - correspondence	5	D
Council agendas & minutes	2	D
Reports & resolutions to Council	7	D
Committee of Adjustment reports, files	2	D