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Records Retention and Disposal Schedule

1. Accounting and Finance

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
1.1 Accounts Payable (includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence, etc.)	7 years	Dispose
1.2 Accounts Receivable (includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)	7 years	Dispose
1.3 Annual Financial Statements	Permanent as per legislation	Permanent as per legislation
1.4 Audits and Compliance Reviews (Auditor recommendations, reports, etc.)	7 years	Dispose
1.5 Bank Accounts (includes records related to termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliations, deposit books, cheques stubs/duplicates, etc.)	7 years	Dispose
1.6 Budget (as part of the minutes)	Permanent	Permanent
1.7 Budget Related Reports	7 years	Dispose
1.8 Cash Payments and Receipts (includes cash payments books, printouts, cash reports and summaries, register tapes, etc.)	7 years	Dispose
1.9 Debentures/Loans (includes registers, coupons, etc.)	7 years after final payment	Dispose
1.10 Federal/Provincial Remittance	7 years	Dispose
1.11 Grants (includes applications and supporting documentation)	7 years after completion of project, activity, task, etc. or rejection of application	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
1.12 Investment Records	7 years after maturity of financial instruments	Dispose
1.13 Ledgers/Journals (includes general ledgers, subsidiary ledgers, ledger cards, reports, journals, etc.)	7 years	Dispose
1.14 Local Improvement Roll	7 years after completion of project	Dispose
1.15 Monthly Financial Statements	7 years	Dispose

Schedule A to Bylaw 773
Records Retention and Disposal

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
1.16 Requisition/Purchase Orders	7 years	Dispose
1.17 Tax Roll/Assessment Roll (ie: hard copy of year end print out)	Permanent As per legislation	Permanent As per legislation
1.18 Utility Documents (includes water and sewer cards and ledgers, utilities tax roll, etc.)	7 years	Dispose

2. Administration

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
2.1 Agreements/Contracts and Supporting Documentation (pertaining to land, buildings, properties, structures, etc. owned by the municipality including construction agreements/contracts, etc.)	10 years after disposition of building, property or structure	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
2.2 Agreements/Contracts and Supporting Documentation (not related to land, buildings, properties, etc.)	7 years after termination of agreement/contract	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
2.3 Appeals (under the <i>Planning and Development Act, 1983</i>)	7 years after final decision rendered	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
2.4 Celebrations and Events	3 years after concluded	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
2.5 Cemetery Records	Permanent as per legislation	Permanent as per legislation
2.6 Change of Ownership Documents	7 years	Dispose
2.7 First Nations Consultation	Permanent	Permanent
2.8 Inquiries (under Local Authority Freedom of Information and Protection of Privacy Act)	7 years	Dispose
2.9 Insurance Policies – Liability (may be required if there is a liability claim in the future)	Permanent	Permanent
2.10 Insurance Policies – Property (includes insurance claims)	7 years after termination/cancellation of policy	Dispose

Schedule A to Bylaw 773
Records Retention and Disposal

2.11 Photographs	When obsolete contact the Archives	Contact the Archives. Dispose <u>only</u> upon the Archives recommendation
2.12 Public Notice Documentation	2 years after event for which notice was given	Dispose
2.13 Records Disposal Documentation	Permanent	Permanent
2.14 Tax Assessment Appeals	7 years after final decision rendered	Dispose
2.15 Tax Assessment Reports (assessor's valuation records, reassessment sheets, etc.)	3 years after superseded by new assessment or obsolete	Dispose
2.16 Tax Certificates	7 years	Dispose
2.17 Tax and Assessment Undelivered Notices (Where a notice is undelivered or returned due to an unknown address the notice shall be retained)(Section 216 & 268 <i>The Municipalities Act</i>)	7 years	Dispose
2.18 Tax Enforcement Records (includes tax lien withdrawals, etc.)	7 years after TTP sold or property disposed of in any other manner	Dispose
2.19 Other Enforcement Records (Includes weed control & pest control)	7 years after settlement	Dispose
2.20 Water Analysis and Reports (may be required if there is a liability claim in the future)	25 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation.

3. Election

Records included in this section are governed by *The Local Government Election Act, 2015* and *The Municipalities Act*. Where specific retention requirements are identified in the legislation, relevant sections in the act are indicated. **Unless otherwise specified, all records are retained for “after election day” plus number indicated below.**

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
3.1 Ballots	3 months (142 <i>Local Government Election Act, 2015</i> – LGEA)	Dispose
3.2 Disclosure of Holdings (includes public disclosure statements)	Term of Office (4 years)	Dispose
3.3 Declaration of Agent/Friend	3 months	Dispose
3.4 Declaration of Polls	3 months (142 LGEA)	Dispose
3.5 Deputy Returning Officer Statement of Results	Permanent	Permanent
3.6 Nominations and Receipts	Term of office (4 years) (69(6)LGEA)	Dispose
3.7 Oaths of Office	Term of Office	Dispose
3.8 Returning Officer’s Summary of Results	Permanent or Contact the Archives	Permanent or Contact the Archives
3.9 Poll Books	3 months (142 LGEA)	Dispose
3.10 Voters’ Lists	Contact the Archives	Contact the Archives Dispose <u>only</u> upon the Archives recommendation.
3.11 Voters’ Registration Forms	3 months (142 LGEA)	Dispose
3.12 Ballot Box Contents (includes ballots, registration forms, etc.)	3 months (142 LGEA)	Dispose

4. Employee – Employer

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
4.1 Employee Records (includes time cards, pay records, etc.)	10 years after termination of employment	Dispose
4.2 Income Tax (T4s, TD1s, etc.)	7 years	Dispose

5. Legal

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
5.1 Minister's Orders	Permanent as per Legislation	Permanent as per Legislation
5.2 Claims (includes notices of claim, statements of claim, etc.)	10 years after settlement	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
5.3 Petitions	7 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
5.4 Writs	10 years after expiration or completion	Dispose

6. Licences and Permits

6.1 Licenses and Permits Issued by Municipalities

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
6.1.1 Building Permits (includes supporting documentation)	After rejection of permit or life of building/structure + 10 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
6.1.2 Development Permits (includes supporting documentation)	25 years after superseded	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
6.1.3 Development Permits - Denied	10 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
6.1.4 Development Permits - Register	Permanent	Permanent
6.1.5 Other Permits (not related to land, buildings, structures, development projects)	3 years after expiration/termination or rejection of permit	Dispose
6.1.6 Licenses (includes supporting documentation)	7 years after termination/expiration or rejection of license	Dispose

6.2 Licenses and Permits Issued to Municipalities

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
6.2.1 Licenses and Permits (related to land, buildings, structures, properties)	Upon rejection of permit/license or life of structure, building, property + 10 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
6.2.2 Licenses and Permits (not related to land, buildings, structures and development projects)	7 years after expiration/termination or rejection of license or permit	Dispose

7. Maps, Plans and Surveys

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
7.1 Architect's Drawings (buildings, park sites, structures, etc.)	Life time of facility/structure + 10 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
7.2 Municipal Maps and Plans	Original or one selected copy to be retained permanently	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
7.3 Road Surveys	7 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
7.4 Land Surveys, Certificates/Surveyor's Reports	7 years	Dispose

8. Minutes and Bylaws

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
8.1 Council Minutes (includes original bylaws, active and repealed)	Permanent as per legislation	Permanent as per legislation
8.2 Repealed Bylaws (includes certified copies that may be retained in Repealed Bylaw Registers)	7 years	Dispose
8.3 Bylaw Registers (active and repealed)	Permanent	Permanent

9. Reports and Statistics

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
9.1 Reports of Boards and Committees established by Council (not forming part of council minutes)	7 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
9.2 Vital Statistics	7 years	Dispose

10. Roads and Streets

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
10.1 Road Maintenance Records (includes reports) (may be required if there is a liability claim in the future)	25 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation