

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NO. 2016-12

BEING A BY-LAW TO ESTABLISH  
SCHEDULES OF RETENTION PERIODS  
FOR PAPER AND ELECTRONIC RECORDS

WHEREAS the Corporation of the Township of Bonfield (hereinafter referred to as the "Township") wishes to establish schedules of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the Township;

WHEREAS Section 254 of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, requires municipalities to retain and preserve the records of the municipality and its local boards in a secure and accessible manner;

WHEREAS Section 255 of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, permits municipalities and its local boards to destroy records if a retention period for the record has been established under this section and the retention period has expired or the record is a copy of the original record;

AND WHEREAS it is legislated that the Corporation of the Township of Bonfield adhere to the requirements of the Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act regarding record maintenance, accessibility, and retention;

WHEREAS the Township Auditor approved Schedule "A" to "K" attached to this By-law;

AND WHEREAS the Council of the Corporation of the Township of Bonfield deems it expedient to retain, preserve and destroy municipal records:

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Bonfield enacts as follows:

**1. DEFINITIONS:**

1. "**Auditor**" means the person or firm appointed by the Township from time to time to perform the annual audit of the records of the Township.
2. "**Destroyed**" means destroyed without any copy thereof being retained.
3. "**Electronic Records**" means all record, messages and computer files over a communications networks such as a local area network or the Internet usually between computers or terminals which shows evidence of actions and decisions occurring and stored on computer based technology. ”
4. "**Official for Electronic Records**" means the Clerk of the Corporation of the Township of Bonfield.
5. "**Official for Paper Records**" means the Clerk of the Corporation of the Township of Bonfield, who shall be responsible for the implementation of this by-law for paper records.
6. "**Paper Records**" means all of the receipts, vouchers, instruments, rolls or other documents and records in paper form of the Township.
7. "**Permanent**" means such original records shall be preserved and never destroyed.

## **2. SYMBOLS:**

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

P Permanent

## **3. RETENTION PERIODS**

1. All paper records and electronic records of the Township shall be retained for the periods defined in the Schedules to this by-law.
2. All records shall be destroyed after expiry of the Retention Period set out on the attached schedules by the Official for Paper Records or the Official for Electronic Records, as appropriate.

## **4. DISCRETION:**

1. The Official for Paper Records shall always have a discretion to retain paper records longer than the period provided by this by-law and shall do so where he/she deems it appropriate.
2. The Official for Electronic Records shall always have a discretion to retain electronic records longer than the period provided by this by-law and shall do so where he/she deems it appropriate.

## **5. PAPER RECORDS / DESTROYED:**

1. When paper records have been destroyed under this by-law, the Official for Paper Records shall so certify in writing. Such certificate shall refer to the relevant schedule and items of this by-law and shall identify records destroyed.
2. The Official for Paper Records shall keep an index of:
  - (a) Details of storage of original documents, where appropriate;
  - (b) Paper records destroyed and date destroyed.
3. Where paper records are destroyed under this by-law, the proper and complete destruction thereof is the responsibility of the Official for Paper Records.

## **6. ELECTRONIC RECORDS / DESTROYED:**

1. When electronic records have been destroyed under this by-law, the Official for Electronic Records shall so certify in writing. Such certificate shall refer to the relevant schedule and items of this by-law and shall identify records destroyed.
2. The Official for Electronic Records shall ensure:
  - (a) that the records are backed up daily and stored off-site on a weekly basis;
  - (b) that when records are to be kept, such electronic records shall be kept on a permanent media;
  - (c) that the technology required to read the permanent media shall be retained for as long as such media is retained; or
  - (d) that the data on the media is transferred to a readable format in available technology and that such available technology is maintained for the balance of the retention period; or

- (e) that the date is transferred onto a paper record;
  - (f) an index of Electronic records destroyed be kept.
3. Where electronic records are destroyed under this by-law, the proper and complete destruction thereof is the responsibility of the Official for Electronic Records.

**7. RECORDS NOT COVERED**

1. To minimize duplication the following records are not covered by this Retention By-Law:
- (a) Duplicate copies of records, including correspondence
  - (b) Published material and its copies
  - (c) Phone message slips
  - (d) Early versions or draft reports
  - (e) Copies of information of a general nature
2. Records not covered by this Retention By-Law, as above can be treated as having a retention value of “kept until no longer needed” by the creator or user of this information. None of this material type should see its way into a semi-active or in-active records storage area.

**8. APPROVAL OF BY-LAW:**

1. This by-law and all Schedules attached hereto shall not take effect until the auditor of the Township has approved this by-law in writing on their firm’s letterhead, a copy of which will be attached hereto.

**9. REPEALS**

1. By-Law 87-10 of the Corporation of the Township of Bonfield is hereby repealed.

READ A FIRST AND SECOND TIME THIS DAY OF , 2016.

READ A THIRD DAY AND FINALLY PASSED THIS DAY OF , 2016

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**SCHEDULE "A"**

**BY-LAW NO. 2016-12**

**CLERK'S DEPARTMENT**

<b>RECORD</b>	<b>RETENTION YEARS</b>
By-law - original and OMB Order	P
Council Minute Book	P
Birth Register	P
Death Register	P
Assessment Roll	P
Leases (after expiration and if not part of by-law)	7
Resolutions	3
O.M.B. Records	P
Council Motions	3
Historical Correspondence	P
Annexation Files	P
Street Closing Files	6
Destroyed Records Files	P
Assessment Appeals	7
Assessment Review Court Records	6
Contracts - if not part of by-law after contract Completed	6
Agreements - if not part of by-law after agreement completed	6
General Correspondence	6
Licences after Expiration	3
Dog Licence Records	3
Licence Applications	6
Inter-Office Memos	3
Paid Parking Tickets	3
Insurance Claims	6
Easements - if not part of by-law	P

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**SCHEDULE “A”**

**BY-LAW NO. 2016-12**

**CLERK’S DEPARTMENT**

<b>RECORD</b>	<b>RETENTION YEARS</b>
Court of Revision Records	6
Petitions	6
Agendas	2
Notice of Charge of Land Titles	1
Applications to Province re: Projects	6
Real Estate Files & Supporting Files	6
Appointments	6
Area Service Reports	6
Clerk’s Certificates	2
M.O.E Certificates	P
Livestock Affidavits	6
Fence-viewers Files	6
Fence-viewers Awards	6
Receptions and Special Events	2
Court Decisions	6
Animal Control Files	2
Local Improvement Notices, Appeals and Decisions	2
Inquiries from Public	1
Election Records	as per Election Act
Nomination Papers	as per Election Act
Fire Access Routes	P
Health & Safety Inspection Reports	2
Cemetery Records	P
Burial Permits	P

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**SCHEDULE "B"**

**BY-LAW NO. 2016-12**

**CLERK'S DEPARTMENT - HUMAN RESOURCES**

<b>RECORD</b>	<b>RETENTION YEARS</b>
Grievance Files	6
O.H.I.P., O.H.S.C., Medical Files	6
General Correspondence	3
Job Applications of those not hired	1
Employee Gifts File	1
TD1 Forms	Upon replacement
Payroll Journal	P
O.M.E.R.S. Pension Cards	P
Employee Personnel History File & Record of Training	P
Union Agreements & Contracts	P
Job Applications for those hired	P
Compensation Case Records	P
Individual Earning Records	P
Department Organization Reports	P
T4 Summaries	P
Terminated Employee Records	P
Training and Development Files	6
Vacation Records	6
Sick Leave	6
Garnishees re: Employees	6
Time Cards	6
Employees Income Tax Deductions	6
W.S.I.B. Claims	P
Job Descriptions	P
Overtime Sheets	6
Car Allowance Sheets	6

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**SCHEDULE “C”**

**BY-LAW NO. 2016-12**

**CLERK’S DEPARTMENT - LEGAL**

<b><u>RECORD</u></b>	<b><u>RETENTION YEARS</u></b>
Legal Opinions	P
Court Cases	P
Agreements	7 after expiry
Statements of Claim	7
Notices of Claim	7
Expropriation Files	10
Purchase of Land Files	21
Sale of Land Files	21
Exchange of Land Files	21
Road Closing Files (including shore road allowance closings)	10
Road Dedication Files	10
Road Widening Files	10
Insurance Records after expiration	6
Insurance Claims	6
Prosecution Files	7
Assessment Appeal Files	3
General Correspondence	6
Notices of Application to O.M.B.	6
Land Appraisal Files	6
Mechanics Lien Files after completion of work	2
Accident Reports – Staff	P
Incident Reports – Staff	P
Accident Reports – Public	P

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**SCHEDULE “D”**

**BY-LAW NO. 2016-12**

**CLERK’S DEPARTMENT - TAX**

<b>RECORD</b>	<b>RETENTION YEARS</b>
Legal Description Errors	2
Assessment Listings	P
Collectors Roll - Interim & Final	P
Bill Registers - Interim & Final	P
Local Improvement - Master Listing	P
Supplemental Collectors Roll	P
Supplemental Bill Register	P
Monthly Arrears Listing	6
Year End Listing	P
Monthly Interest Update Listing	6
Year End Listing	P
Tax Ledger Cards	P
Name & Address Changes – Tax	3
Payment History Taxes	P
Tax Certificates	6
Monthly Tax Arrears Report	6
Tax Sales Record	P
Tax Registration Record	P
Small Claims Court Files	6
Annual Taxation File	3
Returned Tax Bills	6
Duplicate Copies Tax Bills	6
Tax Adjustments	6
Tax Correspondence	3
Returned Cheques	6



**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**SCHEDULE “E”**

**BY-LAW NO. 2016-12**

**CLERKS DEPARTMENT - FINANCIAL**

<b><u>RECORD</u></b>	<b><u>RETENTION YEARS</u></b>
Payroll of Summaries - per pay and year to date	P
Departmental Summaries - per pay and year to date	P
Unemployment Insurance Reports	P
OMERS/Investors Report	2
Net Pay Reports	2
Union Dues Deductions	2
Verification of Hours	2
Monthly Benefits Report	2
Payroll Primary/Secondary Distribution Register	4
Employee Master File	P
WCB Returns	6
WCB Working Papers	6
Direct Deposit Payroll Register	6
Time Cards	2
T4's and T4A's	P
Payee Register and Summary	6
Banked Overtime Log	2
Sick Leave Entitlement	6
Sick/Vacation Listing Input	6
Journal Entry Register	3
Cancelled Cheque Listings	6
Monthly Transaction Listing	P
Unused Control Numbers	2
Financial Reports — Monthly	2
Financial Reports - Year End	2

SCHEDULE "E" Continued

**CLERKS DEPARTMENT - FINANCIAL**

<b>RECORD</b>	<b>RETENTION YEARS</b>
Balance Sheets – Monthly	2
Balance Sheets - Year End	2
Trial Balance – Monthly	2
Trial Balance - Year End	P
Outstanding Cheque List	2
Account Status Report - General Ledger Monthly	2
Account Status Report - General Ledger - Year End Annual	P
General Journal Vouchers	6
Audited Financial Statements and Financial Reports	P
Year End Audit Working Papers - all funds	P
Cancelled Cheques	6
OHRP Loan Files	P
OHRP Records and Summaries	P
Debenture Register	P
Cashed Coupons	6
Cashed Debentures	6
Bank Statements and Debit and Credit Memos	6
Deposit Slips and Bank Reconciliation Backup	6
Bank Reconciliations – Monthly	6
General Ledger Account Listings	1
Accounts Receivable Aging List	2
Invoices	6
Service Contract Copies	6
General Receipts	2
Accounts Receivable Register	3
Accounts Receivable Transaction Listing- Year End	6

SCHEDULE “E” Continued”

**CLERKS DEPARTMENT – FINANCIAL**

<b>RECORD</b>	<b>RETENTION YEARS</b>
Accounts Receivable Transaction Listing- Monthly	2
Cash Receipts Journal – Tax	2
Accounts Receivable Interest Registers	6
Invoice Approvals	2
Accounts Payable Invoice Register	2
Accounts Payable Distribution Register	6
Cheque Register	6
Manual Cheque Register	6
Accounts Payable Paid Invoices	6
Elected Official Invoice Register	2
Purchase Order Register	2
All Grant and Subsidy Files	10
Subdivision Agreements	P
Subdivision Deposit Files	P
Letters of Guarantee and Credit	P
Budget Working Papers – Operating	3
Budget Working Papers – Capital	3
Budgets - Capital and Operating	P
Investment Files	P
Capital By-law Files	P
Treasurer's Files	6

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**SCHEDULE “F”**

**BY-LAW NO. 2016-12**

**PLANNING DEPARTMENT**

<b>RECORD</b>	<b>RETENTION YEARS</b>
Planning Advisory Committee Minutes	P
Land Division Committee Minutes	P
Land Division Committee Decisions	P
Committee of Adjustment Minutes	P
Committee of Adjustment Decisions	P
Official Plan	P
Official Plan Amendments	P
Subdivision Plans	P
Reference Plans	P
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
Condominium Approvals	P
Development Control Agreements	P
O.M.B. Hearing Files	21
OHRP Agreements	P
Property Standards By-law	P
Maintenance and Occupancy By-law	P
General Correspondence	6
Committee of Adjustment Appointments	5
Subdivision Files after Approval	P
Zoning Amendment Applications	5

SCHEDULE "F" Continued

**PLANNING DEPARTMENT**

<b>RECORD</b>	<b>RETENTION YEARS</b>
Zoning By-law copies	3
Planning Advisory Committee Agendas	2
Land Division Committee Applications	2
Committee of Adjustment Applications	P
Committee of Adjustment Enquiries	2
Committee of Adjustment Notices	P
Subdivision Applications after Final Approval	P
Site Plan Approval Applications	2
Condominium Applications after Approval	P
Zoning Files	2 Years after decision made
Zoning By-law Enforcement Files	2 Years after action made
O.H.R.P. Files after Agreement	7

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**SCHEDULE "G"**

**BY-LAW NO. 2016-12**

**BUILDING DEPARTMENT**

<b><u>RECORD</u></b>	<b><u>RETENTION YEARS</u></b>
Permit, month and statistics reports	P
Correspondence, other than permit documents	2
Permit Documents, other than plans	P
Inspectors Daily Log	6
 <b><u>BUILDING PLANS</u></b>	
Part 3 Buildings (after completion of work)	6
Part 9 Buildings, other than housing (after completion)	6
Housing (after completion)	6
Other miscellaneous permits (after completion)	6

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**SCHEDULE “H”**

**BY-LAW NO. 2016-12**

**PUBLIC WORKS DEPARTMENT**

<b><u>RECORD</u></b>	<b><u>RETENTION YEARS</u></b>
<b><u>Landfill</u></b>	
Water quality Summary	P
Pre Closure- Post Closure Summary	P
MOE Landfill Inspections	P
Landfill Attendants Shift Report	2
Miller Waste Weigh Slips - DISCUSS AT MEETING	
Scrap Metal Invoice –COPY DISCUSS	
HWIN Renewal	
<b><u>Roads</u></b>	
Ontario Hydro Work Orders and Requests	6
Line locates	2
Culvert Replacement	3
Entrance Permit Applications	P
Entrance Permits	P
Traffic Control Plans	2
Road Closure Report	2
North Bay Mattawa Conservation Authority Applications	6
North Bay Mattawa Conservation Authority Permits	6
Summer Patrol	2
Winter Patrol	2
Overweight Permit Applications	3
Overweight Permits	3
Engineering Plans – All Projects	P
Street Light Patrol	2
Street Light Maintenance	2

SCHEDULE "H" Continued

**PUBLIC WORKS DEPARTMENT**

<b>RECORD</b>	<b>RETENTION YEARS</b>
<b><u>Fleet</u></b>	
Work Orders	2 - Regulated
Maintenance Records	2 - Regulated
Pre-Trip Inspection	6 months - Regulated
Fuel Consumption Reports	2
Vehicle Claims	7
Vehicle Incident Reports	7
Plow Route Completion	2
Grader Route Completion	2
Sander Route Completion	2
<b><u>Aggregates</u></b>	
"A" Gravel Inventory	3
Pit Use Inventory	6
Pit Renewal Licence	6
Pickled Sand Inventory	3
Salt Inventory	3
Quarry Stone Inventory	3
<b><u>Office</u></b>	
Daily Shift Reports	2
Time Sheets	6
Supervisor Daily Report	2
Time Cards (Punch Cards)	2
Resumes of people that have not been hired	1
Complaint Tracking – DISCUSS AT MEETING	
Storm Logs	2
Record of Training	P



SCHEDULE "H" Continued

**PUBLIC WORKS DEPARTMENT**

<b><u>RECORD</u></b>	<b><u>RETENTION YEARS</u></b>
<b><u>Office Cont.'</u></b>	
Quotes	6
Tenders	6
Health and Safety Inspections	2
Agendas for Public Works Committee Meetings	2
Accident Reports – Staff	P
Incident Reports – Staff	P
Accident Reports – Public	P
WSIB Claims	P
Occupational Health and Safety Inspections-Labour Board	6
Memos to Employees	2
Employee Evaluations	2
Employee Notices	2
Personnel Files	P
General Correspondence	2

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**SCHEDULE "I"**

**BY-LAW NO. 2016-12**

**POLICE SERVICES BOARD**

<b><u>RECORD</u></b>	<b><u>RETENTION YEARS</u></b>
By-laws/Policies/Procedures	P
Minutes of Meetings	P
Agreements and Contracts	P
Budgets	6
Correspondence	3
Complaints	6
Agendas	3
Motions	3
Reports of OPP Detachment Commander	3
Strategic Plans and Business Plans	5
Appointment Letters of Board Members	2 after terms is completed

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**SCHEDULE "J"**

**BY-LAW NO. 2016-12**

**FIRE DEPARTMENT**

<b><u>RECORD</u></b>	<b><u>RETENTION YEARS</u></b>
Fire Access Route Files	P
Fire Prevention Inspection Records	P
Building Fire Reports	P
Fire Marshal's Reports	10
Emergency Running Reports	10
General Correspondence	6
Station Log Books	5
Tour Reports	1
Vehicle Accident Reports	7
Department Operating Budget	1
Department Capital Budget	1
Personnel Files (after termination)	7
Fire Truck Inspection Reports	1
Purchase Order Copies	0
Fire Apparatus Files	until life of apparatus over

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**SCHEDULE "K"**

**BY-LAW NO. 2016-12**

**ELECTRONIC RECORDS**

**E-MAIL**

all e-mail shall be retained for a period of thirty (30) days, unless such records have been photocopied and retained as a paper record in which case the retention period for paper records shall apply.

**WORD PERFECT AND SPREADSHEET DOCUMENTS**

Shall be deleted from the hard drive and destroyed not more than two years after being created, unless such record has been printed and retained as a paper record in which case the retention period for paper records shall apply.

Any folders or records either paper or electronic which in the opinion of the Clerk should be retained permanently for historical or other purposes shall be scanned and transferred to an electronic archive.