

**THE CORPORATION OF THE TOWNSHIP OF MCGARRY**

**BY-LAW 2007-39**

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

**WHEREAS** Section 255 of The Municipal Act, 2001 S.O. 2001, c.25 provides that a Municipality may establish periods during which the records of the Municipality must be retained and preserved in accordance with Section 254 of the Act; and

**WHEREAS** it is deemed expedient to establish schedules of retention periods for the records of the Corporation of the Township of McGarry.

**WHEREAS** the retention periods shall be those set out in Schedule "A" attached hereto;

**NOW THEREFORE**, the Council of the Corporation of the Township of McGarry enacts as follows:

1. That the retention periods for the records of the Corporation of the Township of McGarry outlined in Schedule "A" attached hereto and forming part of the By-Law, are hereby adopted and established as the retention periods of each such record.
2. That for the purpose of this By-Law "year" shall be deemed to mean the calendar year commencing on January 1<sup>st</sup> and terminating on December 31<sup>st</sup>.
3. That this By-Law shall come into full force and effect on the day it receives the approval of the auditor for the Corporation of the Township of McGarry.

Read a first and second time this 9<sup>th</sup> day of October 2007.

Read a third time and finally passed this 9<sup>th</sup> day of October 2007.

  
REEVE

  
CLERK-TREASURER

This By-Law shall not take effect until the Auditors of the Corporation of the Township of McGarry has/have approved this By-Law by endorsing his/their name(s) at the end thereof..

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Municipal Auditor

## SCHEDULE "A" TO BY-LAW 2007-39

### CORPORATION OF THE TOWNSHIP OF MCGARRY

#### **RECORD**

#### **RETENTION**

Accessibility of Records - FOI	5 years
Accounts Receivable Invoices	7 years
Aerial Photos	Permanent
Agendas	5 years
Amalgamation - Restructuring Report	Permanent
Annexation	Permanent
Appeals & Hearings	Permanent
Audited Financial Statements	Permanent
Bank Reconciliations	7 years
Bank Statements	7 years
Base Maps - Original	Permanent
Budget and Year End Working Papers	7 years
Budgets - Final Capital	7 years
Budgets - Final Operating	7 years
Building Equipment	6 years after disposition
By-Laws (Original)	Permanent
Cancelled Cheques	7 years
Cash Books	Permanent
Cheque Register - Accounts Payable	Permanent
Claims Against the Municipality	5 years after resolution of claims & appeals
Claims by the Municipality	5 years after resolution of claims & appeals
Clerk's Certificate	5 years
Consultants - Reports, Correspondence, Proposals	5 years
Contour Maps	Permanent
Contract Files (Upon Completion of Contract)	7 years
Contracts & Agreements - not under seal	7 years
Contracts & Agreements under seal	7 years after expiration
Contracts (if not part of by-law)	7 years
Correspondence	3 years
Deposit Books	5 years
Directives	7 years
Employee & Council Expenses	7 years
Employee Personnel Files - including sick, training etc..	Permanent
Exchange of Land Files	Permanent
Financial Information Returns	Permanent
Garnishees re:Employees	7 years
General Ledger	Permanent
Grants	7 years
Health & Safety - Reports, Programs	7 years
Health & Safety Records Related to Exposure	Permanent
Human Resources Planning - Reports	5 years
Human Resources Policies & Procedures	Permanent
Incident / Accident Reports	5 years after event
Individual Earnings Records	Permanent
Insurance Claims	1 year after resolution
Insurance Records (after expiration) Policy/Records	7 years
Investment Files	7 years
Journal Entries	5 years
Land Acquisition and Sale of Land	Permanent
Land Surveys	Permanent

Leases	Permanent
Licence / Permits	2 years after event
Monthly Trail Balance (see also "Year end trial balance")	1 year after year end
Municipal Addressing	6 years after Superseded
O.M.B. Hearing Files	Permanent
O.M.E.R.S. Annual Returns	Permanent
Official Plan	Permanent
Official Plan Amendments	Permanent
Outside Board Minutes	Permanent
Paid Invoices	7 years
Pay Equity	Permanent
Payroll Register	Permanent
Payroll Remittance	7 years
Press Release	3 years
Protective Equipment	6 years after disposition
Railway & Road Intersecting Crossings	11 years
Receipts	7 years
Recruitment - Postings, Ads, Records	5 years
Reference Plans	Permanent
Reports/Brief to Council	Permanent
Request for Proposals	5 years
Reserve Funds	7 years
Resumes	6 months
Road Accident Reports	7 years
Road Construction Specifications	Permanent
Road Design & Planning Specifications	Permanent
Road Drainage Records	Permanent
Road Easements	7 years after termination of right
Road Encroachments	7 years after termination of right
Road Equipment - Distribution Sheets	7 years
Road Labour - Distribution Sheets	7 years
Road Maintenance Management Reports	7 years
Road Material - Distribution Sheets	7 years
Road Monthly Reports	7 years
Road Tree Removal, Planting, Pruning, etc...	6 years
Road Week Control Reports (Until up-dated)	1 year
Road Widening Files	10 years
Roads & Lanes Closures - Permanent	Permanent
Roads & Lanes Closures - Temporary	2 years
Security - logs, passes, keys	5 years
Signs & Signals	6 years after removal of sign/signal
Site-Plan Agreements	Permanent
Site-Plan Approvals Applications	7 years
Staff Committees & Meetings	5 years
Statement of Claim	Permanent
Street Lighting	6 years after completion of project
Subdivision Applications & Files (after final approval)	7 years
Subdivision Plans	Permanent
Subsidy & Tax Application Forms	7 years
T4 Summaries and T4's	Permanent
Tax Registration Records	Permanent
Tax Sale Files	Permanent
Tenders	7 years
Time Cards/Summaries	7 years
Transportable Equipment	6 years after disposition
Transportation Studies	7 years
W.S.I.B. Claims	Permanent
Year End Trial Balance (see "Monthly Trial Balance")	Permanent
Zoning Amendment Applications Files	7 years
Zoning By-Law Amendments	6 years after Superseded
Zoning By-Law - copies	6 years after Superseded