

**THE CORPORATION OF THE
MUNICIPALITY OF POWASSAN**

BY-LAW NO.2001-41

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

The Section 116 (1) Municipal Act, Chapter M45, R.S.O. 1990 as amended provides that the Council of a Municipality shall pass a by-law approved by the auditor of the Municipality establishing a schedules of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the municipality.

THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF POWASSAN ENACTS AS FOLLOWS:

1. The retention periods for the records of the Municipality of Powassan as outlined in Schedule "A" attached hereto and forming part of this by-law are hereby adopted and established as the retention periods for each such record.
2. The schedule attached hereto as Schedule "A" is hereby approved and adopted.
3. The Clerk has the authority to destroy all of the documents provided they have been retained until the retention period as outlined in Schedule "A" of this by-law has expired.
4. This by-law shall not take effect until the auditor of the Corporation has approved this by-law by endorsing his name at the end thereof.

Resolution Number 2001-06 Moved by Fred Busch

Seconded by Carole Dobbs

Be it resolved that the Council of the Corporation of the Municipality of Powassan approves the first and second reading of By-Law Number 2001-26 to By-Law Number 2001-42 with the exception of By-Law Number 2001-32 and approves the third reading and final passing of said by-laws.

Carried.

Mayor

Clerk Treasurer

Auditor

**THE CORPORATION OF THE
MUNICIPALITY OF POWASSAN**

BY-LAW NO. 2001-41

SCHEDULE "A"

Description of Records Authorized to be destroyed	Beyond the Retention Period
--	------------------------------------

General Ledger - Receipts Disbursements	Permanent Records
Minutes	Permanent Records
By-laws	Permanent Records
Assessment Rolls	Permanent Records
Financial Statements	Permanent Records
Tax Receipts	seven years
Returned Tax and Assessment Notices	seven years
Notices	seven years
Assessment Appeals	seven years
General Account Invoice Vouchers	seven years
Copies of Licenses	seven years
Bank Statements	seven years
Paid Cheques	seven years
Paid Invoices	seven years
Payroll & Time Sheets	seven years
Bank Reconciliations	seven years
Receipt Books	seven years
Accountant's Working Papers	seven years
Public Works Contracts	seven years
Copies of Estimates	seven years
Copy of Building Permits	seven years
Correspondence	seven years
Vacation Records	seven years
Employee Income Tax, UIC & CPP	seven years
T-4 Slips	seven years
TD-1 Forms	upon replacement
Tax Arrears Files	seven years
Agendas	seven years
Council motions	seven years
Work Program for Students Files	seven years
Lottery License Applications & Reports	seven years
Election Records	as per Election Act
Road Closing Files	twenty years
Ontario Home Renewal Records	ten years
Rural Rehabilitation Assistance Program Records	ten years
Paid Debentures and Coupons	twenty years
Copies of Water Connection Applications	seven years