

THE CORPORATION OF THE TOWN OF ESPANOLA

BY-LAW 889-90

Being a By-law establishing schedules of retention periods during which receipts, vouchers, instruments, rolls or other documents, records and papers of the Corporation of the Town of Espanola must be retained by the said Corporation and its local boards.

And being a By-law authorizing the destruction of receipts, vouchers, instruments, rolls or other documents, records and papers of the said Corporation and its local boards, except those coming within the retention period as set forth in the schedule attached hereto.

WHEREAS the Municipal Act R.S.O. 1980, Chapter 302, Sections 116(1)(b), and 116(2) provide that a municipality or a local board thereof, as defined in the Municipal Act shall not destroy any receipts, vouchers, instruments, rolls or other documents, records and papers, except in accordance with a By-Law passed by the Municipality and approved by the Municipal Auditor establishing schedule(s) of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the Municipality or local board, and said documents may be destroyed at any time if the original thereof is subject to a retention period within the schedule established by the By-Law.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF ESPANOLA HEREBY ENACTS AS FOLLOWS:

1. For the purpose of this By-law:

"File" shall mean the compilation of receipts voucher, instruments, rolls or other documents, records and papers which may be in their original form or a microfilm that is certified by the Clerk of the Municipality.
2. Retention periods for receipts, vouchers, instruments, rolls and other documents, records and papers as set out in Schedule "A", attached hereto and forming part of this By-Law, and hereby established.
3. Upon the Clerk or his designate satisfying himself that the relevant retention period established by the By-law has expired and that no reason exists for further retention, the said Clerk or his designate may then order any receipt, voucher, instrument, roll or other document to be destroyed or to be set aside for permanent retention in an archival facility designated by the Clerk or his designate.
4. For the purpose of the By-law and the schedule attached hereto, "year" shall mean a full calendar year commencing on January 1st and terminating on December 31st.
5. This By-law comes into force on the day it receives the approval of the Municipal Auditor.

Bylaw 889-90

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6. That By-law number 585 is hereby repealed.

READ A FIRST, SECOND AND THIRD time and PASSED this 10  
day of July, 1990

*Kenneth Buck*  
K. Buck, Mayor.

*M.P. Sheppard*  
M.P. Sheppard, Clerk Treasurer

Approved:

*Ward Mallett*  
BDO WARD MALLETT

Dated July 30, 1990

1990 06 18 be



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**Abbreviations  
Used**

**S** - represents "Superseded". A file with this retention limit is transferred or destroyed when it has been replaced.

**T** - represents "Termination". A file with this retention limit is transferred or destroyed when the subject to which it pertains has ended in some way. For example, an employee file is terminated when an employee leaves the organization, etc. An insurance policy file is terminated upon expiry of the policy.

**P** - represents "Permanent". A file with this retention limit is never destroyed.

**\*** - represents "Maximum Copy Retention". Records of any subject of which copies are retained by other departments, have a total retention limit of no greater than the "Responsible Department's", "Keep in Department" value.

**\*\*** - represents "Subject to Archival Selection". Certain records have been designated as having potential historical and research value to the municipality when their values have been exceeded. These records may be set aside for review and culling by an archivist prior to their destruction.

## Records Management

03-01-04

## Records Retention

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## The Schedule

Records Retention Schedule 10 89

<u>Class Code</u>	<u>Secondary Heading</u>	<u>Resp Dept</u>	<u>In* Dept</u>	<u>Off Site</u>	<u>Total Ret</u>	<u>Remarks</u>
A00	Administration - General	Originating	1	-	1	
A01	Associations and Organizations	Originating	1	-	1	
A02	Staff Committees and Meetings	Originating	1	3	4**	
A03	Computer/Information Systems	Treasury	S	-	S	
A04	Conferences and Seminars	Originating	1	-	1**	only those sponsored by the Municipality are subject to archival review
A05	Consultants	Originating	2	-	2**	
A06	Inventory Control	Treasury	1	5	6	
A07	Office Equipment and Furniture	Originating	T	-	T	after disposal of item
A08	Office Services	Originating	1	-	1	
A09	Policies and Procedures	Originating	S	P	P**	
A10	Records Management	Clerk's	2	-	2	
A11	Records Disposition	Clerk's	P	-	P	

Legend: P - Permanent; \* - Maximum Copy Retention; S - Superseded; T - Terminated  
 \*\* - Subject to Archival Selection

## Records Management

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## Records Retention Schedule

<u>Class Code</u>	<u>Secondary Heading</u>	<u>Resp Dept</u>	<u>In* Dept</u>	<u>Off Site</u>	<u>Total Ret</u>	<u>Remarks</u>
A12	Telecommunications Systems	Originating	S	-	S	
A13	Travel and Accommodation	Originating	1	-	1	
A14	Uniforms and Clothing	Originating	S	-	S**	
A15	Vendors and Suppliers	Originating	2	-	2	
A16	Intergovernmental Relations	Originating	1	4	5**	
A17	Accessibility of Records (FOI)	Clerk's	2	-	2	
A18	Security	Originating	2	3	5	
A19	Facilities Construction and Renovations	Originating	T	6	T+6**	after completion of project - specifications permanent
A20	Building and Property Maintenance	Originating	2	4	6	
A21	Facilities Bookings	Originating	1	-	1	

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<u>Class Code</u>	<u>Secondary Heading</u>	<u>Resp Dept</u>	<u>In* Dept</u>	<u>Off Site</u>	<u>Total Ret</u>	<u>Remarks</u>
C00	Council and By-Laws - General	Originating	1	-	1	
C01	By-Laws	Clerk's	P	-	P**	copy retention S
C02	By-Laws - Other Municipalities	Clerk's	S	-	S	
C03	Council Agenda	Clerk's	S	-	5	
C04	Council Minutes	Clerk's	P	-	P**	copy retention 2
C05	Council Committee Agenda	Clerk's	S	-	S	
C06	Council Committee Minutes	Clerk's	6	-	6**	
C07	Elections	Clerk's	T		T**	after election of new Council - election advertisements 2
C08	Goals and Objectives	Originating	S	-	S**	
C09	Motions and Resolutions	Clerk's	P	-	P	copy retention 1
C10	Motions and Resolutions (other municipalities)	Clerk's	2	-	2	
C11	Appointments to Boards and Commissions	Clerk's	2	P	P	

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Class Code	<u>Secondary Heading</u>	<u>Resp Dept</u>	<u>In* Dept</u>	<u>Off Site</u>	<u>Total Ret</u>	<u>Remarks</u>
D00	Development and Planning - General	Originating	1	-	1	
D01	Demographic Studies	Planning	5	5	10**	
D02	Economic Development	Planning	5	5	10**	
D03	Environment Planning	Planning	5	5	10**	
D04	Residential Development	Planning	5	5	10**	
D05	Natural Resources	Planning	5	5	10**	
D06	Tourism Development	Planning	5	5	10**	
D07	Condominium Plans	Planning	5	P	P	applications 2 years after final decision
D08	Official Plans	Clerk's	P	-	P**	copy retention S
D09	Official Plan Amendment Applications	Planning	T+1	4	T+5	after final decision
D10	Severances	Planning	T+1	4	T+5	after final decision
D11	Site Plan Control	Planning	T+2	-	T+2	after release of agreement
D12	Subdivision Plans	Planning	5	P	P	applications 2 years after final decision
D13	Variances	Planning	T+2	-	T+2	after final decision
D14	Zoning	Planning	T+2	-	T+2	After final decision

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The Schedule Records Retention Schedule

Class Code	<u>Secondary Heading</u>	<u>Resp Dept</u>	<u>In* Dept</u>	<u>Off Site</u>	<u>Total Ret</u>	<u>Remarks</u>
D15	Easements	Planning	T+1	5	T+6**	after termination of right
D16	Encroachments	Planning	T+1	5	T+6**	after termination of right
D17	Annexation/Amalgamation	Clerk's	1	P	P**	
D18	Community Improvement Projects	Planning	T+1	6	T+7**	after completion of project

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<u>Class Code</u>	<u>Secondary Heading</u>	<u>Resp Dept</u>	<u>In* Dept</u>	<u>Off Site</u>	<u>Total Ret</u>	<u>Remarks</u>
E00	Environmental Services	Originating	1	-	1	
E01	Sanitary Sewers	Works	2	3	5	specifications P
E02	Storm Sewers	Works	2	3	5**	specifications P
E03	Treatment Plants	Works	2	3	5	specifications P
E04	Trees	Works	2	3	5	
E05	Environmental Monitoring	Public Health	2	3	5**	
E06	Utilities	Works	2	3	5**	
E07	Waste Management	Works	2	3	5**	
E08	Water Works	Works	2	3	5	specifications P
E09	Drains	Works	2	3	5**	specifications P
E10	Specifications	Works	2	P	P	

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Class Code	<u>Secondary Heading</u>	<u>Resp Dept</u>	<u>Originating</u>	<u>In* Dept</u>	<u>Off Site</u>	<u>Total Ret</u>	<u>Remarks</u>
F00	Finance and Accounting - General	Originating	1	-	1		
F01	Accounts Payable	Treasury	1	5	6		
F02	Accounts Receivable	Treasury	1	5	6		
F03	Audits	Treasury	1	5	6		
F04	Banking	Treasury	1	9	10		
F05	Budgets and Estimates	Treasury	1	5	6**		
F06	Assets	Treasury	T+1	6	T+7**		after disposal of asset
F07	Cheques	Treasury	1	5	6		
F08	Debentures and Bonds	Treasury	T+1	6	T+7		after redemption of entire issue
F09	Employee and Council Expenses	Treasury	1	5	6		
F10	Financial Statements	Treasury	2	P	P**		
F11	Grants and Loans	Treasury	1	5	6		
F12	Investments	Treasury	T+1	5	T+6		after closure of account
F13	Journal Vouchers	Treasury	1	5	6		
F14	Subsidiary Ledgers, Registers, and Journals	Treasury	1	9	10**		
F15	General Ledgers and Journals	Treasury	1	P	P		
F16	Payroll	Treasury	1	5	6		
F17	Purchase Orders and Requisitions	Treasury	1	5	6		

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<u>Class Code</u>	<u>Secondary Heading</u>	<u>Resp Dept</u>	<u>In* Dept</u>	<u>Off Site</u>	<u>Total Ret</u>	<u>Remarks</u>
F18	Quotations and Tenders	Treasury	1	5	6**	
F19	Receipts	Treasury	1	5	6	
F20	Reserve Funds	Treasury	1	5	6	
F21	Revenues	Treasury	1	5	6	
F22	Tax Rolls and Records	Clerk's	S	P	P	
F23	Write Offs	Treasury	1	5	6	
F24	Trust Funds	Treasury	T	6	T+6	after closure of account
F25	Charitable Donations	Treasury	1	5	6	

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<u>Class Code</u>	<u>Secondary Heading</u>	<u>Resp Dept</u>	<u>In* Dept</u>	<u>Off Site</u>	<u>Total Ret</u>	<u>Remarks</u>
H00	Human Resources - General	Originating	1	-	1	
H01	Attendance and Scheduling	Personnel	2	-	2**	
H02	Benefits	Personnel	S	-	S	
H03	Employee Records	Personnel	T+1	9	T+10**	after termination of employment
H04	Health and Safety	Personnel	1	6	7	
H05	Human Resource Planning	Personnel	5	-	5**	
H06	Job Descriptions	Personnel	S	-	S**	
H07	Labour Relations	Personnel	T	10	T+10**	after termination of two bargaining periods
H08	Organization	Originating	S	-	S**	
H09	Salary Planning	Personnel	5	-	5	
H10	Pension Records	Personnel	T	-	T	after death of employee
H11	Recruitment	Personnel	1	-	1**	
H12	Training and Development	Personnel	S	-	S**	only courses developed and presented by the Municipality are subject to archival selection

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<u>Class Code</u>	<u>Secondary Heading</u>	<u>Resp Dept</u>	<u>In* Dept</u>	<u>Off Site</u>	<u>Total Ret</u>	<u>Remarks</u>
L00	Legal Affairs - General	Originating	1	-	1	
L01	Appeals and Hearings	Clerk's	T	P	P	after resolution of appeal
L02	Claims Against the Municipality	Clerk's	T	1	T+1	after resolution of claim
L03	Claims By the Municipality	Clerk's	T	-	T+1	after resolution of claim
L04	Contracts and Agreements (under seal)	Clerk's	T	21	T+21**	after termination of agreement
L05	Insurance Appraisals	Clerk's	S	-	S	
L06	Insurance Policies	Clerk's	T+2	-	T+2	after expiry of policy
L07	Land Acquisition and Sale	Clerk's	T	21	T+21**	after completion of transaction
L08	Opinions and Briefs	Clerk's	S	-	S**	
L09	Precedents	Clerk's	S	-	S**	
L10	Federal Legislation	Originating	S	-	S	
L11	Provincial Legislation	Originating	S	-	S	
L12	Vital Statistics	Clerk's	2	P	P	
L13	Prosecutions	Originating	T	7	T+7	after delivery of judgement
L14	Contract and Agreements (simple)	Clerk's	S	-	S	

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## Records Retention Schedule

<u>Class Code</u>	<u>Secondary Heading</u>	<u>Resp Dept</u>	<u>In* Dept</u>	<u>Off Site</u>	<u>Total Ret</u>	<u>Remarks</u>
M00	Media and Public Relations - General	Originating	1	-	1	
M01	Advertising	Originating	1	-	1**	
M02	Ceremonies and Events	Originating	1	4	5**	
M03	Charitable Campaigns	Originating	1	-	1	
M04	Complaints, Commendations and Inquiries	Originating	1	-	1**	
M05	News Clippings	Originating	1	-	1**	
M06	News Releases	Originating	1	-	1**	
M07	Publications	Originating	S	-	S**	
M08	Speeches and Presentations	Originating	1	2	3**	
M09	Visual Identity and Insignia	Clerk's	S	-	S+5**	

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<u>Class Code</u>	<u>Secondary Heading</u>	<u>Resp Dept</u>	<u>In* Dept</u>	<u>Off Site</u>	<u>Total Ret</u>	<u>Remarks</u>
P00	Protection & Enforcement Services - General	Originating	1	-	1	
P01	By-law Enforcement	Originating	2	4	6**	
P02	Daily Occurrence Logs	Originating	1	4	5**	
P03	Emergency Planning	Originating	S	-	S**	
P04	Hazardous Materials	Originating	S	-	S	
P05	Incident/Accident Reports	Originating	2	3	5**	
P06	Building and Structural Inspections	Building	S	-	S	
P07	Health Inspections	Public Health	S	-	S	
P08	Investigations	Originating	2	8	10**	
P09	Licenses	Clerk's	T	6	T+6	
P10	Building Permits	Building	2	P	P	5 years off-site for residential permits
P11	Permits, Other	Originating	T	7	T+7	
P12	Warrants	Police	T+2	8	T+10	
P13	Criminal Records	Police	T	10	T+10	
P14	Animal Control	Originating	2	3	5	

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Class Code	Secondary Heading	Resp Dept	In* Dept	Off Site	Total Ret	Remarks
R00	Recreation and Culture - General	Originating	1	-	1	
R01	Heritage Preservation	Clerk's	T	-	T**	after removal of designation
R02	Library Services	Clerk's	2	3	5	
R03	Museum and Archival Services	Clerk's	2	3	5**	
R04	Parks Management	Parks & Recreation	2	3	5**	
R05	Recreational Facilities	Parks & Recreation	2	3	5	
R06	Recreational Programming	Parks & Recreation	2	3	5**	

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<u>Class Code</u>	<u>Secondary Heading</u>	<u>Resp Dept</u>	<u>In* Dept</u>	<u>Off Site</u>	<u>Total Ret</u>	<u>Remarks</u>
S00	Social and Health Care Services - General	Originating	1	-	1	
S01	Children's Day Nursery Services	Comm Service	2	3	5	
S02	Elderly Assistance	Comm Service	2	3	5	
S03	Homes for the Aged Residents	Comm Service	T+2	5	T+7	after discharge of resident
S04	Social Assistance Programs	Comm Service	2	3	5	
S05	Welfare Case Records	Comm Service	T+2	5	T+7	after discharge of recipient
S06	Medical Case Records	Public Health	T	7	T+7	after discharge of patient
S07	Children's Services	Comm Service	2	3	5	
S08	Public Health Services	Public Health	2	3	5	
S09	Cemetery Records	Clerk's	2	P	P**	

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<u>Class Code</u>	<u>Secondary Heading</u>	<u>Resp Dept</u>	<u>In<sup>^</sup> Dept</u>	<u>Off Site</u>	<u>Total Ret</u>	<u>Remarks</u>
T00	Transportation - General	Originating	1	-	1	
T01	Illumination	Works	T	6	T+6	after completion of project - specifications P
T02	Parking	Works	T	6	T+6	after closure of lot or space
T03	Public Transit	Works	T	6	T+6**	after closure of route/shelter/ stop
T04	Road Construction	Works	T	6	T+6**	after completion of project - specifications P
T05	Road Design and Planning	Works	T	6	T+6**	after completion of project - specifications P
T06	Road Maintenance	Works	T	6	T+6	after completion of project - specifications P
T07	Signs and Signals	Works	T	6	T+6	after removal of sign/signal
T08	Traffic	Works	2	8	10**	
T09	Roads and Signs (naming and permanent closings)	Clerk's	1	P	P	

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<u>Class Code</u>	<u>Secondary Heading</u>	<u>Resp Dept</u>	<u>In* Dept</u>	<u>Off Site</u>	<u>Total Ret</u>	<u>Remarks</u>
V00	Vehicles and Equipment - General	Originating	1	-	1	
V01	Fleet Management	Originating	T	2	T+2	after disposal of vehicle
V02	Mobile Equipment	Originating	T	2	T+2	after disposal of equipment
V03	Transportable Equipment	Originating	T	2	T+2	after disposal of equipment
V04	Protective Equipment	Originating	T	2	T+2	after disposal of equipment

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