

TOWNSHIP OF BONNECHERE VALLEY

BY-LAW 2001-11

Being a by-law to authorize the destruction of
certain records of the Corporation.

WHEREAS the documents and records hereinafter referred to, are of no further use or values to the Corporation , and it is deemed expedient to provide for their destruction;

WHEREAS the Council, by Section 116, R.S.O. 1990, Chapter M.45 of the Municipal Act, with the approval of the Township Auditors, MacKillican and Associates, is authorized to pass by-law establishing schedules of retention periods during which receipts, vouchers, instruments, records and papers must be kept;

THEREFORE BE ENACTED as a by-law of the Corporation of the Township of Bonnechere Valley as follows:

1. Permanent Records listed in Appendix "A" will be retained indefinitely.
2. Records listed in Appendix "B" will be destroyed when related to affairs which were completed at least seven years prior to January 1st , the year of destruction.
3. This by-law will be effective on the day it receives the approval of the auditors of the Corporation.
4. READ a first, second and third time and passed this 2nd day of January, 2001.

Arlene Felhaber- Reeve

Vivian Rosien- C.A.O.

1. Audited Financial Statement
2. General Ledger
3. General Journals
4. Cash Receipts Journals
5. Cheque Registers
6. Bonds and Coupons registers
7. By-Laws
8. Minute Books
9. Sub-Division Plans
10. Reference Plans
11. Birth register
12. Death register
13. Marriage Register
14. Assessment Rolls
15. Collectors Rolls
16. Tax Ledger Cards
17. Leases
18. Contracts
19. Agreements

1. Bank Cheques Paid
2. Bank Debit Memos
3. Bank Statements & Deposit Slips
4. Bank Reconciliations
5. Paid Debentures and Coupons six years after the last maturity date.
6. Duplicate Tax Prepayment Certificates
7. Duplicate cash Receipts and other vouchers supporting Daily Cash Receipts Journal.
8. Duplicates Accounts Receivable Invoices
9. Paid Vouchers, Invoices, Purchase Orders, Internal Papers, Requisitions and Summaries.
10. Stores Issue Slips , Material Transfer Reports, Vehicle Distribution Sheets.
11. Shop Orders and Garage Orders
12. Wages and Truck hire Time Reports and Summaries.
13. General Correspondence
14. Budget Estimate Working Papers
15. Purchase Quotations and Unsuccessful Tenders
16. Permits and Applications
17. Vehicle Accident Report Files
18. Duplicate Treasurers' Certificates of Tax arrears, current and water.
19. Duplicate receipts for Dog Licences and Bicycle Licences.
20. Monthly Trial Balances (except year-end trial balance) for taxes and water.
21. Payroll records - Employees' Income Tax Deductions, Declarations, Pledge Cards, Annual Leave and Sick Leave Applications, earning records , etc. To be destroyed from time to time as requested by the Clerk and approved by the Village Auditor, MacKillican and Associates.