

Jeff-Pollock

BY-LAW 2003-259

**A BY-LAW OF THE CITY OF GREATER SUDBURY
TO ESTABLISH RETENTION PERIODS FOR CITY RECORDS**

WHEREAS Section 255 of the *Municipal Act, 2001* provides that the municipality may, subject to the approval of the municipal auditor, establish retention periods for the records of the municipality;

AND WHEREAS the auditor for the City of Greater Sudbury has reviewed this By-law and provided the required approval;

**NOW THEREFORE THE COUNCIL OF THE CITY OF GREATER SUDBURY
HEREBY ENACTS AS FOLLOWS:**

1. The City of Greater Sudbury adopt the provisions of By-law 92-50 of the former municipality of the City of Sudbury, attached hereto as Schedule "A", and the provisions of By-law 82-168 of the former Regional Municipality of Sudbury, attached hereto as Schedule "B" as the records retention policies for the City of Greater Sudbury.
2. This By-law shall apply to all records in the custody and under the control of the City of Greater Sudbury, including the records of the former municipalities and the Transition Board for the City of Greater Sudbury.
3. To the extent that there are any conflicts or inconsistencies between the provisions of Schedules "A" and "B" hereto, the provisions of Schedule "A" shall prevail.
4. The following By-laws and any amendments thereto are hereby repealed:
 - a) By-law 76-20 of the former Town of Capreol;
 - b) By-law 76-20 of the former Town of Nickel Centre;
 - c) By-law 73-25 of the former Town of Onaping Falls;

- d) By-law 90-23 of the former Town of Rayside-Balfour;
- e) By-law 90-66 of the former Town of Valley East; and
- f) By-law 85-261 of the former Town of Walden.

5. This By-law shall come into force and take effect immediately upon the final passing thereof.

READ THREE TIMES AND PASSED IN OPEN COUNCIL this 9th day of
October, 2003.

J. Gordon Mayor
A. Hache Clerk

SCHEDULE "A"

to By-Law 2003-259 of the City of Greater Sudbury

BY-LAW 92-50

BEING A BY-LAW OF THE CORPORATION OF THE CITY OF
SUDBURY ESTABLISHING SCHEDULES OF RETENTION
PERIODS DURING WHICH CERTAIN RECEIPTS, VOUCHERS,
INSTRUMENTS, ROLLS, OR OTHER DOCUMENTS, RECORDS AND
PAPERS OF THE CORPORATION OF THE CITY OF SUDBURY
MUST BE KEPT BY THE SAID CORPORATION

WHEREAS Section 116 of The Municipal Act, R.S.O. 1990,
c.M.45, as may be amended from time to time, prohibits a municipality
from destroying any of its 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 auditor of the
municipality establishing schedules of retention periods during which
the receipts, vouchers, instruments, rolls or other documents, records
and papers must be kept by the municipality;

AND WHEREAS the Corporation of the City of Sudbury deems it
desirable to pass a by-law establishing schedules of retention periods
during which the receipts, vouchers, instruments, rolls or other
documents, records and papers must be kept;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF
SUDBURY HEREBY ENACTS AS FOLLOWS:

1. THAT no receipts, vouchers, instruments, rolls or other
documents, records and papers shall be destroyed except as hereinafter
provided.
2. THAT every document, record and paper listed in column 1 of
the "Schedule of Retention Records" attached hereto as Schedule "A",
which Schedule is made a part hereof, shall be kept by the Corporation
of the City of Sudbury for the retention period set opposite each such
document, paper or record as the case may be in column 2 of the said
Schedule "A".

3. THAT any document, record or paper set out in column 1 of the said Schedule "A" may be destroyed by the Corporation of the City of Sudbury after the retention period set opposite such document, record or paper as the case may be in column 2 of the said Schedule "A".

4. THAT this by-law shall not take effect until approved by the Auditor of the Corporation of the City of Sudbury.

READ THREE TIMES AND FINALLY ENACTED AND PASSED IN OPEN COUNCIL THIS 25TH DAY OF FEBRUARY, 1992.

J. Gordon Mayor

Allen Lee Clerk

"CERTIFIED A TRUE COPY"

[Signature]

DEPUTY CLERK

CORPORATION OF THE CITY OF SUDBURY

RECORDS RETENTION SCHEDULE

Certain departments are responsible for retaining certain types of records on behalf of the Corporation. In most cases, other departments have their own copy of these records. The retention period for the official copy of the record, and the name of the department responsible for retaining the record, are cited in this schedule. Other departments having a copy of the record should retain their copy according to the chart below.

RECORD	RETENTION PERIOD FOR COPY HELD BY DEPARTMENTS OTHER THAN DEPARTMENT RESPONSIBLE	DEPARTMENT RESPONSIBLE
Budget Files	2 years	Finance
Collective Agreements	2 years	Human Resources
Council Minutes	2 years	Clerk's
Grievance Files	5 years	Human Resources
Payroll Records	2 years	Payroll
Personnel Records	3 years after employee leaves Department	Human Resources
Purchasing Records	2 years	Purchasing
W.C.B. Files	2 years	Human Resources

MAYOR'S OFFICE

RECORD OR DOCUMENT	PERIOD OF TIME
General Correspondence	6 years
Historical Documents	Permanent

OFFICE OF THE CHIEF COMMISSIONER

General Correspondence	6 years
Historical Documents	Permanent

LEGAL

Agreement Files	Permanent
Airport	7 years after termination of lease
Development (Subdivisions, Site Plans Official Plan, Land Division, Servicing Agreements)	Permanent
Labour Relations Files	10 years
Leases	7 years after termination of lease
Legal Opinions	Permanent
Litigation	Permanent
Real Estate Transactions (Land Acquisition/Sales, Easement Acquisition/Sales, Expropriation)	Permanent
Roads (Closures, Encroachments, Road Allowance Sale/Acquisition, Renaming)	Permanent
Tax Files	7 years

HUMAN RESOURCES

RECORD OR DOCUMENT	PERIOD OF TIME
Advertisements	6 years
Association Files	2 years
Canada Pension Plan	Permanent
Collective Agreements	Permanent
Correspondence Files	6 years
Employee Medical Files	40 years after employee terminates employment
Employee Personnel History Files	Permanent
Garnishees of Employees	Permanent
Grievance Files	Permanent
Group Insurance Files	Permanent
Job Applications - Not Hired	1 year
Job Descriptions	Until Updated
Job Evaluations	Permanent
Job Posting Files	6 years
Medical Surveillance Files	Lesser of 10 years after death, or 20 years after termination
O.M.E.R.S. Files	Permanent
Organization Chart	Until Updated
Pensioners' Files	Permanent
Statistics File	7 years
Training	10 years
Tuition Assistance	10 years
Vacation Records	6 years
WHMIS Files	10 years
Workers' Compensation Board	Permanent

HUMAN RESOURCES

PAYROLL

RECORD OR DOCUMENT	PERIOD OF TIME
Agency Cheque Request	7 years
Agency List	7 years
Audit Trails	20 years
Bank Reports	7 years
Hours Entered by Department	7 years
M.M.M.S. Exceptions	10 years
O.H.T. Cheque Request/Alpha List/D.B.S. Reports	7 years
Ontario Health Tax/Calculation Sheets	7 years
Payroll Registers	Permanent
Receiver General	7 years
Record of Employment Statements	7 years
Special Days and Hours Report	7 years
T Cheque Records	7 years
T4 and T4A	7 years
Temporary Adjustments	7 years
Time and Exceptions	7 years
Unemployment Insurance Commission Requests	7 years
Workers' Compensation Board Payments	Permanent
Year to Date Data	Permanent

BENEFITS

Blue Cross Billings	7 years
Cheque Requests	7 years
Journal Entries	7 years
London Life Billings	7 years
Monthly Statements	10 years
Work Sheets	7 years

PHYSICAL SERVICES

RECORD OR DOCUMENT	PERIOD OF TIME
Advertising	2 years
Agencies	2 years
Assessment Files	2 years
Associations	2 years
Canine Control	10 years
Capital Projects	5 years
City Road Files	2 years
City Road Maintenance	2 years
Committee Files (City and Region)	5 years
Committee of Adjustment (General)	5 years
Community Improvement Plans	Permanent
Condominium Files	Permanent
Contract Specifications	Permanent
Contracts	7 years
Crew Cards (MMMS)	7 years
Demolitions	2 years
Departments (other than PSD)	1 year
Development Charges (Lot Levies)	Permanent
Directives	Permanent
Drainage Files	15 years
Dump Sites	5 years
Emergency Measures	Permanent
Employee Envelopes	Permanent
Energy Conservation	10 years
Engineering General Files	2 years
Equipment (Owned, Leased, Hired)	5 years
Federal & Provincial Government Grant Programs	3 years

PHYSICAL SERVICES (CONT'D)

RECORD OR DOCUMENT	PERIOD OF TIME
Fuel	2 years
Government Files (General - Federal & Provincial)	5 years
Grants	5 years
Half Load Restrictions	3 years
Housing	2 years
Insurance Claims	Permanent
Insurance Files	2 years
Key Plans of Service	Permanent
Maintenance Section Files	5 years
Make Work Programs	Permanent
Mapping (General)	2 years
Maps and Plans	Permanent or Until Superseded
Marathon Realty (C.N.R.)	Permanent
Ministry of Transportation (Subsidy)	5 years
Ministry of Transportation Directives	Permanent or Until Revised
Ministry of Transportation (General)	5 years
Ministry of the Environment	5 years
Municipal Consents	Permanent
Nickel District Conservation Authority	3 years
Noise	3 years
Parking	3 years
Parking Lot Tickets	1 year after audited
Pits	5 years
Policies (Corporate)	Permanent
Procedures (Departmental)	Permanent

PHYSICAL SERVICES (CONT'D)

RECORD OR DOCUMENT	PERIOD OF TIME
Project Files	5 years after completion
Properties (Purchase/Exchange)	Permanent
Railway Board Orders	Permanent
Railway Crossings	Permanent
Railway Grade Separations	Permanent
Regional Road Files	2 years
Roads Need Study	Permanent
Safety Files	3 years
Salt	5 years
Sidewalks	3 years
Signs and Signals	3 years
Site Plan Control	5 years
Street Files	Permanent
Street Lighting	5 years
Street Names	Permanent
Subdivision Files	Permanent
Surveys - Legal	Permanent
Sweeping	3 years
Taxation Files	2 years
Tenders	20 years
Time Cards	1 year
Title Searches	10 years
Topsoil	3 years
Trailers, Mobile Homes	2 years
Training	3 years
Waste (Garbage, Recycling, Composting, Hazardous)	10 years
Weed Control	5 years
Winter Control	10 years

FINANCE AND ADMINISTRATION

TAX AND TREASURY

RECORD OR DOCUMENT	PERIOD OF TIME
Account Number Changes	3 years
Accounts Payable Updates	7 years
Accounts Receivable Files (Registers, Invoices, Ledgers, Cash Receipts, Ledger Cards)	7 years
Administrative Files	2 years
Approved City Budgets	20 years
Assessment Review Board Decisions	7 years
Auditors' Reports	Permanent
Bailiff Warrants	7 years
Bank Deposit Books	7 years
Bank Reconciliations	7 years
Bank Remittances	7 years
Bank Statements	7 years
Bank, Trust Co., Mortgage Co. Correspondence	7 years
Basic Shelter Allowance (Exemption) Files & Ledgers	7 years
Billing Advices	7 years
Budget Working Papers	5 years
Capital Expenditure Files	7 years
Capital Project Files	7 years after completion of project
Cash Receipt Files	7 years
Cashier Reports (Formerly included Attachments)	7 years
Cashier Tapes	7 years
Cashier's Daily Summaries/Receipts	7 years
Change of Assessment Correspondence & Lot Splits	7 years
Cheque Duplicates	7 years

FINANCE AND ADMINISTRATION (CONT'D)

TAX AND TREASURY (CONT'D)

RECORD OR DOCUMENT	PERIOD OF TIME
Cheque Register	7 years
Cheque Signing Register	7 years
Cheques (General Cashed, Payroll Cashed, Cancelled & Spoiled, Dishonoured)	7 years
Collection Agency Correspondence	7 years
Consignment Cheque Register	7 years
Correspondence Files	7 years
Court of Revision (496's)	15 years
Daily Batch Listings and Payment Registers	7 years
Debentures and Coupons Reports (Cashed and Outstanding)	7 years
Elderly Tax Assistance Applications	7 years
General Journal	Permanent
General Ledger Cards	7 years
General Ledger Sheets	7 years
General Ledger	Permanent
Hydro Files (Cancelled Cheques, Receipts, Transfers to Tax Roll)	7 years
Insurance	7 years
Internal Charges and City Share of Costs	7 years
Inventory Register	3 years
Inventory Reports	3 years
Invoice Register	7 years
Journal Entries	7 years
Local Improvement Files (Formerly included Ledger Cards)	7 years
Machinery Operations Ledger	7 years

FINANCE AND ADMINISTRATION (CONT'D)

TAX AND TREASURY (CONT'D)

RECORD OR DOCUMENT	PERIOD OF TIME
Mortgage Company Files (Listings, Payments, Requisitions)	7 years
Ontario Municipal Board Decisions	7 years
Outstanding Encumbrances	7 years
Parking Deposits	3 years
Payroll Reports	7 years
Property Indexes	As Updated
Purchase Orders (Receiving Copies, Cancelled, Blanket, Green Copies, Paid, Outstanding)	7 years
Realty/Business Tax Levy Calculations (Interim and Final)	7 years
Rental Receipts	7 years
Revenue and Expense Ledger	7 years
Revenue and Expense Statement	7 years
Rush Cheque Register	7 years
Solicitors' Correspondence	7 years
Stores Issues	3 years
Sudbury Airport Files (Accounts Receivable, Cash Receipts, Cheque Register, Invoices)	7 years
Tax Certificates (Formerly included stubs and copies, current & arrears)	7 years
Tax Collector's Roll	Permanent
Tax Journal Entry Listings (Formerly included Tax Journal Vouchers)	7 years
Tax Ledger Cards	7 years
Tax Payment and Adjustment Registers	7 years
Tax Registration Files	Permanent
Tax Sale - Deeds	Permanent

FINANCE AND ADMINISTRATION (CONT'D)

TAX AND TREASURY (CONT'D)

RECORD OR DOCUMENT	PERIOD OF TIME
Tax Stubs (Current, Arrears, Post-dated)	7 years
Tax Wiz Receipts (After completion, becomes a Treasury File)	7 years
Tax Working Papers	7 years
Transit Files (Performance Audit, Depot Statements, Reports)	7 years
Trial Balance	Permanent
Trucks and Machinery Ledgers	7 years
Vehicle Transaction Registers	7 years
Vendor Changes	7 years
Vendor Code Books	7 years
Voucher Register	7 years
Vouchers	7 years
Wiz Receipts	7 years

FINANCE AND ADMINISTRATION (CONT'D)

INFORMATION SERVICES

RECORD OR DOCUMENT	PERIOD OF TIME
Administrative Files	2 years
Computer Equipment	5 years
Computer Paper	2 years
Computer Services Users	3 years
Correspondence (Departmental)	6 years
Correspondence (General)	2 years
Micro Computers	5 years
Office Automation	5 years
Operations	5 years
Programming	5 years
Statistics (Computers)	5 years
System Vendors	7 years
Time Reporting	5 years
Training Courses	Until Superseded
User ID's	Until Superseded

FINANCE AND ADMINISTRATION (CONT'D)

CLERK'S

RECORD OR DOCUMENT	PERIOD OF TIME
Agendas	Permanent
Agreements	Permanent
Assessment Appeals to the OMB Decision	15 years
Assessment Review Board Decisions	15 years
Assessment Rolls	Permanent
Birth Register	Permanent
Board and Commission Minutes, and By-laws Assumed by Amalgamation or Annexation	Permanent
Board of Transport Orders	Permanent
Business Licences	7 years
By-Laws	Permanent
City Council Minute Books	Permanent
Contracts	20 years
Copper Cliff Council Minutes and By-Laws	Permanent
Correspondence Register	6 years
Death Register	Permanent
Deeds	Permanent
Department of Highways - Lands Acquired	Permanent
Dog Licences	2 years
Easements	Permanent
Election Correspondence	9 years
Election Results	Permanent
Fence Viewers Files	6 years
Fence Viewers Orders	Permanent
General Correspondence	7 years
Health Orders	Permanent
Historical Correspondence	Permanent

FINANCE AND ADMINISTRATION (CONT'D)

CLERK'S (CONT'D)

RECORD OR DOCUMENT	PERIOD OF TIME
Insurance Claims Against the City	7 years, or until minor reaches age of majority
Insurance Policy Files	60 years
Leases	Permanent
Lists of Destroyed Files	Permanent
Lottery Licences	7 years
Marriage Licence Applications	Permanent
Marriage Register	Permanent
Official Plan Amendments	Permanent
Ontario Municipal Board Orders	Permanent
Parks Board Agreements and Leases	Permanent
Patents	Permanent
Receipt Books (Licensing)	7 years
Receipt Books (Vital Statistics)	7 years
Releases	Permanent
Road Assumptions	Permanent
School Support Lists	6 years
Shorthand Correspondence	Until Minute Book Audited
Taxi Declarations	Permanent
Taxi Drivers Licences	2 years
Taxi Owners Licenses	Permanent
Tenders Awarded by City Council	15 years
Township of McKim Council Minutes and By-Laws	Permanent
Township of Neelon-Garson Council Minutes & By-Laws	Permanent
Transfers	Permanent

FINANCE AND ADMINISTRATION (CONT'D)

CLERKS (CONT'D)

RECORD OR DOCUMENT	PERIOD OF TIME
Transient Trader Licences	7 years
Voters' Lists	According to Municipal Elections Act

PURCHASING

Correspondence	6 years
Purchase Orders (City and Region)	7 years
Requisitions	7 years
Stores Inventory Records	2 years
Stores Issue Slips	7 years
Tenders Awarded by Purchasing Department	15 years

BY-LAW ENFORCEMENT

Complaints	2 years
Parking Control Officers' Files	2 years
Taxi Licensing Inspections	2 years

COMMUNITY SERVICES

RECORD OR DOCUMENT	PERIOD OF TIME
Administrative Files	2 years
Airport Files (General)	7 years
Association Files	2 years
Bus Passes	7 years
Correspondence (Departmental)	6 years
Correspondence (General)	2 years
Emergency Procedures	Permanent
Government Files	5 years
Handi-Transit Users	3 years
Policies and Procedures (Departmental)	Permanent - Until Updated
Property Matters (City & Regional)	6 years
School Safety	5 years
Section Files	2 years
Statistics	6 years
Training Manuals	Permanent - Until Updated
Transit Route Mileage	3 years

COMMUNITY SERVICES (CONT'D)

TRANSIT

RECORD OR DOCUMENT	PERIOD OF TIME
Administrative Files	2 years
Building and Vehicle Maintenance	5 years
Bus Garage Files	6 years
Bus Shelters	5 years
Bus Stops	5 years
Fare Boxes	6 years
Insurance	2 years
Medical Forms	3 years
Operating Licence	Permanent - Until Revoked
Revenue	6 years
Rodeo	2 years
Route Information	Permanent
Schedules	Permanent - Until Updated
Surveys and Questionnaires	5 years
Training	3 years
Vehicle Licences	Permanent - Until Vehicle Disposed of

AIRPORT

Accident Reports	6 years
Administrative Files	2 years
Aircraft Information Files	Permanent
Complaints/Compliments	6 years
Correspondence (Airport)	6 years
Correspondence (General)	2 years
Emergency Procedures	Permanent

COMMUNITY SERVICES (CONT'D)

AIRPORT (CONT'D)

RECORD OR DOCUMENT	PERIOD OF TIME
Environmental Control Records	Permanent
Equipment Files	5 years
Flight Schedules	Permanent - Until Updated
Fuel Reports	3 years
Grounds Maintenance	3 years
Incident Reports	6 years
Insurance	7 years
Land Use Plans	Permanent
Leases	2 years
Maps/Drawings	Permanent
Parking Lot Files	7 years after Expiry of Agreement
Security	Permanent
Statistical Reports	6 years
Structural Facilities	10 years
Tenders	15 years
Training	3 years
Transport Canada	5 years
WHMIS Files	10 years

PARKS AND RECREATION

Accident Files	6 years
Adanac Ski Hill Files	2 years
Administrative Files	2 years
Arenas Files (General)	6 years
Association Files	2 years

COMMUNITY SERVICES (CONT'D)

PARKS AND RECREATION (CONT'D)

RECORD OR DOCUMENT	PERIOD OF TIME
Athletic Fields and Schedules	2 years
Concession Files	5 years
Correspondence (Departmental)	6 years
Correspondence (General)	2 years
Equipment Files	5 years
Facilities Files	10 years
Grounds Maintenance	3 years
Insurance Claims	2 years
Irrigation Maintenance	3 years
Leisure Plan	Permanent
M.M.M.S. Files	7 years
Maintenance Requests	2 years
Maps	Permanent
Newspaper Clippings	Permanent
Parks Files (General)	6 years
Playground Files (General)	6 years
Program Registrants	7 years
Programming Information	5 years
Recreation Reports	10 years
Safety	5 years
Security	2 years
Special Events	2 years
Surveys	2 years
Volunteers Lists	2 years

COMMUNITY SERVICES (CONT'D)

CEMETERIES

RECORD OR DOCUMENT	PERIOD OF TIME
Administrative Files	2 years
Burial Orders	Permanent
Burial Permits	Permanent
Correspondence	6 years
Death Register	Permanent
Deeds	Permanent
Funeral Home Files	20 years
Lot Owners	Permanent
M.M.M.S. Files	7 years
Plot Maintenance	3 years
Plot Plans	Permanent
Plot Purchase Agreements	2 years after Deed is prepared
Receipts	7 years
Suppliers	7 years

SUDBURY ARENA

Administrative Files	2 years
Arena Concession Reports	7 years
Associations Files	2 years
Box Office Statements	7 years
Contracts	15 years
Correspondence	6 years
Facility Use Agreements	7 years after Expiry of Agreement
Government Files	5 years
Inspection Reports	7 years

COMMUNITY SERVICES (CONT'D)

SUDBURY ARENA (CONT'D)

RECORD OR DOCUMENT	PERIOD OF TIME
Leases	7 years after Expiry of Lease
Parking Lot	6 years
Policies and Procedures	Permanent
Rentals	6 years
Revenues	7 years
Rinks	3 years
Safety	5 years
Season Tickets	2 years
Security	Permanent

CONVENTION AND VISITORS' SERVICES BUREAU

Administrative Files	2 years
Advertising	5 years
Associations Files	2 years
Correspondence	6 years
Government Files	5 years
Local Organizations	2 years
Marketing	5 years
Policy Files	Permanent - or until superseded
Transportation	10 years

COMMUNITY SERVICES (CONT'D)

FIRE DEPARTMENT

RECORD OR DOCUMENT	PERIOD OF TIME
Administrative Files	2 years
Business Licence Applications	6 years
Day Care Licensing Approvals	6 years
Fire Reports (General)	6 years
Fire Safety Plans	6 years
Fireplace Inspections	6 years
Fireworks Approvals	6 years
Inspections and Investigations (General)	6 years
Liquor Licence Approvals	6 years
Ontario Fire Marshal Reports	6 years
Oxygen Inspections	6 years
Private Home Day Care Approvals	6 years
Site Plan Approvals	6 years
Special Occasion Permit Approvals	6 years
Titles Searches	6 years
Training Reports	3 years

SCHEDULE "B"

to By-Law 2003-259 of the City of Greater Sudbury

BEING A BY-LAW OF THE REGIONAL MUNICIPALITY OF MUNICIPALITY OF SUDBURY TO PROVIDE PERIODS OF RETENTION FOR AND TO PROVIDE FOR THE DESTRUCTION OF RECEIPTS, RECORDS AND PAPERS, VOUCHERS, INSTRUMENTS, ROLLS AND OTHER DOCUMENTS

WHEREAS Section 116 of The Municipal Act provides for the establishment of schedules of retention periods during which receipts, records and papers, vouchers, instruments, rolls and other documents must be kept by a municipality;

NOW THEREFORE THE COUNCIL OF THE REGIONAL MUNICIPALITY OF SUDBURY HEREBY ENACTS AS FOLLOWS:

1. The documents described in Column 1 of Schedule "A", which schedule is attached hereto and forms part of this By-law, shall be kept for the corresponding period of time set out in Column 2 and shall be kept by the Department or Section applicable, provided, however, that the documents may be transferred to Central Records in the Civic Square Building for retention by the Regional Clerk for the same period of time.
2. Documents, records and papers may be microfilmed but the original thereof shall be retained for the period of time as stipulated in this By-law.
3. The Head of each Department of The Regional Municipality of Sudbury may authorize the destruction of any duplicate copies of any documents prior to the period of time referred to in Column 2 of Schedule "A".
4. The Head of each Department of The Regional Municipality of Sudbury upon satisfying himself that the period of retention has expired and that no reason exists for further retention, may arrange for the destruction of the original of the documents described in Column 1 of Schedule "A".
5. The documents described in Schedule "A" may be transferred to Central Records in the Civic Square Building by any Department for retention and the Clerk of The Regional Municipality of Sudbury is authorized to merge Department files to

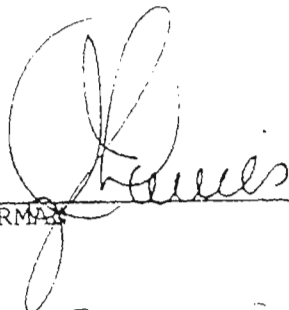
eliminate duplicate copies of documents.

6. The periods mentioned in Schedule "A" shall commence on January 1st of the year following the creation of the document or other event to which the schedule refers.

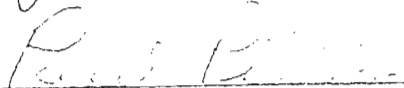
7. Documents not listed in Schedule "A" shall be retained permanently.

8. This By-law shall come into effect upon approval by the Regional Auditors.

READ THREE TIMES AND FINALLY PASSED IN OPEN COUNCIL this 27th day of October, 1982.



CHAIRMAN



CLERK

CERTIFIED A TRUE COPY

REGIONAL CLERK

SCHEDULE "A"

TO BY-LAW 82-168, ENACTED BY REGIONAL COUNCIL
on the 27th day of October, 1982

CLERK'S DEPARTMENT

<u>COLUMN 1</u>	<u>COLUMN 2</u>
<u>RECORDS OR DOCUMENTS</u>	<u>PERIOD OF TIME</u>
Agreements, Leases, Contracts	Permanent
Approved Official Plans and Official Plan Amendments	Permanent
Area Municipality By-laws other than zoning or traffic	1 year
Capital Project Files	Permanent
Committee of Adjustment notices of applications for minor variance unless appealed to the Ontario Municipal Board	1 year
Correspondence and other documents pertaining to the Official Plan for The Regional Municipality of Sudbury or of Plans of Area Municipalities	10 years (after processing of the Plan is completed pursuant to The Planning Act)
Council and Committee Agendas	6 years
Deeds and other documents under Regional Seal	Permanent
Grants	10 years
Liability Claims	7 years
Minutes of Meetings of Regional Council and of Standing and Special Committees of Council	Permanent
Notices by the Region of intended applications to the Ontario Municipal Board (Capital Projects and Rezoning Application)	6 years
Oaths of Office	6 years after completion of term
Official Plan Amendment Application Files	20 years (after processing of application is completed pursuant to The Planning Act)
Ontario Municipal Board Orders regarding Committee of Adjustment Appeals	Permanent
Original By-laws	Permanent
Resolutions	6 years
Traffic By-laws for area municipalities	Until repealed

COLUMN 1COLUMN 2RECORDS OR DOCUMENTSPERIOD OF TIME

Unsuccessful tenders for construction and maintenance contracts after payment of completion certificate of successful tender

6 years

LEGAL DEPARTMENT

Acts	20 years
Agreements	10 years after life of Agreement
Appointments	5 years
Appraisals	10 years
Assessment-Appeals	7 years
By-laws	Permanent
By-law Enforcement	Permanent
Committee of Adjustment	Permanent
Council	10 years
Court Cases	Permanent
Debenture Issues	7 years
Demolitions	5 years
Drainage	10 years
Easements	Permanent
Encroachments	5 years after termination of encroachment
Environmental Assessment	15 years
Expropriations	15 years after completion
Health and Social Services	12 years
Injunctions	20 years
Land Reclamation	10 years
Land Purchase Transaction Files	10 years (following acceptance of Offer of Purchase)
Land Transfers	Permanent
Levy Files	15 years
Licensing	7 years
Local Improvement	15 years

COLUMN 1COLUMN 2RECORDS OR DOCUMENTSPERIOD OF TIME

Mechanic's Liens	7 years after final order
Official Plan	Permanent
Ontario Home Renewal Program	7 years after discharge
Ontario Municipal Board (General)	15 years
Permits and Restrictions	20 years
Personal Property Security Registrations	20 years
Personnel	10 years
Police	20 years
Property	Permanent
Prosecutions	15 years after life of Order
Roads, Streets and Lanes	Permanent
Science Centre	Give to Sudbury Science Centre after 10 years
Site Plan Control Agreements	7 years after discharge
Subdivision Agreements	7 years after discharge
Sudbury Regional Development Corporation (Corporate Material, Walden Industrial Park)	Permanent
Traffic	20 years
Union	12 years
Urban Renewal	25 years
Waste Disposal Sites	Permanent
Waterworks	Permanent
Welfare Administration Board	Give to Board after 10 years
Writs, Statements of Claim and Notices of Claims against The Regional Municipality of Sudbury	20 years
Zoning	Permanent

PERSONNEL DEPARTMENT

Advertisements	6 years
Annual Review, Annual Increment Files	Permanent

COLUMN 1COLUMN 2RECORDS OR DOCUMENTSPERIOD OF TIME

By-Weekly Employee Status Summaries	25 years
Canada Pension Plan	Permanent
Education Leave - Tuition Reimbursement	10 years
Employee Personal History Files	Permanent
Garnishees of Employees	Permanent
Grievance Files	Permanent
Group Life Insurance Files (Beneficiary Changes, Enrolments, Terminations)	Permanent
Income Protection Plan Files (Weekly Indemnity Claims, Long Term Disability Claims)	Permanent
Job Application - Not Hired	6 months
Job Posting Files	6 years
Negotiations Files (Background)	Permanent
Pension Files - Canadian Government Annuities	Permanent
Pension Files - Ontario Municipal Employees Retirement Savings (Beneficiary Changes, Enrolments, Terminations)	Permanent
Performance Review Files	Permanent
Safety and Training Records	Consolidated with Employee Record
Sick-Leave Files (Monthly Print-out of usage)	7 years
Training and Development Files	6 years
Union Agreements	25 years
Vacation Records	6 years
Workman's Compensation Board Claims Records	Permanent

PIONEER MANOR

Day Care Centres - Monthly Attendance Records	2 years after Provincial and External Audits are completed
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COLUMN 1COLUMN 2RECORDS OR DOCUMENTSPERIOD OF TIMEPLANNING AND DEVELOPMENT DEPARTMENT

Comments on Committee of Adjustment Application (including back-up correspondence) prior to consideration by the Committees	25 years
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PUBLIC WORKS DEPARTMENTREGIONAL ENGINEER'S DIVISION

Anti-Inflation Program	6 years
Area Municipalities (Maintenance Costs, By-laws, Roads, Sewer and Water, Solid Waste, Subdivisions)	6 years
Asphalt	6 years
Associations	2 years
Barricades	10 years
Break, Enter and Theft Reports (Copies)	2 years
Bridges	Permanent
Buildings (Copies)	5 years
Building Monthly Reports	1 year
Capital Projects (Copies)	5 years
Civic Square Building (Construction, Specifications, Tenders, etc.)	Permanent
Claims	7 years after disposition
Communications (Radio and T.V.)	5 years
Community Development	2 years
Complaints and Inquiries	2 years
Computer, Data Processing	5 years
Consultants	10 years
Drainage	7 years
Emergency Measures and Floods Contingency Program	Permanent
Energy Conservation Program	3 years
Engineering Departments - Director of Engineering and Construction, Drafting, Environmental Services, Roads and Drainage, General	5 years
Engineering Studies	Permanent

COLUMN 1COLUMN 2RECORDS OR DOCUMENTSPERIOD OF TIME

Environment	6 years
Equipment	6 years
Falconbridge Nickel Mines and INCO Limited (Falconbridge Mining Subdivision, Layoffs, Tailings)	Permanent
Federal and Provincial Government Departments	5 years
Fire Department	6 years
Grants (Copies)	2 years
Health and Social Services	2 years
Hickling - Johnston	Permanent until updated
Housing	2 years
Hydro Electric Commission	2 years
Impost Fees, Levy	Permanent
Industrial Subdivisions	Permanent
Industries	6 years
Insurance	5 years
Labour	5 years
Lagoons	Permanent
Land Reclamation	6 years
Maps (Copies)	6 years
Marathon Realty (C.N.R.)	Permanent
Ministry of the Environment	10 years
Miscellaneous Ministry Files	5 years
Monthly Permit Summaries	1 year
Neighbourhood Improvement Schemes	7 years
Nickel District Conservation Authority (Copies)	6 years
Objections - Capital Projects (Copies)	2 years
Ontario Building Code	1 year
Pits and Quarries, Fill Material	6 years
Police Department	6 years
Properties - Purchase/Exchange between the Region and Area Municipalities	Permanent

<u>COLUMN 1</u>	<u>COLUMN 2</u>
<u>RECORDS OR DOCUMENTS</u>	<u>PERIOD OF TIME</u>
Regional Roads:	
Access, Needs and Systems	Permanent
Highways	10 years
Highway 17 West M.T.C. (Fog Condition)	Permanent
LaSalle Extension Complex (Phase 1-3, Highway 144)	Permanent
LaSalle Extension, Phase 2 and 3	Permanent
Northwest By-Pass, (Lively to Chelmsford)	Permanent
Regional Roads Criteria	Permanent
Regional Roads System Review Committee	10 years
Road Maintenance	7 years
Rock Tunnels	Permanent
Science Centre	6 years and return to Science Centre
Sewer and Water (General Correspondence and Copies) (Sewer and Water Projects, Task Force, Frontage Rates, Replacement Projects, Replacement of existing Sewer and Water Plants, Replacement of Sewer and Water Services, Sewer and Water Priorities, Service Connections, Sewage Treatment Plant, Sewage Treatment Plant and Water Treatment Plant Capacities, Storm Sewers/ Manholes/Catchbasins, No Demand for Services Agreements, Frontage Rates/Sewer and Water, Hauled Sewage Disposal Sites, Hydrants, Fluoridation, Plants, David St. Pumping Station, Lift and Pumping Stations, Operations - Automatic Fuel Management System, Depots, Municipal Maintenance Management System, Water Treatment Plants, Waterworks, Valves and Mains)	6 years
Sewerage Study - MacLaren	Until updated
Sidewalks	3 years
Signs	6 years
Solid Waste (Land Filled Sites and Study)	10 years
Strike Program	Permanent
Sudbury Construction Association	5 years
Sudbury Trucking Association Rentals	5 years
Suggestion Plan	7 years
Taxation Data Centre	6 years
Orders and Contracts	Permanent

COLUMN 1COLUMN 2RECORDS OR DOCUMENTSPERIOD OF TIME

Trailers, Mobile Homes

10 years

BUILDING CONTROLS DIVISION

Building Controls Division Statistics

Permanent

Building Permit Applications

2 years after building
is demolished

Building Permit Files - Site Plan Control

Permanent

Business License Applications

2 years

Cashiers' Receipts

7 years

Census Reports and Government Reports

5 years

Comparative Permit Values and year end
reports

Permanent

Condominium and Subdivision Files

10 years (after final
release of Plan
provided the install-
ation of services has
been accepted by the
Region)

Daily Journals

3 years

Demolition Permits

5 years

Heating Permits

Permanent

Inspection Sheets, Daily Apportionment
Sheets, Overtime Sheets and Sign-In
Sheets

3 years

Licenses

5 years

Minutes and Agendas (Copies)

1 year

Plans for Regional Buildings

2 years after
building is
demolished

Plumbing Permits

Permanent

Receipt Books

7 years

Requisitions

2 years

Revenue and Expenditure Sheets

3 years

Sign Permits

Permanent

Street Files and Complaints

Permanent

COMMITTEE OF ADJUSTMENT

Agendas, Comments and Motions

Permanent

COLUMN 1COLUMN 2RECORDS OR DOCUMENTSPERIOD OF TIME

Applications - cancelled	2 years
Applications - decisions deferred	Permanent
Applications - decisions rendered	Permanent
Applications - outstanding appeals	Permanent
Committee of Adjustment Appeal Files	Permanent
Financial records	6 years
General Correspondence (not related to specific applications)	6 years
Minutes of Committee of Adjustment	Permanent
Meeting schedules	2 years
Members	3 years
 <u>ENGINEERING AND CONSTRUCTION DIVISION</u>	
Approvals - Ministry of Environment	6 years
Arsenic Testing - Ministry of Environment	10 years
Assessments	10 years after invoice issued
Bacteriological Reports	6 years
Bridge Code	Permanent
Bridges	Permanent
Clean-up Week	2 years
Connections	2 years after completion
Contract Specifications	Permanent
Half Road Restrictions	7 years
Hauled Sewage Sites - Files	7 years
Hazardous Waste Disposal	7 years
Design	15 years
Drainage	Permanent
Drawings	6 years
Entrances	6 years
Environmental Assessment	6 years
Forms (Design & Control, Drafting Sheets)	Until updated
Grants and Subsidies	10 years
Groundwater Mapping	Permanent

COLUMN 1COLUMN 2RECORDS OR DOCUMENTSPERIOD OF TIME

Guidelines, Design Water Distribution System	15 years
Inspections	6 years
Key Plans of Services	Permanent
Lead Survey	Permanent until conversion completed
Mapping Task Force	6 years
Maps	Permanent
Ministry of Transportation and Communications Standards	Permanent until updated
Municipal Consents	Until as-built received
Permits	7 years after completed
Policies	Permanent until updated
Priorities Report	10 years
Procedures	Permanent until updated
Projects and Contracts	10 years
Railway Board Orders	10 years
Railway Crossings	Permanent
Railway Grade Separation	Permanent
Regional Roads System	Permanent until updated
Road Criteria	Permanent until updated
Road Needs	Permanent until updated
Sewage Treatment (Sewage and Water)	7 years
Site Plan Control	1 year after advice completed from Building Controls
Standard Plans	Permanent until updated
Street Names	Permanent
Studies	Permanent
Subdivisions	5 years after expiry of maintenance period
Surveys - Legal	Permanent

COLUMN 1COLUMN 2RECORDS OR DOCUMENTSPERIOD OF TIME

Topsoil Stripping

10 years

Traffic
(Signals and Maintenance)

7 years

Water Supply

7 years

Weed Control

3 years

OPERATIONS SECTION

Budgets

5 years

By-laws

Permanent

Claims

Permanent

Daily Deployment of Crews

1 year

Emergency Measures - Procedures and
Directives

Permanent

Employee Gas Cards

Permanent

Energy Conservation

7 years

Equipment

3 years

General Correspondence

6 years

Municipal Maintenance Management Systems

5 years

Operations Facilities

5 years

Personnel Files

Permanent

Procedures and Directives

7 years

Railway Crossings

7 years

Regional Roads and Drainage

7 years

Safety

Permanent

Sewer

7 years

Site Plan Control Agreements

Permanent

Solid Waste Disposal

5 years

Subdivisions

Permanent

Traffic Signals and Lights

7 years

Water

7 years

Winter Control

7 years

Workman's Compensation Board

Permanent

COLUMN 1COLUMN 2RECORDS OR DOCUMENTSPERIOD OF TIMEPURCHASING CLERK

Tender and quotations for purchase of equipment or supplies or services including specifications, except for construction of sewers or watermains	7 years
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TREASURY DEPARTMENT

Annual Capital and Current Budget Working Papers	5 years
Annual Capital and Current Budget Documents as Approved by Council	20 years
Auditors' Reports	Permanent
Cancelled Parking Tickets	3 years
Capital Project Files	6 years after completion of project
Cash Receipt Files	7 years
Cashed Debentures and Coupons	7 years
Court Tickets	3 years
Deposits Slips, Bank Reconciliations and Cancelled Cheques	7 years
Frontage Charge Assessment	Permanent
Journal Entries	10 years
Landfill Weight-Scale Tickets	2 years
Liability Insurance Claims	6 years after disposition
Master Account Number Changes	3 years
Paid Parking Tickets	3 years
Paid Parking Ticket Books	3 years
Payroll information (earnings, records; prior approval for destruction required from Ministry of National Revenue)	May be microfilmed after 6 years and then destroyed
Print-Outs	
Account Number Changes	3 years
Accounts Payable - Balance and Cash Receipts	3 years
Accounts Receivable	10 years
Cheque Register	10 years
Edit Sheets	2 years

COLUMN 1COLUMN 2RECORDS OR DOCUMENTSPERIOD OF TIME

Gas and Oil	3 years
General Ledger, Revenue and Expenditure (January to November)	10 years
General Ledger, Revenue and Expenditure (Final)	Permanent
Inventory Reports	3 years
Inventory Transactions	3 years
Monthly Distribution	7 years
Municipal Maintenance Management System (work done for others)	3 years
Ontario Home Renewal Program Receivable Ledger	7 years after completion
Ontario Home Renewal Program Transactions	7 years after completion
Outstanding Debenture Coupons	7 years
Outstanding Liabilities	3 years
Payroll Authorizations	5 years
Payroll Register (January to November)	7 years
Payroll Register (December)	10 years
Vehicle Operating	5 years
Purchase Order	6 years
Stores Requisitions	3 years
Subsidy and Tax Application Forms	6 years
Summoned Tickets	3 years
Trial Balance	Permanent
Unemployment Insurance	Permanent
Vouchers	7 years
Year End Working Papers	7 years

WATER BILLING

Actual Annual Meter Reading Cards	10 years
Billing Registers	3 years
Completed Orders	5 years
Depot Sheets	3 years
Monthly Batch Validations	1 month

COLUMN 1COLUMN 2RECORDS OR DOCUMENTSPERIOD OF TIME

Paid Water and Sewer Bill Stubs	3 years
Sundry Charges	3 years
Water Rates Receivable	10 years
Water Cash Listings	3 years
Water and Sewer Registers	6 years

ALL DEPARTMENTS

Correspondence, papers, maps and documents or other records considered to be of historical significance	Permanent
General Correspondence	6 years
Registered Letter Files and Books	7 years unless otherwise required
Staff Reports to Boards or Commissions	6 years



 CHAIRMAN



 CLERK