

**The Corporation of the
Township of Killaloe, Hagarty and Richards
By-Law Number 51-2008**

BEING A BY-LAW TO ESTABLISH SCHEDULES OF RETENTION PERIODS
FOR RECEIPTS, VOUCHERS, INSTRUMENTS, ROLLS OR
OTHER DOCUMENTS, RECORDS AND PAPERS OF THE MUNICIPALITY

WHEREAS Sections 254 and 255 of the Municipal Act, S.O. 2001, provide for the retention of records of the municipality, and for the municipality to establish schedules of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the municipality;

NOW THEREFORE the Council of the Corporation of the Township of Killaloe, Hagarty and Richards enacts as follows:

1. The records of the Corporation of the Township of Killaloe, Hagarty and Richards as outlined in Schedule "A" attached hereto and forming part of this by-law, will be retained indefinitely.
2. The records of the Corporation of the Township of Killaloe, Hagarty and Richards as outlined in Schedule "B" attached hereto and forming part of this by-law, will be destroyed when related to affairs which were completed at least seven years prior to January 1st, the year of destruction and as annotated on Schedule "B".
3. This by-law shall not take effect until the auditors of the Corporation of the Township of Killaloe, Hagarty and Richards have approved this by-law by endorsing their name at the end thereof.

Read a first and second time this 2nd day of September, 2008.

Read a third time short and finally passed this 2nd day of September, 2008.

Mayor

CAO Clerk-Treasurer

Signature of Auditor

Date Signed by Auditor

The Corporation of the Township of Killaloe, Hagarty and Richards

SCHEDULE 'A' TO BY-LAW 51-2008

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

The Corporation of the Township of Killaloe, Hagarty and Richards

SCHEDULE 'B' TO BY-LAW 51-2008

1. Bank Cheques Paid
2. Bank Debit Memos
3. Bank Statements
4. Bank Deposit Slips
5. Bank Reconciliations
6. Paid Debentures and coupons six years after the last maturity date
7. Duplicate Tax Prepayment Certificate
8. Duplicate Cash Receipts and other vouchers supporting Daily Cash Receipts Journal
9. Duplicate Accounts Receivable Invoices
10. Paid Vouchers, Invoices, Purchase Orders, Internal papers, Requisitions and Summaries
11. Stores Issue Slips, Material Transfer Reports, Vehicle Distribution Sheets
12. Shop Orders and Garage Orders
13. Wages and Truck hire Time Reports and Summaries
14. General Correspondence
15. Budget Estimate Working Papers
16. Garnishees re: Employees
17. Purchase Quotations and Unsuccessful Tenders
18. Duplicate Street Cut, Trench & Drain Permits
19. Vehicle Accident report Files
20. Duplicate Treasurers Certificates of tax arrears
21. Duplicate receipts for Dog Licences
22. Monthly Trail Balances (except year-end trail balance) for taxes
23. Payroll records – Employees Income Tax Deductions, Declarations, Pledge Cards, Canada Savings Bonds Applications, Annual Leave and Sick Leave Applications, Earning Records, etc.

PAPERS, DOCUMENTS, RECORDS, ETC. LISTED IN SCHEDULE "B" ABOVE AS 11, 12, 13, 14, 17, 18, 19, 21 and 22 ARE TO BE DESTROYED WHEN RELATED TO AFFAIRS WHICH WERE COMPLETED AT LEAST THREE YEARS PRIOR TO JANUARY 1ST, THE YEAR OF DESTRUCTION OR FROM TIME TO TIME AS REQUESTED BY THE CAO CLERK-TREASURER AND APPROVED BY THE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS' AUDITOR.