

**CORPORATION OF THE CITY OF QUINTE WEST**

**BY-LAW NO. 09-71**

**BEING** a bylaw to establish the retention periods for certain documents and records to be kept by the Corporation of the City of Quinte West and to rescind all previous by-laws dealing with this subject.

**WHEREAS** Section 116 (1)(b) of the Municipal Act (RSO 1990, Chapter M45 as amended) provides that a municipality or a local board thereof, as defined in the Municipal Affairs Act, shall not destroy 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 or local board;

**NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE CITY OF QUINTE WEST ENACTS AS FOLLOWS:**

1. This by-law shall be entitled the **"2009 Records Retention By-law"**.

2. For purposes of this by-law:

**"Auditor"** means the person or firm appointed by the Council from time to time to perform the annual audit of the records of the Corporation;

**"Clerk"** means the person appointed by the Council under Section 73(1) of the Municipal Act;

**"Records"** means all of the receipts, vouchers, instruments, rolls or other documents, records and papers of the Corporation.

3. The retention periods for the records of the City of Quinte West as outlined in Schedule "A" attached hereto and forming part of this by-law are hereby adopted and established as the retention period for each such record.

4. The Clerk may destroy all of the documents listed on Schedule "A" of this by-law provided that the retention period as set out on Schedule "A" has expired.

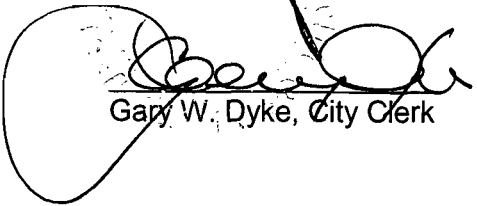
5. The Clerk shall keep a record of all records destroyed.

6. That By-law 00-33 is hereby repealed in it's entirety.:

This by-law, it's content having received approval by the auditor of the Municipality, shall come into force upon final passing hereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 15<sup>th</sup> DAY OF JUNE, 2009.**

  
\_\_\_\_\_  
John R. Williams, Mayor

  
\_\_\_\_\_  
Gary W. Dyke, City Clerk

CORPORATION OF THE CITY OF QUINTE WEST

SCHEDULE "A", BY-LAW NO. 09-XX

RECORDS RETENTION SCHEDULE

Class Code	Secondary Heading	Resp Dept.	In Dept.	Records Rm.	Total Ret.	Remarks
A00	Administration - General	Originating	1		1	
A01	Associations & Organizations	Originating	1		1	
A02	Staff Committees & Meetings	Originating	1	3	4**	
A03	Computer/Info. Systems	Originating	S	6	S+6	
A04	Conferences & Seminars	Originating	1		1**	Only those sponsored by the Municipality are subject to archival review
A05	Consultants	Originating	2		2**	
A06	Inventory Control	Originating	1	5	6	
A07	Office Equip. & Furniture	Originating	T		T	T=After disposal of item
A08	Office Services	Originating	1		1	
A09	Policies & Procedures	Originating	S	P	P**	
A10	Records Management	Clerk's	S		S	
A11	Records Disposition	Clerk's	P		P	
A12	Telecommunications Systems	Originating	S		S	
A13	Travel & Accommodation	Originating	1		1	
A14	Uniforms & Clothing	Originating	S		S	
A15	Vendors & Suppliers	Originating	2		2	
A16	Intergovernmental Relations	Originating	1	4	5**	
A17	Accessibility of Information (FOI)	Clerk's	2		2	
A18	Security	Originating	2	3	5	
A19	Facilities Const. & Renovation	Originating	T		P	
A20	Building & Property Maintenance	Originating	2	4	6	
A21	Facilities Bookings	Originating	1		1	

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

CORPORATION OF THE CITY OF QUINTE WEST  
RECORDS RETENTION SCHEDULE

Class Code	Secondary Heading	Resp Dept.	In Dept.	Records Rm.	Total Ret.	Remarks
C00	Council & By-laws - General	Originating	1		1	
C01	By-laws	Clerk's	P		P**	Copy retention S
C02	By-laws - Other Municipalities	Clerk's	1		1**	
C03	Council Agenda	Clerk's	1	2	3	
C04	Council Minutes	Clerk's	P		P**	Copy retention 2 yrs.
C05	Council Committee Agenda	Clerk's	1		1	
C06	Council Committee Minutes	Clerk's	6		6**	
C07	Elections	Clerk's	T+1		T+1	T=election of new council
C08	Goals & Objectives	Originating	S		S**	
C09	Motions & Resolutions	Clerk's	P		P**	Copy retention - 1 year
	Relative Correspondence	Clerk's	1		1	
C10	Motions & Resolutions, Other	Clerk's	1		1	Other Municipalities
C11	Committee Appointments	Clerk's	S		S**	Appointments to Boards/Agency
C12	Committee Appointments - Joint	Clerk's	S		S**	Joint with other Municipalities
C13	Reports to Council	Clerk's	1		P**	

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

CORPORATION OF THE CITY OF QUINTE WEST  
RECORDS RETENTION SCHEDULE

Class Code	Secondary Heading	Resp Dept.	In Dept.	Records Rm.	Total Ret.	Remarks
D00	Development & Planning	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	
D08	Official Plans	Planning	S	P	P**	Copy retention S
D09	Dev. Apps., O.P. and Zoning	Planning	T+1	4	T+5	T=final decision
D10	Severences	Planning	T+1	4	T+5	T=final decision
D11	Site Plan Control	Planning	5	P	P	Application 2 yrs after final dec
D12	Subdivision Plans	Planning	5	P	P	Application 2 yrs after final dec
D13	Variances	Planning	T+2	P	P	T=final decision
D14	Zoning Compliance & Information	Planning	T+2		T+2	T=final decision
	Zoning By-law History	Planning	P	P	P	
D15	Easements	Clerk's	T+1	5	T+6**	T=After termination of right
	Relative Correspondence	Clerk's	1	1	2	
D16	Encroachments	Clerk's	T+1	5	T+6**	T=After termination of right
	Relative Correspondence	Clerk's	1	1	2	
D17	Annexation/Amalgamation	Clerk's	1	P	P**	
D18	Community Improvement Proj.	Planning	T+1	5	T+6**	T=After completion of project
D19	Municipal Statistics	Engineer	P		P	
D20	Reference Plans	Engineer	S	P	P	
D21	Housing Rehabilitation	Planning	T	2	T+2	T=After term of application
D22	Development Promotion	Planning	3		3	
D23	Municipal Addressing	Planning	S	10	S+10**	
D24	Industrial/Commercial Development	Planning	5	5	10**	
D26	Agricultural Development	Planning	5	5	10**	
D27	Background Reports - OP	Planning	T+1	4	T+5	T=final decision

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

CORPORATION OF THE CITY OF QUINTE WEST  
RECORDS RETENTION SCHEDULE

Class Code	Secondary Heading	Resp Dept.	In Dept.	Records Rm.	Total Ret.	Remarks
E00	Environmental Services	Originating	1		1	
E01	Sanitary Sewers	Engineer	2	3	5	Specifications P
	Local Improvements	Clerk's	T	P	P	
E02	Storm Sewers	Engineer	2	3	5**	Specifications P
E03	Treatment Plants	Engineer	2	3	5**	Specifications P
E04	Trees	Engineer	2	3	5	
E05	Environmental Monitoring	Originating	2	3	5	
E06	Utilities	Engineer	2	3	5**	
E07	Waste Management	Engineer	2	8	10**	
E08	Water Works	Engineer	2	3	5**	Specifications P
	Local Improvements	Clerk's	T	P	P	
E09	Drains, Municipal	Engineer	2	3	5**	Specifications P
E10	Sales to Ext. Mun. Water/Sewer	Clerk's	P		P	
E11	MOE Approvals, Water/Sewer	Clerk's	1	P	P	
E13	Private Sewage Disposal Systems	Engineer	2	3	5**	Specifications P

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

CORPORATION OF THE CITY OF QUINTE WEST  
RECORDS RETENTION SCHEDULE

Class Code	Secondary Heading	Resp Dept.	In Dept.	Records Rm.	Total Ret.	Remarks
F00	General Finance-Correspondence	Treasury	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	5	6	
F05	Budgets & Estimates	Treasury	1	5	6**	
F06	Assets	Treasury	T+1	5	T+6**	T=after disposal of asset
F07	Cheques	Treasury	1	5	6	
F08	Debentures & Bonds	Treasury	T+1	5	T+6	T=redemption of entire issue
F09	Employee & 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	T=closure of account
F13	Journal Vouchers	Treasury	1	5	6	
F14	Subsidiary Ledgers/Registers/Jrnls	Treasury	1	5	6**	
F15	General Ledgers & Journals	Treasury	1	P	P	
F16	Payroll	Treasury	1	6	7	
F17	Purchase Orders & Requisitions	Treasury	1	5	6	
F18	Quotations & Tenders	Originating	1	5	6**	
F19	Receipts	Treasury	1	5	6	
F20	Reserve Funds	Treasury	1	5	6	
F21	Revenues	Treasury	1	6	7	
F22	Assessment/Tax Rolls	Clerk's	S	P	P	
	Tax Records	Treasury	3	3	6	
	Tax Certificates	Treasury	1	2	3	
	Tax Sales	Treasury	3	3	P	
F23	Write Offs	Treasury	1	5	6	
F24	Trust Funds	Treasury	T	6	T+6**	T=closure of account
F25	Security Deposits	Treasury	T	6	T+6	T=closure of account
F26	Working Papers	Treasury	T+1		T+1	T=after completion of audit

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

CORPORATION OF THE CITY OF QUINTE WEST  
RECORDS RETENTION SCHEDULE

Class Code	Secondary Heading	Resp Dept.	In Dept.	Records Rm.	Total Ret.	Remarks
H00	Human Resources - General	Originating	1		1	
H01	Attendance & Scheduling	Originating	2		2**	
H02	Benefits	Treasury	S		S	
H03	Employee Records	CAO	T+1	5	T+6**	T=after term of employment
H04	Health & Safety	CAO	1	6	7	
H05	Human Resource Planning	CAO	5		5**	
H06	Job Descriptions	CAO	S		S**	
H07	Labour Relations	CAO	T	10	T+10**	T=expiry of contract period
H08	Organization	Originating	S		S**	
H09	Salary Planning	CAO	5		5	
H10	Pension Records	Treasury	T		T	T=death of employee/beneficiary
H11	Recruitment	Originating	1		1**	
H12	Training & Development	Originating	S		S**	Only courses developed and presented by the Municipality are subject to archival selection
H13	Claims	Personnel	T=1	6	T+7	T=resolution of claim
H14	Grievances	Personnel	T+1	6	T+7	T=resolution of claim

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

CORPORATION OF THE CITY OF QUINTE WEST  
RECORDS RETENTION SCHEDULE

Class Code	Secondary Heading	Resp Dept.	In Dept.	Records Rm.	Total Ret.	Remarks
L00	Legal Affairs - General	Originating	1		1	
L01	Appeals & Hearings	Clerk's	T	P	P	T=After resolution of appeal
L02	Claims against the Municipality	Clerk's	T	1	T+1	T=After resolution of claim
L03	Claims by the Municipality	Clerk's	T	1	T+1	T=After resolution of claim
L04	Contracts & Agreements (Major)	Clerk's	T	20	T+20	T=After term of the agreement
	Related Correspondence	Clerk's	3		3	
L05	Insurance Appraisals	Clerk's	S		S	
L06	Insurance Policies	Treasury	T+1	19	T+20	T=after expiry of policy
L07	Land Acquisition & Sale	Clerk's	T	20	T+20	T=property disposition
	Land Appraisals	Clerk's	T	20	T+20	T=property disposition
	Land Titles Act application	Clerk's	2		2	
L08	Opinions & Briefs	Originating	S		S**	
L09	Precedents	Originating	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**	T=after delivery of judgement
L14	Contracts & Agreements (simple)	Clerks	T+1	5	T+6	T=after expiry of agreement
L15	Road Closing/opening/widening	Clerk's				
	permanent		1	P	P	
	temporary		1	1	2	
L16	Leases	Originating	T+1	6	T+6	T=expiry of lease

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



CORPORATION OF THE CITY OF QUINTE WEST  
RECORDS RETENTION SCHEDULE

Class Code	Secondary Heading	Resp Dept.	In Dept.	Records Rm.	Total Ret.	Remarks
M00	Media & Public Relations - Gen.	Originating	1		1	
M01	Advertising	Originating	1		1**	
M02	Ceremonies & Events	Originating	1	4	5**	
M03	Charitable Campaigns/Fund Ras.	Originating	1		1	
M04	Complaints, Inquiries, Commend.	Originating	1		1**	
M05	News Clippings	Originating	1		1**	
M06	News Releases	Originating	1		1**	
M07	Publications	Originating	S		S**	
M08	Speeches & Presentations	Originating	1	2	3**	
M09	Visual Identity and Insignia	Clerk's	S	5	S+5**	

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

CORPORATION OF THE CITY OF QUINTE WEST  
RECORDS RETENTION SCHEDULE

Class Code	Secondary Heading	Resp Dept.	In Dept.	Records Rm.	Total Ret.	Remarks
P00	Protection & Enforcement - Gen.	Originating	1		1	
P01	By-law Enforcement	Originating	2	4	6**	
	CRC's with letters	Clerk's	1	P	P	
	Used/Cancelled Tickets	Clerk's	1	2	3	
	Work Order Inquiries	Inspection	1	1	2	
P02	Daily Occurrence Logs	Originating	1	4	5**	
	Fire Department Reports	Fire	1		P	
P03	Emergency Planning	CAO	S		S**	
P04	Hazardous Material	Originating	S		S	
P05	Incident/Accident Reports	Originating	T+1	2	T+2	T=cause of action or age of majority
P06	Bldg. & Structural Inspections	Planning	S		S	
	Fire Inspection Report	Fire	1		P	
P08	Investigations	Originating	2	8	10**	
	Fire Investigation	Fire	1		P	
P09	Licences	Clerk's	T	2	T+2	T=expiry of licence
P10	Building/Plumbing Permits	Planning	2	P	P	
P11	Permits, Other	Originating	T	2	T+2	T=expiry of permit
P14	Animal Control	Originating	2	3	5	
P15	Community Protection Programs	Originating	S	2	S+2	
P16	Emergency Services	Originating	S	2	2	

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

CORPORATION OF THE CITY OF QUINTE WEST  
RECORDS RETENTION SCHEDULE

Class Code	Secondary Heading	Resp Dept.	In Dept.	Records Rm.	Total Ret.	Remarks
R00	Recreation & Culture General	Originating	1		1	
R01	Heritage Preservation					
	Development files	Planning	T		T**	after removal of designation
	LACAC Correspondence	Planning	1	1	2	
R02	Library Services	Clerk's	2	3	5	
R03	Museum & Archival Services	Clerk's	2	3	5	
R04	Parks Management	Com&Leis	2	3	5**	
R05	Facilities Management	Com&Leis	2	3	5	
R06	Programming Management	Com&Leis	2	3	5**	
R08	Trenton Historical Documents	Clerk's	P		P	

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

CORPORATION OF THE CITY OF QUINTE WEST  
RECORDS RETENTION SCHEDULE

Class Code	Secondary Heading	Resp Dept.	In Dept.	Records Rm.	Total Ret.	Remarks
S00	Social & Health Care - General	Originating	1		1	
S01	Children's Day Nursery Services	Originating	2	3	5	Inspection reports - 2 years
S02	Elderly Assistance	Originating	2	3	5	
S03	Homes for the Aged	Originating	T+2	18	T+20	
S08	Public Health	Originating	2	3	5	
S09	Cemetery Records	Clerk's	2	P	P	

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

CORPORATION OF THE CITY OF QUINTE WEST  
RECORDS RETENTION SCHEDULE

Class Code	Secondary Heading	Resp Dept.	In Dept.	Records Rm.	Total Ret.	Remarks
T00	Transportation - General	Originating	1.		1	
	MTO Directives	Engineer	S		S	
T01	Illumination(Streetlights)	Engineer	T	6	T+6	
T02	Parking		T	6	T+6	
	complaints, etc	Parking	1		1	
	on-street charges	Clerk's	1	1	2	
	permits	Clerk's	T	5	T+5	
	studies, lot/bldg/ops/handicap	Clerk's	S		S	
T03	Public Transit	Engineer	T	6	T+6**	after closing of route/shelter/stop
T04	Road Construction	Engineer	T	6	T+6**	after completion of project spec.P
T05	Road Design & Planning	Engineer	T	6	T+6**	after completion of project spec.P
	road needs study		S		S	
T06	Road Maintenance	Engineer	T	6	T+6	after completion of project spec.P
	Curb Cuts		1		1	
T07	Signs & Signals	Engineer	T	6	T+6	after removal of sign/signal
T08	Traffic	Engineer	2	8	10**	
T09	Railways	CAO	1	2	3	
T10	Pits & Quarries	Engineer	2	3	5**	Specs for the life of the pit/quarry
T11	Bridges	Engineer	T	6	T+6	T=completion of project

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

CORPORATION OF THE CITY OF QUINTE WEST  
RECORDS RETENTION SCHEDULE

Class Code	Secondary Heading	Resp Dept.	In Dept.	Records Rm.	Total Ret.	Remarks
V00	Vehicles & Equipment - General	Originating	1		1	
V01	Fleet Management	Originating	T+1	5	T+6	after disposal of vehicle
V02	Mobile Equipment	Originating	T+1	5	T+6	after disposal of equipment
V03	Transportable Equipment	Originating	T+1	5	T+6	after disposal of equipment
V04	Protective Equipment	Originating	T+1	5	T+6	after disposal of equipment

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