

CITY OF NIAGARA FALLS

BY-LAW NO. 90 - .146.

A By-law to establish a schedule of retention periods for certain records of the City of Niagara Falls.

WHEREAS Section 116 of Chapter 302 of the Municipal Act, R.S.O. 1980, provides that a municipality or a local board thereof, as defined in the Municipal Affairs Act, except a school board, shall not destroy any of its receipts, vouchers, instruments, rolls or other documents, records and papers except, (a) after having obtained the approval of the Ministry; or (b) 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; and

WHEREAS it is deemed desirable to establish a schedule of retention periods for certain records of the City of Niagara Falls whereby valuable records will be retained and records which are of no further value and whose maturity periods have been reached may be destroyed; and

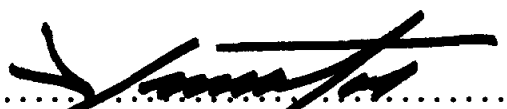
WHEREAS Messrs. Crawford, Smith and Swallow, the auditors for the City, have approved this by-law;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF NIAGARA FALLS ENACTS AS FOLLOWS:

1. The respective retention periods for the receipts, vouchers, instruments, rolls or other documents, records and papers listed in Records Retention Schedule 1 attached hereto and forming part of this by-law are hereby established and any such receipts, vouchers, instruments, rolls or other documents, records and papers which have been retained for the retention period set out opposite thereto in the said schedule may be destroyed.
2. By-law No. 8066, 1969 is hereby repealed.

Passed this Fourth day of June, 1990.


.....
E.C. WAGG, CITY CLERK


.....
WILLIAM S. SMEATON, MAYOR

First Reading : June 4, 1990.
Second Reading: June 4, 1990.
Third Reading : June 4, 1990.

RECORDS RETENTION SCHEDULE 1

<u>DEPARTMENT</u>	<u>MINIMUM RETENTION PERIOD (Years)</u>
<u>CHIEF ADMINISTRATIVE OFFICE</u>	
General correspondence and inter-departmental correspondence	7
<u>BUILDINGS AND INSPECTIONS DEPARTMENT</u>	
Cash receipts for all permits	4
<u>For single family & 2 family dwellings & accessory buildings</u>	
Building plans and applications	5
Building permits, field and inspection reports	7
<u>Other than single family & 2 family dwellings & accessory buildings</u>	
Building plans and applications	7
Building permits, field and inspection reports	7
<u>Demolition, Tank, Sump Pump, Sign, Moving, Swimming, Sewer & Plumbing</u>	
Plans and applications	4
Permits, field and inspection reports	7
General correspondence, including inter-departmental correspondence and legal action files	4
O.H.R.P.	Lifetime of Loan
R.R.A.P.	Lifetime of Loan
<u>CLERK'S DEPARTMENT</u>	
General correspondence and inter-departmental correspondence	7
Claims Files	10
Communications to Council	10
Reports to Council	20
Construction/Capital Works By-law Files (including Local Improvement By-laws)	25
Subdivision Files	25
Zoning By-law Files	25
Applications for Municipal Licences	5
Lottery Licencing Files	4
<u>FINANCE DEPARTMENT</u>	
General correspondence including inter-departmental correspondence	4
Treasurers Tax Certificates	4
Construction Work Orders	4
Daily and Weekly Time Reports	4
Payroll Adjustment Records	4
Cancelled Cheques and Bank Statements	7
Redeemed Debentures and Interest Coupons	7

Paid Invoices, Cheque Copies and Purchase Order Copies	7
Receipts and Daily Cash Register Tapes and Summaries	7
Employee Earnings Record Cards	7
Assessment Appeal Notices, all Ontario Municipal Board and Assessment Review Board and Court Decisions	10
Books of Account including Cash Receipts Journal, Payroll Journal, Disbursements Journal and Debenture Register	15
General Ledger	Permanent
General Journal	Permanent
Tax Registration Accounts (after redemption or sale)	15
Tax Roll	20
Local Improvements Ledger	20
Subdivision Files	20
<u>PURCHASING SECTION</u>	
Purchase Requisitions and Purchase Orders	4
General correspondence, including inter-departmental correspondence	4
<u>WATER SECTION</u>	
General correspondence, including inter-departmental correspondence	4
Accounts Receivable Ledger	7
Sales Journal	7
Meter Readers Report	7
Inter-Departmental and Sales and Rental Work Orders	4
<u>FIRE DEPARTMENT</u>	
Fire Reports of: Loss of Life, Suspicious, Arson	Indefinitely
Approvals - Deviations from Code	Indefinitely
Fire Safety Plans	Indefinitely
General Reports - Communications	7
General Inspection Sheets - Public Halls, Restaurants, Day Nurseries, Mercantile and Service Stations	3
Response Reports - False Alarms, Investigations	3
Demolished Buildings	3
L.L.B.O. Licence Permissions & Approvals	3
<u>HUMAN RESOURCES DEPARTMENT</u>	
General correspondence, including inter-departmental correspondence	7
<u>CITY SOLICITOR'S DEPARTMENT</u>	
General correspondence, including inter-departmental correspondence	4

MUNICIPAL WORKS DEPARTMENT

Inter-departmental correspondence	4
General correspondence: 1) Director of Municipal Works; 2) General File; 3) Traffic File; 4) Traffic Streets File; 5) General Streets File	15
Project Files	15
Contract Files	13
Daily and Weekly Timesheets	4
Survey Notes, Records	25
Accident Records	7
Electronic Files (computers)	Indefinitely
Zoning Amendment & Consent Application Files	25
Construction Inspector's Reports	10
Utility Installation Permits	15
Subdivision Files	25

PARKS & RECREATION DEPARTMENT

General correspondence: 1) Recreation Commission; 2) Parks File; 3) Cemeteries File; 4) Inter-departmental; 5) General Files	7
Recreation Commission Reports	7
Recreation Commission By-law & Minutes	Indefinitely
Purchase Requisitions & Purchase Orders	4
Permits & Scheduling for Schools, Parks & Arenas	5
Personnel Records	2 (after termination)
Grants to Organization & Agencies	10
Grants from Federal and Provincial Governments	20
Cemeteries - Internment Records	Indefinitely

PLANNING DEPARTMENT

General correspondence, miscellaneous information and inter-departmental correspondence	3
Project Study Files	10
Amendment (Zoning & Official Plan) Files	5
Subdivision Files	10
LDC Files	10
Committee of Adjustment Files	25
Minutes: Environmental Planning & Greening Committee CAPE Downtown Revitalization Steering Committee	10

NEC Permit Application Files	10
Environmental Inventory - Compliance Letters	5
Site Plans	3
Reports to Council	1