

## **POLICY**

**Policy Type: Board Policy Number: 01-12**  
**Policy Title: By-laws and Retention Schedules**

---

### **CORPORATION OF THE CITY OF ST. THOMAS**

#### **BY-LAWS AND RETENTION SCHEDULES**

Approved Date: N/A  
Supercedes Date: N/A  
Review Date: City Policy  
Reference: City of St. Thomas Policies

CITY OF ST. THOMAS

BY-LAW NO. 67-96

**AMENDED  
BY**

A by-law to establish schedules of retention periods for documents, records and other papers of the City of St. Thomas.

B/L 120-96 - Oct 7/96  
B/L 95-2003 June 9, 2003  
B/L 60-2010 MAY 3, 2010  
167-2011

WHEREAS Section 116, of the Municipal Act, R.S.O. 1990, c.M45, provides that the Council of a municipality may pass a by-law approved by the auditor of the municipality establishing schedules of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and paper must be kept by the municipality.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF ST. THOMAS ENACTS AS FOLLOWS:

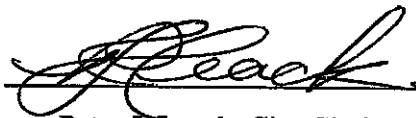
1. The retention period for the records of the Corporation of the City of St. Thomas as outlined in the schedules attached hereto and forming part of this by-law, are hereby adopted and established as the retention period for each such record.
2. The municipality may destroy any of the documents listed, provided they have been retained until the retention period as outlined in the attached schedules of this by-law has expired.
3. When used in this by-law, the following symbols and abbreviations mean and stand for the words set opposite thereto;

D	Destroy
P	Permanent
M.D.	Microfilm and destroy
M.P.	Microfilm for disaster and retain
4. Where in this by-law it is provided that particular records of the Corporation shall be:
  1. Destroyed, such records shall be destroyed without any copy thereof being retained;
  2. Permanent, such original records shall be preserved and never destroyed;
  3. Microfilmed and destroyed, such records shall be recorded on microfilm in their entirety, the microfilm shall be in duplicate and one copy thereof shall be stored apart from the other in a place of safe and suitable storage, and then such records shall be destroyed;
  4. Microfilmed for disaster and retained, such records shall be recorded on microfilm in their entirety when such records are final, such microfilm shall be in duplicate and one copy thereof shall be stored apart from the other in a place of safe and suitable storage and such records shall be preserved and never destroyed unless otherwise provided herein.
5. The Department Head shall always have a discretion to retain records longer than the period provided by this by-law and shall do so where he/she deems it appropriate.

6. Where records are destroyed under this by-law, the proper and complete destruction thereof is the responsibility of the Department Head.
7. The Department Head shall make and maintain a record of those documents destroyed under his/her jurisdiction.
8. By-Law 87-62, being a by-law to authorize the destruction of certain documents and records of the City of St. Thomas is hereby repealed.
9. This by-law shall not take effect until the auditors of the Corporation have approved this by-law by endorsing their name at the end thereof.

READ a First and Second time this 17th day of June, 1996.

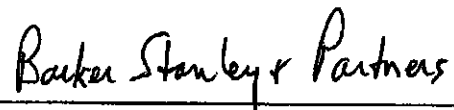
READ a Third time and Finally passed this 17th day of June, 1996.



Peter J. Leack, City Clerk



Stephen J. Peters, Mayor



Endorsed by:

Barker Stanley & Partners, Chartered Accountants

**MUNICIPAL RECORDS - RETENTION SCHEDULE**

**CITY ADMINISTRATOR**

<b><u>RECORD</u></b>	<b><u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u></b>	<b><u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u></b>
Annexation Files - Boundary Adjustments	P	MP
Capital Financing - Debenture Files	10	D
Capital Projects *	10	D
Lands - Misc.	P	MP
Leased	P	MP
Purchased	P	MP
Sold	P	MP
Paratransit System Files *	10	D
Personnel Files	10	D
Sanitary Collection - Landfill Files	P	N/A
Subdivision Development Files	P	N/A
Transit System Files *	10	D

\* These files will be returned to the City Clerk's Department

**MUNICIPAL RECORDS - RETENTION SCHEDULE**

**ST. THOMAS MUNICIPAL AIRPORT**

<b><u>RECORD</u></b>	<b><u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u></b>	<b><u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u></b>
Daily Sales Sheets	3	D
Daily Invoices	3	D
Merchant Copy Credit Card Slips	1	D
Esso Petroleum Delivery Slips	1	D
Esso Petroleum Invoices	1	D
Shell Oil Delivery Slips	1	D
Shell Oil Invoices	1	D
Purchase Order Pink Slips	1	D
Purchase Order Books	3	D

## MUNICIPAL RECORDS - RETENTION SCHEDULE

### CLERK'S

<u>RECORD</u>	<u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u>	<u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u>
By-Laws (Original)	P	MP
Council Minutes	P	MP
Committee Minutes	P	MP
Resolutions - Council & Standing Committees	6	D
Council Motions	2	D
Reports to Council	2	D
Agreements (Original)	P	MP
Deeds (Original)	P	N/A
Contracts (Original)	P	N/A
General Correspondence	6	D
Voters Lists	P	N/A
Petitions to Council	6	D
Agendas - Council & Committees	2	D
Council & Committee Minutes - Rough Notes	3	D
Election Records	As per Election Act	
Nomination Papers	As per Election Act	
Parade Permits	1	D
Tag Day Requests	2	D
Grant Applications Files	5	D
Budget Estimates Files	5	D
Annexation Files	P	N/A
O.H.R.P. Files	Until Loan Fully Repaid	
Street Numbering Files	P	N/A
Account Files (Front Drawer)	3	D
Calendars	1	D
Proclamations	2	D
Appointments to Committees	3	D
Capital Projects/Local Improvements Files	10	D
Kettle Creek Conservation Authority Minutes	2	D
Catfish Creek Conservation Authority Minutes	2	D
Receptions and Special Events Files	6	D
Centennial Committee Files (Storage)	2	D
Airport - Fuel - General Correspondence	2	D
- Leases (including Small Lot Hangars)	Current	Destroy Old
- Subsidies	5	D

**CLERK'S - CONTINUED - 2**

<b><u>RECORD</u></b>	<b><u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u></b>	<b><u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u></b>
Assessment - General Correspondence	2	D
- Court of Revision	10	D
- Reports - Population Report/Census	6	D
- Census Report	6	D
- Municipal Name Index	3	D
- Analysis of Taxable Real Property and Business Assessment	3	D
- Street Index Printout	3	D
- Municipal Sales Listing	2	D
- Assessment Rolls	P	MP
- Assessment Review Court Records	2	D
- Assessment Field Books (Storage)	2	D
Vital Statistics - Notice of Registration of Death or Stillbirth (Form 17)	1	D
- General Correspondence	2	D
- Birth Register	P	N/A
- Death Register	P	N/A
- Marriage Register	P	N/A
- Marriage Application Forms	1	D
Site Plan Control - Applications	5	D
- Plans	5	D
- Mailing Lists	5	D
- Advertisements	5	D
- Returned Envelopes	5	D
- Notices of Meeting	5	D
- Correspondence from agencies, individuals, staff and applicant	5	D
- Notes and Memos from staff	5	D
- Letters of Authorization	5	D
- Decisions	5	D
- Agreements	5	D
- Photos	5	D
Zoning By-Law Amendment Files	5	D
Official Plan Amendment Files	5	D
Newsletters, Bulletins, etc. from Various Boards, Authorities, Associations, Ministries, etc.	2	D
Letter Books (Storage)	1	D
Auditor's Reports	3	D

**CLERK'S - CONTINUED - 3**

<b><u>RECORD</u></b>	<b><u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u></b>	<b><u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u></b>
Committee of Adjustment - Minutes	P	N/A
- Applications	10	D
- Deeds	10	D
- Final and Binding Letter	10	D
- Certified Copy of Decision	10	D
- Summary of Hearing	10	D
- Notice of Public Meeting	10	D
- Application & Sketch	10	D
- Receipt	10	D
- Mailing List	10	D
- Letter of Authorization	10	D
- Reference Plan	10	D
- Correspondence from interested Parties	10	D
Welfare Reports	1	D
Resident Admissions - Valleyview Home	1	D
Liquor License Applications/Correspondence	2	D
Municipal Official Directory	1	D
City Council Listings	Until replaced with updated list	
Telephone Directory	Until replaced with updated list	
Schedule of Fees/Charges	Until replaced with updated list	
Calendars	1	D
Local Architectural Conservation Advisory Committee		
- Designated Property Files	P	N/A
- Register of Designated Properties	P	N/A
- Minutes	P	N/A
- Videos/Books/Manuals/Plans	P	N/A
- Photos	P	N/A
- Heritage Building Inventory	P	N/A
- Conferences - if grant received	P	N/A
- Audited Statements	P	N/A
- Journals/Magazines	P	N/A
- Bank Reconciliation Statements	10	D
- Designation Inquiries	2	D
- Conferences attended (except where Provincial grant was obtained)	2	D
- L.A.C.A.C. Reports	2	D
- Agendas	Term of Council	D
- Appointments to Committee	Term of Council	D



**MUNICIPAL RECORDS - RETENTION SCHEDULE**

**ENGINEERING AND WORKS DEPARTMENT**

<b><u>RECORD</u></b>	<b><u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u></b>	<b><u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u></b>
<b><u>ENGINEERING</u></b>		
General Correspondence	10	D
Engineering Drawings	P	N/A
Construction Projects:		
Correspondence	10	D
Payment Certificate	10	D
Inspection Reports	10	D
Site Meetings	10	D
Geotechnical Reports	P	N/A
Design Calculations	P	N/A
Approvals	P	N/A
Weather Records	P	N/A
Subdivision Files and Records	P	N/A
<b><u>TRAFFIC</u></b>		
Traffic Accident Cards	P	N/A
Parking Lot - Plans	P	N/A
Parking Lot - Surveys	P	N/A
Plans - Traffic Changes	P	N/A
Plans - Reconstruction of Streets	P	N/A
Plans - Traffic Signals	P	N/A
Accident Reports	5	D
Traffic Surveys - Field Sheets	20	D
Traffic Surveys - Reports	20	D
Sign Fabrication - Reports	2	D
Sign Painting Reports	2	D
Daily Time Sheets	2	D
General Correspondence	10	D
<b><u>PLUMBING</u></b>		
Plumbing Permits	P	N/A
Drain Laying Permits	P	N/A
Industrial Waste - Test Reports	10	D
Correspondence	2	D
<b><u>BUILDING INSPECTION</u></b>		
Plans - Multi-Dwelling Buildings	P	N/A
Plans - Commercial Buildings	P	N/A
Plans - Industrial Buildings	P	N/A
Building Permits	P	N/A
Monthly Statistical Reports	20	D
Correspondence	20	D
<b><u>WORKS DEPT.</u></b>		
Decisions - Re: Union Grievances	P	N/A
Work Orders	5	D
Purchase Order - Copies	5	D
Invoice Copies	5	D
Call-Out Records	2	D
Budget Estimates & Work Sheets	5	D

**ENGINEERING & WORKS DEPARTMENTS - CONTINUED - 2**

<b><u>RECORD</u></b>	<b><u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u></b>	<b><u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u></b>
Job Posting (Works Department)	5	D
Tenders - Re: Equipment	10	D
Tenders - Re: Supplies (Gasoline, etc.)	2	D
Tenders - Re: Building Demolitions	5	D
Cost Transfer Sheets	2	D
Equipment Records (Maintenance Costs)	5	D
General Correspondence	2	D
Daily Time Cards	5	D
Call-Out Records	5	D
MMS Cost Sheets	5	D
<b><u>POLLUTION CONTROL PLANT</u></b>		
Petty Orders	5	D
Requisitions	5	D
Purchase Orders	5	D
Time Sheets	7	D
Vacation and Sick Time	7	D
Former Employee Records	7	D
Plant Performance Sheets which include detail from:	P	N/A
Weekly Lab Sheets	5	D
Sludge Dewatering	5	D
Suspended Solids	5	D
Total Solids	5	D
Biochemical Oxygen Demand	5	D
Nutrients	5	D
Heavy Metals	5	D
Plant Statistics	5	D
Industrial Waste	5	D
Chlorine Residual	5	D
Plant and Lagoon dissolved oxygen	5	D
Industrial Plant Records	P	N/A
Flow Charts	2	D
Ph Records	2	D
Industrial Waste Water - Investigative Reports	10	D

**MUNICIPAL RECORDS - RETENTION SCHEDULE**

**FIRE DEPARTMENT**

<b><u>RECORD</u></b>	<b><u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u></b>	<b><u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u></b>
Daily Roster	1	D
F.M.O. Incident Report	1	D
Phone Messages	1	D
Inter-Office Memorandums	1	D
Payroll Time Sheets (Copies)	1	D
Status Reports (Copies)	1	D
Day-Off Change Forms	1	D
Supplement Forms	1	D
Truck Reports	1	D
Building Reports	1	D
Purchase Order Requisitions	1	D
Pay Signature Sheets	1	D
Fee Receipts	1	D
Works Dept. Gas Bills	1	D
Daily Diaries	1	D
Keyholder Inspection Reports	1	D
In-Service Home Inspection Reports	1	D
General Correspondence (Received or sent)	1	D
Fire Prevention Inspection Letters	3	D
Fire Prevention Request for Inspection and File Information	3	D
Copy of F.M.O. Report	3	D
Hydrant Maintenance Records	3	D
All Retired Employee Records	3	D
Response Reports (St. Thomas)	7	D
Alarm Reset Forms	7	D
Key Receipt Forms	7	D
Budget Records	7	D
Fire Prevention Daily Diary	7	D
Suppression Officer Daily Diary	7	D
Daily Log Books	P	N/A
Active Employee Appraisal Forms (Until Retirement)	P	N/A
Active Employee Exams (All)	P	N/A
W.C.B. & Injury Reports (Copies)	P	N/A
Training Books	P	N/A

<u>RECORD</u>	<u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u>	<u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u>
Fire Record Books	P	N/A
Fire Inspection Reports	P	N/A
Fire Investigation Reports	P	N/A
Dictaphone Logging Tapes	1 month	Erase
Transcripts Taken From Logging Tapes (Written and verbal cassette)	20	D

**MUNICIPAL RECORDS - RETENTION SCHEDULE**

**MAYOR'S OFFICE**

<b><u>RECORD</u></b>	<b><u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u></b>	<b><u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u></b>
Accounts	7	D
Advertising	7	D
Catering	P	N/A
Ceremonies/Receptions/Presentations	P	N/A
Citations	P	N/A
Correspondence	5	D
Congratulatory Letters	5	D
Ed/Rec Complex - Ground Breaking Ceremony	P	N/A
Functions Attended	5	D
New Business Congratulations	P	N/A
Garbage Complaints	5	D
Greetings	5	D
Hi Ro Shrine Club	5	D
Inspection Requests	5	D
Mayor's Task Force on St. Thomas	P	N/A
Personal Profile	5	D
Proclamations	5	D
Reference Letters	7	D
Reports (Miscellaneous)	5	D
Residency Verification	10	D
Retirement Congratulations	5	D
St. Thomas Sr. Centre - Opening Ceremonies	P	N/A
Site Plan Control Files	5	D
Speeches	5	D
Welcome Wagon/Hi Neighbour	P	N/A
911	P	N/A

**MUNICIPAL RECORDS - RETENTION SCHEDULE**

**PARKS AND RECREATION**

<b><u>RECORD</u></b>	<b><u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u></b>	<b><u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u></b>
<b><u>Filing System</u></b>		
<b>DRAWER #1</b>		
Wintario Draws	P	N/A
Wintario Criteria	P	N/A
Wintario Applications	P	N/A
Wintario Forms (Blank)	P	N/A
Wintario Closed Files	P	N/A
Strike	P	N/A
Canada Ont. Employment Dev. Programs (C.O.E.D.)	P	N/A
Canada Ont. Employment Dev. Programs (Refurbish)	P	N/A
P.R.I.D.E.	P	N/A
<b>DRAWER #2</b>		
Parks & Rec. Filing System (Vault Filing System)	P	N/A
Resource File	P	N/A
<b><u>General Administration</u></b>		
Letters of Appreciation	2	D
Directives & Memos	P	N/A
Information for Mayor	P	N/A
Administrative Advisory Committee Meetings	2	D
Monthly Reports	2	D
July - December Agenda & Minutes	2	D
January - June Agenda & Minutes	2	D
By-Law for Council (Parks & Rec. Resolutions)	P	N/A
Interoffice Memos	P	N/A
Surveys	1	D
Ministry of Tourism & Recreation	1	D
G.S.T.	2	D
Protective Services & Transportation Committee	1	D
Planning & Development Committee	1	D
Finance & Administration Committee	1	D
Public Works and Engineering Committee	1	D
Community & Social Services Committee	P	N/A
Site Plan Control Committee	1	D
Personnel & Labour Relations Committee	1	D
<b><u>Staff</u></b>		
Staff - General	2	D
Facilities Staff - Full Time	2	D
Parks Staff - Full Time	2	D
Parks - Part Time	2	D
Employee Awareness Programs	2	D
Cheque Requisitions - Pai	2	D
Conferences, Conventions & Workshops	1	D
Mileage	2	D

**PARKS AND RECREATION - CONTINUED - 2**

<b><u>RECORD</u></b>	<b><u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u></b>	<b><u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u></b>
<b><u>Unions</u></b>		
Local 35 Contracts	3	D
Grievances & Correspondence	2	D
Parks & Rec. Strike Contingency Plan	P	N/A
<b><u>Equipment &amp; Supplies (Office)</u></b>		
Equipment & Supplies	2	D
Xerox 620 Memorywriter	2	D
Office Equipment	2	D
Books, Magazines & Catalogues	2	D
Purchasing & Tendering	2	D
<b><u>By-Laws, Grants &amp; Budgets</u></b>		
General By-Laws	P	N/A
Park By-Laws	P	N/A
Parks & Recreation Grants	P	N/A
Employment Programs (Federal)	2	D
City Lawyer	2	D
<b><u>Budgets</u></b>		
General City Budgets	3	D
Computer Input (Parks & Recreation)	2	D
<b><u>Town Agencies &amp; Boards</u></b>		
Board of Education	2	D
Board of Education Permits	2	D
Downtown Development Board	2	D
Chamber of Commerce	2	D
<b><u>Special Events</u></b>		
Honours and Awards (also bottom drawer)	P	N/A
<b>DRAWER #3</b>		
<b><u>Arenas</u></b>		
General	3	D
Arena - Special Grants	P	N/A
Energy Conservation Memorial & Northside Arenas	P	N/A
WHMIS	P	N/A
Arena Rates	P	N/A
Correspondence	2	D
Equipment Rentals	2	D
C.A.P.A.C. & P.R.O.	P	N/A
Score Clocks (Coca Cola)	P	N/A
Fire Alarm System	P	N/A
Delinquent Accounts	2 (or until file closed)	D
Home & Garden Show	3	D
Garage Sale	2	D

**PARKS AND RECREATION - CONTINUED - 3**

<b><u>RECORD</u></b>	<b><u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u></b>	<b><u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u></b>
<b><u>Memorial Centre</u></b>		
General	2	D
Memorial Roof Repairs	P	N/A
Auditorium	2	D
Past Auditorium	2	D
Auditorium Invoice Back-up for Invoices	2	D
Good Time Music Hall	2	D
Renovations	P	N/A
Memorial Arena Ice Rentals	2	D
Written Request Ice Time	2	D
Memorial Daily Reports	2	D
<b><u>Northside Arena</u></b>		
General	2	D
Equipment	P	N/A
Northside Arena Ice Rentals	2	D
Ice Requests Northside	2	D
Arena Rentals	2	D
Northside Daily Reports	2	D
<b><u>Hockey</u></b>		
General	2	D
Junior B	P	N/A
Minor Hockey - General - Hockey Moms	3	D
Minor Hockey Fees & Charges	2	D
Minor Hockey Contracts	2	D
Oldtimers Hockey	2	D
Woodwhalers Oldtimers	5	D
Ringette	2	D
Stars of Tomorrow	5	D
Skating - Pre-school	2	D
Pacers	2	D
No Body Contact Hockey	2	D
Pee Wee Annual Hockey Tournament	2	D
Industrial Hockey	2	D
<b><u>Softball</u></b>		
General	P	N/A
Women's Recreation Softball League	5	D
Interchurch League	2	D
Women's Fastball	5	D
Minor Girls Ball	2	D
Minor Baseball Association	2	D
Mens Slo-Pitch Softball	2	D
Elgins Baseball	2	D
Men's Fastball	2	D
Pest Control Fastball	5	D
City League Fastball	5	D
Baptist Church League	2	D
Women's Slo-Pitch	2	D
Minor Fastball	2	D
Schedules	2	D



**PARKS AND RECREATION - CONTINUED - 4**

<b><u>RECORD</u></b>	<b><u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u></b>	<b><u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u></b>
<b><u>Soccer</u></b>		
General	P	N/A
Minor Soccer	2	D
London Lasers	5	D
<b><u>Figure Skating</u></b>		
General	2	D
Contracts	2	D
Fees and Charges	2	D
<b><u>Swimming Pools</u></b>		
General	2	D
Equipment	2	D
R.L.S.S.	2	D
<b>DRAWER #4</b>		
<b><u>Parks</u></b>		
General	3	D
WHMIS	4	D
Playground Equipment - Repaired	2	D
Sprinkler Systems	P	N/A
Music in the Park - Master of Ceremonies	3	D
Vandalism	2	D
Trees	2	D
Tree Planting	2	D
Commemorative Tree Planting	2	D
Misc. Parkettes	P	N/A
Athletic Park	P	N/A
Hepburn Park	P	N/A
Vincent A. Barrie Park	P	N/A
Disc Golf	2	D
Boulevards	P	N/A
Applewood Area	P	N/A
Vehicles	2	D
Massey Park	P	N/A
Subdivisions	P	N/A
Slo-Pitch Diamond	2	D
Cowan Park Redevelopment	P	N/A
Cowan Park Gun Club	P	N/A
Optimist Park (Phase II)	P	N/A
Emslie Field Facility Checklist	2	D
Valleyview Lawn Bowling	2	D
Erie Industries Ball Park	P	N/A
Gorman-Rupp Lease Agreement	P	N/A
Elgin Military Museum	2	D
<b><u>Pinafore Park</u></b>		
Pinafore Park Sanctuary (Swans)	P	N/A
Lake - Paddleboats	2	D
Greenhouses & Service Buildings	P	N/A
Picnic Reservations	2	D
Bandshell	2	D
House Residence (at Park)	2	D
Train	2	D
Wildlife	P	N/A

**PARKS AND RECREATION - CONTINUED - 5**

<b><u>RECORD</u></b>	<b><u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u></b>	<b><u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u></b>
<b><u>Waterworks Park</u></b>		
Picnic Permits	2	D
Reservoir Maps	P	N/A
Ontario Hydro Easement	P	N/A
<b><u>Concessions</u></b>		
Pinafore Park	3	D
Memorial Centre	3	D
Northside Arena	3	D
Memorandum of Agreements (Contracts)	3	D
AVSS Girls Athletic Association	3	D
<b><u>Community Centres, Facilities &amp; Government Regulations</u></b>		
General - Parks & Recreation (City Information)	P	N/A
Correspondence	2	D
Tennis Court Schedule	2	D
St. Thomas Tennis Association	2	D
Maple Leaf Foundation	P	N/A
Allweather Track - PCI	P	N/A
Parkside Agreement	P	N/A
St. Thomas Armoury	3	D
Ministry of Energy	3	D
Jumbo Memorial	P	N/A
<b><u>Summer Programs</u></b>		
Programs	2	D
Evaluations	2	D
<b><u>Associations and Memberships</u></b>		
General	P	N/A
Track and Field Association	2	D
Recreation Courses (Fanshawe)	2	D
Ontario Arena Association	3	D
Ontario Arts Council	2	D
Ontario Recreation News	2	D
St. Thomas Elgin Gymnastics Club	2	D
<b><u>Clubs &amp; Organizations</u></b>		
Rotary Club	P	N/A
Lions Club	P	N/A
Big Brothers	P	N/A
YMCA	P	N/A
High Street Recreation Complex	P	N/A
YWCA	P	N/A
Railway City Optimist Club	P	N/A
Kinsmen Club	P	N/A
Shrine Club	P	N/A
St. Thomas Bridge Club	P	N/A
Real Estate Board Donation	P	N/A
N'amerid Boxing Club	P	N/A
<b><u>Outside Recreational Departments</u></b>		
General	P	N/A

**PARKS AND RECREATION - CONTINUED - 6**

<b><u>RECORD</u></b>	<b><u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u></b>	<b><u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u></b>
<b><u>Clubs, Activities &amp; Special Events</u></b>		
General	2	D
Boy Scouts	2	D
Men's Basketball	2	D
Performing Groups	2	D
Newcomers Club	2	D
Barbershoppers / Broomball	2	D
<b><u>Vault Files</u></b>		
<b><u>Box 1</u></b>		
Arena General	P	N/A
Board of Education	2	D
Budgets	5	D
By-Laws 1974-80	P	N/A
Capital 1975-79	P	N/A
Council Resolutions 1982-88	P	N/A
CEPAC & PRO	P	N/A
Energy Conservation (Mem. & N.S.) 1979-87	P	N/A
Greenhouse & Service Buildings	P	N/A
Gorman Rupp Diamond 1979	P	N/A
Grants 1975-80	P	N/A
Junior B	P	N/A
J.C. Pool Construction 1970-72	P	N/A
Landscape Design - Wintario 1978	P	N/A
Master Plan - 1981	P	N/A
Memorial Arena	P	N/A
Memorial Arena Renovations	P	N/A
Memorial Centre	P	N/A
Memorial General 1981-82 + 1985-87	P	N/A
Ministry of Culture & Recreation	P	N/A
Northside Arena	P	N/A
Park General 1976-78	P	N/A
Parkside Track (Maple Leaf Fund)	P	N/A
Pinafore Park Athletic Field - Grant	P	N/A
Pinafore Park Lights - Wintario 1979	P	N/A
Pinafore Bandshell	P	N/A
Pinafore Lake	P	N/A
Pinafore Development	P	N/A
Tennis Courts	P	N/A
Vincent Barrie Park	P	N/A
Waterworks Park - up to 1980	P	N/A
Waterworks Park - Wading Pool 1972	P	N/A
Woodhaven Park 1975-1978	P	N/A
<b><u>Box 2</u></b>		
Sports Co-ordinator 1988-89 (Stars of Tomorrow)	3	D
<b><u>Box 3 (5th-12th)</u></b>		
Honours and Awards	P	N/A
<b><u>Box 4 (12th-15th)</u></b>		
Honours and Awards	P	N/A

**PARKS AND RECREATION - CONTINUED - 7**

<b><u>RECORD</u></b>	<b><u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u></b>	<b><u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u></b>
<b><u>Box 5 (1986 &amp; before)</u></b>		
Arenas - General	P	N/A
CAPAC & PRO	P	N/A
Community & Social Services Minutes - 1988	3	D
Concessions - Pinafore Park	3	D
Energy Conservation - NS & Mem. 1984-87	P	N/A
Equipment, Supplies & Office Equipment	2	D
General By-laws - 1955 on	P	N/A
Gorman Rupp Ball Diamond	P	N/A
Lions Pool Appeal - 1986	P	N/A
Jumbo Memorial	P	N/A
Junior B - Correspondence 1986-87	3	D
Memorial Centre	2	D
Memorial Arena - General 1985-87	2	D
Memorial Roof Repairs & Renovations	P	N/A
Misc. Parkettes	P	N/A
Music in the Park (1988)	3	D
Northside Arena - General & Equipment	2	D
Ontario Arenas Association	3	D
Parks and Recreation Grants	P	N/A
Parks and Recreation - City Information	P	N/A
Parkside Track	P	N/A
Parks By-laws - 1966 on	P	N/A
Parks - General	2	D
Playground Equipment Repaired	2	D
Wintario Draws - 1982-85	P	N/A
<b><u>Box 6</u></b>		
Billings - Paid	5	D
Ledger	P	N/A
P.O. Books - 1986-87	3	D
Pink Receipts	7	D
Treasury Receipts	3	D
<b><u>Box 7 - Wintario Grants</u></b>		
Memorial Comm. Centre Parking Lot & Older Capital Acc'ts	P	N/A
Emslie Field Wintario Grants	P	N/A
Facility Management Grant	P	N/A
Gorman-Rupp Capital File	P	N/A
Health & Safety Hazard - Northside	P	N/A
Memorial Capital Renovations - 1987	P	N/A
Northside Energy Conservation	P	N/A
Optimist Park Basketball Court	P	N/A
Energy Conservation Project - Memorial Arena	P	N/A
Megg-Nets	P	N/A
Cowan Park	P	N/A
Pinafore Park Revitalization - Phase I - East Pavilion	P	N/A
Pinafore Park Revitalization 85/86 - Lighting & Water Mains	P	N/A
<b><u>Box 8</u></b>		
Sports Co-ordinator - 1988, 1989 (Stars of Tomorrow)	3	D
<b><u>Box 9</u></b>		
Wintario Grants	P	N/A

## MUNICIPAL RECORDS - RETENTION SCHEDULE

### PERSONNEL

<u>RECORD</u>	<u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u>	<u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u>
Payroll Journal	P	N/A
O.M.E.R.S. Pension Cards	P	N/A
Employees Personnel History File	P	N/A
Union Agreements	P	N/A
Employee By-Laws	P	N/A
Job Applications - Of Those Hired	P	N/A
Worker's Compensation Board Claims & Records	P	N/A
Individual Earning Records	P	N/A
T4 Summaries	P	N/A
Terminated Employee Records	P	N/A
Personnel Change Notices (PCN)	P	N/A
Arbitration Awards	P	N/A
Job Evaluation Material	P	N/A
Records of Employment (ROE)	P	N/A
Bond Deduction Records	7	D
Pledge Cards	7	D
Vacation Records	7	D
Sick Leave Records	7	D
Garnishes Re: Employees	7	D
Time Cards	7	D
Overtime Sheets	7	D
T4 Slips	7	D
T4A Slips	7	D
Time-Distribution Sheets	7	D
U.I.C. Records	7	D
Time Sheets	7	D
Grievance Files	7	D
Health & Welfare Benefit Records	7	D
TD1 Forms	7 or replacement	D
OMERS Annual Statements	7	D
Negotiation Working Files	4	D
Seniority Lists	4	D
General Correspondence	3	D
Annual Vacation & Sick Leave PCN's	2	D

**PERSONNEL - CONTINUED - 2**

<b><u>RECORD</u></b>	<b><u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u></b>	<b><u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u></b>
Budget Working Papers	2	D
Department Operating Budget	2	D
Job Applications - Unsuccessful	6 months	D
Job Descriptions	Until Updated	D
Corporation Organization Manual	Until Updated	D
Strike Contingency Plan	Until Updated	D
AMO Labour Relations Reports	Until Replaced	D
Job Evaluation Questionnaires	Until Updated	D
Personnel Policy & Procedures Manual	Until Updated	D

**MUNICIPAL RECORDS - RETENTION SCHEDULE**

**CENTRAL ELGIN PLANNING OFFICE**

<b><u>RECORD</u></b>	<b><u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u></b>	<b><u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u></b>
Zoning By-Law Amendments	P	Retain
Official Plan Amendments	P	Retain
Enquiries Files	10	D
Miscellaneous Correspondence	10	D
Planning/Development Committee Minutes Files	3	D
Minutes for City Committees	1	D
Lawyers Letters - requests for zoning info.	3	D
C.E.P.A.C. Minutes	P	Retain
Involvement in Municipal Administration (Students)	2	D
Site Plan Control Documents	5	D
Administrative Advisory Documents	2	D
Copies of Financial Reports and Invoices	2	D
Land Division Comm./Comm. of Adjustment Applic./Minutes	3	D
Ontario Municipal Board Hearing Files	P	Retain
Community Planning Study Grant	5	D
PRIDE File	5	D
Community Improvement Plan File	5	D
Plan of Subdivision Files	P	Retain
Planning Reports (except Zoning by-law and Official Plan Amendments)	P	Retain

## MUNICIPAL RECORDS - RETENTION SCHEDULE

### SOCIAL SERVICES

<u>RECORD</u>	<u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u>	<u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u>
---------------	--	---

(NOTE: The Social Services Department will follow the guidelines and requirements under the *General Welfare Assistance Act* and Regulations for Municipal Welfare Administration.)

Clients' Case File (all documentation)	5	D
(NOTE: Date of Destruction should coincide with Provincial Fiscal Year)		
Over Payment Files	P	N/A
Account Documents (Which substantiate expenditures ie. - payroll journals, cleared cheques, subsidy claims, etc.)	7	D

### GENERAL RECORDS

Agreements	5yrs. after termination	D
Intake Records	1	D
Audits	7	D
Budgets and Working Papers	5	D
Cash Receipts	7	D
Cheques - void	2	D
Committee Reports	5	D
General Welfare Assistance - Cheque Registers	7	D
Paid Invoices	7	D
Social Assistance Memorandums	5	D
Subsidy Claims	7	D
Green Files (Fraud)	7	D
Yellow Files (Alerts for Violent (Problem) Clients)	7	D
Blue (Over payments)	P	N/A
Administrator's Reports	5	D
Accounts Receivable/Payable	7	D
Programme - Memorandums	3	D
Detailed Cross-Reference Sheets	7	D



**MUNICIPAL RECORDS - RETENTION SCHEDULE**

**TREASURY AND PURCHASING/LICENSING DEPARTMENTS**

<b><u>RECORD</u></b>	<b><u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u></b>	<b><u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u></b>
Audited Financial Statements	P	Retain
General Ledger	P	Retain
General Journal	P	Retain
Debenture Register	P	Retain
Cash Payment Journal	P	Retain
Cheque Register	P	Retain
Tax Roll	P	Retain
Tax Sale Documentation	P	Retain
Tax Registration Records	P	Retain
Final Tax Billing	10	D
Bank Statements and Cancelled Cheques	10	D
Bank Deposit Books	10	D
Bank Debit and Credit Memos	10	D
Year End Working Papers	10	D
Final Operating and Capital Budgets	7	D
Bailiffs Warrants	7	D
Entered Invoice Listing	7	D
Payments-in-lieu Files	7	D
Treasurer's Tax Certificates	7	D
Paid Debentures and Coupons	7	D
Paid Accounts Payable Invoices	7	D
Budget Working Papers	7	D
Subsidy Files	5	D
Purchase Orders	5	D
Tenders	5	D
Bank Reconciliations, Monthly Working Paper Files	5	D
Accounts Receivable Invoices	5	D
Miscellaneous Cash Receipts	5	D
Cash Register Tapes, Payment Stubs	5	D
License Applications	2	D
General Correspondence - Other than Clerk's Dept.	7	D

**MUNICIPAL RECORDS - RETENTION SCHEDULE**

**VALLEYVIEW HOME FOR THE AGED**

<b><u>RECORD</u></b>	<b><u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u></b>	<b><u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u></b>
<b>(NOTE: There should be a detailed written record and file for each resident. Residents' records must be retained for a period of at least twenty years after the last entry in the records of a discharged resident; at least five years after the death of a resident.)</b>		
<b><u>HEALTH CARE RECORDS</u></b>		
Identification Data	20/5 years	D
Application For Extended Care	20/5 years	D
Certificate of Eligibility for Extended Care	20/5 years	D
Referral or Transfer Statement	20/5 years	D
Pre-Admission Assessment Date	20/5 years	D
Admission History and Physical Examination (Form 5)	20/5 years	D
Medical History	20/5 years	D
Nursing History and Assessment	20/5 years	D
Social History	20/5 years	D
Physician's Treatment and Nursing Care Orders Including Special Diets	20/5 years	D
Physician's Progress Record	20/5 years	D
Nurses' Progress Record	20/5 years	D
Medication Administration Record	20/5 years	D
Nursing Treatment Record	20/5 years	D
Annual Physical Examination Record	20/5 years	D
Daily Record of Physical Care Activities	20/5 years	D
Accident or Incident Report	20/5 years	D
Clinical Lab and X-Ray Reports	20/5 years	D
Record of Death	20/5 years	D
Mortician's Receipt	20/5 years	D
Activity Record	20/5 years	D
Care Plan	20/5 years	D
Staff Assignment Sheets	1	D
Time Sheets	7	D
Sick Book	7	D
Request Book	1	D
Communications Book	1	D
Observations	1	D
Suggestions	1	D

**VALLEYVIEW HOME FOR THE AGED - CONTINUED - 2**

<b><u>RECORD</u></b>	<b><u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u></b>	<b><u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u></b>
Mutual Shift Changes	1	D
Late Book	7	D
Drug Order Book	20/5 years	D
Nursing Audits	1	D
Invoice Copies (Triplicate)	7	D
Purchase Orders (Blue Copy)	7	D
<b><u>FINANCIAL RECORDS</u></b>		
<b>Personnel Records:</b>		
- Payroll - Time Sheets	6	D
- Sign in sheets	6	D
- Personnel Change Notices	6	D
<b>Minutes of Meetings:</b>		
- Department Head Meetings	P	N/A
- Duplicate - Community and Social Services Committee Meetings	6	D
- Duplicate - Community and Social Services Committee Agendas	6	D
- Duplicate - Council Extracts	6	D
- General Staff Meetings	P	N/A
- Health and Safety	P	N/A
- Resident Council	P	N/A
- R.N. & R.N.A. Meetings	P	N/A
- Nursing Practice Committee	P	N/A
- Adjuvant	P	N/A
- Nursing Attendant	P	N/A
- Medical Advisory	P	N/A
- Infection Control	P	N/A
<b>Account Functions:</b>		
- Duplicate Invoice Copies	6	D
- Purchase Orders File Copies	6	D
- Cancelled Cheques - General Account	6	D
- Deposit Books - General Account	6	D
- Bank Statements - General Account	6	D
- Residents' Maintenance Billings	6	D
- Residents' Maintenance Receipts	6	D
- Residents' Maintenance Ledger Sheet	6	D

**VALLEYVIEW HOME FOR THE AGED - CONTINUED - 3**

<b><u>RECORD</u></b>	<b><u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u></b>	<b><u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u></b>
- Trust Account - Receipt Books	6	D
- Trust Account - Withdrawl Books	6	D
- Trust Account - Pass Books	6	D
- Trust Account - Deposit Books	6	D
Memorandums from the Ministry of Community and Social Services	P	N/A
Maintenance Repair Requisitions	6	D
Packing Slips for Goods Received	6	D
Security Reports	6	D

CITY OF ST. THOMAS

BY-LAW NO. 120-96

A by-law to amend By-Law No. 67-96,  
being a by-law to establish schedules of  
retention periods for documents, records  
and other papers of the City of St. Thomas.

THE COUNCIL OF THE CORPORATION OF THE CITY OF ST. THOMAS ENACTS AS  
FOLLOWS:

1. That the City Clerk's Retention Schedule be amended by the addition of the following:

<u>RECORD</u>	<u>RETENTION PERIOD OF ORIGINAL DOCUMENT (YEARS)</u>	<u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u>
Committee of Adjustment - Attendance Records	6	D
- Resolutions	6	D
Personnel Change Notices	2	D
Time Sheets - Payroll	2	D
Zoning - Twp. of Yarmouth and Twp. of Southwold:		
- Notice of Public Meeting of Zoning By-Law Amendment	6 months	D
- Notice of Passing of Zoning By-Law Amendment	6 months	D
- General Correspondence of Plans of Subdivision	6 months	D
- City of St. Thomas:		
- General Correspondence of Plans of Subdivision	6 months	D
Resolutions Endorsed	3	D

2. That the City Treasurer's Retention Schedule be amended by the addition of the following:

<u>RECORD</u>	<u>RETENTION PERIOD OF ORIGINAL DOCUMENT (YEARS)</u>	<u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u>
Cash Receipts	P	
Final Operating and Capital Budgets	P	
Tax Journal Entries	P	
Journal Entries	P	
Lottery	7	D

3. This by-law shall come into effect on the day of passing.

READ a First and Second time this 7th day October, 1996.

READ a Third time and Finally passed this 7th day of October, 1996.

  
Peter I. Leack, City Clerk

  
Stephen J. Peters, Mayor

CITY OF ST. THOMAS

BY-LAW NO. 95 -2008

A by-law to amend By-Law No. 67-96,  
being a by-law to establish schedules of  
retention periods for documents, records  
and other papers of the City of St. Thomas.

THE COUNCIL OF THE CORPORATION OF THE CITY OF ST. THOMAS ENACTS AS  
FOLLOWS:

1. That the City Clerk's Retention Schedule be amended by the addition of the following:

<u>RECORD</u>	<u>RETENTION PERIOD OF ORIGINAL DOCUMENT (YEARS)</u>	<u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u>
Animal Shelter - Pound Books	2	D
- Inspection Requests	5	D
- Tickets Issued	5	D
- Adoption Forms	5	D
- Euthanasia Agreement	5	D
- Surrender Forms	5	D
- Dog Trap Usage Agreement	5	D
General By-law Enforcement - Inspection Requests	5	D
- Tickets Issued	5	D
Parking Enforcement - Inspection Requests	5	D
- Tickets Issued	5	D

2. This by-law shall come into force and take effect on the final passing thereof.

READ a First and Second time this 9th day June, 2008.

READ a Third time and Finally passed this 9th day June, 2008.

  
\_\_\_\_\_  
City Clerk

  
\_\_\_\_\_  
Mayor

**CITY OF ST. THOMAS**

**BY-LAW NO. 60-2010**

A by-law to amend By-law 67-96, being a by-law to establish schedules of retention periods for documents, records and other papers of the City of St. Thomas.

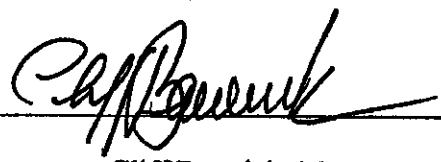
THE COUNCIL OF THE CORPORATION OF THE CITY OF ST. THOMAS ENACTS AS  
FOLLOWS:

1. That By-Law No. By-law 67-96, being a by-law to establish schedules of retention periods for documents, records and other papers of the City of St. Thomas be amended by replacing the Municipal Records Retention Schedule for the Engineering and Works Department with Schedule "A" attached to this by-law.

READ a First and Second time this 3rd day of May, 2010.

READ a Third time and Finally passed this 3rd day of May, 2010.

  
\_\_\_\_\_  
Wendell Graves, City Clerk

  
\_\_\_\_\_  
Cliff Barwick, Mayor

**MUNICIPAL RECORDS – RETENTION SCHEDULE****ENGINEERING AND WORKS DEPARTMENT**

<b><u>RECORD</u></b>	<b><u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u></b>	<b><u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u></b>
<b><u>ENGINEERING</u></b>		
General Correspondence	10	D
Engineering Drawings	P	N/A
Construction Projects: Correspondence	10	D
Payment Certificate	10	D
Inspection Reports	10	D
Site Meetings	10	D
Geotechnical Reports	P	N/A
Design Calculations	P	N/A
Approvals	P	N/A
Weather Records	P	N/A
Subdivision Files and Records	P	N/A
<b><u>TRAFFIC</u></b>		
Traffic Accident Cards	P	N/A
Parking Lot – Plans	P	N/A
Parking Lot – Surveys	P	N/A
Plans – Traffic Changes	P	N/A
Plans – Reconstruction of Streets	P	N/A
Plans- Traffic Signals	P	N/A
Accident Reports	5	D
Traffic Surveys- Field Sheets	20	D
Traffic Surveys-Reports	20	D
Sign Fabrication-Reports	2	D
Sign Painting Reports	2	D
Daily Time Sheets	2	D
General Correspondence	10	D
<b><u>PLUMBING</u></b>		
Plumbing Permits	P	N/A
Drain Laying Permits	P	N/A
Industrial Waste – Test Reports	10	D
Correspondence	2	D
<b><u>BUILDING INSPECTION</u></b>		
Plans-Multi-Dwelling Buildings	P	N/A
Plans-Commercial Buildings	P	N/A
Plans – Industrial Buildings	P	N/A
Building Permits	P	N/A
Monthly Statistical Reports	20	D
Correspondence	20	D
<b><u>WORKS DEPT</u></b>		
Decisions - RE: Union Grievances	P	N/A
Works Orders	5	D
Purchase Order – Copies	5	D
Invoice Copies	5	D
Call-Out Records	2	D
Budget Estimates & Work Sheets	5	D
Job posting (Works Department)	5	D
Tenders – Re: Equipment	10	D
Tenders – Re: Supplies (Gasoline, etc.)	2	D
Tenders – Re Building Demolitions	5	D
Cost Transfer Sheets	2	D
Equipment Records (Maintenance Cost)	5	D
General Correspondence	2	D



Daily Time Cards	5	D
MMS Cost Sheets	5	D

### POLLUTION CONTROL PLANT

Petty Orders	5	D
Requisitions	5	D
Purchase Orders	5	D
Time Sheets	7	D
Vacation and Sick Time	7	D
Former Employee Records	7	D
Plant Performance Sheets which include detail from	P	
Weekly Lab Sheets	5	D
Sludge Dewatering	5	D
Suspended Solids	5	D
Total Solids	5	D
Biochemical Oxygen Demand	5	D
Nutrients	5	D
Heavy Metals	5	D
Plant Statistics	5	D
Industrial Waste	5	D
Chlorine Residual	5	D
Plant and Lagoon dissolved oxygen	5	D
Industrial Plant Records	P	N/A
Flow Charts	2	D
Ph Records	2	D
Industrial Waste Water –Investigative Reports	10	D

### WATER DIVISION

*All records and information related to or resulting from the monitoring, sampling, and analyzing activities shall be retained for a minimum period of:*

Chlorine residuals, turbidity readings, Bacteriological results	2	D
Adverse sample reports and resolutions for above samples	2	D
Any records or reports related to an approval or order with respect to parameters listed above.	2	D
Record of yearly calibration of flow measuring devices (Albert Roberts and Elgin-Middlesex Pumping Station, East and West Valve Chambers)	5	D
The date, time, duration, and cause of each occasion that the flow rate exceeds of 14,714 m <sup>3</sup> per day at the Albert Roberts Booster Pumping Station	5	D
Record of complaints	5	D
Internal Audit Reports	5	D
Training Records	5	D
Any Chemical/Organic samples from Schedules 23/24	6	D
Lead, Trihalomethanes (THM's), Nitrate & Nitrite	6	D
Adverse sample reports and resolutions for above samples, or any samples taken from Schedule 2/3 of O. Reg. 169/03 or any pesticide not listed in O. Reg. 169/03	6	D
All Annual and Summary Reports	6	D
Any records or reports related to an approval or order with respect to parameters listed above or if any record or report relates to a parameter used in Schedule 23, 24 or Schedule 3 to O.Reg.169/03	6	D
DWQMS Operational Plans that were the subject of an audit by an auditor for the accreditation body and to be retained by the Owner of the operational plans and the accredited Operating Authority for the subject system to which the operational plan applies	10	D
Sodium testing	15	D
Fluoride testing	15	D
Adverse sample reports and resolutions for above samples	15	D
Any records or reports related to an approval or order with respect to parameters listed above	15	D
Required written notice or report or posting of warning notice	15	D
Engineer's Reports	P	N/A
Reports on upgrades or design of system	P	N/A
Logbooks	P	N/A

Certificate of Approval/Drinking Water Works Permits  
Watermain Design Alterations  
Financial Plans for the Drinking Water Systems

P  
P  
P

N/A  
N/A  
N/A

CITY OF ST. THOMAS

BY-LAW NO. 167 - 2011

A by-law to amend By-law 67-96, being a by-law to establish schedules of retention periods for documents, records and other papers of the City of St. Thomas.

THE COUNCIL OF THE CORPORATION OF THE CITY OF ST. THOMAS ENACTS AS FOLLOWS:

1. That By-law No. 67-96 be amended as follows:

(a) The following symbols and abbreviations be added to Section 3:

"S.D.	Scan and destroy
S.P.	Scan for disaster and retain
CD	Burn to disc"

(b) The following definitions be added to Section 4:

**"5. Scanned and destroyed**, such records shall be recorded in Portable Document Format (pdf) in their entirety, scan shall be in duplicate and one copy thereof shall be stored apart from the other in a place of safe and suitable storage, and then such records shall be destroyed;

**6. Scanned for disaster and retained**, such records shall be recorded in Portable Document Format (pdf) in their entirety when such records are final, such scan shall be in duplicate and one copy thereof shall be stored apart from the other in a place of safe and suitable storage and such records shall be preserved and never destroyed unless otherwise provided herein;

**7. Burn to CD or DVD**, such records shall be burned to CD or DVD in their entirety when such records are final, such CD or DVD shall be in duplicate and one copy thereof shall be stored apart from the other in a place of safe and suitable storage and such records shall be preserved and never destroyed unless otherwise provided herein."

(c) The Municipal Records Retention Schedule for the Engineering and Works Department be replaced with Schedule "A" attached to this by-law.

READ a First and Second time this 7th day of November, 2011.

READ A Third time and Finally passed this 7th day of November, 2011.

  
\_\_\_\_\_  
Wendell Graves, CAO/Clerk

  
\_\_\_\_\_  
Jeff Kohler, Acting Mayor

Schedule "A" to By-Law

**MUNICIPAL RECORDS – RETENTION SCHEDULE**

**ENVIRONMENTAL SERVICES DEPARTMENT**

<b><u>RECORD</u></b>	<b><u>RETENTION PERIOD OF ORIGINAL DOCUMENT</u></b>	<b><u>DISPOSAL METHOD OF ORIGINAL DOCUMENT</u></b>
<b><u>ENGINEERING</u></b>		
General Correspondence	10	D
Engineering Drawings – Construction	Until As Constructed are Received	D
Engineering Drawings – As Constructed	S.P	N/A
Construction Projects: Correspondence	10	D
Payment Certificate	10	D
Inspection Reports	10	D
Site Meetings	10	D
Geotechnical Reports	P	N/A
Design Calculations	P	N/A
Approvals	P	N/A
Weather Records	P	N/A
Subdivision Files and Records	P	N/A
<b><u>TRAFFIC</u></b>		
Traffic Accident Cards	P	N/A
Parking Lot – Plans- Construction	Until As Constructed are received	D
Parking Lot – Plans – As Constructed	S.P	N/A
Parking Lot Surveys	P	CD
Plans – Traffic Changes	P	N/A
Plans – Reconstruction of Streets	S.D.	D
Plans – Traffic Signals	S.D.	D
Accident Reports	5	D
Traffic Surveys – Field Sheets	20	D
Traffic Surveys – Reports	20	D
Sign Fabrication – Reports	2	D
Sign Painting Reports	2	D
Daily Time Sheets	2	D
General Correspondence	10	D
<b><u>PLUMBING</u></b>		
Plumbing Permits	S.D.	D
Drain Laying Permits	S.D.	D
Industrial Waste – Test Reports	10	D
Correspondence	2	D
<b><u>BUILDING INSPECTION</u></b>		
Plans-Multi-Dwelling Buildings	P	N/A
Plans –Commercial Buildings	P	N/A
Plans – Industrial Buildings	P	N/A
Building Permits	P	N/A
Monthly Statistical Reports	20	D
Correspondence	20	D

<b>WORKS DEPT</b>		
Decisions – RE: Grievances	P	N/A
Works Orders	5	D
Purchase Order – Copies	5	D
Invoice Copies	5	D
Call-Out Records	2	D
Budget Estimates & Work Sheets	5	D
Job posting (Works Department)	5	D
Tenders – RE: Equipment	10	D
Tenders – RE: Supplies (Gasoline, etc.)	2	D
Tenders – RE: Building Demolitions	5	D
Cost Transfer Sheets	2	D
Equipment Records (Maintenance Cost)	5	D
General Correspondence	2	D
Daily Time Cards	5	D
MMS Cost Sheets	5	D
<b>POLLUTION CONTROL PLANT</b>		
Petty Orders	5	D
Requisitions	5	D
Purchase Orders	5	D
Time Sheets	7	D
Vacation and Sick Time	7	D
Former Employee Records	7	D
Plant Performance Sheets which include detail from	P	N/A
Weekly Lab Sheets	5	D
Sludge Dewatering	5	D
Suspended Solids	5	D
Total solids	5	D
Biochemical Oxygen Demand	5	D
Nutrients	5	D
Heavy Metals	5	D
Plant Statistics	5	D
Industrial Waste	5	D
Chlorine Residual	5	D
Plant and Lagoon dissolved oxygen	5	D
Industrial Plant Records	P	N/A
Flow Charts	2	D
Ph Records	2	D
Industrial Waste Water – Investigative Reports	10	D
<b>WATER DIVISION</b>		
<i>All records and information related to or resulting from the monitoring, sampling, and analyzing activities shall be retained for a minimum period of:</i>		
Chlorine residuals, turbidity readings, Bacteriological results	2	D.
Adverse sample reports and resolutions for above samples	2	D
Any records or reports related to an approval or order with respect to parameters listed above.	2	D
Record of yearly calibration of flow measuring devices (Albert Roberts and Elgin-Middlesex Pumping Station, East and West Valve Chambers)	5	D
The Date, time, duration and cause of each occasion that the flow rate exceeds of 14,714 m3 per day at the Albert Roberts Booster Pumping Station	5	D
Record of Complaints	5	D
Internal Audit Reports	5	D
Training Records	5	D
Any Chemical/Organic samples from Schedules 23/24	6	D

<b>Lead, Trihalomethanes (THM's), Nitrate &amp; Nitrate</b>	<b>6</b>	<b>D</b>
<b>Adverse sample reports and resolutions for above samples, or any samples taken from Schedule 2/3 of O.Reg. 169/03 or any pesticide not listed in O.Reg. 169/03</b>	<b>6</b>	<b>D</b>
<b>All Annual and Summary Reports</b>	<b>6</b>	<b>D</b>
<b>Any records or reports related to an approval or order with respect to parameters listed above or in any record or report relates to a parameter used in Schedule 23, 24 or Schedule 3 to O.Reg. 169/03</b>	<b>6</b>	<b>D</b>
<b>DWQMS Operation Plans that were the subject o an audit by an auditor for the accreditation body and to be retained by the Owner of the operational plans and the accredited Operating Authority for the subject system to which the operational plan applies.</b>	<b>10</b>	<b>D</b>
<b>Sodium testing</b>	<b>15</b>	<b>D</b>
<b>Fluoride testing</b>	<b>15</b>	<b>D</b>
<b>Adverse sample reports and resolutions for above samples</b>	<b>15</b>	<b>D</b>
<b>Any records or reports related to an approval or order with respect to parameters listed above</b>	<b>15</b>	<b>D</b>
<b>Required written notice or report or posting of warning notice</b>	<b>15</b>	<b>D</b>
<b>Engineer's Reports</b>	<b>P</b>	<b>N/A</b>
<b>Reports on upgrades or design of system</b>	<b>P</b>	<b>N/A</b>
<b>Logbooks</b>	<b>P</b>	<b>N/A</b>
<b>Certificate of Approval/Drinking Water Works Permits</b>	<b>P</b>	<b>N/A</b>
<b>Watermain Design Alterations</b>	<b>P</b>	<b>N/A</b>
<b>Financial Plans for the Drinking Water Systems</b>	<b>P</b>	<b>N/A</b>