

SCHEDULE "A"

BUILDING, PLUMBING & SEWER DEPARTMENT

	<u>Minimum Retention Period</u>
Building Permit Applications & Copies of Permits	6 years plus current
Building Plans (other than single family dwellings and accessory buildings)	6 years plus current
Plumbing Permits & Applications	6 years plus current
Sewer Permits & Applications	6 years plus current
Building & Plumbing Inspection Reports	4 years plus current
Building Plans (single family dwellings & accessory buildings)	4 years plus current
General Correspondence, including interdepartmental correspondence	4 years plus current

SCHEDULE "B"

CLERK'S DEPARTMENT

	<u>Minimum Retention Period (Years)</u>
Minutes of Meetings of Council and of Standing and Special Committees of Council	Permanent
Original By-Laws	Permanent
Deeds & Other Documents under Municipal Seal including copies of Cemetery Deeds	Permanent (May be microfilmed after 4 years)
Agreements, Leases, Contracts	Permanent
Approved Official Plans & Official Plan Amendments	Permanent
Assessment & Tax Rolls	Permanent
Ontario Municipal Board Orders regarding Land Division or Committee of Adjustment Applications	Permanent
Writs, Statements of Claim & Notices of Claim against the Town of Pelham & Correspondence pertaining thereto	25 plus current
Construction By-Law Correspondence	20 plus current
Zoning By-Law Correspondence	20 plus current
All Documents pertaining to Assessment Appeals	20 plus current
All Written Decisions by Court of Revision, County Judge and the Ontario Municipal Board concerning Assessments	20 plus current
Notices by Area Municipalities of intended Application to the Ontario Municipal Board pertaining to Zoning By-Laws or Amendments	20 plus current
Communications to Council	10 plus current
Reports to Council	10 plus current
General Correspondence regarding Personnel	10 plus current
Notices by the Town of intended Application to the Ontario Municipal Board	10 plus current
Oaths of Office	6 plus current
Staff Reports to Committees	10 plus current
Applications for Municipal Licenses	5 plus current
General Correspondence including Miscellaneous Requests and Invitations to Council and Interdepartmental Correspondence	4 plus current
Minutes of Boards of Health	4 plus current
Resolutions	2 plus current
Council & Committee Agendas	1 plus current
Area Municipality By-Laws other than Zoning or Traffic	1 plus current

SCHEDULE "C"

CLERK'S DEPARTMENT

Planning

	<u>Minimum Retention Period (Years)</u>
Minutes of Committee of Adjustment	Permanent
Subdivision Files	25 plus current
Zoning Amendment & Official Plan Amendment Application Files	20 plus current
Comments on Land Division & Committee of Adjustment Applications (including back-up correspondence prior to consideration by the Committees)	15 plus current
Land Division Application Files	15 plus current
Committee of Adjustment Notices of Application for Minor Variance unless Appealed to the Ontario Municipal Board	15 plus current

SCHEDULE "D"

CLERK'S DEPARTMENT

Public Works

	Minimum Retention Period (Years)
Watermains, Sewers, Roads & Structures Maintenance Files	Until watermains, sewers, roads or structures are re- constructed or demolished
Sewer & Water Connection & Meter Installation Files	Until unit replaced
Design & Construction Files, Plans or Drawings	Until watermains, sewers, roads or structures are re- constructed or demolished
Railway Crossing Protection Files	Until unit replaced
Traffic Signal Location Files	Until unit replaced
General Correspondence:	
(1) Town Engineer's File	15 plus current
(2) General File	15 plus current
(3) Traffic File	15 plus current
(4) Traffic Streets File	15 plus current
(5) General Streets File	15 plus current
Project Files	15 plus current
Utility Installations Permits	15 plus current
Contract Files	13 plus current
Construction Inspector's Reports	10 plus current
Traffic Accident Reports	6 plus current
Traffic Field Data	6 plus current
Monthly Reports from Water & Sewage Treatment Plants	6 plus current
Water & Sewage Treatment Plant - Technician Reports	6 plus current
Water & Sewage Treatment Plant - Ministry of the Environment Reports	6 plus current
Weed Control Correspondence & Reports	6 plus current
Interdepartmental Correspondence	4 plus current
Maintenance Management Reports	2 plus current
Area Municipality By-Laws, other than zoning or traffic	1 plus current

SCHEDULE "E"

TREASURER'S DEPARTMENT

	<u>Minimum Retention Period (Years)</u>
Auditors Reports	Permanent
Books of Original Entry including Journals, Ledgers & Other	Permanent
Property Files	Until property sold or demolished or otherwise disposed of
Employee Information, such as Earning Records, etc. (May be microfilmed after 6 years then destroyed) (Prior approval for destruction required from Ministry of Revenue)	
Tax Registration Files (After sale or redemption)	15 plus current
Treasurer's Reports to Committees & Council	15 plus current
Redeemed Debenture & Interest Coupons & Records (After entire issue is redeemed)	10 plus current
Annual Capital & Current Budget as adopted by Council including Treasurer's working papers	10 plus current
Daily Cash Register Tapes, Summaries & Copies of Miscellaneous Receipts	10 plus current
Tenders for Equipment - Successful	10 plus current
Tax Accounts Receivable Cards	7 years after all taxes for any particular year have been paid
Cancelled Cheques, Bank Statements, Bank Debit & Credit Notices, Returned Items & Bank Reconciliations & Deposit Slips	6 plus current
Paid Invoices, Cheque Copies and Purchase Order Copies - All Funds	6 plus current
Accounts Receivable Invoices	6 plus current
Accounting Working Papers - Prepared by Staff	6 plus current
Annual Insurance Review	6 plus current
All Insurance Claims	6 plus current
Special Project Files - Federal & Provincial Government - Make Work Projects	6 plus current
Employee & Machine Time Daily Time Sheets	4 plus current
Bi-Weekly Payroll Summaries	4 plus current
Copies of Tax Arrears Certificates	4 plus current
General Correspondence including:	
- requests to change name & address (hydro, water)	4 plus current
- requests for general information (taxes, water, etc.)	4 plus current
- requests for tax arrears certificates	4 plus current
- remittance advice - mortgage companies	4 plus current
- solicitors miscellaneous	4 plus current
Applications for Employment	2 plus current

Con't

	Minimum Retention Period (Years)
Unsold Dog Tags & Dog Licenses & Registers	2 plus current
Copies - Hunting Licenses & Unsold Licenses	2 plus current
Parking Violation Tags	2 plus current
Dog Violation Tags	2 plus current
Rink & Pool Ticket Stubs	2 plus current
Tenders for Equipment - Other	2 plus current
<u>WATER -</u>	
Customer Accounts Receivable Cycle Balance Controls and/or Other Accounts Receivable Controls or Listings	6 plus current
Consumers Accounts Receivable Ledger Cards and/or Billing Registers	6 plus current
Miscellaneous Accounts Receivable Ledger Cards or Listings	6 plus current
Meter Readings or Cards	6 plus current
Billing Recaps or Proof Sheets	6 plus current
Meter Change Orders, Connect, Disconnect, and Reconnect Service Orders, Water Requests for Service Forms & Similar Records	6 plus current
Cash Payment Stubs	6 plus current