

THE CORPORATION OF THE
T O W N O F P E L H A M
BY-LAW NO. 777(1982)

Being a by-law to provide periods of retention for and to provide for the destruction of receipts, vouchers, instruments, rolls and other documents, records and papers.

WHEREAS Section 116 of the Municipal Act provides for the establishment of schedules of retention periods during which the receipts, vouchers, instruments, rolls and other documents, records and papers must be kept by the municipality or local board;

AND WHEREAS the Municipal Act, Section 116 states 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. R.S.O. 1980, Chapter 302, Subsection 116.

NOW THEREFORE BE IT ENACTED AND IT IS HEREBY ENACTED BY THE COUNCIL OF THE CORPORATION OF THE TOWN OF PELHAM AS FOLLOWS:

- (1) All receipts, vouchers, instruments, rolls and other documents, records and papers shall be retained in reasonably safe and secure locations for period according to the Schedule of Retention and Destruction of Records appended hereto.
- (2) That any or all receipts, vouchers, instruments, rolls and other documents, records and papers may be destroyed after expiry of the retention period described in the Schedule of Retention and Destruction of Records appended hereto.
- (3) That the retention of any or all receipts, vouchers, instruments, rolls and other documents, records and papers may be by means of photographing onto approved archival quality microfilm, after the testing of which process the original documents may be destroyed.
- (4) That this by-law is to be construed as permissive and not mandatory. In the event of any conflict between this by-law and any statute or regulation of the Government of Canada or the Government of the Province of Ontario or other government or agency having jurisdiction and without

limiting the generality of the foregoing to include the Income Tax Act, the Employment Standards Act, R.S.O. 1980; and the Municipal Elections Act, R.S.O. 1980, such statute or regulation shall prevail. If changes in the art or other factors cause the retention of any documents or records beyond the period stipulated in this by-law to be required or to be expedient, then such documents or records shall be retained according to such requirements or according to their importance or significance.

READ A FIRST, SECOND AND THIRD TIME
AND FINALLY PASSED BY COUNCIL THIS
5th., DAY OF APRIL, 1982 A.D.


MAYOR


CLERK