

**THE CORPORATION OF THE CITY OF NORTH BAY**

**BY-LAW NO. 2000-94**

BEING A BY-LAW TO ESTABLISH SCHEDULES OF  
RETENTION PERIODS FOR PAPER AND ELECTRONIC  
RECORDS

WHEREAS The Corporation of the City of North Bay (hereinafter referred to as the "City") wishes to establish schedules of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must to kept by the City;

AND WHEREAS this by-law is subject to the *Municipal Freedom of Information and Privacy Act*.

NOW THEREFORE THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:

1. **DEFINITIONS:**

1. **"Auditor"** means the person or firm appointed by the City from time to time to perform the annual audit of the records of the City.
2. **"Destroyed"** means destroyed without any copy thereof being retained.
3. **"Electronic Records"** means all record, data and graphics stored on computer based technology.
4. **"Official for Electronic Records"** means the Manager of Information Systems.
5. **"Official for Paper Records"** means the City Clerk of The Corporation of the City of North Bay, who shall be responsible for the implementation of this by-law for paper records.
6. **"Paper Records"** means all of the receipts, vouchers, instruments, rolls or other documents and records in paper form of the City.
7. **"Permanent"** means such original records shall be preserved and never destroyed.

2. **SYMBOLS:**

When used in this by-law the following symbols and abbreviations mean and stand for the words set opposite thereto:

D	Destroy
P	Permanent

3. **RETENTION PERIODS**  
**GENERAL:**

1. All paper records and electronic records of the City shall be retained for the periods defined in the Schedules to this by-law.
2. All records shall be destroyed after expiry of the Retention Period set out on the attached schedules by the Official for Paper Records or the Official for Electronic Records, as appropriate.

4. **DISCRETION:**

1. The Official for Paper Records shall always have a discretion to retain paper records longer than the period provided by this by-law and shall do so where he/she deems it appropriate.
2. The Official for Electronic Records shall always have a discretion to retain electronic records longer than the period provided by this by-law and shall do so where he/she deems it appropriate.

5. **PAPER RECORDS / DESTROYED:**

1. When paper records have been destroyed under this by-law, the Official for Paper Records shall so certify in writing. Such certificate shall refer to the relevant schedule and items of this by-law and shall identify records destroyed.
2. The Official for Paper Records shall keep an index of:
  - (a) Details of storage of original documents, where appropriate;
  - (b) Paper records destroyed and date destroyed.
3. Where paper records are destroyed under this by-law, the proper and complete destruction thereof is the responsibility of the Official for Paper Records.

6. **ELECTRONIC RECORDS / DESTROYED:**

1. When electronic records have been destroyed under this by-law, the Official for Electronic Records shall so certify in writing. Such certificate shall refer to the relevant schedule and items of this by-law and shall identify records destroyed.
2. The Official for Electronic Records shall ensure:
  - (a) that the records are backed up daily and stored off-site on a weekly basis;
  - (b) that when records are to be kept, such electronic records shall be kept on a permanent media;
  - (c) that the technology required to read the permanent media shall be retained for as long as such media is retained; or
  - (d) that the data on the media is transferred to a readable format in available technology and that such available technology is maintained for the balance of the retention period; or
  - (e) that the data is transferred onto a paper record;
  - (f) an index of Electronic records destroyed be kept.
3. Where electronic records are destroyed under this by-law, the proper and complete destruction thereof is the responsibility of the Official for Electronic Records.

7. **APPROVAL OF BY-LAW:**

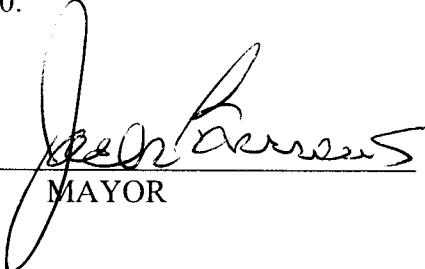
This by-law shall not take effect until the auditor of the City has approved this by-law by endorsing its name at the end thereof.

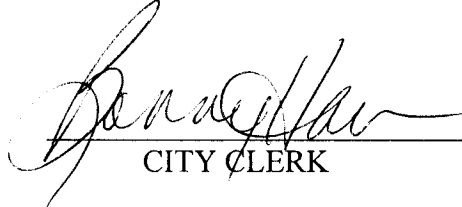
8. The Schedules attached hereto as Schedules "A", "B", "C", "D", "E", "F", "G", "H", "I" and "J".

READ A FIRST TIME IN OPEN COUNCIL THIS 10<sup>TH</sup> DAY OF OCTOBER , 2000.

READ A SECOND TIME IN OPEN COUNCIL THIS 10<sup>TH</sup> DAY OF OCTOBER , 2000.


READ A THIRD TIME IN OPEN COUNCIL AND PASSED THIS 10<sup>TH</sup> DAY OF OCTOBER 2000.

  
MAYOR

  
CITY CLERK

We have reviewed By-law No. 2000-94 and hereby endorse it.

Dated at North Bay, Ontario this 15<sup>th</sup>  
day of September, 2000.

  
Auditor

THIS IS SCHEDULE "A" TO BY-LAW NO. 2000-94 OF THE CORPORATION OF THE CITY OF NORTH BAY

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**FIRE DEPARTMENT:**

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETENTION PERIOD</u>
Fire Access Route Files	P	P
Fire Prevention Inspection Records	P	P
Fire Marshal's Reports	10	D
Building Fire Reports	P	P
Emergency Running Reports	10	D
General Correspondence	6	D
Station Log Books	5	D
Tour Reports	2	D
Vehicle Accident Reports	7	D
Department Operating Budget	1	D
Department Capital Budget	1	D
Personnel Files (after termination)	7	D
Fire Truck Inspection Reports	1	D
Purchase Order Copies	-	D
Fire Apparatus Files	until life of apparatus over	D

THIS IS SCHEDULE "B" TO BY-LAW NO. 2000-94 OF THE CORPORATION OF THE CITY OF NORTH BAY

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**LEGAL DEPARTMENT:**

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETENTION PERIOD</u>
Legal Opinions	P	P
Legislation - Private Acts	P	P
Court Cases	P	P
Agreements	21	D
Statements of Claim	10	D
Notices of Claim	7	D
Expropriation Files	15	D
Purchase of Land Files	21	D
Sale of Land Files	21	D
Exchange of Land Files	21	D
Road Closing Files	21	D
Road Dedication Files	21	D
Road Widening Files	21	D
Insurance Records after expiration	6	D
Insurance Claims	6	D
Prosecution Files	7	D
Non-Occupancy Agreement Files	7	D
Assessment Appeal Files	3	D
General Correspondence	6	D
Notices of Application to O.M.B.	6	D
Land Appraisal Files	6	D
Mechanics Lien Files after completion of work	2	D

THIS IS SCHEDULE "C" TO BY-LAW NO. 2000-94 OF THE CORPORATION OF THE CITY OF NORTH BAY

**HUMAN RESOURCES DEPARTMENT:**

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETENTION PERIOD</u>
Grievance Files	7	D
O.H.I.P., O.H.S.C., Medical Files	7	D
General Correspondence	3	D
Job Applications of those not hired	1	D
Employee Gifts File	1	D
TD1 Forms	upon replacement	D
Payroll Journal	P	P
O.M.E.R.S. Pension Cards	P	P
Employee Personnel History File	P	P
Union Agreements	P	P
Job Applications for those hired	P	P
Compensation Case Records	P	P
Individual Earning Records	P	P
Department Organization Reports	P	P
T4 Summaries	P	P
Terminated Employee Records	P	P
Training and Development Files	10	D
Bond Deduction Records	7	D
Pledge Cards	7	D
Vacation Records	7	D
Sick Leave	7	D
Garnishees re: Employees	7	D
Time Cards	7	D
Employees Income Tax Deductions	7	D
W.S.I.B. Claims	P	P

SCHEDULE "C" Continued

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Job Descriptions	P	P
Overtime Sheets	7	D
Car Allowance Sheets	7	D

THIS IS SCHEDULE "D" TO BY-LAW NO. 2000-94 OF THE CORPORATION OF THE CITY OF NORTH BAY

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**PLANNING DEPARTMENT:**

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETENTION PERIOD</u>
Planning Board or Planning Committee Minutes	P	P
Land Division Committee Minutes	P	P
Land Division Committee Decisions	P	P
Committee of Adjustment Minutes	P	P
Committee of Adjustment Decisions	P	P
Official Plan	P	P
Official Plan Amendments	P	P
Subdivision Plans	P	P
Reference Plans	P	P
Site Plan Approval Agreements	P	P
Zoning By-law	P	P
Zoning By-law Amendments	P	P
Land Surveys	P	P
Contour Maps	P	P
Base Maps - Original	P	P
Aerial Photos	P	P
Condominium Approvals	P	P
Development Control Agreements	P	P
O.M.B. Hearing Files	21	D
N.I.P. Agreements	P	P
O.H.R.P. Agreements	P	P
Downtown Revitalization Agreement	P	P
Property Standards By-law	P	P
Maintenance and Occupancy By-law	P	P
General Correspondence	6	D



SCHEDULE "D" Continued

**PLANNING DEPARTMENT:**

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETENTION PERIOD</u>
Committee of Adjustment Appointments	5	D
Subdivision Files after Approval	P	P
Zoning Amendment Applications	5	D
N.I.P. Files	5	D
Zoning By-law copies	3	D
Planning Board or Committee Agendas	2	D
Land Division Committee Applications	2	D
Committee of Adjustment Applications	P	P
Committee of Adjustment Enquiries	2	D
Committee of Adjustment Notices	P	P
Subdivision Applications after Final Approval	P	P
Site Plan Approval Applications	2	D
Condominium Applications after Approval	P	P
Zoning Files	2 years after decision made	D
Zoning By-law Enforcement Files	2 years after action completed	D
O.H.R.P. Files after Agreement	7	D
Downtown Revitalization Files	After Provincial loan repaid	D
Main Street Program Files	After Provincial loan repaid	D

THIS IS SCHEDULE "E" TO BY-LAW NO. 2000-94 OF THE CORPORATION OF THE CITY OF NORTH BAY

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**FINANCIAL SERVICES DEPARTMENT:**

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETENTION PERIOD</u>
Payroll of Summaries - per pay and year to date	P	P
Departmental Summaries - per pay and year to date	P	P
Unemployment Insurance Reports	P	P
OMERS/Investors Reports	2	D
Net Pay Reports	2	D
Union Dues Deductions	2	D
LTD (PR)	2	D
Verification of Hours	2	D
Monthly Benefit Report	2	D
Automatic Invoice Register	7	D
Master File Changes Reports	P	P
Cancelled Cheque Summaries	P	P
Payroll Secondary Distribution Register	3	D
Payroll Primary Distribution Register	3	D
Payroll Secondary Distribution Detail	7	D
Employee Master File	P	P
WCB Returns	7	D
WCB Working Papers	7	D
Direct Deposit Payroll Register	7	D
Time Cards	7	D
T4's and T4A's	P	P
Payee Register and Summary	7	D
Banked Overtime Log Dump	2	D
Sick Leave Entitlement	7	D
Sick/Vacation Listing Input	7	P

SCHEDULE "E" Continued

**FINANCIAL SERVICES DEPARTMENT:**

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETENTION PERIOD</u>
Journal Entry Register	3	D
Cancelled Cheque Listings	7	D
Monthly Transaction Listing	P	P
Unused Control Numbers	2	D
Financial Reports - Monthly	2	D
Financial Reports - Year End	P	P
Balance Sheets - Monthly	2	D
Balance Sheets - Year End	2	P
Trial Balance - Monthly	2	D
Trial Balance - Year End	P	P
Outstanding Cheque List	2	D
Account Status Report - General Ledger - Monthly	2	D
Account Status Report - General Ledger - Year End Annual	P	P
General Journal Vouchers	7	D
Audited Financial Statements and Financial Reports	P	P
Year End Audit Working Papers - all funds	P	P
Cancelled Cheques	7	D
OHRP Loan Files	P	P
OHRP Records and Summaries	P	P
Debenture Register	P	P
Cashed Coupons	7	D
Cashed Debentures	7	D
Bank Statements and Debit and Credit Memos	7	D
Deposit Slips and Bank Reconciliation Backup	7	D
Bank Reconciliations - Monthly	7	D

SCHEDULE "E" Continued

**FINANCIAL SERVICES DEPARTMENT:**

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETENTION PERIOD</u>
General Ledger Account Listings	1	D
Accounts Receivable Aging List	2	D
Invoices	7	D
Service Contract Copies	7	D
General Receipts	2	D
Accounts Receivable Register	3	D
Accounts Receivable Transaction Listing - Year End	7	D
Accounts Receivable Transaction Listing - Monthly	2	D
Cash Receipts Journal - Tax	3	D
Cash Receipts Journal - Water	3	D
Accounts Receivable Interest Registers	7	D
Vendor Master List - Year End Detail	7	D
Invoice Approvals	2	D
Accounts Payable Invoice Register	2	D
Accounts Payable Distribution Register	7	D
Cheque Register	7	D
Manual Cheque Register	7	D
Accounts Payable Paid Invoices	7	D
Elected Official Invoice Register	2	D
Purchase Order Register	2	D
Vendor Master List - no detail	1	D
Stores Inventory Adjustment Register	2	D
Listing of Stores Received	3	D
Annual Inventory - Monthly Listing	2	D
Annual Inventory - Year End Listing	P	P

SCHEDULE "E" Continued

**FINANCIAL SERVICES DEPARTMENT:**

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<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETENTION PERIOD</u>
Stock Requisition Forms	2	D
Stores Register	3	D
Purchase Orders - Numeric Files	2	D
Purchase Orders - Vendor Files	2	D
Inventory Count Tags	3	D
All Grant and Subsidy Files	10	D
Subdivision Agreements	P	P
Subdivision Deposit Files	P	P
Letters of Guarantee and Credit	P	P
Budget Working Papers - Operating	3	D
Budget Working Papers - Capital	3	D
Budgets - Capital and Operating	P	P
Investment Files	P	P
Capital By-law Files	P	P
Treasurer's Files	6	D

THIS IS SCHEDULE "F" TO BY-LAW NO. 2000-94 OF THE CORPORATION OF THE CITY OF NORTH BAY

**CITY CLERK'S DEPARTMENT:**

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETENTION PERIOD</u>
By-law - original and OMB Order	P	P
Council Minute Book	P	P
Birth Register	P	P
Death Register	P	P
Marriage Register	P	P
Assessment Roll	P	P
Leases (after expiration and if not part of by-law)	10	D
Resolutions	3	D
O.M.B. Records	P	P
Council Motions	3	D
Historical Correspondence	P	P
Annexation Files	P	P
Street Closing Files	6	D
Destroyed Records Files	P	P
Assessment Appeals	7	D
Assessment Review Court Records	6	D
Contracts - if not part of by-law after contract completed	6	D
Agreements - if not part of by-law after agreement completed	6	D
General Correspondence	6	D
Licences After Expiration	4	D
Dog Licence Records	3	D
Licence Applications	6	D
Inter-Office Memos	6	D
Paid Parking Tickets	3	D

SCHEDULE "F" Continued

**CITY CLERK'S DEPARTMENT:**

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETENTION PERIOD</u>
Insurance Claims	6	P
Easements - if not part of by-law	P	P
Franchises - if not part of by-law, after expiry	6	D
Option Files - if not part of by-law, after expiry	6	D
Court of Revision Records	6	D
Petitions	6	D
Agendas	2	D
Notice of Charge of Land Titles	1	D
Applications to Province re: Projects	6	D
Real Estate Files	6	D
Appointments	6	D
Real Estate Supporting Files	6	D
Area Services Reports	6	D
Clerk's Certificates	2	D
M.O.E. Certificates	P	P
Livestock Affidavits	6	D
Fenceviewers Files	6	D
Fenceviewers Awards	6	D
Receptions and Special Events	2	D
Court Decisions	6	D
Animal Control Files	2	D
Local Improvement Notices - after Debenture finished	2	D
Local Improvement Appeals - after Debenture finished	2	D
Local Improvement Decisions - after Debenture finished	2	D

SCHEDULE "F" Continued

**CITY CLERK'S DEPARTMENT:**

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<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETENTION PERIOD</u>
Inquiries from Public	1	D
Marriage Application Forms	1	D
Election Records	as per <i>Election Act</i>	As per Act
Nomination Papers	as per <i>Election Act</i>	As per Act
Fire Access Routes	P	P
Applications Disabled Parking	P	P



THIS IS SCHEDULE "G" TO BY-LAW NO. 2000-94 OF THE CORPORATION OF THE CITY OF NORTH BAY

**TAX & WATER RECORDS:**

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETENTION PERIOD</u>
Conversion Listing	P	P
Legal Description Errors	2	D
Assessment Listings	P	P
Collectors Roll - Interim & Final	P	P
Bill Registers - Interim & Final	P	P
Local Improvement - Master Listing	P	P
Supplemental Collectors Roll	P	P
Supplemental Bill Register	P	P
D.I.A. Billing	P	P
Grant In Lieu Billing & Worksheets	P	P
Monthly Arrears Listing - December Listing	7 P	D P
Monthly Interest Update Listings - December Listing	7 P	D P
Tax Ledger Cards	P	P
Local Improvement Records	P	P
Name & Address Changes - Tax	4	D
Copy form letter - name and address change	4	D
Mortgage Company Listings	4	D
Mortgage Company Addition & Deletions	4	D
Pre-authorized Chequing - Files	P	P
Pre-authorized cancelled application forms	4	D
P.A.C. payment transmittal forms	2	D
P.A.C. input control forms, edit & update printouts, payment item, detail list	2	D
P.A.C. Monthly Payment Plan Listing	2	D
P.A.C. Arrears Listing - Yearly	2	D

SCCHEDULE "G" Continued

**TAX & WATER RECORDS:**

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETENTION PERIOD</u>
Payment History Taxes	P	P
Urban Service & Garbage Area Coding Work File	P	P
Tax Certificates	P	P
Transient Trader Ledger	P	P
Transient Trader Transfers & duplicate application forms	3	D
Monthly Tax Arrears Reports	7	D
Contra Files	7	D
Farm & Forest Subsidy Rebate Lists	7	D
Tax Sale Records	P	P
Tax Registration Records	P	P
Small Claims Court Files	7	D
Bankruptcy Files	7	D
City-Owned Properties - Tax Bill & Assessment Notice File	7	D
Third Year Realty Tax Collection File	4	D
Daily Cashier Proof Listings	P	P
Daily Cash Envelopes:		
- Tax & Water Stubs	7	D
- Deposit Slips	7	D
- General Receipts	7	D
- Parking Ticket - Master List	7	D
Commuted Local Improvement File	P	P
Annual Taxation File	4	D
Returned Tax Bills	7	D
Duplicate Copies Tax Bills	7	D
Tax Adjustments	7	D
Tax Adjustment Register	P	P
A.R.B. Duplicate Application Forms & Worksheets	7	D

SCHEDULE "G" Continued

**TAX & WATER RECORDS:**

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETENTION PERIOD</u>
A.R.B. Adjustment Register	P	P
496 Application Forms & Worksheets	7	D
496 Adjustment Register	P	P
Hydro Arrears to Tax Rolls Addition & Deletion Letters	7	D
Account Number Changes - Code 44 & 77	7	D
Transferring Old Tax Receivables - Code "Z"	7	D
N.S.F. Cheque Listing	2	D
Returned Cheques	7	D
Correspondence	4	D
Miscellaneous Tax Request - File Code 99	4	D
Miscellaneous Tax Request - File Code 91	4	D
Tax Correspondence	4	D
Shopping Centre Assessment Apportionments	2	D
Memos:	7	D
- Systems		
- Legal Department		
- Tax		
- Water		
- Miscellaneous		
Reports	7	D
Meter Books (Water)	P	P
Flat Water Register	P	P
Meter Water Register	P	P
Water Arrears Listing:		
- December Listing	P	P
- Other Listing	7	D
Interest Update Register	7	D
December Listing	P	P
Water Ledger Cards	P	P

SCHEDULE "G" Continued

**TAX & WATER RECORDS:**

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<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETENTION PERIOD</u>
Water transferred to Tax Listing	7	D
Water Billing Data Sheets	7	D
Turnkey Sheets	4	D
Public Works Charges	4	D
Water - On & Off Ledger	2	D
Name & Address Changes Water	4	D
Payment History Water	P	P
Annual Water Budget File	4	D
Compound Meters Repair & Maintenance File	7	D
Water Adjustment File	7	D
Duplicate Plumbing & Building Permits	2	D
Meter Water Listings:	2	D
- 20% of variance		
- meters not read		
- meter accounts off		
Water Correspondence	4	D
Returned Water Bills	2	D

THIS IS SCHEDULE "H" TO BY-LAW NO. 2000-94 OF THE CORPORATION OF THE CITY OF NORTH BAY

**ENGINEERING & WORKS RECORDS:**

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETENTION PERIOD</u>
Railway Grade Separation Files		
Engineering Services & Projects	7	D
Drainage Records - complaints, etc.	5	D
Engineering Drawings:		
- originals	P	P
- working drawings	7	D
Project Files	7	D
Road Construction Records (after completion)	7	D
Maintenance Management Reports	1	D
Street Work	5	D
Truck Hire - time reports	1	D
Truck Hire - summaries	3	D
Design Estimates	7	D
Contract Files (upon completion)	7	D
General Correspondence	6	D
Vehicle Distribution Sheets	1	D
Equipment Distribution Sheets	1	D
Labour Distribution Sheets	1	D
Material Distribution Sheets	1	D
Contracts:		
- servicing	6	D
- services	1	D
Yearly Work Diaries (personal)	6	D
Monthly Operations Reports - Public Works and W.C.P.C.	6	D
Vehicle Records after disposal of vehicle	2	D
Engineering Drawings - records of approval	P	P
Personnel	6	D

SCHEDULE "H" Continued

**ENGINEERING AND WORKS DEPARTMENT:**

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<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETENTION PERIOD</u>
Utilities Approvals	6	D
Ministry of Environmental Approvals	6	P
Weigh Tickets	1	D
Fuel Tickets	2	D
Copies of Requisitions	2	D
Copies of Purchase Orders	2	D
Gravel Tickets	1	D

THIS IS SCHEDULE "I" TO BY-LAW NO. 2000-94 OF THE CORPORATION OF THE CITY OF NORTH BAY

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**BUILDING DEPARTMENT:**

<u>RECORD</u>	<u>YEARS TO BE RETAINED</u>	<u>AFTER RETENTION PERIOD</u>
Permit, month and statistics	P	P
Correspondence, other than permit documents	2	D
Permit Documents, other than plans	P	P
Personnel Files (active)	P	P
Inspectors Daily Log	7	D
Major Building Plans Part 3 Buildings (after completion of work)	7	D or return to architect
Part 9 Buildings, other than housing (after completion)	7	D or return to architect
Housing (after completion)	7	D
Other miscellaneous permit (after completion)	2	D
Copies of receipt or destroy office audit	7	D

ELECTRONIC RECORDS

E-MAIL:

- Subject to a personal limit of 300 records for general e-mail correspondence on any workstation, unless otherwise approved by the Official for Electronic Records all e-mail shall be retained for a period of thirty (30) days, unless such records have been
  - (a) photocopied and retained as a paper record; or
  - (b) other electronic storage system("RMS") in which case the retention period for paper records shall apply.
  
- Subject to the following exceptions, all e-mail shall be fully deleted from the hard drive 60 days after creation of such e-mail:  
Exceptions: E-mail which has been referred to a specific folder with a particular subject matter, where such e-mail has not been reduced to hard copy for the file in which case, the retention period for paper records shall apply.
  
- E-mail referred to a specific folder shall be destroyed not more than two (2) years after being created.

Any folders which in the opinion of the Official for Electronic Records should be retained for a longer periods shall be transferred to an electronic archive ("RMS")

WORD PERFECT DOCUMENTS:

Shall be deleted from the hard drive and destroyed not more than two years after being created, unless such record has been stored in the corporate electronic storage system (ie: RMS), in which case the retention period for paper records shall apply.

QUATTRO PRO / SPREADSHEET DOCUMENTS: