

THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 40-95

BEING A BY-LAW TO AMEND BY-LAW NO. 24-70
BEING A BY-LAW ESTABLISHING SCHEDULES OF
RETENTION PERIODS DURING WHICH CERTAIN
RECEIPTS, VOUCHERS, INSTRUMENTS, ROLLS, OR
OTHER DOCUMENTS, RECORDS AND PAPERS MUST
BE KEPT BY NORTH BAY HYDRO ELECTRIC COMMISSION,
PURSUANT TO SECTION 116 (1)(b) OF THE MUNICIPAL
ACT R.S.O. 1990, CHAPTER M.45 AND PROVIDING FOR
THE DESTRUCTION OF CERTAIN RECEIPTS, VOUCHERS,
INSTRUMENTS, ROLLS OR OTHER DOCUMENTS,
RECORDS AND PAPERS THEREOF.

WHEREAS the North Bay Hydro Commission deems it desirable to amend its retention schedule and the Council of The Corporation of the City of North Bay approves the amendment to the retention schedule of the North Bay Hydro Commission;

AND WHEREAS the Auditor of the North Bay Hydro Commission has approved the schedule attached hereto and forming part of this by-law.

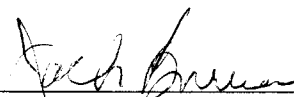
NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:

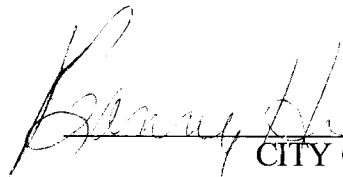
1. That Schedule "A" attached to By-Law 24-70 and forming part thereof is hereby deleted and the Schedule "A" attached hereto and forming part hereof is inserted in lieu thereof.
2. This By-Law shall come into force upon final passing.

READ A FIRST TIME IN OPEN COUNCIL THE 27TH DAY OF FEBRUARY, 1995.

READ A SECOND TIME IN OPEN COUNCIL THE 27TH DAY OF FEBRUARY, 1995.

READ A THIRD TIME IN OPEN COUNCIL AND PASSED THIS 27TH DAY OF FEBRUARY, 1995.


MAYOR


CITY CLERK

SCHEDULE "A" TO BY-LAW
NO. 40-95

NORTH BAY HYDRO

RECORDS MANAGEMENT RETENTION SCHEDULE

APPROVED BY-LAW NUMBER:

AUDITOR APPROVAL:

Legend: 99 - Permanent
55 - Superseded
88 - Terminated, Expiry of Agreement or Resolution, Closure or Demolition
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ADMINISTRATION

Class Code	Heading	Responsible Department	Number of Years Retention		Remarks	
			In Dept. (Current +)	Storage Room Total		
A 00	Administration, Gen.	Originating	1	-	1	
A 01	Associations & Organizations	Originating	1	-	1	
A 02	Conferences & Sem.	Originating	1	-	1	*
A 03	Computer/Information Systems - Development	Data Processing	5	-	5	
A 04	Computer/Information Systems - Mtce/Prod.	Data Processing	3	-	3	
A 05	Computer/Information Systems - Document.	Data Processing	55	-	55	
A 06	Computer Hardware & Software	Originating	55	-	55	
A 07	Records Management	Administration	55	-	55	
A 08	Records Disposition	Administration	99	-	99	
A 09	Forms	Originating	55	-	55	
A 10	Consultants & Contractors	Originating	2	-	2	

A 11	Charities & Fundraising	Originating	1	-	1
A 12	Travel & Accommodation	Originating	1	-	1
A 13	External Publications	Originating	2	-	2
A 14	Computer Back-up Tapes	Data Processing	55	-	55
A 15	Freedom of Information Administration		88 + 2	-	88 + 2

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CUSTOMERS AND CREDIT

<u>Class Code</u>	<u>Heading</u>	<u>Responsible Department</u>	<u>Number of Years In Dept. (Current +)</u>	<u>Retention Storage Room</u>	<u>Total</u>	<u>Remarks</u>
C 00	Customers & Credit, General	Originating	1	-	1	
C 01	Potential Customers, Pending Projects	Originating	3	2	5	**
C 02	Potential Customers, Pending Projects - Subdivisions	Originating	3	2	5	**
C 03	Requests for Relocation/Service	Originating	2	-	2	
C 04	Customer & Service	Billing/Metering	88 + 1	-	88 + 1	
C 05	Special Accounts	Originating	88 + 1	-	88 + 1	
C 06	Complaints & Commendations	Originating	2	-	2	
C 07	Securities & Deposits	Billing	88 + 1	5	88 + 6	
C 08	Payment Plans	Billing	88	-	88	
C 09	Billings	Billing	1	5	6	
C 10	Service & Consumption Analysis	Billing	1	-	1	
C 11	Credit & Collections	Billing	88	6	88 + 6	
C 12	Inactive, Outstanding Accounts	Billing	88	6	88 + 6	
C 13	Write-Offs	Finance	1	5	6	
C 14	Customer/Municipal Addressing	Billing	2	4	6	

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FINANCE AND ACCOUNTING

<u>Class Code</u>	<u>Heading</u>	<u>Responsible Department</u>	<u>Number of Years In Dept. (Current +)</u>	<u>Retention Storage Room</u>	<u>Total</u>	<u>Remarks</u>
F 00	Finance & Accounting, General	Originating	1	-	1	
F 01	Accounts Payable	Finance	1	5	6	
F 02	Accounts Receivable	Finance	1	5	6	
F 03	Budgets	Finance	1	5	6	*
F 04	Forecasts/Financial Reports	Finance	1	5	6	*
F 05	Rates	Finance	1	5	6	*
F 06	Audits	Finance	1	5	6	
F 07	Banking	Finance	1	5	6	
F 08	Employee & Commission Expenses & Advances	Finance	1	5	6	
F 09	Debentures	Finance	88 + 1	5	88 + 6	
F 10	Journal Vouchers	Finance	1	5	6	
F 11	Financial Statements	Finance	2	99	99	
F 12	General Ledgers & Journals	Finance	1	99	99	
F 13	Subsidiary Ledgers, Registers & Journals	Finance	1	5	6	
F 14	Payroll	Finance	4	6	10	
F 15	Grants/Subsidies, Requests	Finance	1	5	6	

F 16	Taxation	Finance	1	5	6
F 17	Petty Cash	Finance	1	5	6
F 18	Investments	Finance	88 + 1	5	88 + 6
F 19	Reserves	Finance	1	5	6
F 20	Development Charges	Finance	88 + 1	5	88 + 6
F 21	Receipts	Finance	1	5	6
F 22	Cost Analysis	Finance	4		4
F 23	Fixed Assets & Depn. Schedules	Finance	1	5	6

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HUMAN RESOURCES & SAFETY

<u>Class Code</u>	<u>Heading</u>	<u>Responsible Department</u>	<u>Number of Years In Dept. (Current +)</u>	<u>Retention Storage Room</u>	<u>Total</u>	<u>Remarks</u>
H 00	Human Resources & Safety, General	Originating	1	-	1	
H 01	Employee Records	Personnel	88 + 1	5	88 + 6	
H 02	Salary Administration	Personnel	5	-	5	
H 03	Human Resource Plng	Personnel	5	-	5	
H 04	Organization	Personnel	55	-	55	*
H 05	Vacations/Leaves	Personnel	2	-	2	
H 06	Labour Relations	Administration	88	10	88+ 10	*
H 07	Grievances	Administration	88	-	88+ 10	
H 08	Pensions/ Superannuation	Personnel	88	-	88	death
H 09	Benefits	Personnel	7	-	7	
H 10	Suggestion Program	Personnel	2	3	5	
H 11	Training & Development	Personnel	55	-	55	*
H 12	Recruitment	Personnel	2	3	5	
H 13	Job Descriptions	Administration	55		55	*
H 14	Attendance & Scheduling	Personnel	2	-	2	*
H 15	Health & Safety	Originating	2	5	7	
H 16	Worker's Compensation	Personnel	88		88	Claim

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LEGAL/GOVERNMENT

<u>Class Code</u>	<u>Heading</u>	<u>Responsible Department</u>	<u>Number of Years In Dept. (Current +)</u>	<u>Retention Storage Room</u>	<u>Total</u>	<u>Remarks</u>
L 00	Legal/Government, General	Originating	1		1	
L 01	Contracts & Agreements Simple	Originating	88 + 1	5	88 + 6	*
L 02	Contracts & Agreements Under Seal	Originating	88	19	88 + 20	
L 03	Easements	Engineering	88 + 1	5	88 + 6	
L 04	Claims Against the Commission	Public Rel'ns	88 + 1	-	88 + 1	
L 05	Claims By the Commission	Finance	88 + 1	-	88 + 1	
L 06	Property Acquisition & Sale	Administration	99	-	99	
L 07	Insurance	Finance	88 + 1	5	88 + 6	
L 08	Permits	Originating	88 + 1	-	88 + 1	
L 09	Opinions & Precedents	Originating	55		55	*
L 10	Acts/Regulations	Administration	55		55	
L 11	Municipal By-laws & Plans	Administration	55		55	
L 12	Municipal Street Name	Administration	88		88 + 3	
L 13	Intergovernmental	Administration	1	4	5	*

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MANAGEMENT

<u>Class Code</u>	<u>Heading</u>	<u>Responsible Department</u>	<u>Number of Years Retention In Dept. (Current +)</u>	<u>Storage Room</u>	<u>Total</u>	<u>Remarks</u>
M 00	Management/Policy, General	Originating	1	-	1	
M 01	Commission Res. & By-laws	Administration	99	-	99	
M 02	Commission Agendas	Administration	5	99	99	
M 03	Commission Minutes	Administration	5	99	99	
M 04	Committees & Meetings	Originating	3	1	4	*
M 05	Elections	Administration	88	-	88	*
M 06	Commission Members	Administration	88	-	88	*
M 07	Signing Officers	Administration	55	-	55	
M 08	Policies and Procedures	Administration	55	99	99	
M 09	Long Range Planning and Development	Originating	5	5	10	*
M 10	Reports to Commission	Originating	2	99	99	
M 11	Working/Research Papers	Originating	55	-	55	*
M 12	Aims and Objectives	Administration	55	-	55	*
M 13	Historical Records	Administration	99	-	99	
M 14	Division Activity	Originating	1	-	1	

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PUBLIC RELATIONS

Class Code	Heading	Responsible Department	Number of Years Retention		Total	Remarks
			In Dept. (Current +)	Storage Room		
P 00	Public Relations, General	Originating	1	-	1	
P 01	Media Relations/ News Releases	Marketing	2	-	2	*
P 02	Speeches & Presentations	Originating	1	2	3	*
P 03	Contacts/Mailing Lists	Originating	55	-	55	
P 04	Publications, Internal	Originating	1	-	1	
P 05	Tours and Open House	Originating	2	-	2	*
P 06	News Clippings	Marketing	5	5	10	*
P 07	Consumer Education	Marketing	2	3	5	*
P 08	Events & Ceremonies	Originating	1	4	5	
P 09	Environmental Issues	Originating	3	-	3	

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SUPPORT SERVICES AND PURCHASING

<u>Class Code</u>	<u>Heading</u>	<u>Responsible Department</u>	<u>Number of Years In Dept. (Current +)</u>	<u>Retention Storage Room</u>	<u>Retention Total</u>	<u>Remarks</u>
S 00	Support Services & Purchasing, General	Originating	1	-	1	
S 01	Purchase Orders and Requisitions	Purchasing	1	5	6	
S 02	Quotations and Tenders	Purchasing	1	5	6	
S 03	Inventory Control/ Materials Mgt	Purchasing	1	5	6	
S 04	Storage Facilities/ Warehousing	Purchasing	2	4	6	
S 05	Disposal of Materials/ Waste	Originating	99	-	99	
S 06	Vendors and Suppliers	Originating	2	-	2	
S 07	Fleet Management	Purchasing	88	1	88 + 1	
S 08	Hazardous Materials	Purchasing	55	-	55	
S 09	Site Maintenance	Purchasing	2	4	6	
S 10	Office Services	Purchasing	1	-	1	
S 11	Office Equipment, Furniture, Supplies	Purchasing	88	1	88 + 1	
S 12	Telecommunications Systems	Purchasing	88	1	88 + 1	
S 13	Uniforms & Clothing	Purchasing	55		55	*
S 14	Office/Warehouse Accommodations	Administration/ Purchasing	88	-	88	

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UTILITIES OPERATIONS

<u>Class Code</u>	<u>Heading</u>	<u>Responsible Department</u>	<u>Number of Years In Dept. (Current +)</u>	<u>Retention Storage Room</u>	<u>Total</u>	<u>Remarks</u>
U 00	Utilities Operations, General	Originating	1	-	1	
U 01	Trouble Calls	Originating	5	-	5	
U 02	Work Orders	Originating	88 + 1	99	99	
U 03	Projects	Originating	88	3	88 + 3	*
U 04	Materials Specs. and Standards	Originating	55	99	99	
U 05	Inspections	Originating	88	3	88 + 3	
U 06	Engineering Drawings and Maps	Engineering	99	-	99	
U 07	Operations Equipment and Supplies	Originating	88 + 1	-	88 + 1	
U 08	Metering	Originating	88 + 1	-	88 + 1	
U 09	Stations Operations	Originating	2	4	6	*
U 10	Production & Quality Testing and Analysis	Originating	2	4	6	*
U 11	Stations Maintenance	Originating	2	4	6	
U 12	Stations Construction and Renovations	Originating	88	-	88	*
U 13	Street Lights	Originating	88	4	88 + 4	
U 14	Tree Trimming & Removal	Originating	88	3	88 + 3	
U 15	Water Heaters	Customer Services	88 + 1	-	88 + 1	

U 16	Sentinel Lights	Customer Services	88 + 1	-	88 + 1
U 17	Transformers	Originating	88 + 1	-	88 + 1
U 18	Energy Management, Commercial	Marketing	2	3	5
U 19	Energy Management, Industrial	Marketing	2	3	5
U 20	Energy Management, Residential	Marketing	2	3	5