

THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 22 - 92

BEING A BY-LAW TO AMEND BY-LAW NO. 85-90
BEING A BY-LAW TO ESTABLISH SCHEDULES OF
RETENTION PERIODS FOR DOCUMENTS, RECORDS
AND OTHER PAPERS OF THE MUNICIPALITY.

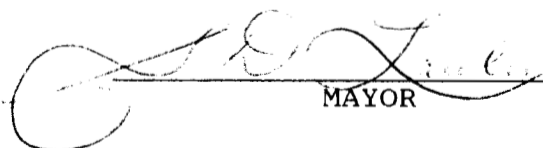
NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE
CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:

1. That By-Law No. 85-90 be amended by deleting Schedule "J"
attached thereto and inserting in lieu thereof Schedule
"J" attached hereto and forming part of this By-Law.

READ A FIRST TIME IN OPEN COUNCIL THE 20TH DAY OF JANUARY, 1992.

READ A SECOND TIME IN OPEN COUNCIL THE 3RD DAY OF FEBRUARY
1992.

READ A THIRD TIME IN OPEN COUNCIL AND FINALLY ENACTED AND PASSED
THIS 3RD DAY OF FEBRUARY , 1992.


MAYOR


CITY CLERK

THIS IS SCHEDULE "J" TO BY-LAW NO. 22-92 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	MD
Personnel Files (active)	P	P
Inspectors Daily Log	2	MD
Major Building Plans Part 3 buildings (after completion of work)	2	MD or return to architect
Part 9 Buildings other than housing (after completion)	2	MD or return to architect
Housing (after completion)	2	MD
Other miscellaneous permit (after completion)	2	D
Copies of receipt or destroy office audit	7	MD
All Business Plans	2	D