

THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 2259

Being a By-law establishing a schedule of retention periods during which receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the North Bay Civic Hospital;

And being a By-law authorizing the destruction of receipts, vouchers, instruments, rolls or other documents, records and paper of the North Bay Civic Hospital except those coming within the retention period as set forth in the schedule attached hereto.

WHEREAS The Municipal Act Section 248b provides as follows:

A municipality or a local board thereof, as defined in The Department of 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 Department;  
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 (hereinafter referred to as records) must be kept by the municipality or local board;

AND WHEREAS the auditor for North Bay Civic Hospital has approved the retention schedule attached to this By-law;

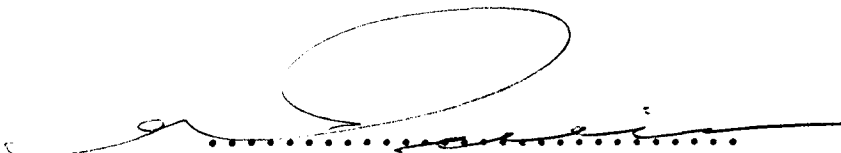
NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:


1. That the retention periods covering North Bay Civic Hospital records set forth in Schedule "A" to this By-law be and the same are hereby established.
2. That North Bay Civic Hospital be and it is hereby authorized and empowered to destroy records of North Bay Civic Hospital aforesaid which come within the itemized list set forth in Schedule "A" aforesaid and which extend beyond the respective retention periods as set forth in Schedule "A" hereto.

3. This By-law shall come into full force and effect upon the final passing thereof and upon receiving the approval of the auditor for North Bay Civic Hospital.

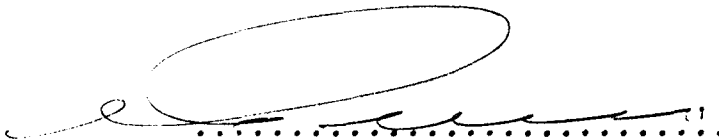
4. That all previous By-laws or sections of By-laws conflicting with the provisions of this by-law shall be deemed to be and they are hereby repealed.

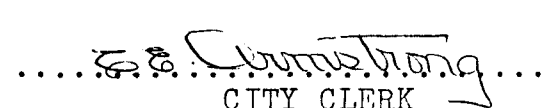
READ A FIRST TIME IN OPEN COUNCIL THIS 7TH DAY OF FEBRUARY, 1966.  
READ A SECOND TIME IN OPEN COUNCIL THIS 7TH DAY OF FEBRUARY, 1966.

  
.....  
MAYOR

  
.....  
CITY CLERK

BY-LAW READ A THIRD TIME AND FINALLY PASSED THIS 21st DAY OF FEBRUARY, 1966.

  
.....  
MAYOR

  
.....  
CITY CLERK

SCHEDULE "A" TO BY-LAW NO. 2259

.....

NORTH BAY CIVIC HOSPITAL RECORDS

<u>DESCRIPTION OF RECORDS</u>	<u>RETENTION PERIOD</u>
Proof tapes for Machine Posting	5 years
Accounting Copies, Charges - In-Patient)	5 years
"          "          -Out-Patient)	
Cancelled Cheques - Disbursement)	
- Payroll                  )	5 years
Paid or Cancelled Expenditure Vouchers	
- including - Cheque Voucher)	
- Invoice                  )	5 years
- Purchase Order)	
- Bill of Lading)	
Financial Statements - Monthly	5 "
Stores Requisitions	5 "
Payroll - Employees Earning Record	10 "
- Time Cards	5 "
- Time Sheets, Time Summary Sheets	5 years
Payroll - Applications, Terminations, Miscellaneous	
Correspondence, Reports directly related	
to Payroll Records	10 "
Accounts Receivable Ledgers - In-Patient)	
-Out-Patient)	7 "
Budget and Work Papers	10 "
General Correspondence - All Files	5 "
Stores-Ledger - Inventory Cards (7590A)	
- Dist. of Requisitions (548-1&2)	
- Inventories (CH-518)	
- Requisitions (CH-517)	
- Request for Quotation (CH-175)	
- Cost Records Cards	
- Req. for Equip. Purchase (CH-543)	7 "
Insurance Policies	5 "
Deposit Slips	7 "
Receipt Books	7 "
Patient Admission Advise Reports - In)	
-Out)	7 "
N.B.C.H. Daily Statistical Report and Breakdown	5 "
Safety Deposit Records	2 "
Insurance Claims re Patients Accounts	2 "
Monthly General Ledger Trial Balance	2 "
Monthly A/R Trial Balance	2 "
General Ledger	Indefinitely
General Journal	"
Admitting Register	"
Cheque Register	"
Cash Receipts Register	"
Payroll Register	"
Income Register	"
Financial Statements - Annual	"
Minute Books - Board and Committees	"
T-4 Slips	"