

BY- LAW No. 817 ✓

Being a By-Law of The Rural Municipality of Morris for the retention and destruction of certain municipal documents and records.

WHEREAS under the provisions of the Municipal Act being Section 348a, a municipal corporation may by By-Law provide for the retention and destruction of certain municipal documents and records,

AND WHEREAS it is deemed necessary and expedient to enact such a By-Law;

NOW THEREFORE the Council of the Rural Municipality of Morris in session assembled, enacts as follows:

1. THAT municipal documents and records of the nature and kind described in "Schedule 1" hereof be permanently retained, and

2. THAT municipal documents and records of the nature and kind respectively described in "Schedules 2, 3, 4 and 5" hereof, be destroyed, after the lapse of the period of time and in accordance with the conditions respectively set out in those schedules.

Done and passed by Council in session assembled, in the Town of Morris in Manitoba, this 10th day of June, A.D. 1955

.....*J. Kempell*.....
Reeve

.....*G. Gardner*.....
Secretary-Treasurer

SCHEDULE 1.

Documents and records to be retained permanently.

Audit reports	Minutes	Tax Rolls
Assessment Rolls	Permits-building	Vital Statistics Records
By-Laws	Plans-Municipal	Voters' Lists-1 copy
Cemetery Records	Reports-building	Agreements, easements and
Committee Reports	inspection	awards, inter-municipal and
General Ledger	Subsidiary Ledgers	all others, affecting
General Journal	Tax Sale Records	municipality..

SCHEDULE 2.

Documents and records to be destroyed after the lapse of a period of TWELVE years.

Cash Disbursements	Public Works:
Cash Receipts	(a) Street and road costs
Contracts-sealed	(i) straight municipal projects
Monthly Financial Statements	(ii) government-assisted projects.
Payroll Records	(b) Machine costs
Tax Receipt Duplicates	(If proper cost accounting records
Tax Certificates	are kept by municipaloty, machine
Accounts and Vouchers Paid	cost records may be destroyed
Records of Estimates	after six years).

SCHEDULE 3.

Documents and records to be destroyed after the lapse of a period of SIX years.

Bank Pass Books	Duplicate General Receipts
Cheques - cancelled	Election Records
Contracts- general	Inventories
Deposit Slips	Oaths-official
Debentures	Assessment Complaints
Debenture coupons	Public Works:
Trial Balances	Daily Reports.

SCHEDULE 4.

Miscellaneous- Documents and records to be destroyed after the periods and and subject to the conditions indicated in this schedule.

Classified correspondence- to be segregated into subject matter groups and destroyed after period of time applying to related subject matter. With respect to the classification of correspondence upon which there may be disagreement, the decision of the head of the council and secretary-treasurer of the municipal corporation shall be final. They may, however, consult with the provincial archivist on all matters of historical interest.

Routine Correspondence- 3 years.

Manitoba Gazette - 2 years.

Insurance Policies, Meter Readings, Resolutions - 1 year.

Public Works: unclassified projects- to be dealt with as determined by the head of the council and secretary-treasurer of the municipal corporation.

SCHEDULE 5.

Any municipal document or record of a nature or kind not described in any of the Schedules 1, 2, 3 or 4 shall be either permanently retained or destroyed after the lapse of such period of time as is determined in writing by the head of the council and the secretary-treasurer of the municipal corporation.

(The above Schedules form part of By-Law No. 817)