

**THE CORPORATION OF THE
MUNICIPALITY OF CHARLTON AND DACK**

BY-LAW NO. 210

**BEING A BY-LAW TO ESTABLISH THE RETENTION PERIODS FOR CERTAIN
DOCUMENTS AND RECORDS TO BE KEPT BY THE CORPORATION OF THE
MUNICIPALITY OF CHARLTON AND DACK AND ADOPT A RECORDS
MANAGEMENT POLICY STATEMENT.**

WHEREAS the Municipal Act, 2001, c.25, Section 255 provides that a municipality or local board thereof, as defined in the Municipal Act, shall not destroy any receipt, vouchers, instruments, rolls or other documents, records and papers except in accordance with a By-Law passed by the Municipality and approved by the Municipal Auditor establishing schedules of retention periods during which the receipts, vouchers, instruments, rolls and other documents records and papers must be kept by the Municipality or local board, and said documents may be destroyed at any time if the original thereof is subject to a retention period within the schedule established by the By-Law;

AND WHEREAS the Council for the Municipality of Charlton and Dack deems it expedient to enact such a by-law establishing schedules of retention periods during which the Municipality's receipts, vouchers, instruments, rolls and other documents, records and papers must be kept by the Municipality.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE
MUNICIPALITY OF CHARLTON AND DACK HEREBY ENACTS AS FOLLOWS:**

1. For the purpose of this by-law:

"File" shall mean the compilation of receipts, vouchers, instruments, rolls or other documents, record and papers which may be in the original form or a microform electronic that is certified by the Clerk of the Municipality of Charlton and Dack.

"Personal information" shall mean recorded information about an identifiable individual including:

- a) Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- b) Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- c) An identifying number, symbol or other particular assigned to the individual;
- d) The address, telephone number, fingerprints or blood type of the individual;
- e) The personal opinions or views of the individual except where they related to another individual;
- f) Correspondence sent to an institution by the individual that implicitly or explicitly of a private or confidential nature and replies to that correspondence that reveal the contents of the original correspondence;
- g) The views or opinions of another individual about the individual; and
- h) The individual's name where it appears with other personal information relating to the individual or where the disclosure of the name would reveal other person about information about the individual.

"Record" shall mean any record of information, however recorded, whether in printed form, on film, by electronic means or otherwise and includes:

- a) Correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording,

videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics and any copy thereof and;

2. **THAT** retention periods for documents and records are set out in Schedule "A" and attached hereto and forming part of this By-law and the Records Management Policy Statement concerning the above noted is set out in Schedule "B" attached hereto and forming part of this By-law are hereby established.
3. **THAT** the Clerk upon being satisfied the relevant retention period established by the By-law has expired and that no reason exists for further retention may order the records and papers to be destroyed or set aside for permanent retention.
4. **THAT** this by-law rescinds all previous or existing by-laws of the former Township of Dack and the Town of Charlton on issues covered by this by-law or contrary to the terms of this by-law.
5. **THAT** this by-law shall come into force and effect upon final passing and after its endorsement by the auditors and remain in force and effect and until such time as it is repealed by the Council of the Corporation of the Municipality of Charlton and Dack.
6. **THAT** all other by-law, resolutions, or parts thereof, contrary hereto or inconsistent herewith be and the same are hereby repealed.

READ A FIRST TIME THIS 9TH DAY OF JUNE, 2014

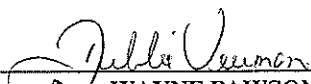


WAYNE PAWSON/REEVE



DAN THIBEAULT/CLERK-TREASURER CAO

READ A SECOND AND THIRD TIME, SIGNED AND SEALED THIS 23RD DAY OF JUNE, 2014.



for: WAYNE PAWSON/REEVE



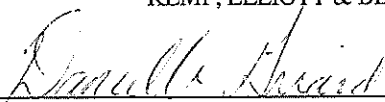
DAN THIBEAULT/CLERK-TREASURER CAO

APPROVAL OF AUDITOR

Pursuant to Section 255 of the Municipal Act, 2001. C. 25 the undersigned duly authorized auditors for the Municipality of Charlton and Dack approve By-Law No. 210 passed by Council on the June 23rd, 2014.

Dated the 25 day of June, 2014.

KEMP, ELLIOTT & BLAIR LLP



Chartered Accountant

THE CORPORATION OF THE MUNICIPALITY OF CHARLTON AND DACK
Schedule "A"
TO RETENTION BY-LAW NO. 210

COUNCIL AND BY-LAWS

<u>RECORD</u>	<u>INCLUDES</u>	<u>YEARS TO BE RETAINED</u>
Council and By-Laws - General	Records regarding Council, Board and by-laws which cannot be classified elsewhere. Use only if no other heading is available.	C + 1 year
By-Laws	Final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws.	Permanent
By-Laws – Other Municipalities	Final versions of by-laws of other municipalities which are of interest.	Superseded
Council Agendas	Agenda of Council meetings	Permanent
Council Minutes	Minutes of the proceedings of Council meetings.	Permanent
Motions and Resolutions	Final signed versions of resolutions and motions of Council.	Permanent
Motions and Resolutions – Other Municipalities	Final versions of motions and resolutions of other municipalities which are of interest.	Superseded
Delegations and Petitions to Council	Copies of Letters to Council, submissions to Council.	C + 6 years
Supported Correspondence	Correspondence brought to Council which was supported.	C + 6 years
Unsupported Correspondence	Correspondence brought to Council which was not supported.	C + 6 years
General Correspondence	Correspondence brought to Council.	C + 6 years
Approvals for Special Meetings	Special meetings called by Council.	C + 1 year
Council Committee Agendas	Agenda for the committees of Council.	C + 6 years
Council Committee Minutes	Minutes of the committees of Council	C + 6 years
Complaints, Commendations and Inquiries	Records regarding complaints, commendations, requests for information and very general types of inquiries. Also includes concerns about services offered by the municipality, inquiries and council proceeding and congratulatory letters.	C + 6 years
Presentation Notes	Rough notes made regarding the presentations at Council.	C + 1 year
Appointment to Boards and	Records regarding appointment by Council of	Permanent

Committees	staff and council members	
Council Remuneration	Records regarding hours from Councillors	C + 6 years
Council Positions	Records regarding council positions	Termination + 4 years
Elections	Returned notices, lists of officials, voters list etc.	In accordance with the Elections Act

THE CORPORATION OF THE MUNICIPALITY OF CHARLTON AND DACK
Schedule "A"
TO RETENTION BY-LAW NO. 210

ADMINISTRATION

<u>RECORD</u>	<u>INCLUDES</u>	<u>YEARS TO BE RETAINED</u>
Administration – General	Administrative records which cannot be classified elsewhere.	C + 1 year
Associations and Organizations	Correspondence, minutes, agendas, notices regarding meetings and reports regarding organization associations and societies to which staff belong or with which they communicate in the course of their duties.	C + 1 year
Staff Committees and Meetings	Records regarding the activities of staff committees and meetings. Includes notices of meetings, agenda, minutes, etc.	C + 6 years
Computer/ Information Systems	Records regarding all types of information systems in use.	Superseded + 2 years
Conferences and Seminars	Conferences, invitations, approvals, agenda, notes on proceedings and other records regarding conferences.	C + 1 year
Office Equipment and Furniture	Records regarding the design and maintenance of owned and leased office equipment and furniture.	Disposal of Item
Travel and Accommodation	Records regarding travel and accommodation arrangements.	C + 1 year
Vendors and Suppliers	Records regarding vendors and suppliers of good and services as well as information about these goods and services such as catalogues price lists, correspondence, and bidders information sheets.	Superseded
Telecommunication Systems	Records regarding all types of telecommunications systems.	Superseded
Intergovernmental Relations	Correspondences and other records of a general nature regarding the relationship between the municipality and all other levels of government.	C + 6 years
Accessibility of Records	Documents regarding the municipality's responsibilities under the Freedom of Information and Protection of Privacy Act and records regarding the handling of request under the Act.	C + 6 years
Security	Reports and logs for security of facilities including control of keys.	C + 1 year

Facilities	Copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	C + 1 year
Insurance Appraisals	Appraisals of municipal property for insurance purposes.	Superseded
Insurance Policies	Municipal insurance policy documents, such as vehicle, liability, theft and fire insurance. EXCLUDED Employee Group Insurance	Expiry of Policy + 15 years
Appeals and Hearings	All transcripts and related documentation regarding appeals, hearings and legal proceedings. Includes final judgements. Includes zoning appeals, official plan appeals, and Committee of Adjustment appeals.	Permanent
Claims against and by the Municipality	All claims made by and against other parties regarding the municipality.	Resolution of claim + 1 year
Contracts and Agreements Under Seal	All agreements entered into by the municipality. Includes construction contracts, purchase of service and subdivision agreements. Also includes agreements regarding easements, encroachments, area ways and laneways.	Termination of Agreement + 20 years
Land Acquisition and Sale	Records regarding real estate transactions and conveyance of land such as lot sales. Includes leases, deeds and expropriation plans, purchase letters and appraisals.	Permanent
Opinions and Briefs	Copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	Superseded
Federal and Provincial Legislation	Records regarding bills, acts and regulations enacted by the Parliament of Canada and the Ontario Legislature.	Superseded
Registers of Births, deaths, and marriage	Vital Statistics	Permanent Except Marriage licence application- 2 years
Contracts and Agreements – Simple	Contracts and agreements not under corporate seal, such as equipment rental and service contracts and vehicle lease and purchase.	Expiry + 6 years
Advertising	Records regarding public advertising.	C + 1 year Big Events may be Archived
Fundraising	Records regarding the raising of funds and donations for the municipality.	C + 6 year
Cemetery Records	Burial Permits, maps, plot ownership records, interment registers, lot receipts and permissions and indexes for municipal cemeteries.	Permanent

THE CORPORATION OF THE MUNICIPALITY OF CHARLTON AND DACK
Schedule "A"
TO RETENTION BY-LAW NO. 210
PUBLIC WORKS

<u>RECORD</u>	<u>INCLUDES</u>	<u>YEARS TO BE RETAINED</u>
Public Works- General	Records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.	C + 1 Year
Fleet Management	Records of all vehicles currently leased or owned, operated and maintained by the municipality. This includes vehicle history files, and vehicle maintenance, registration and disposal etc.	Disposal + 6 years
Mobile Equipment	Records regarding mobile equipment used in conjunction with vehicles. Also includes maintenance and history files on equipment such as generators, pumps, snow blower, etc.	Disposal + 6 years
Transportable Equipment	Records regarding transportable equipment used by the municipality. Equipment such as lawnmowers, hoses, drills etc.	Disposal + 6 years
Protective Equipment	Records regarding protective equipment used by the municipality. Also includes maintenance and history files on equipment such as breathing apparatus etc.	Disposal + 6 years
Street lighting	Records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights. Also includes records on power consumption.	C + 6 Years
Parking	Records and studies regarding municipal parking issues	Closure of lot or space + 6 years
Signs and Signals	Records and studies regarding the manufacture and installation of signs.	Removal of sign + 6 years
Traffic	Records and studies regarding the flow of traffic on roads.	C + 10 years
Permanent Road and Lane Closures	Records on roads and lanes closed on a permanent or regular basis.	Permanent
Temporary Road and Lane Closures	Records on roads and lanes closed on a temporary basis.	C + 1 year
Railway and Road Intersecting Crossings	Correspondence regarding intersections of municipal roads and railway systems.	C + 10 years
Transportation Services	Records regarding transfers of roads and transportation related responsibilities from Province to Municipality	C + 6 years
Ministry of Transportation	Correspondence to and from the MTO	C + 6 years

Drawings/ Plans	Original drawings for municipal contracts, subdivisions, intersections, facilities, plants, pumping stations, culverts, bridges and mapping.	Superseded
Facilities Construction and Renovations	Records for the planning and construction of municipal facilities. Includes site meetings, consultants reports and cost reports. Also includes architectural and engineering drawings.	Completion of Project + 15 years Specifications Permanent
Building and Property Maintenance	Records regarding the maintenance of the municipality's buildings and properties. Includes both exterior and interior.	C + 6 years
Drainage Files	Records regarding the design, construction and maintenance of rural drains. Also includes engineering reports, petitions, assessments, general specifications, manuals and correspondence.	By-law is repealed or replaced
Tile Loans	Original application, copy of the by-law, map of the tiled area and copy of the inspection completion certificate.	Permanent
Road Construction	Records and studies regarding construction projects on road. Includes the construction of new roads and major improvement to existing roads such as resurfacing widening, bridges. Etc.	Completion of project + 6 years
Road Maintenance	Records and studies regarding the inspection and maintenance of roads. Includes the installation of culverts, minor repairs to the road surfaces, footpaths etc. Also includes grading, plowing, and sanding or roads and snow removal and cleaning.	Completion of project + 6 years
Bridge Inspection Reports	Required bridge inspections	Permanent
Used Oil Permit	HWIN Permits for Oil	C + 6 years

THE CORPORATION OF THE MUNICIPALITY OF CHARLTON AND DACK
Schedule "A"
TO RETENTION BY-LAW NO. 210

LEISURE SERVICES

<u>RECORD</u>	<u>INCLUDES</u>	<u>YEARS TO BE RETAINED</u>
Recreation and Culture -- General	Records regarding recreation and cultural services which cannot be classified elsewhere. Use only if no other heading is available.	C + 1 year
Heritage Preservation	Records regarding heritage and historical development including designation of buildings, districts and cemeteries.	Permanent
Parks Management	Correspondence, descriptions, reports and other records dealing with the management, design, set-up, landscaping and maintenance of municipal parks. Includes maps and plans. EXCLUDES Buildings	C + 6 years
Recreational Facilities	Correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities such as rinks, heritage centres, etc. EXCLUDES Buildings	C + 6 years
Recreation Programming	Correspondence, applications, registrations and general information regarding the development and delivery of recreation programs to the community.	C + 6 years
Recreation Volunteer Committees	Correspondence, reports, minutes, and general information regarding the Recreation Volunteer Committees	C + 6 years

THE CORPORATION OF THE MUNICIPALITY OF CHARLTON AND DACK
Schedule "A"
TO RETENTION BY-LAW NO. 210

PROTECTION AND ENFORCEMENT SERVICES

<u>RECORD</u>	<u>INCLUDES</u>	<u>YEARS TO BE RETAINED</u>
Protection & Enforcement Service – General	Records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.	C + 1 year
By-law Enforcement	Records of municipal efforts to enforce by-law such as parking infractions, animals, fence viewing etc.	C + 6 years
Emergency Planning	Records regarding the planning and rehearsal of emergency measures.	Superseded + 2 years
Incident/ Accident Reports	Records of vandalism and security incident reports and accidents that occur at municipal properties.	C + 6 years
Building and Structural Inspections	Inspection reports such as building, plumbing, fire prevention and other structural inspections.	Superseded
Licences	Records regarding licenses administered by or required by the municipality or province such as dogs, lottery applications, fire etc. EXCLUDES Lottery Licences	Expiry of license + 2 years
Lottery Licences	Includes Lottery Licences EXCLUDES Lottery Applications	Permanent
Building Permits	Permits issued to builders and residents giving them permission to build or renovate. EXCLUDES Building Permit Applications	Permanent
Building Permit Application	Applications received from builders and residents.	C + 6 years
Permits, Other	Consents the municipality issue giving permission to hold a special event etc.	Expiry of permit + 2 years

THE CORPORATION OF THE MUNICIPALITY OF CHARLTON AND DACK
Schedule "A"
TO RETENTION BY-LAW NO. 210

HUMAN RESOURCES

<u>RECORD</u>	<u>INCLUDES</u>	<u>YEARS TO BE RETAINED</u>
Human Resource – General	Records regarding Human Resources which cannot be classified elsewhere. Use only if no other heading is available.	Superseded
Benefits	Brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees such as group insurance, general information on OMERS	Superseded
Employee Records	Records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, change of address notifications, employment attendance.	Termination of Employment + 10 years
Health and Safety	Records regarding the occupational health and safety of staff.	Superseded
Human Resource Planning	Records of succession planning, employment equity, performance management.	Superseded
Employee Policy	Job Descriptions, Organization charts etc.	Superseded
Training and Education	Records regarding available training courses.	Superseded
WSIB Claims	Records regarding WSIB Claims only.	Permanent
Interview Information and Resumes	Records regarding potential employment and interviews.	C + 1 year
T4 and Record of Employment	Records regarding T4 and Record of Employment	Termination + 10 years
Policies and Procedures	Policy and procedure manuals and guidelines.	Superseded

THE CORPORATION OF THE MUNICIPALITY OF CHARLTON AND DACK
Schedule "A"
TO RETENTION BY-LAW NO. 210

FINANCE AND ACCOUNTING

<u>RECORD</u>	<u>INCLUDES</u>	<u>YEARS TO BE RETAINED</u>
Finance and Accounting – General	Records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available.	C + 1 year
Accounts Payable	Records documenting funds payable by the municipality, such as paid invoices, membership fees, and telephone bills.	C + 6 years
Accounts Receivable	Records documenting funds owing to the municipality such as invoices, tax and water receivables.	C + 6 years
Audits	Records regarding financial audits of accounts.	C + 6 years
Banking	Records including bank statements, bank reconciliations and deposit records.	C + 6 years
Budgets and Estimates	Departmental and corporate budgets both capital and operation. Includes working notes and calculation.	C + 6 years
Assets	Records regarding current and fixed assets. Includes inventories as well as records of initial expenditure, depreciation, amortization, disposal and assessment notices.	Disposal + 6 years
Returned Cheques	All cancelled cheques issued such as payroll and payables.	C + 6 years
Employee and Council Expenses	Travel and meeting expense statements and all receipts submitted by employees or Council to substantiate expense claims.	C + 6 years
Financial Statements (1 copy)	Balance, Sheet, Income Statement etc.	Permanent
Grants and Loans	Records regarding revenue generated in the form of grants, provincial and federal and loans.	C + 6 years
Investments	Records regarding the municipality's investments, term deposits and promissory notes.	Closure of account + 6 years
Vouchers	Completed vouchers	C + 6 years
Subsidiary, Ledgers, Registers, and Journal	All subsidiary ledgers, registers, and journals such as Payment and Receipt Journals and	C + 6 years

	Debenture Registers.	
General Ledger	All records in the Books of Original Entry	Permanent
Payroll	All records of payment of salary, wages, and deductions to employees. Includes pay lists, OMERS yearly reports and Statistics Canada reports. Also includes honorarium and fees to Council.	C + 6 years
Purchase Orders and Requisitions	Purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services.	C + 6 years
Quotations and Tenders	Records regarding quotations and tenders obtained from suppliers of goods and services.	C + 6 years
Reserve Funds	Records documenting obligatory and/or discretionary reserve funds such as services for working funds.	C + 6 years
Revenues	Records regarding the generation of revenues other than assessment taxes and water receivables such as fees from applications for severance, parking tickets etc.	C + 6 years
Trust Funds	Records regarding funds established by the municipality for money held in trust such as bequests and Ontario Home Renewal Program.	Closure of account + 6 years

THE CORPORATION OF THE MUNICIPALITY OF CHARLTON AND DACK
Schedule "A"
TO RETENTION BY-LAW NO. 210

TAXES

Taxes – General	Records regarding taxes which cannot be classified elsewhere. Use only if no other heading is available.	C + 1 year
Tax Rolls and Records	Taxation records of long term importance such as assessment rolls, arrears register cards and tax collector's rolls.	Permanent
Write Offs	Accounts receivable that have been written-off as uncollectible.	C + 6 years
Reports from Count 3	Records include original reports from Count 3 including Payments, Penalty, and Billing Adjustments.	C + 6 years
Payment in Lieu	Records include reports received regarding payments in lieu of taxes	C + 8 years
Mortgage Files	Tax bills, mortgage listings and correspondence	C + 6 years
Tax Certificates	Requests for tax certificates and copies of tax certificates.	C + 6 years
Tax Sale	Tax sale records, tax sale deeds and related correspondence.	Permanent

THE CORPORATION OF THE MUNICIPALITY OF CHARLTON AND DACK
Schedule "A"
TO RETENTION BY-LAW NO. 210

ENVIRONMENTAL SERVICES

<u>RECORD</u>	<u>INCLUDES</u>	<u>YEARS TO BE RETAINED</u>
Environmental Services	Records regarding environmental services which cannot be classified elsewhere. Use only if no other heading is available.	C + 1 year
Environmental Monitoring	Records regarding the routine monitoring of water quality. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil etc.	C + 10 years OR In accordance to legislation
Certificates of Approval		Superseded
Waste Management	Records regarding the collection and disposal of waste, source separation collection services and composting.	Disposal or replacement of facility + 2 years
Water Works	Records regarding the design, construction and maintenance of water mains, tanks, pipelines and related facilities and equipment.	C + 6 years OR In accordance to legislation Specifications - Superseded

THE CORPORATION OF THE MUNICIPALITY OF CHARLTON AND DACK
Schedule "A"
TO RETENTION BY-LAW NO. 210

DEVELOPMENT AND PLANNING

<u>RECORD</u>	<u>INCLUDES</u>	<u>YEARS TO BE RETAINED</u>
Development and Planning -- General	Records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.	C + 1 year
Demographic Studies	Records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment.	C + 10 years
Economic Development	Records regarding the growth of the economy. Includes studies, statistics, projections etc.	C + 10 years
Environment Planning	Records regarding general types of environmental studies with a long range planning emphasis, such as storm drainage and flood control planning, parks and open spaces planning and waste management planning.	C + 10 years
Natural Resources	Records regarding the management and preservation of forests, records regarding the characteristics of various ministers and other natural resources information.	C + 10 years
Tourism Development	Records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.	C + 10 years
Official Plans	The official plan and amendments to the official plan.	Permanent
Official Plan Amendment Application	Applications to amend the official plan.	Final Decision + 6 years
Severances	Records regarding the granting of severances to parcels of land.	Final Decision + 6 years
Site Plan Control	Records regarding the provision of services to individual land sites.	Permanent
Subdivision Plans	Records regarding the approval of plans of subdivisions.	Permanent
Variances	Records regarding the granting of variances in land use from existing zoning regulations	Permanent
Zoning	Records and standards regarding the designation of zones for land use planning	Final decision + 6 years

	purposes. Includes zoning applications.	
Easements	All records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water.	Termination of Right + 6 years
Encroachments	All records regarding private properties encroaching on municipal lands.	Termination of right + 6 years
Municipal Addressing	Records regarding requests for and assignment of new subdivision and other street names and numbers.	Superseded
Reference Plans	Site plans and property survey plans receive from Registry Office.	Permanent
Commercial and Industrial Development	Records regarding promotion and development of industry and commerce. Records include studies, statistics etc.	C + 10 years
Agriculture Development	Records regarding promotion and development of agriculture industry.	C + 10 years
Charlton and Dack Amalgamation	All records relating to the amalgamation, review, study, Transition Board and restructuring.	Permanent
Community Strategic Plan	Broad based plan either local or regional	Superseded

**MUNICIPALITY OF CHARLTON AND DACK
RECORDS DESTRUCTION FORM**
287237 Sprucegrove Rd, Englehart, Ontario P0J1H0

Required Approval	Destruction
Clerk Treasurer CAO: _____ Date: _____	Date of Records Destruction: _____
I certify that these records are past the retention period specified in by-law 210 and all audit and administrative requirements have been satisfied. Destruction Witness: _____	Destruction Method: <input type="checkbox"/> Shredding <input type="checkbox"/> Discard <input type="checkbox"/> Burning

Description of Records <small>The contents of each box should be listed separately.</small>	Earliest Year	Latest Year	Retention Period (years)