

**Ontario Association of Property Standards Officers
BY-LAW # 2-2017**

A by-law to provide for the classification, retention and destruction of the records of the Ontario Association of Property Standards Officers.

**SHORT TITLE:
Records Classification and Retention By-law**

1. DEFINITIONS

In this by-law:

- a. "Association" means The Ontario Association of Property Standards Officers.
 - b. "Functional" refers to a classification method for organizing records based on the actual business function, activity or transaction type associated with the records. The Records Classification and Retention Schedule attached as Schedule A is the Association's functional classification system.
 - c. "Record" means information however recorded or stored, whether imprinted form, on film, by electronic means or otherwise, and includes documents, financial statements, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs and films".
 - d. "Transitory Record" means records, regardless of format, that have temporary usefulness and are not required to meet statutory obligations, set policy, establish guidelines or procedures, certify a transaction, become a receipt or provide evidence of a legal, financial, operational or other decisions of the association.
2. The Association will classify, retain and destroy records in accordance with this by-law and the Records Classification and Retention Schedule attached as Schedule A.
 3. When records exist which fall outside of those listed in the Records Classification and Retention Schedule, functional classification based on an analysis of the Association's business activities and legislative responsibilities shall be the guiding principle for classifying, retaining, and destroying those records.
 4. Electronic records may be stored in databases, shared drives, or servers. Records classifications and retention periods indicated in the Records Classification and Retention Schedule apply equally to paper and electronic records.
 5. All emails which have not already been deleted as transitory records and are older than 5 years from date of receipt or creation may be permanently destroyed.

6. Unless otherwise specified in the Records Classification and Retention Schedule, or unless required for legal purposes or as otherwise provided by law, transitory records may be destroyed at any time.

This by-law was read and passed at the Annual General Meeting on the 31st day of May, 2017.

First reading: May 31, 2017
Second reading: May 31, 2017
Third reading: May 31, 2017

Ontario Association of Property Standards Officers
 SCHEDULE A TO BY-LAW # 2-2017
 Records Classification and Retention By-law

File Code	Series Title	Series Description	Retention Period (years)	Notes
A - ADMINISTRATION				
Description - Includes records regarding routine administration and service functions.				
LEGEND E = trigger event, S = when superseded, P = permanent, **= subject to archival selection				
A00	Administration – General	Includes administration records, which cannot be classified elsewhere. Use only if no other heading is available.	1	
A01	Applications	Includes applications for membership, conferences, annual training seminars and certification	2	
A02	Associations and Organizations	Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which the association belongs to or with which it communicates in the course of its duties such as AMCTO, AMO, OBOA, MLEOA, etc.	1	
A03	Committees and Board Meetings	Includes records regarding the activities of committees and board meetings. Includes notices of meetings, agendas, minutes, etc. May also include copies of committee activity reports.	7**	
A04	Conferences, Seminars and Board Meetings	Includes invitations, approvals, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by directors or others on behalf of the association, or sponsored by the association, including board meetings, as well as travel arrangements, accommodation, itineraries, reservations, confirmation of reservations, hotel brochures related to the conference/meeting, restaurants, convention sites, etc.	1	
A05	Consultants and Contractors	Includes correspondence, proposals, resumes and other documents regarding the selection, appointment and monitoring of consultants/Contractors.	2	
A06	Information Technology	Includes records regarding the administration and operation of computers and information systems in use. Includes data transmission, quality control, electronic correspondence management (email), computer hardware and software, and website development and support.	7	

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File Code	Series Title	Series Description	Retention Period (years)	Notes
A07	Membership Lists	Includes official records of the current members of the association and their status.	7	
A08	Travel, Visits and Tours	Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles, and catalogues and brochures concerning hotels, convention sites, and restaurants.	1	
A09	Vendors and Suppliers	Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, resumes and biographies.	2	

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File Code	Series Title	Series Description	Retention Period (years)	Notes
B – BOARD OF DIRECTORS AND BY-LAWS				
Description - Includes records regarding the establishment of policy and By-laws, and the operations of the Board of Directors.				
LEGEND E = trigger event, S = when superseded, P = permanent, **= subject to archival selection				
B00	Board of Directors and By-laws – General	Includes records regarding the Board of Directors and By-laws, which cannot be classified elsewhere. Use only if no other heading is available.	1	
B01	By-laws	Includes final versions of the association’s By-laws and amendments and attachments that are legally part of the By-laws.	P	
B02	By-law Processing	Includes statutory notices, records of correspondence and all administrative documents required for by-law processing	7	
B03	Elections Administration	Includes lists of officials, membership voters' lists. Includes general correspondence regarding the election.	E + 4	E = voting day at AGM
B04	Motions and Resolutions	Includes final signed versions of resolutions and motions of the Board of Directors.	P	
B05	Nomination Papers	Includes completed nomination papers, by all candidates for the Board of Directors	E	E = first board meeting after election

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File Code	Series Title	Series Description	Retention Period (years)	Notes
E – EXAMINATIONS AND RESULTS				
Description - Includes records regarding the administration of examinations by the association and the results of training.				
LEGEND E = trigger event, S = when superseded, P = permanent, **= subject to archival selection				
E00	Examinations and Results - General	Includes records regarding examinations and results, which cannot be classified elsewhere. Use only if no other heading is available.	1	
E01	Examinations	Includes examinations administered by the association, including those related to annual training seminars, including manual and electronic marking systems	2	
E02	Training Results	Includes official records of the results of examinations administered by the association including final grades by participants in annual training seminars.	20	

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File Code	Series Title	Series Description	Retention Period (years)	Notes
F – FINANCE				
Description - Includes records regarding the management of funds.				
LEGEND E = trigger event, S = when superseded, P = permanent, **= subject to archival selection				
F00	Finance and Accounting - General	Includes records regarding finance and accounting, which cannot be classified elsewhere. Use only if no other heading is available.	1	
F01	Accounts Payable	Includes records documenting funds payable by the association such as paid invoices, cheque requisitions, membership fees, and bills.	7	
F02	Accounts Receivable	Includes records documenting funds owing to the association including invoices and returned invoices.	7	
F03	Audits	Includes reports regarding internal and external financial audits of accounts.	7	
F04	Banking	Includes records regarding banking transactions and relationships with banks. Includes bank statements, bank reconciliation and deposit records.	7	
F05	Cheques	Includes all canceled cheques issues. Also includes cheque copies and cheque listings	7	
F06	Expenses	Includes travel and meeting expense statements and all receipts submitted by directors or others acting on behalf of the association to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc. May also include travel and expense statements.	7	
F07	Investments	Includes records regarding the association's investments, term deposits, and promissory notes.	E+7	E = end of term
F08	Quotations	Includes records regarding quotations obtained from suppliers of goods and services. Includes all documentation regarding the selection process.	7	

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File Code	Series Title	Series Description	Retention Period (years)	Notes
F09	Receipts	Includes receipts issued for payment of items such as conference registrations, membership fees, annual training seminar, etc.	7	

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File Code	Series Title	Series Description	Retention Period (years)	Notes
L - LEGAL				
Description – Includes records regarding legal matters as well as contracts and agreements.				
LEGEND E = trigger event, S = when superseded, P = permanent, **= subject to archival selection				
L00	Legal Affairs - General	Includes records regarding legal affairs, which cannot be classified elsewhere. Use only if no other heading is available.	1	
L01	Claims Against the Association	Includes all liability/insurance claims made by other parties against the association.	E+7	E = resolution of claim and all appeals
L02	Claims by the Association	Includes all litigation against other parties by the association.	E+1	E = resolution of claim and all appeals
L03	Contracts	Includes contracts entered into by the association. Background information should be filed under the subject. Includes supplementary documents required as a condition of the contract.	20	
L04	Corporate Interests	Includes records regarding the acquisition and protection of intellectual property rights on behalf of the association. Includes patent, trademark and copyright applications as well as records dealing with the use of the association's name and/or logo by third parties.	P	
L05	Incorporating Documents	Includes records related to the incorporation of the association.	P	
L06	Insurance policies	Includes association insurance policy documents either with or without liability.	7	
L07	Insurance records	Includes general and background information, correspondence, and historical summaries related to insurance.	7	
L08	Litigation	Records regarding litigation disputes involving the association.	E+7	E = resolution of dispute

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File Code	Series Title	Series Description	Retention Period (years)	Notes
L09	Opinions and Briefs	Includes copies of opinions and briefs prepared by legal counsel on specific issues. Usually filed by subject.	S**	

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File Code	Series Title	Series Description	Retention Period (years)	Notes
M – MEDIA AND PUBLIC RELATIONS				
Description – Includes records regarding the association’s relationship with its members and the general public.				
LEGEND E = trigger event, S = when superseded, P = permanent, **= subject to archival selection				
M00	Media and Public Relations – General	Includes records regarding media and public relations, which cannot be classified elsewhere. Use only if no other heading is available.	1	
M01	Complaints	Includes records regarding general complaints about the association and its activities.	1	
M02	Customer Service	Includes records regarding requests for information and general types of inquiries. Also includes concerns about services offered by the association and inquiries about Board Meetings.	1	
M03	Media	Includes photos, videos and association advertising	1**	
M04	Publications and Presentations	Includes trade show information, event information, pamphlets, newsletters, manuals, presentations, etc.	S**	
M05	Website Content and Social Media	Includes information on the creation of website contents and includes information on social media such as Facebook, Twitter, etc.	2	