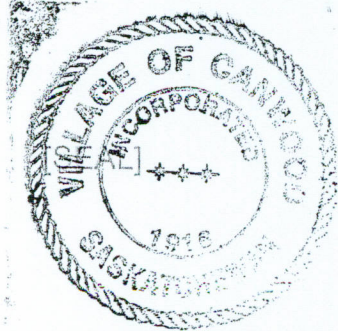


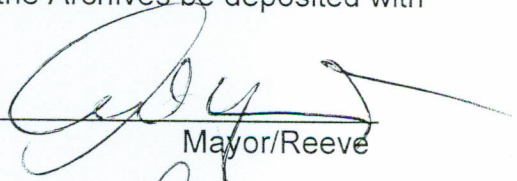
Records Destruction Schedule Bylaw
VILLAGE OF CANWOOD
BYLAW NO. 2/08

A BYLAW FOR THE DESTRUCTION OF DOCUMENTS

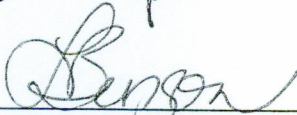
The Council of the Village of Canwood in the Province of Saskatchewan, enacts as follows:

1. That a Records Retention and Disposal Schedule (the Schedule) for the municipality, attached hereto as "Exhibit A" and forming part of this bylaw, be adopted.
2. That the administrator of the Municipality is hereby authorized to destroy all applicable documents of the Municipality in accordance with the Schedule.
3. That the Administrator/Clerk contact the Saskatchewan Archives Board before the destruction of any records mentioned in section (2) above and ensure that any documents requested by the Board for preservation in the Archives be deposited with the Board.





Mayor/Reeve



Clerk / Administrator

Section 116, *The Municipalities Act*

Read a third time and adopted
this 23 day of July, 2008

Records Retention and Disposal Guide for Rural and Urban Municipalities

Table of Contents

1. ACCOUNTING AND FINANCE

- 1.1 Accounts Payable
- 1.2 Accounts Receivable
- 1.3 Annual Financial Statements
- 1.4 Audits and Compliance Review
- 1.5 Bank Accounts
- 1.6 Budget
- 1.7 Budget-related Reports
- 1.8 Cash Payments and Receipts
- 1.9 Debentures and Loans
- 1.10 Federal/Provincial Remittance
- 1.11 Grants
- 1.12 Investment Records
- 1.13 Ledgers/Journals
- 1.14 Local Improvement Roll
- 1.15 Monthly Financial Statements
- 1.16 Requisition/Purchase Orders
- 1.17 Tax Roll/Assessment Roll
- 1.18 Utility Documents

2. ADMINISTRATION

- 2.1 Agreements/Contract and supporting documentation (related to land, building, properties etc.)
- 2.2 Agreements/Contract and supporting documentation (NOT related to land, building, properties etc.)
- 2.3 Appeals
- 2.4 Celebrations and Events
- 2.5 Cemetery Records
- 2.6 Change of Ownership documents
- 2.7 Inquiries (under LAFOIPP)
- 2.8 Insurance Policies – Liability
- 2.9 Insurance policies – Property
- 2.10 Photographs
- 2.11 Records Disposal Documentation
- 2.12 Tax Assessment Appeals
- 2.13 Tax Assessment Records
- 2.14 Tax Certificates
- 2.15 Tax and Assessment Undelivered Notices
- 2.16 Tax Enforcement Records
- 2.17 Other Enforcement Records
- 2.18 Water Analysis and Reports

3. ELECTION

- 3.1 Ballots
- 3.2 Disclosure of Holdings
- 3.3 Declaration of Agent/Friend
- 3.4 Declaration of Polls
- 3.5 Deputy Returning Officer Statement of Results
- 3.6 Nomination and Receipts
- 3.7 Oaths of Office
- 3.8 Poll Maps

- 3.9 Poll-by-poll Election Results
- 3.10 Returning Officer's Summary of Results
- 3.11 Poll Books
- 3.12 Voters' Lists
- 3.13 Voters' Registration Forms
- 3.14 Ballot Box Contents (includes ballots, registration forms, etc.)

4. EMPLOYEE – EMPLOYER

- 4.1 Employee Records
- 4.2 Income Tax

5. LEGAL

- 5.1 Minister's Orders
- 5.2 Claims
- 5.3 Petitions
- 5.4 Writs

6. LICENSES AND PERMITS

- 6.1 Licenses and Permits Issued by Municipalities
 - 6.1.1 Building Permits
 - 6.1.2 Development Permits
 - 6.1.3 Development Permits – Denied
 - 6.1.4 Development Permits – Register
 - 6.1.5 Other Permits (not related to land, buildings, property, etc.)
 - 6.1.6 Licenses
- 6.2 Licenses and Permits Issued to Municipalities
 - 6.2.1 Licenses and Permits (related to land, buildings, property, etc.)
 - 6.2.2 Licenses and Permits (not related to land, buildings, property, etc.)

7. MAPS, PLANS AND SURVEYS

- 7.1 Architects' Drawings
- 7.2 Municipal Maps And Plans
- 7.3 Road Surveys
- 7.4 Land Surveys Certificates/Surveyors' Reports

8. MINUTES AND BYLAWS

- 8.1 Council Minutes
- 8.2 Repealed Bylaws
- 8.3 Bylaw Register (active and repealed)

9. REPORTS AND STATISTICS

- 9.1 Reports of Boards and Committees established by Council
- 9.2 Vital Statistics

10. ROADS AND STREETS

- 10.1 Road Maintenance Records (includes reports)

RECORDS RETENTION and DISPOSAL GUIDE

1. ACCOUNTING AND FINANCE

| RECORDS | RETENTION PERIODS | DISPOSAL RECOMMENDATION |
|---|------------------------------|------------------------------|
| 1.1 Accounts Payable (includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence, etc.) | 7 years | Dispose |
| 1.2 Accounts Receivable (includes receipt records, write offs, invoices, vouchers, related correspondence, etc.) | 7 years | Dispose |
| 1.3 Annual Financial Statements | Permanent as per legislation | Permanent as per legislation |
| 1.4 Audits and Compliance Reviews (auditor recommendations, reports, etc.) | 7 years | Dispose |
| 1.5 Bank Accounts (includes records related to termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliations, deposit books, cheques stubs/duplicates, etc.) | 7 years | Dispose |
| 1.6 Budget (as part of the minutes) | Permanent | Permanent |
| 1.7 Budget Related Reports | 7 years | DISPOSE |
| 1.8 Cash Payments and Receipts (includes cash payments books, print-outs, cash reports and summaries, register tapes, etc.) | 7 years | DISPOSE |

Continued...

1. ACCOUNTING AND FINANCE (cont'd)

| RECORDS | RETENTION PERIODS | Disposal Recommendation |
|---|---|--|
| 1.9 Debentures/Loans (includes registers, coupons, etc.) | 7 years after final payment | DISPOSE |
| 1.10 Federal/Provincial Remittance | 7 years | DISPOSE |
| 1.11 Grants (includes applications and supporting documentation) | 7 years after completion of project, activity, task, etc. or rejection of application | Contact the Archives Dispose <u>only</u> upon the Archives recommendation |
| 1.12 Investment Records | 7 years after maturity of financial instruments | DISPOSE |
| 1.13 Ledgers/Journals (includes general ledgers, subsidiary ledgers, ledger cards, reports, journals, etc.) | 7 years | DISPOSE |
| 1.14 Local Improvement Roll | 7 years after completion of project | DISPOSE |
| 1.15 Monthly Financial Statements | 7 years | DISPOSE |
| 1.16 Requisition/Purchase Orders | 7 years | DISPOSE |
| 1.17 Tax Roll/Assessment Roll (i.e. hard copy of year-end print out) | Permanent as per Legislation | PERMANENT as per Legislation |
| 1.18 Utility Documents (includes water and sewer cards and ledgers, utilities tax roll, etc.) | 7 years | DISPOSE |

2. ADMINISTRATION

| RECORDS | RETENTION PERIODS | DISPOSAL RECOMMENDATION |
|--|--|--|
| 2.1 Agreements/Contracts and Supporting Documentation (pertaining to land, buildings, properties, structures, etc. owned by the municipality including construction agreements/contracts, etc.) | 10 years after disposition of building, property or structure | Contact the Archives Dispose <u>only</u> upon the Archives recommendation |
| 2.2 Agreements/Contracts and Supporting Documentation (not related to land, buildings, properties, etc.) | 7 years after termination of agreement/contract | Contact the Archives Dispose <u>only</u> upon the Archives recommendation |
| 2.3 Appeals (under the Planning and Development Act, 1983) | 7 years after final decision rendered | Contact the Archives Dispose <u>only</u> upon the Archives recommendation |
| 2.4 Celebrations and Events | 3 years after concluded | Contact the Archives Dispose <u>only</u> upon the Archives recommendation |
| 2.5 Cemetery Records | Permanent as per Legislation | Permanent as per Legislation |
| 2.6 Change of Ownership Documents | 7 years | DISPOSE |
| 2.7 Inquiries (under Local Authority Freedom of Information and Protection of Privacy Act) | 7 years | DISPOSE |
| 2.8 Insurance Policies – Liability (may be required if there is a liability claim in the future) | Permanent | Permanent |

Continued...

2. ADMINISTRATION (cont'd)

| RECORDS | RETENTION PERIODS | DISPOSAL RECOMMENDATION |
|--|---|--|
| 2.9 Insurance Policies – Property | 7 years after termination/cancellation of policy | DISPOSE |
| 2.10 Photographs | When obsolete contact the Archives | Contact the Archives. Dispose <u>only</u> upon the Archives recommendation |
| 2.11 Records Disposal Documentation | Permanent | Permanent |
| 2.12 Tax Assessment Appeals | 7 years after final decision rendered | DISPOSE |
| 2.13 Tax Assessment Records (assessor's valuation records, reassessment sheets, etc.) | 3 years after superseded by new assessment or obsolete | DISPOSE |
| 2.14 Tax Certificates | 7 years | DISPOSE |
| 2.15 Tax and Assessment Undelivered Notices (Where a notice is undelivered or returned due to an unknown address the notice shall be retained) (Section 216 & 268 <i>The Municipalities Act</i>) | 7 years | DISPOSE |
| 2.16 Tax Enforcement Records (includes tax lien withdrawals, etc.) | 7 years after tax title property sold or property disposed of in any other manner | DISPOSE |
| 2.17 Other Enforcement Records | 7 years after settlement | DISPOSE |
| 2.18 Water Analysis and Reports (may be required if there is a liability claim in the future) | 25 years | Contact the Archives Dispose <u>only</u> upon the Archives recommendation |

3. ELECTION

Records included in this section are governed by *The Local Government Election Act*, and *The Municipalities Act*. Where specific retention requirements are identified in the legislation, relevant sections in the acts are indicated. **Unless otherwise specified, all records are retained for “after election day” plus number indicated below.**

| RECORDS | RETENTION PERIODS Rural Municipalities | RETENTION PERIODS Urban Municipalities | DISPOSAL RECOMMENDATIO N |
|---|---|--|--------------------------------|
| 3.1 Ballots | 3 months (160.71 Local Government Elections Act, (LGEA) | 60 days | DISPOSE |
| 3.2 Disclosure of Holdings | 7 years | 7 years | DISPOSE |
| 3.3 Declaration of Agent/Friend | N/A | 60 days | DISPOSE |
| 3.4 Declaration of Polls | 3 months (160.71 LGEA) | 60 days | DISPOSE |
| 3.5 Deputy Returning Officer Statement of Results | Permanent | 60 days | DISPOSE |
| 3.6 Nominations and Receipts | 3 months after closure of nomination period (160.21 LGEA) | 60 days | DISPOSE |
| 3.7 Oaths of Office | Term of Office | Term of Office | DISPOSE |
| 3.8 Poll Maps | N/A | 60 days | DISPOSE |

Continued...

3. ELECTION (cont'd)

| RECORDS | RETENTION PERIODS Rural Municipalities | RETENTION PERIODS Urban Municipalities | DISPOSAL RECOMMENDATIO N |
|---|--|--|--|
| 3.9 Poll-by-Poll Election Results | N/A | 60 days | DISPOSE |
| 3.10 Returning Officer's Summary of Results | Permanent or contact the Archives | Permanent or contact the Archives | Permanent or contact the Archives |
| 3.11 Poll Books | 3 months (160.71 LGEA) | 60 days | DISPOSE |
| 3.12 Voters' Lists | Contact the Archives | Contact the Archives | Contact the Archives Dispose <u>only</u> upon the Archives recommendation |
| 3.13 Voters' Registration Forms | 3 months (160.71 LGEA) | 60 days | DISPOSE |
| 3.14 Ballot Box Contents (includes ballots, registration forms, etc.) | 3 months (160.71 LGEA) | 60 days | DISPOSE |

4. EMPLOYEE – EMPLOYER

| RECORDS | RETENTION PERIODS | DISPOSAL RECOMMENDATION |
|---|--|-------------------------|
| 4.1 Employee Records (includes time cards, pay records, etc.) | 10 years after termination of employment | Dispose |
| 4.2 Income Tax (T'4s, TD1, etc.) | 7 years | Dispose |

5. LEGAL

| RECORDS | RETENTION PERIODS | DISPOSAL RECOMMENDATION |
|---|---|--|
| 5.1 Minister's Orders | Permanent as per Legislation | PERMANENT as per Legislation |
| 5.2 Claims (includes notices of claim, statements of claim, etc.) | 10 years after settlement | Contact the Archives Dispose <u>only</u> upon the Archives recommendation |
| 5.3 Petitions | 7 years | Contact the Archives Dispose <u>only</u> upon the Archives recommendation |
| 5.4 Writs | 10 years after expiration or completion | DISPOSE |

6. LICENCES AND PERMITS

6.1 Licenses and Permits Issued By Municipalities

| RECORDS | RETENTION PERIODS | DISPOSAL RECOMMENDATION |
|--|---|--|
| 6.1.1 Building Permits (includes supporting documentation) | after rejection of permit or life of building/structure plus 10 years | Contact the Archives Dispose <u>only</u> upon the Archives recommendation |
| 6.1.2 Development Permits (includes supporting documentation) | 25 years after superseded | Contact the Archives Dispose <u>only</u> upon the Archives recommendation |
| 6.1.3 Development Permits – Denied | 10 years | Contact the Archives Dispose <u>only</u> upon the Archives recommendation |
| 6.1.4 Development Permits – Register | Permanent | PERMANENT |
| 6.1.5 Other Permits (not related to land, buildings, structures, development projects) | 3 years after expiration/termination or rejection of permit | DISPOSE |
| 6.1.6 Licenses (includes supporting documentation) | 7 years after termination/expiration or rejection of license | DISPOSE |

6.2 Licenses and Permits Issued To Municipalities

| RECORDS | RETENTION PERIODS | DISPOSAL RECOMMENDATION |
|--|--|--|
| 6.2.1 Licenses and Permits (related to land, buildings, structures, properties) | Upon rejection of permit/license or life time of structure, building, property plus 10 years | Contact the Archives Dispose <u>only</u> upon the Archives recommendation |
| 6.2.2 Licenses and Permits (not related to land, buildings, structures and development projects) | 7 years after expiration/termination or rejection of license or permit | DISPOSE |