

Record Retention Bylaw

Village of Beechy

BYLAW NO. 01-2013

A BYLAW FOR RECORD RETENTION OF DOCUMENTS

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

1. That a Records Retention Schedule for the Village of Beechy, 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 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

[SEAL]

Administrator

Section 116, The Municipalities Act

CERTIFIED a true copy of Bylaw 01-2013
adopted by resolution of Council on the
13th day of February, 2013.

Mayor

Administrator

EXHIBIT "A"

Records Retention Schedule
for the Village of Beechy

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RECORDS RETENTION SCHEDULE

1. ACCOUNTING AND FINANCE

RECORDS	RETENTION PERIODS	SPOSAL RECOMMENDATION
1 Accounts Payable (includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence, etc.)	years	sposal
2 Accounts Receivable (includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)	years	sposal
3 Annual Financial Statements	rmanent as per legislation	rmanent as per legislation
4 Audits and Compliance Reviews (auditor recommendations, reports, etc.)	years	sposal
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.)	years	sposal
6 Budget (as part of the minutes)	rmanent	rmanent
7 Budget Related Reports	years	SPOSE

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8 Cash Payments and Receipts (includes cash payments books, print-outs, cash reports and summaries, register tapes, etc.)	years	SPOSE

Continued...

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1. ACCOUNTING AND FINANCE (cont'd)

RECORDS	RETENTION PERIODS	Disposal Recommendation
9 Debentures/Loans (includes registers, coupons, etc.)	years after final payment	SPOSE
10 Federal/Provincial Remittance	years	SPOSE
11 Grants (includes applications and supporting documentation)	years after completion of project, activity, task, etc. or rejection of application	ntact the Archives spose <u>only</u> upon the Archives recommendation
12 Investment Records	years after maturity of financial instruments	SPOSE
13 Ledgers/Journals (includes general ledgers, subsidiary ledgers, ledger cards, reports, journals, etc.)	years	SPOSE
14 Local Improvement Roll	years after completion of project	SPOSE
15 Monthly Financial Statements	years	SPOSE
16 Requisition/Purchase Orders	years	SPOSE
17 Tax Roll/Assessment Roll (i.e. hard copy of year-end print out)	rmanent as per Legislation	RMANENT as per Legislation
18 Utility Documents (includes water and sewer cards and ledgers, utilities tax roll, etc.)	years	SPOSE

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2. ADMINISTRATION

RECORDS	TENTION PERIODS	SPOSAL RECOMMENDATION
1 Agreements/Contracts and Supporting Documentation (pertaining to land, buildings, properties, structures, etc. owned by the municipality including construction agreements/contracts, etc.)	years after disposition of building, property or structure	ntact the Archives spouse <u>only</u> upon the Archives recommendation
2 Agreements/Contracts and Supporting Documentation (not related to land, buildings, properties, etc.)	years after termination of agreement/contract	ntact the Archives spouse <u>only</u> upon the Archives recommendation
3 Appeals (under the Planning and Development Act, 1983)	years after final decision rendered	ntact the Archives spouse <u>only</u> upon the Archives recommendation
4 Celebrations and Events	years after concluded	ntact the Archives spouse <u>only</u> upon the Archives recommendation
5 Cemetery Records	rmanent as per Legislation	rmanent as per Legislation
6 Change of Ownership Documents	years	SPOSE
7 Inquiries (under Local Authority Freedom of Information and Protection of Privacy Act)	years	SPOSE
8 Insurance Policies – Liability (may be required if there is a liability claim in the future)	rmanent	rmanent

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2. ADMINISTRATION (cont'd)

RECORDS	RETENTION PERIODS	SPOSAL RECOMMENDATION
9 Insurance Policies – Property	years after termination/cancellation of policy	SPOSE
10 Photographs	When obsolete contact the Archives	Contact the Archives. Dispose <u>only</u> upon the Archives recommendation
11 Records Disposal Documentation	Permanent	Permanent
12 Tax Assessment Appeals	years after final decision rendered	SPOSE
13 Tax Assessment Records (assessor's valuation records, reassessment sheets, etc.)	years after superseded by new assessment or obsolete	SPOSE
14 Tax Certificates	years	SPOSE
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>)	years	SPOSE
16 Tax Enforcement Records (includes tax lien withdrawals, etc.)	years after tax title property sold or property disposed of in any other manner	SPOSE

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17 Other Enforcement Records	years after settlement	SPOSE
18 Water Analysis and Reports (may be required if there is a liability claim in the future)	years	contact the Archives spouse <u>only</u> upon the Archives recommendation

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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 Local Municipalities	RETENTION PERIODS Urban Municipalities	DISPOSAL RECOMMENDATION
1 Ballots	6 months 60.71 Local Government Elections Act, (LGEA)	90 days	SPOSE
2 Disclosure of Holdings	5 years	5 years	SPOSE
3 Declaration of Agent/Friend	A	90 days	SPOSE
4 Declaration of Polls	6 months 60.71 LGEA)	90 days	SPOSE
5 Deputy Returning Officer Statement of Results	Permanent	90 days	SPOSE
6 Nominations and Receipts	6 months after closure of nomination period 60.21 LGEA)	90 days	SPOSE
7 Oaths of Office	Term of Office	Term of Office	SPOSE
8 Poll Maps	A	90 days	SPOSE

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3. ELECTION (cont'd)

RECORDS	TENTION PERIODS ral Municipalities	TENTION PERIODS ban Municipalities	SPOSAL RECOMMENDATION
9 Poll-by-Poll Election Results	A	days	SPOSE
10 Returning Officer's Summary of Results	rmanent or contact the Archives	rmanent or contact the Archives	rmanent or contact the Archives
11 Poll Books	months (60.71 LGEA)	days	SPOSE
12 Voters' Lists	ntact the Archives	ntact the Archives	ntact the Archives spose <u>only</u> upon the Archives recommendation
13 Voters' Registration Forms	months (60.71 LGEA)	days	SPOSE
14 Ballot Box Contents (includes ballots, registration forms, etc.)	months (60.71 LGEA)	days	SPOSE

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4. EMPLOYEE – EMPLOYER

RECORDS	RETENTION PERIODS	SPOSAL RECOMMENDATION
1 Employee Records (includes time cards, pay records, etc.)	years after termination of employment	spouse
2 Income Tax (T'4s, TD1, etc.)	years	spouse

5. LEGAL

RECORDS	RETENTION PERIODS	SPOSAL RECOMMENDATION
1 Minister's Orders	permanent as per Legislation	PERMANENT as per Legislation
2 Claims (includes notices of claim, statements of claim, etc.)	years after settlement	contact the Archives spouse <u>only</u> upon the Archives recommendation
3 Petitions	years	contact the Archives spouse <u>only</u> upon the Archives recommendation
4 Writs	years after expiration or completion	SPOUSE

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6. LICENCES AND PERMITS

6.1 Licenses and Permits Issued By Municipalities

RECORDS	RETENTION PERIODS	POSAL RECOMMENDATION
.1 Building Permits (includes supporting documentation)	er rejection of permit or life of building/structure plus 10 years	tact the Archives pose <u>only</u> upon the Archives recommendation
.2 Development Permits (includes supporting documentation)	years after superseded	tact the Archives pose <u>only</u> upon the Archives recommendation
.3 Development Permits – Denied	years	tact the Archives pose <u>only</u> upon the Archives recommendation
.4 Development Permits – Register	manent	MANENT
.5 Other Permits (not related to land, buildings, structures, development projects)	ears after expiration/termination or rejection of permit	POSE
.6 Licenses (includes supporting documentation)	ears after termination/expiration or rejection of license	POSE

6.2 Licenses and Permits Issued To Municipalities

RECORDS	RETENTION PERIODS	SPOSAL RECOMMENDATION
2.1 Licenses and Permits (related to land, buildings, structures, properties)	on rejection of permit/license or life time of structure, building, property plus 10 years	ntact the Archives sponse <u>only</u> upon the Archives recommendation

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2.2 Licenses and Permits (not related to land, buildings, structures and development projects)	years after expiration/termination or rejection of license or permit	SPOSE
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7. MAPS, PLANS AND SURVEYS

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATION
1 Architect's Drawings (buildings, park sites, structures, etc.)	Life time of facility/structure plus 10 years	Contact the Archives dispose <u>only</u> upon the Archives recommendation
2 Municipal Maps and Plans	Original or one selected copy to be retained permanently	Permanent or contact the Archives dispose copies <u>only</u> upon the Archives recommendation
3 Road Surveys	5 years	Contact the Archives dispose <u>only</u> upon the Archives recommendation
4 Land Surveys Certificates/Surveyor's Reports	5 years	DISPOSE

8. MINUTES AND BYLAWS

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATION
1 Council Minutes (includes original bylaws, active and repealed)	Permanent as per legislation	PERMANENT as per Legislation
2 Repealed Bylaws (includes certified copies that may be retained in Repealed Bylaw Registers)	5 years	DISPOSE
3 Bylaw Registers (active and repealed)	Permanent	PERMANENT

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9. REPORTS AND STATISTICS

RECORDS	RETENTION PERIODS	SPOSAL RECOMMENDATION
1 Reports of Boards and Committees established by Council (not forming part of council minutes)	years	ntact the Archives spose <u>only</u> upon the Archives recommendation
2 Vital Statistics	years	SPOSE

10. ROADS AND STREETS

RECORDS	RETENTION PERIODS	SPOSAL RECOMMENDATION
.1 Road Maintenance Records (includes reports) ay be required if there is a liability claim in the future)	years	ntact the Archives spose <u>only</u> upon the Archives recommendation