



RM of Torch River

BYLAW NO 06-2018

A BYLAW FOR THE DESTRUCTION OF DOCUMENTS

Section 116 of *the Municipalities Act*

The Council of the Rural Municipality of Torch River No. 488 in the Province of Saskatchewan enacts as follows:

1. That a records retention and disposal schedule (the schedule) for the municipality, attached hereto as "Schedule A" and forming part of this bylaw, 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 (the Board) before the destruction of any records mentioned in section 2 and ensures that any documents requested by the Board for preservation in the Archives be deposited with the Board.
4. Bylaw 9-2007 is hereby repealed.

Read a third time and passed this ____ day of _____, 2018.

[SEAL]

Jerry Kindrat, Reeve

Nathalie Hipkins, Administrator

Records Retention and Disposal Schedule

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Records Retention and Disposal Schedule

1 ACCOUNTING AND FINANCE

Records	Retention Period	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	Permanent
1.4 Audits and Compliance Reviews Includes 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, printouts, cash reports and summaries, register tapes, etc.	7 years	Dispose
1.9 Debentures/Loans Includes registers, coupons, etc.	7 years after final payment	Dispose
1.10 Federal/Provincial Remittances	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 Archives Dispose only upon 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	Permanent
1.18 Utility Documents includes water and sewer cards and ledgers, utilities tax roll, etc.	7 years	Dispose

Records Retention and Disposal Schedule

2 ADMINISTRATION

Records	Retention Period	Disposal Recommendation
2.1 <u>Agreements/Contracts and supporting documentation</u> 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 Archives Dispose only upon the archives recommendation
2.2 <u>Agreements/Contract and supporting documentation</u> Not related to land, buildings, properties, etc.	7 years after termination of agreement/contract	Contact Archives Dispose only upon the archives recommendation
2.3 <u>Appeals</u> Under the <i>Planning & Development Act</i>	7 years after final decision rendered	Contact Archives Dispose only upon the archives recommendation
2.4 <u>Celebration of Events</u>	7 Years after termination of agreement/contract	Contact Archives Dispose only upon the archives recommendation
2.5 <u>Cemetery Records</u>	Permanent	Permanent
2.6 <u>Change of Ownership Documents</u>	7 years	Dispose
2.7 <u>First Nations Consultations</u>	Permanent	Permanent
2.8 <u>Inquiries</u> under Local Authority Freedom of Information and Protection of Privacy Act	7 years	Dispose
2.9 <u>Insurance Policies – Liability</u> may be required if there is a liability claim in the future	Permanent	Permanent
2.10 <u>Insurance Policies – Property</u> Includes insurance claims	7 years after termination/cancellation of policy	Dispose
2.11 <u>Photographs</u>	When obsolete contact Archives	Dispose
2.12 <u>Public Notice Documentation</u>	2 years after event for which notice was given	Dispose
2.13 <u>Records Disposal Documentation</u>	Permanent	Permanent
2.14 <u>Tax Assessment Appeals</u>	7 years after final decision rendered	Dispose
2.15 <u>Tax Assessment Records</u> Assessor’s valuation records, reassessment sheets, etc.	3 years after superseded by new assessment or obsolete	Dispose
2.16 <u>Tax Certificates</u>	7 years	Dispose
2.17 <u>Tax and Assessment undelivered notices</u> Where a notice is undelivered or returned due to an unknown address the notice shall be retained <i>Section 216 & 268 The Municipalities Act</i>	7 years	Dispose
2.18 <u>Tax Enforcement Records</u> Includes tax lien withdrawals, etc	7 years after tax title property sold or property disposed of in any other manner	Dispose
2.19 <u>Other Enforcement Records</u> Includes weed control and pest control records	7 years after settlement	Dispose
2.20 <u>Water Analysis and Reports</u>	25 years	Contact Archives Dispose only upon the archives recommendation

Records Retention and Disposal Schedule

3 ELECTION

Records included in this section are governed by *The Local Government Election Act, 2015* 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 Period	Disposal Recommendation
3.1 <u>Ballots</u>	3 months (142 LGEA)	Dispose
3.2 <u>Disclosure of Holdings</u> Includes public disclosure statements	Term of office (4 years)	Dispose
3.3 <u>Declaration of Agent/Friend</u>	3 months	Dispose
3.4 <u>Declaration of Polls</u>	3 months (142 LGEA)	Dispose
3.5 <u>Deputy Returning Officer Statement of Results</u>	Permanent	Permanent
3.6 <u>Nominations and Receipts</u>	Term of office (4 years)	Dispose
3.7 <u>Oaths of Office</u>	Term of Office	Dispose
3.8 <u>Returning Officer’s Summary of Results</u>	Permanent or contact Archives	Permanent or contact Archives
3.9 <u>Poll Books</u>	3 months (142 LGEA)	Dispose
3.10 <u>Voters’ Lists</u>	Contact Archives	Contact Archives Dispose only upon the archives recommendation
3.11 <u>Voters’ Registration Forms</u>	3 months (142 LGEA)	Dispose
3.12 <u>Ballot Box Contents</u> Includes ballots, registration forms, etc.	3 months (142 LGEA)	Dispose
3.13 <u>List of Assessed Owners</u>	Until replaced (40 LGEA)	Dispose

4 EMPLOYEE – EMPLOYER

Records	Retention Period	Disposal Recommendation
4.1 <u>Employee Records</u> Includes time cards, pay records, etc.	10 years after termination of employment	Dispose
4.2 <u>Income Tax</u> Includes T4s, TD1s, etc.	7 years	Dispose

Records Retention and Disposal Schedule

5 LEGAL

Records	Retention Period	Disposal Recommendation
5.1 <u>Minister's Orders</u>	Permanent	Permanent
5.2 <u>Claims</u> Includes notices of claim, statements of claim, etc.	10 years after settlement	Contact Archives Dispose only upon the archives recommendation
5.3 <u>Petitions</u>	7 years	Contact Archives Dispose only upon the archives recommendation
5.4 <u>Writs</u>	10 years after expiration or completion	Dispose

6 LICENSES AND PERMITS

6.1 Licenses and Permits Issued by Municipalities

Records	Retention Period	Disposal Recommendation
6.1.1 Building Permits Includes supporting documentation	After rejection of permit or life of building /structure plus 10 years	Contact Archives Dispose only upon the archives recommendation
6.1.2 Development Permits Includes supporting documentation	25 years after superseded	Contact Archives Dispose only upon the archives recommendation
6.1.3 Development Permits – Denied	10 years	Contact Archives Dispose only 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 termination/expiration or rejection of license	Dispose

6.2 Licenses and permits Issued to Municipalities

Records	Retention Period	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 Archives Dispose only 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 licenses or permit	Dispose

Records Retention and Disposal Schedule

7 MAPS, PLANS AND SURVEYS

Records	Retention Period	Disposal Recommendation
7.1 <u>Architect's Drawings</u> Buildings, park sites, structured, etc.	Life time of facility/structure plus 10 years	Contact Archives Dispose only upon the archives recommendation
7.2 <u>Municipal Maps and Plans</u>	Original or one selected copy to be retained permanently	Contact Archives Dispose only upon the archives recommendation
7.3 <u>Road Surveys</u>	7 years	Contact Archives Dispose only upon the archives recommendation
7.4 <u>Land Surveys</u> Certificates/Surveyor's Reports	7 years	Dispose

8 MINUTES AND BYLAWS

Records	Retention Period	Disposal Recommendation
8.1 <u>Council Minutes</u> Includes original bylaws, active and repealed	Permanent	Permanent
8.2 <u>Repealed Bylaws</u> Includes certified copies that may be retained in repealed bylaw registers	7 years	Dispose
8.3 <u>Bylaw Registers</u> Active and repealed	Permanent	Permanent
8.4 <u>Council Meeting Recording</u>	2 years	Dispose

9 REPORTS AND STATISTICS

Records	Retention Period	Disposal Recommendation
9.1 <u>Reports of Boards and Committees established by Council</u> Not forming part of the council minutes	7 years	Contact Archives Dispose only upon the archives recommendation
9.2 <u>Vital Statistics</u>	7 years	Dispose

10 ROADS AND STREETS

Records	Retention Period	Disposal Recommendation
10.1 <u>Road Maintenance Records</u> Includes reports, gravel tickets, gravel & grading maps – may be required if there is a liability claim in the future	25 years	Contact Archives Dispose only upon the archives recommendation

