**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 Bylaw 9-2007 is hereby repealed.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.

|  |  |
| --- | --- |
|  |  |
|  | Jerry Kindrat, Reeve |
| [SEAL] |  |
|  |  |
|  | Nathalie Hipkins, Administrator |

Contents

[1 Accounting and Finance 4](#_Toc521066168)

[1.1 Accounts Payable 4](#_Toc521066169)

[1.2 Accounts Receivable 4](#_Toc521066170)

[1.3 Annual Financial Statements 4](#_Toc521066171)

[1.4 Audits and Compliance Reviews 4](#_Toc521066172)

[1.5 Bank Accounts 4](#_Toc521066173)

[1.6 Budget 4](#_Toc521066174)

[1.7 Budget Related Reports 4](#_Toc521066175)

[1.8 Cash Payments and Receipts 4](#_Toc521066176)

[1.9 Debentures/Loans 4](#_Toc521066177)

[1.10 Federal/Provincial Remittances 4](#_Toc521066178)

[1.11 Grants 4](#_Toc521066179)

[1.12 Investment Records 4](#_Toc521066180)

[1.13 Ledgers/Journals 4](#_Toc521066181)

[1.14 Local Improvement Roll 4](#_Toc521066182)

[1.15 Monthly Financial Statements 4](#_Toc521066183)

[1.16 Requisition/Purchase Orders 4](#_Toc521066184)

[1.17 Tax Roll/Assessment Roll 4](#_Toc521066185)

[1.18 Utility Documents 4](#_Toc521066186)

[2 Administration 5](#_Toc521066187)

[2.1 Agreements/Contracts and supporting documentation 5](#_Toc521066188)

[2.2 Agreements/Contract and supporting documentation 5](#_Toc521066189)

[2.3 Appeals 5](#_Toc521066190)

[2.4 Celebration of Events 5](#_Toc521066191)

[2.5 Cemetery Records 5](#_Toc521066192)

[2.6 Change of Ownership Documents 5](#_Toc521066193)

[2.7 First Nations Consultations 5](#_Toc521066194)

[2.8 Inquiries 5](#_Toc521066195)

[2.9 Insurance Policies – Liability 5](#_Toc521066196)

[2.10 Insurance Policies – Property 5](#_Toc521066197)

[2.11 Photographs 5](#_Toc521066198)

[2.12 Public Notice Documentation 5](#_Toc521066199)

[2.13 Records Disposal Documentation 5](#_Toc521066200)

[2.14 Tax Assessment Appeals 5](#_Toc521066201)

[2.15 Tax Assessment Records 5](#_Toc521066202)

[2.16 Tax Certificates 5](#_Toc521066203)

[2.17 Tax and Assessment undelivered notices 5](#_Toc521066204)

[2.18 Tax Enforcement Records 5](#_Toc521066205)

[2.19 Other Enforcement Records 5](#_Toc521066206)

[2.20 Water Analysis and Reports 5](#_Toc521066207)

[3 election 6](#_Toc521066208)

[3.1 Ballots 6](#_Toc521066209)

[3.2 Disclosure of Holdings 6](#_Toc521066210)

[3.3 Declaration of Agent/Friend 6](#_Toc521066211)

[3.4 Declaration of Polls 6](#_Toc521066212)

[3.5 Deputy Returning Officer Statement of Results 6](#_Toc521066213)

[3.6 Nominations and Receipts 6](#_Toc521066214)

[3.7 Oaths of Office 6](#_Toc521066215)

[3.8 Returning Officer’s Summary of Results 6](#_Toc521066216)

[3.9 Poll Books 6](#_Toc521066217)

[3.10 Voters’ Lists 6](#_Toc521066218)

[3.11 Voters’ Registration Forms 6](#_Toc521066219)

[3.12 Ballot Box Contents 6](#_Toc521066220)

[3.13 List of Assessed Owners 6](#_Toc521066221)

[4 employee – employer 6](#_Toc521066222)

[4.1 Employee Records 6](#_Toc521066223)

[4.2 Income Tax 6](#_Toc521066224)

[5 Legal 7](#_Toc521066225)

[5.1 Minister’s Orders 7](#_Toc521066226)

[5.2 Claims 7](#_Toc521066227)

[5.3 Petitions 7](#_Toc521066228)

[5.4 Writs 7](#_Toc521066229)

[6 licenses and permits 7](#_Toc521066230)

[6.1 Licenses and Permits Issued by Municipalities 7](#_Toc521066231)

[6.1.1 Building Permits 7](#_Toc521066232)

[6.1.2 Development Permits 7](#_Toc521066233)

[6.1.3 Development Permits – Denied 7](#_Toc521066234)

[6.1.4 Development Permits – Register 7](#_Toc521066235)

[6.1.5 Other permits 7](#_Toc521066236)

[6.1.6 Licenses 7](#_Toc521066237)

[6.2 Licenses and permits Issued to Municipalities 7](#_Toc521066238)

[6.2.1 Licenses and Permits 7](#_Toc521066239)

[6.2.2 Licenses and Permits 7](#_Toc521066240)

[7 maps, plans and surveys 8](#_Toc521066241)

[7.1 Architect’s Drawings 8](#_Toc521066242)

[7.2 Municipal Maps and Plans 8](#_Toc521066243)

[7.3 Road Surveys 8](#_Toc521066244)

[7.4 Land Surveys 8](#_Toc521066245)

[8 minutes and bylaws 8](#_Toc521066246)

[8.1 Council Minutes 8](#_Toc521066247)

[8.2 Repealed Bylaws 8](#_Toc521066248)

[8.3 Bylaw Registers 8](#_Toc521066249)

[8.4 Council Meeting Recording 8](#_Toc521066250)

[9 reports and statistics 8](#_Toc521066251)

[9.1 Reports of Boards and Committees established by Council 8](#_Toc521066252)

[9.2 Vital Statistics 8](#_Toc521066253)

[10 roads and streets 8](#_Toc521066254)

[10.1 Road Maintenance Records 8](#_Toc521066255)

# Accounting and Finance

|  |  |  |
| --- | --- | --- |
| **Records** | **Retention Period** | **Disposal Recommendation** |
| Accounts Payable Includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence, etc. | 7 years | Dispose |
| Accounts Receivable Includes receipt records, write offs, invoices, vouchers, related correspondence, etc. | 7 years | Dispose |
| Annual Financial Statements | Permanent | Permanent |
| Audits and Compliance Reviews Includes Auditor recommendations, reports, etc. | 7 years | Dispose |
| 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 |
| Budget As part of the minuets | Permanent | Permanent |
| Budget Related Reports | 7 years | Dispose |
| Cash Payments and Receipts Includes cash payments books, printouts, cash reports and summaries, register tapes, etc. | 7 years | Dispose |
| Debentures/Loans Includes registers, coupons, etc. | 7 years after final payment | Dispose |
| Federal/Provincial Remittances | 7 years | Dispose |
| 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 |
| Investment Records | 7 years after maturity of financial instruments | Dispose |
| Ledgers/Journals Includes general ledgers, subsidiary ledgers, ledger cards, reports, journals, etc. | 7 years | Dispose |
| Local Improvement Roll | 7 years after completion of project | Dispose |
| Monthly Financial Statements | 7 years | Dispose |
| Requisition/Purchase Orders | 7 years | Dispose |
| Tax Roll/Assessment Roll i.e. hard copy of year-end print out | Permanent | Permanent |
| Utility Documents includes water and sewer cards and ledgers, utilities tax roll, etc. | 7 years | Dispose |

# Administration

|  |  |  |
| --- | --- | --- |
| **Records** | **Retention Period** | **Disposal Recommendation** |
| 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 Archives  Dispose only upon the archives recommendation |
| Agreements/Contract and supporting documentation Not related to land, buildings, properties, etc. | 7 years after termination of agreement/contract | Contact Archives  Dispose only upon the archives recommendation |
| Appeals Under the *Planning & Development Act* | 7 years after final decision rendered | Contact Archives  Dispose only upon the archives recommendation |
| Celebration of Events | 7 Years after termination of agreement/contract | Contact Archives  Dispose only upon the archives recommendation |
| Cemetery Records | Permanent | Permanent |
| Change of Ownership Documents | 7 years | Dispose |
| First Nations Consultations | Permanent | Permanent |
| Inquiries under Local Authority Freedom of Information and Protection of Privacy Act | 7 years | Dispose |
| Insurance Policies – Liability may be required if there is a liability claim in the future | Permanent | Permanent |
| Insurance Policies – Property Includes insurance claims | 7 years after termination/cancellation of policy | Dispose |
| Photographs | When obsolete contact Archives | Dispose |
| Public Notice Documentation | 2 years after event for which notice was given | Dispose |
| Records Disposal Documentation | Permanent | Permanent |
| Tax Assessment Appeals | 7 years after final decision rendered | Dispose |
| Tax Assessment Records Assessor’s valuation records, reassessment sheets, etc. | 3 years after superseded by new assessment or obsolete | Dispose |
| Tax Certificates | 7 years | Dispose |
| 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 The Municipalities Act* | 7 years | Dispose |
| Tax Enforcement Records Includes tax lien withdrawals, etc | 7 years after tax title property sold or property disposed of in any other manner | Dispose |
| Other Enforcement Records Includes weed control and pest control records | 7 years after settlement | Dispose |
| Water Analysis and Reports | 25 years | Contact Archives  Dispose only upon the archives recommendation |

# 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** |
| Ballots | 3 months  (142 LGEA) | Dispose |
| Disclosure of Holdings Includes public disclosure statements | Term of office (4 years) | Dispose |
| Declaration of Agent/Friend | 3 months | Dispose |
| Declaration of Polls | 3 months  (142 LGEA) | Dispose |
| Deputy Returning Officer Statement of Results | Permanent | Permanent |
| Nominations and Receipts | Term of office  (4 years) | Dispose |
| Oaths of Office | Term of Office | Dispose |
| Returning Officer’s Summary of Results | Permanent or contact Archives | Permanent or contact Archives |
| Poll Books | 3 months  (142 LGEA) | Dispose |
| Voters’ Lists | Contact Archives | Contact Archives  Dispose only upon the archives recommendation |
| Voters’ Registration Forms | 3 months  (142 LGEA) | Dispose |
| Ballot Box Contents Includes ballots, registration forms, etc. | 3 months  (142 LGEA) | Dispose |
| List of Assessed Owners | Until replaced  (40 LGEA) | Dispose |

# employee – employer

|  |  |  |
| --- | --- | --- |
| **Records** | **Retention Period** | **Disposal Recommendation** |
| Employee Records Includes time cards, pay records, etc. | 10 years after termination of employment | Dispose |
| Income Tax Includes T4s, TD1s, etc. | 7 years | Dispose |

# Legal

|  |  |  |
| --- | --- | --- |
| **Records** | **Retention Period** | **Disposal Recommendation** |
| Minister’s Orders | Permanent | Permanent |
| Claims Includes notices of claim, statements of claim, etc. | 10 years after settlement | Contact Archives  Dispose only upon the archives recommendation |
| Petitions | 7 years | Contact Archives  Dispose only upon the archives recommendation |
| Writs | 10 years after expiration or completion | Dispose |

# licenses and permits

## Licenses and Permits Issued by Municipalities

|  |  |  |
| --- | --- | --- |
| **Records** | **Retention Period** | **Disposal Recommendation** |
| **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 |
| **Development Permits** Includes supporting documentation | 25 years after superseded | Contact Archives  Dispose only upon the archives recommendation |
| **Development Permits – Denied** | 10 years | Contact Archives  Dispose only upon the archives recommendation |
| **Development Permits – Register** | Permanent | Permanent |
| **Other permits** Not related to land, buildings, structures, development projects | 3 years after expiration/termination or rejection of permit | Dispose |
| **Licenses** Includes supporting documentation | 7 years termination/expiration or rejection of license | Dispose |

## Licenses and permits Issued to Municipalities

|  |  |  |
| --- | --- | --- |
| **Records** | **Retention Period** | **Disposal Recommendation** |
| **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 |
| **Licenses and Permits** Not related to land, buildings, structures and development projects | 7 years after expiration/termination or rejection of licenses or permit | Dispose |

# maps, plans and surveys

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

# minutes and bylaws

|  |  |  |
| --- | --- | --- |
| **Records** | **Retention Period** | **Disposal Recommendation** |
| Council Minutes Includes original bylaws, active and repealed | Permanent | Permanent |
| Repealed Bylaws Includes certified copies that may be retained in repealed bylaw registers | 7 years | Dispose |
| Bylaw Registers Active and repealed | Permanent | Permanent |
| Council Meeting Recording | 2 years | Dispose |

# reports and statistics

|  |  |  |
| --- | --- | --- |
| **Records** | **Retention Period** | **Disposal Recommendation** |
| Reports of Boards and Committees established by Council Not forming part of the council minutes | 7 years | Contact Archives  Dispose only upon the archives recommendation |
| Vital Statistics | 7 years | Dispose |

# roads and streets

|  |  |  |
| --- | --- | --- |
| **Records** | **Retention Period** | **Disposal Recommendation** |
| Road Maintenance Records 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 |