

## BY-LAW NO. 300

Being a Bylaw of the Village of Amisk in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being chapter M-26 of the Revised Statutes of Alberta 1980 and amendments thereto, to provide regulations and procedures for the retention and disposal of Municipal documents.

WHEREAS, it is the desire of the Council of the Village of Amisk to provide for regulations with respect to the retention and disposal of Municipal documents including correspondence, records receipts, vouchers, instruments and other papers kept by the Municipality,

AND WHEREAS, it is the desire of the Municipality to establish the necessary authority to release Municipal documents to the Alberta Archives on either a permanent loan or retention basis.

AND WHEREAS, the authority of such regulations and authorities must be consistent with Federal or Provincial Statutes and regulations:

NOW THEREFORE the Municipal Council of the Village of Amisk duly assembled, enacts as follows:

### PART I TITLE DEFINITIONS AND SYMBOLS

#### Section 1

This Bylaw may be cited as "The Records Retention Bylaw" of the Village of Amisk.

#### Section 2

In this Bylaw, unless the context otherwise requires, the word, term or expression:

- a) "Auditor" shall mean the auditor(s) of the Municipality as established annually by resolution of the Council:
- b) "Solicitor" shall mean the Municipal solicitor as appointed or engaged from time to time by Council.
- c) "Official" shall mean the Municipal Administrator (as defined in the Municipal Government Act) of the Village of Amisk.
- d) "Committee" refers to the Records Retention Committee, which shall be comprised of the Mayor, Municipal Administrator and Auditor for Municipal purposes.
- e) "Records" shall mean all of the ledgers, receipts, vouchers, instruments, maps, rolls or other documents, records and papers held by the Village in any form.
- f) "Municipal" shall refer to the Municipal Council Members of the Records Retention Committee.

#### Section 3

When used in this Bylaw and the schedules attached hereto, and in the operation of any Records Management systems established consistent with this Bylaw, symbols shall be used to designate the form or retention or disposal as follows:

- |   |                       |
|---|-----------------------|
| D | Destroy               |
| P | Permanent (retention) |

P\* Permanently held in Provincial Archives  
P(A.V.S.) Permanently held by Alberta Vital Statistics

## **PART II RECORD RETENTION AND DESTRUCTION**

### **Section 4 Retention and Destruction**

Where, in this bylaw and Schedule "A" attached hereto, it is provided that particular records of the Municipal Corporation, or of a local Board accountable to the Corporation, shall be:

- a) Destroyed – Such records shall be destroyed after one year without any copy thereof being retained.
- b) Permanent – Such original records shall be preserved and never destroyed.
- c) Permanently held in Archives – Such records shall be released to either the Provincial Archives or other local archives upon decision and direction of the Committee (A copy of the records transferred shall be permanently retained on file).
- d) Permanently held in Alberta Vital Statistics – Such records shall be released at A.V.S. upon direction of the Committee.
- e) Suggested Schedule of Retention and Disposal – May be amended by the Village Council upon recommendation of the Committee.

### **Section 5 Discretion**

The Official shall always have a discretion to retain records longer than the period provided for in this Bylaw and shall do so where the Official deems it appropriate and shall do so where the Official has received any indication that there is or may be any civil action involving any of the said records. Such decisions to retain the records longer than the period provided for herein shall be recorded in the records retention index.

### **Section 6 Records of Retention and Destruction**

- a) When records have been destroyed under this Bylaw, the Official shall so certify in writing. Such certificate shall refer to the relevant schedule and time of this Bylaw and shall identify the records destroyed.
- b) The Official shall keep an index of:
  - i) Records destroyed
  - ii) Records referred to Archives
  - iii) Municipal Records held at other archival centers
- c) Where records are destroyed under this Bylaw, the proper and complete destruction thereof is the responsibility of the Official.
- d) All records destroyed should be authorized by the Official and the destruction should be carried out in the presence of Witnesses. The person destroying the records should provide a statement in writing attesting to the time and place of the destruction of the records, together with a detailed list of the records destroyed and also the names of the persons who witnessed the destruction. This statement of disposition should be presented to the Council and permanently filed in the office records.

- e) Election materials that have been locked in the ballot boxes can be destroyed in accordance with the provisions of the Local Authorities Election Act.

### PART III GENERAL

#### Section 7 Committee

The Committee shall meet as frequently as it deems necessary and shall be chaired by the Municipal Administrator. The Committee shall work on the basis of majority rules; however, in the event of a tied vote, with no means for breaking the tie, the vote will be considered lost. It shall be the duty of the Committee to keep the Municipal Council periodically informed as to its activities.

#### Section 8 Records Retention Schedules

The attached Schedule "A", is hereby adopted. It may be amended upon recommendation of the committee and an amending Bylaw of Council.

#### Section 9 Storage

It shall be the responsibility of the Committee to provide for policies regarding security and storage of all Municipal records. Such policies shall be administered by the Official for all Municipal records.

#### Section 10 Approval

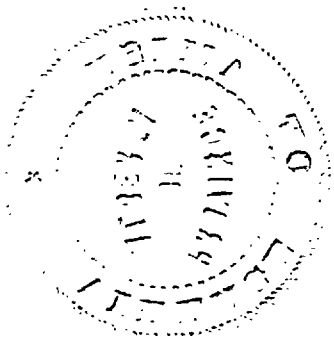
This Bylaw shall require the opinions, in writing of both the Municipal Auditor and the Municipal Solicitor before coming into force.

### PART IV ENACTMENT

This Bylaw shall come into force and have effect upon it being read a third time and passed this 28 day of September 1999.

  
*raig Fontaine*  
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MAYOR

*Joseph DeBord*  
\_\_\_\_\_  
MUNICIPAL ADMINISTRATOR



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## SCHEDULE "A"

The subject matter is listed alphabetically followed by a suggested retention period. The retention period is identified by "P" (permanent retention) or expressed by a figure in years, i.e. 5 (five years), or other specific comments such as "until superseded" or "upon replacement", etc.

SUBJECT	DESCRIPTION	DISPOSITION PERIOD IN YEARS
Accountants	Working Papers.....	2
Accounts	Paid (Summary Sheet).....	7
	Payable Vouchers.....	8
	Payable Year End Computer Summary .....	P
	Receivable Duplicate Invoices.....	7
	Receivable Paid Invoices.....	7
Administration	Reports (not part of Minutes).....	7
Advertising	- General.....	2
	- As per legislation, or.....	7
Agreements	General	20
	- Development	P
	- Major Legal	P
	- Road Work	P
	- Minor	20
	- Site Plan Approval	P
	- Rental and Service	7
Animal Control	Working Documents	3
Annexations	All Correspondence	P
Annual Reports		P
	- Local Boards	7
Applications	- Sidewalk	2
	- Site Plan Approval	2
	- Subdivision (after final approval)	3
	- Zoning Amendment	7
Appointments	Other than those in minutes	3
Architect Drawings	Buildings, Park Sites, etc.	P
Assessment	- Rolls (Improvement Cards)	P
	- Court of Revision (minutes)	P
	- Court of Revision work file	5
	- Appeals	P
	- Court of Revision Records	P
	- Equalization Files	P
Assessment Appeal Board		
File		5
Assets	- Permanent Files	P
	- Records of Surplus	7
	- Temporary Files	7
Bank	- Deposit (Pass) Books	7

	- Deposit Slips	7
	- Memos (debit & credit)	7
	- Reconciliations	3
	- Statements	7
Boards	- Minutes	P
	- Authority & Structure	P
	Routing Correspondence	7
Briefs/Reports	- To Council	7
Budgets	- Final Capital (in minutes)	P
	- Final Operating (in minutes)	P
	- Department Capital	7
	- Department Operating	7
	- Estimates Working Papers	3
Building	- Inspection Records	P
Bylaws	- In Place	P
	- Rescinded	P
Cash	- Receipts Journal	7
	- Disbursements Journal	7
	- Duplicate Receipts	7
	- Payment Stubs	7
	- Petty Vouchers	3
Census	- Reports	15
Certificates	- Of Title	P
Cheques	- Paid (Cancelled)	8
	- Stubs	8
	- Register	8
Claims	- Notice of	20
	- Statements of	20
Committee	- Minutes	P
Compensation	- Records	P
Computer Cards		1
Contracts	- Files (Upon completion of contract)	15
	- Forms (Public Works)	7
	- Minor	20
Correspondence	- General	7
	- Policy	10
	- Register (log)	7
Cost Records		7
Council	- Minutes	P
Court Cases		P
Court of Revision	- Minutes	P
	- Work File	5
Debentures	- And Coupons (Paid upon maturity)	P
	- Register	P
	- Summaries	P
	- Working Papers	P
Deeds		P
Design	- Estimates	3
	- Files	15

Destroyed Records Index		P
Distribution Sheets	- Equipment	7
	- Labour	7
	- Material	7
	- Vehicle	7
Documents	Not Part of Bylaws	
	- Agreements (Major) Legal	P
	- Agreements (Minor)	20
	- Contracts (Legal)	P
	- Contracts (Minor)	20
	- Deeds	P
	- Easements	P
	- Franchises	P
	- Leases (after expiration)	20
	- Mortgage Files	P
	- Notice of Change of Land Titles	P
	- Option Files	P
Easements		P
Elections	- Nomination Papers	As per LAEA
	- Records	As per LAEA
	- Voters List	10
Employee Benefits	- A.H.C., A.B.X., etc. Files	10
	- Local Authorities Pension Cards	P
	- W.C.B. Claims	P
Employees	- Change Files	1
	- Job Applications (hired)	7
	- Job Applications (not hired)	1
	- Job Descriptions	5
	- Oaths of Office	P
	- Personnel file	P
Engineering	- Drawings	P
	- Files	15
Files	- See Subject Matter	
Financial Statements	- Interim	7
	- Working Papers	3
	- Final	P
	- Audited	P
Fire	- Access Route Files	P
	- Apparatus Files (After disposition)	2
	- Station Log Books	7
Franchises		P
Gas Lines	- Location records	P
General	- Ledger	P
	- Journal	P
Income Tax	- Deductions	7
	- TD1 Forms	Upon replacement
	- T4 Slips	7
	- T4 Summaries	7
Inquiries	From the Public	3

Insurance	- Claims	P
	- Records (after expiration)	15
Inventory	Records (after superseded)	15
Investment	- Files	7
	- Cash payment	P
Journals	- General	P
Land	- Appraisals	5
	- Files	P
	- Surveys	P
Leases	- After Expiration	20
Ledgers	- General	P
	- Subsidiary	7
Legal	- Opinions	P
	- Proceedings	P
Legislation	- Acts (After superseded)	1
Licenses	- Applications	3
Local Authorities		
Board	- Hearings	P
Local Improvements	- Appeals (After debenture finished)	7
	- Decisions (After debenture finished)	7
	- Notices (After debenture finished)	7
	- Records	P
	- General Correspondence	10
Maintenance		
Management Reports		P
Maps	- Base (original)	P
	- Contour	P
Minutes	- Board	P
	- Council	P
	- Committee	P
	- Parks & Recreation	P
	- Planning	P
Monthly Reports	- Road	7
	- Sewage Treatment Plant	7
Mortgage Lists		1
Municipal Affairs	- Annual Reports	5
Orders	- Shop	7
	- Stop Orders (Planning Act)	20
Organization	- Structure & Records	P
Packing Slips	- To Remove Buildings, etc. (M.G.A.)	20
Payroll	- Bonuses and Commissions	7
	- Garnishee	7
	- Individual Earnings Records	P
	- Journal	P
	- Rough Sheets	1
	- Time Distribution Sheets	7
	- U.I.C. Records	7
Permits	- Building	20
	- Development	20



Personnel Files		P
Petitions		7
Photos	- Aerial	P
	- General – same as related subject	P
Plans	- Official	P
	- Official (amendments)	P
	- Subdivision	P
	- Road	P
Policy	- After Superseded	10
Power Lines	- Location Records	P
Progress Reports	- Project	7
	- Project Under Contract (Final Payment)	7
Project Applications		
To Province		7
Property Files		P
Prosecution	- All	5
Purchase	- Of Land	P
Purchase Orders		7
	- Copies	2
	- Duplicate	2
	- Paid	7
Real Estate	Supporting Files	P
Receipts	- Books	7
	- Duplicate Cash	7
	- Registration	7
Receptions & Special		
Events Files (non historic)		7
Records	- See Subject Matter	
Removal Orders	- Of Buildings, etc.	20
Rental Permits	- Duplicate (after rental period over)	7
Reports	- Accident	10
	- Building Fire	10
	- Emergency Running	10
	- Fire Chief's	10
	- Fire Prevention Inspection	P
	- Fire Truck Inspection	3
	- Vehicle Accident	10
Reports & Records	- Inventory	7
	- Material Transfer	7
	- Receiving	7
	- Year-End Inventory Count Sheets	2
Requisitions	- Copies	2
	- Duplicate	7
	- Paid	7
Resolutions	- Minutes	P
Road	- Const. Records (after completion)	30
	- Closing	10
Sale of Land	- All Sales	P
Sewage	- Analysis Records (effluent)	25

Stop Orders	- Under Planning Act	20
Street	- Lighting Area Maps	P
Subdivision	- After Final Approval	7
Surveys	- General Correspondence	15
Tax Certificates	-	2
Tax Recovery	- Records (all)	P
Taxes	- Assistance Adjustments	7
	- Ledger Year End and Levy Summaries	P
	- Municipal Credits	7
	- Receipts	7
	- Registration Records	P
	- Rolls	P
	- Sale Deeds	P
Telephone Lines	- Location of (above ground and underground)	P
	- Location cards	P
Tenders	- Files	7
	- Successful	7
	- Purchase Quotations	7
	- Unsuccessful	7
Termination	- Employees	P
Traffic	- Lights	P
	- Streets	15
Trial Balances	- Monthly	3
	- Year End	7
Vendors	- Acknowledgments to	2
	- Contracts	7
	- Suppliers Files	7
Vouchers	- Duplicate	7
Water	- Accounts	7
	- Effluent Analysis Records	25
	- Meter Books	7
Writs	-	20
Zoning	- Bylaws	P
	- Bylaw Enforcement	5