

**BYLAW NO. 11/2006**

**A BYLAW TO PROVIDE FOR THE RETENTION  
AND DISPOSAL OF DOCUMENTS**

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

1. That a Records Retention and Disposal Schedule for the Municipality, attached hereto as "Exhibit A" and forming part of this bylaw, be adopted.
2. That the Administrator/Clerk 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



  
ADMINISTRATOR

CERTIFIED A TRUE COPY OF  
Bylaw No. 11/2006, of the Village  
of Bethune adopted by resolution of  
Council this 4<sup>th</sup> day of April, 2006



  
ADMINISTRATOR

# Records Retention and Disposal Guide for Rural and Urban Municipalities

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# **RECORDS RETENTION and DISPOSAL GUIDE**

## **(FOR RURAL AND URBAN MUNICIPALITIES)**

### **1. ACCOUNTING AND FINANCE**

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

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## **1. ACCOUNTING AND FINANCE (cont'd)**

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

## **2. ADMINISTRATION**

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

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## **2. ADMINISTRATION (cont'd)**

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

### **3. ELECTION**

Records included in this section are governed by *The Local Government Election Act*, *The Rural Municipality Act* and *The Urban Municipality 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.**

<b>RECORDS</b>	<b>RETENTION PERIODS Rural Municipalities</b>	<b>RETENTION PERIODS Urban Municipalities</b>	<b>DISPOSAL RECOMMENDATIO N</b>
<b>3.1 Ballots</b>	<b>3 months</b> (section 140 of the Rural Municipalities Act)	<b>60 days</b>	<b>DISPOSE</b>
<b>3.2 Disclosure of Holdings</b>	<b>N/A</b>	<b>7 years</b>	<b>DISPOSE</b>
<b>3.3 Declaration of Agent/Friend</b>	<b>N/A</b>	<b>60 days</b>	<b>DISPOSE</b>
<b>3.4 Declaration of Polls</b>	<b>3 months</b> (section 140 of the Rural Municipalities Act)	<b>60 days</b>	<b>DISPOSE</b>
<b>3.5 Deputy Returning Officer Statement of Results</b>	<b>Permanent</b>	<b>60 days</b>	<b>DISPOSE</b>
<b>3.6 Nominations and Receipts</b>	<b>3 months after closure of nomination period</b> (section 87 of the Rural Municipalities Act)	<b>60 days</b>	<b>DISPOSE</b>
<b>3.7 Oaths of Office</b>	<b>2 years</b>	<b>Term of Office</b>	<b>DISPOSE</b>
<b>3.8 Poll Maps</b>	<b>N/A</b>	<b>60 days</b>	<b>DISPOSE</b>

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**3. ELECTION (cont'd)**

<b>RECORDS</b>	<b>RETENTION PERIODS Rural Municipalities</b>	<b>RETENTION PERIODS Urban Municipalities</b>	<b>DISPOSAL RECOMMENDATIO N</b>
<b>3.9 Poll-by-Poll Election Results</b>	<b>N/A</b>	<b>60 days</b>	<b>DISPOSE</b>
<b>3.10 Returning Officer's Summary of Results</b>	<b>Permanent or contact the Archives</b>	<b>Permanent or contact the Archives</b>	<b>Permanent or contact the Archives</b>
<b>3.11 Poll Books</b>	<b>3 months (section 140 of the Rural Municipalities Act)</b>	<b>60 days</b>	<b>DISPOSE</b>
<b>3.12 Voters' Lists</b>	<b>Contact the Archives</b>	<b>Contact the Archives</b>	<b>Contact the Archives Dispose <u>only</u> upon the Archives recommendation</b>
<b>3.13 Voters' Registration Forms</b>	<b>3 months (section 140 of the Rural Municipalities Act)</b>	<b>60 days</b>	<b>DISPOSE</b>
<b>3.14 Ballot Box Contents (includes ballots, registration forms, etc.)</b>	<b>3 months (section 140 of the Rural Municipalities Act)</b>	<b>60 days</b>	<b>DISPOSE</b>

#### **4. EMPLOYEE – EMPLOYER**

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

#### **5. LEGAL**

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

## **6. LICENCES AND PERMITS**

### **6.1 Licenses and Permits Issued By Municipalities**

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

### **6.2 Licenses and Permits Issued To Municipalities**

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

## **7. MAPS, PLANS AND SURVEYS**

<b>RECORDS</b>	<b>RETENTION PERIODS</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>7.1 Architect's Drawings</b> (buildings, park sites, structures, etc.)	Life time of facility/structure plus 10 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
<b>7.2 Municipal Maps and Plans</b>	Original or one selected copy to be retained permanently	Permanent or contact the Archives Dispose copies <u>only</u> upon the Archives recommendation
<b>7.3 Road Surveys</b>	7 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
<b>7.4 Land Surveys Certificates/Surveyor's Reports</b>	7 years	DISPOSE

## **8. MINUTES AND BYLAWS**

<b>RECORDS</b>	<b>RETENTION PERIODS</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>8.1 Council Minutes</b> (includes original bylaws, active and repealed)	Permanent as per legislation	PERMANENT as per Legislation
<b>8.2 Repealed Bylaws</b> (includes certified copies that may be retained in Repealed Bylaw Registers)	7 years	DISPOSE
<b>8.3 Bylaw Registers (active and repealed)</b>	Permanent	PERMANENT

## **9. REPORTS AND STATISTICS**

<b>RECORDS</b>	<b>RETENTION PERIODS</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>9.1 Reports of Boards and Committees established by Council (not forming part of council minutes)</b>	<b>7 years</b>	<b>Contact the Archives Dispose <u>only</u> upon the Archives recommendation</b>
<b>9.2 Vital Statistics</b>	<b>7 years</b>	<b>DISPOSE</b>

## **10. ROADS AND STREETS**

<b>RECORDS</b>	<b>RETENTION PERIODS</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>10.1 Road Maintenance Records (includes reports) (may be required if there is a liability claim in the future)</b>	<b>25 years</b>	<b>Contact the Archives Dispose <u>only</u> upon the Archives recommendation</b>