

Bylaw 609-15

BEING A BYLAW IN THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA, PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, BEING CHAPTER M-26.1 OF THE REVISED STATUTES OF ALBERTA 2000 AND AMENDMENTS THERETO, AND THE RECORDS AND THE LIMITATION ACT, BEING CHAPTER L-12 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 Innisfree to provide regulations with respect to the retention and disposal of Municipal documents including correspondence, records, receipts, vouchers, instruments and other papers kept by the Municipality.

NOW THEREFORE the Municipal Council of the Village of Innisfree enacts as follows:

1.0 Title, Definitions and Symbols

1.1 This Bylaw may be cited as: ``The Records Retention Bylaw`` of the Village of Innisfree.

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

2.1 **Auditor** shall mean the auditor(s) of the Municipality as established annually by resolution of the Council;

2.2 **CAO** shall mean the Chief Administrative Officer (as defined in the Municipal Government Act);

2.3 **Committee** refers to the Records Retention Committee which shall be comprised of the Mayor, CAO and Auditor;

2.3.1 The composition of the committee would be determined by Council based on the needs and requirements of the municipality's Records Scheduling Program.

2.4 **Solicitor** shall mean the Municipal Solicitor as appointed or engaged from time to time by Council;

2.5 **Records** shall mean all the ledgers, receipts, vouchers, instruments, maps, rolls or other documents, records and papers held by the Municipal Corporation in any form.

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

D Destroy

P Permanent (Retention)

MD Microfilmed and Destroyed

MR Microfilmed and Retained

S/O Obsolete

4.0 Retention and Destruction

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



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4.1 Destroyed

Such records shall be destroyed without any copy thereof being retained.

4.2 Permanent

Such original records shall be preserved and never destroyed

4.3 Microfilmed and Destroyed

Such records shall be recorded on microfilm in their entirety, the microfilm shall be in duplicate and one copy therefore shall be stored apart from the other in a place of safe and suitable storage, and then such records shall be destroyed.

4.4 Microfilmed and Retained

Such records shall be recorded on microfilm in their entirety, the microfilm shall be done in one copy only, and the original documents shall be stored in accordance with the direction of the Committee.

4.5 Suggested Schedule of Retention and Disposal

May be amended by the Municipal Council upon recommendation of the Committee.

5.0 Discretion

5.1 The CAO shall always have the discretion to retain records longer than the period provided for in this Bylaw and shall do so where the CAO deems it appropriate.

6.0 Records of Retention and Destruction

6.1 When records have been destroyed under this Bylaw, the official shall certify in writing. Such certificates shall refer to the relevant schedule and item of this Bylaw and shall identify the records destroyed.

6.2 The CAO shall keep an index of the records destroyed.

6.3 Where records are destroyed under this Bylaw, the proper and complete destruction thereof is the responsibility of the CAO.

6.4 All records destroyed should be carried out in the presence of a witness. 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 records destroyed and also the name(s) of the person(s) who witnessed the destruction. This statement of disposition should be presented to Council and permanently filed in the office records.

6.5 Election material that has been locked in ballot boxes can be destroyed in accordance with the provisions of the Local Authorities Election Act.

7.0 General

7.1 Committee

The Committee shall meet as frequently as it deems necessary and shall be chaired by the CAO. The Committee will work on the basis of consensus. It shall be the duty of the Committee to keep the Municipal Council periodically informed as to its activities.

7.2 Records Retention Schedules

The attached Schedule 'A', pages 4 to 8 inclusive, is hereby adopted; it may be amended upon recommendation of the Committee and an amending Bylaw of Council.

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7.3 Storage

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

8.0 Enactment

This Bylaw shall come into force and have effect upon it being read a third time and passed.


READ a first time this 20th day of October, 2015.

READ a second time this 20th day of October, 2015.

READ a third time, by unanimous consent of Council and passed this 20th day of October, 2015.



Mayor Deb McMan


Jennifer Hodel, CAO

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SCHEDULE A

RECORDS RETENTION SCHEDULE

SUBJECT	DESCRIPTION	SUGGESTED RETENTION PERIOD IN YEARS
Accountants	Working papers	7
Accounts	Paid (Summary Sheet)	7
	Payable Vouchers	7
	Receivable Duplicate Invoices	7
Administration	Reports (not part of minutes)	7
	As Per Legislation	7
Advertising	General	2
	Per Legislation	7
Agendas	Part of Minutes	P
Agreements	General	12 S/O
	Development	12 S/O
	Major Legal	12 S/O
	Minor Legal	12 S/O
Annexations	Correspondence	7
	Final Order	P
Annual Reports	Local Boards	5 – 7
Applications	Site Plan approval	2
	Subdivision (after final approval)	3
	Part-time Employees (after end of employ)	1
Appointments	Other Than Those in Minutes	3
Assessment	Rolls	P
	Assessment Review Board (ARB) Minutes	P
	ARB Work File	5
	Appeals	12
	ARB Records	7
	Duplicate Roll	7
	Review Court Records	7
Assessment Appeal	Board File	5
Assets	Records of Surplus	20 S/O
	Temporary Files	2
Bank	Deposit Books	7
	Deposit Slips	7
	Memos (Debit/Credit)	7
	Reconciliations	2
	Statements	7
Boards	Minutes	P
	Authority & Structure	5 S/O
	Correspondence	5
Briefing/Reports	To Council	7
Budgets	Operating (in minutes)	P
	Capital (in minutes)	P
	Working papers	3

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SUBJECT	DESCRIPTION	SUGGESTED RETENTION PERIOD IN YEARS
Bylaws	All	P
Cash	Receipts Journal	7
	Disbursements Journals	7
	Duplicate Receipts	7
Certificates	Of Title	P
Census	Reports	12
Cheques	Cancelled (paid)	7
	Register	7
	Stubs	7
Claims	Notice of	12 S/O
	Statements of	12 S/O
Committee	Minutes	P
Compensation	Records	10
Computer Cards		1
Contracts	Files (completion of)	12 S/O
	Forms	12
	Major Legal	12 S/O
	Minor Legal	12 S/O
Council	Minutes	P
Court Cases		12 S/O
Destroyed Records Index		P
Documents	Not Part of Bylaws	12 S/O
	Agreements Major Legal	12 S/O
	Agreements Minor Legal	12 S/O
	Contracts Legal	12 S/O
	Easements	12 S/O
	Leases (after expiration)	12 S/O
	Notices of Change of Land Titles	12 S/O
Elections	Nomination papers	Sec 28(4) Local Authorities Election Act
	Ballot Box Contents	Sec.101 Local Authorities Election Act
Engineering	Drawings	P
Employee Benefits	AHC, Dental, Blue Cross, Etc	5
	WCB Claims	4-5
Employees	Job Applications (hired)	3
	Job Applications (not hired)	1
	Job Descriptions	3 (after position abolished)
	Oaths of Office	1 (after position vacated)
	Personnel File	1 (after cessation of employment or 6 years after dismissal)
Financial Papers	Interim	10
	Working papers	3
	Final	12

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SUBJECT	DESCRIPTION	SUGGESTED RETENTION PERIOD IN YEARS
Franchises		P
Income Tax	Deductions	5-7
	TD1	1
	T4	5-7
	T4 Summary	5-7
Inquiries	From the Public	3
Insurance	Claims	12 (after settled)
	Records (after expiration)	12
Land	Appraisals	1 (after sold)
Leases	After expiration	7 S/O
Legal	Opinions	12 S/O
	Proceedings	12 S/O
Legislation	Acts (after superseded)	1
Licenses	Applications	3
	Business (after expired)	5
	Literature	2
Local Improvements	Records	P
Maps	Base (original)	P
	Contour	P
Maintenance Records		12
Minutes	Council	P
	Boards	P
	Committees	P
Monthly Reports	Road	5-7
Municipal Affairs	Annual Reports	5
Organization	Structure & Records	2-5 S/O
Payroll	Garnishees	3
	Individual Earning Records	6
	Journal	6
	Time Cards	4-6
	Time Sheets – Daily	5
	- Over-time	5
	- Weekly	5
Employment Insurance	5	
Permits	Development	12 S/O
Petitions		10
Plans	Official	P
	Amendments	P
	Subdivision	P
Policy	After Superseded	5

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SUBJECT	DESCRIPTION	SUGGESTED RETENTION PERIOD IN YEARS
Progress Reports	Project	5-7
	Under Contract (Final Payment)	7-10 S/O
Property Files		Until Sold +10
Prosecution	All	12 S/O
Publications	Local Reports	3
Purchase	Land	Until Sold +12
Receipts	Books	7
	Duplicate Cash	7
	Registration	7
Receptions & Special Events (non-historic)		3
Reports	Accident	12 S/O
	Accident Statistics	12 S/O
	Field	12 S/O
Requisitions	Copies	2
	Duplicate	7
	Paid	7
Resolutions	Minutes	P
Subdivision	After final approval	12
Street	Sign Inventory Register	P
Tax	Rolls	P
Tax Recovery	Records	P
Taxes	Arrears	7
	Final Billing	12
	Municipal Credits	7
	Receipts	7
	Rolls	P
	Sale Deeds	P
Termination	Employees	P
Tenders	Files	12
	Successful	12
	Purchase Quotations	12
	Unsuccessful	2
Traffic	Streets	7
Training & Development Files		5
Trial Balances	Monthly	3
	Year End	7
Vendors	Acknowledgements to	2
	Contracts	12
	Supplier Files	12

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SUBJECT	DESCRIPTION	SUGGESTED RETENTION PERIOD IN YEARS
Vouchers	Duplicate	7
Writs		12
Weed Control Reports	Until updated	1
Zoning	Bylaws	P
	Bylaw Enforcement	5