

# Records Destruction Schedule Bylaw

VILLAGE OF MANKOTA

BYLAW NO. 04/11

## A BYLAW FOR THE DESTRUCTION OF DOCUMENTS

The Council of the Village of Mankota 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 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.



Judy Smith Mayor

A. Williamson Administrator

Read a third time and adopted  
this 5<sup>th</sup> day of June, 2011

# RECORDS RETENTION and DISPOSAL GUIDE

## 1. ACCOUNTING AND FINANCE

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

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

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

## 2. ADMINISTRATION

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATION
<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</b> as per Legislation	<b>Permanent</b> as per Legislation
<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>	7 years after termination/cancellation of policy	<b>DISPOSE</b>
<b>2.10 Photographs</b>	When obsolete contact the Archives	Contact the Archives. Dispose <u>only</u> upon the Archives recommendation
<b>2.11 Records Disposal Documentation</b>	Permanent	Permanent
<b>2.12 Tax Assessment Appeals</b>	7 years after final decision rendered	<b>DISPOSE</b>
<b>2.13 Tax Assessment Records</b> (assessor's valuation records, reassessment sheets, etc.)	3 years after superseded by new assessment or obsolete	<b>DISPOSE</b>
<b>2.14 Tax Certificates</b>	7 years	<b>DISPOSE</b>
<b>2.15 Tax and Assessment Undelivered Notices</b> ( Where a notice is undelivered or returned due to an unknown address the notice shall be retained) (Section 216 & 268 <i>The Municipalities Act</i> )	7 years	<b>DISPOSE</b>
<b>2.16 Tax Enforcement Records</b> (includes tax lien withdrawals, etc.)	7 years after tax title property sold or property disposed of in any other manner	<b>DISPOSE</b>
<b>2.17 Other Enforcement Records</b>	7 years after settlement	<b>DISPOSE</b>
<b>2.18 Water Analysis and Reports</b> (may be required if there is a liability claim in the future)	25 years	Contact the Archives. Dispose <u>only</u> upon the Archives recommendation

### 3. ELECTION

Records included in this section are governed by *The Local Government Election Act*, 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 “a fter election day” plus number indicated below.**

RECORDS	RETENTION PERIODS	RETENTION PERIODS	DISPOSAL RECOMMENDATION
	Rural Municipalities	Urban Municipalities	
3.1 Ballots	3 months (160.71 Local Government Elections Act,(LGEA)	60 days	DISPOSE
3.2 Disclosure of Holdings	7 years	7 years	DISPOSE
3.3 Declaration of Agent/Friend	N/A	60 days	DISPOSE
3.4 Declaration of Polls	3 months 160.71 LGEA)	60 days	DISPOSE
3.5 Deputy Returning Officer Statement of Results	Permanent	60 days	DISPOSE
3.6 Nominations and Receipts	3 months after closure of nomination period (160.21 LGEA)	60 days	DISPOSE
3.7 Oaths of Office	Term of Office	Term of Office	DISPOSE
3.8 Poll Maps	N/A	60 days	DISPOSE

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### 3. ELECTION (cont'd)

RECORDS	RETENTION PERIODS Rural Municipalities	RETENTION PERIODS Urban Municipalities	DISPOSAL RECOMMENDATION
3.9 Poll-by-Poll Election Results	N/A	60 days	DISPOSE
3.10 Returning Officer's Summary of Results	Permanent or contact the Archives	Permanent or contact the Archives	Permanent or contact the Archives
3.11 Poll Books	3 months (160.71 LGEA)	60 days	DISPOSE
3.12 Voters' Lists	Contact the Archives	Contact the Archives	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
3.13 Voters' Registration Forms	3 months (160.71 LGEA)	60 days	DISPOSE
3.14 Ballot Box Contents (includes ballots, registration forms, etc.)	3 months (160.71 LGEA)	60 days	DISPOSE

#### 4. EMPLOYEE – EMPLOYER

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

#### 5. LEGAL

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



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

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

## 7. MAPS, PLANS AND SURVEYS

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

## 8. MINUTES AND BYLAWS

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

## 9. REPORTS AND STATISTICS

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

## 10. ROADS AND STREETS

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



*Judy Smith*  
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Mayor

*A. Williamson*  
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Administrator