

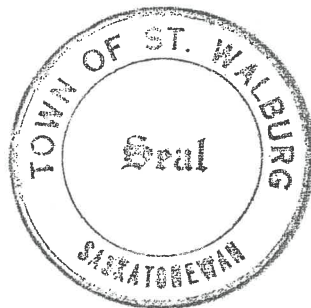
A BYLAW OF THE TOWN OF ST WALBURG FOR A RECORD DESTRUCTION SCHEDULE

The Council of the TOWN of ST. WALBURG in the Province of Saskatchewan enacts as follows:

This bylaw shall be referred to as the Destruction of Documents.

1. That a Records Retention and Disposal Schedule (the Schedule) for the municipality, attached hereto as "Schedule A" and forming part of this bylaw, be adopted.
2. That the Administrator/Chief Administrative Officer of the Municipality is hereby authorized to destroy all applicable documents of the Municipality in accordance with the Schedule.
3. That the CAO and /or the Administration 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.

{Seal}



Mayor

Chief Administrative Officer

This Bylaw given three readings and adoption at the January 10, 2019 Regular Meeting of Council.

Chief Administrative Officer

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**Chief Administrative Officer
Town of St. Walburg, Saskatchewan**

TOWN OF ST. WALBURG
SCHEDULE A TO BYLAW NO. 2019-02

A BYLAW OF THE TOWN OF ST WALBURG FOR A RECORD DESTRUCTION SCHEDULE

Records retention Disposal Schedule for Urban Municipalities

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Sheloh Bronken
 Chief Administrative Officer
 Town of St. Walburg, Saskatchewan

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**TOWN OF ST. WALBURG
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Chief Administrative Officer
Town of St. Walburg, Saskatchewan


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Town of St. Walburg, Saskatchewan




TOWN OF ST. WALBURG
SCHEDULE A TO BYLAW NO. 2019-02

A BYLAW OF THE TOWN OF ST WALBURG FOR A RECORD DESTRUCTION SCHEDULE

1. ACCOUNTING AND FINANCE

| RECORDS | RETENTION PERIOD | DISPOSAL RECOMMENDATION |
|---|---|--|
| 1.1 ACCOUNTS PAYABLE <i>(Includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence, etc.)</i> | 7 years | Dispose |
| 1.2 ACCOUNTS RECEIVABLE <i>(Includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)</i> | 7 years | Dispose |
| 1.3 ANNUAL FINANCIAL STATEMENTS | Permanent as per legislation | Permanent as per legislation |
| 1.4 AUDITS AND COMPLIANCE REVIEWS <i>(Auditor recommendations, reports, etc.)</i> | 7 years | Dispose |
| 1.5 BANK ACCOUNTS <i>(Includes records related to termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliation, deposit books, cheques stubs/ duplicates, etc.)</i> | 7 years | Dispose |
| 1.6 BUDGET <i>(as part of the minutes)</i> | Permanent | Permanent |
| 1.7 BUDGET RELATED REPORTS | 7 years | Dispose |
| 1.8 CASH PAYMENTS AND RECEIPTS <i>(Includes cash payments books, printouts, cash reports and summaries, register tapes, etc.)</i> | 7 years | Dispose |
| 1.9 DEBENTURES/ LOANS <i>(Includes register, coupons, etc.)</i> | 7 years after Final Payment | Dispose |
| 1.10 FEDERAL/ PROVINCIAL REMITTANCE | 7 years | Dispose |
| 1.11 GRANTS <i>(Includes applications and supporting documentation)</i> | 7 years after the completion of project, activity, task. Etc. | Contact the Archives Dispose <u>ONLY</u> upon the Archives Recommendation |

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Town of St. Walburg, Saskatchewan

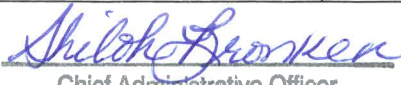
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A BYLAW OF THE TOWN OF ST WALBURG FOR A RECORD DESTRUCTION SCHEDULE

| | | |
|--|--|-------------------------------------|
| 1.12 INVESTMENTS RECORDS | 7 years after maturity of financial instruments | DISPOSE |
| 1.13 LEDGERS/ JOURNALS <i>(Includes general ledgers, subsidiary ledger, ledger cards, reports, journals, etc.)</i> | 7 years | DISPOSE |
| 1.14 LOCAL IMPROVEMENT ROLL | 7 years after completion of project | DISPOSE |
| 1.15 MONTHLY FINANCIAL STATEMENTS | 7 years | DISPOSE |
| 1.16 REQUISITION/ PURCHASE ORDER | 7 years | DISPOSE |
| 1.17 TAX ROLL/ ASSESSMENT ROLL <i>(ie hard copy of the year=end print out)</i> | Permanent as per legislation | Permanent as per legislation |
| 1.18 UTILITY DOCUMENTS <i>(Includes water and sewer cards and ledgers, utilities tax roll, etc.)</i> | 7 years | DISPOSE |

2. ADMINISTRATION

| RECORDS | RETENTION PERIOD | DISPOSAL RECOMMENDATION |
|--|---|---|
| 2.1 AGREEMENTS/ CONTRACTS AND SUPPORTING DOCUMENTATION <i>(Pertaining to land, buildings, properties, structures, etc. owned by the municipality including construction agreements/ contracts, etc.)</i> | 10 years after disposition of building property or structure | Contact the Archives Disposal <u>ONLY</u> upon the Archives recommendation |
| 2.2 AGREEMENTS/ CONTRACTS AND SUPPORTING DOCUMENTS <i>(Not related to land, buildings, properties, etc.)</i> | 7 years after termination of agreement/ contracts | Contact the Archives Disposal <u>ONLY</u> upon the Archives recommendation |
| 2.3 APPEALS <i>(under the Planning and Development Act, 1983)</i> | 7 years after final decision rendered | Contact the Archives Disposal <u>ONLY</u> upon the Archives recommendation |
| 2.4 CELEBRATION AND EVENTS | Certified a True Copy | Contact the Archive. Disposal <u>ONLY</u> upon |


Chief Administrative Officer
Town of St. Walburg, Saskatchewan



TOWN OF ST. WALBURG
SCHEDULE A TO BYLAW NO. 2019-02
A BYLAW OF THE TOWN OF ST WALBURG FOR A RECORD DESTRUCTION SCHEDULE

| | 3 years after concluded | the Archives recommendation |
|--|--|--|
| 2.5 CEMETERY RECORDS | Permanent as per Legislation | Permanent as per Legislation |
| 2.6 CHANGE OF OWNERSHIP DOCUMENTS | 7 years | DISPOSE |
| 2.7 FIRST NATIONS CONSULTATIONS | Permanent | Permanent |
| 2.8 INQUIRES <i>(Under Local Authority Freedom of Information and Protection of Privacy Act))</i> | 7 years | DISPOSE |
| 2.9 INSURANCE POLICIES- LIABILITY <i>(May be required if there is a liability claim in the future)</i> | Permanent | Permanent |
| 2.10 INSURANCE POLICIES- PROPERTY <i>(Includes insurance claims)</i> | 7 years after termination / cancellation of policy | DISPOSAL |
| 2.11 PHOTOGRAPHS | When obsolete contact Archives | Contact the Archives Disposal <u>ONLY</u> upon the Archives recommendation |
| 2.12 PUBLIC NOTICE DOCUMENTATION | 2 years after event for which notice was given | DISPOSAL |
| 2.13 RECORD DISPOSAL DOCUMENTATION | Permanent | Permanent |
| 2.14 TAX ASSESSMENT APPEALS | 7 years after final decision rendered | DISPOSE |
| 2.15 TAX ASSESSMENT RECORDS <i>(Assessor's valuation records, reassessment sheets, etc.)</i> | 3 years after superseded by new assessment or obsolete | DISPOSE |
| 2.16 TAX CERTIFICATES | 7 years | DISPOSE |
| 2.17 TAX AND ASSESSMENT UNDELIVERED NOTICES | 7 year | DISPOSE |

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Shild Gronker
 Chief Administrative Officer
 Town of St. Walburg, Saskatchewan

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TOWN OF ST. WALBURG
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A BYLAW OF THE TOWN OF ST WALBURG FOR A RECORD DESTRUCTION SCHEDULE

| | | |
|---|--|---|
| <i>(Where a notice is undelivered or returned due to an unknown address the notice shall be retained)(Section 216 & 268 The Municipalities Act)</i> | | |
| 2.18 TAX ENFORCEMENT RECORD <i>(Includes tax lien withdrawals, etc.)</i> | 7 years after tax title property sold or property disposed of in any other manner | DISPOSE |
| 2.19 OTHER ENFORCEMENT RECORDS <i>(Includes weed control & pest control records)</i> | 7 years after settlement | DISPOSE |
| 2.20 WATER ANALYSIS AND REPORT <i>(May be required if there is a liability claim in the future)</i> | 25 years | Contact the Archives Disposal <u>ONLY</u> upon the Archives recommendation |

3. 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 act indicated. Unless otherwise specified, all records are retained for "after election day plus number indicated below.

| RECORDS | RETENTION PERIOD | DISPOSAL RECOMMENDATION |
|---|--|--------------------------------|
| 3.1 BALLOTS | 3 months (142 Local Government Election Act, 2015-LGEA) | DISPOSE |
| 3.2 DISCLOSURE OF HOLDINGS <i>(Includes public disclosure statements)</i> | Term of Office (4years) | DISPOSE |
| 3.3 DECLARATION OF AGENT/ FRIEND | 3 months | DISPOSE |
| 3.4 DECLARATION OF POLLS | 3 months(142 LGEA) | DISPOSE |
| 3.5 DEPUTY RETURNING OFFICER STATEMENT OF RESULTS | Permanent | Permanent |
| 3.6 NOMINATIONS AND RECEIPTS | Term of Office | DISPOSE |

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 Chief Administrative Officer
 Town of St. Walburg, Saskatchewan



TOWN OF ST. WALBURG
SCHEDULE A TO BYLAW NO. 2019-02
A BYLAW OF THE TOWN OF ST WALBURG FOR A RECORD DESTRUCTION SCHEDULE

| | | |
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| | (4 Years) (69(6)LGEA) | |
| 3.7 OATHS OF OFFICE | Term of Office | DISPOSE |
| 3.8 RETURNING OFFICER'S SUMMARY OF RESULTS | Permanent or contact the Archives | Permanent or contact the Archive |
| 3.9 POLL BOOK | 3 months (142 LGEA) | DISPOSE |
| 3.10 VOTER'S LISTS | Contact the Archives | Contact the Archives Dispose <u>ONLY</u> upon the Archives recommendation |
| 3.11 VOTER'S REGISTRATION FORMS | 3 months (142 LGEA) | DISPOSE |
| 3.12 BALLOT BOX CONTENTS <i>(Includes Ballots, registration forms, etc.)</i> | 3 months (142 LGEA) | DISPOSE |


4. EMPLOYEE – EMPLOYER

| RECORDS | RETENTION PERIOD | DISPOSAL RECOMMENDATION |
|--|--|-------------------------|
| 4.1 EMPLOYEE RECORDS <i>(Includes time cards, pay records, ETC.)</i> | 10 years after termination of employment | DISPOSE |
| 4.2 INCOME TAXES <i>(T4s, TD1s, ETC.)</i> | 7 years | DISPOSE |

5. LEGAL

| RECORDS | RETENTION PERIOD | DISPOSAL RECOMMENDATION |
|---|---------------------------------|--|
| 5.1 MINISTER'S ORDERS | Permanent as per Legislation | Permanent as per Legislation |
| 5.2 CLAIMS <i>(Includes notices of claim, statement of claim)</i> | 10 years after settlement | Contact the Archives Dispose <u>ONLY</u> upon |

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 Town of St. Walburg, Saskatchewan



TOWN OF ST. WALBURG
SCHEDULE A TO BYLAW NO. 2019-02

A BYLAW OF THE TOWN OF ST WALBURG FOR A RECORD DESTRUCTION SCHEDULE


| | | |
|----------------------|--|--|
| | | 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 LICENSE AND PERMITS ISSUED BY MUNICIPALITY

| RECORDS | RETENTION PERIOD | DISPOSAL RECOMMENDATION |
|--|--|--|
| 6.1.1 BUILDING PERMITS <i>(Includes supporting documentation)</i> | After rejection of permit or life of building/ structure plus 10 years | Contact the Archiver Dispose <u>ONLY</u> upon the Archives recommendation |
| 6.1.2 DEVELOPMENT PERMITS <i>(Includes supporting documentation)</i> | 25 years after superseded | Contact the Archives Dispose <u>ONLY</u> upon the Archives recommendation |
| 6.1.3 DEVELOPMENT PERMITS DENIED | 10 years | Contact the Archives Dispose <u>ONLY</u> upon the Archives recommendation |
| 6.1.4 DEVELOPMENT PERMITS - REGISTER | Permanent | PERMANENT |
| 6.1.5 OTHER PERMITS <i>(Not related to land, building, structures, development projects)</i> | 3 years after expiration/ termination or rejection of permit | DISPOSE |
| 6.1.6 LICENSES <i>(includes supporting documentation)</i> | 7 years after expiration/ | DISPOSE |

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Chief Administrative Officer
Town of St. Walburg, Saskatchewan



TOWN OF ST. WALBURG
SCHEDULE A TO BYLAW NO. 2019-02
A BYLAW OF THE TOWN OF ST WALBURG FOR A RECORD DESTRUCTION SCHEDULE

| | | |
|--|--|--|
| | termination or rejection of License | |
|--|--|--|

6.2 LICENSES AND PERMITS ISSUED TO MUNICIPALITY

| RECORDS | RETENTION PERIOD | DISPOSAL RECOMMENDATION |
|---|---|--|
| 6.2.1 LICENSES AND PERMITS <i>(Related to land, building, structures, properties)</i> | 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 |
| 6.2.2 LICENSES AND PERMITS <i>(Not related to land, building, structures, properties)</i> | 7 years after expiration/ termination or rejection of license or permit | DISPOSE |

7. MAPS, PLANS AND SURVEYS

| RECORDS | RETENTION PERIOD | DISPOSAL RECOMMENDATION |
|---|--|---|
| 7.1 ARCHITECT'S DRAWINGS <i>(Buildings, park sites, structures, etc.)</i> | 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 <u>ONLY</u> upon the Archives recommendation |
| 7.3 ROAD SURVEYS | 7 years | Contact the Archives Dispose <u>ONLY</u> upon the Archives recommendation |

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 Chief Administrative Officer
 Town of St. Walburg, Saskatchewan



TOWN OF ST. WALBURG
SCHEDULE A TO BYLAW NO. 2019-02
A BYLAW OF THE TOWN OF ST WALBURG FOR A RECORD DESTRUCTION SCHEDULE

| | | |
|--|----------------|----------------|
| 7.4 LAND SURVEYS CERTIFICATES/ SURVEYOR'S REPORTS | 7 years | DISPOSE |
|--|----------------|----------------|

8. MINUTES AND BYLAWS

| RECORDS | RETENTION PERIOD | DISPOSAL RECOMMENDATION |
|---|-------------------------------------|-------------------------------------|
| 8.1 COUNCIL MINUTES <i>(Includes original bylaws, active and repealed)</i> | PERMANENT as per Legislation | PERMANENT as per Legislation |
| 8.2 REPEALED BYLAWS <i>(Includes certified copies that may be retained in Repealed Bylaw Registers)</i> | 7 years | DISPOSE |
| 8.3 BYLAW REGISTERS (ACTIVE AND REPEALED) | Permanent | PERMANENT |

9. REPORTS AND STATISTICS

| RECORDS | RETENTION PERIOD | DISPOSAL RECOMMENDATION |
|--|-------------------------|--|
| 9.1 REPORTS OF BOARDS AND COMMITTEES ESTABLISHED BY COUNCIL <i>(Not forming part of council minutes)</i> | 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 PERIOD | DISPOSAL RECOMMENDATION |
|---|-------------------------|--|
| 10.1 ROAD MAINTENANCE RECORDS (INCLUDING ALL REPORTS) <i>(May be required if there is a liability claim in the future)</i> | 25 Years | Contact the Archives Dispose <u>ONLY</u> upon the Archives recommendation |

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