

# **BYLAW #1569**

# **RECORDS RETENTION**



#### BYLAW NO. 1569 OF THE TOWN OF PINCHER CREEK

# BEING A BYLAW OF THE TOWN OF PINCHER CREEK IN THE PROVINCE OF ALBERTA TO PROVIDE REGULATIONS AND PROCEDURES FOR THE RETENTION AND DISPOSAL OF MUNICIPAL DOCUMENTS

WHEREAS pursuant to the Municipal Government Act, being Chapter M-26, Revised Statutes of Alberta 2000 and amendments thereto, a council may pass a bylaw respecting the destruction of records and documents of the municipality;

AND WHEREAS the regulations and procedures for the retention and disposal of municipal documents be consistent with the Alberta Evidence Act, being Chapter A-18, Revised Statutes of Alberta 2000;

AND WHEREAS it is the desire of the Town of Pincher Creek to provide for regulations and procedures governing the retention and disposal of municipal documents;

NOW THEREFORE, the Council of the Town of Pincher Creek, in the Province of Alberta, duly assembled, hereby enacts as follows:

- 1. This bylaw may be cited as the *Records Retention Bylaw*.
- 2. In this bylaw:
  - a) "Act" means the Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26 and amendments thereto;
  - b) "Council" means the Council of the Town of Pincher Creek:
  - c) "Disposal" means to permanently loan, store outside Town facilities or destroy;
  - d) "Records" means documentation received or created by the Town, including financial data, land files, minutes of meetings, contracts, correspondence and any other papers kept by the Town;
  - e) "Town" means the Town of Pincher Creek;
  - f) "CAO" shall mean the person appointed as the Chief Administrative Officer by Council, pursuant to the MGA, Section 205.
- 3. Council may authorize the destruction of original bylaws and minutes of council meetings if the originals have been recorded on microfiche or on another system that will enable copies of the originals to be made.
- 4. Notwithstanding clause 3 above, other records may be destroyed in accordance with Schedule A attached to this bylaw.



- 5. Schedule A may be reviewed from time to time by the CAO and as to accuracy of retention and disposal time periods.
- 6. Election material that has been locked in the ballot boxes can be destroyed in accordance with the Local Authorities Election Act, RSA 2000.
- 7. The CAO is authorized to release records to the Provincial Archives of Alberta on a permanent loan basis. These records shall be recorded on the "Certificate of Gift" form as provided by the Provincial Archives which will be permanently retained in the Town vault.
- 8. If an individual's personal information will be used by the Town to make a decision that directly affects that individual, the Town must retain the personal information for at least one year after using it.
- 9. Records are to be reviewed for retention and disposal on an annual basis. The CAO may have the discretion to retain records longer than the period provided for in this bylaw as deemed necessary.
- 10. Retained records are to be kept in an appropriate medium, such as storage box, file cabinet or binder, with adequate identification of contents and time period.
- 11. Upon each occasion of disposing records, an Affidavit shall be completed as per Schedule B, listing:
  - a) a description of the records disposed
  - b) date of disposal
  - c) manner in which records were disposed
  - d) signature of person(s) who witnessed disposal

and shall be permanently retained in the Town vault.

- 12. An alphabetical register of all disposals shall be maintained and permanently filed in the Town vault.
- 13. Bylaw #1506 and amendments thereto are hereby repealed.

14. This bylaw shall come into force and take effect upon the date of third and final reading thereof.

READ A FIRST TIME THIS 24 DAY OF

MAYOR, On Anderberg

CAO, Fran Kornfeld

2006, A.D.

READ A SECOND TIME THIS _	24	DAY OF _	spring	2006, A.D.
			MAYOR, Don Anderbe	erg
			- In	
			CAO, Fran Kornfeld	
READ A THIRD TIME THIS	24	_ DAY OF _	Deril	2006, A.D.
			MAYOR Mon Anderbe	erg
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			CAO, Fran Kornfed	Œ

## SCHEDULE A

Subject	<u>Description</u>	Retention Period in Years unless otherwise indicated	
Retention Period .Specified Year .P=Permanently .SO=Superceded or Obsolete			
Accounts Accounts	Working Papers Paid (Summary Sheet) Payable Vouchers Receivable Duplicate Invoices Receivable Ledger Cards Receivable Paid Invoices	7 7 7 7 7	
Administration Advertising	Reports (not part of minutes) General as per legislation	7 2 7	
Agendas Agreements	Part of Minutes General Development Downtown Revitalization Major Legal	P 7/SO P P P	
	Minor Site Plan Approval Rental and Service	7/SO P 7/SO	
Animal Control Annexations Annual Reports	Working Documents All Correspondence  Local Boards	3 P P 5-7	
Applications	Condominium (after approval) Sidewalk Site Plan Approval Subdivision (after approval) Zoning Amendment	2 2 2 2 3 7	
	Part-Time Employees (after end employment)		
Appointments Approvals Architect Drawings	Unsolicited Other than those in minutes Condominium Buildings, Park Sites, etc.	0 3 P P	
Assessment	Rolls Assessment Review Board Minu Assessment Review Board Worl	P utes P k File 5	
	Assessment Review Board Reco Appeals Duplicate Roll	ords 7 7 7	



# Schedule A ... cont'd

Assessment Appeal	Board Files	5
Assets	Permanent Files	P
	Records of Surplus	7
	Temporary Files	7
Bank	Deposit Books	7
	Deposit Slips	7
	Memos (debit and credit)	7
	Reconciliations	2
	Statements	7
Boards	Minutes	P
Boards	Authority and Structure	P
	Routing Correspondence	7
Briefs/Reports	to Council	7
=		P
Budgets	Final Capital (in Minutes)	
	Final Operating (in Minutes)	P
	Department Capital	7
	Department Operating	7
	Estimates Working Papers	3
Bylaws	All	P
Building	Inspection Records	P
Cash	Receipts Journal	P
	Disbursements Journal	P
	Daily Reports	7
	Daily Summaries	7
	Duplicate Receipts	7
	Payment Stubs	3
	Petty (Vouchers)	3
	Register Tapes	7
Cemetery	Burial Permits	P
Cemetery	All Documentation	P
Certificates	of Title	P
Census	Reports	10
Cheques	Paid (Cancelled)	7
Crieques	Register	P
	Stubs	7
Claims	Notices of	20
Ciamis	Statements of	20
Committee		3
Committee	Minutes (General)	
G	Committee meeting of Council	P
Community Centre	Working Files	7
Compensation	Records	P
Computer Cards	7711 (	1
Contracts	Files (upon completion of Contract)	15
	Forms (Public Works)	7
	Major Legal	P
	Minor	7/S0



# Schedule 'A' ... cont'd

Correspondence	General	7
	Historical	P
	Policy	10
Cost Records		7
Council	Minutes	P
Court Cases		P
Debenture	Coupons (paid upon maturity)	P
	Register	P
	Summaries	7
	Working Papers	7
Deeds		P
Design	Estimates	3
	Files	15
Destroyed Records Index		P
Documents	Not Part of Bylaws:	
	Agreements (Major Legal)	P
	Contracts (Legal)	3
	Contracts (Minor)	7/S0
	Deeds	P
	Easements	P
	Franchises	P
	Leases (after expiration)	7/S0
	Mortgage Files	P
	Notices of Change of Land Titles	P
	Option Files	P
	Real Estate Files	P
Drainage Records Drawings	Real Estate Piles	P
Dramage Records Drawings	Intersection	P
Easements	intersection	r P
Elections	Nomination Papers	
Licetions	Records	as per LAEA
	Voters List	as per LAEA
Engineering		
Engineering	Drawings Eiler	P
English Describe	Files	15 D
Erosion Records	ALICE ADM ALIE!	P
Employee Benefits	AHC, ABX, etc. Files	10
	Local Authorities Pension Cards	P
`TD 1	WCB Claims	P
Employees	Change Files	1
	Job Applications (hired)	P
	Job Applications (interviewed;not hired)	
	Job Descriptions	5
	Oaths of Office	P
	Personnel File	P
Expropriation	All Correspondence	P
Files	See Subject Matter	
Financial Statements	Audited	P



Interim	Schedule 'A' cont'd		
Fire Access Routes         10           Franchises         P           Gas Lines         Ledger         P           General         Ledger         P           Grants         P         P           Grants         P         P           Graveyard         Records         P           Income Tax         Deductions         7           TD1 Forms         upon         replacement           Ta Slips         P         P           T4 Slips         P         P           Inquiries         From the Public         3           Insurance         Claims         P           Inventory         Records (after expiration)         15           Inventory         Records (after superseded)         15           Investment         Files         7           Cash Payment         P           Journals         General         P           Leand         Appraisals         5           Files         P           Sales         P           Sales         P           Leases         After Expiration         7/SO           Ledgers         General         P <t< td=""><td></td><td>Interim</td><td>7</td></t<>		Interim	7
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General         Ledger Journal         P           Grants         P           Graveyard         Records         P           Income Tax         Deductions         7           TD1 Forms         upon           Income Tax         Path         Public         15           Income         From the Public         3           Insurance         Claims         P           Inquiries         Prout         15           Inventory         Records (after expiration)         15           Inventory         Path         Path           Inventory         Path         Path           Leases         After Expiration         7/So	Franchises		P
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Minutes Board P			
		-	
Council P	Minutes		
		Council	P



Schedule 'A' Cont'd		
	Committees of Council	P
	Parks and Recreation	P
	Planning	P
	Committees-General	P/5
Monthly Reports	Road	7
, I	Sewage Treatment Plant	7
Mortgage Lists		1
Municipal Affairs	Annual Reports	5
Museum	All Correspondence	P
Orders	Garage	7
	Shop	7
	Stop Orders (Planning)	20
	To Remove Buildings etc. (MGA)	20
Organization	Structure and Records	P
Packing Slips	Substitute that recovers	2
Payroll	Biweekly Summary	5
1 4,1011	Bonuses and Commissions	5
	Car Allowance Sheets	5
	Garnishees	3
	Individual Earnings Records	P
	Journal	P
	Rough Sheets	1
	Time Cards	3
	Time Distribution Sheets	5
	Time Sheets: Daily, Overtime Weekly	5
	UIC Records	5
Permits	Building	7
	Development	7
	Parade	2
	Grazing	7/SO
Personnel Files		P
Petitions		7
Photos	Aerial	P
	General (same as related subject)	P
Plans	Official	$\mathbf{P}^{\tilde{\mathbf{r}}}$
	Official (amendments)	P
	Subdivision	P
Policy	After Superseded	10
Power Lines	Location Records	P
Press Releases and Declarations		5
Production	Control Records	3
Progress Reports	Project	7
Tropion reports	Project under Contract (final payment)	3
Project Applications to	110,000 ander Contract (illiai paymont)	7
Province		. '
Property Files		P
Tropolty Tilos		T



# Schedule 'A' ... cont'd

Prosecution Publications Purchase	All Local Reports of Land	5 7 P
Purchase Orders	Copies Duplicate Paid	2 2 7
Real Estate Receipts	Supporting Files Books Duplicate Cash Registration	P 7 7 7
Receptions and Special Events	Registration	7
Records	see subject matter	,
Removal Orders	of Buildings, etc.	20
Rental Permits	Duplicate (after rental period over)	2
Reports	Accident	10
Reports	Accident Statistics	7
	Field	10
	Building Fire	10
	Vehicle Accident	P
	Statistical Analysis	3
Reports and Records	Inventory	7
reports and records	Material Transfer	7
	Receiving	2
	Maintenance	7
	Year End Inventory Count Sheets	2
Requisitions	Copies	2
requisitions	Duplicate	7
	Paid	7
Resolutions	Minutes	$\stackrel{\prime}{ m P}$
Road	Construction Records (after completion)	15
Rodd	Closing	10
	Dedication	10
	Widening	10
Sale of Land	All Sales	P
Sewage	Analysis Records (effluent)	25
Stop Orders	Planning	20
Stores	Invoices	7
Stores	Issue Slips	7
	Closing Files (with bylaw)	$\stackrel{'}{ m P}$
Street	Lighting Area Maps	P
Subdivision	After Final Approval	P
Street	Sign Inventory Register	P
Surveys	General Correspondence	15
~~	Parking	7
	Traffic Counts	15
Tax	Rolls	P
1 1111	TO TO	T



### Schedule 'A' ... cont'd

Tax Recovery	All Records	P
Taxes	Arrears	7
	Final Billing	10
	Ledger Cards	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
Termination	Employees	P
Tenders	Files	7
	Successful	7
	Purchase Quotations	7
	Unsuccessful	2
Tickets	Admission	2 3
Tonoto	Paid Parking	3
Traffic	Lights	P
Tume	Streets	15
Training and Development	Sirects	5
Files		3
Transitory Notes	Brief notes, comments, written opinions,	
Transitory Notes	etc. taken during meetings or	
		8 hours
Trial Balances		
That Dalances	Monthly Year End	3
Truck Hire		7
Truck rife	Summaries Time Property	3
TT.::	Time Reports	3
Union	Agreements	P
X7 1 1 1 D 1	Grievance Files	10
Vehicle Records	after disposal of vehicle	1_
Vouchers	Duplicate	7
Vendors	Acknowledgements to	2
	Contracts	7
	Suppliers Files	7
Writs		20
Work Orders		7
Weed Control Reports	until updated	1
Work Diaries	Yearly	7
Warrants		7
Water	Accounts	7
	Effluent Analysis Records	25
	Meter Books	7
Zoning	Bylaws	P
	Bylaw Enforcement	5



#### ALPHABETICAL REGISTER

#### DISPOSAL OF RECORDS

In accordance with this bylaw, an alphabetical register shall be kept listing all municipal records that are disposed of, and the register shall be retained in the Town vault.

<u>Description of Records</u>	<u>Date Disposed</u>	<u>Disposal Method</u>
-Alphabetically list the records disposed	-List date that records were disposed	-List manner in which records were disposed

### Example:

<b>Description of Records</b>	<b>Date Disposed</b>	<b>Disposal Method</b>
Animal Control working documents 1987- 1991	December 5, 1994	Shredded
Assessment Roll 1975	October 19, 1997	Provincial Archives
Employee Applications/Interviews (not hired) Secretary-Treasurer position 1989	December 5, 1994	Shredded



#### DISPOSAL OF RECORDS

# **AFFIDAVIT**

I,	, swear (	solemnly affirm) that, as	authorized by the
Town Council of the Town of I	Pincher Creek in Bylaw 1	.569, the municipal recor	ds were disposed
of as listed below:			
<b>Description of Records</b>	<b>Date Disposed</b>	Disposal Method	Witness
-List the records disposed	-List date that records were disposed	-List manner in which records were disposed	-Signature of person(s) who witnessed disposal
So help me God.			
<b>SWORN</b> before me at the Tow	n )		
of Pincher Creek in the Province	e )		
of Alberta, this day of	) ) )		
, A.D., 20	)		
COMMISSIONER FOR OATH	IS		

