

**RURAL MUNICIPALITY OF CORMAN PARK No. 344**

**BYLAW NO. 03/13**

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

The Council of the Rural Municipality of Corman Park No. 344 in the Province of Saskatchewan, enacts as follows:

1. That a Records Retention and Disposal Schedule (the 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 contact the Saskatchewan Archives Board before the destruction of any records identified as requiring pre-approval of the Saskatchewan Archives Board before destruction on the Schedule.
4. Bylaw 49/12 *A Bylaw for the Retention and Disposal of Documents* is hereby repealed.



  
\_\_\_\_\_  
Reeve  
\_\_\_\_\_  
Administrator

Section 116, *The Municipalities Act*

Read a third time and adopted  
this 19<sup>th</sup> day of February 2013

## Appendix A

### Records Retention and Disposal Schedule

#### 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.)	<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</b> as per legislation	<b>Permanent</b> as per legislation
<b>1.4 Audits and Compliance Reviews</b> (auditor recommendations, reports, etc.)	<b>Permanent</b>	<b>Permanent</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>Pre-Approval of Saskatchewan Archives Board before disposal</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>10 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 Reports</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

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>	<b>Pre-Approval of Saskatchewan Archives Board before disposal</b>
<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>	<b>Pre-Approval of Saskatchewan Archives Board before disposal</b>
<b>2.3 Appeals</b> (under the Planning and Development Act, 1983)	<b>7 years after final decision rendered</b>	<b>Pre-Approval of Saskatchewan Archives Board before disposal</b>
<b>2.4 Celebrations and Events</b>	<b>3 years after concluded</b>	<b>Pre-Approval of Saskatchewan Archives Board before disposal</b>
<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)**

<b>RECORDS</b>	<b>RETENTION PERIODS</b>	<b>DISPOSAL RECOMMENDATION</b>
<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>Pre-Approval of Saskatchewan Archives Board before disposal</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 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> )	<b>7 years</b>	<b>DISPOSE</b>
<b>2.16 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>2.17 Other Enforcement Records</b>	<b>7 years after settlement</b>	<b>DISPOSE</b>
<b>2.18 Water Analysis and Reports</b> (may be required if there is a liability claim in the future)	<b>25 years</b>	<b>Pre-Approval of Saskatchewan Archives Board before disposal</b>

### **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 “after election day” plus number indicated below.**

<b>RECORDS</b>	<b>RETENTION PERIODS</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>3.1 Ballots</b>	<b>3 months</b> (160.71 Local Government Elections Act,(LGEA)	<b>DISPOSE</b>
<b>3.2 Disclosure of Holdings</b>	<b>7 years</b>	<b>DISPOSE</b>
<b>3.4 Declaration of Polls</b>	<b>3 months</b> 160.71 LGEA)	<b>DISPOSE</b>
<b>3.5 Deputy Returning Officer Statement of Results</b>	<b>Permanent</b>	<b>DISPOSE</b>
<b>3.6 Nominations and Receipts</b>	<b>3 months after closure of nomination period</b> (160.21 LGEA)	<b>DISPOSE</b>
<b>3.7 Oaths of Office</b>	<b>Term of Office</b>	<b>DISPOSE</b>
<b>3.10 Returning Officer’s Summary of Results</b>	<b>Permanent or Pre-Approval of Saskatchewan Archives Board before disposal</b>	<b>Permanent or Pre-Approval of Saskatchewan Archives Board before disposal</b>
<b>3.11 Poll Books</b>	<b>3 months</b> (160.71 LGEA)	<b>DISPOSE</b>
<b>3.12 Voters’ Lists</b>	<b>Pre-Approval of Saskatchewan Archives Board before disposal</b>	<b>Pre-Approval of Saskatchewan Archives Board before disposal</b>
<b>3.13 Voters’ Registration Forms</b>	<b>3 months</b> (160.71 LGEA)	<b>DISPOSE</b>
<b>3.14 Ballot Box Contents (includes ballots, registration forms, etc.)</b>	<b>3 months</b> (160.71 LGEA)	<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</b> as per Legislation	<b>PERMANENT</b> as per Legislation
<b>5.2 Claims</b> (includes notices of claim, statements of claim, etc.)	<b>10 years after settlement</b>	<b>Pre-Approval of Saskatchewan Archives Board before disposal</b>
<b>5.3 Petitions</b>	<b>7 years</b>	<b>Pre-Approval of Saskatchewan Archives Board before disposal</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)	after rejection of permit or life of building/structure plus 10 years	Pre-Approval of Saskatchewan Archives Board before disposal
<b>6.1.2 Development Permits</b> (includes supporting documentation)	25 years after superseded	Pre-Approval of Saskatchewan Archives Board before disposal
<b>6.1.3 Development Permits – Denied</b>	10 years	Pre-Approval of Saskatchewan Archives Board before disposal
<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	Pre-Approval of Saskatchewan Archives Board before disposal
<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**

<b>RECORDS</b>	<b>RETENTION PERIODS</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>7.1 Architect's Drawings</b> (buildings, park sites, structures, etc.)	<b>Life time of facility/structure plus 10 years</b>	<b>Pre-Approval of Saskatchewan Archives Board before disposal</b>
<b>7.2 Municipal Maps and Plans</b>	<b>Original or one selected copy to be retained permanently</b>	<b>Permanent or Pre-Approval of Saskatchewan Archives Board before disposal</b>
<b>7.3 Road Surveys</b>	<b>7 years</b>	<b>Pre-Approval of Saskatchewan Archives Board before disposal</b>
<b>7.4 Land Surveys Certificates/Surveyor's Reports</b>	<b>7 years</b>	<b>DISPOSE</b>

## **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)	<b>Permanent</b> as per legislation	<b>PERMANENT</b> as per Legislation
<b>8.2 Repealed Bylaws</b> (includes certified copies that may be retained in Repealed Bylaw Registers)	<b>7 years</b>	<b>DISPOSE</b>
<b>8.3 Bylaw Registers (active and repealed)</b>	<b>Permanent</b>	<b>PERMANENT</b>
<b>8.4 Council Meeting Audio Recordings</b>	<b>Permanent</b>	<b>PERMANENT</b>

**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</b> (not forming part of council minutes)	<b>7 years</b>	<b>Pre-Approval of Saskatchewan Archives Board before disposal</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)</b> (may be required if there is a liability claim in the future)	<b>25 years</b>	<b>Pre-Approval of Saskatchewan Archives Board before disposal</b>