



Rural Municipality of Corman Park No. 344 Policy

Policy # GA-001

Policy Title: Retention and Disposal of Documents

Policy Objective:

To create a schedule for the retention and disposal of documents of the R.M. of Corman Park No. 344.

Authority: (Bylaw#, Resolution date/#)

Bylaw No. 03/13 adopted at the Regular Meeting of Council February 19, 2013

Policy:

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 Bylaw 49/12 *A Bylaw for the Retention and Disposal of Documents* is hereby repealed.

Policy #GA-001

Policy Title: Retention and Disposal of Documents

Date Issued: November 5, 2012

Updated Date: February 19, 2013

Page 1 of 9



Appendix A

Records Retention and Disposal Schedule

1. ACCOUNTING AND FINANCE

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



1.10 Federal/Provincial Remittance	7 years	DISPOSE
1.11 Grants (includes applications and supporting documentation)	7 years after completion of project, activity, task, etc. or rejection of application	Pre-Approval of Saskatchewan Archives Board before disposal
1.12 Investment Records	7 years after maturity of financial instruments	DISPOSE
1.13 Ledgers/Journals (includes general ledgers, subsidiary ledgers, ledger cards, reports, journals, etc.)	10 years	DISPOSE
1.14 Local Improvement Roll	7 years after completion of project	DISPOSE
1.15 Monthly Financial Reports	7 years	DISPOSE
1.16 Requisition/Purchase Orders	7 years	DISPOSE
1.17 Tax Roll/Assessment Roll (i.e. hard copy of year-end print out)	Permanent as per Legislation	Permanent as per Legislation
1.18 Utility Documents (includes water and sewer cards and ledgers, utilities tax roll, etc.)	7 years	DISPOSE

2. ADMINISTRATION

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATION
2.1 Agreements/Contracts and Supporting Documentation (pertaining to land, buildings, properties, structures, etc. owned by the municipality including construction agreements/contracts, etc.)	10 years after disposition of building, property or structure	Pre-Approval of Saskatchewan Archives Board before disposal
2.2 Agreements/Contracts and Supporting Documentation (not related to land, buildings, properties, etc.)	7 years after termination of agreement/contract	Pre-Approval of Saskatchewan Archives Board before disposal
2.3 Appeals (under the Planning and Development Act, 1983)	7 years after final decision rendered	Pre-Approval of Saskatchewan Archives Board before disposal



2.4 Celebrations and Events	3 years after concluded	Pre-Approval of Saskatchewan Archives Board before disposal
2.5 Cemetery Records	Permanent as per Legislation	Permanent as per Legislation
2.6 Change of Ownership Documents	7 years	DISPOSE
2.7 Inquiries (under Local Authority Freedom of Information and Protection of Privacy Act)	7 years	DISPOSE
2.8 Insurance Policies – Liability (may be required if there is a liability claim in the future)	Permanent	Permanent
2.9 Insurance Policies – Property	7 years after termination/cancellation of policy	DISPOSE
2.10 Photographs	When obsolete contact the Archives	Pre-Approval of Saskatchewan Archives Board before disposal
2.11 Records Disposal Documentation	Permanent	Permanent
2.12 Tax Assessment Appeals	7 years after final decision rendered	DISPOSE
2.13 Tax Assessment Records (assessor's valuation records, reassessment sheets, etc.)	3 years after superseded by new assessment or obsolete	DISPOSE
2.14 Tax Certificates	7 years	DISPOSE
2.15 Tax and Assessment Undelivered Notices (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	DISPOSE



2.16 Tax Enforcement Records (includes tax lien withdrawals, etc.)	7 years after tax title property sold or property disposed of in any other manner	DISPOSE
2.17 Other Enforcement Records	7 years after settlement	DISPOSE
2.18 Water Analysis and Reports (may be required if there is a liability claim in the future)	25 years	Pre-Approval of Saskatchewan Archives Board before disposal

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.**

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATION
3.1 Ballots	3 months (160.71 Local Government Elections Act, (LGEA))	DISPOSE
3.2 Disclosure of Holdings	7 years	DISPOSE
3.4 Declaration of Polls	3 months 160.71 LGEA)	DISPOSE
3.5 Deputy Returning Officer Statement of Results	Permanent	Permanent
3.6 Nominations and Receipts	3 months after closure of nomination period (160.21 LGEA)	DISPOSE
3.7 Oaths of Office	Term of Office	DISPOSE
3.10 Returning Officer’s Summary of Results	Permanent or Pre-Approval of Saskatchewan Archives Board before disposal	Permanent or Pre-Approval of Saskatchewan Archives Board before disposal
3.11 Poll Books	3 months (160.71 LGEA)	DISPOSE



3.12 Voters' Lists	Pre-Approval of Saskatchewan Archives Board before disposal	Pre-Approval of Saskatchewan Archives Board before disposal
3.13 Voters' Registration Forms	3 months (160.71 LGEA)	DISPOSE
3.14 Ballot Box Contents (includes ballots, registration forms, etc.)	3 months (160.71 LGEA)	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	Pre-Approval of Saskatchewan Archives Board before disposal
5.3 Petitions	7 years	Pre-Approval of Saskatchewan Archives Board before disposal
5.4 Writs	10 years after expiration or completion	DISPOSE



6. LICENCES AND PERMITS

6.1 Licenses and Permits Issued By Municipalities

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATION
6.1.1 Building Permits (includes supporting documentation)	after rejection of permit or life of building/structure plus 10 years	Pre-Approval of Saskatchewan Archives Board before disposal
6.1.2 Development Permits (includes supporting documentation)	25 years after superseded	Pre-Approval of Saskatchewan Archives Board before disposal
6.1.3 Development Permits – Denied	10 years	Pre-Approval of Saskatchewan Archives Board before disposal
6.1.4 Development Permits – Register	Permanent	PERMANENT
6.1.5 Other Permits (not related to land, buildings, structures, development projects)	3 years after expiration/termination or rejection of permit	DISPOSE
6.1.6 Licenses (includes supporting documentation)	7 years after termination/expiration or rejection of license	DISPOSE

6.2 Licenses and Permits Issued To Municipalities

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATION
6.2.1 Licenses and Permits (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
6.2.2 Licenses and Permits (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	Pre-Approval of Saskatchewan Archives Board before disposal
7.2 Municipal Maps and Plans	Original or one selected copy to be retained permanently	Permanent or Pre-Approval of Saskatchewan Archives Board before disposal
7.3 Road Surveys	7 years	Pre-Approval of Saskatchewan Archives Board before disposal
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
8.4 Council Meeting Audio Recordings	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	Pre-Approval of Saskatchewan Archives Board before disposal
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	Pre-Approval of Saskatchewan Archives Board before disposal