

**Town of Shellbrook
Records Retention and Destruction Schedule Bylaw**

BYLAW NO. 2020-10

A BYLAW FOR THE RETENTION AND DESTRUCTION OF DOCUMENTS

The Council of the Town of Shellbrook 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/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.
4. This repeals Bylaw 2010-04.

This Bylaw comes into force on the day of its final passing.



Certified a true and accurate copy of Bylaw 2020-10, which was passed by Council on the 21st day of December 2020.

Mayor

Chief Administrative Officer

Kelly Hoare
Chief Administrative Officer

Records Retention and Disposal Guide for Rural and Urban Municipalities

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RECORDS RETENTION AND DISPOSAL GUIDE

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.)	7 years	Dispose
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, printouts, cash reports and summaries, register tapes, etc.)	7 years	DISPOSE

1. ACCOUNTING AND FINANCE (cont'd)

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATION
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	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
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.)	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 Orders	7 years	DISPOSE
1.17 Tax Roll/Assessment Roll (i.e. hard copy of year-end print out)	10 years	DISPOSE
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	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
2.2 Agreements/Contracts and Supporting Documentation (not related to land, buildings, properties, etc.)	7 years after termination of agreement/contract	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
2.3 Appeals (under the Planning and Development Act, 1983)	7 years after final decision rendered	Contact the Archives Dispose <u>only</u> upon the Archives recommendation

2.4 Celebrations and Events	3 years after concluded	Contact the Archives Dispose <u>only</u> upon 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 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	Contact the Archives. Dispose <u>only</u> upon the Archives recommendation
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	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 “after election day” plus number indicated below.**

RECORDS	RETENTION PERIODS Rural Municipalities	RETENTION PERIODS Urban Municipalities	DISPOSAL RECOMMENDATION
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

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 timecards, 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

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	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
6.1.2 Development Permits (includes supporting documentation)	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 (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 lifetime of structure, building, property plus 10 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
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.)	Lifetime 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