VILLAGE OF FROBISHER

BYLAW NO. 1-2018

BYLAW FOR THE DESTRUCTION OF DOCUMENTS

The Council of the Village of Frobisher, in the Province of Saskatchewan, enacts as follows:

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 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.

Read a third time and adopted at Bienfait Saskatchewan, this 16th day of January, 2018.

[SEAL]

VILLAGE OF FROBISHER
Seal

Mayor

Certified a true copy of Bylaw No. 1-2018
adopted by resolution of Council of the
16th day of January, 2018.

Records Retention and Disposal Schedule
For Rural and Urban Municipalities

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Records Retention and Disposal Schedule

1. ACCOUNTING AND FINANCE

RECORDS	RETENTION PERIOD	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, print-outs, cash reports and summaries, register tapes, etc.)	**7 years**	**DISPOSE**

Continued...

1. ACCOUNTING AND FINANCE (cont'd)

RECORDS	RETENTION PERIOD	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 only 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)	**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 PERIOD	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 only 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 only upon the Archives recommendation**
2.3 Appeals (under the Planning and Development Act, 1983)	**7 years after final decision rendered**	**Contact the Archives Dispose only upon the Archives recommendation**
2.4 Celebrations and Events	**3 years after concluded**	**Contact the Archives Dispose only 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 First Nations Consultations	**Permanent**	**Permanent**
2.8 Inquiries (under Local Authority Freedom of Information and Protection of Privacy Act)	**7 years**	**DISPOSE**
2.9 Insurance Policies – Liability (may be required if there is a liability claim in the future)	**Permanent**	**Permanent**

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2. ADMINISTRATION (cont'd)

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
2.10 Insurance Policies – Property (includes insurance claims)	**7 years after termination/cancellation of policy**	**DISPOSE**
2.11 Photographs	**When obsolete contact the Archives**	**Contact the Archives. Dispose only upon the Archives recommendation**
2.12 Public Notice Documentation	**2 years after event for which notice was given**	**DISPOSE**
2.13 Records Disposal Documentation	**Permanent**	**Permanent**
2.14 Tax Assessment Appeals	**7 years after final decision rendered**	**DISPOSE**
2.15 Tax Assessment Records (assessor's valuation records, reassessment sheets, etc.)	**3 years after superseded by new assessment or obsolete**	**DISPOSE**
2.16 Tax Certificates	**7 years**	**DISPOSE**
2.17 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 *The Municipalities Act*)	**7 years**	**DISPOSE**
2.18 Tax Enforcement Records (includes tax lien withdrawals, etc.)	**7 years after tax title property sold or property disposed of in any other manner**	**DISPOSE**
2.19 Other Enforcement Records (Includes weed control & pest control records)	**7 years after settlement**	**DISPOSE**
2.20 Water Analysis and Reports (may be required if there is a liability claim in the future)	**25 years**	**Contact the Archives Dispose the Archi recomme**

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 acts are 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 (includes public disclosure statements)	**Term of Office (4 years)**	**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 (4 years)** (69(6) LGEA)	**DISPOSE**
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 Archives**
3.9 Poll Books	**3 months** (142 LGEA)	**DISPOSE**
3.10 Voters' Lists	**Contact the Archives**	**Contact the Archives Dispose only upon the Archives recommendation**
3.11 Voters' Registration Forms	**3 months** (142 LGEA)	**DISPOSE**
3.12 Ballot Box Contents (includes ballots, registration forms, etc.)	**3 months** (142 LGEA)	**DISPOSE**
3.13 List of Assessed Owners (Rural Municipalities Only)	**Until replaced pursuant to Section 40 LGEA**	**DISPOSE**

4. EMPLOYEE – EMPLOYER

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
4.1 Employee Records (includes time cards, pay records, etc.)	**10 years after termination of employment**	**Dispose**
4.2 Income Tax (T4s, TD1s, etc.)	**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 (includes notices of claim, statements of claim, etc.)	**10 years after settlement**	**Contact the Archives Dispose only upon the Archives recommendation**
5.3 Petitions	**7 years**	**Contact the Archives Dispose only 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 PERIOD	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 only upon the Archives recommendation**
6.1.2 Development Permits (includes supporting documentation)	**25 years after superseded**	**Contact the Archives Dispose only upon the Archives recommendation**
6.1.3 Development Permits – Denied	**10 years**	**Contact the Archives Dispose only 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 PERIOD	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**	**Contact the Archives Dispose only 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 PERIOD	DISPOSAL RECOMMENDATION
7.1 Architect's Drawings (buildings, park sites, structures, etc.)	**Life time of facility/structure plus 10 years**	**Contact the Archives Dispose only 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 only upon the Archives recommendation**
7.3 Road Surveys .	**7 years**	**Contact the Archives Dispose only upon the Archives recommendation**
7.4 Land Surveys Certificates/Surveyor's Reports	**7 years**	**DISPOSE**

8. MINUTES AND BYLAWS

RECORDS	RETENTION PERIOD	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 PERIOD	DISPOSAL RECOMMENDATION
9.1 Reports of Boards and Committees established by Council (not forming part of council minutes)	**7 years**	**Contact the Archives Dispose only 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 (includes reports) (may be required if there is a liability claim in the future)	**25 years**	**Contact the Archives Dispose only upon the Archives recommendation**