

RURAL MUNICIPALITY OF ANTELOPE PARK NO. 322

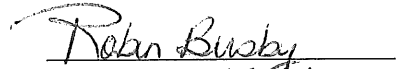
BYLAW NO. 2021-02

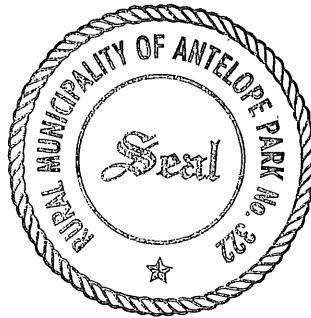
A BYLAW TO PROVIDE FOR THE RETENTION AND DISPOSAL OF DOCUMENTS

The Council of the Rural Municipality of Antelope Park No. 322, 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 contact the Saskatchewan Archives Board before the destruction of any records identified as requiring pre-approval of the Saskatchewan Archives Board before the destruction on the Schedule.
4. Bylaw 1-2005 is hereby repealed.
Bylaw 2-2005 is hereby repealed

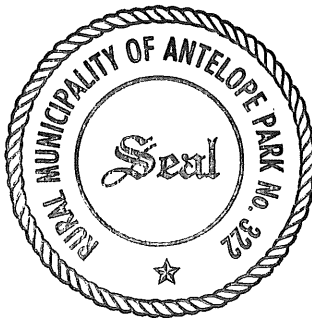

Reeve


Administrator





Read a third time and adopted
this 19 day of January 2021


Administrator



This is a true copy of original document which has not been altered in any way.

 Name
 Signature
Administrator Title
Signed at Marengo, Saskatchewan on January 26, 2021 Date

SCHEDULE "A" - 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, cheque stubs/duplicates, cancelled cheques and 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 |
| 1.9 Debentures/Loans (includes registers, coupons, etc.) | 7 years after final payment | DISPOSE |
| 1.10 Federal/Provincial Remittance | 7years | 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 |

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| 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 <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 |
| Electronic Backups | 7 years | Contact the Archives Dispose <u>only</u> upon the Archives recommendation |
| 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 |
| 2.10 Insurance Policies - Property | 7 years after termination/cancellation of policy | DISPOSE |

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| 2.11 Photographs | When obsolete contact the Archives | Contact the Archives. Dispose <u>only</u> 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 of <i>The Municipalities Act</i>) | 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 and pest control, etc.) | 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 <u>only</u> upon the Archives recommendation |
| 2.18 Tax Notices | 7 years | DISPOSE |

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 PERIOD | DISPOSAL RECOMMENDATION |
|---|---|---|
| 3.1 Ballots | 3 months (Section 142 of <i>The Local Government Election Act</i> , 2015) | DISPOSE |
| 3.2 Public Disclosure Statement | Term of Office (4 years) | DISPOSE |
| 3.3 Declaration of Agent/Friend | 3 months | DISPOSE |
| 3.4 Declaration of Polls | 3 months (Section 142 of <i>The Local Government Election Act</i> , 2015) | DISPOSE |
| 3.5 Deputy Returning Officer Statement of Results | Permanent | Permanent |
| 3.6 Nominations and Receipts | Term of Office (4 years) (Section 69(6) of <i>The Local Government Election Act</i> , 2015) | 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 (Section 142 of <i>The Local Government Election Act</i> , 2015) | DISPOSE |
| 3.10 Voters' Lists | Contact Archives | Contact the Archives Dispose only upon the Archives recommendation |

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| 3.11 Voters' Registration Forms | 3 months (Section 142 of <i>The Local Government Election Act</i> , 2015) | DISPOSE |
| 3.12 Ballot Box Contents (includes ballots, registration forms, etc.) | 3 months (Section 142 of <i>The Local Government Election Act</i> , 2015) | 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 (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

a. 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 |

b. 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 <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 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 <u>only</u> 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 <u>only</u> upon the Archives recommendation |

11. MAIL

| RECORDS | RETENTION PERIOD | DISPOSAL RECOMMENDATION |
|---|------------------|-------------------------|
| 11.1 All undelivered mail excluding tax notices and assessment notices due to unknown address | 3 years | DISPOSE |