

BYLAW # 99-7

RECORD RETENTION AND DISPOSAL OF MUNICIPAL RECORDS

BEING A BYLAW TO ESTABLISH REGULATIONS AND PROCEDURES FOR THE RETENTION AND DISPOSAL OF MUNICIPAL RECORDS, PURSUANT TO THE PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT, S.A., 1994, CHAPTER M-26.1 AND AMENDMENTS THERETO, AND IN COMPLIANCE WITH THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, S.A., CHAPTER F-18.5 AND AMENDMENTS THERETO.

WHEREAS, a Council may pass a bylaw respecting the disposition of records and documents of the municipality; and

WHEREAS, it is the desire of the Village of Acme to provide regulations and procedures with respect to the retention and disposal of records including, but not limited to correspondence, records, vouchers, receipts, instruments and other records in the custody or control of the Village of Acme; and

NOW THEREFORE, The Council of the Village of Acme, in the Province of Alberta, duly assembled, enacts as follows:

TITLE:

This Bylaw shall be cited as the "Records Retention and Disposition Bylaw" of the Village of Acme.

DEFINITIONS:

Unless the context otherwise requires, the following words, terms or expressions shall mean:

Disposition - the disposal of records, or the transfer of records of enduring value to archives

Historical information - any record deemed to give a part of history or have formed a part of history for the Village of Acme

Records - means documentation received or created by the Village of Acme for information, including all ledgers, financial data, land files, minutes of meetings, contracts, books documents, maps, papers and any other information that is written, recorded, photographed, or stored in any manner including electronically. It does not include software or any mechanism that produces records.

Retention period - the minimum amount of time that a record must be kept before final disposal is implemented

Village - means Village of Acme

RECORD DISPOSITION:

1. No records are to be destroyed without consultation and approval in writing of the Chief Administrative Officer.
2. If an individual's personal information will be used by the municipality to make a decision that directly affects the individual, the municipality must retain the personal information for at least one year after using it.
3. Transitory Records containing confidential information shall be disposed of in a manner so that the information contained therein is completely obliterated.
4. All Transitory Records shall be disposed of at anytime, when they no longer serve any valid purpose.

PAGE 2 - RECORD RETENTION AND DISPOSAL OF MUNICIPAL RECORDS

5. Records are to be retained in the Record Storage Areas as designated by the Chief Administrative Officer and are to be retained or disposed of as per Schedule "A".
6. The Chief Administrative Officer shall have the discretion to retain records longer than the period provided for in this Bylaw, and shall do so when deemed appropriate or when an indication has been received that there is or may be litigation involving any said records.
7. Disposition may include continued retention, transfer to historical archives or destruction.
8. Where records are destroyed under this bylaw, the proper and complete destruction is the responsibility of the Chief Administrative Officer
9. A permanent record shall be kept of all records destroyed. The record shall be presented to Council in a timely manner and permanently filed at the Village of Acme Municipal Office.

This Bylaw shall come into force and become effective on the date of the final passing thereof.

READ A FIRST TIME THIS 9TH DAY OF AUGUST, 1999

READ A SECOND TIME THIS 9TH DAY OF AUGUST, 1999

READ A THIRD TIME AND FINALLY PASSED THIS 9TH DAY OF AUGUST, 1999



MAYOR



C.A.O.

BYLAW #99-7

SCHEDULE "A"

The Village of Acme shall retain the following records for the following terms:

PERMANENT

SUBJECT	DESCRIPTION
Agendas	part of Council Minutes
Annexations	final order
Assessments	rolls assessment review
Assets	inventory listing
Budget	capital and operating (forms part of Council Minutes)
Bylaws	all – current and rescinded
Census	until superceded
Certificates of Title	all
Destroyed Record Index	all
Employees	Oaths of Office personnel files termination
Engineering	drawings
Franchise Agreements	all
Local Improvements	records
Maps	original base map contour
Minutes	boards committees council
Payroll	individual earning records payroll journal
Plans	official amendments
Taxes	subdivision rolls tax recovery records sale deeds

SEVEN (7) YEARS

Accounts	paid summary sheets payable vouchers receivable duplicate invoices
Administration Agreements	reports unless superseded general development
Annual Reports	major and minor legal all

PAGE 4 - RECORD RETENTION AND DISPOSAL OF MUNICIPAL RECORDS

SUBJECT	DESCRIPTION
Assessment	appeals assessment review board records
Bank	duplicate roll cancelled cheques deposit books/slips credit/debit memos reconciliation's statements
Cash	receipts journal disbursement journal
Cheques	duplicate receipts cancelled (paid) register
Claims	stubs/duplicate copies unless superseded Notice of Claim Statements of Claim
Compensation	records
Contracts	unless superseded files forms major/minor legal
Development permits	all
Elections	as per Local Authorities Act
Income Tax	Deductions
	T4
	T4 summaries
Land	until sold, plus 7 years
Leases	unless superseded
Legal	unless superseded opinions prosecution proceedings
Maintenance Records	all
Payroll	confidential records and files (after employee terminated plus 7 years)
Petitions	all
Reports	accident
Requisitions	duplicate
	paid
Taxes	arrears
	billings
	municipal credits/adjustments
Tenders	successful
Trial Balances	Monthly and Year End
FIVE (5) YEARS	
Budgets	working papers
Computer cards/disks	
Employee Benefits	all
General Records	
Licenses	business

PAGE 5 - RECORD RETENTION AND DISPOSAL OF MUNICIPAL RECORDS

SUBJECT

DESCRIPTION

Payroll
Policy
Progress Reports
Weed Control

time sheets
after superseded
all
reports/correspondence

ONE (1) YEAR

Payroll
Tenders

unsuccessful applications
unsuccessful

TRANSITORY RECORDS

Transitory records can be disposed of at the completion of their function. Transitory records include but are not limited to messages (either paper, voice or electronic), routing slips, post-it-notes, opened envelopes, memos, notes, magazines, brochures or any other form of record that will serve no further purpose. Should the information in a record have some future administrative, financial, legal, research or historical value, then the records should be dealt with as per this bylaw.