

**Records Destruction Schedule Bylaw**

**TOWN OF ESTERHAZY**

**BYLAW NO. 751-18**

**A BYLAW FOR THE DESTRUCTION OF DOCUMENTS**

The Council of the Town of Esterhazy, 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 chief administrative officer of the Municipality is hereby authorized to destroy all applicable documents of the Municipality in accordance with the Schedule.
3. That the Chief Administrative Officer/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.

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\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

Read a third time and adopted  
this 12 day of December, 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
<b>1.1 Accounts Payable</b> (includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence, etc.)	7 years	Dispose
<b>1.2 Accounts Receivable</b> (includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)	7 years	Dispose
<b>1.3 Annual Financial Statements</b>	Permanent as per legislation	Permanent as per legislation
<b>1.4 Audits and Compliance Reviews</b> (auditor recommendations, reports, etc.)	7 years	Dispose
<b>1.5 Bank Accounts</b> (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
<b>1.6 Budget</b> (as part of the minutes)	Permanent	Permanent
<b>1.7 Budget Related Reports</b>	7 years	DISPOSE
<b>1.8 Cash Payments and Receipts</b> (includes cash payments books, printouts, cash reports and summaries, register tapes, etc.)	7 years	DISPOSE
<b>1.9 Debentures/Loans</b> (includes registers, coupons, etc.)	7 years after final payment	DISPOSE
<b>1.10 Federal/Provincial Remittance</b>	7 years	DISPOSE
<b>1.11 Grants</b> (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
<b>1.12 Investment Records</b>	7 years after maturity of financial instruments	DISPOSE
<b>1.13 Ledgers/Journals</b> (includes general ledgers, subsidiary ledgers, ledger cards, reports, journals, etc.)	7 years	DISPOSE
<b>1.14 Local Improvement Roll</b>	7 years after completion of project	DISPOSE

<b>1.15 Monthly Financial Statements</b>	<b>7 years</b>	<b>DISPOSE</b>
<b>1.16 Requisition/Purchase Orders</b>	<b>7 years</b>	<b>DISPOSE</b>
<b>1.17 Tax Roll/Assessment Roll</b> (i.e. hard copy of year-end print out)	<b>Permanent</b> as per Legislation	<b>PERMANENT</b> as per Legislation
<b>1.18 Utility Documents</b> (includes water and sewer cards and ledgers, utilities tax roll, etc.)	<b>7 years</b>	<b>DISPOSE</b>

## **2. ADMINISTRATION**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>2.1 Agreements/Contracts and Supporting Documentation</b> (pertaining to land, buildings, properties, structures, etc. owned by the municipality including construction agreements/contracts, etc.)	<b>10 years</b> after disposition of building, property or structure	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
<b>2.2 Agreements/Contracts and Supporting Documentation</b> (not related to land, buildings, properties, etc.)	<b>7 years</b> after termination of agreement/contract	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
<b>2.3 Appeals</b> (under the Planning and Development Act, 1983)	<b>7 years</b> after final decision rendered	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
<b>2.4 Celebrations and Events</b>	<b>3 years</b> after concluded	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
<b>2.5 Cemetery Records</b>	<b>Permanent</b> as per Legislation	<b>Permanent</b> as per Legislation
<b>2.6 Change of Ownership Documents</b>	<b>7 years</b>	<b>DISPOSE</b>
<b>2.7 First Nations Consultations</b>	<b>Permanent</b>	<b>Permanent</b>
<b>2.8 Inquiries</b> (under Local Authority Freedom of Information and Protection of Privacy Act)	<b>7 years</b>	<b>DISPOSE</b>
<b>2.9 Insurance Policies – Liability</b> (may be required if there is a liability claim in the future)	<b>Permanent</b>	<b>Permanent</b>
<b>2.10 Insurance Policies – Property</b> (includes insurance claims)	<b>7 years</b> after termination/cancellation of policy	<b>DISPOSE</b>

<b>2.11 Photographs</b>	<b>When obsolete contact the Archives</b>	<b>Contact the Archives. Dispose <u>only</u> upon the Archives recommendation</b>
<b>2.12 Public Notice Documentation</b>	<b>2 years after event for which notice was given</b>	<b>DISPOSE</b>
<b>2.13 Records Disposal Documentation</b>	<b>Permanent</b>	<b>Permanent</b>
<b>2.14 Tax Assessment Appeals</b>	<b>7 years after final decision rendered</b>	<b>DISPOSE</b>
<b>2.15 Tax Assessment Records (assessor's valuation records, reassessment sheets, etc.)</b>	<b>3 years after superseded by new assessment or obsolete</b>	<b>DISPOSE</b>
<b>2.16 Tax Certificates</b>	<b>7 years</b>	<b>DISPOSE</b>
<b>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 &amp; 268 <i>The Municipalities Act</i>)</b>	<b>7 years</b>	<b>DISPOSE</b>
<b>2.18 Tax Enforcement Records (includes tax lien withdrawals, etc.)</b>	<b>7 years after tax title property sold or property disposed of in any other manner</b>	<b>DISPOSE</b>
<b>2.19 Other Enforcement Records (Includes pest control records)</b>	<b>7 years after settlement</b>	<b>DISPOSE</b>
<b>2.20 Water Analysis and Reports (may be required if there is a liability claim in the future)</b>	<b>25 years</b>	<b>Contact the Archives Dispose <u>only</u> upon the Archives recommendation</b>

### **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.**

<b>RECORDS</b>	<b>RETENTION PERIOD Rural Municipalities</b>	<b>RETENTION PERIOD Urban Municipalities</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>3.1 Ballots</b>	<b>3 months (160.71 Local Government Elections Act (LGEA))</b>	<b>60 days</b>	<b>DISPOSE</b>
<b>3.2 Disclosure of Holdings</b>	<b>7 years</b>	<b>7 years</b>	<b>DISPOSE</b>
<b>3.3 Declaration of Agent/Friend</b>	<b>N/A</b>	<b>60 days</b>	<b>DISPOSE</b>

<b>3.4 Declaration of Polls</b>	<b>3 months (160.71 LGEA)</b>	<b>60 days</b>	<b>DISPOSE</b>
<b>3.5 Deputy Returning Officer Statement of Results</b>	<b>Permanent</b>	<b>60 days</b>	<b>DISPOSE</b>
<b>3.6 Nominations and Receipts</b>	<b>3 months after closure of nomination period (160.21 LGEA)</b>	<b>60 days</b>	<b>DISPOSE</b>
<b>3.7 Oaths of Office</b>	<b>Term of Office</b>	<b>Term of Office</b>	<b>DISPOSE</b>
<b>3.8 Poll Maps</b>	<b>N/A</b>	<b>60 days</b>	<b>DISPOSE</b>

<b>3.9 Poll-by-Poll Election Results</b>	<b>N/A</b>	<b>60 days</b>	<b>DISPOSE</b>
<b>3.10 Returning Officer's Summary of Results</b>	<b>Permanent or contact the Archives</b>	<b>Permanent or contact the Archives</b>	<b>Permanent or contact the Archives</b>
<b>3.11 Poll Books</b>	<b>3 months (160.71 LGEA)</b>	<b>60 days</b>	<b>DISPOSE</b>
<b>3.12 Voters' Lists</b>	<b>Contact the Archives</b>	<b>Contact the Archives</b>	<b>Contact the Archives Dispose <u>only</u> upon the Archives recommendation</b>
<b>3.13 Voters' Registration Forms</b>	<b>3 months (160.71 LGEA)</b>	<b>60 days</b>	<b>DISPOSE</b>
<b>3.14 Ballot Box Contents (includes ballots, registration forms, etc.)</b>	<b>3 months (160.71 LGEA)</b>	<b>60 days</b>	<b>DISPOSE</b>

#### **4. EMPLOYEE – EMPLOYER**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>4.1 Employee Records (includes time cards, pay records, etc.)</b>	<b>10 years after termination of employment</b>	<b>Dispose</b>
<b>4.2 Income Tax (T4s, TD1s, etc.)</b>	<b>7 years</b>	<b>Dispose</b>

## **5. LEGAL**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>5.1 Minister's Orders</b>	<b>Permanent</b> as per Legislation	<b>PERMANENT</b> as per Legislation
<b>5.2 Claims</b> (includes notices of claim, statements of claim, etc.)	<b>10 years after settlement</b>	<b>Contact the Archives</b> <b>Dispose <u>only</u> upon the Archives recommendation</b>
<b>5.3 Petitions</b>	<b>7 years</b>	<b>Contact the Archives</b> <b>Dispose <u>only</u> upon the Archives recommendation</b>
<b>5.4 Writs</b>	<b>10 years after expiration or completion</b>	<b>DISPOSE</b>

## **6. LICENCES AND PERMITS**

### **6.1 Licenses and Permits Issued By Municipalities**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>6.1.1 Building Permits</b> (includes supporting documentation)	<b>after rejection of permit or life of building/structure plus 10 years</b>	<b>Contact the Archives</b> <b>Dispose <u>only</u> upon the Archives recommendation</b>
<b>6.1.2 Development Permits</b> (includes supporting documentation)	<b>25 years after superseded</b>	<b>Contact the Archives</b> <b>Dispose <u>only</u> upon the Archives recommendation</b>
<b>6.1.3 Development Permits – Denied</b>	<b>10 years</b>	<b>Contact the Archives</b> <b>Dispose <u>only</u> upon the Archives recommendation</b>
<b>6.1.4 Development Permits – Register</b>	<b>Permanent</b>	<b>PERMANENT</b>
<b>6.1.5 Other Permits</b> (not related to land, buildings, structures, development projects)	<b>3 years after expiration/termination or rejection of permit</b>	<b>DISPOSE</b>
<b>6.1.6 Licenses</b> (includes supporting documentation)	<b>7 years after termination/expiration or rejection of license</b>	<b>DISPOSE</b>



## 6.2 Licenses and Permits Issued To Municipalities

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>6.2.1 Licenses and Permits</b> (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
<b>6.2.2 Licenses and Permits</b> (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
<b>7.1 Architect's Drawings</b> (buildings, park sites, structures, etc.)	Life time of facility/structure plus 10 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
<b>7.2 Municipal Maps and Plans</b>	Original or one selected copy to be retained permanently	Permanent or contact the Archives Dispose copies <u>only</u> upon the Archives recommendation
<b>7.3 Road Surveys</b>	7 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
<b>7.4 Land Surveys Certificates/Surveyor's Reports</b>	7 years	DISPOSE

## 8. MINUTES AND BYLAWS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>8.1 Council Minutes</b> (includes original bylaws, active and repealed)	Permanent as per legislation	PERMANENT as per Legislation
<b>8.2 Repealed Bylaws</b> (includes certified copies that may be retained in Repealed Bylaw Registers)	7 years	DISPOSE
<b>8.3 Bylaw Registers (active and repealed)</b>	Permanent	PERMANENT

## **9. REPORTS AND STATISTICS**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>9.1 Reports of Boards and Committees established by Council</b> (not forming part of council minutes)	<b>7 years</b>	<b>Contact the Archives Dispose <u>only</u> upon the Archives recommendation</b>
<b>9.2 Vital Statistics</b>	<b>7 years</b>	<b>DISPOSE</b>

## **10. ROADS AND STREETS**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>10.1 Road Maintenance Records (includes reports)</b> (may be required if there is a liability claim in the future)	<b>25 years</b>	<b>Contact the Archives Dispose <u>only</u> upon the Archives recommendation</b>