

Part II **RECORD RETENTION AND DESTRUCTION****Section 4** **Retention and Destruction**

Where, in this bylaw and Schedule "A" attached hereto, it is provided that particular records of the Municipal Corporation, if of a local Board accountable to the corporation thereof, shall be:

(a) Destroyed

Such records shall be destroyed without any copy thereof being retained;

(b) Permanent

Such original records shall be preserved and never destroyed;

(c) Microfilmed and Destroyed

Such records shall be recorded on microfilm in their entirety, the microfilm shall be in duplicate and one copy therefore shall be stored apart from the other in a place of safe and suitable storage, and then such records shall be destroyed;

(d) Microfilmed and Retained

Such records shall be recorded on microfilm in their entirety, the microfilm shall be done in one copy only, and the original documents shall be stored in accordance with the direction of the Committee;

(e) Suggested Schedule of Retention and Disposal

May be amended by the Municipal Council upon recommendation of the Committee.

Section 5 **Discretion**

The official shall always have a discretion to retain records longer than the period provided for in this bylaw and shall do so where the official deems it appropriate.

Section 6 **Records of Retention and Destruction**

- (a) When records have been destroyed under this bylaw, the official shall so certify in writing. Such certificates shall refer to the relevant schedule and item of this bylaw and shall identify the records destroyed.
- (b) The official shall keep an index of
 - (i) Records destroyed;
- (c) Where records are destroyed under this bylaw, the proper and complete destruction thereof is the responsibility of the official;
- (d) All records destroyed should be carried out in the presence of a witness. The person destroying the records should provide a statement in writing attesting to the time and place of the destruction of the records, together with a detailed list of records destroyed and also the names of the persons who witnessed the destruction. This statement of disposition should be presented to the council and permanently filed in the office records.
- (e) Election material that has been locked in the ballot boxes can be destroyed in accordance with the provisions of the Local Authorities Election Act.

Part III**GENERAL****Section 7****Committee**

The Committee shall meet as frequently as it deems necessary and shall be chaired by the official. The committee shall work on the basis of consensus. It shall be the duty of the Committee to keep the Municipal Council periodically informed as to its activities.

Section 8**Records Retention Schedules**

The attached Schedule "A", pages 4 to 6 inclusive, is hereby adopted; it may be amended upon recommendation of the Committee and an amending bylaw of Council.

Section 9**Storage**

It shall be the responsibility of the Committee to provide for policies regarding security and storage of all Municipal documents. Such policies shall be administered by the official for all Municipal documents.

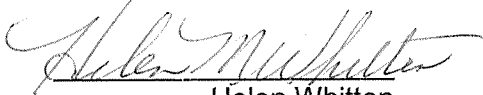
Section 10**ENACTMENT**

This bylaw shall come into force and have effect upon it being read a third time and passed.

READ a first time in Council this 4th day of December, 2008.

READ a second time in Council this 4th day of December, 2008.

READ a third time and passed by unanimous consent of Council this 4th day of December, 2008.


Helen Whitten
Mayor


Thelma Rogers
CAO

SCHEDULE "A"

| <u>Subject</u> | <u>Description</u> | <u>Disposition period in years</u> |
|-----------------------|-------------------------------|---|
| Accountants | working papers | 7 |
| Accounts | paid (summary sheet) | 7 |
| | payable vouchers | 7 |
| | receivable duplicate invoices | 7 |
| | receivable paid invoices | 7 |
| Administration | reports (not part of minutes) | 7 |
| | as per legislation | 7 |
| Advertising | general | 2 |
| | as per legislation or | 7 |
| Agendas | agendas (part of minutes) | P |
| Agreements | general | 10 S/O |
| Annexations | correspondence | 7 |
| | final order | P |
| Annual Reports | annual reports | 5-7 |
| | local boards | 5-7 |
| Appointments | other than those in minutes | 3 |
| Assessment | rolls | P |
| | ARB minutes | P |
| | ARB work file | 5 |
| | ARB records | 7 |
| | appeals | 10 |
| | duplicate roll | 7 |
| | review court records | 7 |
| Assessment Appeal | board file | 5 |
| Assets | records of surplus | 5 |
| | temporary files | 2 |
| Bank | deposit books | 7 |
| | deposit slips | 7 |
| | memos (debit & credit) | 7 |
| | reconciliations | 2 |
| | statements | 7 |
| Boards | minutes | P |
| | authority & structure | 5 S/O |
| | correspondence | 5 |
| Budgets | final capital (in minutes) | P |
| | final operating (in minutes) | P |
| | department capital | 7 |
| | department operating | 7 |
| Bylaws | bylaws | P |
| | zoning | P |
| | enforcement | 5 |
| Cash | receipts journal | 7 |
| | disbursements journal | 7 |
| | duplicate receipts | 7 |
| Certificates | of title | P |

| Town of Sedgewick | Records Retention Bylaw#458 | 5 |
|--------------------------|---|--|
| Census | reports | 10 |
| Cheques | paid (cancelled) register stubs | 7 7 7 |
| Claims | notices of statements of | 10 S/O 10 S/O |
| Compensation | records | 10 |
| Contracts | files (upon completion of contract) forms (Public Works) projects (final payment) | 10 S/O 10 7-10 S/O |
| Destroyed Records | index | P |
| Development | development permits site approval subdivision (after final approval) | 10 S/O 10 S/O 2 10 |
| Documents | not part of bylaws easements leases (after expiration) notices of change of land titles | 10 S/O 10 S/O 10 S/O 10 S/O |
| Elections | nomination papers ballot box contents oaths of office | Sec 28 (4) LAEA Sec 101 LAEA P |
| Engineering | drawings | P |
| Employees | applications (after end of employment) job descriptions (after position abolished) personnel file terminations | 1 3 P P |
| Financial Statements | interim working papers final | 10 3 10 |
| Franchises | franchises | P |
| Insurance | claims (after settled) records (after expiration) | 10 10 |
| Land | appraisals (after sold) purchases (until sold) | 1 10 |
| Leases | after expiration | 7 S/O |
| Legal | opinions proceedings court cases agreements contracts | 10 S/O 10 S/O 10 S/O 10 S/O 10 S/O |
| Legislation | acts (after super ceded) | 1 |
| Licenses | applications business (after expired) | 3 5 |
| Local Authorities Brd. | hearings | P |
| Local Improvements | records | P |

| Town of Sedgewick | Records Retention Bylaw#458 | 6 |
|--------------------------|------------------------------------|----------|
| Maps | base (original) | P |
| | contour | P |
| Minutes | council | P |
| | board | P |
| | committees | P |
| Organization | structure & records | 2-5 S/O |
| Payroll | garnishees | 3 |
| | earning records | P |
| | journals | P |
| | time sheets | 5 |
| | EI records | 5 |
| | AHC | 5 |
| | AMEBS | 5 |
| | WCB claims | 4-5 |
| | deductions, T4 & summaries | 5-7 |
| TD1 | 1 | |
| Petitions | petitions | 7-10 |
| Plans | official | P |
| | official (amendments) | P |
| | subdivision | P |
| Policies | after super ceded | 5 |
| Property | files (until sold) | 10 |
| Receipts | books | 7 |
| | registration | 7 |
| | duplicate cash | 7 |
| Reports | to council | 7 |
| | roads | 5-7 |
| | annual | 5 |
| | project | 5-7 |
| | publications | 3 |
| | accident | 10 S/O |
| | field | 10 S/O |
| Tax | rolls | P |
| | recovery records | P |
| | arrears | 7 |
| | final billings | 10 |
| | municipal credits | 7 |
| | receipts | 7 |
| | sale deeds | P |
| | | |
| Tenders | files | 10 |
| | successful | 10 |
| | purchase quotations | 10 |
| | unsuccessful | 2 |
| Trial Balances | monthly | 3 |
| | year end | 7 |
| Vehicle Records | after disposal of vehicle | 1 |