
**TOWN OF SEDGEWICK
BYLAW NO. 554/19
TOWN OF SEDGEWICK RECORDS RETENTION BYLAW**

**A BYLAW OF THE TOWN OF SEDGEWICK, IN THE PROVINCE OF ALBERTA,
RESPECTING THE RETENTION AND DISPOSITION OF MUNICIPAL RECORDS AND
INFORMATION**

WHEREAS Section 208(1)(b) of the Municipal Government Act, Revised Statutes of Alberta 2000, chapter M-26, and amendments thereto (MGA), provides that the Chief Administrative Officer must ensure that bylaws and minutes of Council meetings and all other records and documents of the Municipality are kept safe;

AND WHEREAS Section 214(2) of the MGA provides that Council may pass a bylaw respecting the Destruction of records of the Municipality;

AND WHEREAS it is the desire of Town of Sedgewick Council to establish the necessary authority to release Municipal records to the local or Alberta Archives or other Archival centres on either a permanent loan or retention basis;

AND WHEREAS the authority for such regulations and authorities must be consistent with other Federal and Provincial Statutes and Regulations, in particular the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, chapter F-25;

AND WHEREAS it is the desire of the Town of Sedgewick Council to provide for regulations and procedures governing the retention and disposition of Municipal records and information;

NOW THEREFORE the Council of the Town of Sedgewick, in the Province of Alberta, duly assembled, hereby enacts the following:

1. Citation

- 1.1. This bylaw may be cited as the "Records Retention Bylaw".

2. Definitions

- 2.1 "Administration Value" means the potential use of the records in performing current or future municipal operations.
- 2.2 "Council" means the Mayor and Councillors of the Town of Sedgewick.
- 2.3 "Designated Officer" means that a person delegated a responsibility by the CAO pursuant to section 209 of the MGA.
- 2.4 "Destruction" means such records shall be destroyed so that the information contained therein is completely obliterated without any copy thereof being retained.
- 2.5 "Disposition" means the Destruction of records, or transfer of records to the local, Provincial or other archival storage location.
- 2.6 "Electronic Record" means information that is recorded or stored in any medium in or by a computer system or other similar device and can be read, reproduced, or perceived by a person or a computer system or similar device.
- 2.7 "Electronic Records System" includes the computer system or other similar device by or in which information is recorded or stored, and any procedures related to the recording and storage of Electronic Records.
- 2.8 "Freedom of Information and Protection of Privacy Act" or "FOIP Act" means the *Freedom of Information and Protection of Privacy Act*, Revised Statutes of Alberta 2000, chapter F-25 and amendments thereto.
- 2.9 "Historical Value" means the expected use of information to research events or activities that relate to major milestones or the development of the Municipality.

- 2.10 "Legal Value" means the use of the records as evidence or legally enforceable rights or obligations of the municipality and/or those directly affected by municipal programs, services and operations.
- 2.11 "Municipal" or "Municipality" means the corporation of the Town of Sedgewick.
- 2.12 "Obsolete" means a record that is no longer in use or whose provisions are no longer in effect.
- 2.13 "Non-electronic Records" means those records excluded from the Electronic Record definition as noted in this bylaw and are often referred to as paper records.
- 2.14 "Personal Information" means the definition of 'Personal Information' as stated in the FOIP Act.
- 2.15 "Permanent Record" means information of enduring administrative, legal, financial or Historical Value which is retained for the life of the Municipality.
- 2.16 "Record" means the definition of 'record' as stated in the FOIP Act.
- 2.17 "Substantive Records" means those records that hold major or practical importance to the Town of Sedgewick.
- 2.18 "Superseded" means a record that has been replaced because it has become out-dated or a new record has been created.
- 2.19 "Transitory Records" means those records that have no enduring Administrative, fiscal, Legal or Historical Value, no legal requirement for retention, and have fulfilled their purpose.

3. Authority and Powers

- 3.1 Council may authorize the Destruction of paper records if the originals have been recorded on microfiche or on another electronic system that will enable copies of the original to be made.
- 3.2 Notwithstanding the clause above and any superseding legislation, other Substantive records may be destroyed in accordance with Schedule A – Retention and Disposition Index.
- 3.3 Election material shall be destroyed in accordance with the *Local Authorities Election Act*, RSA 2000.
- 3.4 A Designated Officer may review and amend Schedule A from time to time for accuracy of retention and disposition time periods, meeting all audit, legal, legislative and regulatory requirements.
- 3.5 The Designated Officer is authorized to release or permanently loan records to the local, Provincial or other archival entity. These records shall be recorded on a "Certificate of Gift" form or equivalent documentation as provided by the archival entity. The Certificate document will be permanently retained in the Town's records system.

4. General Retention and Disposition

- 4.1 Transitory Records may be disposed of at any time if they no longer serve a valid purpose.
- 4.2 Transitory Records containing confidential data shall be disposed of in a manner so that the information therein is completely obliterated.
- 4.3 If an individual's Personal Information will be used by the Town to make a decision that directly affects the individual, the Town must retain the Personal Information for at least one year after using it.

- 4.4 Substantive records are to be retained as per the Records Retention and Disposition Index, known as Schedule A. This Index must at least:
- 4.4.1 Describe the records under the control of the Town;
 - 4.4.2 Specify how long records must be kept;
 - 4.4.3 Show criteria for closure of records;
 - 4.4.4 Indicate the final disposition method of the records; and may
 - 4.4.5 State legislative reference where applicable.
- 4.5 Records are to be reviewed for retention and disposal on an annual basis and may be retained longer than the period provided for in Schedule A, as deemed necessary.
- 4.6 Schedule A does not form a part of this bylaw but is attached to this bylaw for reference purposes.
- 4.7 Pursuant to section 4.4 above, a current version of Schedule A will be retained at all times in the Town's records system.
- 4.8 Retained Non-electronic Records shall be kept in an appropriate medium such as storage box, file cabinet or binder with adequate identification of contents, time period and retention period.
- 4.9 Electronic Records shall be kept in a secure manner with appropriate firewalls, administrative and user rights and safety measures, and retained and disposed of according to Schedule A.
- 4.10 Upon each occasion of disposing of, or relocating electronic or Non-electronic Records, a Disposal of Records Affidavit shall be completed listing: a description of the records disposed, date of disposal, manner in which records were disposed, signature of person who disposed of records and reason supporting Destruction. The affidavit shall be retained permanently in the Town vault and/or through the Town's Electronic Records system.

5. Severability

- 5.1. If any term of this Bylaw is found to be invalid, illegal, or unenforceable by a court or tribunal having the jurisdiction to do so, that term is to be considered to have been severed from the rest of this bylaw, and the rest of the bylaw remains in force unaffected by that finding or by the severance of that term.

6. Enactment

- 6.1. This Bylaw shall take effect at the date of final passing thereof.
- 6.2. Bylaw 458 is hereby rescinded.

First Reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this 26 day of Feb, 2019.

Second Reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this 26 day of Feb, 2019.

Third Reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this 26 day of Feb, 2019.

TOWN OF SEDGEWICK



MAYOR



CHIEF ADMINISTRATIVE OFFICER

**SCHEDULE A
RECORDS RETENTION AND DISPOSITION INDEX**

FINAL DISPOSITION: D = DESTROY - A= ARCHIVE - P= PERMANENT

Activity	Closure Criteria	Legal Reference	FOIP Reference	Retention Active (Years)	Final Disposition
Accidents	Completion of investigation or settlement of claim	s.3(1)(b) Limitations Act, c.L-15.1	OHS s.13(1)(2.1) & (2.2) FOIP s.18(1), 20(1)	10	D
Accounts Payable	Completion of Audit			7	D
Accounts Receivable	Completion of Audit			7	D
Acquisitions	Completion of acquisition		FOIP s.16, 17, 25 & 30	10	D
Acts & Legislation	Once information is Superseded or Obsolete			5	D
Advertising-Recruitment	Conclusion of campaign			2	D
Advertising	Conclusion of campaign	s.3(1)(b) Limitations Act, c.L-15.1		5	A
Agenda	Permanent Records				P
Agenda-Appointed Boards/Commissions	Disbandment of committee or discontinuation of representation or Current year			5	D
Agenda-Boards & Commissions	Once information is Superseded or Current Year		FOIP s.17(2), 39(b)(1), 17(2)(i)(iii)	5	D
Agenda-Internal Staff	Once information Superseded or Current year			2	D
Agenda-Municipal Planning Commission	Permanent Records	s.3(1)(b) Limitations Act, c.L-15.1			P
Agenda-Safety Committee	Once information Superseded or Current Year			3	D
Agenda-Subdivision Appeal Board	Permanent Records if agenda originates from the Town			5	P/D
Agenda-Working Group	Disbandment of committee or discontinuation of representation or Current year			5	D
Agreement	Once all conditions related to the agreement have been satisfied fully	s.3(1)(b) Limitations Act, c.L-15.1	FOIP s.16,17,24,25 & 27	10	A
Agreement-Right of Way	Once all conditions related to the agreement have been satisfied fully	s.3(1)(b) Limitations Act, c.L-15.1	FOIP s.16,17,24,25 & 27	10	A
Animal Control Tickets	Once information Superseded or Current year		FOIP s.17(4)(g)	5	D
Annexation & Boundaries	Permanent Records				P
Appeals	Once information Superseded or Current year			10	D
Applications, Software & systems	Once information Superseded or Current year			5	D
Area Structure Plans	Permanent Records		FOIP s.24		P
Assessment, Equalized	Once information Superseded or Current year			5	D
Assessment Appeal	Conclusion of appeal process			5	P
Assessment Roll	Once information Superseded or Current year	MGA s.303		5	P

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Activity	Closure Criteria	Legal Reference	FOIP Reference	Retention Active (Years)	Final Disposition
Associations & memberships	Discontinuation of representation or current year		FOIP s.17(2)(e) & 39 (1)(b)	5	D
Audit-draft	Working papers to substantiate audit			7	D
Audit – External	Once completed				P
Audit - Internal	Once completed				P
Authorization	Once information Superseded or Current year	s.3(1)(b) Limitations Act, c.L-15.1		10	D
Award	Once information Superseded or Current year			10	D
Back Ups – Daily	Once information is Superseded			1 day	D/Overwrite
Back Ups – Weekly	Once information is Superseded			1 week	D/Overwrite
Back Ups – Network	Once information is Superseded			Per schedule	D/Overwrite
Banking	Completion of Audit	s.3(1)(b) Limitations Act, c.L-15.1		7	D
Benefits, Reporting	Once information Superseded or Current year			5	D
Boards & Committees – Council & External	Disbandment of committee or discontinuation of representation or Current year		FOIP s.17(2)(e), 39 (1)(b), 17(2)(j)(iii)	5	D
Bookings	Current year			1	D
Branding	Superseded or Obsolete			10	P
Budgeting & Forecasting	Completion of preparation		FOIP s.24(1)(d)&(g) & 29	10	D
Business Planning	Implementation of Plan		FOIP s.24(2)(g)	5	D
Bylaws (by number) Active	Permanent Records		FOIP s.24(1)(a)		P
Bylaws (by number) Inactive	Permanent Records		FOIP s.24(1)(a)		P
Bylaw – Ticket/Notice	Date of Ticket			5	D
Cancelled Cheques	Completion of Audit			7	D
Census & Demographics	Completion of census or Current year		FOIP s.24(2)(d)		P
Certificates-Course Completion				5	D
Certificates of Insurance	Expiry of Policy			10	P
Committees	Disbandment of committee or discontinuation of representation or Current year			5	A
Communication Systems	Superseded or Obsolete			2	D
Compensation Review	Superseded or Obsolete			5	D
Compliance	Receipt of proof of compliance			25	D
Concrete & Asphalt Program	Implementation of plan			5	D
Conferences	Conclusion of conference			5	D
Construction	Once building or infrastructure has been completed	s.3(1)(b) Limitations Act, c.L-15.1		10	A
Construction & Commissioning	Once building or infrastructure has been completed	s.3(1)(b) Limitations Act, c.L-15.1		10	A

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Activity	Closure Criteria	Legal Reference	FOIP Reference	Retention Active (Years)	Final Disposition
Contracting	Once all conditions relating to the contract have been satisfied fully	s.3(1)(b) Limitations Act, c.L-15.1	FOIP s.16,17,24,25 & 27	10	A
Correspondence	Once information Superseded or current year			7	D
Council Biography	End of term; archive for historical purposes				A
Council Events	End of event			10	D
Debentures	Once information Superseded or Obsolete			10	A
Disaster Services	Implementation of plan			5	D
Disaster Services/Fire Plan	Implementation of plan			5	D
Discipline	End of event			2	D
Disposal of Equipment	Once disposal completed			3	D
Disposal of Records of Certificate	Once disposal completed				P
Disposal of Vehicles	Once disposal completed	s.38(2) AB Regulation 121/2009		2	D
Donations	Once transactions have been completed or Current year		FOIP s.25	10	D
Drawings	Once drawings or plans are Superseded or Obsolete	s.3(1)(b) Limitations Act, c.L-15.1	FOIP s.18(1), 25(1)	2	D
Election – Nomination Papers	Retain all filed nomination papers until the term of office to which the nomination papers relate to has expired.	LAEA c.L-21 s.22, 34(4)		4	D
Election – Results	Permanent Records				P
Election – Ballot & Voting Register	Close of election voting	LAEA c.L-21 s.22, 34(4)	FOIP s. 17(1), 24, 27	6 weeks	D
Electronic Funds Transfer	Once Superseded or Current year			7	D
Employee discipline	Conclusion of investigation			2	D
Employee files	Issuance of separation certificate or death certificate, if employee deceased during employment	CPP, Canada Labour Code, WCB	FOIP s.17, 18, 19, 22, 24	2	D
Enforcement-Officer Complaint	Conclusion of investigation	Peace Officer AR 310/2006 s.16		5	D
Enforcement – Operations	Log of evidence, calls, complaints, records of service	Peace Officer AR 310/2006 s.16		3	D
Enforcement Ticket – Bylaw	Date of ticket			5	D
Enforcement Ticket – Provincial	Date of ticket			5	D
Environmental Assessment	Permanent records	s.3(1)(b) Limitations Act, c.L-15.1		25	P
Environmental Impact Assessment	Permanent records			25	P
Expenditure	Completion of audit	s.3(1)(b) Limitations Act, c.L-15.1	FOIP s.16,17, 25, 30	10	D
Facilities	Once facility is disposed of			10	D
Financial Audits	Completion of audit		FOIP s.24(1), 26(a), 29		P
Financial Statements	Completion of audit			10	A
Fire Reports	Once information is Superseded or Current year			10	D

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Activity	Closure Criteria	Legal Reference	FOIP Reference	Retention Active (Years)	Final Disposition
Forms – Specifications	Once information is Superseded or Obsolete	s.3(1)(b) Limitations Act, c.L-15.1		2	D
Freedom or Information & Protection of Privacy	Completion of request or Commissioner's findings. Includes request, findings, Commissioner's Orders, abandoned requests, original package of material & reporting			5	D
Funding	Completion of preparation	s.3(1)(b) Limitations Act, c.L-15.1	FOIP s.25	10	D
Furnishings	Superseded or Obsolete			10	D
General Correspondence	Once building or infrastructure has been completed	s.3(1)(b) Limitations Act, c.L-15.1		10	A
Gift Certificates	Current year			2	D
Government & Pension Remittances	Completion of audit			10	D
Government Relations	Once information is Superseded or Current year			5	A
Grants – Allocation	Completion of preparation	s.3(1)(b) Limitations Act, c.L-15.1		10	D
Grants – Supporting Material	Once information is Superseded or Obsolete	Completion of Audit		7	D
Grievances & Appeals	Once grievance or appeal has been resolved	s.3(1)(b) Limitations Act, c.L-15.1	FOIP s. 17, 24 & 40	10	D
Hardware & Network Infrastructure	Once information is Superseded or Current year			5	D
Health & Safety	Receipt of notification of the incident			10	D
Images	Images, photo, video, etc. taken at project/event	s.3(1)(b) Limitations Act, c.L-15.1		10	A
Incident Records	Completion of investigation			10	D
Inquiries – Legal	Conclusion of inquiry	s.3(1)(b) Limitations Act, c.L-15.1	FOIP s.17(3) & 39(1)(b)	10	A
Inspection – vehicle	Completion of inspection	Traffic Safety Act-Commercial Vehicle Safety Regulation – AB Reg.121/2009 s.38(1)		5	D
Inspection	Completion of inspection	s.3(1)(b) Limitations Act, c.L-15.1	FOIP s.20	10	D
Insurance & Risk Management	Expiry of Policy	s.3(1)(b) Limitations Act, c.L-15.1	FOIP s.16,17,25 & 27 Ins. claims: s.17,24,29	10	P
Insurance claim	Settlement of claim or close of file	s.3(1)(b) Limitations Act, c.L-15.1	FOIP s.16,17,25 & 27 Ins. claims: s.17,24 & 29	10	D
Insurance claim involving a Minor	Settlement of Claim or close of file & attained age of 18 years old	s.3(1)(b) Limitations Act, c.L-15.1	FOIP s.16,17,25& 27 Ins. claims: s.17,24 & 29	10	D
Inventory	Once information is Superseded or Current year			2	D
Inventory – Equipment	Once information is Superseded or Current year			2	D
Investigations	Completion of investigation	s.3(1)(b) Limitations Act, c.L-15.1	FOIP s.20	10	D
Investments	Completion of audit	s.3(1)(b) Limitations Act, c.L-15.1	FOIP s.25	7	D
Job Descriptions	Once Superseded	s.4 Limitations Act, c.L-15.1		5	D

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Activity	Closure Criteria	Legal Reference	FOIP Reference	Retention Active (Years)	Final Disposition
Joint Ventures	Conclusion of joint venture or once all conditions have been satisfied fully	s.3(1)(b) Limitations Act, c.L-15.1	FIOP s. 16,17,24 & 25	10	A
Journal Entries	Completion of Audit			7	D
Land Appraisals	Once information is Superseded or Current year			10	D
Land Sales – Individual Properties	Permanent Records		FOIP s.24 & 27		P
Land Use – Individual Properties	Permanent Records		FOIP s. 17 & 17(2)(g)		P
Land Use Bylaw Enforcement	Once enforcement action has been fully satisfied		FOIP s.17(4)(g)	5	D
Leasing	Once all conditions relating to the lease agreement have been satisfied completely	s.3(1)(b) Limitations Act, c.L-15.1	FOIP s.17(2)(g)	10	D
Leasing of Equipment	Once all conditions relating to the lease agreement have been satisfied completely	s.3(1)(b) Limitations Act, c.L-15.1		10	D
Leasing of Vehicles	Once all conditions relating to the lease agreement have been satisfied completely	s.3(1)(b) Limitations Act, c.L-15.1		10	D
Ledgers	Completion of ledger or once all legislated requirements have been met	Income Tax Act & Circulars		10	D
Legal Services/Opinions	Once information is Superseded or Current year		FOIP s. 16,17,24,25,& 27	2	A
Legal Services/Opinions (by Subject)	Once information is Superseded or Current year		FOIP s. 16,17,24,25,& 27	2	A
Letters of Credit	Once all conditions relating to the contract of have been satisfied			10	D
Licenses	Expiration of or renewal of license			5	D
Litigation	Once information is Superseded or Current year		FOIP s.16,17,24,25,& 27		P
Maintenance & Repair	Once information is Superseded or Current year			2	D
Maintenance & Repair Management	Included in sale or after disposal	s.8 AB Reg.118/89		2	D
	Once building or infrastructure has been completed	s.3(1)(b) Limitations Act, c.L-15.1		10	A
Manuals & Documentation	Once information is Superseded or Current year			2	D
Mapping	Superseded or Obsolete			5	A
Maps Contour	Superseded or Obsolete			5	P
Maps Original	Superseded or Obsolete			5	P
Marketing	Conclusion of campaign		FOIP s.17(2)(a) & s.17(2)(j)(iii)	5	D
Media Relations	Once information is Superseded or Current year			5	A
Minutes	Permanent Records				P
Minutes – Appointed Boards/Commissions	Disbandment of committee or discontinuation of representation or Current year			5	D

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Activity	Closure Criteria	Legal Reference	FOIP Reference	Retention Active (Years)	Final Disposition
Minutes – Boards & Commissions	Once information is Superseded or Current year		FOIP s.17(2), 39(b)(1) & 17(2)(j)(iii)	5	D
Minutes – Internal Staff	Once information is Superseded or Current year			2	D
Minutes – Municipal Planning Commission	Permanent Records	s.3(1)(b) Limitations Act, c.L-15.1			P
Minutes – Notes	Once minutes are approved			2 months	D
Minutes – Safety Committee	Once information is Superseded or Current year			3	D
Minutes – Subdivision Appeal Board	Permanent Records				P
Minutes – Working Group	Disbandment of committee or discontinuation of representation or Current year			5	D
Municipal Development Plan	Implementation of Plan	s.3(1)(b) Limitations Act, c.L-15.1	FOIP s.25	5	D
Municipal Emergency Plan	Implementation of Plan		FOIP s.24(2)(g)	5	D
Municipal Enforcement Tickets	Date of ticket			5	D
Murals	Superseded or Obsolete				P
Negotiations	Once information is Superseded or Obsolete			10	P
Operations	Once information is Superseded or Obsolete			5	D
Partnerships	Conclusion of partnership or once all conditions relating to the contract/agreement have been satisfied fully	s.3(1)(b) Limitations Act, c.L-15.1	FOIP s.16,17,24 & 25	10	A
Pay & Benefits	Once information is Superseded or Obsolete	s.3(1)(b) Limitations Act, c.L-15.1	FOIP s.17(2)(e), 17(2)(h), 39(1)(g) & (i)	5	D
Payroll Registers – Pension	Once person has reached age of 70; issuance of separation certificate or death certificate if employee deceased during employment			70	D
Pension Plan Reporting	Once information is Superseded or Obsolete			5	A
Pension	Once person has reached age of 70; issuance of separation certificate or death certificate if employee deceased during employment			70	D
Performance Measurement & Evaluation	Completion of evaluation			5	D
Performance Review	Completion of evaluation			5	D
Permits – Planning & Infrastructure	Permanent Record				P

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Activity	Closure Criteria	Legal Reference	FOIP Reference	Retention Active (Years)	Final Disposition
Permits – Non Development related	Expiration of permit or renewal of license			5	E
Permits, Licenses and Approvals	Expiration of permit or renewal of license			5	D
Planning – Residential	Implementation of Plan	s.3(1)(b) Limitations Act, c.L-15.1	FOIP s.25	5	D
Planning – Non-Residential	Implementation of Plan	s.3(1)(b) Limitations Act, c.L-15.1	FOIP s.25	5	D
Playgrounds	Superseded or Obsolete			10	D
Policy	Once policy is Superseded or Obsolete				P
Procedure	Once procedure is Superseded or Obsolete			5	D
Position Classification	On re-evaluation or abolishment of the position			5	D
Press Clippings	Superseded or Obsolete			5	A
Program Registration	End of program or Current year			1	D
Project Correspondence	Once building or infrastructure has been completed	s.3(1)(b) Limitations Act, c.L-15.1		10	A
Projects	Completion of Project			10	A
Protective Wear & Equipment	Completion of acquisition			3	D
Public Consultation	Completion of Action	s.3(1)(b) Limitations Act, c.L-15.1		10	D
Public Response/ Hearings	Permanent				P
Publishing	Publishing of works			50	A
Publishing – Community Profile	Publishing of works			50	A
Purchase Orders & Sub-Supplier contracts	Once all conditions relating to the purchase or contract have been fully satisfied	s.3(1)(b) Limitations Act, c.L-15.1		10	D
Rates	Permanent Records				P
Real Property Report	Once Superseded			1	D
Recognition & Awards	Current year		FOIP: money: s.17(20)(h) other: S.17(2)(i)(iii)	5	D
Recruitment	Hiring of the employee or completion of the recruitment campaign		FOIP s.17,19,24,26,34 & 35(b)	5	D
Recruitment – Advertising	Hiring of the employee or completion of the recruitment campaign			2	D
Recruitment - Interviewed	Hiring of the employee or completion of the recruitment campaign			5	D
Recruitment – not interviewed	Hiring of the employee or completion of the recruitment campaign			1	D
Recruitment – Unsolicited			FOIP s.17,19,24,26,34 & 35(b)	6 months	D
Reference material	Once information Superseded or Obsolete			5	D
Registered Mail Customer Receipts	Once delivered			1	D
Reporting	Once report Superseded		FOIP s.24,25 & 26	5	D

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Activity	Closure Criteria	Legal Reference	FOIP Reference	Retention Active (Years)	Final Disposition
Reporting – Monthly Financial	Completion of audit			7	D
Request for Proposal	Once building or infrastructure has been completed	s.3(1)(b) Limitations Act, c.L-15.1		10	A
Requisitions	Current Year			5	D
Research	Transitory if not required; information is transitory			6 months	D
Reserves	Once information Superseded or Obsolete			7	D
Restructuring	Once approval received or decision made			5	D
Retention & Disposition	Once information is Superseded or Current year			5	P
Revenue	Completion of Audit			10	D
Security	Once security arrangements Superseded	s.3(1)(b) Limitations Act, c.L-15.1		5	D
Security Access	Once security arrangements Superseded			2	D
Social & Recreational	Current Year			2	D
Software Licenses	Once license has been Superseded or is Obsolete		FOIP s. 16,17,24 & 25	3	D
Special Events	Completion of audit			10	D
Staff Meetings	Current Year			2	D
Stakeholders	Completion of action			5	D
Statistics	Once information is Superseded or current year		FOIP s. 24,25 & 26	5	D
Subdivision Files	Once all conditions relating to the agreement have been satisfied fully, then archive the record				P
Tax Certificate/Search				2	D
Tax Notice		MGA s.308			P
Technical Information	Once building or infrastructure has been completed	s.3(1)(b) Limitations Act, c.L-15.1		10	A
Telepay Report	Once information Superseded or Current year			3	D
Tender – Document	Award of contract			2	D
Tendering - Successful	Award of contract – Once all conditions of the tender have been successfully completed			10	D
Tendering – Unsuccessful	Award of contract	s.3(1)(b) Limitations Act, c.L-15.1	FOIP s. 16,17 & 25(1)	2	D
Time sheets				3	D
Tournament Schedules	Current year			5	D
Trails	Superseded or Obsolete			10	D
Training & Development	Once information is Superseded or Current year		FOIP s. 4(1)(c), 16, 16(1), 19, 25(1), 27(4)(d), 34(2)	5	D
Transitory	No longer useful to the organization			6 months	D
Uniforms	Completion of acquisition			3	D
Utilities	Once information is Superseded or Current year			7	D

BYLAW 554/19
TOWN OF SEDGEWICK RECORDS RETENTION BYLAW

Activity	Closure Criteria	Legal Reference	FOIP Reference	Retention Active (Years)	Final Disposition
Vendors/Purchase Orders	Completion of acquisition	s.3(1)(b) Limitations Act, c.L-15.1		3	D
Volunteers	Once information is Superseded or Current year		PIB s.17(2)(j), 17(3) & 39(1)(g)	5	D
Warranty and Service	Once building or infrastructure has been completed	s.3(1)(b) Limitations Act, c.L-15.1	FOIP s.16,17,24,25 & 27	10	A
Warranty	Once all conditions related to the warranty have been satisfied fully			2	D
Water – Reporting Bacteria Analysis	Once information Superseded or Current year	Water Act		5	D
Water – Reporting Daily Reports	Once information Superseded or Current year	Water Act		5	D
Water – Reporting Monthly Reports	Once information Superseded or Current year	Water Act		5	D
Water & Wastewater Correspondence	Once information Superseded or Current year	Water Act		5	A
Water & Wastewater Inspections	Once information Superseded or Current year	Water Act		5	A
Water Applications	Once information Superseded or Current year	Water Act		5	A
Website	Superseded or Obsolete				P
Work experience	Once information Superseded or Current year		PIB s.17(2)(j), 17(3) FOIP s. 39(1)(g)	5	D
Work schedules	Current year	Employment Standards Reg.		3	D
Year End	Permanent Records				P

*Duplicate records can be deleted or destroyed without a Destruction order

*PIB: A Personal Information Bank (PIB) is... “a collection that is organized and retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual.” (FOIP s.87.1(5))