

# BYLAW NO. 2017 - 04

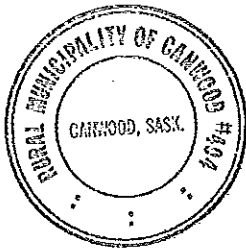
## A BYLAW FOR THE DESTRUCTION OF DOCUMENTS

M-11 (a)

The Council of the Rural Municipality of Canwood No. 494 in the Province of Saskatchewan enacts as follows:

### Short Title

1. That a Records Retention and Disposal 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 mentioned in section 2 above and ensure that any documents requested by the Board for preservation in the Archives be deposited with the Board.
4. Bylaw 2001-13 is hereby repealed.



LYNDON PEASE  
REEVE

LORNA BENSON  
ADMINISTRATOR

Read a first time this 21<sup>st</sup> day of February, 2017.

Read a second time this 21<sup>st</sup> day of February, 2017.

Read a third time this 21<sup>st</sup> day of February, 2017.

**Schedule A**  
**Records Retention and Disposal Schedule**

**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, print-outs, 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

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 only upon the Archives recommendation
M-11 (a) 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
1.16 Requisition and Purchase Orders	7 years	Dispose
1.17 Tax Roll and Assessment Roll (i.e. hard copy of year-end print out)	Permanent as per Legislation	PERMANENT as per Legislation

### 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 only 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 only upon the Archives recommendation
2.3 Appeals under the Planning and Development Act, 1983)	7 years after final decision rendered	Contact the Archives Dispose only upon the Archives recommendation
2.4 Celebrations and Events	3 years after concluded	Contact the Archives Dispose only 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
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

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**ELECTION**

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
3.1 Ballots	3 months (142 Local Government Election Act, 2015-LGEA)	Dispose
3.2 Disclosure of Holdings (Includes public disclosure statements)	Term of Office (4 years)	Dispose
3.3 Declaration of Agent/Friend	3 months	Dispose
3.4 Declaration of Polls	3 months (142 LGEA)	Dispose
3.5 Deputy Returning Officer Statement of Results	Permanent	Permanent
3.6 Nominations and Receipts	Term of Office (4 years) (69(6) LGEA)	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 (142 LGEA)	Dispose
3.10 Voters' Lists	Contact the Archives	Contact the Archives Dispose only upon the Archives recommendation
3.11 Voters' Registration Forms	3 months (142 LGEA)	Dispose
3.12 Ballot Box Contents (Includes ballots, registration forms, etc.)	3 months (142 LGEA)	Dispose
3.13 List of Assessed Owners	Until replaced pursuant to Section 40 LGEA	Dispose

**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 (T4s, TD1s, etc.)	7 years	Dispose

**LEGAL**

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