

## TOWN OF ALAMEDA

### BYLAW NO. 2-2024


#### A BYLAW FOR THE DESTRUCTION OF DOCUMENTS

The Council of the Town of Alameda 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 Administrator of the Municipality is hereby authorized to destroy all applicable documents of the Municipality in accordance with the Schedule.
3. That the Administrator contacts the Saskatchewan Archives Board before destroying any records mentioned in section (2) above and ensures that any documents requested by the Board for preservation in the Archives be deposited with the Board.

This Bylaw shall come into effect on the day of its final passing on the 20<sup>th</sup> of June, 2024.



  
Mayor

  
Administrator

Read a third time and adopted  
on this 20<sup>th</sup> day of June, 2024

  
Administrator

Town of Alameda

**Schedule “A”**  
**Records Retention and Disposal Schedule For**  
**Rural and Urban Municipalities**

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### **Records Retention and Disposal Schedule**

## **1. ACCOUNTING AND FINANCE**

| <b>RECORDS</b>  | <b>RETENTION PERIOD</b>                | <b>DISPOSAL RECOMMENDATION</b>      |
|---|--|-------------------------------------|
| <b>1.1 Accounts Payable</b><br>(includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence, etc.)   | <b>7 years</b>                         | <b>Dispose</b>                      |
| <b>1.2 Accounts Receivable</b><br>(includes receipt records, write-offs, invoices, vouchers, related correspondence, etc.)  | <b>7 years</b>                         | <b>Dispose</b>                      |
| <b>1.3 Annual Financial Statements</b>  | <b>Permanent</b><br>as per legislation | <b>Permanent</b> as per Legislation |
| <b>1.4 Audits and Compliance Reviews</b><br>(auditor recommendations, reports, etc.)  | <b>7 years</b>                         | <b>Dispose</b>                      |
| <b>1.5 Bank Accounts</b><br>(included records related to termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliations, deposit books, cheque stubs/duplicates, etc.) | <b>7 years</b>                         | <b>Dispose</b>                      |
| <b>1.6 Budget</b> (as part of the minutes)  | <b>Permanent</b>                       | <b>Permanent</b>                    |
| <b>1.7 Budget Related Reports</b>   | <b>7 years</b>                         | <b>DISPOSE</b>                      |
| <b>1.8 Cash Payment and Receipts</b><br>(includes cash payments books, print-outs, cash   | <b>7 years</b>                         | <b>DISPOSE</b>                      |

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| reports and summaries, register tapes, etc.)  |  |   |
| <b>1.9 Debentures/Loans</b><br>(includes registers, coupons, etc.)  | <b>7 years after final payment</b>   | <b>DISPOSE</b>  |
| <b>1.10 Federal/Provincial Remittance</b>   | <b>7 years</b>   | <b>DISPOSE</b>  |
| <b>1.11 Grants</b> (includes applications and supporting documentation)   | <b>7 years after completion of project, activity, task, etc. or rejection of application</b> | <b>Contact the Archives</b><br><br><b>Dispose only upon the Archives recommendation</b> |
| <b>1.12 Investment Records</b>  | <b>7 years after the maturity of financial instruments</b>                                   | <b>DISPOSE</b>  |
| <b>1.13 Ledgers/Journals</b><br>(includes general ledgers, subsidiary ledgers, ledger cards, reports, journals, etc.) | <b>7 years</b>   | <b>DISPOSE</b>  |
| <b>1.14 Local Improvement Roll</b>  | <b>7 years after completion of the project</b>   | <b>DISPOSE</b>  |
| <b>1.15 Monthly Financial Statements</b>  | <b>7 years</b>   | <b>DISPOSE</b>  |
| <b>1.16 Requisitions/ Purchase Orders</b>   | <b>7 years</b>   | <b>DISPOSE</b>  |
| <b>1.17 Tax Roll/Assessment Roll</b><br>(i.e. hard copy of year-end printout)   | <b>Permanent as per Legislation</b>  | <b>Permanent as per Legislation</b>   |

|   |                |                |
|---|----------------|----------------|
| <b>1.18 Utility Documents</b><br>(includes water and sewer cards and ledgers, utility 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><br>(pertaining to land, buildings, properties, structures, etc., owned by the municipality, including construction agreements/ contracts, etc.) | <b>10 years after disposition of building, property or structure</b> | <b>Contact the Archives</b><br><br><b>Dispose only upon the Archives recommendation</b> |
| <b>2.2 Agreements/ Contacts and Supporting Documentation</b> (not related to land, buildings, properties, etc.)   | <b>7 years after termination of agreement/ contract</b>              | <b>Contact the Archives</b><br><br><b>Dispose only upon the Archives recommendation</b> |
| <b>2.3 Appeals</b><br>(under the Planning and Development Act, 1983)  | <b>7 years after final decision rendered</b>                         | <b>Contact the Archives</b><br><br><b>Dispose only upon the Archives recommendation</b> |
| <b>2.4 Celebrations and Events</b>  | <b>3 years after concluded</b>                                       | <b>Contact the Archives</b><br><br><b>Dispose only upon the Archives recommendation</b> |
| <b>2.5 Cemetery Records</b>   | <b>Permanent as per</b>  | <b>Permanent as per Legislation</b>   |

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|--|---|---|
|  | 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><br>(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><br>(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><br>(includes insurance claims)                                   | <b>7 years after termination/cancellation of the policy</b> | <b>DISPOSE</b>  |
| <b>2.11 Photographs</b>  | <b>When obsolete, contact the Archives</b>                  | <b>Contact the Archives</b><br><br><b>Dispose only upon the Archives recommendation</b> |
| <b>2.12 Public Notice Documentation</b>  | <b>2 years after the 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 the final decision rendered</b>            | <b>DISPOSE</b>  |



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| <b>2.15 Tax Assessment Records</b> (assessor's valuation records, reassessment sheets, etc.)  | <b>3 years after superseded by a 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</b> (where a notice is undelivered or returned due to an unknown address, the notice shall be retained) (Section 216 & 268 The Municipalities Act) | <b>7 years</b>   | <b>DISPOSE</b>  |
| <b>2.18 Tax Enforcement Records</b> (includes tax lien withdrawals, etc.)   | <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</b> (includes weed control & pest control records)  | <b>7 years after settlement</b>  | <b>DISPOSE</b>  |
| <b>2.20 Water Analysis and Reports</b> (may be required if there is a liability claim in the future)  | <b>25 years</b>  | <b>Contact the Archives</b><br><br><b>Dispose only upon the Archives recommendation</b> |

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### 3. ELECTION

Records included in this section are governed by *The Local Government Election Act, 2015* 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 the number stated below.

| RECORDS  | RETENTION PERIOD   | DISPOSAL RECOMMENDATION           |
|--|--|-----------------------------------|
| 3.1 Ballots  | 3 months<br>(142 <i>Local Government Election Act, 2015</i> -LGEA) | DISPOSE                           |
| 3.2 Disclosure of Holdings (included 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<br>(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 Oath of Office   | Term of Office   | DISPOSE                           |
| 3.8 Returning Officer's Summary of Results                         | Permanent or contact the Archives                                  | Permanent or contact the Archives |

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| <b>3.9 Poll Books</b>   | <b>3 Months</b><br>(142 LGEA)                     | <b>DISPOSE</b>  |
| <b>3.10 Voter's Lists</b>   | <b>Contact the Archives</b>                       | <b>Contact the Archives</b><br><br><b>Dispose only upon the Archives recommendation</b> |
| <b>3.11 Voters/ Registration Forms</b>  | <b>3 months</b><br>(142 LGEA)                     | <b>DISPOSE</b>  |
| <b>3.12 Ballot Box Contents</b><br>(includes ballots, registration forms, etc.) | <b>3 Months</b><br>(142 LGEA)                     | <b>DISPOSE</b>  |
| <b>3.13 List of Assessed Owners (Rural Municipalities ONLY)</b>                 | <b>Until replaced pursuant to Section 40 LGEA</b> | <b>DISPOSE</b>  |

#### **4. EMPLOYEE - EMPLOYER**

| <b>RECORDS</b>   | <b>RETENTION PERIOD</b>                         | <b>DISPOSAL RECOMMENDATION</b> |
|--|---|--------------------------------|
| <b>4.1 Employee Records</b><br>(includes timecards, pay records, etc.) | <b>10 years after termination of employment</b> | <b>DISPOSE</b>                 |
| <b>3.2 Income Tax</b> (T4's, TD1's etc.)                               | <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 as per Legislation</b> | <b>Permanent as per Legislation</b> |

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| <b>5.2 Claims</b><br>(includes notices of claim, statement of claim, etc.) | <b>10 years after the settlement</b>           | <b>Contact the Archives</b><br><br><b>Dispose only upon the Archive's recommendation</b> |
| <b>5.3 Petitions</b>   | <b>7 years</b>                                 | <b>Contact the Archives</b><br><br><b>Dispose only upon the Archive's 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><br>(includes supporting documentation)    | <b>After the rejection of permit or life of building/ structure plus 10 year</b> | <b>Contact the Archives</b><br><br><b>Dispose only upon the Archive's recommendation</b> |
| <b>6.1.2 Development Permits</b><br>(includes supporting documentation) | <b>25 years after settlement</b>   | <b>Contact the Archives</b><br><br><b>Dispose only upon the Archive's recommendation</b> |
| <b>6.1.3 Development</b>  | <b>10 years</b>  | <b>Contact the</b>   |

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|---|---|--|
| <b>Permits – Denied</b>   |   | <b>Archives</b><br><br><b>Dispose only upon the Archive’s recommendation</b> |
| <b>6.1.4 Development Permits – Register</b>   | <b>Permanent</b>  | <b>PERMANENT</b>   |
| <b>6.1.5 Other Permits</b><br>(not related to land, buildings, structures, or development projects) | <b>3 years after expiration/ termination or rejection of a permit</b> | <b>DISPOSE</b>   |
| <b>6.1.6 Licenses</b><br>(included supporting documentation)  | <b>7 years after expiration/ termination of the license</b>           | <b>DISPOSE</b>   |

## **6.2 Licenses and Permits Issued to Municipalities**

| <b>RECORDS</b>  | <b>RETENTION PERIOD</b>   | <b>DISPOSAL RECOMMENDATION</b>   |
|---|---|--|
| <b>6.2.1 Licenses and Permits</b><br>(related to land, buildings, structures, projects)                   | <b>Upon rejection of permit/ license or lifetime of the structure, building, property plus 10 years</b> | <b>Contact the Archives</b><br><br><b>Dispose only upon the Archive’s recommendation</b> |
| <b>6.2.1 License and Permits</b><br>(not related to land, buildings, structures and development projects) | <b>7 years after expiration/ termination or rejection of license or permit</b>                          | <b>DISPOSE</b>   |

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## 7. MAPS, PLANS AND SURVEYS

| RECORDS  | RETENTION PERIOD   | DISPOSAL RECOMMENDATION   |
|--|--|---|
| <b>7.1 Architect's Drawings</b><br>(buildings, park sites, structures, etc.) | Lifetime of facility/ structure plus 10 years            | Contact the Archives<br><br>Dispose only 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<br><br>Dispose copies only upon the Archives recommendation |
| <b>7.3 Road Surveys</b>  | 7 years  | Contact the Archives<br><br>Dispose copies only 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><br>(includes original bylaws, active and repealed)                              | Permanent as per legislation | PERMANENT as per Legislation |
| <b>8.2 Repealed Bylaws</b><br>(included certified copies that may be retained in Repealed Bylaw Registers) | 7 years                      | DISPOSE                      |
| <b>8.3 Bylaw Registers</b><br>(active and repealed)  | 7 years                      | PERMANENT                    |

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## 9. REPORTS AND STATISTICS

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

## 10. ROADS AND STREETS

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