

# RESORT VILLAGE OF PASQUA LAKE

## BYLAW NO. 6-2024

### A BYLAW FOR THE RETENTION OF RECORDS

The Council of the Resort Village of Pasqua Lake in the Province of Saskatchewan enacts as follows:

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 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 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.



*original signed by*

Mayor Larry Bedel

*original signed by*

CAO Caroline MacMurphy

Read a first time this 16<sup>th</sup> day of April, 2024  
Read a second time this 16<sup>th</sup> day of April, 2024  
Read a third time and adopted this 16<sup>th</sup> day of April, 2024

*original signed by*

CAO Caroline MacMurphy



Certified true copy of  
Bylaw 6-2024

*original signed by*

## Records Retention and Disposal Schedule 1

### 1. ACCOUNTING AND FINANCE

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>1.1 Accounts Payable</b> <ul style="list-style-type: none"> <li>• billing</li> <li>• payments</li> <li>• overdue accounts</li> <li>• invoices</li> <li>• receipts</li> <li>• payment vouchers</li> <li>• receipt duplicates</li> <li>• related correspondence, etc.</li> </ul>	7 years	Dispose
<b>1.2 Accounts Receivable</b> <ul style="list-style-type: none"> <li>• receipt records</li> <li>• write offs</li> <li>• invoices</li> <li>• vouchers</li> <li>• related correspondence, etc.</li> </ul>	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> <ul style="list-style-type: none"> <li>• auditor recommendations</li> <li>• reports, etc.</li> </ul>	7 years	Dispose
<b>1.5 Bank Accounts</b> <ul style="list-style-type: none"> <li>• records related to termination and establishment of bank accounts</li> <li>• deposit slips</li> <li>• cancelled cheques</li> <li>• bank statements</li> <li>• reconciliations</li> <li>• deposit books</li> <li>• cheques stubs/duplicates, etc.</li> </ul>	7 years	Dispose
<b>1.6 Budget (as part of the minutes)</b>	Permanent	Permanent
<b>1.7 Budget Related Reports</b>	7 years	Dispose
<b>1.8 Cash Payments and Receipts</b> <ul style="list-style-type: none"> <li>• cash payments books</li> <li>• printouts</li> <li>• cash reports and summaries</li> </ul>	7 years	Dispose
<b>1.9 Debentures/Loans</b> <ul style="list-style-type: none"> <li>• registers</li> <li>• coupons, etc.</li> </ul>	7 years after final payment	Dispose
<b>1.10 Federal/Provincial Remittance</b>	7 years	Dispose

<b>1.11 Grants</b> <ul style="list-style-type: none"> <li>• applications</li> <li>• supporting documentation</li> </ul>	7 years after completion of project, activity, task, etc., or rejection of application	Contact the Archives Department; dispose only upon the Archives recommendation
<b>1.12 Investment Records</b>	7 years after maturity of financial instruments	Dispose
<b>1.13 Ledgers/Journals</b> <ul style="list-style-type: none"> <li>• general ledgers</li> <li>• subsidiary ledgers</li> <li>• ledger cards</li> <li>• reports</li> <li>• journals, etc.</li> </ul>	7 years	Dispose
<b>1.14 Local Improvement Roll</b>	7 years after completion of project	Dispose
<b>1.15 Monthly Financial Statements</b>	7 years	Dispose
<b>1.16 Requisition/Purchase Orders</b>	7 years	Dispose
<b>1.17 Tax Roll/Assessment Roll</b> <ul style="list-style-type: none"> <li>• hard copy of year-end print out</li> </ul>	Permanent as per Legislation	Permanent as per legislation

## 2. ADMINISTRATION

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>2.1 Agreements/Contracts and Supporting Documentation</b> <ul style="list-style-type: none"> <li>• pertaining to land, buildings, properties, structures, etc. owned by the municipality</li> <li>• construction agreements</li> <li>• contracts, etc.</li> </ul>	10 years after disposition of building, property, or structure	Contact the Archives. Dispose ONLY upon the Archives recommendation.
<b>2.2 Agreements/Contracts and Supporting Documentation</b> <ul style="list-style-type: none"> <li>• not related to land, buildings, properties, etc.</li> </ul>	7 years after termination of agreement/contract	Contact the Archives. Dispose ONLY upon the Archives recommendation
<b>2.3 Appeals</b> <ul style="list-style-type: none"> <li>• under the <i>Planning and Development Act, 2007</i></li> </ul>	7 years after final decision rendered	Contact the Archives. Dispose ONLY upon the Archives recommendation
<b>2.4 Celebrations and Events</b>	3 years after concluded	Contact the Archives. Dispose ONLY upon the Archives recommendation
<b>2.5 Change of Ownership Document</b>	7 years	Dispose

<b>2.6 First Nations Consultations</b>	Permanent	Permanent
<b>2.7 Inquiries</b> (under <i>Local Authority Freedom of Information and Protection of Privacy Act</i> )	7 years	Dispose
<b>2.8 Insurance Policies – Liability</b> (may be required if there is a liability claim in the future)	Permanent	Permanent
<b>2.9 Insurance Policies – Property</b> (includes insurance claims)	7 years after termination/cancellation of policy	Dispose
<b>2.10 Photographs</b>	When obsolete, contact the Archives	Contact the Archives. Dispose ONLY upon the Archives recommendation
<b>2.11 Public Notice Documentation</b>	2 years after event for which notice was given	Dispose
<b>2.12 Records Disposal Documentation</b>	Permanent	Permanent
<b>2.13 Tax Assessment Appeals</b>	7 years after final decision rendered	Dispose
<b>2.14 Tax Assessment Records</b> (assessor's valuation records, reassessment sheets, etc.)	3 years after superseded by new assessment or obsolete	Dispose
<b>2.15 Tax Certificates</b>	7 years	Dispose
<b>2.16 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 <i>The Municipalities Act</i> )	7 years	Dispose
<b>2.17 Tax Enforcement Records</b> (includes tax lien withdrawals, etc.)	7 years after tax title property sold or property disposed of in any other manner	Dispose
<b>2.18 Other Enforcement Records</b> (Includes weed control & pest control records)	7 years after settlement	Dispose