

Rural Municipality of Nipawin No. 487
Bylaw No. 2-2006


A BYLAW FOR THE DESTRUCTION OF DOCUMENTS

The Council of the Rural Municipality of Nipawin No. 487 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 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.


Reeve

S E A L



Administrator

Section 116
The Municipalities Act

Certified a true copy of
Bylaw No. 2-2006 adopted
by resolution of Council on
the 14th day of March, 2006.


Reeve

S E A L


Administrator

"Schedule A"
Bylaw No. 2-2006

Records	Retention Periods	Disposal Recommendation
<u>1. ACCOUNTING AND FINANCE</u>		
1.1 Accounts Payable (includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence, etc.)	7 years	Dispose
1.2 Accounts Receivable (includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)	7 years	Dispose
1.3 Annual Financial Statements	Permanent	Permanent
1.4 Audits and Compliance Reviews (auditor recommendations, reports, etc.)	7 years	Dispose
1.5 Bank Accounts (includes records related to termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliations, deposit books, cheque stubs/duplicates, etc.)	7 years	Dispose
1.6 Budget (as part of the minutes)	Permanent	Permanent
1.7 Budget Related Reports	7 years	Dispose
1.8 Cash Payments and Receipts (includes cash payments books, printouts, cash reports and summaries, register tapes, etc.)	7 years	Dispose
1.9 Debentures/Loans (includes registers, coupons, etc.)	7 years after final payment	Dispose
1.10 Federal/Provincial Remittance	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
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

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Records	Retention Periods	Disposal Recommendation
1.16 Requisition/Purchase Orders	7 years	Dispose
1.17 Tax Roll/Assessment Roll (i.e. hard copy of year-end print out)	Permanent	Permanent
1.18 Utility Documents (includes water and sewer cards and ledgers, utilities tax roll, etc.)	7 years	Dispose
<u>2. ADMINISTRATION</u>		
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	Permanent
2.6 Change of Ownership Documents	7 years	Dispose
2.7 Inquiries (under Local Authority Freedom of Information and Protection of Privacy Act)	7 years	Dispose
2.8 Insurance Policies – Liability (may be required if there is a liability claim in the future)	Permanent	Permanent
2.9 Insurance Policies – Property	7 years after termination/ cancellation of policy	Dispose
2.10 Photographs	When obsolete contact the Archives	Contact the Archives Dispose only upon the Archives recommendation
2.11 Records Disposal Documentation	Permanent	Permanent
2.12 Tax Assessment Appeals	7 years after final decision rendered	Dispose

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Records	Retention Periods	Disposal Recommendation
2.13 Tax Assessment Records (assessor's valuation records, reassessment sheets, etc.)	3 years after superseded by new assessment or obsolete	Dispose
2.14 Tax Certificates	7 years	Dispose
2.15 Tax and Assessment Undelivered Notices (where a notice is undelivered or returned due to an unknown address)	7 years	Dispose
2.16 Tax Enforcement Records (includes tax lien withdrawals, etc.)	7 years after tax title property sold or property disposed of in any other manner	Dispose
2.17 Other Enforcement Records	7 years after settlement	Dispose
2.18 Water Analysis and Reports (may be required if there is a liability claim in the future)	25 years	Contact the Archives Dispose only upon the Archives recommendation
<u>3. ELECTION</u>		
3.1 Ballots	3 months	Dispose
3.2 Disclosure of Holdings	7 years	Dispose
3.3 Declaration of Polls	3 months	Dispose
3.4 Deputy Returning Officer Statement of Results	Permanent	Permanent
3.5 Nominations and Receipts	3 months after closure of nomination period	Dispose
3.6 Oaths of Office	Term of Office	Dispose
3.7 Returning Officer's Summary of Results	Permanent or contact the Archives	Permanent or contact the Archives
3.8 Poll Books	3 months	Dispose
3.9 Voters' Lists	Contact the Archives	Contact the Archives Dispose only upon the Archives recommendation
3.10 Voters' Registration Forms	3 months	Dispose
3.11 Ballot Box Contents (includes ballots, registration forms, etc.)	3 months	Dispose

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<u>EMPLOYEE – EMPLOYER</u>		
4.1 Employee Records (includes time cards, pay records, etc.)	10 years after termination of employment	Dispose
4.2 Income Tax (T4's, TD1, etc.)	7 years	Dispose
<u>5. LEGAL</u>		
5.1 Minister's Orders	Permanent	Permanent
5.2 Claims (includes notices of claim, statements of claim, etc.)	10 years after settlement	Contact the Archives Dispose only upon the Archives recommendation
5.3 Petitions	7 years	Contact the Archives Dispose only upon the Archives recommendation
5.4 Writs	10 years after expiration or completion	Dispose

6. LICENCES AND PERMITS

6.1 Licences and Permits Issued By the Municipality

6.1.1 Building Permits (includes supporting documentation)	after rejection of permit or life of building/structure plus 10 years	Contact the Archives Dispose only upon the Archives recommendation
6.1.2 Development Permits (includes supporting documentation)	25 years after superseded	Contact the Archives Dispose only upon the Archives recommendation
6.1.3 Development Permits – Denied	10 years	Contact the Archives Dispose only upon the Archives recommendation
6.1.4 Development Permits – Register	Permanent	Permanent
6.1.5 Other Permits (not related to land, buildings, structures, development projects)	3 years after expiration/termination or rejection of permit	Dispose
6.1.6 Licences (includes supporting documentation)	7 years after termination/expiration or rejection of licence	Dispose

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Records	Retention Periods	Disposal Recommendation
<u>6.2. Licences and Permits Issued to Municipalities</u>		
6.2.1 Licences and Permits (related to land, buildings, structures, properties)	Upon rejection of permit/licence or life time of structure, building, property plus 10 years	Contact the Archives Dispose only upon the Archives recommendation
6.2.2 Licences and Permits (not related to land, buildings, structures and development projects)	7 years after expiration/termination or rejection of licence or permit	Dispose
<u>7. MAPS, PLANS AND SURVEYS</u>		
7.1 Architect's Drawings (buildings, park sites, structures, etc.)	Life time of facility/structure plus 10 years	Contact the Archives Dispose only upon the Archives recommendation
7.2 Municipal Maps and Plans	Original or one selected copy to be retained permanently	Permanent or contact the Archives Dispose copies only upon the Archives recommendation
7.3 Road Surveys	7 years	Contact the Archives Dispose only upon the Archives recommendation
7.4 Land Surveys Certificates/Surveyor's Reports	7 years	Dispose
<u>8. MINUTES AND BYLAWS</u>		
8.1 Council Minutes (includes original bylaws, active and repealed)	Permanent	Permanent
8.2 Repealed Bylaws (includes certified copies that may be retained in Repealed Bylaw Registers)	7 years	Dispose
8.3 Bylaw Registers (active and repealed)	Permanent	Permanent
<u>REPORTS AND STATISTICS</u>		
9.1 Reports of Boards and Committees established by Council (not forming part of council minutes)	7 years	Contact the Archives Dispose only upon the Archives recommendation

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Records	Retention Periods	Disposal Recommendation
10.2 Vital Statistics	7 years	Dispose
<u>10. ROADS AND STREETS</u>		
10.1 Road Maintenance Records (includes reports) (may be required if there is a liability claim in the future)	25 years	Contact the Archives Dispose only upon the Archives recommendation