

BYLAW 137:2005

**A BYLAW TO PROVIDE FOR RECORDS RETENTION SCHEDULE PURSUANT TO
THE MUNICIPALITIES ACT**

The Council of the Rural Municipality of Indian Head No. 156 enacts as follows:

1. Under provisions of Section 116/216/268 of The Municipality Act, it shall be lawful for the Rural Municipality of Indian Head No. 156 to set a records retention schedule for the Municipal records and to that of any records of any board, commission, association that is established by Council.
2. This bylaw provides for the retention of the original records of the Municipality in most instances. Provisions of this bylaw have been made, in certain areas and following certain time frames, for the retention of microfilm copy of the record in lieu of the original record.
3. In all cases of disposal of any document as listed on Schedule A to this bylaw, shall be approved by resolution of Council of the Rural Municipality of Indian Head No. 156.
4. And further that Bylaw 134/2005 is hereby repealed.
5. This Bylaw shall come into force and have effect on January 1, 2006.



Lorne Scott
Reeve

Paul Theakston
Administrator

Certified a true copy of Bylaw No. 137/2005
passed on November 7th, 2005.

Lorne Scott
Reeve

Paul Theakston
Administrator



BYLAW 137/2005

Schedule A of Bylaw No. 137/2005

ACCOUNTING:

**RETENTION PERIOD
(IN YEARS)**

ACCOUNTS RECEIVABLE LEDGER CARDS	7
ANNUAL FINANCIAL STATEMENTS	PERMANENT
BANK PASSBOOKS & STATEMENTS	7
BANK RECONCILIATION STATEMENTS	7
CASH PAYMENT BOOKS	7
CASH RECEIPTS BOOKS	7

CASH REGISTER TAPES	7
CHEQUE STUBS/DUPLICATES	7
CHEQUES (CANCELLED)	7
DAILY CASH REPORTS & SUMMARIES	7
DEBENTURE REGISTERS (AFTER FINAL PAYMENT)	7
LOCAL IMPROVEMENT ASSESSMENT ROLL	7
DEPOSIT BOOKS	7
FEDERAL/PROVINCIAL REMITTANCE FORMS	7
GENERAL LEDGERS/JOURNALS	7
INVESTMENT RECORDS (AFTER NOT CURRENT)	3
INVOICES	7
LEDGERS (SUBSIDIARY)	7
MONTHLY FINANCIAL STATEMENTS	7
RECEIPTS (DUPLICATE)	7
REQUISITIONS/PURCHASE ORDERS	7
SEWER & WATER CARDS OR LEDGERS	7
TAX ROLL/ASSESSMENT ROLL	PERMANENT
VOUCHERS	7

ADMINISTRATION:

APPEALS UNDER THE PLANNING & DEVELOPMENT ACT, 1983	3
ASSESSMENT APPEALS	3
ASSESSOR'S VALUATION RECORDS	3
CHANGE OF OWNERSHIP DOCUMENTS	7
INSURANCE POLICIES (AFTER POLICY EXPIRES)	3
LICENSES	3
PERMITS	3
PHOTOGRAPHS	PERMANENT
TAX CERTIFICATES	7
TAX ENFORCEMENT RECORDS (AFTER IT IS SOLD)	7
TAX LIEN WITHDRAWAL FORMS	7
UTILITY DOCUMENTS	3

AGREEMENTS & CONTRACTS:

AGREEMENTS & SUPPORTING DOCUMENTATION	PERMANENT
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CORRESPONDENCE:

CORRESPONDENCES	3
PETITIONS	7
UNDELIVERED ASSESSMENT & TAX NOTICES	3

EMPLOYEE/EMPLOYER:

EMPLOYEE RECORDS (AFTER TERMINATION)	10
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LEGAL:

**RETENTION PERIOD
(IN YEARS)**

MINISTER'S ORDERS	PERMANENT
NOTICES OF CLAIM	10
STATEMENTS OF CLAIM	10
WRITS	10

MINUTES/BYLAWS:

BYLAWS
MINUTES

PERMANENT
PERMANENT

MISCELLANEOUS:

CEMETERY RECORDS
DISCLOSURES OF HOLDINGS(AFTER LAST DATE
OF APPOINTMENT/TERM)
VITAL STATISTICS

PERMANENT
7
7

PLANS:

ARCHITECT'S DRAWINGS (BUILDINGS, PARK SITES)
LAND SURVEY CERTIFICATES
MUNICIPAL MAPS & PLANS
ROAD SURVEYS

LIFETIME OF FACILITY
+1
PERMANENT
UNTIL REPLACED OR
ASSET SOLD
10

REPORTS:

BOARD & COMMITTEE REPORTS NOT FORMING
PART OF COUNCIL MINUTES
(IF A REPORTS FORMS PART OF MINUTES, IT IS PERMANENT)

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