

**BYLAW 213-2024**

**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. 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/Clerk 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.

Bylaw 137-2005 is hereby repealed.



Reeve

Administrator

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
1.1 Accounts (includes receipts, invoices, payment orders, accounts receivable, accounts payable, etc.)	7 years	Dispose
1.2 Accounts receivable (includes receipts, records, etc.)	7 years	Dispose
1.3 Annual Financial Statements	Permanent	Permanent as per
1.4 Bank Accounts (includes records related to termination of establishment of bank accounts, deposits, withdrawals, passbooks, bank statements, etc.)	7 years	Dispose
1.5 Budget (part of the year)	7 years	Dispose
1.6 Budget (part of the year)	7 years	Dispose
1.7 Bank Reconciliation	7 years	Dispose
1.8 Cash (includes cash)	7 years	Dispose
1.9 Departmental (includes registers, coupons, summaries, register tapes, etc.)	7 years after final payment	Dispose
1.10 Federal/Provincial Remittances	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 ledger, 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 Resolution/Purchase Orders	7 years	Dispose

**Schedule A of Bylaw No. 213-2024**

**1. ACCOUNTING AND FINANCE**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<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, cheque stubs/duplicates, etc.)	7 Years	Dispose
<b>1.6 Budget</b> (as part of 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, printouts, 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 Remittances</b>	7 years	Dispose
<b>1.11 Grants</b> (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
<b>1.12 Investment Records</b>	7 years after maturity of financial instruments	Dispose
<b>1.13 Ledgers/Journals</b> (includes general ledgers, subsidiary ledgers, ledger cards, reports, journals, etc.)	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

## 2. ADMINISTRATION

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>2.1 Agreements/Contracts and Supporting Documentation</b> (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 <b>only</b> upon the Archives recommendation.
<b>2.2 Agreements/Contracts and Supporting Documentation</b> (not related to land, building, properties, etc.)	7 years after termination of agreement/contract	Contact the Archives. Dispose <b>only</b> upon the Archives recommendation.
<b>2.3 Appeals</b> (under the Planning and Development Act, 1983)	7 years after final decision rendered	Contact the Archives. Dispose <b>only</b> upon the Archives recommendation.
<b>2.4 Celebrations and Events</b>	3 years after concluded	Contact the Archives. Dispose <b>only</b> upon the Archives recommendation.
<b>2.5 Cemetery Records</b>	Permanent as per Legislation	Permanent as per Legislation
<b>2.6 Change of Ownership Documents</b>	7 Years	Dispose
<b>2.7 First Nations Consultations</b>	Permanent	Permanent
<b>2.8 Inquiries</b> (under Local Authority Freedom and Protection of Privacy Act)	7 Years	Dispose
<b>2.9 Insurance Policies – Liability</b> (may be required if there is a liability claim in the future)	Permanent	Permanent
<b>2.10 Insurance Policies – Property</b> (includes insurance claims)	7 years after termination/cancellation of policy	Dispose
<b>2.11 Photographs</b>	When obsolete contact the Archives	Contact the Archives. Dispose <b>only</b> upon the Archives recommendation.
<b>2.12 Public Notice Documentation</b>	2 years after event for which notice was given	Dispose
<b>2.13 Records Disposal Documentation</b>	Permanent	Permanent
<b>2.14 Tax Assessment Appeals</b>	7 years after final decision rendered	Dispose
<b>2.15 Tax Assessment Records</b> (assessor's valuation records, reassessment sheets, etc.)	3 years after superseded by new assessment or obsolete	Dispose
<b>2.16 Tax Certificates</b>	7 years	Dispose
<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 <i>The Municipalities Act</i> )	7 years	Dispose

### 3. ELECTION

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
3.1 Ballots	3 months (142 <i>Local Government Election Act, 2015-LGEA</i> )	Dispose
3.2 Discloser 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 Pols	3 months (142 LGEA)	Dispose
3.5 Deputy Returning Officer Statement of Results	Permanent	Permanent
3.6 Nomination 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 of contact the Archives	Permanent of contact the Archives
3.9 Poll Books	3 months (142 LGEA)	Dispose
3.10 Voters' Lists	Contact the Archives	Contact the Archives. Dispose <b>only</b> 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 (RM's only)	Until replaced pursuant to Section 40 LGEA	Dispose

### 4. 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

### 5. LEGAL

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

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

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

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>6.2.1 Licenses and Permits</b> (related to land, buildings, structures, properties)	Upon rejection of permit/license or life time of structure, building, property plus 10 years	Contact the Archives. Dispose <b>only</b> upon the Archives recommendation.
<b>6.2.2 Licenses and Permits</b> (not related to land, buildings, structures and development projects)	7 years after expiration/termination or rejection of license or permit	Dispose

## **7. MAPS, PLANS AND SURVEYS**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>7.1 Architect's Drawings</b> (buildings, park sites, structures, etc.)	Life time of facility/structure plus 10 years	Contact the Archives. Dispose <b>only</b> 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. Dispose copies <b>only</b> upon the Archives recommendation.
<b>7.3 Road Surveys</b>	7 years	Contact the Archives. Dispose <b>only</b> upon the Archives recommendation.
<b>7.4 Land Surveys, Certificates/Surveyor's Reports</b>	7 years	Dispose

## 9. REPORTS AND STATISTICS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>9.1 Reports of Boards and Committees established by Council</b> (not forming part of council minutes)	5 years, unless forming part of the minutes, then that is permanent	Contact the Archives. Dispose <b>only</b> 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</b> (includes reports) (may be required if there is a liability claim in the future)	15 years	Contact the Archives. Dispose <b>only</b> upon the Archives recommendation

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
4.1.1 Licences and Permits (related to land, buildings, structures, equipment)	10 years	Contact the Archives. Dispose <b>only</b> upon the Archives recommendation
4.1.2 Licences and Permits (related to land, buildings, structures and development projects)	7 years after expiration/termination or rescission/revocation of permit	Contact the Archives. Dispose <b>only</b> upon the Archives recommendation

## 7. MAPS, PLANS AND PLOTS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
7.1 Architects' drawings, building plans, street structures, etc.	Life time of the structure plus 10 years	Contact the Archives. Dispose <b>only</b> upon the Archives recommendation
7.2 Municipal Plans and Plans	Original or one selected copy to be retained permanently	Permanent or contact the Archives. Dispose <b>only</b> upon the Archives recommendation
7.3 Road Signs	7 years	Contact the Archives. Dispose <b>only</b> upon the Archives recommendation
7.4 Land Survey and Engineering Reports	7 years	Contact the Archives. Dispose <b>only</b> upon the Archives recommendation