

Rural Municipality of Val Marie No. 17



A Bylaw To Provide For The Destruction Of Documents

Bylaw No. 1/02

Office Consolidation

April 9, 2002

For Reference Purposes Only –
Not A Certified True Copy Of The Original

This Bylaw was passed on April 9, 2002 and has not been amended since.

Bylaw No. 1/02

A Bylaw to Provide for the Destruction of Documents.

The Council of the Rural Municipality of Val Marie No. 17, in the Province of Saskatchewan, enacts as follows:

1. Council may authorize, by resolution, the destruction of public documents in accordance with the Records Retention and Disposal Schedule attached hereto as Schedule "A" and forming a part of this Bylaw; or
2. The Documents may, with the consent of the Saskatchewan Archives Board, be deposited with the board for preservation in the archives.
3. The Records Retention and Disposal Schedule, also known as Schedule "A", may be amended, by resolution, from time to time as deemed necessary.
4. This Bylaw comes into force and effect on the date of the final passing thereof.

SCHEDULE "A"
 RECORDS RETENTION AND DISPOSAL SCHEDULE
 ALPHABETICAL LISTING OF MUNICIPAL RECORDS

ITEM	RETENTION PERIOD
Accounting Records	
	(In Years)
Accounts Receivable Ledger	7
Annual Financial Statements	Permanent
Bank Passbooks & Statements	7
Bank Reconciliation Statements	7
Cash Payments Books	7
Cash Receipt Books	7
Cheque Stubs/ Duplicates	7
Debenture Registers (After Final Payment)	7
Deposit Books/Slips	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
Tax Roll/Assessment Roll	Permanent
Vouchers	7
Administration	
Appeals under <i>The Planning and Development Act, 1983</i>	3
Assessment Appeals	3
Assessor's Valuation Records (Field Sheets) change	To Next Assessment
Change of Ownership Documents	7
Insurance Policies (After Policy Expires)	3
Licenses	3
Permits	3
Photographs	Permanent
Tax Certificates	7
Tax Enforcement Records (After Tax Title Property Sold)	7
Tax Lien Withdrawal Forms	7
Agreements and Contracts	
Agreements and Supporting Documentation	Permanent
Correspondence	
Correspondence	7
Petitions	7
Employee – Employer	
Employee Records (After Termination)	10

Legal

Ministers Orders	Permanent
Notices of Claim	10
Statements of Claim	10
Writs	10

Minutes and Bylaws

Bylaws	Permanent
Minutes	Permanent

Miscellaneous

Cemetery Records	Permanent
Disclosures of Holdings (After Last Date of Appointment/Term)	7
Tax Notices	7
Hail Roll and Circulars	7
Vital Statistics	7

Plans

Architect's Drawings (Buildings, Park Sites)	Life Time of Facility Plus 1 Year
Land Survey Certificates	Permanent
Municipal Maps and Plans	Until Replaced or Asset Sold
Road Surveys	10

Reports

Board and Committee Reports not Forming Part of Council Minutes	3
Board and Committee Reports	3

Election

Ballots	3 Months
Declarations of Poll	3 Months
Nomination Forms and Receipt Forms	3 Months
Oaths of Office	2 Years
Poll Maps	3 Months
Poll-by-Poll Election Results	3 Months
Returning Officer's Summary of Results	3 Months