

Village of Val Marie
Bylaw 8-09
A Bylaw for the Destruction of Documents

OFFICE CONSOLIDATION
As at December 10, 2009
FOR REFERENCE PURPOSES ONLY –
NOT A CERTIFIED TRUE COPY OF THE ORIGINAL

This Bylaw was passed on December 10, 2009 and has not been amended since.

BYLAW NO. 8-09
VILLAGE OF VAL MARIE

A BYLAW FOR THE DESTRUCTION OF DOCUMENTS

The Council of the Village of Val Marie in the Province of Saskatchewan enacts as follows:

- 1.** That a Records Retention and Disposal Schedule (the Schedule) for the municipality, attached hereto as "Exhibit A" and forming part of this bylaw, be adopted.
- 2.** That the administrator of the Municipality is hereby authorized to destroy all applicable document of the municipality in accordance with the Schedule.
- 3.** 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.

1. Accounting and Finance

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATION
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 as per legislation	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, cheques 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	Dispose
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	Dispose
1.15 Monthly Financial Statements	7 years	Dispose
1.16 Requisition/Purchase Orders	7 years	Dispose
1.17 Tax Roll/Assessment Roll (ie hard copy of year-end print out)	Permanent as per Legislation	Permanent as per legislation

1.18 Utility Documents (includes water and sewer cards and ledgers, utilities tax roll, etc.)	7 years	Dispose
--	----------------	----------------

2. Administration

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATIONS
2.1 Agreements/Contracts and Supporting Documentation (pertaining to land, buildings, properties, structures, etc. owned by the municipality including construction agreement/contracts, etc.)	10 years after disposition of building, property or structure	Dispose
2.2 Agreements/Contracts and Supporting Documentation (not related to land, buildings, properties, etc.)	7 years after termination of agreement/contract	Dispose
2.3 Appeals (under the Planning and Development Act, 1983)	7 years after final decision rendered	Dispose
2.4 Celebrations and Events	3 years after concluded	Dispose
2.5 Cemetery Records	Permanent as per Legislation	Permanent as per legislation
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	Permanent
2.11 Records Disposal Documentation	Permanent	Permanent
2.12 Tax Assessment Appeals	7 years after final decision rendered	Dispose
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 the notice shall be retained) (Section 216 & 268 The Municipalities Act)	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	Dispose

3. Election

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATIONS
3.1 Ballots	60 days	Dispose
3.2 Disclosure of Holdings	7 years	Dispose
3.3 Declaration of Agent/Friend	60 days	Dispose
3.4 Declaration of Polls	60 days	Dispose
3.5 Deputy Returning Officer Statement of Results	60 days	Dispose
3.6 Nominations and Receipts	60 days	Dispose
3.7 Oaths of Office	Term of Office	Dispose
3.8 Poll Maps	60 days	Dispose
3.9 Poll-by-Poll Election Results	60 days	Dispose
3.10 Returning Officer's Summary of Results	Permanent or contact the Archives	Permanent
3.11 Poll Books	60 days	Dispose
3.12 Voters' Lists	Permanent	Permanent
3.13 Voters' Registration Forms	60 days	Dispose
3.14 Ballot Box Contents (includes ballots, registration forms, etc.)	60 days	Dispose

4. Employee - Employer

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATIONS
4.1 Employee Records (includes time cards, pay records, etc.)	10 years after termination of employment	Dispose
4.2 Income Tax (T-4s, TD1, etc.)	7 years	Dispose