

# *Rural Municipality of Val Marie No. 17*

---



## A Bylaw to Provide for the Destruction of Documents

Bylaw No. 3-21

Office Consolidation

November 24, 2021

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

This Bylaw was passed on November 24, 2021 and was amended with Bylaw 2022-05 on June 14, 2022.

## **BYLAW NO. 3-21**

### **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. That a Records Retention and Disposal Schedule (the Schedule) for the Rural Municipality of Val Marie No. 17, 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 for the Municipality in accordance with the Schedule.
3. 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.
4. Bylaw 1-02 is hereby repealed.

Bylaw 3-21 - Schedule 'A'  
RECORDS RETENTION & DISPOSAL SCHEDULE

1. ACCOUNTING AND FINANCE RECORDS

| Record   | Retention Period  | Disposal Recommendation  |
|--|---|--|
| a. <b>Accounts Payable</b> (includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence, etc.)  | 7 years   | Dispose  |
| b. <b>Accounts Receivable</b> (includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)   | 7 years   | Dispose  |
| c. <b>Annual Financial Statements</b>  | Permanent as per legislation  | Permanent as per legislation   |
| d. <b>Audits and Compliance Reviews</b> (auditor recommendations, reports, etc.)   | 7 years   | Dispose  |
| e. <b>Bank Accounts</b> (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  |
| f. <b>Budget</b> (as part of the minutes)  | Permanent   | Permanent  |
| g. <b>Budget Related Reports</b>   | 7 years   | DISPOSE  |
| h. <b>Cash Payments and Receipts</b> (includes cash payments books, print- outs, cash reports and summaries, register tapes, etc.)   | 7 years   | DISPOSE  |
| i. <b>Debentures/Loans</b> (includes registers, coupons, etc.)   | 7 years after final payment   | DISPOSE  |
| j. <b>Education Property Tax Reporting</b> (monthly remittance forms, school liability statements, and correspondence)   | 7 years   | DISPOSE  |
| k. <b>Federal/Provincial Remittance</b> (Payroll Deductions, GST, PST)   | 7 years   | DISPOSE  |
| l. <b>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) |
| m. <b>Hail Tax Reporting/SMHI</b> (monthly remittance forms, crop reports, list of lands by owner, applications for assessment, withdrawals)   | 7 years   | DISPOSE  |
| n. <b>Investment Records</b>   | 7 years after maturity of financial instruments                                       | DISPOSE  |
| o. <b>Ledgers/Journals</b> (includes general ledgers, subsidiary ledgers, ledger cards, reports, journals, etc.)   | 7 years   | DISPOSE  |
| p. <b>Local Improvement Roll</b>   | 7 years after completion of project   | DISPOSE  |
| q. <b>Monthly Financial Statements</b>   | 7 years   | DISPOSE  |
| r. <b>Requisition/Purchase Orders</b>  | 7 years   | DISPOSE  |
| s. <b>Tax Roll/Assessment Roll</b> (i.e. hard copy of year-end print out)  | Permanent as per Legislation  | PERMANENT as per Legislation   |
| t. <b>1.18 Utility Billing/Collection Documents</b> (includes water and sewer cards and ledgers, utilities tax roll, etc.)   | 7 years   | DISPOSE  |

RECORDS RETENTION & DISPOSAL SCHEDULE

2. ADMINISTRATION RECORDS

| Record |  | Retention Period   | Disposal Recommendation   |
|--------|--|--|---|
| a.     | <b>Agreements/Contracts and Supporting Documentation</b> (pertaining to land, buildings, properties, structures, etc. owned by the municipality including construction agreements/contracts, etc.) | <b>10 years after disposition of building, property or structure</b> | <b>Contact the Archives</b> (Dispose only upon the Archives recommendation) |
| b.     | <b>Agreements/Contracts and Supporting Documentation</b> (not related to land, buildings, properties, etc.)  | <b>7 years after termination of agreement/contract</b>               | <b>Contact the Archives</b> (Dispose only upon the Archives recommendation) |
| c.     | <b>Appeals</b> (under the Planning and Development Act, 1983)  | <b>7 years after final decision rendered</b>                         | <b>Contact the Archives</b> (Dispose only upon the Archives recommendation) |
| d.     | <b>Celebrations and Events</b>   | <b>3 years after concluded</b>                                       | <b>Contact the Archives</b> (Dispose only upon the Archives recommendation) |
| e.     | <b>Cemetery Records</b>  | <b>Permanent</b> as per Legislation                                  | <b>Permanent</b> as per Legislation   |
| f.     | <b>Change of Ownership Documents</b>   | <b>7 years</b>   | <b>DISPOSE</b>  |
| g.     | <b>First Nations Consultations</b>   | <b>Permanent</b>   | <b>Permanent</b>  |
| h.     | <b>General Correspondence</b> (Newsletters, Updates, general communications)   | <b>3 Years from date received</b>                                    | <b>DISPOSE</b>  |
| i.     | <b>Inquiries</b> (under Local Authority Freedom of Information and Protection of Privacy Act)  | <b>7 years</b>   | <b>DISPOSE</b>  |
| j.     | <b>Insurance Policies – Liability</b> (may be required if there is a liability claim in the future)  | <b>Permanent</b>   | <b>Permanent</b>  |
| k.     | <b>Insurance Policies – Property</b> (includes insurance claims)   | <b>7 years after termination/cancellation of policy</b>              | <b>DISPOSE</b>  |
| l.     | <b>Photographs</b>   | <b>When obsolete contact the Archives</b>                            | <b>Contact the Archives</b> (Dispose only upon the Archives recommendation) |

RECORDS RETENTION & DISPOSAL SCHEDULE

2. ADMINISTRATION RECORDS

| Record |   | Retention Period   | Disposal Recommendation  |
|--------|---|--|--|
| m.     | Public Notice Documentation   | 2 years after event for which notice was given   | DISPOSE  |
| n.     | Records Disposal Documentation  | Permanent  | Permanent  |
| o.     | Tax Assessment Appeals  | 7 years after final decision rendered  | DISPOSE  |
| p.     | Tax Assessment Records (assessor's valuation records, reassessment sheets, etc.)  | 3 years after superseded by new assessment or obsolete   | DISPOSE  |
| q.     | Tax Certificates  | 7 years  | DISPOSE  |
| r.     | 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  |
| s.     | Tax Enforcement Records (includes tax lien withdrawals, etc.)   | 7 years after tax title property sold or property disposed of in any other manner, or 7 years after tax lien removed | DISPOSE  |
| t.     | Other Enforcement Records (Includes weed control & pest control records)  | 7 years after settlement   | DISPOSE  |
| u.     | 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) |
| v.     | 2% Liquid Strychnine Administration Documents (purchase agreement forms, product evaluation forms, gopher control rebate application forms)   | 1 year from date of purchase (purchase receipt to be retained per section 1, Accounting & Finance Records)           | DISPOSE  |

Bylaw 3-21 - Schedule 'A'  
RECORDS RETENTION & DISPOSAL SCHEDULE

3. ELECTION RECORDS

Records included in this section are governed by *The Local Government Election Act , 2015* and *The Municipalities Act* . Where specific retention requirements are identified in the legislation, relevant sections in the acts are indicated. **Unless otherwise specified, all records are retained for “after election day” plus number indicated below.**

| Record |  | Retention Period  | Disposal Recommendation  |
|--------|--|---|--|
| a.     | Ballots  | 3 months (142 Local Government Election Act, 2015-LGEA) | DISPOSE  |
| b.     | Disclosure of Holdings (includes public disclosure statements)   | Term of Office (4 years)                                | DISPOSE  |
| c.     | Declaration of Agent/Friend                                      | 3 months  | DISPOSE  |
| d.     | Declaration of Polls   | 3 months (142 LGEA)                                     | DISPOSE  |
| e.     | Deputy Returning Officer Statement of Results                    | Permanent   | Permanent  |
| f.     | Nominations and Receipts   | Term of Office (4 years) (69(6) LGEA)                   | DISPOSE  |
| g.     | Oaths of Office – Election Officials                             | Term of Office  | DISPOSE  |
| h.     | Returning Officer’s Summary of Results                           | Permanent or contact the Archives                       | Permanent or contact the Archives                                    |
| i.     | Poll Books   | 3 months (142 LGEA)                                     | DISPOSE  |
| j.     | Voters’ Lists  | Contact the Archives                                    | Contact the Archives (Dispose only upon the Archives recommendation) |
| k.     | Voters’ Registration Forms                                       | 3 months (142 LGEA)                                     | DISPOSE  |
| l.     | Ballot Box Contents (includes ballots, registration forms, etc.) | 3 months (142 LGEA)                                     | DISPOSE  |
| m.     | List of Assessed Owners (Rural Municipalities Only)              | Until replaced pursuant to Section 40 LGEA              | DISPOSE  |

4. EMPLOYEE-EMPLOYER RECORDS

| Record   | Retention Period                                | Disposal Recommendation |
|--|---|-------------------------|
| a. <b>Employee Records</b> (employment offers, copies of certifications, written correspondence between employer/employee) | <b>10 years after termination of employment</b> | <b>Dispose</b>          |
| b. <b>Income Tax/Government Reporting</b> (timecards, paystubs, T4s, TD1s, etc.)   | <b>7 years</b>                                  | <b>Dispose</b>          |

5. LEGAL

| Record  | Retention Period                               | Disposal Recommendation   |
|---|--|---|
| a. <b>Minister’s Orders</b>   | <b>Permanent</b> as per Legislation            | <b>PERMANENT</b> as per Legislation   |
| b. <b>Claims</b> (includes notices of claim, statements of claim, etc.) | <b>10 years after settlement</b>               | <b>Contact the Archives</b> (Dispose only upon the Archives recommendation) |
| c. <b>Petitions</b>   | <b>7 years</b>                                 | <b>Contact the Archives</b> (Dispose only upon the Archives recommendation) |
| d. <b>Writs</b>   | <b>10 years after expiration or completion</b> | <b>DISPOSE</b>  |