

VILLAGE OF ST. LOUIS

BYLAW NUMBER FOUR OF 2006

A BYLAW OF THE VILLAGE OF ST. LOUIS TO REGULATE THE RETENTION
AND TO AUTHORIZE THE DISPOSAL OF RECORDS OF THE MUNICIPAL
CORPORATION OF THE VILLAGE OF ST. LOUIS

WHEREAS Section 116 of *The Municipalities Act* provides that a Council shall establish a records retention and disposal schedule, and that all documents of the municipality shall be dealt with in accordance with that schedule;

AND WHEREAS Section 8 of *The Municipalities Act* provides that, subject to the other provisions of the Act and to the provisions of any other Act, City Council may pass bylaws that it considers expedient:

- (a) for the peace, order and good government of the municipality;

AND WHEREAS Village Council desires to regulate the retention and provide for the destruction of certain documents of the Village of St. Louis;

NOW THEREFORE, the Council of the Village of St. Louis, in the Province of Saskatchewan enacts as follows:

Title

1. This Bylaw shall be referred to as "The Document Retention and Disposal Bylaw".

Definitions

2. In this Bylaw, in any supplemental or amending Bylaws, and in any schedules attached hereto, the following words and terms shall have the following meaning unless there is something in the subject matter or context inconsistent herewith:
 - (a) "Village" means the municipal corporation of the Village of St. Louis;
 - (b) "Administrator" means the person appointed as the Administrator for the Village of St. Louis or his/her duly authorized representative or designate;
 - (c) "Document" means any typed, written or inscribed document and includes any information recorded or stored by means of any device, regardless of the medium, and includes reports, maps, plans, surveys, books of account and machine readable information;

Preservation of Documents of the Municipality

3. Subject to this Bylaw, all documents created by or received in the administration of the Village, regardless of the medium in which they were created or were received, shall be preserved in the form in which they were created or received, as the case may be, in accordance with this Bylaw.

Documents Not Requiring a Retention Period

4. Notwithstanding any other provisions of this Bylaw, the following documents have no retention period and may be disposed of or destroyed, from time to time, at the absolute discretion of the Village:
 - (a) documents wholly unrelated to the administration of the Village;
 - (b) draft versions of internal working papers, documents or reports used in the preparation of a document of the Village;

- (c) photocopies of bylaws or agreements of the Village unless such copies contain new information or notes or unless such copies form part of a document of the Village;
- (d) information received from other agencies or jurisdictions by the Village for research purposes (such as copies of contracts, engineering drawings, etc. from other municipal corporations) provided:
 - (i) such information is not longer required by the Village; and
 - (ii) such information does not form part of a document of the Village, in which case, such information shall be retained and may not be destroyed except upon the expiration of the retention period for the document of which it forms a part;
- (e) magazines, books and other publications received by the Village from other agencies or organizations;
- (f) advertising, catalogues, price lists and other junk mail received by the Village;
- (g) telephone messages; and
- (h) outdated and unused blank forms.

Destruction of Documents Subject to Retention Period

- 5.1 Subject to subsection (5.2), the documents set forth in Schedule “A” may be destroyed upon the expiration of the retention period set out in Schedule “A”.
- 5.2 No document or series of documents may be destroyed unless:
 - (a) the Administrator is satisfied that the document or documents are no longer required by the Village and are of no historical, archival or legal value;
 - (b) such destruction has been approved by the Village Council; and
 - (c) the form set forth in Schedule “B” has been completed and filed by the Village Administrator.
- 5.3 Any document set forth in Schedule “A” may be retained for any period longer than the retention period set out in Schedule “A” at the discretion of the Administrator.

Destruction of Informational Copies of Documents

- 6. Notwithstanding any other provisions of this Bylaw, informational copies of any of the documents set forth in Schedule “A” may be destroyed after two (2) years if:
 - (a) in the case of documents created by the Village for internal use, the original has been retained by the Administrator in accordance with this Bylaw and a file copy exists.
 - (b) in all other cases, the original has been retained by the Administrator in accordance with this Bylaw.

Destruction of Electronic Documents

- 7. Notwithstanding any other provision of this Bylaw, documents created in an electronic medium for internal or external correspondence (such as internet or e-mail documents) may be destroyed after one (1) month if a printed copy of the documents has been produced and retained and such printed copy shall be retained and may only be disposed of in accordance with this Bylaw.

Interpretation of this Bylaw

- 8. The Village Administrator shall be responsible for the administration and interpretation of this Bylaw.

Preservation of Documents of the Municipality

- 9. This Bylaw comes into force and effect on the date of passage thereof.

PASSED AND ENACTED ON THE 14th DAY OF FEBRUARY, 2006.

Mayor

Administrator

READ a first time the 14th day of February, A.D. 2006

READ a second time the 14th day of February, A.D. 2006

READ a third time the 14th day of February, A.D. 2006

Certified a true copy of
Bylaw No. 1/06 adopted
by Resolution of Council
on the 14th day of February, 2006.

Mayor/Administrator/Clerk

SCHEDULE “A”
(Bylaw No. 04/06)

Alphabetical Listing of Municipal Records
and Their Suggested Retention Periods

	<u>Retention Period (in years)</u>
<u>Accounting:</u>	
Accounts Receivable Ledger Cards	7
Annual Financial Statements	Permanent
Bank Passbooks and Statements	7
Bank Reconciliation Statements	7
Cash Payment Books	7
Cash Receipt Books	7
Cheque Stubs / Duplicates	7
Cheques (cancelled)	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 (duplicates)	7
Requisitions / Purchase Orders	7
Sewer and Water Cards or Ledgers	7
Tax Roll / Assessment Roll	Permanent
Vouchers	7
<u>Administration</u>	
Appeals under <i>The Planning and Development Act, 1983</i>	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 tax title property sold)	7
Tax Lien Withdrawal Forms	7
Undelivered assessment and tax notices	7
Utility Documents	3
<u>Agreements and Contracts</u>	
Agreements and Supporting Documentation	Permanent
<u>Correspondence</u>	
Correspondence	5
Petitions	7
<u>Employee – Employer</u>	
Employee Records (after termination)	10

	<u>Retention Period (in years)</u>
<u>Legal Matters</u>	
Minister's Orders	Permanent
Notices of Claim	10
Statements of Claim	10
Writs	10
<u>Minutes and Bylaws</u>	
Bylaws	Permanent
Minutes	Permanent
<u>Miscellaneous</u>	
Cemetery Records	Permanent
Disclosure of Holdings (after last date of appointment/term)	7
Vital Statistics	7
<u>Plans</u>	
Architect's Drawings (buildings, park sites)	Lifetime of Facility plus 1 Year.
Land Survey Certificates	Permanent
Municipal Maps	Until replaced Or asset sold.
Road Surveys	10
<u>Reports</u>	
Boards and Committee Reports not forming part of Council minutes	3
Boards and Committee Reports	3
<u>Election</u>	
Ballots	60 days
Declaration of Polls	60 days
Nomination Forms and Receipt Forms	60 days
Oaths of Office	Term of Office
Poll Maps	60 days
Poll by Poll Election Results	60 days
Returning Officer's Summary of Results	60 days
Voter's Lists	3

SCHEDULE "B"
(Bylaw No. 04/06)

RECORD OF DOCUMENT DESTRUCTION

1. Name of Department Disposing of Records _____

2. Date Range of Records being Disposed of:

Commencing: _____/_____/_____
 Month Day Year

Ending: _____/_____/_____
 Month Day Year

3. Records or Series of Records Being Disposed of:

4. Summary of the Type / Information Contained in the Records Being Disposed of:

5. Date of Destruction of Records: _____/_____/_____
 Month Day Year

Approval of Village Council

Approval of Administrator