

BYLAW NO. 08/2017
Records Retention Bylaw

**A BYLAW OF THE *Town of Lemberg* TO AUTHORIZE AND REGULATE RECORDS
RETENTION AND DISPOSAL**

COUNCIL of the *Town of Lemberg*, in the Province of Saskatchewan,
enacts as follows:

TITLE

1. This Bylaw may be referred to as "Record Retention Bylaw."

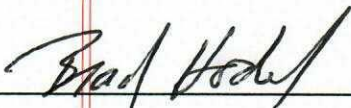
APPLICATION

2. The purpose of this bylaw is to establish a Records Retention and Disposal Schedule (Schedule "A") for the Town of Lemberg, attached hereto and forming part of this bylaw.
3. The Administrator shall be authorized to destroy all applicable documents of the Municipality in accordance with the Schedule, provided that the documents are not of interest to the Saskatchewan Archives Board.

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:
 - a. documents wholly unrelated to the administration of the Town of Lemberg;
 - b. draft versions of working papers, documents, or reports used in preparation of a Town document;
 - c. photocopies of original documents, provided that the original document can be located and provided that the document does not form part of another document;
 - d. information received from other agencies for research purposes (ie. copies of contracts, drawings, reports etc.), provided that the information is no longer required by the Town and that such information does not form part of a document of the Town;
 - e. magazines, faxes, publications, newspapers, flyers;
 - f. any form of advertising and/or price lists;
 - g. outdated and unused blank forms;
5. The current year shall not be included when calculating the retention period of the document.
6. Electronic Documents shall follow the same retention schedule as paper documents of like nature and be destroyed in accordance with Schedule "A", attached hereto and forming part of this bylaw.

THIS bylaw shall come into force and take effect on the day of approval being issued by The Council of the Town of Lemberg.



Mayor

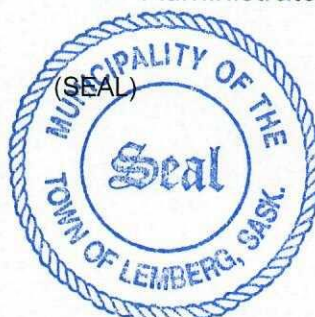
Certified a true copy of
Bylaw No. 08/2017
adopted by resolution of
Council on the:

15 day of August 2017.

pg. 1



Administrator



**“SCHEDULE A”
BYLAW NO. 08/2017**

Name of Record	Retention Period	Disposal Recommendation
Accounts Payable (billing, payments, receipts, statements etc)	7 Years	Dispose
Accounts Receivable (receipts, write offs, invoices, etc)	7 Years	Dispose
Annual Financial Statements	Permanent Record	Permanent (Archive statements older than 7 years)
Audit Statements (compliance reports, recommendations, reports)	7 Years	Dispose
Bank Records (reconciliations, statements, deposit sheets, cheque stubs, etc)	7 Years	Dispose
Budgets	Permanent	Permanent (as part of the minutes)
Budget related reports	7 Years	Dispose
Debentures and Loans	7 Years after final payment	Dispose
Federal/Provincial Remittance	7 Years	Dispose
Grants	7 Years after completion of project or rejection	Contact the Archives and dispose only with approval
Investments	7 Years after maturity	Dispose
Ledgers/Journals	7 Years	Dispose
Local Improvement Roll	7 Years after project completion	Dispose
Monthly Financial Statements	7 Years	Dispose
Tax Roll/Assessment Roll	Permanent	Permanent
Utility Documents	7 Years	Dispose
Agreements/Contracts	10 Years after termination of agreement/contract	Contact the Archives and dispose only with approval
Appeals (under the Planning and Development Act)	7 Years after final decision	Contact the Archives and dispose only with approval
Celebrations and Events	3 Years after conclusion	Contact the Archives and dispose only with approval
Cemetery Records	Permanent	Permanent
Change of Ownership	7 Years	Dispose
First Nations Consultations	Permanent	Permanent
Inquiries (Local Authority Freedom of Information and Protection of Privacy Act)	7 Years	Dispose
Insurance Policies – Liability	Permanent	Permanent
Insurance Policy and Claims (property)	7 Years after termination of policy	Dispose
Photographs	Permanent	When obsolete contact

		the Archives
Public Notice Documentation	2 Years after event for which notice was given	Dispose
Tax Assessment Appeals	7 Years after final decision rendered	Dispose
Tax Assessment Records	3 Years after superseded by new assessment	Dispose
Tax Certificates	7 Years	Dispose
Tax Assessment Undelivered Notices	7 Years	Dispose
Tax Enforcement Records	7 Years after TTP sold or property disposed of	Dispose
Water Analysis & Reports	25 Years	Contact Archives and dispose with approval
Ballots, Declaration of Agent, or Declaration of Polls, contents of Ballot Box	3 months	Dispose (requires 2 witnesses)
Disclosure of Holdings	Term of Office (4 years)	Dispose
Deputy Returning Officer Statement of Results	Permanent	Permanent
Nominations and Receipts	Term of Office (4 Years)	Dispose
Oaths of Office	Term of Office (4 Years)	Dispose
Returning Officer's Summary of Results	Permanent	Permanent
Poll Books	3 months	Dispose
Voter's Registration Forms	3 months	Dispose
Employee Records	10 Years after termination of employment	Dispose
Income Tax (T4's etc)	7 Years	Dispose
Minister's Orders	Permanent	Permanent
Claims, Writs	10 Years after Settlement	Contact Archives
Petitions	7 Years	Contact Archives
Building Permits, Architect's Drawings	Life of Building + 10 Years	Contact Archives
Licenses	7 Years after expiration	Dispose
Municipal Maps/Plans	Permanent	Permanent or contact Archives
Land Surveys	7 Years	Dispose
Minutes	Permanent	Permanent
Bylaws – Repealed	7 Years	Dispose
Bylaw Registers – active, repealed)	Permanent	Permanent
Board and Committee Reports	7 Years (unless it forms part of the minutes, then it's permanent)	Dispose
Road Surveys	7 Years	Dispose
Road Maintenance Reports	25 Years	Contact Archives