



BYLAW #1569

RECORDS RETENTION

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**BYLAW NO. 1569
OF THE
TOWN OF PINCHER CREEK**

**BEING A BYLAW OF THE TOWN OF PINCHER CREEK IN THE PROVINCE OF
ALBERTA TO PROVIDE REGULATIONS AND PROCEDURES FOR THE
RETENTION AND DISPOSAL OF MUNICIPAL DOCUMENTS**

WHEREAS pursuant to the Municipal Government Act, being Chapter M-26, Revised Statutes of Alberta 2000 and amendments thereto, a council may pass a bylaw respecting the destruction of records and documents of the municipality;

AND WHEREAS the regulations and procedures for the retention and disposal of municipal documents be consistent with the Alberta Evidence Act, being Chapter A-18, Revised Statutes of Alberta 2000;

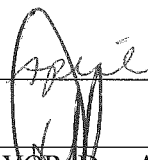
AND WHEREAS it is the desire of the Town of Pincher Creek to provide for regulations and procedures governing the retention and disposal of municipal documents;

NOW THEREFORE, the Council of the Town of Pincher Creek, in the Province of Alberta, duly assembled, hereby enacts as follows:

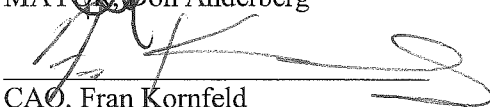
1. This bylaw may be cited as the *Records Retention Bylaw*.
2. In this bylaw:
 - a) "Act" means the Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26 and amendments thereto;
 - b) "Council" means the Council of the Town of Pincher Creek;
 - c) "Disposal" means to permanently loan, store outside Town facilities or destroy;
 - d) "Records" means documentation received or created by the Town, including financial data, land files, minutes of meetings, contracts, correspondence and any other papers kept by the Town;
 - e) "Town" means the Town of Pincher Creek;
 - f) "CAO" shall mean the person appointed as the Chief Administrative Officer by Council, pursuant to the MGA, Section 205.
3. Council may authorize the destruction of original bylaws and minutes of council meetings if the originals have been recorded on microfiche or on another system that will enable copies of the originals to be made.
4. Notwithstanding clause 3 above, other records may be destroyed in accordance with Schedule A attached to this bylaw.

5. Schedule A may be reviewed from time to time by the CAO and as to accuracy of retention and disposal time periods.
6. Election material that has been locked in the ballot boxes can be destroyed in accordance with the Local Authorities Election Act, RSA 2000.
7. The CAO is authorized to release records to the Provincial Archives of Alberta on a permanent loan basis. These records shall be recorded on the "Certificate of Gift" form as provided by the Provincial Archives which will be permanently retained in the Town vault.
8. If an individual's personal information will be used by the Town to make a decision that directly affects that individual, the Town must retain the personal information for at least one year after using it.
9. Records are to be reviewed for retention and disposal on an annual basis. The CAO may have the discretion to retain records longer than the period provided for in this bylaw as deemed necessary.
10. Retained records are to be kept in an appropriate medium, such as storage box, file cabinet or binder, with adequate identification of contents and time period.
11. Upon each occasion of disposing records, an Affidavit shall be completed as per Schedule B, listing:
 - a) a description of the records disposed
 - b) date of disposal
 - c) manner in which records were disposed
 - d) signature of person(s) who witnessed disposaland shall be permanently retained in the Town vault.
12. An alphabetical register of all disposals shall be maintained and permanently filed in the Town vault.
13. Bylaw #1506 and amendments thereto are hereby repealed.
14. This bylaw shall come into force and take effect upon the date of third and final reading thereof.

READ A FIRST TIME THIS 24 DAY OF April 2006, A.D.




MAYOR, Don Anderberg



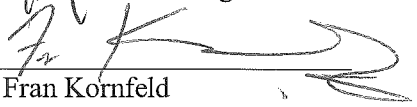
CAO, Fran Kornfeld



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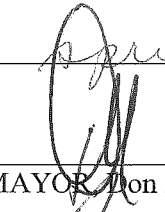


MAYOR, Don Anderberg

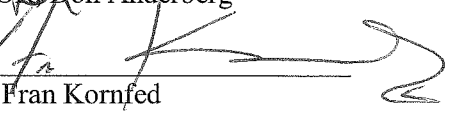


CAO, Fran Kornfeld

READ A THIRD TIME THIS 24 DAY OF April 2006, A.D.



MAYOR, Don Anderberg



CAO, Fran Kornfeld



SCHEDULE A

<u>Subject</u>	<u>Description</u>	<u>Retention Period in Years unless otherwise indicated</u>
Retention Period		
.Specified Year		
.P=Permanently		
.SO=Superseded or Obsolete		
Accountants	Working Papers	7
Accounts	Paid (Summary Sheet)	7
	Payable Vouchers	7
	Receivable Duplicate Invoices	7
	Receivable Ledger Cards	7
	Receivable Paid Invoices	7
	Administration	Reports (not part of minutes)
Advertising	General	2
	as per legislation	7
Agendas	Part of Minutes	P
Agreements	General	7/SO
	Development	P
	Downtown Revitalization	P
	Major Legal	P
	Minor	7/SO
	Site Plan Approval	P
	Rental and Service	7/SO
Animal Control	Working Documents	3
Annexations	All Correspondence	P
Annual Reports		P
	Local Boards	5-7
Applications	Condominium (after approval)	2
	Sidewalk	2
	Site Plan Approval	2
	Subdivision (after approval)	3
	Zoning Amendment	7
	Part-Time Employees (after end of employment)	1
	Unsolicited	0
	Other than those in minutes	3
Appointments	Other than those in minutes	3
Approvals	Condominium	P
Architect Drawings	Buildings, Park Sites, etc.	P
Assessment	Rolls	P
	Assessment Review Board Minutes	P
	Assessment Review Board Work File	5
	Assessment Review Board Records	7
	Appeals	7
	Duplicate Roll	7

Schedule A ... cont'd

Assessment Appeal	Board Files	5	
Assets	Permanent Files	P	
	Records of Surplus	7	
	Temporary Files	7	
	Deposit Books	7	
Bank	Deposit Slips	7	
	Memos (debit and credit)	7	
	Reconciliations	2	
	Statements	7	
	Boards	Minutes	P
		Authority and Structure	P
Routing Correspondence to Council		7	
Briefs/Reports	Final Capital (in Minutes)	P	
Budgets	Final Operating (in Minutes)	P	
	Department Capital	7	
Bylaws	Department Operating	7	
	Estimates Working Papers	3	
	All	P	
Building	Inspection Records	P	
Cash	Receipts Journal	P	
	Disbursements Journal	P	
	Daily Reports	7	
	Daily Summaries	7	
	Duplicate Receipts	7	
	Payment Stubs	3	
	Petty (Vouchers)	3	
	Register Tapes	7	
	Cemetery	Burial Permits	P
		All Documentation	P
	Certificates	of Title	P
	Census	Reports	10
	Cheques	Paid (Cancelled)	7
		Register	P
		Stubs	7
Claims	Notices of	20	
	Statements of	20	
Committee	Minutes (General)	3	
	Committee meeting of Council	P	
Community Centre	Working Files	7	
Compensation	Records	P	
Computer Cards		1	
Contracts	Files (upon completion of Contract)	15	
	Forms (Public Works)	7	
	Major Legal	P	
	Minor	7/S0	

Schedule 'A' ... cont'd

Correspondence	General	7
	Historical	P
	Policy	10
Cost Records		7
Council	Minutes	P
Court Cases		P
Debenture	Coupons (paid upon maturity)	P
	Register	P
	Summaries	7
	Working Papers	7
Deeds		P
Design	Estimates	3
	Files	15
Destroyed Records Index		P
Documents	Not Part of Bylaws:	
	Agreements (Major Legal)	P
	Contracts (Legal)	3
	Contracts (Minor)	7/S0
	Deeds	P
	Easements	P
	Franchises	P
	Leases (after expiration)	7/S0
	Mortgage Files	P
	Notices of Change of Land Titles	P
	Option Files	P
	Real Estate Files	P
Drainage Records Drawings		P
	Intersection	P
Easements		P
Elections	Nomination Papers	as per LAEA
	Records	as per LAEA
	Voters List	10
Engineering	Drawings	P
	Files	15
Erosion Records		P
Employee Benefits	AHC, ABX, etc. Files	10
	Local Authorities Pension Cards	P
	WCB Claims	P
Employees	Change Files	1
	Job Applications (hired)	P
	Job Applications (interviewed;not hired)	1
	Job Descriptions	5
	Oaths of Office	P
	Personnel File	P
Expropriation	All Correspondence	P
Files	See Subject Matter	
Financial Statements	Audited	P

Schedule 'A' .. cont'd

	Interim	7
	Working Papers	3
Fire Access Routes		10
Franchises		P
Gas Lines	Location Records	P
General	Ledger	P
	Journal	P
Grants		P
Graveyard	Records	P
Income Tax	Deductions	7
	TD1 Forms	upon replacement
	T4 Slips	P
	T4 Summaries	P
Inquiries	From the Public	3
Insurance	Claims	P
	Records (after expiration)	15
Inventory	Records (after superseded)	15
Investment	Files	7
	Cash Payment	P
Journals	General	P
Land	Appraisals	5
	Files	P
	Sales	P
	Surveys	P
Leases	After Expiration	7/SO
Ledgers	General	P
	Subsidiary	7
Legal	Opinions	P
	Proceedings	P
Legislation	Acts (after superseded)	1
Licenses	Applications	3
	Business (after expired)	5
	Duplicate Dog	3
	Literature	2
Local Authorities Board	Hearings	P
Local Improvements	Appeals (after debenture finished)	7
	Decisions (after debenture finished)	7
	Notices (after debenture finished)	7
	Records	P
	General Correspondence	5
Maps	Base (original)	P
	Contour	P
Maintenance Management Report		7
Mechanics Liens	After Completion of Work	2
Minutes	Board	P
	Council	P

Schedule 'A' Cont'd

	Committees of Council	P
	Parks and Recreation	P
	Planning	P
	Committees-General	P/5
Monthly Reports	Road	7
	Sewage Treatment Plant	7
Mortgage Lists		1
Municipal Affairs	Annual Reports	5
Museum	All Correspondence	P
Orders	Garage	7
	Shop	7
	Stop Orders (Planning)	20
	To Remove Buildings etc. (MGA)	20
Organization	Structure and Records	P
Packing Slips		2
Payroll	Biweekly Summary	5
	Bonuses and Commissions	5
	Car Allowance Sheets	5
	Garnishees	3
	Individual Earnings Records	P
	Journal	P
	Rough Sheets	1
	Time Cards	3
	Time Distribution Sheets	5
	Time Sheets: Daily, Overtime Weekly	5
	UIC Records	5
Permits	Building	7
	Development	7
	Parade	2
	Grazing	7/SO
Personnel Files		P
Petitions		7
Photos	Aerial	P
	General (same as related subject)	P
Plans	Official	P
	Official (amendments)	P
	Subdivision	P
Policy	After Superseded	10
Power Lines	Location Records	P
Press Releases and Declarations		5
Production	Control Records	3
Progress Reports	Project	7
	Project under Contract (final payment)	3
Project Applications to Province		7
Property Files		P

Schedule 'A' ... cont'd

Prosecution	All	5
Publications	Local Reports	7
Purchase	of Land	P
Purchase Orders	Copies	2
	Duplicate	2
	Paid	7
Real Estate	Supporting Files	P
Receipts	Books	7
	Duplicate Cash	7
	Registration	7
Receptions and Special Events		7
Records	see subject matter	
Removal Orders	of Buildings, etc.	20
Rental Permits	Duplicate (after rental period over)	2
Reports	Accident	10
	Accident Statistics	7
	Field	10
	Building Fire	10
	Vehicle Accident	P
	Statistical Analysis	3
Reports and Records	Inventory	7
	Material Transfer	7
	Receiving	2
	Maintenance	7
	Year End Inventory Count Sheets	2
Requisitions	Copies	2
	Duplicate	7
	Paid	7
Resolutions	Minutes	P
Road	Construction Records (after completion)	15
	Closing	10
	Dedication	10
	Widening	10
Sale of Land	All Sales	P
Sewage	Analysis Records (effluent)	25
Stop Orders	Planning	20
Stores	Invoices	7
	Issue Slips	7
	Closing Files (with bylaw)	P
Street	Lighting Area Maps	P
Subdivision	After Final Approval	P
Street	Sign Inventory Register	P
Surveys	General Correspondence	15
	Parking	7
	Traffic Counts	15
Tax	Rolls	P

Schedule 'A' ... cont'd

Tax Recovery	All Records	P
Taxes	Arrears	7
	Final Billing	10
	Ledger Cards	P
	Municipal Credits	7
	Receipts	7
	Registration Records	P
	Rolls	P
	Sale Deeds	P
Telephone Lines	Location of (above ground and underground)	P
	Location Cards	P
Termination	Employees	P
Tenders	Files	7
	Successful	7
	Purchase Quotations	7
	Unsuccessful	2
Tickets	Admission	3
	Paid Parking	3
Traffic	Lights	P
	Streets	15
Training and Development Files		5
Transitory Notes	Brief notes, comments, written opinions, etc. taken during meetings or conversations	48 hours
Trial Balances	Monthly	3
	Year End	7
Truck Hire	Summaries	3
	Time Reports	3
Union	Agreements	P
	Grievance Files	10
Vehicle Records	after disposal of vehicle	1
Vouchers	Duplicate	7
Vendors	Acknowledgements to Contracts	2 7
	Suppliers Files	7
Writs		20
Work Orders		7
Weed Control Reports	until updated	1
Work Diaries	Yearly	7
Warrants		7
Water	Accounts	7
	Effluent Analysis Records	25
	Meter Books	7
Zoning	Bylaws	P
	Bylaw Enforcement	5

**ALPHABETICAL REGISTER
DISPOSAL OF RECORDS**

In accordance with this bylaw, an alphabetical register shall be kept listing all municipal records that are disposed of, and the register shall be retained in the Town vault.

<u>Description of Records</u>	<u>Date Disposed</u>	<u>Disposal Method</u>
-Alphabetically list the records disposed	-List date that records were disposed	-List manner in which records were disposed

Example:

<u>Description of Records</u>	<u>Date Disposed</u>	<u>Disposal Method</u>
Animal Control working documents 1987-1991	December 5, 1994	Shredded
Assessment Roll 1975	October 19, 1997	Provincial Archives
Employee Applications/Interviews (not hired) Secretary-Treasurer position 1989	December 5, 1994	Shredded



DISPOSAL OF RECORDS

AFFIDAVIT

I, _____, swear (solemnly affirm) that, as authorized by the Town Council of the Town of Pincher Creek in Bylaw 1569, the municipal records were disposed of as listed below:

<u>Description of Records</u>	<u>Date Disposed</u>	<u>Disposal Method</u>	<u>Witness</u>
-List the records disposed	-List date that records were disposed	-List manner in which records were disposed	-Signature of person(s) who witnessed disposal

So help me God.

SWORN before me at the Town)
)
 of Pincher Creek in the Province)
)
 of Alberta, this ____ day of)
)
 _____, A.D., 20____)

COMMISSIONER FOR OATHS