


RURAL MUNICIPALITY OF VISCOUNT NO. 341
BYLAW NO. 2019-01

A BYLAW FOR THE DISPOSAL OF RECORDS


THE COUNCIL OF THE RURAL MUNICIPALITY OF VISCOUNT NO. 341, in the Province of Saskatchewan, enacts as follows:

1. That a Records Retention and Disposal Schedule (the Schedule) for the municipality, attached hereto as "Schedule A" and forming part of this bylaw, be adopted.
2. That the administrator of the Rural Municipality of Viscount No. 341 is hereby authorized to destroy all applicable documents of the Municipality in accordance with the schedule.
3. That the administrator contact the Saskatchewan Archives Board before the destruction of any records mentioned in Section 2 and ensure that any documents requested by the Board for preservation in the Archives be deposited with the board.
4. Bylaw No. 2-02 is hereby repealed.





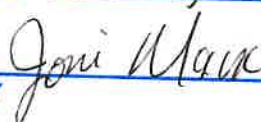
Reeve



Administrator



Certified a true copy of Bylaw #2019-01
of the Rural Municipality of Viscount No. 341
passed by resolution of Council on the
8th day of January, 2019

Administrator 

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RECORDS	RETENTION PERIOD (in years)
* denotes "Dispose <u>only</u> upon Archives Recommendation"	
5. ELECTIONS (Unless otherwise specified, all records are retained for "after election day" plus number indicated.)	
5.1 Ballots	3 months
5.2 Disclosure of Holdings - includes public disclosure statements	Term of Office (4years)
5.3 Declaration of Agent/Friend	3 months
5.4 Declaration of Polls	3 months
5.5 Deputy Returning Officer Statement of Results	Permanent
5.6 Nominations and Receipts	Term of Office (4years)
5.7 Oaths of Office	Term of Office (4years)
5.8 Returning Officer's Summary of Results	Permanent (or contact Archives)
5.9 Poll Books	3 months
5.10 Voters' Lists	Contact Archives
5.11 Voters' Registration Forms	3 months
5.12 Ballot Box Contents - includes ballots, registration forms, etc.	3 months
5.13 List of Assessed Owners	Until Replaced
6. LICENCES AND PERMITS (ISSUED BY THE MUNICIPALITY)	
6.1 Building Permits (after rejection of permit or life of building) - includes supporting documentation	10
6.2 Development Permits (after superseded)	25
6.3 Development Permits – Denied	10
6.4 Development Permits – Register	Permanent
6.5 Other Permits (after expiration/termination or rejection) - not related to land, buildings, structures, development projects	3
6.6 Licences (after expiration/termination or rejection) - includes supporting documentation	7
7. LICENCES AND PERMITS (ISSUED TO THE MUNICIPALITY)	
7.1 Licenses and Permits (after rejection or lifetime of structure, building or property) - related to land, buildings, structures, properties	10 *
7.2 Licenses and Permits (after expiration/termination or rejection)	7
8. MAPS, PLANS AND SURVEYS	
8.1 Architect's Drawings (lifetime of facility/structure plus...) - buildings, park sites, structures, etc. - Dispose only upon the Archives recommendation	10
8.2 Municipal Maps and Plans (original or one selected copy) - Dispose only upon the Archives recommendation	Permanent
8.3 Road Surveys - Dispose only upon the Archives recommendation	7
8.4 Land Surveys - certificates and surveyor's reports	7
9. MINUTES AND BYLAWS	
9.1 Council Minutes - includes original bylaws, active and repealed	Permanent
9.2 Repealed Bylaws - includes certified copies that may be retained in Repealed Bylaw Registers	7
9.3 Bylaw Registers (active and repealed)	Permanent
10. REPORTS AND STATISTICS	
10.1 Reports of Boards and Committees established by Council - not forming part of council minutes	7 *
10.2 Vital Statistics	7
11. ROADS AND STREETS	
11.1 Road Maintenance Records	25 *

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RECORD RETENTION SCHEDULE FOR THE RURAL MUNICIPALITY of VISCOUNT No. 341

RECORDS	RETENTION PERIOD (in years)
* denotes "Dispose <u>only</u> upon Archives Recommendation"	
1. ACCOUNTING AND FINANCE	
1.1 Accounts Payable - includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence	7
1.2 Accounts Receivable - includes receipt records, write-offs, invoices, vouchers, related correspondence	7
1.3 Annual Financial Statements	Permanent
1.4 Audits and Compliance Reviews - includes auditor recommendations, reports, etc.	7
1.5 Bank Accounts - includes records related to termination and establishment of bank accounts, cancelled cheques, bank statements, reconciliations, deposit books, cheque stubs	7
1.6 Budget (as part of the minutes)	Permanent
1.7 Budget Related Reports	7
1.8 Cash Payments and Receipts - includes cash payment books, printouts, cash reports & summaries, register tapes.	7
1.9 Debentures/Loans (after final payment) - includes registers, coupons, etc.	7
1.10 Federal/Provincial Remittance	7
1.11 Grants (after completion of project, activity, task or rejection of application) - includes applications and supporting documentation	7*
1.12 Investment Records (after not current)	7
1.13 Ledgers/Journals - includes general ledgers, subsidiary ledgers, ledger cards, reports, journals, etc.	7
1.14 Local Improvement Roll (after completion of project)	7
1.15 Monthly Financial Statements	3
1.16 Tax Roll/Assessment Roll	Permanent
1.17 Utility Documents - includes water and sewer cards and ledgers, utilities roll	7
2. ADMINISTRATION	
2.1 Agreements/Contracts and Supporting Documentation	Permanent
2.2 Appeals (under the Planning and Development Act, 1983) (after final decision)	7*
2.3 Cemetery Records	Permanent
2.4 Change of Ownership Documents	7
2.5 First Nations Consultations	Permanent
2.6 Inquiries (under Local Authority Freedom of Information and Protection of Privacy Act)	7
2.7 Insurance Policies – Liability	Permanent
2.8 Insurance Policies – Property (after cancellation of policy)	7
2.9 Photographs	Permanent
2.10 Public Notice Documentation (after event in notice)	2
2.11 Records Disposal Documentation	Permanent
2.12 Tax Assessment Appeals (after final decision)	7
2.13 Tax Assessment Records (after superseded by new assessment or obsolete) - includes assessor's valuation records, reassessment sheets, etc.	3
2.14 Tax Certificates	7
2.15 Tax and Assessment Undelivered Notices	7
2.16 Tax Enforcement Records (after sold or disposed of)	7
2.17 Other Enforcement Records (after settlement) - includes weed control & pest control records	7
2.18 Water Analysis Reports	25
3. EMPLOYEE – EMPLOYER	
3.1 Employee Records (after termination) - includes time cards, pay records, etc.	10
3.2 Income Tax - includes T4s, TD1s, etc.	7
4. LEGAL	
4.1 Ministers Orders	Permanent
4.2 Claims (after settlement) - includes notices of claim, statements of claim, etc.	10*
4.3 Petitions	7
4.4 Writs (after expiration or completion)	10