

M-39

<b>Title</b>	<b>RECORDS RETENTION/ DISPOSAL POLICY</b>	<b>POLICY NO:</b>	B-34
<b>Legislation Reference</b>	<b>Municipal Government Act, Section 248(2)</b>		
<b>Purpose</b> To insure the timely and appropriate retention and disposal of the Municipal records			

**Policy Statement and Guidelines**

**METHOD:**

1. There are four reasons that a retention schedule be adopted.
  - a) **Administrative value** - records have value to the municipality if they assist in the performance of current or future activities. Normally these records lose their value shortly after completion of their activity. An example would be routine response to an inquiry for information.
  - b) **Legal value** - the value of these types of documents usually do not diminish over period of time. These documents are usually required by legislation. Bylaws, land transactions and minutes are examples of this type of nature. Your lawyer should assist you in determining legal value.
  - c) **Fiscal Value** - the value of this type of document is evident. The disposition periods are often set by Federal or Provincial legislation. They have value in determining the financial position and history of the municipality. Your auditor should assist you in determining the financial value of records. Financial ledgers, and debenture records, etc., are examples of documents of fiscal value.
  - d) **Research/Historical value** - these records should be retained as they usually relate to major milestones in the history and development of the Municipality, and its citizens. These documents are often transferred to the public archives for long term retention. The 50<sup>th</sup> anniversary celebrations would be an example.
2. It is important that the proper local authorization for the disposition of outdated records is obtained
3. All records to be destroyed shall be listed and the list shall be submitted to the Council for their approval.
4. The records shall be destroyed by shredding them in the presence of a witness. The person destroying the records and the witness shall sign an affidavit setting out the time and place of the destruction. The list of records that were destroyed and these statements retained on file as a permanent record.
5. The affidavit shall be filed with the Chief Administrative Officer.

	Date	Resolution Number
Approved	April 26, 1999	# 99-81
Amended		
Amended		

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Chief Administrative Officer

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Chief Elected Official

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<u>Subject</u>	<u>Description</u>	<u>Suggested Disposition Period in years</u>
Annual Reports	Local Boards	7
Applications	- Condominium (after approval)	2
	- Overnight Street Parking	2
	- Sidewalk	2
	- Site Plan Approval	2
	- Subdivision (after final approval)	3
	- Zoning Amendment	7
	- Part-time employees (after end of employment)	1
Appointments	Other than those in minutes	3
Approvals	Condominium	P
Architect Drawings	Buildings, Park Sites, etc.	P
Assessment	- Rolls	P
	- Court of Revision (minutes)	P
	- Court of Revision work file	5
	- Appeals	7
	- Court of Revision Records	7
	- Duplicate Roll	7
	- Review Court Records	7
Assessment Appeal	Board File	5
Assets	- Permanent Files	P
	- Records of Surplus	7
	- Temporary Files	7
Financial Statements	Audited	P
Bank	- Deposit (Pass) Books	7✓
	- Deposit Slips	7✓
	- Memos (Debit & Credit)	7✓

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<u>Subject</u>	<u>Description</u>	<u>Suggested Disposition Period in years</u>
Contracts	- Files (Upon completion of contract)	15
	- Forms (Public Works)	7
	- Major Legal	P
	- Minor	20
Correspondence	- General	7✓
	- Historical	P
	- Policy	10
	- Register (log)	7
Cost Records		7
Council	Minutes	P
Court Cases		P
Court of Revision	- minutes	P
	- work file	5✓
Debentures	- and Coupons (Paid upon maturity)	P
	- Register	P
	- Summaries	7
	- Working Papers	7
Deeds		P
Design	- Estimates	3
	- Files	15
Destroyed Records Index		P
Distribution Sheets	- Equipment	3
	- Labour	3
	- Material	3
	- Vehicle	3
Documents	Not Part of Bylaws	
	- Agreements (Major) Legal	P
	- Agreements (Minor)	20
	- Contracts (Legal)	P
	- Contracts (Minor)	20
- Deeds	P	

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<u>Subject</u>	<u>Description</u>	<u>Suggested Disposition Period in years</u>
Fire	- Access Route Files	P
	- Apparatus Files (After disposition)	2
	- Station Log Books	7
Fire Access Routes	- After change	10
	- Purchase Standing Order Release	2
Franchises	-	P
Fuel Tickets		1
Gas Lines	- Location records	P
General	- Ledger	P
	- Journal	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 superceded)	15
Investment	- Files	7
	- Cash Payment	P
Journals	- General	P
Land	- Appraisals	5
	- Files	P
	- Surveys	P
Leases	- After Expiration	20
Ledgers	- General	P
	- Subsidiary	7✓
Legal	- Opinions	P
	- Proceedings	P
Legislation	- Acts (After superceded)	1

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<u>Subject</u>	<u>Description</u>	<u>Suggested Disposition Period in years</u>
Payroll	- Bi-weekly 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	5 ✓
	- Overtime	5 ✓
	- Weekly	6 ✓
	- U.I.C. Records	5 ✓
	Permits	- Building
- Development		20
- Overnight Street Parking (After action)		1
- Oversize Load		7
- Parade		2
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

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<u>Subject</u>	<u>Description</u>	<u>Suggested Disposition Period in years</u>
Reports and Records	- Inventory	7
	- Material Transfer	7
	- Receiving	2
	- Year-end Inventory Count Sheets	2
Requisitions	- Copies	2
	- Duplicate	7
	- Paid	7
Resolutions	- minutes	P
Sale of Land	- All Sales	P
Road	- Construction Records (after completion)	15
	- Closing	10
	- Dedication	10
	- Widening	10
Sewage	- Analysis Records (effluent)	25
Stop Orders	- Under Planning Act	20
Stores	- Invoices	7 ✓
	- Issue Slips	7
	- Closing Files (With Bylaw)	P
Street	- Lighting Area Maps	P
Subdivision	- After Final Approval	7 ✓
Street	- Sign Inventory Register	P
	- General Correspondence	15
Surveys	- Parking	7
	- Traffic Counts	15
	- Rolls	P
Tax	- Records (all)	P
Tax Recovery	- Arrears Cards	7
Taxes	- Assistance Adjustments	7
	- Collectors Certificate	7
	- Duplicate Prepayment Certificates	7

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<u>Subject</u>	<u>Description</u>	<u>Suggested Disposition Period in years</u>
Vehicle Records	- after disposal of vehicle	1
Vouchers	- Duplicate	7
Vendors	- Acknowledgements To	2
	- Contracts	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✓
Weight Scale Receipts		7
Welfare	- Case Records	7
	- Inactive Files	7
	- Ledger Cards	7
	- Payments	7
Zoning	- By Laws	P
	- By Law Enforcement	5

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<u>Subject</u>	<u>Description</u>	<u>Suggested Disposition Period in years</u>
	- Final Billing	10
	- Ledger Cards	P
	- Municipal Credits	7
	- Receipts	7
	- Registration Records	P
	- Rolls	P
	- Sale Deeds	P
	- School Credits	7
	- Subsidy and Application Forms	7
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
Trial Balances	- Monthly	3✓
	- Year End	7
Truck Hire	- Summaries	3
	- Time Reports	3
Union	- Agreements	P
	- Grievance Files	10

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<u>Subject</u>	<u>Description</u>	<u>Suggested Disposition Period in years</u>
Project Applications to Province		7
Property Files		P
Prosecution	- All	5
Publications	- Local Reports	7
Purchase	- Of Land	P
Purchase Orders		2✓
	- Copies	2✓
	- Duplicate	2-
	- Paid	7✓
Real Estate	Supporting Files	P
Receipts	- Books	7✓
	- Duplicate Cash	7
	- Registration	7
Receptions and Special Events Files (non historic)		7
Records	- See Subject Matter	
Registers (District)	- Birth (Send to D.V.S.)	P
	- Death (Send to D.V.S.)	P
	- Marriage (Send to D.V.S.)	P
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
	- Emergency Running	10
	- Fire Marshall's	10
	- Fire Prevention Inspection	P
	- Fire Truck Inspection	3
	- Tour	7
	- Vehicle Accident	5
	- Statistical Analysis	3

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<u>Subject</u>	<u>Description</u>	<u>Suggested Disposition Period in years</u>
Licenses	- Applications	3
	- Business (after expired)	5
	- Duplicate Bicycle	3
	- Duplicate Dog	3 ✓
	- Literature	2
Local Authorities Brd.	- Hearings	P
Local Improvements	- Appeals (After debenture finished)	7
	- Decisions (After debenture finished)	7
	- Notices (After debenture finished)	7
	- Records	P
	- General Correspondence	10
Maps	- Base (original)	P
	- Contour	P
Maintenance management Reports		7
Mechanics Leans	- After Completion of Work	2
Minutes	- Board	P
	- Council	P
	- Committee	P
	- Parks and Recreation	P
	- Planning	P
	- Road	7
Monthly Reports	- Sewage Treatment Plant	7
Mortgage Lists		1 ✓
Municipal Affairs	- Annual Reports	5
Museum	- All Correspondence	P
N.I.P.	- Agreements	P
	- General Correspondence	7 ✓
	- Garage	7
Orders	- Shop	7
	- Stop Orders (Planning Act)	20
	- Structure & Records	P
Organization		
Packing Slips	- To Remove Buildings Etc. (M.G.A.)	20
		2

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<u>Subject</u>	<u>Description</u>	<u>Suggested Disposition Period in years</u>
	- Easements	P
	- Franchises	P
	- Leases (after expiration)	20
	- 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		
	- A.H.C., A.B.X., etc. Files	10 ✓
	- Local Authorities Pension Cards	P
	- W.C.B. Claims	P
Employees	- Change Files	1 ✓
	- Job Applications (hired)	P
	- Job Applications (not hired)	1 ✓
	- Job Descriptions	5
	- Oaths of Office	P
	- Personnel File	P
Expropriative Files	- All Correspondence	P
	- See Subject Matter	
Financial Statements		
	- Interim	7 ✓
	- Working papers	3 ✓
	- Final	P

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<u>Subject</u>	<u>Description</u>	<u>Suggested Disposition Period in years</u>
	- Reconciliations	3-
	- Statements	7✓
<b>Boards</b>	- minutes	P
	- Authority & Structure	P
	- Routing Correspondence	7-
<b>Briefs/Reports</b>	- to Council	7✓
<b>Budgets</b>	- Final Capital (In minutes)	P
	- Final Operating (In minutes)	P
	- Department Capital	7
	- Department Operating	7
	- Estimates Working Papers	3✓
<b>By-laws</b>	All	P
<b>Building</b>	- Inspection Records	P
<b>Cash</b>	- Receipts Journal	P
	- Disbursements Journal	P
	- Daily Reports	7✓
	- Daily Summaries	7✓
	- Duplicate Receipts	7✓
	- Payment Stubs	3✓
	- Petty (Vouchers)	3✓
	- Register Tapes	7✓
<b>Cemetery</b>	- Burial Permits	P
	- All Documentation	P
<b>Certificates</b>	- of Title	P
<b>Census</b>	- Reports	15
<b>Cheques</b>	- Paid (Cancelled)	7✓
	- Register	P
	- Stubs	7✓
<b>Claims</b>	- Notices of	20
	- Statements of	20
<b>Committee</b>	- Minutes	P
<b>Community Centre</b>	- Working Files	7✓
<b>Compensation</b>	- Records	P
<b>Computer Cards</b>		1