

**TITLE: RECORDS RETENTION & DISPOSITION**

**EFFECTIVE: 05/05/1997**

---

**1.0 PURPOSE**

1. To ensure the timely and appropriate retention and disposal of the municipal records.

**2.0 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. Bylaw, land transactions and minutes are examples of this type of document. Legal counsel could be sought to assist in determining legal value.
  - c) Fiscal Value – the value of this type of document is evident as the disposition periods are often set by Federal or Provincial legislation. They have value in determining the financial position and history of the municipality. The municipal auditor could assist in determining the financial value of records. Financial ledgers and debenture records 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 celebration documents would be an example.
2. It is important that the municipality ensures that the Freedom of Information and Protection of Privacy Act is adhered to in the process of Records Retention and Disposition Policy.
3. It is important that the proper local authorization for the disposition of outdated records is obtained.

**TOWN OF IRRICANA**

---

**POLICY NUMBER 1.05**

**PAGE 2 OF 9**

---

4. All records to be destroyed shall be listed and the list shall be submitted to the Council for their approval.
5. 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 destruction. The list of records that were destroyed and the affidavit statement shall be retained on file as a permanent record.
6. The affidavit shall be filed with the Chief Administrative Officer.

**MAYOR:**

\_\_\_\_\_

**MOTION:**

\_\_\_\_\_

**CHIEF ADMIN. OFFICER:**

\_\_\_\_\_

**DATE:**

\_\_\_\_\_

**REVISIONS:**

**TOWN OF IRRICANA**

---

**POLICY NUMBER 1.05**

**PAGE 3 OF 9**

---

**Records Retention Schedule:**

<b>Subject:</b> Years:	<b>Description:</b>	<b>Suggested Retention Period in</b>
Accountants	Working papers	7
Accounts	Paid (summary sheet)	7
	Payable Vouchers	7
	Receivable Duplicate Invoices	7
Administration	Reports (not a part of minutes)	7
Advertising	General	2
	As per legislation	7
Agendas	Part of Minutes	P
Agreements	General	P
	Development	P
	Major Legal	P
	Minor Legal	7 s/o
Annexations	Correspondence	7
	Final Order	P
Annual Reports		7
Annual Reports	Local Boards	5
Applications	Site Plan Approval	2
	Subdivision (after final approval)	3
Appointments	Other than those in Minutes	3
Architectural Drawings	Buildings, Park Sites, etc.	P
Assessment	Rolls	P
	Assessment Review Board Minutes	P
	ARB Work File	5
	Appeals	7
	ARB Records	7
	Duplicate Roll	7
	Review Court Records	7

**TOWN OF IRRICANA**

---

**POLICY NUMBER 1.05**

**PAGE 4 OF 9**

Assessment Appeal	Board File	5
Assets		20
	Records of Surplus	5
	Temporary Files	2
Bank	Deposit	7
	Deposit Slips	7
	Memos (Credit/Debit)	7
	Reconciliations	2
	Statements	7
Boards	Minutes	P
	Authority & Structure	5 s/o
	Correspondence	5
Briefings/Reports	To Council	7
Budgets	Operating (in minutes)	P
	Capital (in minutes)	P
	Working papers	3
Building	Inspection Reports	P
Bylaws	All	P
Cash	Receipts Journal	7
	Disbursements Journal	7
	Daily Reports	7
	Daily Summaries	7
	Payment Stubs	3
	Petty (vouchers)	3
	Register Tapes	7
Certificates	of Title	P
Cemetery	Burial Permits	P
	All Documentation	P
Census	Reports	10
Cheques	Cancelled (paid)	7
	Register	7
	Stubs	7

**TOWN OF IRRICANA**

---

**POLICY NUMBER 1.05**

**PAGE 5 OF 9**

---

Claims	Notice of Statements of	7 s/o 7 s/o
Committee	Minutes	P
Community Centre	Working Files	7
Compensation	Records	7
Contracts	Files (completion of) Forms Major Legal Minor Legal	7 s/o 7 P 7 s/o
Correspondence	General Historical Policy Register (log)	7 P 10 7
Cost Records		7
Council	Minutes	P
Court Cases		7 s/o
Debentures	and Coupons (paid upon maturity) Register Summaries Working Papers	P P 7 7
Design	Estimates Files	3 15
Destroyed Records Index		P
Documents	Not part of Bylaws Agreements Major Legal Agreements Minor Legal Contract Legal Leases (after expiration) Notices of Change of Land Titles Deeds	7 s/o P 7 s/o 7 s/o 7 s/o 7 s/o P
Drainage Records Drawings		P

**TOWN OF IRRICANA**

---

**POLICY NUMBER 1.05**

**PAGE 6 OF 9**

---

Easements		P
Elections	Nomination Papers Ballot Box Contents	Section 28(4) LAEA Section 101 LAEA
Engineering	Drawings	P
Employee Benefits	Alberta Health Care, Dental etc. Workers Compensation Board Claims	5 5
Employees	Job applications (hired) Job applications (not hired) Job Descriptions Oaths of Office Personnel File	3 1 3 (after position abolished) P P
Environmental Analysis Records	Sewage Effluent Water Quality	25 25
Erosion Records		P
Financial Statements	Interim Working Papers Final	7 3 P
Franchises		P
Income Tax	Deductions TD1 T4 T4 Summaries	7 1 P P
Inquiries	From the Public	3
Insurance	Claims Records (after expiration)	5 (after settled) 5
Land	Appraisals	1 (after sold)
Leases	After Expiration	7 s/o
Legal	Opinions Proceedings	7 s/o 7 s/o

**TOWN OF IRRICANA**

---

**POLICY NUMBER 1.05**

**PAGE 7 OF 9**

---

Legislation	Acts (after superceded)	1
Licenses	Applications	3
	Business (after expired)	5
	Literature	2
Local Improvements	Records	P
Maps	Base (original)	P
	Contour	P
Maintenance Reports		7
Minutes	Council	P
	Boards	P
	Committees	P
Monthly Reports	Road	5
Municipal Affairs	Annual Reports	5
Organization	Structure & Records	5 s/o
Payroll	Garnishees	3
	Individual Earning Records	P
	Journal	P
	Time Cards	5
	Time Sheets – Daily	5
	- Overtime	5
	- Weekly	5
	Employment Insurance Records	5
Permits	Building	20
	Development	20
Petitions		7
Plans	Official	P
	Amendments	P
	Subdivision	P
Policy	After superceded	5
Progress Reports	Project	5

**TOWN OF IRRICANA**

---

**POLICY NUMBER 1.05**

**PAGE 8 OF 9**

---

Property Files		Until Sold + 7
Prosecution	All	7 s/o
Publications	Local Reports	3
Purchase	Land	P
Receipts	Books	7
	Duplicate Cash	7
	Registration	7
Reception & Special Events	(non-historic)	3
Reports	Accident	7 s/o
	Accident Statistics	7 s/o
	Field	7 s/o
Requisitions	Copies	2
	Duplicate	7
	Paid	7
Resolutions	Minutes	P
Subdivision	After Final Approval	7
Street	Sign Inventory Register	P
Tax	Rolls	P
Tax Recovery	Records	P
Taxes	Arrears	7
	Final Billing	10
	Municipal Credits	7
	Receipts	7
	Sale Deeds	P
Termination	Employees	P
Tenders	Files	7
	Successful	7
	Purchase Quotations	7
	Unsuccessful	2

**TOWN OF IRRICANA**

---

**POLICY NUMBER 1.05**

**PAGE 9 OF 9**

---

Traffic	Streets	7
Training and Development	Files	5
Trial Balances	Monthly	3
	Year End	7
Vendors	Acknowledgements to	2
	Contracts	7
	Suppliers files	7
Vouchers	Duplicate	7
Writs		10
Weed Control Reports	until updated	1
Zoning	Bylaws	P
	Bylaw Enforcement	5

**\*s/o = superceded or obsolete**