

**BYLAW NO. 458**  
**OF THE**  
**TOWN OF SEDGEWICK**

**Bylaw of the Town of Sedgewick in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta 1994 and amendments thereto, to provide regulations and procedures for the retention and disposal of Municipal documents.**

**WHEREAS**, it is the desire of the Council of the Town of Sedgewick to provide for regulations with respect to the retention and disposal of Municipal documents including correspondence, records, receipts, vouchers, instruments and other papers kept by the Municipality;

**NOW THEREFORE** the Municipal Council of the Town of Sedgewick, duly assembled, in acts as follows:

**Part I Title, Definitions and Symbols**

**Section 1**

This bylaw may be cited as “The Records Retention Bylaw” of the Town of Sedgewick.

**Section 2**

In this bylaw, unless the context otherwise requires, the word, term or expression:

- (a) “Auditor” shall mean the auditor(s) of the Municipality as established annually by resolutions of the Council;
- (b) “Solicitor” shall mean the Municipal Solicitor as appointed or engaged from time to time by Council;
- (c) “Official” shall mean the Municipal Secretary (as defined in the Municipal Government Act) of the Town of Sedgewick;
- (d) “Committee” refers to the Records Retention Committee which shall be comprised of the Mayor, CAO, and Auditor;

**Note:** The composition of the committee would be determined by Council based on the needs and requirements of the municipality’s records scheduling program.

- (e) “Records” shall mean all of the ledgers, receipts, vouchers, instruments, maps, rolls or other documents, records and papers held by the Municipal Corporation in any form.

**Section 3**

When used in this bylaw and the schedules attached hereto, and in the operation of any Records Management Systems established consistent with this bylaw, symbols shall be used to designate the form of retention or disposal as follows:

D	Destroy
P	Permanent (retention)
MD	Microfilmed and Destroyed
MR	Microfilmed and Retained
S/O	Obsolete

**Part II**                      **RECORD RETENTION AND DESTRUCTION****Section 4**                      **Retention and Destruction**

Where, in this bylaw and Schedule "A" attached hereto, it is provided that particular records of the Municipal Corporation, if of a local Board accountable to the corporation thereof, shall be:

(a) Destroyed

Such records shall be destroyed without any copy thereof being retained;

(b) Permanent

Such original records shall be preserved and never destroyed;

(c) Microfilmed and Destroyed

Such records shall be recorded on microfilm in their entirety, the microfilm shall be in duplicate and one copy therefore shall be stored apart from the other in a place of safe and suitable storage, and then such records shall be destroyed;

(d) Microfilmed and Retained

Such records shall be recorded on microfilm in their entirety, the microfilm shall be done in one copy only, and the original documents shall be stored in accordance with the direction of the Committee;

(e) Suggested Schedule of Retention and Disposal

May be amended by the Municipal Council upon recommendation of the Committee.

**Section 5**                      **Discretion**

The official shall always have a discretion to retain records longer than the period provided for in this bylaw and shall do so where the official deems it appropriate.

**Section 6**                      **Records of Retention and Destruction**

(a) When records have been destroyed under this bylaw, the official shall so certify in writing. Such certificates shall refer to the relevant schedule and item of this bylaw and shall identify the records destroyed.

(b) The official shall keep an index of

(i) Records destroyed;

(c) Where records are destroyed under this bylaw, the proper and complete destruction thereof is the responsibility of the official;

(d) All records destroyed should be carried out in the presence of a witness. The person destroying the records should provide a statement in writing attesting to the time and place of the destruction of the records, together with a detailed list of records destroyed and also the names of the persons who witnessed the destruction. This statement of disposition should be presented to the council and permanently filed in the office records.

(e) Election material that has been locked in the ballot boxes can be destroyed in accordance with the provisions of the Local Authorities Election Act.

**Part III**

**GENERAL**

**Section 7**

**Committee**

The Committee shall meet as frequently as it deems necessary and shall be chaired by the official. The committee shall work on the basis of consensus. It shall be the duty of the Committee to keep the Municipal Council periodically informed as to its activities.

**Section 8**

**Records Retention Schedules**

The attached Schedule "A", pages 4 to 6 inclusive, is hereby adopted; it may be amended upon recommendation of the Committee and an amending bylaw of Council.

**Section 9**

**Storage**

It shall be the responsibility of the Committee to provide for policies regarding security and storage of all Municipal documents. Such policies shall be administered by the official for all Municipal documents.

**Section 10**

**ENACTMENT**

This bylaw shall come into force and have effect upon it being read a third time and passed.

READ a first time in Council this 4<sup>th</sup> day of December, 2008.

READ a second time in Council this 4<sup>th</sup> day of December, 2008.

READ a third time and passed by unanimous consent of Council this 4<sup>th</sup> day of December, 2008.

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Helen Whitten  
Mayor

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Thelma Rogers  
CAO

SCHEDULE "A"

<u>Subject</u>	<u>Description</u>	<u>Disposition period in years</u>
Accountants	working papers	7
Accounts	paid (summary sheet)	7
	payable vouchers	7
	receivable duplicate invoices	7
	receivable paid invoices	7
Administration	reports (not part of minutes)	7
	as per legislation	7
Advertising	general	2
	as per legislation or	7
Agendas	agendas (part of minutes)	P
Agreements	general	10 S/O
Annexations	correspondence	7
	final order	P
Annual Reports	annual reports	5-7
	local boards	5-7
Appointments	other than those in minutes	3
Assessment	rolls	P
	ARB minutes	P
	ARB work file	5
	ARB records	7
	appeals	10
	duplicate roll	7
	review court records	7
Assessment Appeal	board file	5
Assets	records of surplus	5
	temporary files	2
Bank	deposit books	7
	deposit slips	7
	memos (debit & credit)	7
	reconciliations	2
	statements	7
Boards	minutes	P
	authority & structure	5 S/O
	correspondence	5
Budgets	final capital (in minutes)	P
	final operating (in minutes)	P
	department capital	7
	department operating	7
Bylaws	bylaws	P
	zoning	P
	enforcement	5
Cash	receipts journal	7
	disbursements journal	7
	duplicate receipts	7
Certificates	of title	P

<b>Town of Sedgewick</b>	<b>Records Retention Bylaw#458</b>	<b>5</b>
Census	reports	10
Cheques	paid (cancelled)	7
	register	7
	stubs	7
Claims	notices of	10 S/O
	statements of	10 S/O
Compensation	records	10
Contracts	files (upon completion of contract)	10 S/O
	forms (Public Works)	10
	projects (final payment)	7-10 S/O
Destroyed Records	index	P
Development	development	10 S/O
	permits	10 S/O
	site approval	2
	subdivision (after final approval)	10
Documents	not part of bylaws	10 S/O
	easements	10 S/O
	leases (after expiration)	10 S/O
	notices of change of land titles	10 S/O
Elections	nomination papers	Sec 28 (4) LAEA
	ballot box contents	Sec 101 LAEA
	oaths of office	P
Engineering	drawings	P
Employees	applications (after end of employment)	1
	job descriptions (after position abolished)	3
	personnel file	P
	terminations	P
Financial Statements	interim	10
	working papers	3
	final	10
Franchises	franchises	P
Insurance	claims (after settled)	10
	records (after expiration)	10
Land	appraisals (after sold)	1
	purchases (until sold)	10
Leases	after expiration	7 S/O
Legal	opinions	10 S/O
	proceedings	10 S/O
	court cases	10 S/O
	agreements	10 S/O
	contracts	10 S/O
Legislation	acts (after super ceded)	1
Licenses	applications	3
	business (after expired)	5
Local Authorities Brd.	hearings	P
Local Improvements	records	P

<b>Town of Sedgewick</b>	<b>Records Retention Bylaw#458</b>	<b>6</b>
Maps	base (original)	P
	contour	P
Minutes	council	P
	board	P
	committees	P
Organization	structure & records	2-5 S/O
Payroll	garnishees	3
	earning records	P
	journals	P
	time sheets	5
	EI records	5
	AHC	5
	AMEBS	5
	WCB claims	4-5
	deductions, T4 & summaries	5-7
TD1	1	
Petitions	petitions	7-10
Plans	official	P
	official (amendments)	P
	subdivision	P
Policies	after super ceded	5
Property	files (until sold)	10
Receipts	books	7
	registration	7
	duplicate cash	7
Reports	to council	7
	roads	5-7
	annual	5
	project	5-7
	publications	3
	accident	10 S/O
field	10 S/O	
Tax	rolls	P
	recovery records	P
	arrears	7
	final billings	10
	municipal credits	7
	receipts	7
	sale deeds	P
Tenders	files	10
	successful	10
	purchase quotations	10
	unsuccessful	2
Trial Balances	monthly	3
	year end	7
Vehicle Records	after disposal of vehicle	1