

**BY-LAW NO. 10-99  
RETENTION OF MUNICIPAL DOCUMENTS**

A BYLAW OF THE TOWN OF TABER IN THE PROVINCE OF ALBERTA, PURSUANT TO PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT, STATUTES OF ALBERTA, 1994, CHAPTER M-26.1 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 Taber 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;

AND WHEREAS it is the desire of the Municipality to establish the necessary authority to release Municipal documents to the Alberta Archives on either a permanent loan or retention basis;

AND WHEREAS the authority for such regulations and authorities must be consistent with Federal or Provincial Statutes and regulations;

NOW THEREFORE the Municipal Council of the Town of Taber, duly assembled, enacts as follows;

**PART I                    TITLE, DEFINITIONS, AND SYMBOLS**

**Section 1**

This By-Law, may be cited as "The Records Retention By-Law" of the Town of Taber.

**Section 2**

In this By-Law, unless the context otherwise requires, the word, term or expression:

- a) "Official" shall mean the Town Manager or his/her designate;
- b) "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.

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**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;

<b>D</b>	<b>Destroy</b>
<b>P</b>	<b>Permanent (retention)</b>
<b>A</b>	<b>Archive</b>
<b>E</b>	<b>Electronic Storage</b>

**PART II**                      **RECORDS RETENTION AND DESTRUCTION**

**Section 4**

Where, in this Bylaw and Schedule "A" attached hereto, it is provided that particular records of the Municipal Corporation, or 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) Archives**

Such original records that are either loaned or loaned permanently to the Alberta Archives.

**d) Electronic Storage**

Such records maintained by electronic means (i.e. diskette, tape) with the original destroyed.

**e) Suggested Schedule of Retention and Disposal**

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

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**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 he/she deems it appropriate and shall do so where he/she has received any indication that there is or may be any civil action involving any of the said records. Such decisions to retain the records longer than the period provided for herein shall be recorded in the records retention index.

**Section 6    Records of Retention and Destruction**

- a)    The Official shall keep an index of:
  - i)    records archived
  - ii)   records stored by electronic means;
  
- b)    Where records are destroyed under this By-Law, the proper and complete destruction thereof is the responsibility of the Official;
  
- c)    All records destroyed should be authorized by the Council and the destruction should be carried out in the presence of witnesses.

**PART III    GENERAL**

**Section 7    Records Retention Schedules**

The attached Schedule "A", is hereby adopted. It may be amended upon recommendation of the Official and an amending By-Law of Council.

**Section 8    Storage**

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

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PART IV    ENACTMENT

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

Res. 397/99        READ a first time this   9<sup>th</sup>   day of   August  , 1999.

Res. 398/99        READ a second time this   9<sup>th</sup>   day of   August  , 1999.

Res. 400/99        READ a third time this   9<sup>th</sup>   day of   August  , 1999.

TOWN OF TABER

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Town Manager (Acting)

**SCHEDULE "A"**  
**BY-LAY NO. 10-99**  
**RETENTION OF MUNICIPAL DOCUMENTS**

**ACCOUNTING**

**RETENTION PERIOD**  
**(IN YEARS)**

- Accounts Payable Vouchers	7
- Accounts Receivable Apply Reports & Summaries	7
- Accounts Receivable Back-up Billing Info.	7
- Accounts Receivable Write-Offs	7
- Annual Financial Statements	Permanent
- Bank Statements	7
- Bank Reconciliation Statements	7
- Cash Receipt Reports & Summaries	7
- Cheque Stubs/Duplicates	7
- Cheques (Cancelled)	7
- Debenture Registers (After Final Payment)	7
- Deposit Books	7
- Federal/Provincial Remittance Forms	7
- General Ledgers/Journals	7
- Investment Records (After Not Current)	3
- Invoices	7
- Journal Entries & Back-up	7
- Ledgers (Subsidiary)	7
- Local Improvement Assessment Roll	7
- Monthly Financial Statements	7
- Requisitions/Purchase Orders	7
- Tax Roll/Assessment Roll	Permanent
- Water Meter Records	7

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**ADMINISTRATION**

**RETENTION PERIOD**  
**(IN YEARS)**

- Advertising - General	2
- Legislated Advertisements	7
- Assessment Appeals	3
- Assessment Records	Lifetime of Asset + 1 year
- Budgets – Capital and Operating	7
- Change of Ownership Documents	7
- Development Appeals	5
- Development Applications	2
- Insurance Policies (After Policy Expires)	3
- Licenses	3
- Permits	3
- Photographs	Permanent
- Subdivision Appeals	5
- Tax Certificates	7
- Tax Recovery Records (After Tax Recovery Property is Sold)	7
- Utility Documents	3

**AGREEMENTS AND CONTRACTS**

- Agreements & Supporting Documentation	Lifetime of Agreement + 7 years
- Annexation	Permanent
- Expropriation	Permanent

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**CORRESPONDENCE**

**RETENTION PERIOD**  
**(IN YEARS)**

- Correspondence 3
- Petitions 7

**ELECTION**

- Nomination Papers As Per L.A.E.A.
- Records As Per L.A.E.A.

**EMPLOYEE – EMPLOYER**

- Full Time Employees Records (After Termination) 10
- Part Time Employee Records (After Termination) 1
- Payroll Records 7

**LEGAL**

- Compliance Orders 10
- Minister's Orders Permanent
- Municipal Government Board Hearings Permanent
- Opinions Permanent
- Proceedings Permanent

**MINUTES AND BYLAWS**

- Agendas 2
- Bylaws Permanent
- Minutes
  - Council Permanent
  - Police Commission Permanent
  - Other Committee & Board Minutes 3

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**MISCELLANEOUS**

**RETENTION PERIOD**  
**(IN YEARS)**

- Animal Control – working documents	3
- Census Records	5
- Cemetery Records	Permanent
- Disclosures of Holdings (After Last Date of Appointment/Term)	7
- Vital Statistics	7

**PLANS**

- Architect's Drawings (Buildings, Park Sites)	Life Time of Facility + 1 Year
- Engineering Studies	Life Time of Facility + 1 Year
- Land Survey Certificates	Permanent
- Municipal Maps & Plans	Until Replaced or Asset Sold
- Road Surveys	10
- Utility Company Location Records	Until Replaced

**REPORTS**

- Accident Reports	5
- Board and Committee Reports	3
- Statistical Reports	3