

By-Law No. 1242

Of the Town of Vulcan

In the Province of Alberta

A BY-LAW OF THE TOWN OF VULCAN 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 Vulcan 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 Vulcan, duly assembled, enacts as follows:

PART 1 TITLE, DEFINITIONS, AND SYMBOLS

Section 1

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

Section 2

In this By-Law, 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 Vulcan;
- (d) **"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 By-Law and the Schedules attached hereto, and in the operation of any Records Management Systems established consistent with this By-Law, symbols shall be used to designate the form of retention or disposal as follows:

D	Destroy
P	Permanent (retention)
P*	Permanently held in Provincial Archives
P(A.V.S.)	Permanently held by Alberta Vital Statistics

Part II RECORD RETENTION AND DESTRUCTION

Section 4 Retention and Destruction

Where, in this By-Law 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) Permanently held in Archives

Such records shall be released to either the Provincial Archives or other local archives upon decision and direction of Council; (A copy of the records transferred shall be permanently retained on file).

(d) Permanently held in Alberta Vital Statistics

Such records shall be released to A.V.S. upon the direction of Council;

(e) Suggested Schedule of Retention and Disposal

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

Section 5 Discretion

The official shall always have a discretion to retain records longer than the period provided for in this By-Law and shall do so where the official deems it appropriate and shall do so where the official 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) When records have been destroyed under this By-Law, the official shall so certify in writing. Such certificate shall refer to the relevant schedule and item of this By-Law and shall identify the records destroyed.

(b) The official shall keep an index of:

- (i) Records destroyed;
- (ii) Records referred to Archives;
- (iii) Municipal Records held at other archival centers.

(c) Where records are destroyed under this By-Law, the proper and complete destruction thereof is the responsibility of the official.

(d) All records destroyed shall be authorized by the Council and the destruction shall be carried out in the presence of witnesses. The person destroying the records shall provide a statement in writing attesting to the time and place of the destruction of the records, together with a detailed list of the 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 Records Retention Schedules

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

Section 8 Storage

It shall be the responsibility of the Administrator 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 9 Approval

This By-Law shall require the approval, in writing of both the Municipal Auditor and the Municipal Solicitor before coming into force.

PART IV ENACTMENT

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

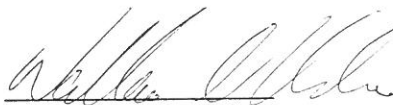
READ a first time this 21 day of July, 1999.

Read a second time this 21 day of July, 1999

Read a third time by unanimous consent of the Councillors present and finally passed this 21 of July A.D. 1999.



Mayor



Municipal Administrator

"Schedule A"

A Guide To The Disposition And Scheduling of Inactive Municipal Records

The subject matter is listed alphabetically followed by a suggested retention period. The retention period is identified by "P" (permanent retention) or expressed by a figure in years, i.e. 5 (five years), or other specific comments such as "until superceded" or "upon replacement", etc.

<u>Subject</u>	<u>Description</u>	<u>Period in Years</u>
<i>Accountants</i>	Working Papers	7
<i>Accounts</i>	Paid (Summary Sheet)	7
	Payable Vouchers	7
	Receivable Duplicate Invoices	7
	Receivable Ledger Cards	7
	Receivable Paid Invoices	7
<i>Administration</i>	Reports (not part of Minutes)	7
<i>Advertising</i>	- General	2
	- as per legislation, or	7
<i>Agendas</i>	Agendas - part of minutes	P
<i>Agreements</i>	General	20
	- Boulevard Parking (after repealed)	2
	- Development	P
	- Downtown Revitalization	P
	- Major Legal	P
	- Minor	20
	- Neighborhood Improvement Program	P
	- Site Plan Approval	P
	- Rental and Service	7
<i>Animal Control</i>	Working Documents	3
<i>Annexations</i>	All Correspondence	P
<i>Annual Reports</i>		P
	Local Boards	7
<i>Applications</i>	- Condominium (after approval)	2
	- Sidewalk	2
	- Site Plan Approval	2
	- Subdivision (after final approval)	3
	- Zoning Amendment	7
	- Part-Time Employees (after end of employment)	1
<i>Appointments</i>	Other than those in minutes	3
<i>Approvals</i>	Condominium	P
<i>Architect Drawings</i>	Buildings, Park Sites, etc.	P
<i>Assessment</i>	- 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
<i>Assessment Appeal</i>	Board File	5

<u>Subject</u>	<u>Description</u>	<u>Period in Years</u>
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
	- Reconciliations	3
	- Statements	7
Boards	- Minutes	p
	- Authority and Structure	p
	- Routing Correspondence	7
Briefs/Reports	- To Council	7
Budgets	- Final Capital (in minutes)	p
	- Final Operating (in minutes)	p
	- Department Capital	7
	- Department Operating	7
	- Estimates Working Papers	3
By-Laws	All	p
Building	- Inspections Records	p
Cash	- Receipts Journal	p
	- Disbursements Journal	p
	- Daily Reports	7
	- Daily Summaries	7
	- Duplicate Receipts	7
	- Payment Stubs	3
	- Petty (Vouchers)	3
	- Register Tapes	7
Cemetery	- Burial Permits	p
	- All Documentation	p
Certificates	- Of Title	p
Census	- Reports	15
Cheques	- Paid (cancelled)	7
	- Register	p
	- Stubs	7
Claims	- Notices of	20
	- Statements of	20
Committee	- Minutes	p
Community Centre	- Working Files	7
Compensation	- Records	p
Computer Cards		1
Contracts	- Files (upon completion of contract)	15
	- Forms (Public Works)	7
	- Major Legal	p
	- Minor	20
Correspondence	- General	7
	- Historical	p
	- Policy	10
Cost Records		7

<u>Subject</u>	<u>Description</u>	<u>Period in Years</u>
<i>Council</i>	Minutes	p
<i>Court Cases</i>		p
<i>Court of Revision</i>	- Minutes	p
	- Work File	5
<i>Debentures</i>	- and Coupons (paid upon maturity)	p
	- Register	p
	- Summaries	7
	- Working Papers	7
<i>Deeds</i>		p
<i>Design</i>	- Estimates	3
	- Files	15
<i>Destroyed Records Index</i>		p
<i>Distribution Sheets</i>	- Equipment	3
	- Labour	3
	- Material	3
	- Vehicle	3
<i>Documents</i>	Not Part of By-Laws	
	- Agreements (Major) Legal	p
	- Agreements (Minor)	20
	- Contracts (Legal)	p
	- Contracts (Minor)	20
	- Deeds	p
	- 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
<i>Drainage Records Drawings</i>		p
	- Intersection	p
<i>Easements</i>		p
<i>Elections</i>	- Nomination Papers	As per LAEA
	- Records	As per LAEA
	- Voters List	10
<i>Engineering</i>	- Drawings	p
	- Files	15
<i>Erosion Records</i>		p
<i>Employee Benefits</i>	- A.H.C., A.B.X., etc. files	10
	- Local Authorities Pension Cards	p
	- W.C.B. Claims	p
<i>Employees</i>	- Change Files	1
	- Job Applications (Hired)	p
	- Job Applications (not hired)	1
	- Job Descriptions	5
	- Oaths of Office	p
	- Personnel File	p
<i>Expropriative</i>	- All Correspondence	p
<i>Files</i>	- See Subject Matter	

<u>Subject</u>	<u>Description</u>	<u>Period in Years</u>
<i>Financial Statements</i>	- Interim	7
	- Working papers	3
	- Final	p
<i>Fire</i>	- Access Route Files	p
	- Apparatus Files (after disposition)	2
	- Station Log Books	7
<i>Fire Access Routes</i>	- After change	10
	- Purchase Standing Order Release	2
<i>Franchises</i>		p
<i>Fuel Tickets</i>		1
<i>Gas Lines</i>	- Location records	p
<i>General</i>	- Ledger	p
	- Journal	p
<i>Graveyard</i>	- Records	p
<i>Income Tax</i>	- Deductions	7
	- TD1 Forms	Upon Replacement
	- T4 Slips	p
	- T4 Summaries	p
<i>Inquiries</i>	From the Public	3
<i>Insurance</i>	- Claims	p
	- Records (after expiration)	15
<i>Inventory</i>	Records (after superceded)	15
<i>Investment</i>	- Files	7
	- Cash payment	p
<i>Journals</i>	- General	p
<i>Land</i>	- Appraisals	5
	- Files	p
	- Surveys	p
<i>Leases</i>	- After Expiration	20
<i>Ledgers</i>	- General	p
	- Subsidiary	7
<i>Legal</i>	- Opinions	p
	- Proceedings	p
<i>Legislation</i>	- Acts (after superceded)	1
<i>Licenses</i>	- Applications	3
	- Business (after expired)	5
	- Duplicate Dog	3
	- Literature	2
<i>Local Authorities Board</i>	- Hearings	p
<i>Local Improvements</i>	- Appeals (after debenture finished)	7
	- Decisions (after debenture finished)	7
	- Notices (After debenture finished)	7
	- Records	p
	- General Correspondence	10
<i>Maps</i>	- Base (original)	p
	- Contour	p

<u>Subject</u>	<u>Description</u>	<u>Period in Years</u>
<i>Maintenance Management Reports</i>		7
<i>Mechanics Leans</i>	- After completion of work	2
<i>Minutes</i>	- Board	p
	- Council	p
	- Committee	p
	- Parks and Recreation	p
	- Planning	p
<i>Monthly Reports</i>	- Road	7
<i>Mortgage Lists</i>		1
<i>Municipal Affairs</i>	- Annual Reports	5
<i>Museum</i>	- All Correspondence	p
<i>N.I.P.</i>	- Agreements	p
	- General Correspondence	7
<i>Orders</i>	- Garage	7
	- Shop	7
	- Stop Orders (Planning Act)	20
	- To Remove Buildings Etc. (M.G.A.)	20
<i>Organization</i>	- Structure and Records	p
<i>Packing Slips</i>		2
<i>Payroll</i>	- 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	5
	- U.I.C. Records	5
<i>Permits</i>	- Building	20
	- Development	20
	- Oversize Load	7
	- Parade	2
<i>Personnel Files</i>		p
<i>Petitions</i>		7
<i>Photos</i>	- Aerial	p
	- General - same as related subject	p
<i>Plans</i>	- Official	p
	- Official (amendments)	p
	- Subdivision	p
<i>Policy</i>	- After Superseded	10
<i>Power Lines</i>	- Location Records	p
<i>Press Release and Declarations</i>		5
<i>Progress Reports</i>	- Project	7
	- Project Under Contract (Final Payment)	3

<u>Subject</u>	<u>Description</u>	<u>Period in Years</u>
<i>Project Applications to Province</i>		7
<i>Property Files</i>		p
<i>Prosecution</i>	- All	5
<i>Publications</i>	- Local Reports	7
<i>Purchase</i>	- Of Land	p
<i>Purchase Orders</i>		2
	- Copies	2
	- Duplicate	2
	- Paid	7
<i>Real Estate</i>	Supporting Files	p
<i>Receipts</i>	- Books	7
	- Duplicate Cash	7
	- Registration	7
<i>Receptions and Special Events Files (Non-Historic)</i>		7
<i>Records</i>	- See Subject Matter	
<i>Removal Orders</i>	- Of Buildings, etc.	20
<i>Rental Permits</i>	- Duplicate (after rental period over)	2
<i>Reports</i>	- 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
<i>Reports and Records</i>	- Inventory	7
	- Material Transfer	7
	- Receiving	2
	- Year-End Inventory Count Sheets	2
<i>Requisitions</i>	- Copies	2
	- Duplicate	7
	- Paid	7
<i>Resolutions</i>	- Minutes	p
<i>Sale of Land</i>	- All Sales	p
<i>Road</i>	- Construction Records (after completion)	15
	- Closing	10
	- Dedication	10
	- Widening	10
<i>Sewage</i>	- Analysis Records (effluent)	25
<i>Stop Orders</i>	- Under Planning Act	20
<i>Street</i>	- Lighting Area Maps	p
<i>Subdivision</i>	- After Final Approval	7

<u>Subject</u>	<u>Description</u>	<u>Period in Years</u>
<i>Street</i>	- Sign Inventory Register	p
<i>Surveys</i>	- General Correspondence	15
	- Parking	7
	- Traffic Counts	15
<i>Tax</i>	- Rolls	p
<i>Tax Recovery</i>	- Records (all)	p
<i>Taxes</i>	- Arrears Cards	7
	- Assistance Adjustments	7
	- Collectors Certificate	7
	- Duplicate Prepayment Certificates	7
	- 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
<i>Telephone Lines</i>	- Location of (above ground and underground)	p
	- Location Cards	p
<i>Termination</i>	- Employees	p
<i>Tenders</i>	- Files	7
	- Successful	7
	- Purchase Quotations	7
	- Unsuccessful	2
<i>Tickets</i>	- Admission	3
	- Paid Parking	3
<i>Traffic</i>	- Lights	p
	- Streets	15
<i>Training and Development Files</i>		5
<i>Trial Balances</i>	- Monthly	3
	- Year End	7
<i>Truck Hire</i>	- Summaries	3
	- Time Reports	3
<i>Union</i>	- Agreements	p
	- Grievance Files	10
<i>Vehicle Records</i>	- After Disposal of Vehicle	1
<i>Vouchers</i>	- Duplicate	7
<i>Vendors</i>	- Acknowledgements to	2
	- Contracts	7
	- Suppliers Files	7
<i>Writs</i>		20
<i>Work Orders</i>		7
<i>Weed Control Reports</i>	- Until Updated	1
<i>Work Diaries</i>	- Yearly	7
<i>Warrants</i>		7

<u>Subject</u>	<u>Description</u>	<u>Period in Years</u>
<i>Water</i>	- Accounts	7
	- Effluent Analysis Records	25
	- Meter Books	7
<i>Welfare</i>		7
<i>Zoning</i>	- By-Laws	p
	- By-Law Enforcement	5