

RURAL MUNICIPALITY OF LAKE LENORE NO. 399

BYLAW NO. 03/2021

A BYLAW RESPECTING THE RETENTION AND DISPOSITION OF MUNICIPAL RECORDS

The Council of the Rural Municipality of Lake Lenore No. 399 in the Province of Saskatchewan enacts as follows:

**PART I – SHORT TITLE**

This bylaw may be cited as the “Records Retention and Disposition Bylaw”.

**PART II –GENERAL**

- 1 The Records Retention and Disposal Schedule for the municipality shall be established in Schedule “A”, attached hereto forming a part of this bylaw.
- 2 The Administrator of the municipality is hereby authorized to destroy all applicable documents of the municipality in accordance with Schedule “A” and the procedures contained in this bylaw.
- 3 The Administrator shall contact the Saskatchewan Archives Board before the destruction of any records mention in section (2) above and ensure that any documents requested by the Board for preservation in the Archives be deposited with the Board.

**PART III – DEFINITION OF A RECORD**

A record is defined by *The Local Authority Freedom of Information and Protection of Privacy Act* as “a record of information in any form and it includes information that is written, photographed, recorded or stored in any manner, but does not include computer programs or other mechanisms that produce records”. This retention schedule is applicable to records that fall under the above definition regardless of format including paper, electronic, microfilm, etc.

Certain material has no evidential, fiscal, administrative or historical value and therefore, is not subject to this schedule. It can be destroyed when it is no longer needed without historical review by the Archives. This includes:

- extra copies created for convenience of reference
- publications i.e. books, magazines, catalogues, etc.
- blank forms
- transitory records, i.e. drafts that do not document significant steps in the development of a document or are summarized or produced in other form

This bylaw provides a schedule for **official records** which may be an original document, the only copy of a record retained by a municipality or any copy deemed to be the official record. The official record is retained to satisfy legal, fiscal and administrative retention requirements included in this schedule. Any additional copies of official records can be disposed of when they are no longer needed, provided they contain identical information; an official record is identified by its completeness, authenticity and integrity is verified and it is retained for the period of time required by this schedule. The application of this provision and some associated requirements are further explained in the “Storage of Records and Records Format” section.

**PART IV – GENERAL CORRESPONDENCE**

Correspondence shall be classified in related categories and retained for the period of time assigned to the categories. For example, correspondence related to the establishment of bank accounts shall be classified in the Bank Accounts category; correspondence regarding development permits shall be classified in the Development Permits category.

I HEREBY CERTIFY THAT THIS IS A TRUE AND EXACT COPY OF THE ORIGINAL DOCUMENT.

Certified by [Signature] p. 1 of 13  
this 19 day of March, 2021.

#### **PART V – STORAGE OF RECORDS AND RECORDS FORMAT**

Records shall be stored in an environment adequate for the storage medium on which they are recorded. They shall be properly maintained so they are retrievable for the period of time required by the schedule and until they are disposed of or transferred to the Archives. Any records of a confidential nature shall be properly safeguarded and stored in a secure place with controlled access. Any personal information shall be protected and handled in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act* [LA FOIP].

Where council elects, by resolution, to utilize microfilm or electronic image as an official record, it shall be necessary to comply with *The Saskatchewan Evidence Act*, as amended from time to time, in order to make microfilm records or electronic images acceptable in a court of law. The microfilming/imaging process shall be performed according to prescribed standards, and once imaged, the source documents will be disposed of as additional copies. Complete disposal documentation shall be retained permanently, showing how and when source records were destroyed and signatures of at least two witnesses are included.

#### **PART VI – PERMANENT RECORDS**

Records listed for permanent retention are essential for both administrative and historical purposes. They shall be kept in a secure and suitable environment, protected against accidental destruction or loss. For some permanent records, a provision is included in the Records Retention and Disposal Schedule for transfer to the Saskatchewan Archives Board upon their consent. Permanent records shall be maintained properly in order to be accessible and retrievable at any time in a format that is cost effective and legally acceptable.

#### **PART VII – UNSCHEDULED RECORDS**

This section includes a provision for disposal of records that have not been included in the Records Retention and Disposal Schedule. Unscheduled records that pertain to discontinued programs/functions and are no longer created in any form by the municipality and are 25 years or older can be disposed of, in accordance with the disposal procedure of this bylaw, upon approval of council by resolution and a historical review and approval by the Provincial Archivist.

#### **PART VIII – PROCEDURE FOR DISPOSAL OF RECORDS**

All records as defined by LA FOIP are subject to the following disposal procedures:

- 1 The Administrator shall prepare a Notice of Disposition report, Schedule "B" attached hereto forming part of this bylaw, and present to council for approval.
- 2 Council shall adopt a resolution to authorize the disposal of the specific records slated for destruction.
- 3 The Administrator shall contact the Saskatchewan Archives Board to review any records that may be transferred to the Archive's permanent collection, by sending the list to:  
Provincial Archivist  
Saskatchewan Archives Board  
3303 Hillside Street  
University of Regina  
Regina, SK S4S0A2
- 4 The Administrator shall, in the presence of two witnesses, oversee the destruction of any records approved for destruction that will not be transferred to the Archive's permanent collection:
  - 4.1 In the case of paper records, by cross-shredding the records;
  - 4.2 In the case of electronic records, by physically damaging the storage medium by breaking them into pieces, hammering, pulverizing, or drilling holes through them; or

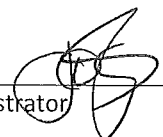
- 4.3 In the case of either paper or electronic records, by engaging the services of a vetted company that specializes in the disposal/destruction of records.
- 5 A certificate of destruction shall be created attesting to the destruction of the records, Schedule "C" attached hereto forming part of this bylaw.
- 6 The Notice of Disposition and the Certificate of Destruction shall be retained as a permanent record of the municipality.

**PART IX – REPEAL AND COMING INTO FORCE**

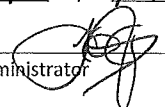
- 1 Bylaw No. 3/2019 is hereby repealed.
- 2 This bylaw shall come into force upon the third reading.



  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Administrator

Read a third time and adopted  
this 17 day of March, 2021.

  
\_\_\_\_\_  
Administrator

RURAL MUNICIPALITY OF LAKE LENORE NO. 399

BYLAW NO. 03/2021

Schedule "A" – Records Retention and Disposal Schedule

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## Records Retention and Disposal Schedule

### 1 ACCOUNTING AND FINANCE

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>1.1 Accounts Payable</b> <i>(includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence, etc.)</i>	7 years	DISPOSE
<b>1.2 Accounts Receivable</b> <i>(includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)</i>	7 years	DISPOSE
<b>1.3 Annual Financial Statements</b>	Permanent, as per legislation	PERMANENT as per legislation
<b>1.4 Audits and Compliance Reviews</b> <i>(auditor recommendations, reports, etc.)</i>	7 years	DISPOSE
<b>1.5 Bank Accounts</b> <i>(includes records related to termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliations, deposit books, cheque stubs/duplicates, etc.)</i>	7 years	DISPOSE
<b>1.6 Budget</b> <i>(as part of the minutes)</i>	Permanent	PERMANENT as per legislation
<b>1.7 Budget-Related Reports</b>	7 years	DISPOSE
<b>1.8 Cash Payments and Receipts</b> <i>(includes cash payments books, print-outs, cash reports and summaries, register tapes, etc.)</i>	7 years	DISPOSE
<b>1.9 Debentures/Loans</b> <i>(includes registers, coupons, etc.)</i>	7 years after final payment	DISPOSE
<b>1.10 Federal/Provincial Remittances</b>	7 years	DISPOSE
<b>1.11 Grants</b> <i>(includes applications and supporting documentation)</i>	7 years after completion of project, activity, task, etc. or rejection of application	Contact Archives. Dispose ONLY upon recommendation from Archives
<b>1.12 Investment Records</b>	7 years after maturity of financial instruments	DISPOSE
<b>1.13 Ledgers/Journals</b> <i>(includes general ledgers, subsidiary ledgers, ledger cards, reports, journals, etc.)</i>	7 years	DISPOSE
<b>1.14 Local Improvement Roll</b>	7 years after completion of project	DISPOSE
<b>1.15 Monthly Financial Statements</b>	7 years	DISPOSE
<b>1.16 Requisition/Purchase Orders</b>	7 years	DISPOSE

<b>1.17 Tax Roll</b> <i>(i.e. hard copy of year-end print out)</i>	10 years	Contact Archives. Dispose ONLY upon recommendation from Archives
<b>1.18 Assessment Roll</b> <i>(i.e. hard copy print out)</i>	10 years	Contact Archives. Dispose ONLY upon recommendation from Archives
<b>1.19 Utility Documents</b> <i>(includes water and sewer cards and ledgers, utilities billing roll, etc.)</i>	7 years	DISPOSE

## 2 ADMINISTRATION

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>2.1 Agreements/Contracts and Supporting Documentation</b> <i>(pertaining to land, buildings, properties, structures, etc. owned by the municipality including construction agreements/contracts, etc.)</i>	10 years after disposition of building, property, or structure	Contact Archives. Dispose ONLY upon recommendation from Archives
<b>2.2 Agreements/Contracts and Supporting Documentation</b> <i>(NOT related to land, buildings, properties, etc.)</i>	7 years after termination of agreement/contract	Contact Archives. Dispose ONLY upon recommendation from Archives
<b>2.3 Appeals</b> <i>(under The Planning and Development Act, 2007))</i>	7 years after final decision rendered	Contact Archives. Dispose ONLY upon recommendation from Archives
<b>2.4 Celebrations and Events</b>	3 years after concluded	Contact Archives. Dispose ONLY upon recommendation from Archives
<b>2.5 Cemetery Records</b>	Permanent, as per legislation	PERMANENT, as per legislation
<b>2.6 Change of Ownership Documents</b>	7 years	DISPOSE
<b>2.7 First Nations Consultations</b>	Permanent	PERMANENT
<b>2.8 Inquiries</b> <i>(under Local Authority Freedom of Information and Protection of Privacy Act)</i>	7 years	DISPOSE
<b>2.9 Insurance Policies - Liability</b> <i>(may be required if there is a liability claim in the future)</i>	Permanent	PERMANENT
<b>2.10 Insurance Policies - Property</b> <i>(includes insurance claims)</i>	7 years after termination/cancellation of policy	DISPOSE
<b>2.11 Photographs</b>	When obsolete, contact Archives	Contact Archives. Dispose ONLY upon recommendation from Archives
<b>2.12 Public Notice Documentation</b>	2 years after event for which public notice was given	DISPOSE

<b>2.13 Records Disposal Documentation</b>	Permanent	PERMANENT
<b>2.14 Property Assessment Appeals</b> <i>(NOT related to land, buildings, properties, etc.)</i>	7 years after final decision rendered	DISPOSE
<b>2.15 Property Assessment Records</b> <i>(assessor's valuation records, reassessment sheets, etc.)</i>	3 years after superseded by new assessment or obsolete	DISPOSE
<b>2.16 Tax Certificates</b>	7 years	DISPOSE
<b>2.17 Undelivered Tax and Assessment Notices</b> <i>(where a notice is undelivered or returned due to an unknown address, the notice shall be retained [MA216 &amp; MA268])</i>	7 years	DISPOSE
<b>2.18 Tax Enforcement Records</b> <i>(includes tax lien withdrawals, etc.)</i>	7 years after tax title property sold or property disposed of in any other manner	DISPOSE
<b>2.19 Other Enforcement Records</b> <i>(includes weed control and pest control records)</i>	7 years after settlement	DISPOSE
<b>2.20 Water Analysis and Reports</b> <i>(may be required if there is a liability claim in the future)</i>	25 years	Contact Archives. Dispose ONLY upon recommendation from Archives

### 3 ELECTION

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>3.1 Ballots</b>	3 months [LGEA142]	DISPOSE
<b>3.2 Declaration of Agent/Friend</b>	3 months	DISPOSE
<b>3.3 Declaration of Polls</b>	3 months [LGEA142]	DISPOSE
<b>3.4 Deputy Returning Officer Statement of Results</b>	Permanent	PERMANENT
<b>3.5 Nominations and Receipts</b>	Term of Office [LGEA69(6)]	DISPOSE
<b>3.6 Oaths of Office</b>	Term of Office	DISPOSE
<b>3.7 Public Disclosure Statements</b>	Term of Office	DISPOSE
<b>3.8 Returning Officer's Summary of Results</b>	Permanent or contact Archives	PERMANENT or Contact Archives
<b>3.9 Poll Books</b>	3 months [LGEA142]	DISPOSE



3.10 Voter's Lists	Contact Archives	Contact Archives. Dispose ONLY upon recommendation from Archives
3.11 Voters' Registration Forms	3 months [LGEA142]	DISPOSE
3.12 Ballot Box Contents <i>(includes ballots, registration forms, etc.)</i>	3 months [LGEA142]	DISPOSE

#### 4 EMPLOYEE – EMPLOYER

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
4.1 Employee Records <i>(includes time cards, pay records, etc.)</i>	10 years after termination of employment	DISPOSE
4.2 Income Tax <i>(includes TD1s, T4s. etc.)</i>	7 years	DISPOSE

#### 5 LEGAL

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
5.1 Minister's Orders	Permanent, as per legislation	PERMANENT as per legislation
5.2 Claims <i>(includes notices of claim, statements of claim, etc)</i>	10 years after settlement	Contact Archives. Dispose ONLY upon recommendation from Archives
5.3 Petitions	7 years	Contact Archives. Dispose ONLY upon recommendation from Archives
5.4 Writs	10 years after expiration or completion	DISPOSE

#### 6 LICENSES AND PERMITS

##### 6.1 Licenses and Permits Issued BY Municipality

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
6.1.1 Building Permits <i>(includes supporting documentation)</i>	After rejection of permit OR life of building/structure plus 10 years	Contact Archives. Dispose ONLY upon recommendation from Archives
6.1.2 Development Permits – approved <i>(includes supporting documentation)</i>	25 years after superseded	Contact Archives. Dispose ONLY upon recommendation from Archives

<b>6.1.3 Development Permits – denied</b>	10 years	Contact Archives. Dispose ONLY upon recommendation from Archives
<b>6.1.4 Development Permits – register</b>	Permanent	PERMANENT
<b>6.1.5 Other Permits</b> <i>(NOT related to land, buildings, structures, development projects)</i>	3 years after expiration/termination or rejection of permit	DISPOSE
<b>6.1.5 Licenses</b> <i>(includes supporting documentation)</i>	7 years after termination/expiration or rejection of license	DISPOSE

## 6.2 Licenses and Permits Issued TO Municipality

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>6.2.1 Licenses and Permits</b> <i>(related to land, buildings, structures, properties)</i>	Upon rejection of permit/license or lifetime of structure, building, property plus 10 years	Contact Archives. Dispose ONLY upon recommendation from Archives
<b>6.2.2 Licenses and Permits</b> <i>(NOT related to land, buildings, structures, and development projects)</i>	7 years after expiration/termination or rejection of license or permit	DISPOSE

## 7 MAPS, PLANS, AND SURVEYS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>7.1 Architect's Drawings</b> <i>(buildings, park sites, structures, etc.)</i>	Lifetime of facility/structure plus 10 years	Contact Archives. Dispose ONLY upon recommendation from Archives
<b>7.2 Municipal Maps and Plans</b>	Original or one selected copy to be retained permanently	PERMANENT or Contact Archives. Dispose ONLY upon recommendation from Archives
<b>7.3 Road Surveys</b>	7 years	Contact Archives. Dispose ONLY upon recommendation from Archives
<b>7.4 Land Surveys Certificates/Surveyor's Reports</b>	7 years	DISPOSE

**8 MINUTES AND BYLAWS**

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>8.1 Minutes of Council Meetings</b> <i>(includes original bylaws, active, and repealed.)</i>	Permanent, as per legislation	PERMANENT as per legislation
<b>8.2 Repealed Bylaws</b> <i>(includes certified copies that may be retained in the Repealed Bylaws Register)</i>	7 years	DISPOSE
<b>8.3 Bylaw Registers</b> <i>(active and repealed)</i>	Permanent	PERMANENT

**9 REPORTS AND STATISTICS**

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>9.1 Reports of Boards, Committees, and Associations established by Council</b> <i>(not forming part of council meeting minutes)</i>	7 years	Contact Archives. Dispose ONLY upon recommendation from Archives
<b>9.2 Vital Statistics</b>	7 years	DISPOSE

**10 ROADS AND STREETS**

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>10.1 Road Maintenance Records</b> <i>(includes reports; may be required if there is a liability claim in the future)</i>	25 years	Contact Archives. Dispose ONLY upon recommendation from Archives

RURAL MUNICIPALITY OF LAKE LENORE NO. 399

BYLAW NO. 03/2021

Schedule "B" – Notice of Disposition

Presented to Council on \_\_\_\_\_

Records to be disposed in accordance with the Record Retention and Disposal Schedule of Bylaw No. 03/2021

A. Schedule Recommendation = DISPOSE

	Schedule A Category #	Record	Year of Record	Retention Period
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

B. Schedule Recommendation = Contact Archives for recommendation:

	Schedule A Category #	Record	Year of Record	Retention Period
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Approved by Resolution of Council No. \_\_\_\_\_

\_\_\_\_\_  
Signature of Reeve

\_\_\_\_\_  
Signature of Administrator

RURAL MUNICIPALITY OF LAKE LENORE NO. 399

BYLAW NO. 03/2021

Schedule "C" – Certificate of Destruction

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*Please print clearly:*

Resolution Authorizing Disposal of Records: \_\_\_\_\_

Date of Destruction of Records: \_\_\_\_\_

Records Destroyed by: \_\_\_\_\_ (Administrator)

In the presence of: \_\_\_\_\_ (Witness #1)

And: \_\_\_\_\_ (Witness #2)

Manner in which records were destroyed:

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\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Signature of Witness #1

\_\_\_\_\_  
Signature of Witness #2

*This document shall be attached to the Notice of Disposition listing the records to be destroyed, and both documents shall be permanent records of the municipality.*