

TOWN OF STETTLER

Prepared by: Administration Number: XIV-3
Adopted by: Town of Stettler Council Original Policy: 2009 05 19
Previous Policy: N/A
Current Policy: 2009 05 19

Title: **Retention and Destruction of Municipal Records**

Purpose: To establish a guideline/schedule for the Retention and Destruction of Municipal Records.

Policy Statement: A “record” is defined as a record of information in any form and includes books, documents, maps, letters, papers, and any other information that is written, recorded, photographed or stored in any manner including electronically.

Records Retention and Destruction of Municipal Records is the responsibility of the Office Administrator.

RETENTION: Generally there are four reasons for retaining records:

Administrative Value: Records have value to the Town of Stettler if they assist in the performance of current or future activities. Normally these records lose their value shortly after completion of their activity therefore the retention time would be less i.e.: routine response to an inquiry.

Legal Value: The value of these documents usually does not diminish over a period of time. These documents are usually required by legislation i.e.: minutes, bylaws, and etc.

Fiscal Value: The records relate to financial transactions such as financial ledgers, debenture records, audit files, budget files, and etc.

Research/Historical Value: Records that may contain information on persons, places, events, history, or the development of the Town of Stettler and its citizens.

*** The retention of municipal records shall be in compliance with Freedom of Information and Protection of Privacy (FOIP) Legislation.**

DESTRUCTION: All records authorized for disposition in the Records Retention & Destruction Schedule will be physically destroyed in the presence of a witness. A destruction statement indicating the time and place of destruction together with a detailed list of records destroyed will be signed by the Office Administrator and the witness attesting to which records have been destroyed.

The destruction statements will be kept on file permanently as part of the Destroyed Records Index.

The following Records Retention & Destruction Schedule outlines the Town of Stettler's needs of retention and/or destruction of municipal records:

Town of Stettler
Records Retention & Destruction Schedule

O = Obsolete i.e: 7 - O is 7 years after Obsolete (no longer in use, superseded, or replaced)
P = Permanent

Subject	Description	Retention Period in Years
Accounts Receivable / Payable	Paid (summary sheet)	7
	Payable Vouchers	7
	Receivable Duplicate Invoices	7
	Adjustments (S/ART)	7
	Cheque Register	7
	Collections	7 after sent to collections
Administration	Reports (not part of agenda/minutes)	7
	As Per Legislation	7
Advertising	General	7
	As Per Legislation	7
	Local Information Publications	7
Agendas	Part of Minutes	P
	Briefing / Reports	P
Annexations	Correspondence	7 - O
	Final Order	P
Annual Reports	Administration	7
	Local Boards	7
Appointments	Other Than Those Retained in Minutes	7
Assessment	Rolls	P
	Duplicate Roll	7
	Assessment Review Board (ARB) Minutes	P
	ARB Work File	7
	ARB Records	7
	Appeals	12
	Appeal Board Correspondence	12
	Assessment Trial Balance	P
	Assessment Change Reports	P

Assets	Asset Records Record of Surplus Temporary Files	P 7 7
Bank	Deposit Books Deposit Listing Memos (credit/debit) Reconciliations Statements Cancelled Cheques (paid)	7 7 7 7 7 7
Borrowing	Debentures	P
Budgets	Operating (in minutes) Capital (in minutes) Working Papers	P P 7
Bylaws	All Bylaw Enforcement (to property file)	P 7
Cash	Duplicate Receipts Receipts Journal Disbursements Journal Posting Journals P & L Campground Envelopes P & L Cash Out Sheets	7 7 7 7 7 7
Cemetery	Deeds Plot/Niche Sales Monument Permits Correspondence	P P P P
Certificates	Of Title Notice of Change of Land Titles	P (Property File) P (Property File)
Census	Reports	12
Contracts/Agreements	General Files (completion of) Forms Major Legal Minor Legal Land Sales	12 – O 12 – O 12 12 – O 12 – O P
Destroyed Records	Index	P
Documents	Not Part of Bylaws (day files, newsletters, etc) Easements From the Public (concern/request forms)	12 – O 12 – O 7

Elections	Nominations Papers Ballot Box Contents	Sec 28(4) Local Authorities Elections Act Sec 101 Local Authorities Election Act
Engineering	Drawings Maps	P P
Financial	Interim Working Papers Annual Financial Monthly Financial Statements	12 7 P 7
Fire Department	Fire Safety Inspections Fire Investigation reports Emergency Response Reports Emergency Vehicle Files Driver Files	P (Property File) P (Property File) P 2 - O 2 - O
Franchises	Fee Agreements	P
General Ledger	Posting Journals Detail Trial Balance Annual Detail Trial Balance Journal Entries	7 7 P 7
Insurance	Claims Records (after expiration) Policy Coverage Listing Notice of Claims Statement of Claims Compensation Records Incident Reports	12 (after settled) 12 7 7 12 - O 12 - O 12 12
Land	Appraisals Purchases	7 Until Sold + 12
Leases	Cash Leases (land) Airport Hanger Leases	12 - O 12 - O
Legal	Opinions Proceedings Court Cases Writs Prosecution	12 - O 12 - O 12 - O 12 - O 12 - O
Legislation	Acts	1 - O

Licenses	Business (after expired)	7
	Dog & Cat (after expired)	7
	Applications	7
	Adjustments (B/ART)	7
Local Improvements	Records	P
	Plans	P
	Trial Balances	7
Maps	Base(original)	P
	Contour	P
Minutes	Council	P
	Boards	P
	Committees	P
	Commissions	P
Municipal Affairs	Annual Reports - FIR	P
Organization	Structure & Records	7 – O
Payroll	Garnishees Individual Earnings	7
	Records	7
	Time Sheets	7
	Records of Employment	7
	Part-time Employees (after end of employment)	7
	Job Applications (hired)	7
	Job Applications (not hired)	7
	Job Descriptions	7 – O
	Oaths of Office	7 – O
	Personnel File	P
	Driver Files	2 – O
	Termination	P
	Plan Reconciliation Statements	7
	WBC Claims	7
	TD1	7
	Accident Reports	12 – O
	Accident Statistics Reports	12 – O
Posting Journal	7	
Register	12	
T4	7	
T4 Summaries	7	
Statutory Remittance Statements	7	
Petitions	All	12

Planning & Development	Official Plans (adopted by Bylaw)	P
	Official Plan Amendments (adopted by Bylaw)	P
	Tentative Subdivision Plans	P (2 Yrs active)
	Subdivision Applications	P (2 Yrs active)
	Subdivision (after final approval/endorsed)	P (2 Yrs active)
	Registered Plans (registered subdivision)	P
	Development Applications	P (Property File)
	Site Plan Approval	P (Property File)
	Development Permits	P (Property File)
	Building /Plumbing /Gas /Electric Permits	P (Property File)
Building Plans & Schedules	P	
Road Closure	P	
Rezoning (adopted by Bylaw)	P	
Development Officer's Project Files	P	
Compliance Letter	P (Property File)	
Environmental Review	P (Property File)	
Monthly Reports		
Year End Reports	7 P	
Policy	Current Previous (as part of council minutes)	Until Replaced P
Progress Reports	Project Under Contract (Final Payment)	7 12 - O
Property Files	All	P
Public Works	Invoices Commercial Vehicle Files	7 2 - O
Transportation	Street Sign Inventory Register Mechanic Working Papers Maintenance Reports	P Until Sold + 2 Until Sold + 2
Water	Water Meter Reports Lift Station Hours Chlorine Monthly Reports Sewage Lagoon Readings Yearly Reports (WTP) Meter Sheets Repair Sheets	7 7 7 7 P P (Property File) P (Property File)
Receptions & Special Events	Non Historic Historic	7 P
Requisitions	Copies Duplicate Paid	7 7 7

Taxes - Property	Arrears	7
	Receipts	7
	Tax Notices	7
	Rolls	P
	Sale Deeds	P
	Year End Transaction Listing	P
	Adjustments (T/ART)	7
	Levy Journals	P
	Installment Reports	7
	Install Notices	7
	Cancelled Installment Applications	7
	Tax Recovery Records	P
	Tax notices	7
	Mortgage Holder Changes	7
Tax Penalty Trial Balance	7	
Taxes - Business	Business Tax	P
	Adjustments (S/ART)	7
Tenders	Files	12
	Successful	12
	Purchase Quotations	12
	Unsuccessful	7
Utilities	Connect/Disconnect	7
	Utility Direct Debit	7
	Meter Sheets	7
	Utility Levy Reports/Journals	7
	Utility Journals/Distributions	7
	Adjustments (U/ART)	7
	Deposit Trial Balance	7
	Deposit Agreement	7
Vendors	Acknowledgements to	7
	Contracts	12
	Suppliers Files	12