

RECORDS DESTRUCTION SCHEDULE BYLAW

TOWN OF OUTLOOK


BYLAW NO. 13 (2022)

A BYLAW FOR THE DESTRUCTION OF DOCUMENTS

The Council of the Town of Outlook in the Province of Saskatchewan enacts as follows:

1. That a Records Retention and Disposal Schedule (the Schedule) for the municipality, attached hereto as "Schedule A" and forming part of this bylaw, be adopted.
2. That the Administrator of the Municipality is hereby authorized to destroy all applicable documents of the Municipality in accordance with the Schedule.
3. That the Administrator contact the Saskatchewan Archives Board before the destruction of any records mentioned in section (2) above and ensure that any documents requested by the Board for preservation in the Archives be deposited with the Board.
4. Bylaw No. 6(2006) is hereby repealed.




Mayor


Administrator

Certified a true copy of
Bylaw 13(2022) adopted
by the Council of the Town
of Outlook on the 25 day of
May 2022.


Chief Administrative Officer



Schedule A
OF
BYLAW NO. (2022)
A BYLAW
FOR
THE DESTRUCTION OF DOCUMENTS
For the Town of Outlook



Records Retention and Disposal Schedule For Rural and Urban Municipalities

Table of Contents

1. ACCOUNTING AND FINANCE

- 1.1 Accounts Payable
- 1.2 Accounts Receivable
- 1.3 Annual Financial Statements
- 1.4 Audits and Compliance Review
- 1.5 Bank Accounts
- 1.6 Budget
- 1.7 Budget-related Reports
- 1.8 Cash Payments and Receipts
- 1.9 Debentures and Loans
- 1.10 Federal/Provincial Remittance
- 1.11 Grants
- 1.12 Investment Records
- 1.13 Ledgers/Journals
- 1-14 Local Improvement Roll
- 1.15 Monthly Financial Statements
- 1.16 Requisition/Purchase Orders
- 1.17 Tax Roll/Assessment Roll
- 1.18 Utility Documents

2. ADMINISTRATION

- 2.1 Agreements/Contract and supporting documentation (related to land, building, properties etc.)
- 2.2 Agreements/Contract and supporting documentation (NOT related to land, building, properties etc.)
- 2.3 Appeals
- 2.4 Celebrations and Events
- 2.5 Cemetery Records
- 2.6 Change of Ownership documents
- 2.7 First Nations Consultations
- 2.8 Inquiries (under LAFOIPP)
- 2.9 Insurance Policies - Liability
- 2.10 Insurance Policies - Property
- 2.11 Photographs
- 2.12 Public Notice Documentation
- 2.13 Records Disposal Documentation
- 2.14 Tax Assessment Appeals
- 2.15 Tax Assessment Records
- 2.16 Tax Certificates
- 2.17 Tax and Assessment Undelivered Notices
- 2.18 Tax Enforcement Records
- 2.19 Other Enforcement Records
- 2.20 Water Analysis and Reports

3. ELECTION

- 3.1 Ballots
- 3.2 Disclosure of holdings
- 3.3 Declaration of Agent/Friend

- 3.4 Declaration of Polls
- 3.5 Deputy Returning Officer Statement of Results
- 3.6 Nomination and Receipts
- 3.7 Oaths of Office
- 3.8 Returning Officer's Summary of Results
- 3.9 Poll Books
- 3.10 Voters' Lists
- 3.11 Voters' Registration Forms
- 3.12 Ballot Box Contents (includes ballots, registration forms, etc.)
- 3.13 List of Assessed Owners
- 4. EMPLOYEE - EMPLOYER**
 - 4.1 Employee Records
 - 4.2 Income Tax
- 5. LEGAL**
 - 5.1 Minister's Orders
 - 5.2 Claims
 - 5.3 Petitions
 - 5.4 Writs
- 6. LICENSES AND PERMITS**
 - 6.1 Licenses and Permits Issued by Municipalities
 - 6.1.1 Building Permits
 - 6.1.2 Development Permits
 - 6.1.3 Development Permits - Denied
 - 6.1.4 Development Permits - Register
 - 6.1.5 Other Permits (not related to land, buildings, property, etc.)
 - 6.1.6 Licenses
 - 6.2 Licenses and Permits Issued to Municipalities
 - 6.2.1 Licenses and Permits (related to land, buildings, property, etc.)
 - 6.2.2 Licenses and Permits (not related to land, buildings, property, etc.)
- 7. MAPS, PLANS AND SURVEYS**
 - 7.1 Architects' Drawings
 - 7.2 Municipal Maps and Plans
 - 7.3 Road Surveys
 - 7.4 Land Surveys Certificates/Surveyors' Reports
- 8. MINUTES AND BYLAWS**
 - 8.1 Council Minutes
 - 8.2 Repealed Bylaws
 - 8.3 Bylaw Register (active and repealed)
- 9. REPORTS AND STATISTICS**
 - 9.1 Reports of Boards and Committees established by Council
 - 9.2 Vital Statistics
- 10. ROADS AND STREETS**
 - 10.1 Road Maintenance Records (includes reports)

Records Retention and Disposal Schedule

1. ACCOUNTING AND FINANCE RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
1.1 Accounts Payable (includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence, etc.)	7 years	Dispose
1.2 Accounts Receivable (includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)	7 years	Dispose
1.3 Annual Financial Statements	Permanent as per legislation	Permanent as per legislation
1.4 Audits and Compliance Reviews (auditor recommendations, reports, etc.)	7 years	Dispose
1.5 Bank Accounts (includes records related to termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliations, deposit books, cheques stubs/duplicates, etc.)	7 years	Dispose
1.6 Budget (as part of the minutes)	Permanent	Permanent
1.7 Budget Related Reports	7 years	DISPOSE
1.8 Cash Payments and Receipts (includes cash payments books, print-cuts, cash reports and summaries, register tapes, etc.)	7 years	DISPOSE

1. ACCOUNTING AND FINANCE (cont'd)

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
1.9 Debentures/Loans (includes registers, coupons, etc.)	7 years after final payment	DISPOSE
1.10 Federal/Provincial Remittance	7 years	DISPOSE
1.11 Grants (includes applications and supporting documentation)	7 years after completion of project, activity, task, etc. or rejection of application	Contact the Archives Dispose only upon the Archives recommendation
1.12 Investment Records	7 years after maturity of financial instruments	DISPOSE
1.13 Ledgers/Journals (includes general ledgers, subsidiary ledgers, ledger cards, reports, journals, etc.)	7 years	DISPOSE
1.14 Local Improvement Roll	7 years after completion of project	DISPOSE
1.15 Monthly Financial Statements	7 years	DISPOSE
1.16 Requisition/Purchase Orders	7 years	DISPOSE
1.17 Tax Roll/Assessment Roll (i.e. hard copy of year-end print out)	Permanent as per Legislation	PERMANENT as per Legislation
1.18 Utility Documents (includes water and sewer cards and ledgers, utilities tax roll, etc.)	7 years	DISPOSE

2. ADMINISTRATION RECORDS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
2.1 Agreements/Contracts and Supporting Documentation (pertaining to land, buildings, properties, structures, etc. owned by the municipality including construction agreements/contracts, etc.)	10 years after disposition of building, property or structure	Contact the Archives Dispose only upon the Archives recommendation
2.2 Agreements/Contracts and Supporting Documentation (not related to land, buildings, properties, etc.)	7 years after termination of agreement/contract	Contact the Archives Dispose only upon the Archives recommendation
2.3 Appeals (under the Planning and Development Act, 1983)	7 years after final decision rendered	Contact the Archives Dispose only upon the Archives recommendation
2.4 Celebrations and Events	3 years after concluded	Contact the Archives Dispose only upon the Archives recommendation
2.5 Cemetery Records	Permanent as per Legislation	Permanent as per Legislation
2.6 Change of Ownership Documents	7 years	DISPOSE
2.7 First Nations Consultations	Permanent	Permanent
2.8 Inquiries (under Local Authority Freedom of Information and Protection of Privacy Act)	7 years	DISPOSE
2.9 Insurance Policies - Liability (may be required if there is a liability claim in the future)	Permanent	Permanent

2. ADMINISTRATION (cont'd)

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
2.10 Insurance Policies - Property (includes insurance claims)	7 years after termination/cancellation of policy	DISPOSE
2.11 Photographs	When obsolete contact the Archives	Contact the Archives. Dispose only upon the Archives recommendation
2.12 Public Notice Documentation	2 years after event for which notice was given	DISPOSE
2.13 Records Disposal Documentation	Permanent	Permanent
2.14 Tax Assessment Appeals	7 years after final decision rendered	DISPOSE
2.15 Tax Assessment Records (assessor's valuation records, reassessment sheets, etc.)	3 years after superseded by new assessment or obsolete	DISPOSE
2.16 Tax Certificates	7 years	DISPOSE
2.17 Tax and Assessment Undelivered Notices (Where a notice is undelivered or returned due to an unknown address the notice shall be retained) (Section 216 & 268 The Municipalities Act)	7 years	DISPOSE
2.18 Tax Enforcement Records (includes tax lien withdrawals, etc.)	7 years after tax title property sold or property disposed of in any other manner	DISPOSE
2.19 Other Enforcement Records (Includes weed control & pest control records)	7 years after settlement	DISPOSE

2.20 Water Analysis and Reports
(may be required if there is a liability
claim in the future)

25 years

Contact the
Archives
Dispose only upon
the Archives
recommendation

3. ELECTION

Records included in this section are governed by The Local Government Election Act, 2015

and The Municipalities Act. Where specific retention requirements are identified in the legislation, relevant sections in the acts are indicated. Unless otherwise specified, all records are retained for "after election day" plus number indicated below.

RECORDS	DETENTION PERIOD	DISPOSAL RECOMMENDATION
3.1 Ballots	3 months (142 Local Government Election Act, 20 ¹⁵ -LGEA)	DISPOSE
3.2 Disclosure of Holdings (includes public disclosure statements)	Term of Office (4 years)	DISPOSE
3.3 Declaration of Agent/Friend	3 months	DISPOSE
3.4 Declaration of Polls	3 months (142 LGEA)	DISPOSE
3.5 Deputy Returning Officer Statement of Results	Permanent	Permanent
3.6 Nominations and Receipts	Term of Office (4 years) (69(6) LGEA)	DISPOSE
3.7 Oaths of Office	Term of Office	DISPOSE
3.8 Returning Officer's Summary of Results	Permanent or contact the Archives	Permanent or contact the Archives
3.9 Poll Books	3 months (142 LGEA)	DISPOSE
3.10 Voters' Lists	Contact the Archives	Contact the Archives Dispose only upon the Archives recommendation

3.11 Voters' Registration Forms	3 months (142 LGEA)	DISPOSE
3.12 Ballot Box Contents (includes ballots, registration forms, etc.)	3 months (142 LGEA)	DISPOSE
3.13 List of Assessed Owners (Rural Municipalities Only)	Until replaced pursuant to Section 40 LGEA	DISPOSE

**4. EMPLOYEE - EMPLOYER
RECORDS**

	RETENTION PERIOD	DISPOSAL RECOMMENDATION
4.1 Employee Records (includes time cards, pay records, etc.)	10 years after termination of employment	Dispose
4.2 Income Tax (T4s, TD1s, etc.)	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 (includes notices of claim, statements of claim, etc.)	10 years after settlement	Contact the Archives Dispose only upon the Archives recommendation
5.3 Petitions	7 years	Contact the Archives Dispose only upon the Archives recommendation
5.4 Writs	10 years after expiration or completion	DISPOSE

6. LICENCES AND PERMITS

6.1 Licenses and Permits Issued By Municipalities

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
6.1.1 Building Permits (includes supporting documentation)	after rejection of permit or life of building/structure plus 10 years	Contact the Archives Dispose only upon the Archives recommendation
6.1.2 Development Permits (includes supporting documentation)	25 years after superseded	Contact the Archives Dispose only upon the Archives recommendation
6.1.3 Development Permits - Denied	10 years	Contact the Archives Dispose only upon the Archives recommendation
6.1.4 Development Permits - Register	Permanent	PERMANENT
6.1.5 Other Permits (not related to land, buildings, structures, development projects)	3 years after expiration/termination or rejection of permit	DISPOSE
6.1.6 Licenses (includes supporting documentation)	7 years after termination/expiration or rejection of license	DISPOSE

6.2 Licenses and Permits Issued To Municipalities

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
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6.2.1 Licenses and Permits
(related to land, buildings,
structures, properties)

Upon rejection of
permit/license or life time of
structure, building, property
plus 10 years

Contact the Archives
Dispose only upon
the Archives
recommendation

6.2.2 Licenses and Permits
(not related to land, buildings,
structures and development
projects)

7 years after
expiration/termination or
rejection of license or
permit

DISPOSE

7. MAPS. PLANS AND SURVEYS RECORDS

RETENTION PERIOD

DISPOSAL RECOMMENDATION

7.1 Architect's Drawings (buildings, park
sites, structures, etc.)

Life time of
facility/structure
plus 10 years

Contact the
Archives
Dispose only upon
the Archives
recommendation

7.2 Municipal Maps and Plans

Original or one
selected copy to be
retained
permanently

Permanent or
contact the Archives
Dispose copies only
upon the Archives
recommendation

7.3 Road Surveys

7 years

Contact the
Archives
Dispose only upon
the Archives
recommendation

7.4 Land Surveys
Certificates/Surveyor's Reports

7 years

DISPOSE

8. MINUTES AND BYLAWS RECORDS

RETENTION PERIOD

DISPOSAL RECOMMENDATION

8.1 Council Minutes (includes original
bylaws, active and repealed)

Permanent as per
legislation

PERMANENT as per
Legislation

8.2 Repealed Bylaws (includes certified
copies that may be retained in Repealed
Bylaw Registers)

7 years

DISPOSE

8.3 Bylaw Registers (active and repealed)

Permanent

PERMANENT

**9. REPORTS AND STATISTICS
RECORDS**

9.1 Reports of Boards and Committees
established by Council (not forming part
of council minutes)

7 years

**RETENTION
PERIOD**

**DISPOSAL
RECOMMENDATION**
Contact the Archives
Dispose only upon the
Archives
recommendation

9.2 Vital Statistics

7 years

DISPOSE

**10. ROADS AND STREETS
RECORDS**

10.1 Road Maintenance Records
(includes reports)
(may be required if there is a liability claim
in the future)

25 years

**RETENTION
PERIOD**

**DISPOSAL
RECOMMENDATION**
Contact the
Archives
Dispose only upon
the Archives
recommendation

