

# APPENDIX B

## BYLAW NO. 1658

BEING A BYLAW OF THE MUNICIPAL DISTRICT OF BONNYVILLE NO. 87 IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING REGULATIONS AND PROCEDURES FOR THE RETENTION AND DISPOSAL OF MUNICIPAL RECORDS

**WHEREAS** pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26, the Chief Administrative Officer of a municipality must ensure that all records and documents of the municipality are kept safe; and

**WHEREAS** pursuant to the Municipal Government Act a Council may pass a bylaw respecting the destruction of records and documents of the municipality; and

**WHEREAS** the Freedom of Information and Protection of Privacy Act R.S.A. 2000, c.F-25 does not prohibit the transfer, storage or destruction of a record in accordance with a bylaw of a local government body; and

**WHEREAS** it is deemed advisable to enact a bylaw to authorize the destruction of records and documents;

**NOW THEREFORE** the Council of the Municipal District of Bonnyville No. 87, in the Province of Alberta, duly assembled, hereby enacts:

### **SECTION 1: TITLE**

This Bylaw may be cited as the 'Records Retention and Disposition Bylaw'.

### **SECTION 2: PURPOSE**

The purpose of this Bylaw is to provide a process to manage the retention and disposition of Corporate Records of the Municipal District of Bonnyville No. 87 regardless of their physical medium.

### **SECTION 3: DEFINITIONS**

In this Bylaw, unless the context otherwise requires:

- 3.1 'Chief Administrative Officer' means the Chief Administrative Officer of the Municipal District of Bonnyville No. 87 and whatever subsequent title may be conferred on that officer by Council or Statute;
- 3.2 'Corporate Record' means any recorded information, in any form, including data in computer systems, created or received and maintained by an organization or person in the transaction of business or the conduct of affairs and kept as evidence of such activity;
- 3.3 'M.D.' means the Municipal District of Bonnyville No. 87;

- 3.4 'Department' means an administrative division of the Municipal District of Bonnyville No. 87 and, for the purpose of this Bylaw, includes any statutory committee, or Council committee;
- 3.5 'Disposition' means a range of processes associated with the retention, destruction or transfer of Corporate Records;
- 3.6 'Electronic Records' means records communicated and maintained by means of electronic equipment;
- 3.7 'Outside Agency' means an organization under a contract with the M.D.;
- 3.8 'Record(s)' means information created or received and maintained as evidence and information by an organization or person in pursuance of legal obligations or in the transaction of business, and includes paper records such as a hand-written memo or a hard copy report. Records stored on electronic storage media such as databases or e-mail and graphic images such as drawings, maps and reports. These may be in photographic, electronic or hard-copy formats.
- 3.9 'Records and Information Management Program' means the efficient and systematic control of the creation, receipt, maintenance, use and disposition of Corporate Records;
- 3.10 'Records Retention Schedule' means a comprehensive schedule of records, identifying the M.D.'s records and indicating the length of time (retention period) the records must be retained and accessible after the closure criteria has been met, when and if such records may be digitized or microfilmed, and when they can be disposed of. It is only after the expiration of the retention period, a record is eligible for disposal;
- 3.11 'Substantive Records' means documents in any form that have administrative, operational, financial, legal, or historical value to the M.D.
- 3.12 'Transitory Records' means information and documents created or received through email, internet, voice mail or in traditional format such as paper, that have only short-term, immediate or no value to the organization, and which do not record approvals, recommendations, opinions, decisions or transactions of the M.D.

#### **SECTION 4: RECORDS RETENTION SCHEDULE**

The Chief Administrative Officer shall establish a Records Retention and Disposition Schedule.

- 4.1 The Chief Administrative Officer shall ensure that all Records are retained or disposed of in accordance with the Records Retention and Disposition Schedule (See attached Schedule 'A').

- 4.2 Any records referenced in the Records Retention and Disposition Schedule shall be disposed of in accordance with the Schedule.
- 3.3 Schedule 'A' attached hereto does not form part of this bylaw and may be amended by resolution of Council.

**SECTION 5: REPEAL**

Bylaw No. 1188, the Records Retention and Disposition Bylaw, is hereby repealed.

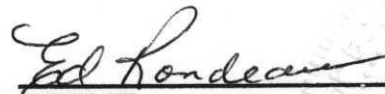
**SECTION 6: EFFECTIVE DATE**

This bylaw shall take effect on the date of third and final reading.

READ A FIRST TIME IN COUNCIL THIS 8<sup>TH</sup> DAY OF MARCH, 2017.

READ A SECOND TIME IN COUNCIL THIS 8<sup>TH</sup> DAY OF MARCH, 2017.

READ A THIRD AND FINAL TIME, WITH THE UNANIMOUS CONSENT OF ALL COUNCILLORS PRESENT, THIS 8<sup>TH</sup> DAY OF MARCH, 2017.

  
REEVE

F   
CHIEF ADMINISTRATIVE OFFICER

SUBJECT	DESCRIPTION	RETENTION PERIOD IN YEARS
<b>Accountants</b>	Working Papers	7
<b>Accounts</b>	Paid (Summary Sheet)	7
	Payable Vouchers	7
	Receivable Duplicate Vouchers	7
<b>Administration</b>	Reports (not part of minutes)	7
	Reports as per legislation	7
<b>Advertising</b>	General	2
<b>Agendas</b>	Part of Minutes	P
<b>Agreements</b>	Development	P
	General	12 S/O
	Major Legal	12 S/O
	Major Minor	12 S/O
<b>Annexations</b>	Correspondence	P
	Final Order	P
<b>Application</b>	Condominium - All	P
<b>Appointments</b>	Other than those in minutes	3
<b>Architect Drawings</b>	Buildings, Park Sites, etc.	P
<b>Assessment</b>	Assessment Review Board Minutes	P
	Assessment Review Board Work File	5
	Assessment Appeals	12
	Assessment Review Board Records	7
	Assessment Appeal Board File	5
	Rolls	P
	Duplicate Roll	7
	Review Court Records	7
<b>Assets</b>	Records of Surplus	5
	Temporary Files	2
<b>Bank</b>	Deposit (Pass) Books	7
	Deposits Slips	7
	Memos (Debit and Credit)	7
	Reconciliation	2
	Statements	7
<b>Boards</b>	Authority and Structure	5 S/O
	Minutes	P
<b>Briefs/Report</b>	To Council	7
<b>Budgets</b>	Final Capital (in minutes)	P
	Final Operating (in minutes)	P
	Working Papers	3
<b>Building</b>	Inspection Records	P
<b>Bylaws</b>	All (Council and Land Use)	P
<b>Cash</b>	Disbursements Journal	7
	Duplicate Reports	7
	Receipts Journal	7
<b>Cemetery</b>	All documentation	P
<b>Census</b>	Reports	P
<b>Certificates</b>	Of Title	P
<b>Cheques</b>	Paid (cancelled)	7
	Register	7
	Stubs	7
<b>Claims</b>	Notice of Claims	12 S/O
	Statement of Claims	12 S/O
<b>Compensation</b>	Records	10
<b>Contracts</b>	Files (upon completion of contract)	12 S/O
	Forms	12
	Major Legal	12 S/O
	Minor Legal	12 S/O



<b>Court Cases</b>		P
<b>Destroyed Records</b>	Index	P
<b>Drainage Records</b>	All	P
<b>Elections</b>	Ballot Box Content Nomination Papers	Sec 101 LAEA Sec 28(4) LAC
<b>Employee Benefits</b>	All	5
	WCB Claims	5
<b>Employees</b>	Job Applications (hired)	3
	Job Applications (not hired)	1
	Job Descriptions	3 after abolished 1 after cessation 6 after dismissal
	Personnel File	P
<b>Engineering</b>	Drawings	P
<b>Financial Statements</b>	Final	12
	Interim	10
	Working Papers	3
<b>Grants</b>	Provincial	As per Agreement
	Federal	As per Agreement
	Municipal	7
<b>Income Tax</b>	Deductions	7
	TD1 Forms	1
	T4 Slips	7
	T4 Summaries	7
<b>Inquiries</b>	From the Public	3
<b>Insurance</b>	Claims (after settled)	12
	Records (after expiration)	12
<b>Land</b>	Appraisals (after sold)	1
	File	P
<b>Landfill/Garbage</b>	All Records	P
<b>Land Dispositions</b>	Licences of Occupation (LOC) (pipeline, boat launch, access road, drainage)	P
	Miscellaneous Lease (MLL) (landfill, garbage bin site)	P
	Surface Material Lease (SML) (gravel pit)	P
	Other	P
<b>Leases</b>	After expiration	7 S/O
<b>Legal</b>	Opinions	12 S/O
	Proceedings	12 S/O
<b>Legislation</b>	Acts (after superseded)	1
<b>Local Improvements</b>	Records	P
<b>Maintenance</b>		12
<b>Maps</b>	Base (original)	P
	Contour	P
<b>Minutes</b>	Council, ASB, MPC, ARB, Library Board	P
	Committee	P
		P
<b>Municipal Affairs</b>	Annual Reports	5
<b>Orders</b>	Building	P
	Planning, electrical, gas, sewer	P
	Stop Orders (MGA)	P
	Subdivision	P
<b>Organization</b>	Structure and Reports	P
<b>Payroll</b>	Employment Insurance Records	5 after cessation
	Garnishees	5 S/O
	Individual Earning Record	6
	Journal	6

	Time Cards	6
	Time Sheets	5
<b>Permits</b>	Building	P
	Development	P
	Electrical	P
	Gas	P
	Occupancy	P
	Plumbing	P
	Sewer	P
<b>Petitions</b>		P
<b>Photos</b>	Aerial – Current	P
	Aerial – Non Current	P
<b>Plans</b>	Official	P
	Official Amendments	P
	Subdivision	P
<b>Policy</b>	After Superseded	5
<b>Prosecution</b>	All	5
<b>Publications</b>	Local Reports	3
<b>Real Estate</b>	Supporting Files	P
<b>Receipts</b>	Book	7
	Duplicate Cash	7
	Registration	7
<b>Registration &amp; Special Event (Non Historic)</b>		3
<b>Reports</b>	Accident	12 S/O
	Accident Statistics	12 S/O
	Annual - Municipality	P
	Field	12 S/O
	Management	12
	Progress – Project	7
	Progress – Under Contract – Final	
	Payment	10 S/O
	Road - Monthly	7
	Weed Control – Until Updated	1
<b>Subdivision</b>	File - All	P
<b>Requisitions</b>		7
<b>Surveys</b>	General Correspondence	15
	Parking	7
	Traffic Counts	P
<b>Tax</b>	Arrears	7
	Final Billing	12
	Municipal Credits	7
	Receipts	7
	Rolls	P
	Sales Deeds	P
<b>Tangible Capital Asset</b>	After Disposal	7
	Fixed (Active)	P
	Work-in-Progress	P
<b>Tax Recovery</b>	Records – All	P
<b>Tenders</b>	Files	12
	Purchase Quotes	12
	Successful	12
	Unsuccessful	10
<b>Training &amp; Development</b>	File	5
<b>Trial Balances</b>	Monthly	3
	Year End	7
<b>Vendor</b>	Acknowledgement	2
	Contracts	12
	Supplier Files	12
<b>Voucher</b>	Duplicate	7

Waivers	Kinosoo Snow Resort - Over 18	2
	Kinosoo Snow Resort - Under 18	2 after 18 Birthday
Writs		12

S/O – Superseded or Obsolete