

### Municipal District of Bonnyville Records Retention Schedule

All records outlined in the schedule below are to be retained in their final format. Draft copies of records are not considered final, and therefore should be treated as transitory. For identification of transitory records, please refer to Attachment "B".

This retention schedule applies to electronic or physical copies of records that are not generated through a software application.

Records must be kept for the full amount of time as indicated in column two. The retention period indicated in column two, starts at the beginning of the following year in which the record was generated. Example, if a record was generated in July of 2022, to meet the full 7y retention, 7y are calculated from January 1, 2023. For confirmation on retention periods, see Records Management Coordinator.

GLOSSARY		
Y= Year	D- Destroy	P= Permanent
S/O = Superseded (replaced or taken place of) or obsolete (no longer in use)	E= Event	
1.0- COUNCIL & EXECUTIVE	RETENTION	EVENT/ NOTES
1.1	<b>Council</b> <i>Regular, special, and organizational Council meetings</i>	
	▪ Minutes	P
	▪ Agenda packages	20y; D
	▪ Livestream footage of open Council Meetings	P
1.2	<b>Committees of Council</b> <i>Committee of the Whole, MPC</i>	
	▪ Minutes	P
	▪ Agenda packages	20y; D
1.3	<b>Executive Records</b> <i>Records handled and processed by CAO's Department.</i>	
	▪ Strategic Planning <ul style="list-style-type: none"> <li>○ Area Structure Plans</li> <li>○ Intermunicipal Development Plans</li> <li>○ Intermunicipal Collaboration Framework</li> <li>○ Municipal Development Plans</li> <li>○ Quality Management Plans</li> <li>○ Strategic Plans</li> </ul>	P
	▪ Reviews, reports & studies (organizational, historical)	P
	▪ Awards and Recognition received and given by the M.D. <ul style="list-style-type: none"> <li>○ Participation Awards</li> <li>○ Community Support and Recognition</li> </ul>	P

2.0- COMMUNICATIONS & MARKETING		RETENTION	EVENT/ NOTES
2.1	<b>General</b>		
	<ul style="list-style-type: none"> <li>▪ Media release forms/ declarations</li> </ul>	11y; D	
2.2	<b>Historical</b>		
	<ul style="list-style-type: none"> <li>▪ Photographs (including event and corporate photographs)</li> </ul>	P	Notes taken during meetings that can act as back up to support decisions.
	<ul style="list-style-type: none"> <li>▪ Publications                             <ul style="list-style-type: none"> <li>○ Rural Review</li> <li>○ Staff Newsletter</li> </ul> </li> <li>▪ Adventure Guide</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Advertising/ Media (Press releases, announcements, newspaper clippings)</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Backup Notes</li> </ul>		
3.0- LEGISLATIVE & INFORMATION SERVICES		RETENTION	EVENT/ NOTES
3.1	<b>Bylaws</b>		
	<ul style="list-style-type: none"> <li>▪ Approved by Council (includes all approved, amended, repealed, defeated, timed out)</li> </ul>	P	
	<ul style="list-style-type: none"> <li>▪ Registry</li> </ul>		
3.2	<b>Policies</b>		
	<ul style="list-style-type: none"> <li>▪ Approved by Council</li> </ul>	P	
	<ul style="list-style-type: none"> <li>▪ Registry</li> </ul>		
3.4	<b>Procedures</b>		
	<ul style="list-style-type: none"> <li>▪ Approved Procedures</li> </ul>	P	
	<ul style="list-style-type: none"> <li>▪ Registry</li> </ul>		
3.5	<b>Administrative Directives</b>		
	<ul style="list-style-type: none"> <li>▪ Approved Directives</li> </ul>	P	
	<ul style="list-style-type: none"> <li>▪ Registry</li> </ul>		
3.6	<b>FOIP</b>		
	<ul style="list-style-type: none"> <li>▪ FOIP Applications – includes responses and <u>all</u> supporting documents</li> </ul>	E+7y; D	Event = closure of request.
3.7	<b>Census</b>		
	<ul style="list-style-type: none"> <li>▪ Reports, affidavits, oaths</li> </ul>	P	
3.8	<b>Election</b>		
	<ul style="list-style-type: none"> <li>▪ Final results/ affidavits</li> </ul>	P	*most records relating to the Election are to be retained for the minimum retention period as indicated in the Local Authorities Election Act.
3.9	<b>Assessment Review Board (ARB) &amp; Subdivision Appeal Board (SDAB) Hearings</b>		
	<ul style="list-style-type: none"> <li>▪ ARB Complaints                             <ul style="list-style-type: none"> <li>○ Complaint forms</li> <li>○ Receipts</li> <li>○ Declarations of withdrawal</li> </ul> </li> </ul>	7y; D	
	<ul style="list-style-type: none"> <li>▪ SDAB Appeals                             <ul style="list-style-type: none"> <li>○ Appeal submission</li> <li>○ Receipt</li> <li>○ Correspondence</li> </ul> </li> </ul>	7y; D	

	<ul style="list-style-type: none"> <li>▪ Board Decision(s) (ARB &amp; SDAB)</li> <li>▪ ARB Hearing Minutes &amp; Transcript</li> <li>▪ SDAB Hearing Minutes</li> </ul>	P	
3.10	Contract Management		
	<ul style="list-style-type: none"> <li>▪ Contract / Agreement</li> <li>▪ Supporting documents (includes all documents that support the function of the agreement (correspondence, proof of insurance, WCB)</li> </ul>	E+7y; D	Event = completion or expiration of contract.
<b>4.0- FINANCE</b>		<b>RETENTION</b>	<b>EVENT/ NOTES</b>
4.1	General		
	<ul style="list-style-type: none"> <li>▪ Deposit books/slips, memos/ statements, reconciliations)</li> <li>▪ Adjustments</li> <li>▪ Budgets (all)</li> <li>▪ Debentures</li> <li>▪ Donations</li> <li>▪ Investments</li> <li>▪ Ledgers</li> <li>▪ Balancing/ cash out sheets</li> </ul>	7y; D 10y; D P P 7y; D 7y; D 7y; D 7y; D	
4.2	Accounts Receivable & Accounts Payable		
	<ul style="list-style-type: none"> <li>▪ Invoices</li> <li>▪ Working papers and documentation</li> </ul>	7y	
4.3	Financial Statements		
	<ul style="list-style-type: none"> <li>▪ Working Papers</li> <li>▪ Final Financial Statements</li> <li>▪ Trial Balances</li> </ul>	P P 7y; D	
4.4	Cash Receipting		
	<ul style="list-style-type: none"> <li>▪ Daily cash batch report <ul style="list-style-type: none"> <li>○ Receipt, cover sheet, all backup information</li> </ul> </li> </ul>	7y; D	
4.5	Tangible Capital Assets		
	<ul style="list-style-type: none"> <li>▪ Purchase Invoices</li> <li>▪ Fixed Asset Authorization</li> <li>▪ Working documents/ back up</li> </ul>	7y; D 7y; D 7y; D	
4.6	Utilities (Water, Sewer, Waste)		
	<ul style="list-style-type: none"> <li>▪ Meter reads</li> <li>▪ Active/ new account documentation</li> </ul>	P S/O	
<b>SECTION 5.0- HUMAN RESOURCES &amp; PAYROLL</b>		<b>RETENTION</b>	<b>EVENT/ NOTES</b>
5.1	General		
	<ul style="list-style-type: none"> <li>▪ Employee status tracking</li> <li>▪ Job Applications (not hired)</li> <li>▪ Year end reconciliations (payroll)</li> </ul>	P 1y; D P	

5.2	Employee & Payroll Information		
	<ul style="list-style-type: none"> <li>▪ Personnel &amp; Payroll File               <ul style="list-style-type: none"> <li>○ Job application, resume, references &amp; offer letter.</li> <li>○ Driver's abstract</li> <li>○ Record of service awards, training requests and tracking, performance management, employee status</li> <li>○ Disciplinary action documentation</li> <li>○ WCB records, incident records</li> <li>○ Benefit/ LAPP enrollment, beneficiary information, health care spending account</li> <li>○ Authorizations, banking information, payroll registry, pension records</li> </ul> </li> </ul>	P	<p>Personnel &amp; Payroll Files include all records relating to an employee including benefit and pension records. The retention of these files is permanent; for active employees, physical and electronic copies are kept.</p> <p>For inactive employees, electronic files only are retained.</p>
<b>6.0 - ASSESSMENT SERVICES</b>		<b>RETENTION</b>	<b>EVENT/ NOTES</b>
6.1	General		
	<ul style="list-style-type: none"> <li>▪ Assessment Roll</li> </ul>	P	
	<ul style="list-style-type: none"> <li>▪ Assessment surveys               <ul style="list-style-type: none"> <li>○ Including photos of property &amp; structure(s)</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Market evaluations</li> </ul>		
6.2	Taxes		
	<ul style="list-style-type: none"> <li>▪ Tax roll</li> </ul>	P	
	<ul style="list-style-type: none"> <li>▪ Land title changes</li> </ul>	P	
	<ul style="list-style-type: none"> <li>▪ Tax Searches and Certificates</li> </ul>	7y; D	
	<ul style="list-style-type: none"> <li>▪ School support notices</li> </ul>	2y; D	
	<ul style="list-style-type: none"> <li>▪ Tax Arrears, Adjustments</li> </ul>	7y; D	
	<ul style="list-style-type: none"> <li>▪ Tax recovery</li> </ul>	P	
	<ul style="list-style-type: none"> <li>▪ Auto payment plan records</li> </ul>	7y; D	
6.3	Insurance & Risk Management		
	<ul style="list-style-type: none"> <li>▪ Municipal insurance policy documents</li> </ul>	E+7; D	Event = expiration of policy
	<ul style="list-style-type: none"> <li>▪ Claims by or against municipality (loss or damage to property or premises, injury of general public)</li> </ul>	E+10; D	Event = settlement of claim
<b>7.0 – OCCUPATIONAL HEALTH AND SAFETY</b>		<b>RETENTION</b>	<b>EVENT/ NOTES</b>
7.1	General		
	<ul style="list-style-type: none"> <li>▪ Permits</li> </ul>	3y; D	
	<ul style="list-style-type: none"> <li>▪ Emergency Response Plan Drill Records</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Evaluations</li> </ul>		
7.2	Inspections		
	<ul style="list-style-type: none"> <li>▪ Work site</li> </ul>	3y; D	
	<ul style="list-style-type: none"> <li>▪ Building</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Campground</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Landfill</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Vehicle &amp; machinery inspections</li> </ul>		

7.3	Incidents		
	▪ Report form	5y; D	
	▪ Investigations		
▪ Final report			
7.4	Hazards		
	▪ Identification	3y; D	
	▪ Assessments		
▪ Prevention & Evaluation			
<b>SECTION 8.0- ASSET MANAGEMENT</b>		<b>RETENTION</b>	<b>EVENT/ NOTES</b>
8.1	General		
	▪ Building Condition Assessment Report	P	
	▪ Implementation Strategy (short & long term)		
	▪ MD Asset Status Reports (Department, Facilities)		
▪ Level of Service/ Risk Report (Department)			
8.2	GIS		
	▪ Road use agreements	P	
	▪ Photos <ul style="list-style-type: none"> <li>○ Orthophotography</li> <li>○ Historical</li> </ul>		
▪ Maps in Final Format <ul style="list-style-type: none"> <li>○ Property ownership map</li> <li>○ Historical maps</li> </ul>			
<b>SECTION 9.0- AGRICULTURAL SERVICES</b>		<b>RETENTION</b>	<b>EVENT/ NOTES</b>
9.1	General		
	▪ Agreements (Landowner, Bounty (Coyote, Wolf), No Spray, Weed Control, Trapper (Beaver), Service Contracts)	7y; D	
▪ Grants and Funding (ASB, Provincial Funding)			
9.2	Reports		
	▪ Regulatory reporting	P	
▪ Inspections			
9.3	Agricultural Service Board (ASB)		
	▪ ASB meeting agendas	10y; D	
	▪ ASB meeting minutes	10y; D	
<b>SECTION 10.0- WASTE SERVICES</b>		<b>RETENTION</b>	<b>EVENT/ NOTES</b>
10.1	General		
	▪ Survey records	P	
	▪ Operations Plan		
	▪ Waste handling records		
▪ Record of contamination/ spills			
10.2	Reports		
	▪ Maintenance Reports	P	
	▪ Inspection reports (Landfill & Bin Sites)		
▪ Groundwater Monitoring			
<b>SECTION 11.0- PUBLIC SAFETY</b>		<b>RETENTION</b>	<b>EVENT/ NOTES</b>
11.1	General		
	▪ Court files	E+7y; D	E = Case closure.

	<ul style="list-style-type: none"> <li>▪ Officer Appointments and oaths</li> </ul>	E+6m	E = change in employment status. Must be sent to Receiver General upon termination of employment,
	<ul style="list-style-type: none"> <li>▪ Crime prevention files</li> </ul>	3y; D	
	<ul style="list-style-type: none"> <li>▪ School resource program               <ul style="list-style-type: none"> <li>○ Program information</li> <li>○ Resource documents</li> <li>○ School visit tracking spreadsheet</li> </ul> </li> </ul>	P	
11.2	Reports		
	<ul style="list-style-type: none"> <li>▪ Disbursement reports</li> </ul>	7y; D	
	<ul style="list-style-type: none"> <li>▪ Provincial reporting (monthly, quarterly, yearly)</li> </ul>	7y; D	
	<ul style="list-style-type: none"> <li>▪ Internal reporting (monthly, quarterly, yearly)</li> </ul>	7y; D	
<b>SECTION 12.0- EMERGENCY MANAGEMENT</b>		<b>RETENTION</b>	<b>EVENT/ NOTES</b>
12.1	General		
	<ul style="list-style-type: none"> <li>▪ Grant applications (including application, approval/ rejection, funding agreement)</li> </ul>	7y; D	See section 3.12. Retention begins upon closure of file.
12.2	Training and exercises		
	<ul style="list-style-type: none"> <li>▪ ICS (100, 200, 300 &amp; 400)               <ul style="list-style-type: none"> <li>○ Certificates</li> <li>○ Forms</li> <li>○ Descriptions</li> <li>○ Training documentation</li> <li>○ Position task binder</li> </ul> </li> </ul>	P	Certificates do not expire- but can be renewed. Retention is based on employee status.
	<ul style="list-style-type: none"> <li>▪ Internal and External Training for Employees               <ul style="list-style-type: none"> <li>○ Certificates</li> <li>○ Training documentation</li> </ul> </li> </ul>	E+6m; D	Event = change in employment status.
	<ul style="list-style-type: none"> <li>▪ Internal and External Training Exercises               <ul style="list-style-type: none"> <li>○ Exercise design</li> <li>○ Reference guides</li> <li>○ Templates</li> </ul> </li> </ul>	P	
	<ul style="list-style-type: none"> <li>▪ Department Specific Training materials</li> </ul>	P	
12.3	Alerts		
	<ul style="list-style-type: none"> <li>▪ Critical communication- received</li> </ul>	P	
	<ul style="list-style-type: none"> <li>▪ Voyent Alerts</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Alberta emergency alerts</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Alert guidelines</li> </ul>		
12.4	Emergency social services		
12.5	Plans		
	<ul style="list-style-type: none"> <li>▪ Emergency management plan</li> </ul>	P	
	<ul style="list-style-type: none"> <li>▪ Crisis communication plan</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Fire mitigation strategy</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Evacuation plans</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Emergency social services plan</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Recovery and re-entry plan</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Business continuity plan</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Active shooter plan</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Livestock emergency plan</li> </ul>		

12.6	Historical		
	<ul style="list-style-type: none"> <li>▪ Historical reference material</li> </ul>	P	
<b>12.0 TRANSPORTATION</b>		<b>RETENTION</b>	<b>EVENT/ NOTES</b>
12.1	General		
	<ul style="list-style-type: none"> <li>▪ Maps</li> </ul>	P	
	<ul style="list-style-type: none"> <li>▪ Drawings <ul style="list-style-type: none"> <li>○ Design Drawings</li> <li>○ As-built drawings</li> </ul> </li> </ul>	P	
	<ul style="list-style-type: none"> <li>▪ Monthly reporting</li> </ul>	7y; D	
	<ul style="list-style-type: none"> <li>▪ Road plans</li> </ul>	P	
	<ul style="list-style-type: none"> <li>▪ Project Quotes</li> </ul>	7y; D	
12.2	Capital Projects		
	<ul style="list-style-type: none"> <li>▪ Projects <ul style="list-style-type: none"> <li>○ Contract/ Agreement</li> <li>○ Tenders &amp; RFPs (successful &amp; unsuccessful)</li> <li>○ Change Orders</li> <li>○ Statutory Declarations</li> <li>○ Bonds</li> <li>○ Certificate of Insurance</li> <li>○ WCB</li> <li>○ Reports</li> <li>○ Correspondence</li> <li>○ Prime Contractor sign off</li> <li>○ Certificate of Contraction Completion (CCC)</li> <li>○ Final Acceptance Certificate (FAC)</li> </ul> </li> </ul>	E+10y; D	Event = completion of project (following FAC and warranty).
12.3	Tracking/ Logs		
	<ul style="list-style-type: none"> <li>▪ Fuel logs</li> </ul>	3y; D	
	<ul style="list-style-type: none"> <li>▪ Equipment/ Vehicle logs</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Gravel logs</li> </ul>	7y; D	
12.4	Airport		
	<ul style="list-style-type: none"> <li>▪ Daily Inspections, Runway reports</li> </ul>	E+1; D	Event = date of report
	<ul style="list-style-type: none"> <li>▪ Emergency Response Plan, Wildlife Plan</li> </ul>	P	
	<ul style="list-style-type: none"> <li>▪ Concerns list</li> </ul>	3y; D	
	<ul style="list-style-type: none"> <li>▪ Drawings, Reports, Studies</li> </ul>	P	
<b>13.0 UTILITIES, FLEET &amp; FACILITIES</b>		<b>RETENTION</b>	<b>EVENT/ NOTES</b>
13.1	Utilities- Water		
	<ul style="list-style-type: none"> <li>▪ Monitoring &amp; testing</li> </ul>	P	
	<ul style="list-style-type: none"> <li>▪ Approvals issued under legislation</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Inspection reports</li> </ul>		
13.2	Utilities- Sewer		
	<ul style="list-style-type: none"> <li>▪ Environmental applications</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Inspection Reports</li> </ul>		
13.3	Fleet, Vehicles & Equipment		
	<ul style="list-style-type: none"> <li>▪ Service, maintenance and repair records</li> </ul>	3y; D	
	<ul style="list-style-type: none"> <li>▪ Driver and trip inspections</li> </ul>	1y; D	
13.4	Facilities		
	<ul style="list-style-type: none"> <li>▪ Maintenance records</li> </ul>	3y; D	

	<ul style="list-style-type: none"> <li>▪ Building plans/ drawings, audits, reports &amp; studies</li> </ul>	P	
	<ul style="list-style-type: none"> <li>▪ Concerns list</li> </ul>	3y; D	
13.5	Engineering		
	<ul style="list-style-type: none"> <li>▪ Plans, engineering/ architectural drawings, reports, surveys</li> <li>▪ Bridge Inspections</li> </ul>	P	
<b>14.0- PLANNING AND DEVELOPMENT</b>		<b>RETENTION</b>	<b>EVENT/ NOTES</b>
14.1	General		
	Land Files <ul style="list-style-type: none"> <li>▪ All documents</li> </ul>	P	
14.2	Developments		
	<ul style="list-style-type: none"> <li>▪ All applications, permits and supporting documents (including CCC and FAC)</li> </ul>	P	
	<ul style="list-style-type: none"> <li>▪ Development Agreements</li> </ul>	P	
	<ul style="list-style-type: none"> <li>▪ Testing/ reports</li> </ul>	P	
	<ul style="list-style-type: none"> <li>▪ Maps/ Photos relating to developed lands</li> </ul>	P	
14.3	Subdivisions		
	<ul style="list-style-type: none"> <li>▪ Applications and all supporting documents</li> </ul>	P	
	<ul style="list-style-type: none"> <li>▪ Maps, Photos</li> </ul>	P	
	<ul style="list-style-type: none"> <li>▪ Addressing</li> </ul>	P	
14.4	Annexation Documents		
	<ul style="list-style-type: none"> <li>▪ All documentation relating to annexed lands</li> </ul>	P	
<b>SECTION 15.0- PARKS, RECREATION &amp; CULTURE</b>		<b>RETENTION</b>	<b>EVENT/ NOTES</b>
15.1	Community & Capital Grants		
	<ul style="list-style-type: none"> <li>▪ Applications, correspondence, scoring matrix and all supporting documents</li> </ul>	7y; D	
	<ul style="list-style-type: none"> <li>▪ Funding Agreement</li> </ul>		
15.2	Inspections		
	<ul style="list-style-type: none"> <li>▪ Playground (daily, weekly, monthly)</li> </ul>	P	
	<ul style="list-style-type: none"> <li>▪ Trail (monthly)</li> </ul>	3y; D	
	<ul style="list-style-type: none"> <li>▪ Campground (pre &amp; post season)</li> </ul>	3y; D	
	<ul style="list-style-type: none"> <li>▪ Outdoor rinks (seasonal; weekly)</li> </ul>	3y; D	
15.3	Rentals (includes, picnic tables, bleachers)		
	<ul style="list-style-type: none"> <li>▪ Application and all supporting documents</li> </ul>	3y; D	
15.4	Capital Projects		
	<ul style="list-style-type: none"> <li>▪ Projects <ul style="list-style-type: none"> <li>○ Contract/ Agreement</li> <li>○ Tenders &amp; RFPS- successful</li> <li>○ Tenders &amp; RFP's-unsuccessful</li> <li>○ Change Orders</li> <li>○ Design Drawings</li> <li>○ Statutory Declarations</li> <li>○ Bonds</li> <li>○ Certificate of Contraction Completion (CCC)</li> <li>○ Final Acceptance Certificate (FAC)</li> </ul> </li> </ul>	10y; D	



	<ul style="list-style-type: none"> <li>○ Certificate of Insurance</li> <li>○ WCB</li> <li>○ Prime Contractor sign off</li> <li>○ Change Orders</li> </ul>		
15.5	Reports, Studies & Plans		
	<ul style="list-style-type: none"> <li>▪ Reports, studies, plans, master plans</li> </ul>	P	
<b>SECTION 16.0- KINOSOO RIDGE</b>			<b>EVENT/ NOTES</b>
16.1	Rentals		
	<ul style="list-style-type: none"> <li>▪ Ski Rentals</li> <li>▪ Snowboard Rentals</li> </ul>	2y; D	
16.2	Waivers		
	<ul style="list-style-type: none"> <li>▪ Season pass waivers</li> <li>▪ Adventure Park waivers</li> <li>▪ Lesson waivers</li> <li>▪ Walking pass waivers</li> <li>▪ Complimentary pass waivers</li> <li>▪ School waivers</li> </ul>	11y; D	

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