

VILLAGE OF CARBON
in the
PROVINCE OF ALBERTA
BYLAW # 2000-717

RECORD RETENTION AND DISPOSAL OF MUNICIPAL RECORDS

BEING A BYLAW TO ESTABLISH REGULATIONS AND PROCEDURES FOR THE RETENTION AND DISPOSAL OF MUNICIPAL RECORDS, PURSUANT TO THE PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT, S.A., 1994, CHAPTER M-26.1 AND AMENDMENTS THERETO, AND IN COMPLIANCE WITH THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, S.A., CHAPTER F-18.5 AND AMENDMENTS THERETO.

WHEREAS, a Council may pass a Bylaw respecting the disposition of records and documents of the municipality; and

WHEREAS, it is the desire of the Village of Carbon to provide regulations and procedures with respect to the retention and disposal of records including, but not limited to correspondence, records, vouchers, receipts, instruments and other records in the custody or control of the Village of Carbon; and

NOW THEREFORE, The Council of the Village of Carbon, in the Province of Alberta, duly assembled, enacts as follows:

TITLE:

This Bylaw shall be cited as the "Records Retention and Disposition Bylaw" of the Village of Carbon.

DEFINITIONS:

Unless the context otherwise requires, the following words, terms or expressions shall mean:

DISPOSITION – the disposal of records, or the transfer of records of enduring value to archives

HISTORICAL INFORMATION – any record deemed to give a part of history or have formed a part of history for the Village of Carbon.

RECORDS – means documentation received or created by the Village of Carbon for information, including all ledgers, financial data, land files, minutes of meetings, contracts, books, documents, maps papers and any other information that is written, recorded, photographed, or stored in any manner including electronically. It does not include software or any mechanism that produces records.


RETENTION PERIOD – the minimum amount of time that a record must be kept before final disposal is implemented


VILLAGE – means Village of Carbon

- No records are to be destroyed without consultation and approval in writing of the Municipal Administrator
- If an individual's personal information is used by the municipality to make a decision that directly affects the individual, the municipality shall retain the personal information of at least one year after using it
- Transitory Records containing confidential information shall be disposed of in a manner so that the information contained therein is completely obliterated
- All Transitory Records shall be disposed of at anytime, when they no longer serve any valid purpose
- Records are to be retained in the Record Storage Areas as designated by the Municipal Administrator and are to be retained or disposed of as per Schedule "A"
- The Municipal Administrator shall have the discretion to retain records longer than the period provided for in this Bylaw, and shall do so when deemed appropriate or when an indication has been received that there is or may be litigation involving any said records
- Disposition may include continued retention, transfer to historical archives or destruction
- Where records are destroyed under this bylaw, the proper and complete destruction is the responsibility of the Municipal Administrator
- A permanent record shall be kept of all records destroyed. The record shall be presented to Council in a timely manner and permanently filed at the Village of Carbon Municipal Office

This Bylaw shall come into force and become effective on the date of the final passing thereof.


READ A FIRST TIME THIS 13th DAY OF March , 2000




 Mayor


 Municipal Administrator

READ A SECOND AND FINAL TIME THIS 27TH DAY OF March , 2000



 Mayor


 Municipal Administrator

BYLAW #2000-717**SCHEDULE "A"****PERMANENT**

| <u>SUBJECT</u> | <u>DESCRIPTION</u> |
|------------------------|--|
| Agendas | Part of Council Minutes |
| Annexations | Final order |
| Assessments | Rolls Assessment review |
| Assets | Inventory listing |
| Audit | Annual Audit by Auditor |
| Budget | Capital and operating (forms part of Council Minutes) |
| Bylaws | All – current and rescinded |
| Cemetery | All |
| Census | Until superseded |
| Certificated of Title | All |
| Destroyed Record Index | All |
| Employees | Oaths of Office Personnel files Termination |
| Engineering | Drawings |
| Franchise Agreements | All |
| Local Improvements | Records |
| Maps | Original base map Contour |
| Minutes | Boards Committees Council |
| Payroll | Individual earning records Payroll journal |
| Personnel Records | All |
| Plans | Official Amendments Subdivision |
| Taxes | Rolls Tax recovery records Sale deeds |

SEVEN (7) YEARS

| | |
|----------------|--|
| Accounts | Paid summary sheets Payable vouchers Receivable duplicate invoices |
| Administration | Reports |
| Agreements | Unless superseded General Development Major and minor legal |

| | |
|---------------------|--|
| Annual Reports | All |
| Assessment | Appeals Assessment Review Board Records Duplicate roll |
| Bank | Cancelled cheques Deposit books/slips Credit/debit memos Reconciliation's Statements |
| Cash | Receipts Journal Disbursement Journal Duplicate receipts |
| Cheques | Cancelled (paid) Register Stubs/suppligate copies |
| Claims | Unless superseded Notice of Claim Statements of Claim |
| Compensation | Records |
| Contracts | Unless superseded Files Forms Major/minor legal |
| Development Permits | All |
| Elections | As per Local Authorities Act |
| Income Tax | Deductions T4 T4 summaries |
| Land | Until sold, plus 7 years |
| Leases | Unless superseded |
| Legal | Unless superseded Opinions Prosecution Proceedings |
| Maintenance Records | All |
| Payroll | Confidential records and files (After employee terminated plus 7 yrs.) |
| Petitions | All |
| Reports | Accident |
| Requisition | Duplicate Paid |
| Taxes | Arrears Billings Municipal credits/adjustments |
| Tenders | Successful |
| Trial Balances | Monthly and Year End |

FIVE (5) YEARS

| | |
|----------------------|------------------------|
| Budgets | Working papers |
| Computer Cards/Disks | |
| Employee Benefits | All |
| General Records | |
| Licenses | Business |
| Payroll | Time sheets |
| Policy | After superseded |
| Progress Reports | All |
| Weed Control | Reports/correspondence |

ONE (1) YEAR

| | |
|-----------|---------------------------|
| Personnel | Unsuccessful applications |
| Tenders | Unsuccessful |

TRANSITORY RECORDS

Transitory records can be disposed of at the completion of their function. Transitory records include but are not limited to messages (either paper, voice or electronic), routing slips, post-it-notes, opened envelopes, memos, notes, magazines, brochures or any other form of record that will serve no further purpose. Should the information in a record have some future administrative, financial, legal, research or historical value, then the records should be dealt with as per this bylaw.