

MUNICIPALITY OF CROWSNEST PASS

BY-LAW NO. 981, 2017

A BYLAW OF THE MUNICIPALITY OF CROWSNEST PASS, IN THE PROVINCE OF ALBERTA, TO REGULATE THE RETENTION AND DISPOSAL OF RECORDS AND DOCUMENTS OF THE MUNICIPALITY OF CROWSNEST PASS, IN THE PROVINCE OF ALBERTA.

WHEREAS, Section 214 (1) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, provides that a Council may authorize the destruction of the original bylaws and minutes of Council meetings if the originals have been recorded on microfiche or on another system that will enable copies of the original to be made;

WHEREAS Section 214 (2) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, provides that Council may pass a Bylaw respecting the destruction of other records and documents of the municipality;

WHEREAS, the Council of the Municipality of Crownsnest Pass deems it necessary and appropriate to ensure that municipal records are retained and destroyed in a manner consistent with applicable statutes and regulations as well as legal and administrative requirements;

WHEREAS, the regulations and procedures for Municipal records and documents are consistent with all statutes of Alberta and Canada;

NOW THEREFORE, the Council of the Municipality of Crownsnest Pass, duly assembled, enacts the following:

1. Citation

This bylaw may be cited as the "Records Retention Bylaw."

2. Definitions

- a) "Record" means 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. It does not include software or mechanisms that produce records.
- b) "Substantive Record" means a record that is judged to hold Administrative, Legal, Fiscal or Research/Historical value and will be held in accordance with the records retention schedule.
- c) "Transitory Records" means records that have only short-term, immediate, or no value to your organization that you will not need in the future. Transitory records can include messages, post-it notes, invitations, brochures, opened envelopes, memos, notes and messages (either paper, voice or electronic.)

3. Provisions

- a) All Substantive Records will be retained and destroyed in accordance with Schedule "A" of this bylaw.
- b) Substantive Records are those that hold value to the Municipality and may be utilized in the future. Each record in the retention schedule kept based on the following needs:

Administrative Value- Records have value to the Municipality if they assist in the performance of current or future activities. These records lose their value over time.

Legal Value- These documents are typically required by legislation.

Fiscal Value- These records relate to financial transactions and are required for auditing and financial purposes.

Research/ Historical Value- Records that contain information on persons, places and events as they relate to major milestones, history or development of the Municipality and its citizens.

- c) The Chief Administrative Officer or delegate is authorized to retain Records longer than the period provided for in Schedule "A" if the Records are or may be required for Administrative, Legal, Financial or Historic reasons.
- d) The Chief Administrative Officer or delegate will ensure that, if an individual's personal information is used by the municipality to make a decision that directly affects that individual, the municipality will retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to gain access to it.
- e) Final disposition for records can be identified as:
 - Destroy (D)
 - Archives (A)
 - Transfer (T)- to another agency
- f) Destruction of Records will require a written statement, attesting to which records were destroyed to be signed off by the Chief Administrative Officer or designate and the witness and retained on record as a permanent file.
- g) The Chief Administrative Officer or delegate may authorize the destruction of original documents in accordance with "Schedule A", including Council minutes or bylaws, providing the original has been recorded on DocuShare or on another system that will enable copies of the original to be made.

4. Exclusions

- a) Transitory Records are exempt from the provisions of this bylaw and may be confidentially discarded routinely. If there is any dispute as to whether a record is Substantive or Transitory the final decision shall be made by the Chief Administrative Officer or designate.

Bylaw 549, 2001 is thereby repealed as of third and final reading of Bylaw 981, 2017.

Read a first time this 7th day of March, 2017.

Carried

Read a second time this 28th day of March, 2017.

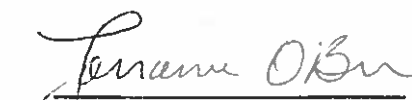
Carried

Read a third and final time, this 28th day of March, 2017.

Carried



Blair Painter
Mayor


Lorraine O'Brien
Chief Administrative Officer

Bylaw 981, 2017 Schedule A

	Description of Record	Format	Retention	Value to the	
				Final Disp	Organization
General	Advertising as per legislation	Digital	7 years	Destroy	Administrative, legal
	Advertising- general	Digital	2 years	Destroy	Administrative
	Agreements, Contracts or Leases	Digital and Paper	11 years from the expiration of the contract	Destroy	Administrative, Legal, Fiscal
	Annexations and Amalgamation	Digital or Paper	Permanent	Archive	Administrative, Legal
	Board and Committee Minutes and Packages	Digital or Paper	Permanent	Archive	Historical, Administrative
	Bylaws	Digital and Paper	Permanent	Archive	Historical, Administrative
	Council Meeting Minutes and Packages	Digital or Paper	Permanent	Archive	Historical, Administrative
	Departmental Meetings	Digital or Paper	2 years	Destroy	Administrative
	Destroyed Record Index	Digital	Permanent	Archive	Administrative
	Elections - Nominations/Ballet Box	Paper	As per the Local Authorities Elections Act	Destroy	Administrative, legal
	External Reviews/Studies	Paper or Digital	Permanent	Archive	Historical, Administrative
	FOIP Requests	Digital	10 years from completion date	Destroy	Administrative
	Governance and Priorities Meeting Packages	Digital	Permanent	Archive	Historical, Administrative
	Legal Opinions, proceedings and writs	Digital	12 years unless superceded or obsolete	Destroy	Administrative, Legal
	Municipal Census Reports	Digital	Permanent	Archive	Historical, Administrative
	Petitions	Paper	10 Years	Destroy	Administrative
	Policies	Digital	10 years past superceded	Destroy	Administrative
	Public Input Surveys	Digital or Paper	Permanent	Archive	Historical

Bylaw 981, 2017 Schedule A

	Description of Record	Format	Retention	Value to the	
				Final Disp	Organization
Finance	Accounts Payables Vouchers/Records	Digital or Paper	7 years	Destroy	Fiscal, Administrative
	Billing Batch Documentation generated from Accounting Software	Digital	7 years	Destroy	Fiscal, Administrative
	Budgets	Digital	Permanent	Archive	Administrative, historical
	Budget Working Papers	Digital	7 years	Destroy	Fiscal, Administrative
	Cash- Receipts Journal/Disbursements Journal/Duplicate Receipts	Digital or Paper	7 Years	Destroy	Fiscal, Administrative
	Cheques - Cancelled/Register/Stubs	Paper	7 Years	Destroy	Fiscal, Administrative
	Credit Card Applications	Paper or Digital	Current credit card holders only.	Destroy	Fiscal, Administrative
	Deposit Books, Reconciliation, Statements, Deposit Slips	Paper or Digital	7 Years	Destroy	Fiscal, Administrative
	Financial Statements- Final Year End	Digital	Permanent	Archive	Fiscal, Administrative
	Grants - To the Municipality	Digital	7 years	Archive	Fiscal, Administrative
	Grants- From the Municipality	Digital	7 years	Archive	Fiscal, Administrative
	Insurance - Claims/Records After Expiration	Paper or Digital	11 years	Destroy	Fiscal, Administrative
	Receipts - Books/Duplicate Cash/Registration	Digital or Paper	7 Years	Destroy	Fiscal, Administrative
	Requisitions	Digital or Paper	7 Years	Destroy	Fiscal, Administrative
	Non Asset related Equipment Records	Digital or Paper	Life of Equipment	Destroy	Fiscal, Administrative
	Pre-Authorized Payment Plans (Taxes or Utilities)	Digital or Paper	Termination + 2 Years	Destroy	Fiscal, Administrative
	Tangible Capital Asset Files	Digital or Paper	As long as we retain the asset plus 7 years	Destroy	Fiscal, Administrative

Bylaw 981, 2017 Schedule A

Finance	Tenders - Files/Quotes/Successful	Paper	11 years	Destroy	Fiscal, Administrative	
	Tenders - Unsuccessful	Paper	2 years	Destroy	Fiscal, Administrative	
	Trial Balances - Year End	Digital	7 Years	Destroy	Fiscal, Administrative	
	Utility Account Forms	Digital or Paper	Until ownership changes	Destroy	Administrative	
Taxation	Encroachment Agreements	Paper and Digital	Permanent	Archive	Fiscal, Administrative	
	Mortgage Journal Reports or Correspondence	Digital	7 years	Destroy	Fiscal, Administrative	
	Non-Residential Tax Assessments	Digital or Paper	Permanent	Archive	Fiscal, Administrative	
	Residential Tax Assessments	Digital or Paper	Calander year + 3 years	Destroy	Fiscal, Administrative	
	Tax Assessment Review Board Minutes and Packages	Digital	Permanent	Archive	Fiscal, Administrative	
	Tax Assessment Review Court Records	Digital or Paper	7 years	Destroy	Fiscal, Administrative	
	Tax Certificates and Search Request Letters	Digital	1 year	Destroy	Fiscal, Administrative	
	Tax Roll	Digital or Paper	Permanent * Unless specific documents have other retention	Archive	Fiscal, Administrative	
	Tax Roll- Appeals	Digital or Paper	3 years	Destroy	Fiscal, Administrative	
	Tax Roll- Tax Recovery Records	Digital or Paper	Permanent	Archive	Fiscal, Administrative	
	Taxes - Certificates of Title	Digital or Paper	Permanent	Archive	Fiscal, Administrative	
	Taxes - Sale Deeds	Digital or Paper	Permanent	Archive	Fiscal, Administrative	

Bylaw 981, 2017 Schedule A

				Value to the		
	Description of Record	Format	Retention	Final Disp	Organization	
Human Resources- Personnel Files	Personnel Files- Councillors	Paper	7 years from end of term	Destroy	Administrative, legal	
	Personnel Files- Fire Rescue Members	Paper	7 years from separation of employment	Destroy	Administrative, legal	
	Personnel Files- Permanent Employees	Paper	File is Permanent; * contents are permanent unless otherwise specified.	Archive	Administrative, legal	
	Personnel Files- Temporary or Casual	Paper	File is Permanent; * contents are permanent unless otherwise specified.	Archive	Administrative, legal	
	Personnel Files- Summer Students, STEP, Pool and Ski Hill seasonal temporary	Paper or Digital	7 years from separation of employment	Destroy	Administrative, legal	
	Personnel File Exceptions: Documents in Personnel Files with Different Retention Periods					
	Benefit and Pension enrollment forms	Paper	Permanent unless superceded	Archive	Administrative	
	Benefit confirmation statements	Digital or paper	Most current only	Destroy	Administrative	
	Benefit Overage Student Declarations	Digital or Paper	Until dependent remains ineligible for benefits	Destroy	Administrative	
	Discipline	Paper	As per Collective Bargaining Agreement if applicable, otherwise 5 years without further incident	Destroy	Administrative	
	Doctor's notes or certificates of illness not related to Long Term disability or WCB.	Digital or Paper	2 years	Destroy	Administrative	
	Receipts for reimbursement paid through payroll (HWSA, tool, boot, clothing)	Digital or paper	7 years	Destroy	Administrative	
	Records of Employment	Paper	7 years	Destroy	Administrative	
	TD1s	Paper	Until superceded	Destroy	Administrative	
Training Certificates	Digital or paper	Until superceded or expired longer than 5 years	Destroy	Administrative		

Bylaw 981, 2017 Schedule A

Human Resources	Employment Applications (not hired)	Digital	2 years	Destroy	Administrative
	Employment Applications (hired)	Digital or Paer	Permanent in the Personnel File	Archive	Administrative
	Grievance correspondence (Employee specific)	Digital or Paper	10 years after grievance has been resolved	Destroy	Administrative
	Grievance correspondence (Policy)	Digital or Paper	10 years after grievance has been resolved	Destroy	Administrative
	Organizational Charts	Digital	5 years after being superceded	Destroy	Administrative
	Seniority Lists	Digital	Until superceded	Destroy	Administrative
	Investigation Files	Digital or Paper	Close + 12 years	Destroy	Administrative
	Job Descriptions	Digital	5 years after being superceded	Destroy	Administrative
	Individual Earnings Records	Digital	Permanent	Archive	Administrative
	T4s	Digital	7 years	Destroy	Administrative
	Timesheets	Digital or Paper	Permanent	Archive	Administrative
	WCB Claims	Digital or Paper	7 years	Destroy	Administrative
	Garnishees (in personnel file)	Paper	7 years from completion	Destroy	Adminstrative

Bylaw 981, 2017 Schedule A

	Description of Record	Format	Retention	Final Disp	Organization
Community Services	Participant Waivers- Adult	Paper	11 years from the date of the activity	Destroy	Administrative, legal
	Participant Waivers- Minor under 18 years old	Paper	Participant's 18th birthday+ 11 years	Destroy	Administrative, legal
	Class or Participant Registration Forms	Paper	11 years from the date of the activity	Destroy	Administrative, legal
	Rental Agreements	Paper	11 years from expiry, when superceded or obsolete	Destroy	Administrative, legal
	Lease agreements	Paper	11 years from expiry, when superceded or obsolete	Destroy	Administrative, legal
	Special Events - Planning and Management	Digital or Paper	End + 3 Years	Destroy	Administrative, legal
	FCSS Funding Agreements or Grants to Community Organizations	Digital or Paper	7 years	Destroy	Administrative, Fiscal

Bylaw 981, 2017 Schedule A

	Description of Record	Format	Retention	Value to the	
				Final Disp	Organization
Health and Safety	Accident/Incident Reporting, Investigations and First Aid Reports- Employees and	Paper and Digital	11 years (Unless Minor is involved in which case retention	Destroy	Administrative
	External Health & Safety Audits	Digital	Completion + 10 Years	Destroy	Administrative
	Employee Reporting- Tool Box Meetings, Field Level Hazard Assessments, New Concerns, Confined Space, Fall Protection Plans	Paper and Digital	7 years	Destroy	Administrative
	Hazard Assessments, identification and Control	Digital	7 years	Destroy	Administrative
	Inspections	Digital	7 years	Destroy	Administrative
	Health and Safety Manual	Digital	Until superceded	Destroy	Administrative
	MSDS Sheets	Digital	Until superceded	Destroy	Administrative
	Safe Work Procedures	Digital	Until superceded	Destroy	Administrative
	Safety Meeting Minutes	Digital	7 years	Destroy	Administrative

Bylaw 981, 2017 Schedule A

	Description of Record	Format	Retention	Final Disp	Value to the Organization
Peace Officer Program	Prosecutions, appeals, investigations, warnings, orders, violations, complaints including traffic under Municipal bylaws, provincial offenses including court appearance, reminders, notices of trial, violation tickets, issuance execution of warrants, conversation records, correspondence, complaint investigation reports, photos, officer notes notebooks, witness lists, statements, subpoenas, summonses, court briefs, decision appeals, bylaw clean up and weed control records.	Digital or Paper	12 years	Destroy	Administrative, legal
Agricultural Services	Pesticide Application Records	Digital or Paper	5 years from application date	Destroy	Administrative
	Agriculture Services records of action, violation tickets and documentation	Digital or Paper	11 years	Destroy	Administrative
Fire Rescue	Member Training Records	Digital or Paper	Until superceded + 5 years	Destroy	Administrative
	Fire/Emergency Statistics and Data	Digital or Paper	Calendar Year + 10 Years	Destroy	Administrative
	Fire Investigations	Digital or Paper	Close + 12 Years	Destroy	Administrative
	Response Call Records	Digital or Paper	Calendar Year + 10 Years	Destroy	Administrative
	Emergency and Disaster Plans	Digital	Permanent	Archive	Administrative
	Emergency Event Documentation	Digital	Permanent	Archive	Administrative

Bylaw 981, 2017 Schedule A

	Description of Record	Format	Retention	Final Disp	Organization
Development Services	Development Permit and supporting documents	Digital or Paper	Permanent	Archive	Administrative
	Environmental Requests	Digital or Paper	Permanent	Archive	Administrative
	Heritage Inventory	Digital or Paper	Permanent	Archive	Administrative
	Permit/Development Stop Orders and Warnings	Digital or Paper	Permanent	Archive	Administrative
	Plans - Official/Amendments/Subdivision	Digital or Paper	Permanent	Archive	Administrative
	Site Plan Approval	Digital or Paper	Permanent	Archive	Administrative
	Subdivision (after final approval)	Digital or Paper	Permanent	Destroy	Administrative
	Subdivision Appeals	Digital or Paper	Permanent	Archive	Administrative
	Permits - Electrical/Plumbing/Gas/PSDS	Digital or Paper	Permanent	Archive	Administrative
	Municipal Development Plan Background reports	Digital or Paper	Permanent	Archive	Administrative
	Heritage Management Plan and Background reports	Digital or Paper	Permanent	Archive	Administrative
	Business License Applications & Supporting Documents	Digital or Paper	Until license is cancelled	Destroy	Administrative
	Compliance Letters	Digital or Paper	Permanent	Archive	Administrative

Bylaw 981, 2017 Schedule A

Operations	Cemetery Internments/ Promissary Notes	Digital or Paper	Permanent	Archive	Administrative, historic
	Cemetery Structures/Improvements	Digital or Paper	Calendar Year + 10 Years	Destroy	Administrative
	Communications Equipment - Maintenance, Repair, Installation	Digital or Paper	Life of the Asset + 1 year	Destroy	Administrative
	Engineering Drawings (Projects, Subdivisions etc.)	Digital or Paper	Permanent	Archive	Fiscal, Administrative
	Facilities - General Operating and Maintenance Records	Digital	Life of the Asset + 1 year	Destroy	Administrative
	Fleet - Non Asset Maintenance Records	Digital or Paper	Life of the Asset + 1 year	Destroy	Administrative
	Fleet- Vehicle Logs	Paper	3 years	Destroy	Administrative
	Local Improvement Records	Digital	Permanent	Archive	Administrative
	Plot records, plans, log books etc.	Digital and Paper	Permanent	Archive	Administrative
	Capital Project Files	Digital or Paper	7 Years	Destroy	Administrative
	Storm Water Management - Non asset related	Digital or Paper	7 years	Destroy	Administrative
	Street Sign Inventories	Digital or Paper	Permanent	Archive	Administrative
	Wastewater Management Records (non-asset)	Digital or Paper	7 years	Destroy	Administrative
	Water Treatment and Distribution Records (non-asset)	Digital or Paper	7 years	Destroy	Administrative