

# CITY OF PRINCE ALBERT BYLAW NO. 2 OF 2003

*A Bylaw of The City of Prince Albert to regulate the retention  
and to authorize the disposal of records of the Municipal  
Corporation of The City of Prince Albert*

WHEREAS Section 90 of *The Cities Act*, provides that a Council shall establish a Records Retention and Disposal Schedule, and all documents of the City must be dealt with in accordance with that Schedule;

AND WHEREAS Section 8 of *The Cities Act*, provides that, subject to the other provisions of the Act and to the provisions of any other Act, City Council may pass Bylaws that it considers expedient for the peace, order and good government of the city;

AND WHEREAS City Council desires to regulate the retention and provide for the destruction of certain documents of The City of Prince Albert;

NOW THEREFORE THE COUNCIL OF THE CITY OF PRINCE ALBERT  
IN OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:

## TITLE

1. This Bylaw may be cited as "The Records Retention and Disposal Bylaw".

## **DEFINITIONS**

2. In this Bylaw, in any supplemental or amending Bylaws, and in any Schedules attached hereto, the following words and terms shall have the following meaning unless there is something in the subject matter or context inconsistent herewith:
- (a) the term "City" means the municipal corporation of The City of Prince Albert;
  - (b) the term "City Clerk" means the person appointed as the City Clerk & Director of Legislative Services for The City of Prince Albert or his/her duly authorized representative or designate;
  - (c) the term "Department Head" means the Mayor, the City Manager, the City Clerk & Director of Legislative Services, the City Solicitor, the City Engineer, the Director of Financial Services, the Director of Parks & Recreation, the Fire Chief, the Director of Planning & Economic Development and the Director of Human Resources & Corporate Communication Services, and includes any other person appointed as a Department Head by the City Manager and includes his/her duly authorized representative or designate;
  - (d) the term "Document" means any typed, written or inscribed document and includes any information recorded or stored by means of any device, regardless of the medium, and includes reports, maps, plans, surveys, books of account and machine readable information;

## **PRESERVATION OF DOCUMENTS OF THE MUNICIPALITY**

- 3.(1) Subject to subsection (2), all documents created by or received in the administration of the City, regardless of the medium in which they were created or were received, may be preserved in the form in which they were created or received, as the case may be, in accordance with this Bylaw.

- (2) The Office of the City Clerk, through its Records Management Program, will coordinate the storage and disposal of electronic records, some of which may be duplicates of those documents referred to in subsection (1).

#### **DOCUMENTS NOT REQUIRING A RETENTION PERIOD**

4. Notwithstanding any other provisions of this Bylaw, the following documents have no retention period and may be disposed of or destroyed, from time to time, at the absolute discretion of the City:
- (a) documents wholly unrelated to the administration of the City;
  - (b) draft versions of internal working papers, documents or reports used in the preparation of a document of the City;
  - (c) photocopies of bylaws or agreements of the City unless such copies contain new information or notes or unless such copies form part of a document of the City;
  - (d) information received from other agencies or jurisdictions by the City for research purposes (such as copies of contracts, engineering drawings, etc. from other municipal corporations) provided:
    - (i) such information is no longer required by the City; and
    - (ii) such information does not form part of a document of the City, in which case, such information shall be retained and may not be destroyed except upon the expiration of the retention period for the document of which it forms a part;
  - (e) magazines, books and other publications received by the City from other agencies or organizations;
  - (f) advertising, catalogues, price lists and other junk mail received by the City;
  - (g) telephone messages; and

- (h) outdated and unused blank forms.

#### **DESTRUCTION OF DOCUMENTS SUBJECT TO RETENTION PERIOD**

- 5.(1) Subject to subsection (2), the documents set forth in Schedule "A" may be destroyed upon the expiration of the retention period set out in Schedule "A".
- (2) No document or series of documents may be destroyed unless:
  - (a) the Department Head having custody of the document or series of documents is satisfied that the document or documents are no longer required by the City and are of no historical, archival or legal value;
  - (b) such destruction has been approved by the City Clerk; and
  - (c) the form, "Record of Destruction", as provided by the City Clerk, has been completed and filed with the City Clerk.
- (3) Any document set forth in Schedule "A" may be retained for any period longer than the retention period set out in Schedule "A" at the discretion of the Department Head having custody of the document.
- (4) The current year is not included in calculating the retention period of the document.

#### **DESTRUCTION OF INFORMATIONAL COPIES OF DOCUMENTS**

- 6. Notwithstanding any other provisions of this Bylaw, informational copies of any of the documents set forth in Schedule "A" may be destroyed after two (2) years if:
  - (a) in the case of documents created by the City for internal use, the original has been retained by the department having custody of the document in accordance with this Bylaw and the department creating the document has retained a file copy; or

- (b) in all other cases, the original has been retained by the department having custody of the document in accordance with this Bylaw.

### **DESTRUCTION OF ELECTRONIC DOCUMENTS**

7. Notwithstanding any other provision of this Bylaw, documents created in an electronic medium for internal or external correspondence (such as internet or e-mail documents) may be destroyed after one (1) month if a printed copy of the documents has been produced and retained and such printed copy shall be retained and may only be disposed of in accordance with the provisions of this Bylaw.

### **INTERPRETATION OF THIS BYLAW**

8. The City Clerk shall be responsible for the administration and interpretation of this Bylaw.

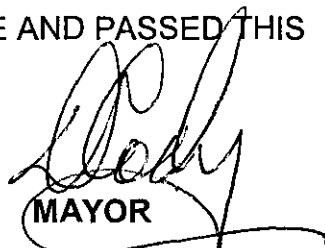
### **COMING INTO FORCE**

9. This Bylaw shall come into force and take effect on, from and after the final passing thereof.

INTRODUCED AND READ A FIRST TIME THIS 13 DAY OF January ,AD 2003.

READ A SECOND TIME THIS 13 DAY OF January ,AD 2003.

READ A THIRD TIME AND PASSED THIS 13 DAY OF January ,AD 2003.

  
MAYOR

  
CITY CLERK

## SCHEDULE "A"

(BYLAW NO. 2 OF 2003)

### Alphabetical Listing of Municipal Records and Their Suggested Retention Periods

<u>Accounting</u>	<u>Retention Period (In Years)</u>
Accounts Receivable Ledger Cards	7
Annual Financial Statements	Permanent
Bank Passbooks and Statements	7
Bank Reconciliation Statements	7
Cash Payment Books	7
Cash Receipt Books	7
Cash Register Tapes	7
Cheque Stubs/Duplicates	7
Cheques (Cancelled)	7
Daily Cash Reports and Summaries	7
Debenture Registers (After Final Payment)	7
Local Improvement Assessment Roll	7
Deposit Books	7
Federal/Provincial Remittance Forms	7
General Ledgers/Journals	7
Investment Records (After Not Current)	3
Invoices	7
Ledgers (Subsidiary)	7
Monthly Financial Statements	7
Receipts (Duplicate)	7
Requisitions/Purchase Orders	7
Sewer and Water Cards or Ledgers	7
Tax Roll/Assessment Roll	Permanent
Vouchers	7
<b>Administration</b>	
Appeals under <u>The Planning and Development Act, 1983</u>	3
Assessment Appeals	3
Assessor's Valuation Records	3
Change of Ownership Documents	7
Insurance Policies (After Policy Expires)	3
Licenses	3

**Retention Period**  
**(In Years)**

Permits	3
Photographs	Permanent
Tax Certificates	7
Tax Enforcement Records (After Tax Title Property is Sold)	7
Tax Lien Withdrawal Forms	7
Utility Documents	3

**Agreements and Contracts**

Agreements and Supporting Documentation	Permanent
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**Correspondence**

Correspondence	5
Petitions	7

**Employee – Employer**

Employee Records (After Termination)	10
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**Legal**

Minister's Orders	Permanent
Notices of Claim	10
Statements of Claim	10
Writs	10

**Minutes and Bylaws**

Bylaws	Permanent
Minutes	Permanent

**Miscellaneous**

Cemetery Records	Permanent
Disclosures of Holdings (After Last Date of Appointment/Term)	7
Vital Statistics	7

**Plans**

**Retention Period**  
**(In Years)**

Architect's Drawings (Buildings, Park Sites)

Lifetime of Facility  
Plus one (1) year

Land Survey Certificates  
Municipal Maps and Plans

Permanent  
Until Replaced  
or Asset Sold

Road Surveys

10

**Reports**

Board and Committee Reports not Forming Part of Council Minutes  
(If a report forms part of the Minutes, it is kept  
permanently as part of the Minutes).

3

**Elections**

Contents of Ballot Boxes  
Nomination Forms and Receipt Forms  
Oaths of Office  
Poll Maps  
Poll-by-Poll Election Results  
Returning Officer's Summary of Results  
Voters' Lists

60 Days  
60 Days  
Term of Office  
60 Days  
60 Days  
60 Days  
3 Years