

**RURAL MUNICIPALITY OF MILTON NO. 292**

**BYLAW NO. 2021-02**

**A BYLAW TO PROVIDE FOR THE RETENTION AND DISPOSAL OF  
DOCUMENTS**

The Council of the Rural Municipality of Milton No. 292, in the Province of  
Saskatchewan, enacts as follows:

1. That a Records Retention and Disposal Schedule (the Schedule) for the  
Municipality, attached hereto as "Schedule A" and forming part of this bylaw be  
adopted.
2. That the Administrator of the Municipality is hereby authorized to destroy all  
applicable documents of the Municipality in accordance with the Schedule.
3. That the Administrator contact the Saskatchewan Archives Board before the  
destruction of any records identified as requiring pre-approval of the  
Saskatchewan Archives Board before the destruction on the Schedule.
4. Bylaw 3.2005 is hereby repealed  
Bylaw 4/2005 is hereby repealed



Reeve

Administrator

Read a third time and adopted  
this 13 day of January 2021

Administrator



This is a true copy of original document which has not been altered in any way.

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Title  
Signed at Marengo, Saskatchewan on January 18, 2021  
Date

## SCHEDULE "A" - RECORDS RETENTION and DISPOSAL SCHEDULE

### **1. ACCOUNTING AND FINANCE**

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>1.1 Accounts Payable</b> (includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, cheque stubs/duplicates, cancelled cheques and related correspondence, etc.)	<b>7 years</b>	<b>Dispose</b>
<b>1.2 Accounts Receivable</b> (includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)	<b>7 years</b>	<b>Dispose</b>
<b>1.3 Annual Financial Statements</b>	<b>Permanent</b> as per legislation	<b>Permanent</b> as per legislation
<b>1.4 Audits and Compliance Reviews</b> (auditor recommendations, reports, etc.)	<b>7 years</b>	<b>Dispose</b>
<b>1.5 Bank Accounts</b> (includes records related to termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliations, deposit books, cheques stubs/duplicates, etc.)	<b>7 years</b>	<b>Dispose</b>
<b>1.6 Budget</b> (as part of the minutes)	<b>Permanent</b>	<b>Permanent</b>
<b>1.7 Budget Related Reports</b>	<b>7 years</b>	<b>DISPOSE</b>
<b>1.8 Cash Payments and Receipts</b> (includes cash payments books, print- outs, cash reports and summaries, register tapes, etc.)	<b>7 years</b>	<b>DISPOSE</b>
<b>1.9 Debentures/Loans</b> (includes registers, coupons, etc.)	<b>7 years after final payment</b>	<b>DISPOSE</b>
<b>1.10 Federal/Provincial Remittance</b>	<b>7years</b>	<b>DISPOSE</b>
<b>1.11 Grants</b> (includes applications and supporting documentation)	<b>7 years after completion of project, activity, task, etc. or rejection of application</b>	<b>Contact the Archives</b> <b>Dispose <u>only</u> upon the Archives recommendation</b>
<b>1.12 Investment Records</b>	<b>7 years after maturity of financial instruments</b>	<b>DISPOSE</b>
<b>1.13 Ledgers/Journals</b> (includes general ledgers, subsidiary ledgers, ledger cards, reports, journals, etc.)	<b>7 years</b>	<b>DISPOSE</b>
<b>1.14 Local Improvement Roll</b>	<b>7 years after completion of project</b>	<b>DISPOSE</b>
<b>1.15 Monthly Financial Statements</b>	<b>7 years</b>	<b>DISPOSE</b>

<b>1.16 Requisition/Purchase Orders</b>	<b>7 years</b>	<b>DISPOSE</b>
<b>1.17 Tax Roll/Assessment Roll</b> (i.e. hard copy of year-end print out)	<b>Permanent</b> as per Legislation	<b>PERMANENT</b> as per Legislation
<b>1.18 Utility Documents</b> (includes water and sewer cards and ledgers, utilities tax roll, etc.)	<b>7 years</b>	<b>DISPOSE</b>

## 2. ADMINISTRATION

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>2.1 Agreements/Contracts and Supporting Documentation</b> (pertaining to land, buildings, properties, structures, etc. owned by the municipality including construction agreements/contracts, etc.)	<b>10 years after disposition of building, property or structure</b>	Contact the Archives Dispose <b>only</b> upon the Archives recommendation
<b>2.2 Agreements/Contracts and Supporting Documentation</b> (not related to land, buildings, properties, etc.)	<b>7 years after termination of agreement/contract</b>	Contact the Archives Dispose <b>only</b> upon the Archives recommendation
<b>2.3 Appeals</b> (under the Planning and Development Act, 1983)	<b>7 years after final decision rendered</b>	Contact the Archives Dispose <b>only</b> upon the Archives recommendation
<b>2.4 Celebrations and Events</b>	<b>3 years after concluded</b>	Contact the Archives Dispose <b>only</b> upon the Archives recommendation
<b>2.5 Cemetery Records</b>	<b>Permanent</b> as per Legislation	<b>Permanent</b> as per Legislation
<b>2.6 Change of Ownership Documents</b>	<b>7 years</b>	<b>DISPOSE</b>
<b>Electronic Backups</b>	<b>7 years</b>	Contact the Archives Dispose <b>only</b> upon the Archives recommendation
<b>2.7 First Nations Consultations</b>	<b>Permanent</b>	<b>Permanent</b>
<b>2.8 Inquiries</b> (under Local Authority Freedom of Information and Protection of Privacy Act)	<b>7 years</b>	<b>DISPOSE</b>
<b>2.9 Insurance Policies - Liability</b> (may be required if there is a liability claim in the future)	<b>Permanent</b>	<b>Permanent</b>
<b>2.10 Insurance Policies - Property</b>	<b>7 years after termination/cancellation of policy</b>	<b>DISPOSE</b>

<b>2.11 Photographs</b>	When obsolete contact the Archives	Contact the Archives. Dispose <u>only</u> upon the Archives recommendation
<b>2.12 Public Notice Documentation</b>	2 years after event for which notice was given.	DISPOSE
<b>2.13 Records Disposal Documentation</b>	Permanent	Permanent
<b>2.14 Tax Assessment Appeals</b>	7 years after final decision rendered	DISPOSE
<b>2.15 Tax Assessment Records</b> (assessor's valuation records, reassessment sheets, etc.)	3 years after superseded by new assessment or obsolete	DISPOSE
<b>2.16 Tax Certificates</b>	7 years	DISPOSE
<b>2.17 Tax and Assessment Undelivered Notices</b> (where a notice is undelivered or returned due to an unknown address the notice shall be retained) (Section 216 & 268 of <i>The Municipalities Act</i> )	7 years	DISPOSE
<b>2.18 Tax Enforcement Records</b> (includes tax lien withdrawals, etc.)	7 years after tax title property sold or property disposed of in any other manner	DISPOSE
<b>2.19 Other Enforcement Records</b> (includes weed and pest control, etc.)	7 years after settlement	DISPOSE
<b>2.20 Water Analysis and Reports</b> (may be required if there is a liability claim in the future)	25 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
<b>2.18 Tax Notices</b>	7 years	DISPOSE

### 3. ELECTION

Records included in this section are governed by *The Local Government Election Act*, and *The Municipalities Act*. Where specific retention requirements are identified in the legislation, relevant sections in the acts are indicated. **Unless otherwise specified, all records are retained for "after election day" plus number indicated below.**

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
3.1 Ballots	3 months (Section 142 of <i>The Local Government Election Act</i> , 2015)	DISPOSE
3.2 Public Disclosure Statement	Term of Office (4 years)	DISPOSE
3.3 Declaration of Agent/Friend	3 months	DISPOSE
3.4 Declaration of Polls	3 months (Section 142 of <i>The Local Government Election Act</i> , 2015)	DISPOSE
3.5 Deputy Returning Officer Statement of Results	Permanent	Permanent
3.6 Nominations and Receipts	Term of Office (4 years) (Section 69(6) of <i>The Local Government Election Act</i> , 2015)	DISPOSE
3.7 Oaths of Office	Term of Office	DISPOSE
3.8 Returning Officer's Summary of Results	Permanent or contact the Archives	Permanent or contact the Archives
3.9 Poll Books	3 months (Section 142 of <i>The Local Government Election Act</i> , 2015)	DISPOSE
3.10 Voters' Lists	Contact Archives	Contact the Archives Dispose only upon the Archives recommendation

3.11 Voters' Registration Forms	3 months (Section 142 of <i>The Local Government Election Act</i> , 2015)	DISPOSE
3.12 Ballot Box Contents (includes ballots, registration forms, etc.)	3 months (Section 142 of <i>The Local Government Election Act</i> , 2015)	DISPOSE

#### 4. **EMPLOYEE - EMPLOYER**

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>4.1 Employee Records</b> (includes time cards, pay records, etc.)	<b>10 years</b> after termination of employment	Dispose
<b>4.2 Income Tax</b> (T'4s, TD1, etc.)	<b>7 years</b>	Dispose

#### 5. **LEGAL**

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATION
<b>5.1 Minister's Orders</b>	<b>Permanent</b> as per Legislation	<b>PERMANENT</b> as per Legislation
<b>5.2 Claims</b> (includes notices of claim, statements of claim, etc.)	<b>10 years</b> after settlement	Contact the Archives <b>Dispose <u>only</u></b> upon the Archives recommendation
<b>5.3 Petitions</b>	<b>7 years</b>	Contact the Archives <b>Dispose <u>only</u></b> upon the Archives recommendation
<b>5.4 Writs</b>	<b>10 years</b> after expiration or completion	DISPOSE

## 6. LICENCES AND PERMITS

### a. Licenses and Permits Issued By Municipalities

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATION
6.1.1 Building Permits (includes supporting documentation)	after rejection of permit or life of building/structure plus 10 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
6.1.2 Development Permits (includes supporting documentation)	25 years after superseded	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
6.1.3 Development Permits - Denied	10 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
6.1.4 Development Permits - Register	Permanent	PERMANENT
6.1.5 Other Permits (not related to land, buildings, structures, development projects)	3 years after expiration/termination or rejection of permit	DISPOSE
6.1.6 Licenses (includes supporting documentation)	7 years after termination/expiration or rejection of license	DISPOSE

### b. Licenses and Permits Issued To Municipalities

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
6.2.1 Licenses and Permits (related to land, buildings, structures, properties)	Upon rejection of permit/license or life time of structure, building, property plus 10 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
6.2.2 Licenses and Permits (not related to land, buildings, structures and development projects)	7 years after expiration/termination or rejection of license or permit	DISPOSE

## 7. MAPS, PLANS AND SURVEYS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
7.1 Architect's Drawings (buildings, park sites, structures, etc.)	Life time of facility/structure plus 10 years	Contact the Archives Dispose only upon the Archives recommendation
7.2 Municipal Maps and Plans	Original or one selected copy to be retained permanently	Permanent or contact the Archives Dispose copies only upon the Archives recommendation
7.3 Road Surveys	7 years	Contact the Archives Dispose only upon the Archives recommendation
7.4 Land Surveys Certificates/Surveyor's Reports	7 years	DISPOSE

## 8. MINUTES AND BYLAWS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
8.1 Council Minutes (includes original bylaws, active and repealed)	Permanent as per legislation	PERMANENT as per Legislation
8.2 Repealed Bylaws {includes certified copies that may be retained in Repealed Bylaw Registers)	7 years	DISPOSE
8.3 Bylaw Registers (active and repealed)	Permanent	PERMANENT



## 9. REPORTS AND STATISTICS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
9.1 Reports of Boards and Committees established by Council (not forming part of council minutes)	7 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
9.2 Vital Statistics	7 years	DISPOSE

## 10. ROADS AND STREETS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
10.1 Road Maintenance Records (includes reports) (may be required if there is a liability claim in the future)	25 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation

## 11. MAIL

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
11.1 All undelivered mail excluding tax notices and assessment notices due to unknown address	3 years	DISPOSE