

**RESORT VILLAGE OF KANNATA VALLEY
RECORDS MANAGEMENT BYLAW
BYLAW 68**

The Council of the Resort Village of Kannata Valley in the Province of Saskatchewan enacts the following articles and provisions:

PURPOSE

1. The purpose of this bylaw is to set out a records management policy for the municipality.

DEFINITION OF OTHER TERMS:

2. The following definitions and the definitions contained in the Act apply to this Bylaw

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| Act | the Municipalities Act and amendments thereto |
| Administrator | the person appointed by council to perform defined administrative functions. |
| Administrative Authority (AA): | the Government of Canada and/or the Government of Saskatchewan |
| Local Authority (LA): | the Council of the Resort Village of Kannata Valley |
| Minister | the Executive Council of an Administrative Authority. |
| Municipality | the Resort Village of Kannata Valley |
| Council | the elected mayor and four elected councillors of the Resort Village of Kannata Valley |
| Councillor | an elected member of council other than the mayor |
| Resolution | a motion having been "carried or defeated" by a vote of members at a meeting |
| Archives | records retained for permanent storage |
| Provincial Archivist | administrative authority of the Saskatchewan Archives Board |
| Record | a document containing significant information of the LA |
| Official Record | original or certified copy of original significant municipal document |

GENERAL PROVISIONS

3. A record is information in any format (paper, film, electronic, etc) that is written, photographed, or recorded on paper, film, or electronic medium but excluding computer files and programs stored on computer hardware.
4. Records that have no evidential, fiscal, administrative or historical value are not subject to this bylaw and may be destroyed when not longer needed without historical review by the Archives. This includes:
 - a. Extra copies created for convenience or reference
 - b. Publications: ie books, magazines, catalogues
 - c. Blank forms
 - d. Transitory records: i.e. drafts that do not document significant steps in the development of a document
5. An official record may be an original record retained by a municipality or any copy deemed to be that of the original record. Records shall be stored in a format that is accessible, retrievable, legally acceptable and cost effective.
6. Where electronic records are to become official records having potential evidential or legal considerations, they must comply with *The Saskatchewan Evidence Act* and *The Electronic Information and Documents Act* as well as municipal standards that control management of electronic records and electronic transactions.
7. A Record Migration Register shall be developed and maintained current by the Administrator to allow records to be traced to their origin. This register shall include tracing information of all official records..
8. Current records may be stored in standard office furniture and equipment within the municipal office.
9. Municipal records that must be retained over a period of time shall be stored in the original format or a format that is approved by resolution of council in secure vermin proof, water proof, fire proof lockable storage container or vault located in the municipal office with limited access.
10. Records of a confidential or personal nature shall be safeguarded and stored in compliance with *The Local Authority Freedom of Information and Protection of Privacy Act.(FI Act)*.

DISPOSAL OF RECORDS

11. The administrator shall purge existing documents to identify records for which the retention period has expired.
12. The administrator shall prepare an inventory of records to be destroyed and submit the inventory to the Saskatchewan Archives Board for review and deposit with the Board those records requested for preservation in the Provincial Archives.
13. Council shall by resolution, approve the destruction of records listed on inventory except those requested by and delivered to the Provincial Archivist.
14. The administrator shall keep a Record Disposal Register showing how, when and in whose presence the source records are destroyed verified by the signature of a witness.

Procedure "A"

15. The Administrator shall:
 - a. Prepare a records inventory listing of files in a box(es) by titles of records, dates, brief description, volume of records, location or records and other information that may be helpful in identifying a record.
 - b. Verify that the retention period for each record has expired.
 - c. Submit to the inventory prepared in (a) above the Saskatchewan Archives Board for historical appraisal.
 - d. Submit the inventory prepared in (a) above and as revised by actions of (c) above to council for approval to destroy.
 - e. Destroy records by burning, shredding, or as otherwise as approved by council in the presence of a witness and record this event in the Record Disposal Register.

Procedure "B"

16. The administrator shall:
 - a. Prepare a records inventory listing of files in a box(es) by titles of records, dates, brief description, volume of records, location or records and other information that may be helpful in identifying a record.
 - b. Verify that the retention period for each record has expired.
 - c. Submit the inventory prepared in (a) above to council for approval to destroy.
 - d. Destroy records by burning, shredding, or as otherwise as approved by council in the presence of a witness and record this event in the Record Disposal Register.

RECORDS RETENTION

Permanent

17. The following municipal records must be retained permanently in the original format or a format that is approved by resolution of council. The records shall be secured and stored vermin proof, water proof, fire proof locked storage containers or vault located in the municipal office. The following records must be retained permanently.
 - a. Annual Financial Statements
 - b. Annual Budgets as part of the minutes
 - c. Year-end print out of Assessment rolls & Tax Rolls
 - d. Cemetery Records
 - e. Minister's Orders
 - f. Council Minutes
 - g. Bylaws – original active and repealed bylaws
 - h. Bylaw Register of active and repealed bylaws
 - i. Development Permit Register
 - j. Municipal Maps: original or one copy of original

Permanent – Subject to Archivist Review

18. The following municipal records must be retained permanently in the original format or a format that is approved by resolution of council. The records shall be secured and stored in vermin proof, water proof, fire proof locked storage container or in a vault located in the municipal office or other council approved site. Records may be destroyed following Records Destruction Procedure "A".
 - a. Returning Officer's Summary of Results
 - b. Voters' Lists
 - c. Photographs

Twenty Five (25) year Retention

19. The following municipal records must be retained for a period of twenty five (25) years in the original format or a format that is approved by resolution of council. The records shall be secured and stored in vermin proof, water proof, fire proof locked storage container or in a vault located in the municipal office or other council approved site. Records may be destroyed following Records Destruction Procedure "A".
- a. Water Analysis and Reports – subject to Archives Approval
 - b. Development Permits & Supporting Documents: 25 yrs after superseded
 - c. Road Maintenance Records & Reports

Ten (10) year Retention

20. The following municipal records must be retained for a period of ten (10) years in the original format or a format that is approved by resolution of council. The records shall be secured and stored in vermin proof, water proof, fire proof locked storage container or a vault located in the municipal office or other council approved site. Records identified with an asterisk (*) may be destroyed following Records Destruction Procedure "A". All other records may be destroyed following Records Destruction Procedure "B".
- a. *Agreements/Contracts re land, buildings, properties owned by LA **
 - b. Employee Records: time cards, pay records
 - d. *Claims: (10 yrs following settlement) notices of claim, statements of claim **
 - c. Writs: 10 yrs after expiration or completion
 - e. *Building Permits including supporting documents: 10yrs after life of building **
 - f. *Building Permits denied **
 - g. *Licenses & Permits re Buildings: 10yrs after life of building **
 - d. *Architect Drawings: Buildings, parks, etc: life plus 10 yrs **

Seven Years

21. The following municipal records must be retained for a period of seven (7) years in the original format or a format that is approved by resolution of council. The records shall be secured and stored in vermin proof, water proof, fire proof a locked storage container or vault located in the municipal office or other council approved site. Records **identified** with an asterisk (*) may be destroyed following Records Destruction Procedure "A". All other Records may be destroyed following Records Destruction Procedure "B".
- a. Accounts Payable: invoices, receipts, related correspondence
 - b. Accounts Receivable: receipt records, invoices, related correspondence
 - c. Audit and Compliance Reviews: auditor reports and recommendations
 - d. Ledgers/Journals: general ledger, journals, reports
 - e. Monthly Financial Statements
 - f. Bank statements, deposit books & slips, cheque stubs, reconciliations
 - g. Budget related Reports
 - h. Cash Payments and Receipts: print-outs, cash reports, summaries
 - i. Debentures/Loans
 - j. Federal/Provincial Remittance records
 - k. *Grants: applications and supporting documentation **
 - l. Investment records
 - m. Utility Documents: water & sewer records, ledgers, invoices
 - n. *Agreement/Contracts re: land, buildings, properties **
 - o. Agreements/Contracts
 - p. *Appeals: Tax Assessment, **
 - q. Change of Ownership Documents
 - r. Inquiries under Freedom of Information
 - s. Property Insurance Policies
 - t. Tax Certificates
 - u. Undelivered Tax Assessment Notices
 - v. Tax Enforcement Records
 - w. Disclosure of Holdings
 - x. Income Tax Documents
 - y. Petitions *
 - z. Licenses including supporting documentation
 - aa. Licenses & Permits not related to land, buildings, structures
 - bb. Road and Land Survey Certificates/Reports
 - cc. *Reports of Committees/Boards established by Council **

Three Years

22. The following municipal records must be retained for a period of three (3) years in the original format or a format that is approved by resolution of council. The records may be stored in storage containers in the municipal office or other council approved site. Records **identified** with an asterisk (*) may be destroyed following Records Destruction Procedure "A". All other records may be destroyed following Records Destruction Procedure "B".

- a. *Celebrations and Events* *
- b. Assessor's valuation records
- c. Permits not related to land, buildings, structures
- d. Oaths of Office

60 days

23. The following municipal records must be retained for a period of sixty (60) days in the original format or a format that is approved by resolution of council. The records may be stored in unlocked storage containers located in the municipal office. . Records may be destroyed following Records Destruction Procedure "B".

- a) Ballots
- b) Declaration of Agent/Friend
- c) Declaration of Polls, Poll Books
- d) Deputy Returning Officer Statement of Results
- e) Nominations and Receipts
- f) Poll Maps
- g) Voters Registration Forms
- h) Ballot Box Contents: ballots, registration forms, etc

SEVERABILITY

24. A decision of a Court that one or more provisions of this Bylaw are invalid in whole or in part does not affect the validity, effectiveness or enforceability of the other provisions or parts of the provisions of this Bylaw

EFFECTIVE DATE

25. This bylaw comes into force and takes effect immediately after having received third reading.

Resolution R16/06, first reading of Bylaw 68, "CARRIED" at the March 22, 2006 regular council meeting
Resolution R17/06, second reading of Bylaw 68 "CARRIED" at the March 22, 2006 regular council meeting.
Resolution R52/06, third reading of Bylaw 68 "CARRIED" at the April 17, 2006 regular council meeting.

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Mayor: Bob Gordon

Seal

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Administrator: Arnold Flegel