

**RURAL MUNICIPALITY OF SHERWOOD No. 159**  
**BYLAW NO. 09/14**

**A BYLAW TO PROVIDE FOR A RECORDS RETENTION AND DISPOSAL  
SCHEDULE PURSUANT TO THE MUNICIPALITIES ACT**

The Council of the Rural Municipality of Sherwood No. 159 in the Province of Saskatchewan enacts as follows:

- 1 That a Records Retention and Disposal Schedule (the Schedule) for the municipality and any board, commission or association established by Council, 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 upon receiving approval by resolution of Council.
- 3 That the Administrator/Clerk contact the Saskatchewan Archives Board before the destruction of any records mentioned in section (2) above and ensure that any documents requested by the Board for preservation in the Archives be deposited with the Board.
- 4 That Bylaw No. 11/05 and any amendment thereto be hereby repealed.
- 5 That this bylaw shall come into force and have effect upon adoption.

Read a first time on the \_\_\_\_ day of \_\_\_\_\_, 2014.

Read a second time on the \_\_\_\_ day of \_\_\_\_\_, 2014.

Read a third time and adopted the \_\_\_\_ day of \_\_\_\_\_, 2014.

(Seal)

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Chief Administrative Officer

**BYLAW N. 09/14  
SCHEDULE A**

**1. ACCOUNTING & FINANCE**

RECORDS	RETENTION PERIODS
1.1 Accounts Payable (includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence, etc.)	7 years
1.2 Accounts Receivable (includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)	7 years
1.3 Annual Financial Statements	PERMANENT as per Section 116(2)(c) of <i>The Municipalities Act</i>
1.4 Audits and Compliance Reviews (auditor recommendations, reports, etc.)	7 years
1.5 Bank Accounts (includes records related to termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliations, deposit books, cheques stubs/duplicates, etc.)	7 years
1.6 Budget (as part of the minutes)	PERMANENT
1.7 Budget Related Reports	7 years
1.8 Cash Payments and Receipts (includes cash payments books, print-outs, cash reports and summaries, register tapes, etc.)	7 years
1.9 Debentures/Loans (includes registers, coupons, etc.)	7 years after final payment
1.10 Federal/Provincial Remittance	7 years
1.11 Grants (includes applications and supporting documentation)	7 years after completion of project, activity, task, etc. or rejection of application
1.12 Investment Records	7 years after maturity of financial instruments
1.13 Ledgers/Journals (includes general ledgers, subsidiary ledgers, ledger cards, reports, journals, etc.)	7 years
1.14 Local Improvement Roll	7 years after completion of project
1.15 Monthly Financial Statements	7 years
1.16 Requisition/Purchase Orders	7 years
1.17 Tax Roll/Assessment Roll (i.e. hard copy of year-end print out)	PERMANENT as per Section 116(2)(d) of <i>The Municipalities Act</i>
1.18 Utility Documents (includes water and sewer cards and ledgers, utilities tax roll, etc.)	7 years

**2. ADMINISTRATION**

RECORDS	RETENTION PERIODS
2.1 Agreements/Contracts and Supporting Documentation (pertaining to land, buildings, properties, structures, etc. owned by the municipality including construction agreements/contracts, etc.)	10 years after disposition of building, property or structure
2.2 Agreements/Contracts and Supporting Documentation (not related to land, buildings, properties, etc.)	7 years after termination of agreement/contract
2.3 Appeals (under the Planning and Development Act)	7 years after final decision rendered
2.4 Celebrations and Events	3 years after concluded
2.5 Cemetery Records	PERMANENT as per Section 116(2)(f) of <i>The Municipalities Act</i>
2.6 Change of Ownership Documents	7 years
2.7 Inquiries (under Local Authority Freedom of Information and Protection of Privacy Act)	7 years
2.8 Insurance Policies – Liability (may be required if there is a liability claim in the future)	PERMANENT
2.9 Insurance Policies – Property	7 years after termination/cancellation of policy
2.10 Photographs	When obsolete contact the Archives
2.11 Records Disposal Documentation	PERMANENT
2.12 Tax Assessment Appeals	7 years after final decision rendered
2.13 Tax Assessment Records (assessor's valuation records, reassessment sheets, etc.)	3 years after superseded by new assessment or obsolete
2.14 Tax Certificates	7 years
2.15 Tax and Assessment Undelivered Notices (Where a notice is undelivered or returned due to an unknown address the notice shall be retained) (Section 216& 268 <i>The Municipalities Act</i> )	7 years
2.16 Tax Enforcement Records (includes tax lien withdrawals, etc.)	7 years after tax title property sold or property disposed of in any other manner
2.17 Other Enforcement Records	7 years after settlement
2.18 Water Analysis and Reports (may be required if there is a liability claim in the future)	25 years

**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 PERIODS
3.1 Ballots	3 months (160.71 Local Government Elections Act)
3.2 Disclosure of Holdings	7 years
3.3 Declaration of Agent/Friend	N/A
3.4 Declaration of Polls	3 months 160.71 Local Government Elections Act)
3.5 Deputy Returning Officer Statement of Results	PERMANENT
3.6 Nominations and Receipts	3 months after closure of nomination period (160.21 Local Government Elections Act)
3.7 Oaths of Office	Term of Office
3.8 Poll Maps	N/A
3.9 Poll-by-Poll Election Results	N/A
3.10 Returning Officer's Summary of Results	PERMANENT or Contact the Archives
3.11 Poll Books	3 months (160.71 Local Government Elections Act)
3.12 Voters' Lists	Contact the Archives
3.13 Voters' Registration Forms	3 months (160.71 Local Government Elections Act)
3.14 Ballot Box Contents (includes ballots, registration forms, etc.)	3 months (160.71 Local Government Elections Act)

#### 4. EMPLOYEE-EMPLOYER

RECORDS	RETENTION PERIODS
4.1 Employee Records (includes time cards, pay records, etc.)	10 years after termination of employment
4.2 Income Tax (T <sup>4</sup> s, TD1, etc.)	7 years

#### 5. LEGAL

RECORDS	RETENTION PERIODS
5.1 Minister's Orders	PERMANENT as per Section 116(2)(e) of The Municipalities Act
5.2 Claims (includes notices of claim, statements of claim, etc.)	10 years after settlement
5.3 Petitions	7 years
5.4 Writs	10 years after expiration or completion

#### 6. LICENSES & PERMITS

##### a. Licenses and Permits Issued By Municipalities

RECORDS	RETENTION PERIODS
6.1.1 Building Permits (includes supporting documentation)	After rejection of permit or life of building/structure plus 10 years
6.1.2 Development Permits (includes supporting documentation)	25 years after superseded
6.1.3 Development Permits – Denied	10 years
6.1.4 Development Permits – Register	Permanent
6.1.5 Other Permits (not related to land, buildings, structures, development projects)	3 years after expiration/termination or rejection of permit
6.1.6 Licenses (includes supporting documentation)	7 years after termination/expiration or rejection of license

##### b. Licenses and Permits Issued To Municipalities

RECORDS	RETENTION PERIODS
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
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

#### 7. MAPS, PLANS & SURVEYS

RECORDS	RETENTION PERIODS
7.1 Architect's Drawings (buildings, park sites, structures, etc.)	Life time of facility/structure plus 10 years
7.2 Municipal Maps and Plans	Original or one selected copy to be retained permanently
7.3 Road Surveys	7 years
7.4 Land Surveys Certificates/Surveyor's Reports	7 years

#### 8. MINUTES & BYLAWS

RECORDS	RETENTION PERIODS
8.1 Council Minutes (includes original bylaws, active and repealed)	PERMANENT as per Section 116(2)(b) of <i>The Municipalities Act</i>
8.2 Repealed Bylaws (includes certified copies that may be retained in Repealed Bylaw Registers)	7 years

8.3 Bylaw Registers (active and repealed)	PERMANENT
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## 9. REPORTS & STATISTICS

RECORDS	RETENTION PERIODS
9.1 Reports of Boards and Committees established by Council (not forming part of council minutes)	7 years
9.2 Vital Statistics	7 years

## 10. ROADS AND STREETS

RECORDS	RETENTION PERIODS
10.1 Road Maintenance Records (includes reports) (may be required if there is a liability claim in the future)	25 years