



BYLAW NO. 15.07

BEING A BYLAW FOR THE RETENTION AND DESTRUCTION OF RECORDS

WHEREAS, the Municipal Government Act, R.S.A., 2000, c. M-26., and amendments thereto, provides that Council may pass a bylaw respecting the retention and destruction of records of the municipality; **AND**

WHEREAS, Council wishes to enact a bylaw to authorize the destruction of records, including bylaws, minutes and other records of the municipality;

NOW THEREFORE, the Council of Yellowhead County, in the Province of Alberta, duly assembled, enacts as follows:

1. SHORT TITLE

1.1 This bylaw is called the “Records Retention and Disposition Bylaw”.

2. DEFINITIONS

2.1 “**Chief Administrative Officer**” means the person appointed to the position pursuant to section 205 of the Municipal Government Act or his designate.

2.2 “**Disposition**” means the disposal of Records via destruction or transfer of Records of enduring value to Archives.

2.3 “**Information/Record Management Policy**” defines the County’s policy, practices and guidelines for maintaining and protecting Records throughout the Life Cycle of Information.

2.4 “**Life Cycle of Information**” means the stages of planning, collecting, creating or generating information; its organization, retrieval, use, accessibility and transmission; its storage and protection and, finally; its Disposition through transfer to archives or destruction.

2.5 “**Personal Information**” means Recorded Information about an identifiable individual, including

2.5.1 the individual’s name, home or business address or home or business telephone number,

2.5.2 the individual’s race, national or ethnic origin, color or religious or political beliefs or associations,

2.5.3 the individual’s age, sex, marital status or family status,

2.5.4 an identifying number, symbol or other particular assigned to the individual,

2.5.5 the individual’s fingerprints, blood type or inheritable characteristics,



- 2.5.6 information about the individual's health and health care history, including information about a physical or mental disability,
 - 2.5.7 information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given,
 - 2.5.8 anyone else's opinions about the individual, and
 - 2.5.9 the individual's personal views or opinions, except if they are about someone else;
- 2.6 **"Record"** means a record of information in any form and includes notes, images, audiovisual recordings, x-rays, books documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner but does not include software or any mechanism that produces records.
- 2.7 **"Retention Period"** means the total length of time a Record must be kept before final Disposition is implemented.
- 2.8 **"Retention Schedule"** means the timetable that identifies the Retention Period during which a Record must be retained before Disposition, and is set forth in Schedule "A" attached to and forming part of this Bylaw.

3. DISPOSITION OR DESTRUCTION OF RECORDS

- 3.1 The Chief Administrative Officer shall dispose of Records in accordance with the Information/Records Management Policy.
- 3.2 The Retention Periods for Records as set forth in the Retention Schedule "A" are hereby adopted and established as the Retention Periods for each such Record.
- 3.3 Retention Schedule "A" may be amended by Council from time to time by resolution passed at a duly assembled meeting of Council.
- 3.4 The Chief Administrative Officer may authorize the destruction of the original copies of Records if those originals have been recorded on microfiche or on another system that will enable copies of the originals to be made.
- 3.5 Upon the Chief Administrative Officer or his designate satisfying himself or herself that the relevant Retention Period established by this Bylaw has expired and that no reason exists for further retention of a given class of Records or specific Records, the Chief Administrative Officer or his designate may then order the Records to be disposed of.



SCHEDULE "A"

Subject	Description	Retention Period in Years
Accountants	Working Papers	7
Accounts	Paid (Summary Sheet)	7
	Payable Bouchers	7
	Receivable Duplicate Invoices	7
Administration	Reports (not part of minutes)	7
	As Per legislation	7
Advertising	General	3
	As Per Legislation	7
Agendas	Not as part of Minutes	P
Agreements/ Contracts	General	12 after S/O
	Development	12 after S/O
	Major Legal	12 after S/O
	Minor Legal	12 after S/O
Annexations	Correspondence	7
	Final Order	P
Applications	Site Plan Approval	3
	Subdivision (after final approval)	3
	Part-time Employees (after end of employ)	3
Appointments	Other than those in Minutes	3
Assessment	Rolls	P
	Assessment Review Board (ARB)	P
	Minutes	P
	Appeals	7
Bank	ARB Records	7
	Deposit Books	7
	Deposit Slips	7
	Memos (Credit/Debit)	7
	Reconciliations	3
Boards	Statements	7
	Minutes	P
	Authority & Structure	5 S/O
Briefings/ Reports	Correspondence	5
Budgets	To Council	7
	Operating (in minutes)	P
	Capital (in minutes)	P
Bylaws	Working Papers	3
Bylaws	All	P



Subject	Description	Retention Period in Years
Cash	Receipts Journal Disbursements Journal Duplicate Receipts	7 7 7
Certificates	Of Title	P
Census	Reports	12
Cheques	Cancelled (paid) Register	7 7
Claims	Notice of	12 S/O
Committee	Minutes	P
Compensation	Records	12
Council	Minutes	P
Court Cases	After final conclusion	3
Destroyed Records Index		P
Documents	Not Part of Bylaws	12 S/O
Elections	Nomination papers Ballot Box Contents	Local Authorities Election Act Sec 28(4) Sec 101
Engineering	Drawings	P
Employee Benefits	W.C.B. Claims	5
Employees	Job Descriptions (after altered) Oaths of Office (after position vacated) Personnel File (after cessation of employment or dismissal)	3 1 3
Financial Statements	Working Papers Final	7 P
Franchises		P
Income Tax	T4 T4 Summaries	7 7
Insurance	Claims (after settled) Records (after expiration)	12 12
Land	Appraisals (after sold)	1



Subject	Description	Retention Period in Years
Leases	After Expiration	7 S/O
Legal	Proceedings	12 S/O
Licenses	Applications	3
Local Improvements	Records	P
Maps	Base (original) Contour	S/O S/O
Maintenance Reports		7
Minutes	Council Boards Committees	P P P
Monthly Reports	Roads	7
Organization	Structure and Records	3 S/O
Payroll	Individual Earning Records Journal	7 7
Permits	Development	P
Petitions		3
Plans	Official Amendments Subdivision	P P P
Policy	After Superseded	12
Progress Reports	Project Under Contract (Final payment)	7 7 S/O
Property Files	Until Sold + 11	12
Prosecution	All	12 S/O
Purchase	Land	Until Sold + 12
Reports	Accident Accident Statistics Field	21 12 S/O 12 S/O
Requisitions	Copies	7
Subdivision	After Final Approval	P



Subject	Description	Retention Period in Years
Street	Sign Inventory Register	P
Tax	Rolls	P
Tax Recovery	Records	P
Taxes	Arrears	7
	Final Billing	12
	Rolls	P
	Sale Deeds	P
Termination	Employees (after cessation or termination)	3
Tenders	Files	12
	Successful	12
	Purchase Quotations	12
	Unsuccessful	3
Traffic	Streets	7
Trial Balances	Year End	7
Vendors	Acknowledgments To	3
	Contracts	12
	Suppliers Files	12
Writs		12
Weed Control Reports	Until updated	1
Zoning	Bylaws	P
	Bylaw Enforcement	5



4. PERSONAL INFORMATION

4.1 If any Record or Records authorized to be disposed of contain an individual's Personal Information which was used by the County to make a decision that directly affected that individual, the Chief Administrative Officer must retain the Personal Information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.

5. REPEAL

This bylaw repeals Bylaw No. 13.98.

This bylaw comes into force at the beginning of the day that it is passed in accordance with Section 189 of the Municipal Government Act, R.S.A., 2000.

READ a first time this 22 day of MAY, A.D., 2007.

READ a second time this 22 day of MAY, A.D., 2007.

READ a third time this 22 day of MAY, A.D., 2007.

SIGNED this 22 day of MAY, A.D., 2007.

Williams
Reeve

[Signature]
Chief Administrative Officer