

**TOWN OF OYEN
BYLAW NUMBER 814-12**

A BYLAW OF THE TOWN OF OYEN for the purpose of establishing guidelines for the retention and destruction of records and documents of the municipality.

WHEREAS

Section 214 of the Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000, and amendments thereto, empowers a Council to pass a bylaw respecting the retention and destruction of the records and documents of the municipality; and

WHEREAS

The Council of the Town of Oyen, in the Province of Alberta, deem it necessary to pass such a bylaw.

NOW THEREFORE

The Council of the Town of Oyen, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. THAT, this bylaw shall provide regulations and procedures for the retention and disposal of all records and documents of the Town of Oyen.
2. THAT, the Chief Administrative Officer (CAO) shall be responsible for administering this bylaw.
3. THAT, the authority established in this bylaw must be consistent with Federal and Provincial Statutes and Regulations.
4. THAT, the CAO shall always have the discretion to retain records longer than the period provided for in the bylaw, and shall do so where the CAO deems it appropriate, and shall do so where the CAO has received any indication that there is or may be any civil action involving any of the said records. Such decisions to retain the records longer than the period provided for therein shall be recorded in the records retention file.
5. Records of Retention and Disposal:
 - a. When records have been destroyed under this Bylaw, the CAO shall so certify in writing. Such certificates shall refer to the relevant schedule and item of this bylaw and shall identify the records destroyed.
 - b. The CAO shall keep an index of:
 - i. records destroyed;
 - ii. records referred to Archives; and
 - iii. municipal records held at other archival centers.
 - c. Where records are destroyed under this bylaw, the CAO shall ensure the proper and complete destruction thereof.
 - d. All records destroyed shall be authorized by the Town

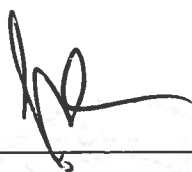
of Oyen and the destruction shall be carried out in the presence of witnesses. The person destroying the records shall provide a statement in writing attesting to the time and place of the destruction of the records, a detailed list of the records destroyed, and names of the witnesses to the destruction of the records. This statement shall be permanently filed in the office records.

- e. Election materials may be destroyed in accordance with the provisions of the Local Authorities Election Act.
6. THAT, the following terms shall be used in interpreting the method of retention or destruction of municipal records:
- a. Destroyed – such records shall be destroyed without any copy thereof being retained.
 - b. Permanent - such original records shall be preserved and never destroyed.
7. THAT, when an individual's personal information records have been used by the municipality to make a decision that directly affects the individual, the municipality must retain the personal information records for a least one year after using it so that the individual has a reasonable opportunity to obtain access to the records.
8. THAT, it is the responsibility of the CAO to provide for policies regarding security and storage of all municipal documents.
9. THAT, the attached Schedule "A" is hereby adopted and shall be used to determine the retention and disposal requirements for all records of the Town of Oyen and of any local Boards accountable to the Town of Oyen. Schedule "A" to this bylaw may be amended by a resolution of the Council of the Town of Oyen upon recommendation from the CAO.
10. THAT, this bylaw shall come into force and effect upon the third and final reading thereof.

Read a first time this 14th day of August, 2012

Read a second time this 14th day of August, 2012

Read a third time and passed this 14th day of August, 2012



MAYOR



CHIEF ADMINISTRATIVE OFFICER

**TOWN OF OYEN
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**SCHEDULE "A"
RECORDS RETENTION AND DISPOSAL REQUIREMENTS**

Subject	Description	Disposition In Years
Accountants	Working Papers	7
Accounts	Paid (summary sheet)	7
	Payable vouchers	7
	Receivable Duplicate Invoices	7
Administration	Reports (not part of minutes)	7
	As Per Legislation	7
Advertising	General	2
	As Per Legislation	7
Agendas	Part of Minutes	P
Agreements	General	12 S/O
	Development	12 S/O
	Major Legal	12 S/O
	Minor Legal	12 S/O
Annexations	Correspondence	7
	Final Order	P
	Correspondence	7
Annual Reports		5-7
	Local Boards	5-7
Applications	Site Plan approval	2
	Subdivision (after final approval)	3
	Part-time Employees (after end of employ)	1
Appointments	Other Than Those in Minutes	3
Assessment	Rolls	P
	Assessment Review Board (ARB) Minutes	P
	ARB Work File	5
	Appeals	12
	ARB Records	7
	Duplicate roll	7
	Review Court Records	7
Assessment Appeal	Board File	5
Assets		20 S/O
	Records of Surplus	5
	Temporary Files	2
Bank	Deposit Books	7
	Deposit Slips	7
	Memos (Credit/Debit)	7
	Reconciliations	2
	Statements	7
Boards	Minutes	P
	Authority & Structure	5 S/O
	Correspondence	5
Briefings/Reports	To Council	7
Budgets	Operating (in minutes)	P
	Capital (in minutes)	P
	Working Papers	3
Bylaws	All	P
Cash	Receipts Journal	7

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**SCHEDULE "A"
RECORDS RETENTION AND DISPOSAL REQUIREMENTS**

Subject	Description	Disposition In Years
Cash	Disbursements Journal	7
	Duplicate Receipts	7
Certificates	Of Title	P
Census	Reports	12
Cheques	Cancelled (paid)	7
	Register	7
	Stubs	7
Claims	Notice of	12 S/O
	Statements of	12 S/O
Committee	Minutes	P
Compensation	Records	10
Computer Cards		1
Contracts	Files (completion of)	12 S/O
	Forms	12
	Major Legal	12 S/O
	Minor Legal	12 S/O
Council	Minutes	P
Court Cases		12 S/O
Destroyed Records Index		P
Documents	Not Part of Bylaws	12 S/O
	Agreements Major Legal	12 S/O
	Agreements Minor Legal	12 S/O
	Contracts Legal	12 S/O
	Easements	12 S/O
	Leases (after expiration)	12 S/O
	Notices of Change of land Titles	12 S/O
Elections	Nomination Papers	Sec 28(4) Local Authorities Election Act
	Ballot Box Contents	Sec 101 Local Authorities Election Act
Engineering	Drawings	P
Employee Benefits	A.H.C., Blue Cross, Dental, etc.	5
	W.C.B. Claims	4-5
Employees	Job applications (hired)	3
	Job Application (not hired)	1
	Job Descriptions	3 (after position abolished)
	Oaths of Office Personnel File	1 (after position vacated) 1 (after cessation of employment or 6 years after dismissal)
Financial Statements	Interim	10
	Working Papers	3
	Final	12
Franchises		P
Income Tax	Deductions	5-7
	TD1	1

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Subject	Description	Disposition In Years
Income Tax	T4	5-7
	T4 Summaries	5-7
Inquiries	From the Public	3
Insurance	Claims	12 (after settled)
	Records (after expiration)	12
Land Leases	Appraisals	1 (after sold)
	After Expiration	7 S/O
Legal	Opinions	12 S/O
	Proceedings	12 S/O
Legislation	Acts (after superseded)	1
Licenses	Applications	3
	Business (after expired)	5
	Literature	2
Local Improvements	Records	P
Maps	Base (original)	P
	Contour	P
Maintenance Reports		12
Minutes	Council	P
	Boards	P
	Committees	P
Monthly Reports	Road	5-7
Municipal Affairs	Annual Reports	5
Organization	Structure & Records	2-5 S/O
Payroll	Garnishees	3
	Individual Earning Records	6
	Journal	6
	Time Cards	4-6
	Time Sheets - Daily	5
	Time Sheets - Overtime	5
	Time Sheets - Weekly	5
Employment Insurance Records	5	
Permits	Development	12 S/O
Petitions		10
Plans	Official	P
	Amendments	P
	Subdivision	P
Policy	After Superseded	5
Progress Reports	Project	5-7
	Under Contract (Final payment)	7-10 S/O
Property Files		Until sold +10
Prosecution Publications	All	12 S/O
	Local Reports	3
Purchase	Land	Until Sold +12

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Subject	Description	Disposition In Years
Receipts	Books	7
	Duplicate Cash	7
	Registration	7
Receptions & Special Events (non historic)		3
Reports	Accident	12 S/O
	Accident Statistics	12 S/O
	Field	12 S/O
Requisitions	Copies	2
	Duplicate	7
	Paid	7
Resolutions	Minutes	P
Subdivision	After Final Approval	12
Street	Sign Inventory Register	P
Tax	Rolls	P
Tax Recovery	Records	P
Taxes	Arrears	7
	Final Billing	12
	Municipal Credits	7
	Receipts	7
	Rolls	P
	Sale Deeds	P
Termination	Employees	P
Tenders	Files	12
	Successful	12
	Purchase Quotations	12
	Unsuccessful	2
Traffic	Streets	7
Training and Development Files		5
Trail Balances	Monthly	3
	Year End	7
Vendors	Acknowledgments To	2
	Contracts	12
	Suppliers Files	12
Vouchers	Duplicate	7
Writs		12
Weed Control Reports	Until updated	1
Zoning	Bylaws	P
	Bylaw Enforcement	5

P Permanent File

S/O File closed after information is superseded (replaced or take the place of) or obsolete (no longer in use)