

**A BYLAW OF THE MUNICIPALITY OF HIGH PRAIRIE, IN THE PROVINCE OF ALBERTA,
PURSUANT TO PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT,
BEING CHAPTER M-26.1 OF THE STATUTES OF ALBERTA, 2000 AND AMENDMENTS
THERE TO, TO PROVIDE REGULATIONS AND PROCEDURES FOR
THE RETENTION AND DISPOSAL OF MUNICIPAL DOCUMENTS.**

WHEREAS: It is the desire of the Council of the Town of High Prairie to provide for regulations with respect to the retention and disposal of municipal documents, including correspondence, records, receipts, vouchers, instruments, transitional and other papers kept by the municipality; and

AND WHEREAS: It is the desire of the municipality to establish the necessary authority to release municipal documents to the Alberta Archives on either a Permanent loan or retention basis.

AND WHEREAS: The authority for such regulations and authorities must be consistent with Federal or Provincial Statutes and Regulations.

NOW THEREFORE: COUNCIL OF THE TOWN OF HIGH PRAIRIE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. SHORT TITLE

This bylaw may be called the "Records Retention Bylaw".

2. PURPOSE

The purpose of this Bylaw is to establish and maintain a system for records retention and disposal of municipal documents for the Town of High Prairie.

3. DEFINITIONS

- (a) "Blank Information Media" shall mean anything that was created or acquired for the purpose of collecting or storing information but which has not been used and has become obsolete such as forms, dictation tapes, diskettes, magnetic tapes, disk drives, or optical disks.
- (b) "Board" shall mean any Board or Committee established by Bylaw of the Town of High Prairie.
- (c) "Direct Mail" shall mean a transitory record that is solicited or unsolicited information received from organizations or individuals advertising their products or services.
- (d) "Draft Document and Working Materials" shall mean a transitory record that includes source materials used in the preparation of documents and earlier versions of final documents.
- (e) "Duplicates" shall mean a transitory record that is an exact reproduction of a master document, such as a photocopy or extra copies printed from a computer system or by a commercial printer.

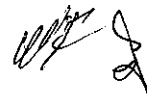
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- (f) "Municipality" shall mean all the Town of High Prairie.
- (g) "Official or designate" shall mean the Chief Administrative Officer (as defined in the Municipal Government Act) of the Town of High Prairie or designate duly appointed by Council or by the Chief Administrative Officer.
- (h) "Publications" shall mean a transitory record that is a book, magazine, periodical, pamphlet, brochure, journal, newspaper and software documentation obtained from sources outside the organization or from within the organization.
- (i) "Records" shall mean a record of information in any form and includes books, documents, maps, letters, papers and any other information that is written, recorded, photographed, or stored in any manner including electronically held by the Town of High Prairie in any form.
- (j) "Solicitor" shall mean the municipal Solicitor as appointed or engaged from time to time by Council.
- (k) "Temporary Transitory Records" shall mean temporary information such as telephone messages, routing slips, post-it notes, opened envelopes, memos, notes and messages either paper, voice, or electronic where the information has only immediate or very short-term value.

4. INTERPRETATION

- 4.1 This Bylaw applies to all departments of the municipality.
- 4.2 The Chief Administrative Officer is hereby delegated to carry out the provisions of the Records Retention Bylaw.
- 4.3 When used in this Bylaw and the Schedules attached hereto, and in the operation of any Records Management Systems established consistent with this Bylaw, symbols shall be used to designate the form of retention or disposal as follows:

- A Archive
- D Destroy
- P Permanent (retention)
- S/O Superseded or Obsolete



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5. RECORD RETENTION AND DESTRUCTION

5.1 Where, in this Bylaw and Schedule "A" attached hereto, it is provided that particular records of the Town of High Prairie, or of a local Board accountable to the municipality thereof, shall be:

(a) Archive

If approved by Council, these records shall be released to either the Provincial Archives or other local archives. A copy of the records transferred shall be permanently retained on file if deemed necessary by Council. Prior to Council approval, the Official or designate shall review the documents to ensure that the release of the documents does not contravene the provisions of the Municipal Government Act or any other legal obligation binding on the municipality.

(b) Destroyed

Such records shall be destroyed without any copy thereof being retained.

(c) Permanent

Such original records shall be preserved and never destroyed.

5.2 Where an individual's personal information will be used by the municipality to make a decision that directly affects the individual, the municipality 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.

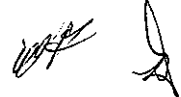
5.3 The Official or designate shall always have the discretion to retain records longer than the period provided for in this Bylaw and shall do so where the Official or designate deems it appropriate and shall do so where the Official or designate has receive any indication that there is or may be any litigation involving any of the said records. Such decisions to retain the records longer than the periods provided for herein shall be recorded in the records retention index.

5.4 (a) When records have been destroyed under this Bylaw, the Official or designate shall so certify in writing. Such certificate shall refer to the relevant schedule and item of this Bylaw and shall identify the records destroyed.

(b) The Official or designate shall keep an index of:
i. Records destroyed
ii. Records referred to Archives

(c) Where records are destroyed under this Bylaw, the proper and complete destruction thereof is the responsibility of the Official or designate.

(d) All records destroyed should be authorized by the Official or designate and the destruction should be carried out in the presence of two witnesses who shall be employees of the municipality. The person destroying the records should provide a statement in writing attesting to the time and place of the destruction of the records, together with a detailed list of the records destroyed and also the names of the persons who witnessed the



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destruction as well as the signature of the witnesses. This statement of deposition should be presented to the Official and permanently filed in the office records.

- (e) Election material that has been locked in the ballot boxes can be destroyed in accordance with the provisions of the Local Authorities Election Act.

6. GENERAL

- 6.1 The attached Schedule "A" is hereby adopted. From time to time, upon recommendation of the Official, Council may review and amend Schedule "A", and such amendments shall be authorized by Resolution of Council.
- 6.2 It shall be the responsibility of the Council to provide for policies regarding management, security, and storage of all municipal documents. Such policies shall be administered by the Official or designate for all municipal documents.

7. ENACTMENT

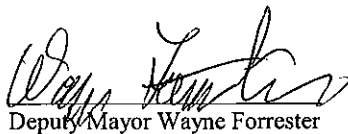
This Bylaw shall come into force and have effect upon it being read a third time and passed


READ a first time this 22nd day of March, 2006

READ a second time this 22nd day of March, 2006

UNANIMOUS CONSENT given for third reading this 22nd day of March, 2006

READ a third time and finally passed this 22nd day of March, 2006


Deputy Mayor Wayne Forrester


Larry Baran, Town Manager



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APPENIDIX "A"

**TOWN OF HIGH PRAIRIE
RECORDS RETENTION SCHEDULE**

SUBJECT	DESCRIPTION	SUGGESTED RETENTION PERIOD 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	10 S/O
	Development	10 S/O
	Major Legal	10 S/O
	Minor Legal	10 S/O
Annexations	Correspondence	7
	Final Order	P
Annual Reports		5-7
Annual Reports	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	10
	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

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APPENIDIX "A" CONTINUED

TOWN OF HIGH PRAIRIE
 RECORDS RETENTION SCHEDULE

SUBJECT	DESCRIPTION	SUGGESTED RETENTION PERIOD IN YEARS
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
	Disbursements Journal	7
	Duplicate Receipts	7
Certificates	Of Title	P
Census	Reports	10
Cheques	Cancelled (paid)	7
	Register	7
	Stubs	7
Claims	Notice of	10 S/O
	Statements of	10 S/O
Committee	Minutes	P
Compensation	Records	10
Computer Cards		1
Contracts	Files (completion of)	10 S/O
	Forms	10
	Major Legal	10 S/O
	Minor Legal	10 S/O

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RECORDS RETENTION SCHEDULE**

SUBJECT	DESCRIPTION	SUGGESTED RETENTION PERIOD IN YEARS
Council	Minutes	P
Court Cases		10 S/O
Destroyed Records Index		P
Documents	Not part of Bylaws	10 S/O
	Agreements Major Legal	10 S/O
	Agreements Minor Legal	10 S/O
	Contracts Legal	10 S/O
	Easements	10 S/O
	Leases (after expiration)	10 S/O
	Notices of Changes of Land Titles	10 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 applications (not hired)	1
	Job Descriptions	3 (after position abolished)
	Oaths of Office	1 (after position Vacated)
	Personnel File	1 (after cessation of Employment or 6 years after dismissal)
Financial Statements	Interim	10
	Working Papers	3
	Final	10
Franchises		P
Income Tax	Deductions	5-7
	TD1	1
	T4	5-7
	T4 Summaries	5-7

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SUBJECT	DESCRIPTION	SUGGESTED RETENTION PERIOD IN YEARS
Inquiries	From the Public	3
Insurance	Claims	10 (after settled)
	Records (after expiration)	10
Land	Appraisals	1 (after sold)
Leases	After Expiration	7 S/O
Legal	Opinions	10 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		10
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	60
	Journal	60
	Time Cards	4-6
	Time Sheets – Daily	5
	- Overtime	5
	- Weekly	5
Employment Insurance Records	5	
Permits	Development	10 S/O

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APPENDIX "A" CONTINUED

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SUBJECT	DESCRIPTION	SUGGESTED RETENTION PERIOD IN YEARS
Petitions		7-10
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	All	10 S/O
Publications	Local Reports	3
Purchase	Land	Until Sold + 10
Receipts	Books	7
	Duplicate Cash	7
	Registration	7
Receptions & Special Events (non historic)		3
Reports	Accident	10 S/O
	Accident Statistics	10 S/O
	Field	10 S/O
Requisitions	Copies	2
	Duplicate	7
	Paid	7
Resolutions	Minutes	P
Subdivision	After Final Approval	10
Street	Sign Inventory Register	P
Tax	Rolls	P
Tax Recovery	Records	P

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 RECORDS RETENTION SCHEDULE

SUBJECT	DESCRIPTION	SUGGESTED RETENTION PERIOD IN YEARS
Taxes	Arrears	7
	Final Billing	10
	Municipal Credits	7
	Receipts	7
	Rolls	P
	Sale Deeds	P
Termination	Employees	P
Tenders	Files	10
	Successful	10
	Purchase Quotations	10
	Unsuccessful	2
Traffic	Streets	7
Training and Development Files		5
Trial Balances	Monthly	3
	Year End	7
Vendors	Acknowledgements To	2
	Contracts	10
	Suppliers Files	10
Vouchers	Duplicate	7
Writs		10
Weed Control Reports	Until updated	1
Zoning	Bylaws	P
	Bylaw Enforcement	5