

VILLAGE OF DEBDEN
BYLAW 3/2023
A BYLAW OF THE VILLAGE OF DEBDEN FOR RECORDS RETENTION

The Council of the Village of Debden, in the Province of Saskatchewan, in open meeting hereby enacts as follows:

WHEREAS Section 116 of *The Municipalities Act*, provides that a Council shall establish a Records Retention and Disposal Schedule, and all documents of the Municipality must be dealt with in accordance with that Schedule;

AND WHEREAS Village Council desires to regulate the retention and provide for the destruction of certain documents of The Village of Debden;

SHORT TITLE

1. This Bylaw may be cited as "The Records Retention and Disposal Bylaw"

PRESERVATION OF DOCUMENTS OF THE MUNICIPALITY

2. The Administrator, through the Records Management Program, will coordinate the storage and disposal of electronic records.

DOCUMENTS NOT REQUIRING A RETENTION PERIOD

3. Notwithstanding any other provisions of this Bylaw, the following documents have no retention period and may be disposed of or destroyed, from time to time, at the absolute discretion of the Village Administrator:
 - (a) documents wholly unrelated to the administration of the Village;
 - (b) draft versions of internal working papers, documents or reports used in the preparation of a document of the Village;
 - (c) photocopies of bylaws or agreements of the Village unless such copies contain new information or notes or unless such copies form part of a document of the Village;
 - (d) magazines, books and other publications received by the Village from other agencies or organizations;
 - (e) advertising, catalogues, price lists and other junk mail received by the Village; and
 - (f) outdated and unused blank forms.

DESTRUCTION OF DOCUMENTS SUBJECT TO RETENTION PERIOD

- 4.(1) The documents set forth in Schedule "A" may be destroyed upon the expiration of the retention period set out in Schedule "A".
- (2) No document or series of documents may be destroyed unless:
 - (a) the Administrator having custody of the document or series of documents is satisfied the document or documents are no longer required by the Village and are of no historical, archival or legal value;
 - (b) the form, "Record of Destruction", as provided by the Administrator, has been completed and filed with the Administrator.
- (3) Any document set forth in Schedule "A" may be retained for any period longer than the retention period set out in Schedule "A" at the discretion of the Administrator having custody of the document.



(4) The current year is not included in calculating the retention period of the document.

DESTRUCTION OF ELECTRONIC DOCUMENTS

5. Notwithstanding any other provision of this Bylaw, documents created in an electronic medium for internal or external correspondence (such as internet or email documents) may be destroyed after one (1) month if a printed copy of the documents has been produced and retained and such printed copy shall be retained and may only be disposed of in accordance with the provisions of this Bylaw.

INTERPRETATION OF THIS BYLAW

6. The Administrator shall be responsible for the administration and interpretation of this Bylaw.

COMING INTO FORCE

7. Bylaw 13/2017 is hereby repealed

8. This Bylaw shall come into force and take effect on, from and after the final passing thereof.

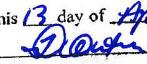




Mayor



Administrator

Read a Third time and adopted
this 13 day of April, 23


Administrator, Village of Debden



SCHEDULE "A" to BYLAW 3/2023

Alphabetical Listing of Municipal Records and Their Suggested Retention Periods

	<i>(In Years)</i>
Accounting	
Accounting Financial Records	7
Annual Financial Statements	Permanent
Audits and Compliance Reviews (Recommendations & Reports)	7
Budget (As part of Minutes)	Permanent
Budget Related Reports	7
Federal/Provincial Remittance Forms	7
Financial Institution Bank Accounts	7
Loans/Debentures	7 Years after Final Payment
Tax Roll/Assessment Roll	10
Utility Documents/Cards/Ledgers	7
Administration	
Appeals under The Planning and Development Act. 1983	7
Assessment Appeals	7
Bylaws and Bylaw Register	Permanent
Celebration & Events (not including grants or financials)	7
Change of Ownership Documents	7
Employee Records	10 years after termination
Expired Policies/Licences/Permits	7
First Nation Consultations	Permanent
Inquiries under LAFOIP	7
Insurance Policies-Liability	Permanent
Insurance Policies-Property (including claims)	7
Ledgers/Journals (General and subsidiary Ledger, Ledger Reports	7
Minutes-including original bylaws-active and repealed	Permanent
Records Disposal Documentation	Permanent
Reports of Boards & Committees (not forming parts of Council Minutes)	7
Tax Certificates	7
Tax Enforcement Records (After Tax Title Property is Sold)	7
Expired Agreements and Contracts-Non Land	7
Agreements and Supporting Documentation-Land	Permanent
Water Analysis and Reports	25- Contact Archives
Correspondence	
Correspondence	7
Petitions	7- Contact Archives
Legal	10
Minister's Orders	Permanent
Notices of Claim/Statements of Claim/Writs	10 years after settlement-Contact Archive



Miscellaneous

Architect's Drawings (Buildings, Park Sites)	Lifetime of Facility
Building/Development Permits-Approved	Lifetime of Building plus 10 years
Building/Development Permits-Denied	10
Cemetery Records	Permanent
Vital Statistics	7
Land Survey Certificates	Permanent
Municipal Maps and Plans	Permanent
Road Surveys	10
Road Maintenance Records	25

Elections

Contents of Ballot Boxes	3 months
Nomination Forms and Receipt Forms	Term of Office
Oaths of Office	Term of Office
Public Disclosure Statements	Term of Office
Election Results	3 months
Returning Officer's Summary of Results	Permanent



Village of Debden Records Destruction Form

This form is for the destruction of official records permitted under Bylaw 3/2023 Record Retention Bylaw
Copy must be retained in Minutes and in Destruction File

Administrator:

Witness:

Date

Approved By (Name)

Approved by (Position Title)

Signature

Number of Pages	Retention Class/Brief Description	Start Date	End Date	Form of Destruction
				Select one from the list:

