



# DRUMHELLER

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## COUNCIL POLICY

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### **COUNCIL POLICY #C-4-99**

#### **SCHEDULE FOR RETENTION AND DISPOSITION OF INACTIVE RECORDS**

##### **THE PURPOSE OF THIS POLICY IS TO:**

1. To establish guidelines for records retention relevant to administrative, legal, financial and property matters.
2. To ensure the retention of records of historic, cultural or research value.
3. To ensure the orderly disposition of routine or outdated material.

##### **POLICY STATEMENT:**

1. Administration shall maintain on behalf of Council a comprehensive records retention system covering all business transacted on behalf of the Town, including but not limited to correspondence, records, receipts, vouchers, instruments, financial documents, land title information. Records retention / disposition refers to computerized information, as well as "hard copy" records.
2. No records required to be maintained by the Town may be destroyed without the prior consent of Council. This consent shall be in the form of motion recorded in regular Council Minutes.

##### **PROCEDURE:**

1. **Records to be retained:**  
Generally, records are to be kept within the guidelines as outlined in the attached Schedule. Items not specifically mentioned may be reviewed within departmental categories and discretion allowed for department heads to approve alternate schedules for longer retention as space requirement and operations deem efficient.
2. **Procedure for Records Disposition:**  
Records scheduled for disposition shall be destroyed without any copy being retained.

Listings of files being destroyed are to be "signed off" by the Department Head.

All listings of files, current and otherwise will be retained by the Freedom of Information and Privacy Coordinator.


Adopted by Muni2000 Committee

Date: June 9, 1999

  
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Chief Administrative Officer

Adopted by Council

Date: July 5, 1999

  
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Mayor of Drumheller

**SCHEDULE A (attachment to Policy #C-4-99)  
RECORDS DISPOSITION / RETENTION SCHEDULE**

<u>Subject</u>	<u>Description</u>	<u>Retention Period (Years)</u>
		*P = Permanent
<b>Accounting</b>	Working Papers (annual)	7
<b>Accounts</b>	Accounts payable vouchers	7
	Accounts payable invoices	7
	Receivable duplicate invoices	7
	Receivable paid invoices	7
<b>Administration</b>	Reports (not part of minutes)	<b>P</b>
<b>Advertising</b>	General	7
	As per legislation	7
<b>Agendas</b>	As part of Council minutes	<b>P</b>
<b>Agreements</b>	General	20
	Development	<b>P</b>
	Major Legal	<b>P</b>
	Neighborhood improvement	<b>P</b>
	Site plan approval	<b>P</b>
	Rental & service (after expiration)	7
	Equipment (after expiration)	7
	Leases	<b>P</b>
	Road use (after expiration)	7
<b>Animal Control</b>	Call outs/ Correspondence	7
<b>Annexations</b>	All correspondence	<b>P</b>
<b>Annual Reports</b>	Financial	<b>P</b>
	Other agencies / boards	7
<b>Appointments</b>	Other than those in minutes	7
<b>Assessment</b>	Rolls	<b>P</b>
	Assessment review board minutes	<b>P</b>
	Assessment review board work files	7
	Appeals	7
<b>Assets</b>	Equipment (after disposal)	7
	Land	<b>P</b>
	Buildings	<b>P</b>

<u>Subject</u>	<u>Description</u>	<u>Retention Period</u>
<b>Bank</b>	Deposit books	7
	Deposit slips	7
	Memos (debit & credit)	7
	Reconciliation's	7
	Statements	7
	Debentures	P
<b>Boards</b>	Minutes	P
	Authority & structure	P
<b>Briefs/Reports</b>	to Council as presented	7
	As part of minutes	P
<b>Budgets</b>	Final Capital (in minutes)	P
	Final operating budget (in minutes)	P
	Estimates (working papers)	7
<b>By-laws</b>	All	P
<b>Building</b>	Development	P
	Land files	P
<b>Cash</b>	Receipts, Journals	7
	Disbursements	7
	Daily reports	7
	Petty cash vouchers	7
	Payment stubs	7
<b>Cemetery</b>	All documentation	P
	Burial permits	P
<b>Certificates</b>	Of title	P
<b>Census</b>	Reports	Historical P
<b>Cheques</b>	Paid (cancelled)	7
	Register	7
	Stubs	7
<b>Claims</b>	Notices of	P
	Statements of	P
<b>Committees</b>	(Council representation) Minutes	P
<b>Community Buildings</b>	Rental	3
	Renovations	P
	Capital work	P

<u>Subject</u>	<u>Description</u>	<u>Retention Period</u>
<b>Compensation</b>	Records	P
<b>Contracts</b>	Files/Reports (upon completion of contract)	P
	Major legal	P
	Minor	20
<b>Correspondence</b>	General	7
	Historical	P
	Policy	P
	Registers	P
<b>Council</b>	Minutes	P
<b>Court Cases</b>	Correspondence	P
<b>Deeds</b>		P
<b>Destroyed records index</b>	Sign off sheet	P
<b>Development</b>	Building	P
	Permits	P
<b>Easements</b>		P
<b>Elections</b>	Nomination papers	10
	Records	10
	Voters lists	10
<b>Employee Benefits</b>	AHC, ABC, etc., files	10
	L.A.P.P. pension cards	P
	W.C.B. claims	P
	Income tax deductions	7
	TD1 forms	Upon replacement
	T4 slips / summaries	P
<b>Employees</b>	Job applications (hired)	P
	Job applications (not hired)	1
	Job Descriptions (upon replacement)	5
	Oaths of office	P
	Personnel files	P
	Termination records	P
<b>Engineering</b>	Drawings	P
	Files	15

<u>Subject</u>	<u>Description</u>	<u>Retention Period</u>
<b>Environmental Issues</b>		<b>P</b>
<b>Fire</b>	Access route files	<b>P</b>
	Apparatus files (after disposition)	<b>P</b>
	Station log books	<b>P</b>
<b>Franchises</b>		<b>P</b>
<b>FOIP Requests</b>		<b>P</b>
<b>Insurance</b>	Claims	<b>P</b>
	Records (after expiration)	7
<b>Inventory Records</b>	(after Superseded)	7
<b>Investment</b>	Files	7
	Certificates, etc.	<b>P</b>
<b>Land</b>	Appraisals	5
	Files	<b>P</b>
	Surveys	<b>P</b>
<b>Ledgers</b>	General	<b>P</b>
	Subsidiary	7
<b>Legal, Lawyers</b>	Opinions	<b>P</b>
	Proceedings	<b>P</b>
<b>Legislation</b>	Acts (after superseded)	1
<b>Licenses</b>	Applications	7
	Business (after expiration)	7
	Dog (after expiration)	3
<b>Local Improvements</b>	General files	7
	Records	<b>P</b>
<b>Maps</b>	Base (originals)	<b>P</b>
	Contour	<b>P</b>
<b>Maintenance Reports</b>		7
<b>Minutes</b>	Council, Committees, Boards	<b>P</b>
<b>Orders</b>	Stop work orders (planning)	<b>P</b>
	Under Legislation (M.G.A. or By-laws)	<b>P</b>

<u>Subject</u>	<u>Description</u>	<u>Retention Period</u>
<b>Organization</b>	Structure & records	<b>P</b>
<b>Payroll</b>	Summaries	7
	Bonuses / Commissions	7
	Car allowance sheets / expense accts.	7
	Garnishees	7
	Individual earnings records	<b>P</b>
	Journal	7
	Time records	7
<b>Photos</b>	Aerial, Official, Historical	<b>P</b>
	General	same as related subject
<b>Plans</b>	Land, building, subdivision	<b>P</b>
	Official	<b>P</b>
<b>Policy</b>	After superseded	<b>P</b>
<b>Press releases/ Presentations</b>		7
<b>Progress reports</b>		7
<b>Property files</b>		<b>P</b>
<b>Reports</b>	Accident	10
	Accident statistics	10
	Accident reports	10
	Building fire	<b>P</b>
	Emergency	<b>P</b>
	Fire inspection	<b>P</b>
	Other inspections	<b>P</b>
	Statistical Analysis	Historical <b>P</b>
	Inventory	7
	Field	7
<b>Sales of Land</b>	All sales	<b>P</b>
<b>Roads</b>	Construction records (after completion)	<b>P</b>
	Closing	<b>P</b>
	Dedication	<b>P</b>
	Widening	<b>P</b>
	Street lighting maps	<b>P</b>
	Overweight permits	<b>P</b>
	Road Use Agreements	(See Agreements)
<b>Sewage</b>	Analysis records	<b>P</b>

<b><u>Subject</u></b>	<b><u>Description</u></b>	<b><u>Retention Period</u></b>
<b>Surveys</b>	General Correspondence	7
	Completed	15
<b>Tax</b>	Rolls	<b>P</b>
	Arrears actions	<b>P</b>
	Final billing	10
	Receipts	7
<b>Telephone Lines</b>	Locations	<b>P</b>
<b>Tenders</b>	Files	7
	Successful	7
	Purchase quotations	7
	Unsuccessful	2
<b>Tickets</b>	By-law	7
<b>Traffic</b>	Lights	<b>P</b>
<b>Training /Develop.</b>	Staff	<b>P</b>
<b>Trial Balances</b>	Monthly	7
	Year end	7
<b>Union</b>	Agreements	<b>P</b>
	Grievances	10
	Other general matters	10
<b>Water</b>	Accounts	7
	Analysis reports	<b>P</b>
<b>Work Diaries/Calendars</b>		1
<b>Work Orders</b>		7