



BIRCH HILLS COUNTY
BY-LAW 2016-02
RECORDS RETENTION BYLAW

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Bylaw No. 2016-02

A Bylaw of Birch Hills County in the Province of Alberta to authorize retention and disposal of Municipal documents.

WHEREAS it is the desire of Birch Hills County to provide for regulations regarding the retention and disposal of Municipal documents including correspondence, records, receipts, vouchers, instruments and other papers kept by the County.

AND WHEREAS it is a desire of Birch Hills County that this Bylaw be consistent with the provisions of the Alberta Evidence Act, R.S.A. 2000, c. A-18, and ss. 208 and 214 of the Municipal Government Act, R.S.A. 2000, c. M-26, and amendments thereto.

Notwithstanding the contents of Schedule A, if an individual's personal information is used by Birch Hills County to make a decision that directly affects that individual; the personal information will be retained for at least one year after its use for that purpose.

The Chief Administrative Officer shall have the discretion to retain records longer than the period provided for in Schedule A, and shall do so where the Chief Administration Officer is of the opinion that such records may be required for litigation or other legal proceedings.

NOW THEREFORE, the Council of Birch Hills County, duly assembled, hereby enacts as follows:

1. That authorization to dispose of County Records is in accordance with attached Schedule "A".
2. This Bylaw shall come into full force and effect on the day of the final passing thereof.

SCHEDULE "A"

DEPARTMENT	TYPE OF RECORD	YEARS TO BE KEPT
LEGISLATIVE SERVICE AND HUMAN RESOURCES		
	Council Agendas	Permanent Retention
	Council Minutes	Permanent Retention
	Bylaws and Rescinded Bylaws	Permanent Retention
	Resolutions	Permanent Retention
	Agreements	Permanent Retention
	Contracts	Permanent Retention
	Sale of Land	Permanent Retention
	Purchase of Land	Permanent Retention
	Exchange of Land	Permanent Retention
	General Correspondence	7 years
	Insurance Records	20 Years
	Insurance Claims	Permanent Retention
	Franchises	Permanent Retention
	Petitions	Permanent Retention
	Animal Control Files	3 Years
	Nomination Papers	Permanent Retention
	Titles to Ownership	Permanent Retention
	Enumeration Records	Permanent Retention
	Employee Personnel Records	Permanent Retention
	Resumes or Applications Received for Job Competitions	1 Year
	Government Funded Programs (S.T.E.P. and P.E.P etc.)	7 years

COMMUNITY SERVICES		
	Board Meetings	Permanent Retention
	Annual Reports & Commissions	Permanent Retention
	Grants	Permanent Retention

	Master Plan	Permanent Retention
	Program Policy Files	Permanent Retention
	Court Cases	Permanent Retention
	Legal Opinions	Permanent Retention
	Agendas (Boards & Committees)	10 Years
	Agreements	Permanent Retention
	Claims- Notice of - Statements of	20 Years 20 Years
	Writs	20 Years (after declared invalid)
	All Administration Reports (after put in the Minutes)	4 Years
	General Correspondence	7 Years
	Recreation Board Files	10 Years
	Program Correspondence (once program is over)	7 Years
	Applications /Part-time (after employment ceases)	1 Year
	Animal Control - Licenses	10 Years

FINANCE AND SYSTEMS		
	Annual Financial Statements	Permanent Retention
	Assessment and Tax Rolls	Permanent Retention
	Payroll Earning Records	Permanent Retention
	Assets - Permanent Files -Temporary Files	Permanent Retention
	Tax Recovery Files	Permanent Retention
	General Ledger -Year End	Permanent Retention
	Debentures - register -coupons (paid upon maturity) -summaries - working papers	Permanent Retention Permanent Retention 10 Years 10 Years
	Investment -cash payment -Files	Permanent Retention 10 Years
	Paid Purchase Orders	7 Years

	Accounts - payable Invoices - receivable Invoice - working papers - cheque books - cancelled cheques	7 Years 7 Years 7 Years 7 Years 7 Years
	Bank - deposit books - statements - reconciliations	7 Years 7 Years 7 Years
	Duplicate Cash Receipts	7 Years
	Budget File and Details	7 Years
	Final Operating Budget	Permanent Retention
	Final Capital Budget	Permanent Retention
	Assessment Appeal Board Files	7 Years after finalized
	Municipal Government Board Notices	7 Years
	Land Appraisal	5 Years Permanent Land File
	Local Improvement (see Sec.22 L.I.A.)	25 Years
	General Correspondence	7 Years
	Taxes - Rolls -Sale deed - Registration records - municipal credits - School credits	Permanent Retention Permanent Retention Permanent Retention 7 Years 7 Years
	Trial Balance -Monthly -Year end	3 Years 7 Years
	Tenders -Files - Successful - Unsuccessful - Purchase Quotations	7 Years 7 Years 7 Years 7 Years
	Inventory -receiving - year end count	7 Years 7 Years

PLANNING AND DEVELOPMENT SERVICES		
	Drainage Records	Permanent Retention
	Erosion Records	Permanent Retention
	Aerial Photos	Permanent Retention
	Area Structure Plans	Permanent Retention
	Area Redevelopment Plans	Permanent Retention
	Development Permits	Permanent Retention
	Building Permits, Electrical, Plumbing, Gas and Private Sewage Permits	12 Years (except for essential services, schools, hospitals, shopping centers and other major buildings)
	Development Agreements	Permanent Retention
	Development Appeal Board Minutes	Permanent Retention
	General Municipal Plan	Permanent Retention
	General Municipal Plan - Amendments - Applications	Permanent Retention Permanent Retention
	Land Use Bylaw	Permanent Retention
	Land Use Bylaw - Amendments - Applications	Permanent Retention Permanent Retention
	Land Use Bylaw Enforcement Files	Permanent Retention
	Land Surveys	Permanent Retention
	Local Authorities Board Hearing Files	Permanent Retention
	Maps - Base (Original) - Contour	Permanent Retention
	Property Files	Permanent Retention
	Subdivision Plans	Permanent Retention
	Subdivision Development Agreements	Permanent Retention
	Engineers Files	Permanent Retention
	Design Files	Permanent Retention

	Road Construction Records (After Completion)	Permanent Retention
	Road Closing	Permanent Retention
	Road Dedication	Permanent Retention
	Road Widening	Permanent Retention
	Maintenance Management Reports	Permanent Retention
	Contract Files (Upon Completion of Contract)	Permanent Retention
	General Correspondence	7 Years
	Work Orders	Permanent Retention
	Vehicle Records (After Disposal)	7 Years
AGRICULTURAL SERVICE BOARD		
	Weed and Pest Notices	Permanent Retention
	Weed Reports	15 Years

READ a first time this 18th day of December, 2015 .

READ a second time this 14th day of January, 2016.

READ a third time this 14th day of January, 2016 .

Signed this 14th day of January, 2016.

Original Signed By

Reeve
Marvin Doran

Original Signed By

Initiative Officer
Shelley Braun