

BYLAW 72-01

A BYLAW TO PROVIDE FOR THE RETENTION AND DISPOSAL OF RECORDS

A bylaw to provide for the retention and disposal of municipal records.

The Council of the Rural Municipality of Gull Lake No. 139 in the province of Saskatchewan under the authority of section 67 of *The Rural Municipality Act 1989* enacts as follows:

- 1.) The following documents of the municipality must be preserved permanently and are not subject to a record retention or disposal schedule:
 - (a) annual financial statements
 - (b) tax and assessment rolls
 - (c) minister' orders
 - (d) bylaws and minutes, with the exception of repealed bylaws, which may be destroyed in accordance with a records retention and disposal schedule.
 - (e) Cemetery records

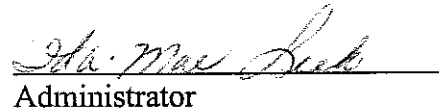
- 2.) This bylaw hereby authorizes the dispose of municipal records subject to clause 1.) as defined in the "Records Retention and Disposal schedule" identified as Exhibit "A" and hereto attached.

SIGNED SEALED and Adopted this 16th day of October 2001.



Reeve

SEAL



Administrator

Certified a true copy of Bylaw 72-01
passed by resolution of Council this 16th.
day of October, 2001



Ida-Mae Leek, Administrator

EXHIBIT "A"
RECORD RETENTION SCHEDULE

1

Correspondence

- Correspondence 3 years
- Petitions 7 years

Employee - Employer

- Employee Records (*after Termination*) 10 years

Legal

- Minister's Order Permanent
- Notices of Claim 10 years
- Statements of Claim 10 years
- Writs 10 years

Minutes and Bylaws

- Bylaws Permanent
- Minutes Permanent

Miscellaneous

- Cemetery Records Permanent
- Disclosures of Holdings (*After last date of Appointment/Term*) 7 years
- Assessor's Valuation Records 3 years
- Change of Ownership Documents 7 years
- Insurance Policies (*After Policy expires*) 3 years
- Licences 3 years
- Permits 3 years
- Photographs Permanent
- Tax Certificates 7 years
- Tax enforcement Records (*After Tax Title Property is Sold*) 7 years
- Tax Lien Withdrawal forms 7 years
- Utility Documents 3 years

Agreements and Contracts

- Agreements and Supporting Documentation Permanent
- Deposit Books 7 years
- Federal/Provincial Remittance Forms 7 years
- General Ledgers/Journals 7 years
- Investment Records (*After Not Current*) 3 years
- Invoices 7 years
- Ledgers(Subsidiary) 7 years
- Monthly Financial Statements 7 years
- Receipts (*Duplicate*) 7 years
- Requisitions/Purchase Orders 7 years
- Sewer and Water Cards or Ledgers 7 years
- Tax Roll/Assessment Roll Permanent
- Vouchers 7 years

EXHIBIT "A"
RECORD RETENTION SCHEDULE

2

Administration

- Appeals under The Planning and Development Act, 1983 **3 years**
- Assessment Appeals **3 years**

Accounting

- Accounts Receivable Ledger Cards **7 years**
- Annual Financial Statements **Permanent**
- Bank Passbooks and Statements **7 years**
- Bank Reconcilliation Statements **7 years**
- Cash Payment Books **7 years**
- Cash Receipt Books **7 years**
- Cash Register Tapes **7 years**
- Cheques(*Cancelled*) **7 years**
- Daily Cash Reports and Summaries **7 years**
- Debenture Registers (*After Final Payment*) **7 years**
- Local Improvement Assessment Roll **7 years**
- Vital Statistics **7 years**

Plans

- Architect's Drawings (*Buildings, Park Sites*) **Lifetime of facility plus 1 year**
- Land Survey Certificates **Permanent**
- Municipal Maps and Plans **Until Replaced or Asset Sold**

Reports

- Board and committee Reports not forming part of Council Minutes **3 years**
- Board and Committee Reports **3 years**

Election

- Ballots **3 months**
- Declarations of Poll **3 months**
- Nomination Forms & Receipts Forms **3 months**
- Oaths of Office **2 years**
- Poll Maps **3 months**
- Poll-by-Poll Election Results **3 months**
- Returning Officer's Summary of Results **3 months**
- Voters Lists **3 years**