

RESORT VILLAGE OF ELK RIDGE


BYLAW NO. 19-2022

A BYLAW FOR THE DESTRUCTION OF DOCUMENTS

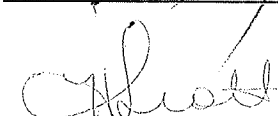
The Resort Village of Elk Ridge enacts as follows:

1. That a Records Retention and Disposal Schedule (the Schedule) for the municipality, attached hereto as "Exhibit A" and forming part of this Bylaw, be adopted.
2. That the Administrator of the Municipality is hereby authorized to destroy all applicable documents of the Municipality in accordance with the Schedule.
3. That the Administrator/Clerk contact the Saskatchewan Archives Board before the destruction of any records mentioned in section (2) above and ensure that any documents requested by the Board for preservation in the Archives be deposited with the Board.
4. This Bylaw shall come into effect on the day of its final passing.





Mayor



Administrator

Read a third time and adopted
this 10th day of May, 2022.

COPY

- 3.7 Oaths of Office
 - 3.8 Poll Maps
 - 3.9 Poll-by-poll Election Results
 - 3.10 Returning Officer's Summary of Results
 - 3.11 Poll Books
 - 3.12 Voters' Lists
 - 3.13 Voters' Registration Forms
 - 3.14 Ballot Box Contents (includes ballots, registration forms, etc.)
4. EMPLOYEE – EMPLOYER
- 4.1 Employee Records
 - 4.2 Income Tax
5. LEGAL
- 5.1 Minister's Orders
 - 5.2 Claims
 - 5.3 Petitions
 - 5.4 Writs
6. LICENSES AND PERMITS
- 6.1 Licenses and Permits Issued **by** Municipalities
 - 6.1.1 Building Permits
 - 6.1.2 Development Permits
 - 6.1.3 Development Permits – Denied
 - 6.1.4 Development Permits – Register
 - 6.1.5 Other Permits (not related to land, buildings, property, etc.)
 - 6.1.6 Licenses
 - 6.2 Licenses and Permits Issued **to** Municipalities
 - 6.2.1 Licenses and Permits (related to land, buildings, property, etc.)
 - 6.2.2 Licenses and Permits (not related to land, buildings, property, etc.)
7. MAPS, PLANS AND SURVEYS
- 7.1 Architects' Drawings
 - 7.2 Municipal Maps And Plans
 - 7.3 Road Surveys
 - 7.4 Land Surveys Certificates/Surveyors' Reports
8. MINUTES AND BYLAWS
- 8.1 Council Minutes
 - 8.2 Repealed Bylaws
 - 8.3 Bylaw Register (active and repealed)
9. REPORTS AND STATISTICS
- 9.1 Reports of Boards and Committees established by Council
 - 9.2 Vital Statistics
10. ROADS AND STREETS
- 10.1 Road Maintenance Records (includes reports)

1. ACCOUNTING AND FINANCE (cont'd)

RECORDS	RETENTION PERIODS	Disposal Recommendation
1.9 Debentures/Loans (includes registers, coupons, etc.)	7 years after final payment	DISPOSE
1.10 Federal/Provincial Remittance	7 years	DISPOSE
1.11 Grants (includes applications and supporting documentation)	7 years after completion of project, activity, task, etc. or rejection of application	Contact the Archives Dispose only upon the Archives recommendation
1.12 Investment Records	7 years after maturity of financial instruments	DISPOSE
1.13 Ledgers/Journals (includes general ledgers, subsidiary ledgers, ledger cards, reports, journals, etc.)	7 years	DISPOSE
1.14 Local Improvement Roll	7 years after completion of project	DISPOSE
1.15 Monthly Financial Statements	7 years	DISPOSE
1.16 Requisition/Purchase Orders	7 years	DISPOSE
1.17 Tax Roll/Assessment Roll (i.e. hard copy of year-end print out)	Permanent as per Legislation	PERMANENT as per Legislation
1.18 Utility Documents (includes water and sewer cards and ledgers, utilities tax roll, etc.)	7 years	DISPOSE

2. ADMINISTRATION (cont'd)

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATION
2.9 Insurance Policies – Property	7 years after termination/cancellation of policy	DISPOSE
2.10 Photographs	When obsolete contact the Archives	Contact the Archives. Dispose only upon the Archives recommendation
2.11 Records Disposal Documentation	Permanent	Permanent
2.12 Tax Assessment Appeals	7 years after final decision rendered	DISPOSE
2.13 Tax Assessment Records (assessor's valuation records, reassessment sheets, etc.)	3 years after superseded by new assessment or obsolete	DISPOSE
2.14 Tax Certificates	7 years	DISPOSE
2.15 Tax and Assessment Undelivered Notices (Where a notice is undelivered or returned due to an unknown address the notice shall be retained) (Section 216 & 268 <i>The Municipalities Act</i>)	7 years	DISPOSE
2.16 Tax Enforcement Records (includes tax lien withdrawals, etc.)	7 years after tax title property sold or property disposed of in any other manner	DISPOSE
2.17 Other Enforcement Records	7 years after settlement	DISPOSE
2.18 Water Analysis and Reports (may be required if there is a liability claim in the future)	25 years	Contact the Archives Dispose only upon the Archives recommendation

3. ELECTION (cont'd)

RECORDS	RETENTION PERIODS Rural Municipalities	RETENTION PERIODS Urban Municipalities	DISPOSAL RECOMMENDATION
3.9 Poll-by-Poll Election Results	N/A	60 days	DISPOSE
3.10 Returning Officer's Summary of Results	Permanent or contact the Archives	Permanent or contact the Archives	Permanent or contact the Archives
3.11 Poll Books	3 months (160.71 LGEA)	60 days	DISPOSE
3.12 Voters' Lists	Contact the Archives	Contact the Archives	Contact the Archives Dispose only upon the Archives recommendation
3.13 Voters' Registration Forms	3 months (160.71 LGEA)	60 days	DISPOSE
3.14 Ballot Box Contents (includes ballots, registration forms, etc.)	3 months (160.71 LGEA)	60 days	DISPOSE

6. LICENCES AND PERMITS

6.1 Licenses and Permits Issued By Municipalities

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATION
6.1.1 Building Permits (includes supporting documentation)	after rejection of permit or life of building/structure plus 10 years	Contact the Archives Dispose only upon the Archives recommendation
6.1.2 Development Permits (includes supporting documentation)	25 years after superseded	Contact the Archives Dispose only upon the Archives recommendation
6.1.3 Development Permits – Denied	10 years	Contact the Archives Dispose only upon the Archives recommendation
6.1.4 Development Permits – Register	Permanent	PERMANENT
6.1.5 Other Permits (not related to land, buildings, structures, development projects)	3 years after expiration/termination or rejection of permit	DISPOSE
6.1.6 Licenses (includes supporting documentation)	7 years after termination/expiration or rejection of license	DISPOSE

6.2 Licenses and Permits Issued To Municipalities

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATION
6.2.1 Licenses and Permits (related to land, buildings, structures, properties)	Upon rejection of permit/license or life time of structure, building, property plus 10 years	Contact the Archives Dispose only upon the Archives recommendation
6.2.2 Licenses and Permits (not related to land, buildings, structures and development projects)	7 years after expiration/termination or rejection of license or permit	DISPOSE

9. REPORTS AND STATISTICS

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATION
9.1 Reports of Boards and Committees established by Council (not forming part of council minutes)	7 years	Contact the Archives Dispose only upon the Archives recommendation
9.2 Vital Statistics	7 years	DISPOSE

10. ROADS AND STREETS

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATION
10.1 Road Maintenance Records (includes reports) (may be required if there is a liability claim in the future)	25 years	Contact the Archives Dispose only upon the Archives recommendation