

BYLAW 05-2018

OF THE

**SUMMER VILLAGE OF
SANDY BEACH**

BEING A BYLAW OF THE SUMMER VILLAGE OF SANDY BEACH IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING REGULATIONS AND PROCEDURES FOR THE RETENTION AND DISPOSAL OF MUNICIPAL RECORDS.

WHEREAS pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, as well as compliance with the *Freedom of Information and Protection of Privacy Act* (FOIP), being Chapter F-25, R.S.A. 2000 and amendments thereto a Council may, by bylaw, provide for the destruction of municipal records and documents, and;

WHEREAS pursuant to the Electronic Transaction Act, Chapter E-5-5, RSA 2000, a public body has the authority to create its records electronically, and;

WHEREAS, it is the desire of the municipality to establish the necessary authority to release municipal records to the Alberta Archives or other Archival Centers on either a permanent loan or retention basis, and;

WHEREAS, it is the desire of the Summer Village of Sandy Beach to provide for regulations regarding the retention and disposal of village records, consisting of both paper format and electronic format, in the custody and control of the Summer Village of Sandy Beach, and;

WHEREAS the authority for such regulations must be consistent with Federal or Provincial Statutes and Regulations,

NOW THEREFORE, the Council of the Summer Village of Sandy Beach duly assembled, enacts as follows:

1. TITLE

This Bylaw may be called the "Records Retention and Disposition Bylaw".

2. DEFINITIONS

"Chief Administrative Officer" means the Chief Administrative Officer and/or Administration of the Summer Village of Sandy Beach appointed by Council resolution

"Council" means the Council for the Summer Village of Sandy Beach

"Disposition" means the disposal of records via destruction or transfer of records of enduring value to an archival centre.

"Electronic Record" means information that is recorded or stored on any medium in or by a computer system or other similar device and can be read or perceived by a person or a computer system or other similar device.

"Record" means information recorded in any form including books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner.

"Retention Period" means the total length of time a record must be kept before final disposition is implemented.

"Retention Classification, Retention and Disposition Schedule or DRS" means the timetable that identifies the retention period during which a record must be retained before disposition or Document Retention Schedule.

"Village" means the Summer Village of Sandy Beach

3. RECORD CLASSIFICATION, RETENTION AND DISPOSITION SCHEDULE

The CAO shall establish a Records Classification, Retention and Disposition Schedule (labeled DRS or Document Retention Schedule attached to this Bylaw). Council shall have the authority to amend the Schedule, via motion, as necessary, to ensure compliance with current legislation.

Administration shall ensure that all Records are classified and retained or disposed of in accordance with the Records Classification, Retention and Disposition schedule for physical and electronic files.

The CAO shall have the discretion to retain records longer than the period provided for in this Bylaw and shall do so where the CAO deems it appropriate.

Administration has the discretion to determine whether a record shall be maintained physically or electronically consistent with Federal or Provincial Statutes and regulations.

Any records referenced in the Records Classification and Retention Schedule shall be maintained and disposed of in accordance with the schedule and current policy for the Summer Village of Sandy Beach.

4. This Bylaw shall have affect upon it being read a third and final time.

Read a First time in Council assembled this 20th day of December 2018
Read a Second time in Council assembled this 20th day of December 2018
Read a Third time in Council assembled this 20th day of December 2018


Chief Administrative Officer



Summer Village of Sandy Beach

Document Retention Schedule

Financial Records	
Record Type	Retention Period (Years)
Auditors' reports	Permanent
Bank deposit slips, reconciliations, statements	7
Budgets	Permanent
Checks – cancelled	7
Contracts – purchase and sales	7
Depreciation records	7
Employee expense reports	2
Employee payroll records (T4, annual earnings records, etc)	7
Financial statements – annual	Permanent
Invoices – Sales and cash register receipts, merchandise purchases	7
Invoices – purchases (permanent assets)	7
General ledger	Permanent
Journals	
General, cash receipts, cash disbursement, and purchase journals	Permanent
Payroll journal	7
Subsidiary ledgers (accounts receivables, accounts payable, etc.)	7



Summer Village of Sandy Beach

Document Retention Schedule

Municipal Business Records	
Record Type	Retention Period (Years)
Articles of incorporation	Permanent
Bylaws	Permanent
Capital stock and bond records	Permanent
Contracts and agreements (government construction, partnership, employment, labor, etc.)	Permanent
Copyrights and trademark registration	Permanent
Legal correspondence	Permanent
Minutes	Permanent
Mortgages and note agreements	7
Patents	Permanent
Personnel files	3
Insurance Records	
Record Type	Retention Period (Years)
Accident reports	7
Fire inspection reports	7
Group disability records	7
Insurance policies	7
Safety records	7
Settled insurance claims	7
GST and Taxes	
Sales and GST tax returns/T4	Permanent

