

CITY OF CHESTERMERE
POLICY HANDBOOK

EFFECTIVE DATE:	POLICY: Section: 700 Policy: 719
APPROVED BY: Council	SUBJECT: Record Retention and Destruction
REVIEW DATE: June 1 st , 2015	PAGE NO.: 1 of 8
REVISION DATE: June 1 st , 2018	POLICY TYPE: Employee

PURPOSE AND INTENT

The purpose of this policy is:

1. To establish guidelines for record 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 To ensure the orderly disposition of routine or outdated material.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

Administration shall maintain on behalf of Council a comprehensive records retention system covering all business transacted on behalf of the City, including but not limited to correspondence, records, receipts, vouchers, instruments, financial documents, and land title information. Records retention/disposition refers to computerized information, as well as "hard copy" records.

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:
 - a. Records scheduled for disposition shall be destroyed without any copy being retained. Listing of files being destroyed is 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.

- b. The destruction of the City's records shall be carried out in the presence of a witness. The person destroying the records shall complete an affidavit setting out the time and place of the destruction of the records, together with detailed lists of records destroyed and also the name and signature of the person who witnessed the destruction. This affidavit shall be permanently filed in the Minutes binder in the year in which the records were destroyed.

Schedule "A"

Subject	Description	Retention Period (years)
Accounting	Working Papers (annual)	7
Accounts	Accounts Payable vouchers	7
	Accounts Payable invoices	7
	Paid (summary sheet)	7
	Receivable duplicate invoices	7
	Receivable invoices	7
Administration	Reports (not part of minutes)	7
	As per legislation	7
Advertising	General	7
	As per legislation	7
Agreements	General	20
	Development	P
	Major Legal	P
	Site plan approval	P
	Rental & Services (after expiration)	7
	Equipment (after expiration)	7
	Leases	P
	Road Use (after expiration)	7
Animal Control	Call outs / correspondence	7
Annexation	All correspondence	P
	Final Order	P
Annual Reports	Financial	P
	Other agencies / boards	7

Appointments	Other than those in minutes	7
Assessment	Rolls	P
	Assessment Review Board minutes	P
	Assessment Review Board work files	7
	Assessment Review Board Records	7
	Appeals	12
	Assets	7
	Building	P
	Duplicate roll	7
	Equipment (after disposal)	7
	Land	P
	Review Court Records	7
	Assessment Appeal Board Files	7
Bank	Deposit books	7
	Deposit slips	7
	Memos (debit & credit)	7
	Reconciliations	7
	Statements	7
	Debentures	P
Boards	Minutes	P
	Authority & Structure (once superseded or obsolete)	5
	Correspondence	5
Briefs/Reports	To Council as presented	7
	As part of minutes	P
Budget	Final Capital (in minutes)	P
	Final Operating (in minutes)	P
	Estimates (working papers)	7
Bylaws	All	P
	Legislative Acts (After superseded)	1
Building	Development	P
	Land files	P
Cash	Receipts, Journals	7
	Duplicate Receipts	7
	Disbursements	7
	Daily reports	7

	Petty cash vouchers	7
	Payment stubs	7
Certificate	Of Title	P
Census	Reports – Historical	P
Cheques	Paid (cancelled)	7
	Register	7
	Stubs	7
Claims	Notice of	P
	Statements of	P
Committees	(Council representation) Minutes	P
Community Buildings	Rental	3
	Renovations	P
	Capital work	P
Compensation	Records	P
Contracts	Files/Reports (upon completion of contract)	P
	Major legal	P
	Minor	20
Correspondence	General	7
	Historical	P
	Policy	P
	Registers	P
Council	Minutes	P
	Committees & Board Minutes	P
	Resolutions	P
Court Cases		P
	Correspondence	P
Destroyed Records	Index – sign off sheet	P
Development	Building	P
	Permits	P
Documents	Easements	12

	Notices of Change of Land Titles	12
Elections	Nomination Papers	10
	Records	10
	Voters lists	10
Employee Benefits	AHC etc.	10
	LAPP pension cards	P
	WCB claims	P
	Income Tax deductions	7
	TD1 forms	Upon request
	T4 slips /summaries	P
Employees	Job applications (hired)	P
	Job applications (not hired)	1
	Job description (upon replacement)	5
	Oaths of office	P
	Personnel files	P
	Termination records	P
Engineering	Drawing	P
	Files	15
Fire	Access route files	P
	Apparatus files (after disposition)	P
	Station log books	P
Franchises		P
FOIP Requests		P
Insurance	Claims	P
	Records (after expiration)	12
	Inventory Records (after superseded)	7
Investment	Files	7
	Certificates, etc.	P
Land	Appraisals	1 (after sold)
	Files	P
	Survey	P
	Purchases	P
	Leases (after expiration)	12
Ledgers	General	P

	Subsidiary	7
Legal, Lawyers	Opinion	P
	Proceedings	P
	Prosecution (after superseded or obsolete)	12
Licenses	Applications	7
	Business (after expiration)	7
	Dog (after expiration)	3
Local Improvements	General Files	7
	Records	P
Maps	Base (originals)	P
	Contour	P
Municipal Affairs	Annual Reports	5
Orders	Stop work orders (planning)	P
	Under Legislation (MGA or bylaws)	P
Payroll	Summaries	7
	Bonuses / Commissions	7
	Car allowance sheets / expense accounts	7
	Garnishees	7
	Individual earnings records	P
	Journal	7
	Time records	7
Publications	Local Reports	3
Photos	Ariel, Official, Historical	P
Plans	Official	P
	Amendments	P
	Land, building, subdivision	P
	Official	P
Policy	after superseded	P
Press Releases / Presentations		7

Progress Reports		7
Property files		P
Receipts	Books	7
	Duplicate Cash	7
	Registration	7
Reports	Accident	12
	Accident statistics	12
	Field	12
	Building fire	P
	Emergency	P
	Fire inspection	P
	Other inspection	P
Requisitions	Copies	2
	Duplicates	7
	Paid	7
Statistical analysis	Historical	P
	Inventory	7
	Field	7
Sales of Land	All sales	P
Roads	Construction records (after completion)	P
	Closing	P
	Dedication	P
	Widening	P
	Street lighting maps	P
	Overweight permits	P
	Road Use Agreements (after expiration)	7
	Sign Inventory Register	P
Sewage	Analysis records	P
Surveys	General correspondence	7
	Completed	15
Tax	Rolls	P
	Arrears	7
	Arrears Actions	P
	Final billing	12
	Receipts	7

	Municipal Credits	7
	Sale Deed	P
Telephone Lines	Locations	P
Tenders	Files (completion of)	P
	Successful	12
	Purchase quotations	12
	Unsuccessful	10
Tickets	Bylaw	7
Traffic	Lights	P
Training / Development	Staff	P
Trial balances	Monthly	7
	Year End	7
Water	Accounts	7
	Analysis reports	P
Vendor	Acknowledgement to	2
	Contract Legal	12
	Suppliers Files	12

Adopted by Council:

Resolution Number:

MAYOR

CAO