

**BYLAW 09-019
OF
LAC LA BICHE COUNTY**

A BYLAW OF LAC LA BICHE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF MANAGING THE CLASSIFICATION, RETENTION AND DISPOSITION OF CORPORATE RECORDS.

WHEREAS under the authority and pursuant to the Municipal Government Act, Chapter M 26, R.S.A. 2000, and amendments thereto, Council may pass a bylaw respecting the destruction of records and documents of the municipality;

AND WHEREAS the Freedom of Information and Protection of Privacy Act, Chapter F 25, R.S.A. 2000, and amendments thereto, does not prohibit the transfer, storage or destruction of any record in accordance with a bylaw of a local government body;

AND WHEREAS it is deemed expedient to establish schedules of retention periods for the records of Lac La Biche County;

NOW THEREFORE under the authority and pursuant to the provisions of the said Municipal Act, and by virtue of all other enabling powers, the Council of Lac La Biche County, duly assembled, enacts as follows:

TITLE

1. This Bylaw shall be cited as the Records Retention Bylaw of Lac La Biche County.

DEFINITIONS

2. In this Bylaw, unless context otherwise requires:
 - a) "Corporate Records Officer" means the individual designated by the Chief Administrative Officer who is authorized to act on behalf of Lac La Biche County for the overall governance of the records management program.
 - b) "County Department" means the internal administrative division of Lac La Biche County Administration headed by a Manager.
 - c) "Duplicate" means exact copies of documents where nothing has been added, changed or deleted and has been used for reference or information only where the master version of the document has been filed in the Central Filing System.
 - d) "Record" means a record of any information in any form and includes notes, images, audiovisual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers



and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.

- e) "Official Record" means those records that are required to meet Lac La Biche County's legislative and/or regulatory obligations, or to support the administrative or operational functions of Lac La Biche County.
- f) "Transitory Record" means those records that will have no further value or usefulness beyond an immediate and minor transaction or will only be required for a short time after a transaction, until they are made obsolete by an updated version of a record or by a subsequent transaction, or decision.

RECORDS RETENTION

- 3. All records in the custody and/or control of Lac La Biche County must be managed in accordance with policies and procedures established by Lac La Biche County. The Corporate Records Officer shall administer this Bylaw and shall ensure that the retention periods set out in this Bylaw comply with all relevant legal requirements for records retention, including but not limited to the Municipal Government Act, the Freedom of Information and Protection of Privacy Act, and the Limitations Act.
- 4. The classification, retention and final disposition of all County records shall be in accordance with attached Schedule "A" of this Bylaw, as amended from time to time.
- 5. Only those records that are considered official records of Lac La Biche County shall be classified, retained and disposed of in accordance with attached Schedule "A" of this Bylaw. All records that are considered duplicates or transitory shall be kept solely for convenience of reference and then disposed of once no longer required. There will be no written or electronic record of those duplicate or transitory documents that are routinely destroyed.
- 6. All individuals authorized to create, work with or manage records for Lac La Biche County shall:
 - i. Comply with the retention periods as specified in attached Schedule "A" of this bylaw;
 - ii. Ensure that official records in their custody or control are protected from inadvertent destruction or damage; and
 - iii. Ensure that all transitory records in their custody or control are destroyed when they are no longer needed for short term reference.
- 7. Upon completion or closing of a record, the Department Manager will forward the said record to the Corporate Records Officer for archiving in the Central Filing in accordance with the Schedule "A" of this bylaw.

DISPOSITION OF RECORDS

- 8. Prior to disposition of a record:



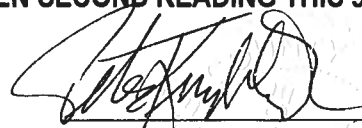
- i. The Corporate Records Officer shall notify the manager of the County Department in writing of the scheduled disposition of records, including a list of the records eligible for disposition and the scheduled disposition date.
 - ii. The manager of the County Department shall notify the Corporate Records Officer, in writing, before the scheduled disposition date, whether any of the records included in the disposition notice need to be retained past the scheduled disposition date, and the reason why such further retention is necessary.
 - iii. The Corporate Records Officer shall ensure that a written register of those records being destroyed in accordance with attached Schedule "A" is maintained in a format that is deemed appropriate and practical by the Corporate Records Officer. The register of destroyed official records shall be retained permanently by Lac La Biche County for future reference.
9. Records shall be destroyed in a manner to protect the confidentiality and sensitivity of the information contained within the record.
10. If an individuals' personal information will be used by the County to make a decision that directly affects the individual, the County shall retain the personal information for at least one year after using that information so that the individual has a reasonable opportunity to obtain access to the information.

EFFECTIVE DATE

11. This Bylaw shall come into effect upon passing of the third reading.

MOTION BY COUNCILLOR COUTNEY THAT BYLAW 09-019 BE GIVEN FIRST READING THIS 9TH DAY OF MARCH, 2010.

MOTION BY COUNCILLOR QUIST THAT BYLAW 09-019 BE GIVEN SECOND READING THIS 9TH DAY OF MARCH, 2010.

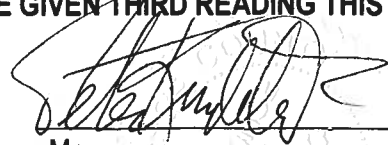


Mayor




Chief Administrative Officer

MOTION BY COUNCILLOR STROMQUIST THAT BYLAW 09-019 BE GIVEN THIRD READING THIS 23RD DAY OF MARCH, 2010.



Mayor



Chief Administrative Officer

RECORDS RETENTION SCHEDULE

Department Number	Department Codes	Department	Description	Retention Period in Years		
				Permanent	Original Date	Date File Closed
12	ADM	Administration	• Amalgamation	P	-	-
			• Appointments (<i>Other than Council</i>)	-	-	2
			• Briefings/Reports	-	5	-
			• Budget (<i>Original</i>)	-	7	-
			• Committee Minutes (<i>Other than Council</i>)	P	-	-
			• General Correspondence	-	5	-
			• Grants	-	-	5
			• Inquiries (<i>From the Public & General</i>)	-	2	-
			• Inventory - <i>All</i>	-	-	3
			• Magazines & Newspapers	-	1	-
			• Organizational Chart	-	-	1
			• Photographs - <i>All, Aerial & Historical</i> <i>(1 copy/original)</i>	P	-	-
			• Proposal	-	-	3
65	ASB	Agricultural Services Board	• Budgets (<i>Original</i>)	-	7	-
			• Briefings/Reports	-	5	-
			• General Correspondence	-	5	-
			• Grants	-	-	5
			• Provincial ASB Tour	-	5	-
			• VSI Program (<i>Veterinary Services</i>)	-	5	-
			• Weed Control Reports (<i>Until updated</i>)	-	-	1
			• Weed Inspection Report (<i>Until updated</i>)	-	-	1
71	CEM	Cemeteries	• General Correspondence	-	5	-
			• Plots	P	-	-
11	COU	Council	• Agenda Packages with Minutes	P	-	-
			• Budget (<i>Original</i>)	-	7	-
			• Bylaws	P	-	-

RECORDS RETENTION SCHEDULE

Department Number	Department Codes	Department	Description	Retention Period in Years					
				Permanent	Original Date	Date File Closed			
			• Grant Requests	-	5	-			
			• Minutes (Council, Committee & Other Board)	P	-	-			
			• Briefings/Reports	-	5	-			
64 & 43	ENV	Environmental Planning	• Budget (Original)	-	7	-			
			• Enhanced Forest Management	P	-	-			
			• Erosion	P	-	-			
			• EUB	-	-	5			
			• Fish	-	-	5			
			• General Correspondence	-	5	-			
			• Lake Shore	P	-	-			
			• Proposal	-	-	3			
			• Special Places (Protected Areas, Sanctuary Areas)	P	-	-			
			• Studies	P	-	-			
			• Water Management (Alberta Stewardship Network)	P	-	-			
			Solid Waste Management:						
			➤ Applications	-	7	-			
			➤ Approvals	P	-	-			
			➤ Budget (Original)	-	7	-			
			➤ General Correspondence	-	5	-			
			➤ Landfill Records	P	-	-			
			➤ Proposal	-	-	3			
			34	FE	Facilities & Equipment	• Contract for Rental of Halls & Facilities	P	-	-
						• Hall/Facilities Rentals Agreements	-	-	1
• Proposal	-	-				3			
Safety:									
➤ Accident Statistics	-	12				-			
➤ Budget (Original)	-	7				-			
			➤ Field Reports	-	12	-			

RECORDS RETENTION SCHEDULE

Department Number	Department Codes	Department	Description	Retention Period in Years		
				Permanent	Original Date	Date File Closed
			➤ General Correspondence	-	5	-
			➤ Minutes	P	-	-
72	FCS	Family & Community Support Services	• Agreements	-	-	12
			• Briefings/Reports	-	7	-
			• Budget (Original)	-	7	-
			• General Correspondence	-	5	-
			• Proposal	-	-	3
10	FIN	Finance	Accounts Payable:			
			➤ Account Distribution Summary	-	-	7
			➤ Aged Trial Balance	-	-	7
			➤ Cheques Cancelled	-	7	-
			➤ Cheque Registers	-	7	-
			➤ Purchase Orders	-	7	-
			➤ Vendors (Contracts Voucher)	P	-	-
			➤ Distribution Report	-	7	-
			Accounts Receivable:			
			➤ Adjustments Register	-	7	-
			➤ Aged Trial Balance	-	-	7
			➤ Invoices	-	7	-
			➤ Payment Register	-	7	-
			Budgets:			
			➤ Assets (Records of Surplus)	-	7	-
			➤ Audit	P	-	-
			➤ Capital (In Minutes)	P	-	-
			➤ Financial Statements (Final)	P	-	-
			➤ Financial Statements (Working Papers)	-	3	-
			➤ Grants	-	7	-
			➤ Operating (In Minutes)	P	-	-
➤ Requisitions (Paid)	-	7	-			



RECORDS RETENTION SCHEDULE

Department Number	Department Codes	Department	Description	Retention Period in Years		
				Permanent	Original Date	Date File Closed
			Cash Receipts:			
			➤ Cash Account Distribution Summary	-	7	-
			➤ Cash Receipts Disbursement List	-	7	-
			➤ Deposit Books, Slips	-	-	7
			➤ Disbursement Journals	-	-	7
			➤ Trial Balances	-	7	-
			General Ledger:			
			➤ Bank Reconciliations	-	7	-
			➤ Bank Statements	-	7	-
			➤ Journal Entries	-	7	-
			➤ Memos (Credit/debit)	-	7	-
			➤ Paid (Summary Sheet)	-	7	-
			➤ Reports	-	7	-
			➤ Trial Balances	-	-	7
			➤ Voucher	-	7	-
			➤ Distribution Summary	-	7	-
			Payroll:			
			➤ Earnings & Deductions (Monthly Listing)	-	6	-
			➤ Employment Insurance Records	-	6	-
			➤ Garnishees	-	-	6
			➤ Gross Pay Calculation (Monthly Print Out)	-	6	-
			➤ L.A.P.P.	-	6	-
			➤ Life Insurance	-	6	-
			➤ Payroll Cheque Register	-	6	-
			➤ T4	-	5	-
			➤ T4 Summaries	-	5	-

RECORDS RETENTION SCHEDULE

Department Number	Department Codes	Department	Description	Retention Period in Years		
				Permanent	Original Date	Date File Closed
			➤ TDI	-	1	-
			➤ Time Sheets	-	5	-
			➤ Year-to-Date Earnings & Deductions Report	-	5	-
			➤ Year-to-Date History Cheque Register	-	5	-
			Tax:			
			➤ Appraisals (<i>After sold</i>)	-	-	1
			➤ Assessment Notice	-	7	-
			➤ Certificate of Titles	P	-	-
			➤ Combined Assessment & Property tax Notice	-	7	-
			➤ Combined Tax Notice	-	7	-
			➤ Final Billing	-	-	7
			➤ General Aging Reports	-	7	-
			➤ Grants In Lieu	-	7	-
			➤ Journals	-	7	-
			➤ Land Until Sold	-	-	2
			➤ LSAS Reports (<i>Land Status Automated System</i>)	P	-	-
			➤ Property Tax Arrears	-	7	-
			➤ Tax Certificate Copies	-	7	-
			➤ Tax Roll	P	-	-
			➤ Assessment Roll	P	-	-
			➤ Tax Sales Recovery Records	P	-	-
			➤ Trial Balances	-	7	-
			➤ Well Licenses Cancelled	-	5	-
			Tenders:			
			➤ Purchase Quotations	-	5	-
			➤ Successful	-	12	-

RECORDS RETENTION SCHEDULE

Department Number	Department Codes	Department	Description	Retention Period in Years		
				Permanent	Original Date	Date File Closed
			➤ Unsuccessful	-	2	-
3	HR	Human Resources	• Blue Cross, Dental, Etc.	-	5	-
			• Budget (Original)	-	7	-
			• General Correspondence	-	5	-
			• Job Applications (hired)	-	3	-
			• Job Applications (not hired)	-	1	-
			• Job Descriptions (After position abolished)	-	-	1
			• Oaths Of Office (after position vacated)	-	-	1
			• Personnel File (after employment ends)	-	-	1
			• Termination	-	6	-
			• Training & Development files	-	5	-
			• W.C.B. Claims	-	5	-
9	IT	Information Technology	• General Correspondence	-	5	-
			• Hardware	-	5	-
			• Internet High Speed	-	5	-
			• Proposal	-	-	3
			• Software	-	5	-
			GIS:			
			➤ Budget (Original)	-	7	-
			➤ General Correspondence	-	5	-
			➤ Mapping	P	-	-
			➤ Municipal Addressing	P	-	-
			➤ Proposal	-	-	3
		Legislative Services	• Advertising	-	2	-
			• Budget (Original)	-	7	-
			• Bylaws	P	-	-
			• General	-	5	-
			• Petitions	-	5	-
			• Plebiscite	-	5	-
			• Proposal	-	-	3



RECORDS RETENTION SCHEDULE

Department Number	Department Codes	Department	Description	Retention Period in Years		
				Permanent	Original Date	Date File Closed
			• Municipal Policies (after superseded)	-	-	12
			Annexations:			
			➤ After Final Order	P	-	-
			➤ General Correspondence	-	5	-
			Assessment:			
			➤ Appeals	-	12	-
			➤ Appeal Rolls (Board file)	-	7	-
			➤ Assessment Review Board (ARB) Records	-	7	-
			➤ ARB Minutes	P	-	-
			➤ ARB Work File	-	5	-
			➤ Review Court Records	-	7	-
			➤ CARB	-	TBA	-
			➤ LARB	-	TBA	-
			Elections:			
			➤ Ballot Box Contents	6 Weeks from date of voting with seals unbroken. (Sec. 28-4) Local Authorities Election Act		
			➤ Boundaries	-	5	-
			➤ Nomination Papers	Retain all filed nomination papers until term of office to which papers relate has expired. Sec. 101 Local Authorities Election Act.		
			Legal Agreements:			
			➤ General	-	12	-
			➤ Major Legal	-	12	-
			➤ Minor Legal	-	12	-
			Legal Contracts:			
			➤ Court Cases	-	-	12
			➤ Files (complete)	P	-	-
			➤ Insurance Claims After Settled	P	-	-
			➤ Major Legal	P	-	-
			➤ Minor Legal	P	-	-
			➤ Proceedings	P	-	-

RECORDS RETENTION SCHEDULE

Department Number	Department Codes	Department	Description	Retention Period in Years		
				Permanent	Original Date	Date File Closed
			Ministerial:			
			➤ Orders	P	-	-
61	PLD	Planning & Development	• Agreements – Development (<i>After all Obligations & Issues of FAC are Complete</i>)	-	-	1
			• Area Structure Plans	P	-	-
			• Blueprints	P	-	-
			• Budgets (<i>Original</i>)	-	7	-
			• Building Inspections	P	-	-
			• Approved and refused Building Permits /Demolition Monthly Report	P	-	-
			• Census Reports	-	12	-
			• Electrical Code Requirements	-	5	-
			• General Correspondence	-	5	-
			• Leases	-	-	5
			• Land Use Bylaw	P	-	-
			• Municipal Development Plan	P	-	-
			• Notice of Change of Land Titles	-	12	-
			• Photographs (<i>1 copy/original</i>)	P	-	-
			• Proposal	-	-	3
			• PSDS Regulations	P	-	-
			• Reports	-	5	-
			• Safety Codes(<i>Permits</i>)	P	-	-
			• Subdivision (<i>After Final Approval</i>)	-	12	-
			• Surveys and Plans	P	-	-
73	PL	Pool	• Budget (<i>Original</i>)	-	7	-
			• Chemical addition	-	7	-
			• General Correspondence	-	5	-
			• Incident /accident Reports	-	7	-

RECORDS RETENTION SCHEDULE

Department Number	Department Codes	Department	Description	Retention Period in Years				
				Permanent	Original Date	Date File Closed		
			• Proposal	-	-	3		
			• Rec. Swim Attendance Stats	-	7	-		
			• Swim Roster	-	7	-		
			• Water Test	-	7	-		
23, 24, 25 & 26	PS	Protective Services	• Animal Control	-	5	-		
			• Briefings/Reports	-	5	-		
			• Budget (<i>Original</i>)	-	7	-		
			• Bylaw Enforcement	-	5	-		
			• Complaints	-	-	-		
			• Crime Prevention	-	5	-		
			• General Correspondence	-	5	-		
			• Notices	-	5	-		
			• Proposal	-	-	3		
			• Special Constable Programs	-	5	-		
			• Traffic Violations	-	5	-		
			Disaster Services:					
			➤ Basic Emergency Preparedness Course Management	-	5	-		
			➤ Budget (<i>Original</i>)	-	5	-		
			➤ Communication Radio/Fire	-	-	5		
			➤ General Correspondence	-	5	-		
			➤ Lac La Biche Area Flooding	P	-	-		
			➤ Pandemic Planning	P	-	-		
			➤ Regional Response Improvement Program	-	-	5		
			Fire Protection:					
			➤ Budget (<i>Original</i>)	-	7	-		
			➤ General	-	5	-		
			➤ Mutual Aid	-	5	-		
➤ Regional Committee	-	5	-					
71	REC	Recreation	• Budgets (<i>Original</i>)	-	7	-		

RECORDS RETENTION SCHEDULE

Department Number	Department Codes	Department	Description	Retention Period in Years		
				Permanent	Original Date	Date File Closed
			• General Correspondence	-	5	-
			• Grant Applications	-	5	-
			• Project Files	-	-	5
			• Proposal	-	-	3
30	TRA	Transportation	• Allocations & Road Priorities & Studies	P	-	-
			• Bridges & Culverts	P	-	-
			• Budgets (Original)	-	7	-
			• Drawings	P	-	-
			• Equipment Listings	-	5	-
			• Equipment Purchase Quotes	-	2	-
			• General Correspondence	-	5	-
			• Issues	-	-	5
			• Grant Funding & Applications	-	5	-
			• Gravel (Current)	-	12	-
			• Local Improvement Records	P	-	-
			• Monthly Road Reports	-	5	-
			• Project (Progress Reports)	-	5	-
			• Proposal	-	-	3
			• Rail Road Crossings	P	-	2
			• Roads	P	-	-
• Sign Inventory Register	P	-	-			
41, 42 & 44	UT	Utilities (Water, Sewer & Natural Gas)	• Aged Trial Balances	-	7	-
			• Agreements	P	-	-
			• As Built Drawings	P	-	-
			• Budgets (Original)	-	7	-
			• Contracts	P	-	-
			• Feasibility Studies	P	-	-
			• General Correspondence	-	5	-
			• Meter Readings	-	7	-
			• Project Files	-	-	5
• Proposal	-	-	3			



RECORDS RETENTION SCHEDULE

<i>Department Number</i>	<i>Department Codes</i>	<i>Department</i>	<i>Description</i>	Retention Period in Years		
				<i>Permanent</i>	<i>Original Date</i>	<i>Date File Closed</i>
			• Penalty Journals	-	7	-
			• Register (Payments & Adjustments, Pre-Billing Control, Utility Billings)	-	7	-
			• Transaction Listings	-	7	-