

**RURAL MUNICIPALITY OF
ENTERPRISE, NO. 142**

BYLAW NO. 1 – 2020

**A BYLAW TO PROVIDE FOR RECORDS RETENTION SCHEDULE AS
DETERMINED BY SECTION 116 OF *THE MUNICIPALITIES ACT, 2006.***

The Council of the Rural Municipality of Enterprise No. 142 enacts as follows:

1. Under provisions of Section 116 of *The Municipalities Act, 2006* it shall be lawful for the R.M. of Enterprise No. 142 to set a records retention schedule for Municipal records and to that of any records of any board, commission, association established by Council.
2. This bylaw provides for the retention of original records of the Municipality in most instances. Provisions of this bylaw have been made, in certain areas and following certain time frames, for the retention of microfilm copy of the record in lieu of the original record.
3. In all cases of disposal of any document as listed on Schedule A to this bylaw, shall be approved by resolution of Council of the R.M. of Enterprise No. 142.
4. Bylaw No. 06/2006 is hereby repealed.

REEVE

ADMINISTRATOR

(S E A L)

Read a third time and adopted this _____ day of _____, 20

Schedule A of Bylaw No. 1 - 2020

ACCOUNTING:	RETENTION PERIOD (IN YEARS)
ACCOUNTS RECEIVABLE LEDGER CARDS	7
ANNUAL FINANCIAL STATEMENTS	PERMANENT
BANK PASSBOOKS & STATEMENTS	7
BANK RECONCILIATION STATEMENTS	7
CASH PAYMENT BOOKS	7
CASH RECEIPTS BOOKS	7
CASH REGISTER TAPES	7
CHEQUE STUBS/DUPPLICATES	7
CHEQUES (CANCELLED)	7
DAILY CASH REPORTS & SUMMARIES	7
DEBENTURE REGISTERS (after final payment)	7
LOCAL IMPROVEMENT ASSESSMENT ROLL	7
DEPOSIT BOOKS	7
FEDERAL/PROVINCIAL REMITTANCE FORMS	7
GENERAL LEDGERS/JOURNALS	7
INVESTMENT RECORDS (after maturity)	7
INVOICES	7
LEDGERS (SUBSIDIARY)	7
MONTHLY FINANCIAL STATEMENTS	7
RECEIPTS (duplicate)	7
REQUISITIONS/PURCHASE ORDERS	7
SEWER & WATER CARDS OR LEDGERS	7
TAX ROLL/ASSESSMENT ROLL	10
VOUCHERS	7
GRANTS (including application & supporting documents)	7 (after project completion)
ADMINISTRATION:	
APPEALS UNDER THE PLANNING & DEVELOPMENT ACT, 1983	7
ASSESSMENT APPEALS	7
ASSESSOR'S VALUATION RECORDS	3
CHANGE OF OWNERSHIP DOCUMENTS	7
INSURANCE POLICIES (after policy expires)	7
LICENSES	7
PERMITS	3
PHOTOGRAPHS	WHEN OBSOLETE
TAX CERTIFICATES	7
TAX ENFORCEMENT RECORDS (after TTP is sold)	7
TAX LIEN WITHDRAWAL FORMS	7
UTILITY DOCUMENTS	7
AGREEMENTS & CONTRACTS:	
AGREEMENTS & SUPPORTING DOCUMENTATION (after disposition of building, property or structure)	10
CORRESPONDENCE:	
CORRESPONDENCES-Including Undelivered Tax and Assessment Notices	7
PETITIONS	7
EMPLOYEE/EMPLOYER:	
EMPLOYEE RECORDS (after termination)	10
INCOME TAX (T4s, TD1s, etc)	7

Schedule A of Bylaw No. 1 - 2020 CONTINUED...

LEGAL:	RETENTION PERIOD (IN YEARS)
MINISTER'S ORDERS	PERMANENT
NOTICES OF CLAIM	10
STATEMENTS OF CLAIM	10
WRITS	10
MINUTES/BYLAWS:	
BYLAWS	PERMANENT
MINUTES	PERMANENT
MISCELLANEOUS:	
CEMETERY RECORDS	PERMANENT
DISCLOSURES OF HOLDINGS (after last date of appointment/term)	TERM OF OFFICE (4)
VITAL STATISTICS	7
PLANS:	
ARCHITECT'S DRAWINGS (buildings, park sites)	LIFETIME OF FACILITY +10
LAND SURVEY CERTIFICATES	7
MUNICIPAL MAPS & PLANS (1 copy)	PERMANENT
ROAD SURVEYS	7
REPORTS:	
BOARD & COMMITTEE REPORTS NOT FORMING PART OF COUNCIL MINUTES (If report form part of minutes, retain permanently)	7
ELECTION:	
CONTENTS OF BALLOT BOXES*	3 MONTHS
NOMINATIONS FORMS & RECEIPTS FORMS	TERM OF OFFICE (4)
OATHS OF OFFICE	TERM OF OFFICE (4)
VOTER'S REGISTRATION FORMS	3 MONTHS
RETURNING OFFICER'S & DEPUTY RETURNING OFFICER'S SUMMARY OF RESULTS	PERMANENT
VOTERS LISTS	CONTACT ARCHIVES

* The destruction of the contents of ballot boxes requires two witnesses.

REEVE

ADMINISTRATOR