

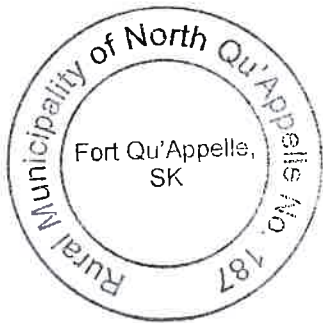
Records Destruction Schedule Bylaw


Rural Municipality of North Qu'Appelle No. 187 BYLAW NO. 2020-01

A BYLAW FOR THE DESTRUCTION OF DOCUMENTS


The Council of the RM of North Qu'Appelle No. 187, in the Province of Saskatchewan, enacts as follows:

1. That a Records Retention and Disposal Schedule (the Schedule) for the municipality, attached hereto as "Schedule 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 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. Bylaw 2019-01 is hereby repealed.





Reeve



Administrator

Read for the first time this 13th day of January, 2020.

Read for the second time this 14th day of January, 2020.

Read for the third time this 14th day of January, 2020.

Schedule A Bylaw 2020-01

RECORDS RETENTION AND DISPOSAL SCHEDULE

1. ACCOUNTING AND FINANCE

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
1.1 Accounts payable (includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence etc.)	2011 & older	Dispose
1.2 Accounts Receivable (includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)	2011 & older	Dispose
1.5 Bank Accounts (includes records related to termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliation, deposit books cheques stubs/duplicate)	2011 & older	Dispose
1.7 Budget Related reports	2011 & older	Dispose
1.8 Cash payment and receipts (includes cash payments books, printouts, cash reports and summaries, register tapes etc.)	2011 & older	Dispose
1.9 Debentures/loans (includes register, coupons, etc.)	2011 & older	Dispose
1.10 Federal/Provincial remittance	2011 & older	Dispose
1.13 Ledgers/Journals (includes general ledgers, subsidiary ledgers, ledger cards reports, journals, etc.)	2011 & older	Dispose
1.14 Local improvement roll	2009 & older	Dispose
1.16 Requisition/Purchase orders	2011 & older	Dispose

2 ADMINISTRATION

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
2.3 Appeals (under the Planning and development act)	2009 & older	Dispose
2.4 Celebrations and events	2016 & older if concluded	Dispose
2.6 Change of ownership documents	2011 & older	Dispose
2.8 Inquires (under Local Authority Freedom of Information and protection of Privacy Act)	2011 & older	Dispose
2.10 Insurance policies – Property (includes insurance claims)	2009 & older after termination/cancellation of policy	Dispose
2.12 Public Notice Documentation	2016 & older after event for notice was given	Dispose
2.14 Tax assessment appeals	2011 & older after final decision rendered	Dispose
2.15 Tax Assessment records (assessor's valuation records, reassessment sheets, etc.)	2013 & older after superseded by new assessment or obsolete	Dispose
2.16 Tax certificates	2011 & older	Dispose
2.17 Tax and Assessment undelivered Notices (where a notice is undelivered or returned due to an unknown address the notice shall be retained – section 216 and 268 The Municipalities Act)	2011 & older	Dispose
2.18 Tax enforcement records	2011 & older after tax title property sold or property disposed of in any other manner	Dispose
2.19 Other enforcement Records (includes pest control records)	2011 & older after settlement	Dispose

4. EMPLOYEE / EMPLOYER

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
4.2 Income Tax (T4s, TD1s, etc.)	2011 & older	Dispose