

# THE CORPORATION OF THE VILLAGE OF SALMO

## BYLAW #572

### A BYLAW TO PROVIDE FOR THE RETENTION AND DISPOSITON OF RECORDS

WHEREAS the Freedom of Information and Protection of Privacy Act [RSBC 1996] Chapter 165 governs the management of information held by municipalities, and

WHEREAS Council deems it essential to implement the requirements of the Act,

NOW THEREFORE the Council of the Village of Salmo, in open meeting assembled, ENACTS AS FOLLOWS:

#### 1. **SHORT TITLE**

- (1) This Bylaw may be cited as the "**RECORDS RETENTION AND SCHEDULING BYLAW.**"

#### 2. **DEFINITIONS**

- (1) "Policy" means the Records Management and Retention Policy annexed hereto as Schedule "A."

#### 3. **RETENTION**

- (1) All departments of the Village in collaboration with the clerk shall schedule retention periods for all records.
- (2) All departments of the Village shall ensure that the records of their respective departments are scheduled in accordance with the policy.
- (3) The Clerk shall ensure the retention and disposal of records in compliance with the terms and conditions of the policy.
- (4) Upon adoption of this bylaw, a copy of the bylaw and the policy shall be deposited with the Village's auditors and solicitor.

#### 4. **ENACTMENT**

- (1) If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.
- (2) This Bylaw shall come into full force and effect on final adoption.

READ A FIRST TIME  
READ A SECOND TIME  
READ A THIRD TIME  
RECONSIDERED AND FINALLY ADOPTED

this 12<sup>th</sup> day of September, 2006  
this 12<sup>th</sup> day of September, 2006  
this 12<sup>th</sup> day of September, 2006  
this 10<sup>th</sup> day of October, 2006

---

Mayor

---

Village Clerk

Certified a true copy of Bylaw #572, as adopted.

---

Village Clerk

## **BYLAW #572 - SCHEDULE "A"**

### **RECORDS MANAGEMENT AND RETENTION POLICY**

#### **Records and documents to be retained PERMANENTLY:**

Bylaws  
Minute Books  
Certificate of Title  
Annual Financial Statements  
General Ledgers – Year End to Date  
Journals (General)  
Tax Sale Records  
Workers Compensation Board (orders)  
Legal Matters – Claims and Cases  
Easements, Right-of-Ways, Restrictive Covenants, Road Closures and Encroachments  
Subdivision Applications  
Board of Variance Meeting Minutes  
Insurance Policies – Liability, Errors and Omissions  
Personnel Records – including individual employee files, Receiver General – T4's, Income Tax, CPP, EI and Municipal Pension Plan  
Workers' Compensation Board (payroll related)

#### **Records and documents that may be destroyed after a lapse of TEN YEARS:**

Assessment Rolls

#### **Records and documents that may be destroyed after a lapse of EIGHT YEARS:**

Tax Rolls  
Subsidiary Ledgers  
Bank Statements  
Canceled Cheques  
Vouchers  
Utility Billing

#### **Records and documents that may be destroyed after a lapse of FIVE YEARS:**

Budgets  
Cash Receipts  
Correspondence  
Trade or Business Licenses

**Records and documents that may be destroyed after a lapse of TWO YEARS:**

Dog Licence Records  
Bylaw Enforcement Complaints

**Records and documents that may be destroyed after a lapse as individually specified:**

Other Insurance (i.e., fire, vehicle) – one year after expiry  
Debentures (paid) – two years after fully paid  
Time Cards – three years after annual audit  
Municipal Maps and Plans – when obsolete  
Contracts, Leases and Agreements – when expired plus one year  
Voters Lists – when new list prepared  
Building Permits, Occupancy Permits and Plans – life of building  
Payroll Records – after seven years  
Development Permits and Design Review Applications – life of building  
Variance Permits Approved - life of building  
WCB – Confined Space Entry Reports – one year

**RECORDS NOT SPECIFIED ABOVE ARE TO BE RETAINED AS OUTLINED IN THE LOCAL GOVERNMENT MANAGEMENT ASSOCIATIONS MUNICIPAL RECORDS MANUAL**