

RURAL MUNICIPALITY OF ABERDEEN NO. 373

BYLAW 2004-01

**A BYLAW TO PROVIDE FOR THE RETENTION AND DISPOSAL OF DOCUMENTS**

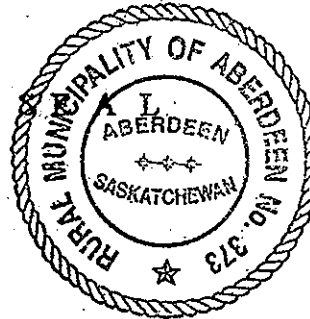
The Council for the Rural Municipality of Aberdeen No. 373 in the Province of Saskatchewan enacts as follows:

That a Records Retention and Disposal Schedule for the Municipality, attached hereto as Schedule "A" and forming a part of this bylaw, be adopted.

1. That the Administrator of the Municipality is hereby authorized to destroy all applicable documents of the Municipality in accordance with the Schedule.
2. That the Administrator contact the Saskatchewan Archives Board before the destruction of any records mention in Schedule A. above and ensure that any documents requested by the Board for preservation in the Archives be deposited with the Board.

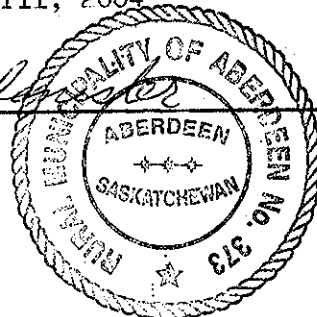
  
REEVE

  
ADMINISTRATOR



Certified A True Copy of Bylaw 2004-01  
passed by resolution of council #04060  
on the 5th day of April, 2004

  
Administrator



RURAL MUNICIPALITY OF ABERDEEN NO. 373

SCHEDULE 'A' TO BYLAW 2004 - 01

<b>Accounting</b>	<b>Retention Period</b> (In years from the date the document was created)
Accounts Receivable Ledger	7
Annual Financial Statements	Permanent
Bank Passbooks and Statements	7
Bank Reconciliation Statements	7
Cash Payment Books	7
Cash Receipt Books	7
Cheque Stubs/Duplicates	7
Cheques (Cancelled)	7
Daily Cash Reports and 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 Not Current)	3
Invoices (including tax notices and utility billings)	7
Ledgers (Subsidiary)	7
Monthly Financial Statements	7
Receipts (Duplicate)	7
Requisitions/Purchase Orders	7
Sewer and Water Cards or Ledgers	7
Tax Roll/Assessment Roll	Permanent
Vouchers	7
 <b>Administration</b>	
Appeals under <i>The Planning and Development Act, 1983</i>	3
Assessment Appeals	3
Assessor's Valuation Records	3
Change of Ownership Documents	7
Insurance Policies (After Policy Expires)	3
Licences	3
Permits	3
Photographs	Permanent
Tax Certificates	7
Tax Enforcement Records (After Tax Title Property is Sold)	7
Tax Lien Withdrawal Forms	7
Utility Documents	3

	<b>Retention Period (In Years)</b>
<b>Agreements and Contracts</b>	
Agreements and Supporting Documentation	Permanent
<b>Correspondence</b>	
Correspondence	3
Petitions	7
<b>Employee – Employer</b>	
Employee Records (After Termination)	10
<b>Legal</b>	
Minister's Orders	Permanent
Notices of Claim	10
Statements of Claim	10
Writs	10
<b>Minutes/Bylaws</b>	
Bylaws	Permanent
Minutes	Permanent
<b>Miscellaneous</b>	
Cemetery Records	Permanent
Disclosures of Holdings (After Last Date of Appointment/Term)	7
Vital Statistics	7
<b>Plans</b>	
Architect's Drawings (Buildings, Park Sites)	Lifetime of Facility plus 1 Year
Land Survey Certificates	Permanent
Municipal Maps and Plans	Until replaced or Asset Sold
Road Surveys	10

**Reports**

**Board and Committee Reports not  
Forming Part of Council Minutes  
(If a report forms a part of the minutes,  
it is kept permanently as part of the minutes).**

**3**

**Election**

**Contents of Ballot Boxes  
Nomination Forms and Receipt Forms  
Oaths of Office  
Poll Maps  
Returning Officer's Summary of Results  
Voters' Lists**

**3 Months  
3 Months  
2 Years  
3 Months  
3 Months  
3 Years**