



# TOWN POLICY

**POLICY NUMBER:** 1701

**REFERENCE:**  
Council 771.09.90

**ADOPTED BY:**  
Town Council  
19 September 1990

**PREPARED BY:** Administration

**DATE:** 20 January 1988

**TITLE:** Disposition of Records Policy

Page 1 of 14

## **Policy Statement**

The Town of Strathmore will provide guidelines for the retention and disposal of Town documents and other records which are the property of the Town.

### 1. **Definitions**

- 1.1 Auditor means the auditor(s) of the Town of Strathmore as established annually by resolution of the Council.
- 1.2 Solicitor means the Town solicitor as appointed or engaged from time to time by Council.
- 1.3 Council means the Council of the Town of Strathmore, in the Province of Alberta.
- 1.4 Records shall mean all of the ledgers, receipts, vouchers, instruments, maps, rolls, or other documents, records and papers held by the Town in any form.

### 2. **Responsibilities**

- 2.1 Town Manager
  - 2.1.1 To provide for a longer period of retention where legal or other considerations require.

## 2.2 Director of Administrative Services

2.2.1 Direct the establishment of record retention to meet the administrative, fiscal and legal obligations of the Town.

2.2.2 Direct the disposal of records in an orderly, controlled and documented manner after the value of the record has ended.

2.2.3 Amend Schedule "A" as necessary to reflect the current disposition of records requirement.

## 2.3 Directors

2.3.1 Delegate the responsibility to maintain and dispose of records using the retention schedule guidelines as approved by Town Council

2.3.2 By written request, and permission granted by the Director of Administrative Services, dispose of records.

## 2.4 Any Particular Staff

2.4.1 Adhere to the Policy guidelines in the retention or disposal of any Town documents or materials.

2.4.2 Recommend any need for revisions or amendments to the Policy or Schedule.

## 3. **Record of Retention and Destruction**

3.1 Where it is provided in the Policy, and in the attached Schedule of Disposition, that any particular records of the Town of Strathmore or of a local Board, accountable to the Town, shall be:

3.1.1 Destroyed, such records shall be destroyed without any copy thereof being retained.

3.1.2 Permanent, such original records shall be preserved and never destroyed.

3.1.3 Permanently Held in Archives, such records shall be released to either the Provincial Archives, or other local archives, upon the decision and direction of the Director of Administrative Services.

3.1.4 Permanently Held in Alberta Vital Statistics, such records shall be released to A.V.S. upon the direction of the Town Manager.

3.2 When used in the disposition and retention of Town records, as per this Policy or Schedule, symbols shall be used to designate the form of retention or disposal:

3.2.1	D	Destroy
	F7	Held until 7 years after demolition of facility(i.e. road, building, etc.)
	P	Permanent Retention
	PA	Permanently Held in Provincial Archives
	P(A.V.S.)	Permanently Held in Alberta Vital Statistics
	5	Number of years (i.e. - 5 years)

3.3 A copy of any records transferred to Archives shall be permanently retained on file in the vault or file storage.

3.4 All records are the property of the Town of Strathmore and are administered under the discretion of the Director of Administrative Services.

#### 4. **The Disposition Process**

4.1 All records authorized for disposal shall be physically destroyed in the presence of two witnesses.

4.2 A statement in writing, attesting to the records having been destroyed, shall be signed by the witnesses present.

4.2.1 The statement shall attest to the time and place of the destruction of the records, contain a detailed list of the records destroyed, and the names of the persons who witnessed the destruction.

4.2.2 The statement of disposition shall be presented to Council, and permanently filed in the disposition index.

4.3 The Director of Administrative Services shall keep an index of :

- 4.3.1 Records destroyed
  - Records to Archives
  - Records held at other Archival Centres
  - Records retained longer than the period provided for in the Schedule.

- 4.4 The proper and complete destruction of any records is the responsibility of the Director of Administrative Services.
- 4.5 Election material that has been locked in the ballot boxes can be destroyed in accordance with the provisions of the Local Authorities Election Act.
- 4.6 Transfer of any material to the Provincial Archives and A.V.S. of Alberta shall follow the procedure required by the facility. The material must be listed and a covering letter retained on file.

## 5. **Record Retention Discretion**

- 5.1 The Disposition Schedule "A" ~~pages one (1) to (13) thirteen inclusive~~, provides the recommended retention schedule for disposal or retention of any particular Town record.
- 5.2 A decision to retain any particular record longer than the period provided for in the Schedule shall be recorded in the disposition index.
- 5.3 It will be the responsibility of the Director of Administrative Services to keep Council informed as to the status of Town records, and their disposition.

## 6. **Storage**

- 6.1 Responsibility for the security and storage of all Town documents shall be the jurisdiction of the Director of Administrative Services.
- 6.2 Orderly and guaranteed safe facilities for storage of Town documents shall be provided by, the implementation of filing systems, the installation of records storage equipment within approved budgets, the identification and protection of essential records, archival documents, and auditable records, and the fire protection of records as necessary.

## 7. **End of Policy**

## SCHEDULE "A"

## DISPOSITION OF RECORDS POLICY

<u>SUBJECT</u>	<u>DESCRIPTION</u>	<u>SUGGESTED DISPOSITION PERIOD IN YEARS</u>
Accountants	Working Papers	7
Accounts	Paid (Summary Sheet)	7
	Payable Vouchers	7
	Receivable Duplicate Invoices	7
	Receivable Ledger Cards	7
	Receivable Paid Invoices	7
Administration	Reports ( Not part of Minutes)	7
Advertising	- General	2
	- As per Legislation	7
Agendas	Agendas - Part of Minutes	P
Agreements	General	20
	- Boulevard Parking (After Repealed)	2
	- Development	F7
	- Downtown Revitalization	P
	- Major Legal	P
	- Minor	20
	- Neighbourhood Improvement Program	P
	- Site Plan Approval	F7
	- Rental and Service	7
	- Working Documents	3
Animal Control	Working Documents	3
Annexations	All Correspondence	P
Annual Reports		P
Annual Reports	Local Boards	7
Applications	- Condominium (After Approval)	2
	- Overnight Street Parking	2
	- Sidewalk	2
	- Site Plan Approval	2
	- Subdivision (After Final Approval)	3
	- Zoning Amendment	7
	- Part-time Employees (After End of Employment)	1
Appointments	Other than those in Minutes	3
Approvals	Condominium	P
Architect		
Drawings	Buildings, Park Sites, etc.	F7

<u>SUBJECT</u>	<u>DESCRIPTION</u>	<u>SUGGESTED DISPOSITION PERIOD IN YEARS</u>
Assessment	- Rolls	P
	- Court of Revision (Minutes)	P
	- Court of Revision (Work File)	5
	- Appeals	7
	- Court of Revision Records	7
	- Duplicate Roll	7
	- Review Court Records	7
Assessment Appeal	Board File	5
Assets	- Permanent Files	P
	- Records of Surplus	7
	- Temporary Files	7
Financial Statements	Audited	P
	Bank	
	- Deposit (Pass) Books	7
	- Deposit Slips	7
	- Memos (Debit & Credit)	7
	- Reconciliation	3
	- Statements	7
	Boards	
	- Minutes	P
	- Authority & Structure	P
	- Routing Correspondence	7
Brief/Reports	- to Council	7
	Budgets	
	- Final Capital (In Minutes)	P
	- Final Operating (In Minutes)	P
	- Department Capital	7
	- Department Operating	7
	- Estimates Working Papers	3
	Bylaws	All
Buildings	- Inspection Records	F7
Cash	- Receipts Journals	P
	- Disbursements Journal	P
	- Daily Reports	7
	- Daily Summaries	7
	- Duplicate Receipts	7
	- Payment Stubs	3
	- Petty (Vouchers)	3
	- Register Tapes	7

<u>SUBJECT</u>	<u>DESCRIPTION</u>	<u>SUGGESTED DISPOSITION PERIOD IN YEARS</u>
Cemetery	- Burial Permits	P
	- All Documents	P
Certificates	- of Title	P
Census	- Reports	15
Cheques	- Paid (Cancelled)	7
	- Register	P
	- Stubs	7
Claims	- Notices of	20
	- Statements of	20
Committee	- Minutes	P
Community Centre	- Working Files	7
Compensation	- Records	P
Computer Cards		1
Cards Contracts	- Files (Upon Completion of Contract)	15
	- Forms (Public Works)	7
	- Major Legal	P
	- Minor	20
Correspondence	- General	7
	- Historical	P
	- Policy	10
	- Register (Log)	7
Cost Records		7
Council	- Minutes	P
Court Cases		P
Court of Revision	- Minutes	P
	- Work File	5
Debentures	- and Coupons (Paid Upon Maturity)	P
	- Register	P
	- Summaries	7
	- Working Papers	7
Deeds		P
Design	- Estimates	3
	- Files	F7
Disposition Index		P
Distribution Sheets	- Equipment	3
	- Labour	3
	- Material	3

<u>SUBJECT</u>	<u>DESCRIPTION</u>	<u>SUGGESTED DISPOSITION PERIOD IN YEARS</u>
Documents	- Vehicle	3
	Not Part of Bylaws	
	- Agreements (Major) Legal	P
	- Agreements (Minor)	20
	- Contracts (Legal)	P
	- Contracts (Minor)	20
	- Deeds	P
	- Easements	P
	- Franchises	P
	- Leases (After Expiration)	20
	- Mortgage Files	P
	- Notices of Changes of Land Titles	P
- Option Files	P	
- Real Estate Files	P	
Drainage Records		
Drawings		P
	- Intersection	P
Easements		P
Elections	- Nomination Papers	As Per LAEA
	- Records	As Per LAEA
	- Voters List	10
Engineering	- Drawings	P
	- Files	15
Erosion Records		P
Employee		
Benefits	- A.H.C., A.B.X, etc. Files	10
	- Local Authorities Pension Cards	P
	- W.C.B. Claims	P
Employees	- Change Files	1
	- Job Applications (Hired)	P
	- Job Applications (Not Hired)	1
	- Job Descriptions	5
	- Oaths of Office	P
	- Personnel File	P
Expropriative	- All Correspondence	P
Files	- See Subject Matter	
Financial		
Statements	- Interim	7
	- Working Papers	3



<u>SUBJECT</u>	<u>DESCRIPTION</u>	<u>SUGGESTED DISPOSITION PERIOD IN YEARS</u>
Fire	- Final	P
	- Access Route Files	F7
	- Apparatus Files (After Disposition)	2
	- Station Log Books	7
Fire Access Routes	- After Change	10
	- Purchase Standing Order Release	2
Franchises		P
Fuel Tickets		1
Gas Lines General	- Location Records	P
	- Ledger	P
Income Tax	- Journal	P
	- Deductions	7
		Upon Replacement
Inquiries	- TD1 Forms	P
	- T4 Slips	P
	- T4 Summaries	P
Insurance	From Public	3
	- Claims	P
Inventory	- Records (After Expiration)	15
	Records (After Superseded)	15
Investment	- Files	7
	- Cash Payment	P
Journals	- General	P
	- Appraisals	5
Land	- Files	P
	- Surveys	P
	- After Expiration	20
Leases	- General	P
	- Subsidiary	7
Ledgers	- Opinions	P
	- Proceedings	P
Legislation	- Acts (After Superseded)	1
Licenses	- Applications	3
	- Business (After Expired)	5
	- Duplicate Bicycle	3
	- Duplicate Dog	3
	- Literature	2

<u>SUBJECT</u>	<u>DESCRIPTION</u>	<u>SUGGESTED DISPOSITION PERIOD IN YEARS</u>
Local Authorities		
Board	- Hearings	P
Local		
Improvements	- Appeals (After Debenture Finished)	7
	- Decisions (After Debenture Finished)	7
	- Notices (After Debenture Finished)	7
	- Records	P
	- General Correspondence	10
Maps	- Base (Original)	P
	- Contour	P
Maintenance		
Management		
Records		7
Mechanics Leans	- After Completion of Work	2
Minutes	- Board	P
	- Council	P
	- Committee	P
	- Parks & Recreation	P
	- Planning	P
Monthly Reports	- Road	F7
	- Sewage Treatment Plant	F7
Mortgage Lists		1
Municipal Affairs	- Annual Reports	5
Museum	- All Correspondence	P
N.I.P	- Agreements	P
	- General Correspondence	7
Orders	- Garage	7
	- Shop	7
	- Stop Orders (Planning Act)	20
Organization	- Structure & Records	P
Packing Slips	- To Remove Buildings, etc. (M.G.A.)	20
Payroll	- Bi-Weekly Summary	5
	- Bonuses & Commissions	5
	- Car Allowance Sheets	5
	- Garnishees	3
	- Individual Earnings Records	P
	- Journal	P
	- Rough Sheets	1
	- Time Cards	3

<u>SUBJECT</u>	<u>DESCRIPTION</u>	<u>SUGGESTED DISPOSITION PERIOD IN YEARS</u>
	- Time Distribution Sheets	5
	- Time Sheets - Daily	5
	- Overtime	5
	- Weekly	5
	- U.I.C. Records	5
Permits	- Building	F7
	- Development	F7
	- Overnight Street Parking (After Action)	1
	- Oversized Load	7
	- Parade	2
Personnel Files		P
Petitions		7
Photos	- Aerial	P
	- General - same as related subject	P
Plans	- Official	P
	- Official (Amendments)	P
	- Subdivision	P
Policy	- After Superseded	7
Power Lines	- Location Records	P
Press Releases & Declarations		5
Production	- Control Records	3
Progress Reports	- Project	7
	- Project Under Contract (Final Payment)	3
Project Applications to Province		7
Property Files		P
Prosecution	- All	5
Publications	- Local Reports	7
Purchase	- Of Land	P
Purchase Orders		2
	- Copies	2
	- Duplicate	2
	- Paid	7
Real Estate	Supporting Files	P
Receipts	- Books	7
	- Duplicate Cash	7
	- Registration	7

<b><u>SUBJECT</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>SUGGESTED DISPOSITION PERIOD IN YEARS</u></b>
Receptions & Special Events		
Files	(Non Historic)	7
Records	See Subject Matter	
Registers		
(District)	- Births (Send to D.V.S.)	P
	- Deaths (Send to D.V.S.)	P
	- Marriage (Send to D.V.S.)	P
Removal Orders	- Of Buildings, etc.	F7
Rental Permits	- Duplicate (After Rental Period Over)	2
Reports	- Accident	10
	- Accident Statistics	7
	- Field	10
	- Building Fire	10
	- Emergency Running	10
	- Fire Marshall's	10
	- Fire Prevention Inspection	P
	- Fire Truck Inspection	3
	- Tour	7
	- Vehicle Accident	5
	- Statistical Analysis	3
Reports & Records	- Inventory	7
	- Material Transfer	7
	- Receiving	2
	- Year End Inventory Count Sheets	2
Requisitions	- Copies	2
	- Duplicate	7
	- Paid	7
Resolutions	- Minutes	P
Road	- Construction Records (After Completion)	F7
	- Closing	7
	- Dedication	7
	- Widening	F7
Sale of Land	- All Sales	P
Sewage	- Analysis Records (Effluent)	25
Stop Orders	- Under Planning Act	F7
Stores	- Invoices	7
	- Issue Slips	7

<u>SUBJECT</u>	<u>DESCRIPTION</u>	<u>SUGGESTED DISPOSITION PERIOD IN YEARS</u>
	- Closing Files (With Bylaw)	P
Street	- Lighting Area Maps	P
Subdivision	- After Final Approval	P
Street	- Sign Inventory Register	P
Surveys	- General Correspondence	15
	- Parking	7
	- Traffic Counts	15
Tax	- Rolls	P
Tax Recovery	- Records (All)	P
Taxes	- Arrears Cards	7
	- Assistance Adjustments	7
	- Collectors Certificate	7
	- Duplicate Prepayment Certificates	7
	- Final Billing	10
	- Ledger Cards	P
	- Municipal Credits	7
	- Receipts	7
	- Registration Records	P
	- Rolls	P
	- Sale Deeds	P
	- School Credits	7
	- Subsidy & Application Forms	7
Telephone Lines	- Location of (Above Ground & Under Ground)	P
	- Location Cards	P
Termination	- Employees	P
Tenders	- Files	7
	- Successful	7
	- Purchase Quotations	7
	- Unsuccessful	2
Tickets	- Admission	3
	- Paid Parking	3
Traffic	- Lights	P
	- Streets	15
Training & Development Files		5
Trial Balance	- Monthly	3
	- Year End	7
Truck Hire	- Summaries	3
	- Time Reports	3

<u>SUBJECT</u>	<u>DESCRIPTION</u>	<u>SUGGESTED DISPOSITION PERIOD IN YEARS</u>
Union	- Agreements	P
	- Grievance Files	10
Vehicle Records	- After Disposal of Vehicle	1
Vouchers	- Duplicate	7
Vendors	- Acknowledgments to	2
	- Contracts	7
	- Suppliers Files	7
Writs		20
Work Orders		7
Weed Control		
Reports	- Until Updated	1
Work Diaries	- Yearly	7
Warrants		7
Water	- Accounts	7
	- Effluent Analysis Records	25
	- Meter Books	7
Weight Scale		
Receipts		7
Welfare	- Case Records	7
	- Inactive Files	7
	- Ledger Cards	7
	- Payments	7
Zoning	- Bylaws	P
	- Bylaw Enforcement	F7