



A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO RESPECTING RETENTION AND DESTRUCTION OF MUNICIPAL DOCUMENTS.

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WHEREAS

Pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, the Council may pass a bylaw respecting the retention and destruction of records and documents of the municipality;

WHEREAS

It is the desire of the Town of Rimbey to provide regulations and procedures with respect to the retention and disposal of records including, but not limited to, correspondence, records, vouchers, receipts, instruments and other documents in the custody or control of the Town of Rimbey.

WHEREAS

It is the desire of the Town of Rimbey to establish the necessary authority to release municipal records to the Alberta Archives or other Archival Centres on either a permanent loan or retention basis, and

WHEREAS

The authority for such regulations and authorities must be consistent with other Federal and Provincial Statutes and Regulations, in particular the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25.

NOW THEREFORE

The Council of the Town of Rimbey, duly assembled, hereby enacts the following:

**PART I - BYLAW TITLE**

- 1) This Bylaw may be cited as the "Retention and Destruction of Municipal Documents Bylaw".

**PART II – DEFINITIONS AND SYMBOLS**

- 1) In this Bylaw, unless the content otherwise requires, the word, term or expression:
  - a) "Chief Administrative Officer" shall mean the Records Administrator duly appointed by the Council of the Town of Rimbey.
  - b) "Records" shall mean all ledgers, receipts, vouchers, instruments, correspondence, maps, rolls, or other information in the custody or control of the Town of Rimbey in any form or format.
  - c) "Disposition" shall mean the disposal of Records via destruction or transfer of Records of enduring value to Archives.
  - d) "Confidential" shall mean any records which contains personal information about individuals, third-party, commercial, financial, scientific, or technical information supplied either explicitly or implicitly in confidence or other sensitive information as described in the Freedom of Information and Protection of Privacy Act.
  - e) "General Records" shall mean those records which are used in day to day operations and are required to formulate recommendations, are used for scheduling and as information to assist in the efficient operation of the Town of Rimbey.



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- f) "Transitory Records" shall mean records that have short-term, immediate or no value and will not be required for future reference. Refer to "Schedule B" for a more detailed definition of Transitory Record.
- 2) When used in this Bylaw and the Schedules attached, as well as, in the operation of any Records Management Systems established consistent with this Bylaw, the following symbols shall be used to designate the form ore retention or disposal required.
- D – Destroy  
P – Permanent Retention  
A – Permanently Held in Alberta of other Archival Centre  
T – Transfer to Appropriate Authority  
R – Review at a Later Date

**PART III – RECORDS RETENTION AND DESTRUCTION**

- 1) All Transitory Records, which do not contain confidential information, shall be disposed of at anytime, when they no longer serve any valid purpose.
- 2) All Transitory Records containing potentially confidential information shall be disposed of in a manner so that the information contained within it is completely obliterated, at any time, when they no longer serve any valid purpose.
- 3) All General Records of the Town of Rimbey shall be destroyed in accordance with "Schedule A".
- 4) Should an individual's personal information be used by the Town of Rimbey to make a decision that directly affects the individual, the Town of Rimbey shall retain the personal information for at least one (1) year from the date it was used to make the determination, so that the individual has a reasonable opportunity to obtain access to it.
- 5) Where, in this Bylaw and "Schedule A", "Schedule B" and "Schedule C" attached hereto, it is provided that particular records in the custody or control of the Town of Rimbey shall be:

**Destroyed (D):**

Such records shall be destroyed, so that the information contained in it is completely obliterated, without any copy being retained: and

**Permanent (P):**

Such original records shall be preserved and never destroyed.

**Permanently Held In Archives (A):**

Such records shall be released to either of Provincial Archives or other local archives upon decision and direction of the Chief Administrative Officer. A copy of the transferred record index shall be permanently retained on filed: and



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Transferred to an Appropriate Authority (T)

Such records shall be transferred to the authority responsible for the records upon decision and direction of the Chief Administrative Officer, when they are no longer under the authority or responsibility of the Town of Rimby. A copy of the transferred record index shall be permanently retained on file.

Reviewed at a Later Date (R)

Such records are those where retention or destruction cannot be determined at the time the record originated. These records will be retained for a period of 2 years then reviewed for a final retention or destruction decision.

- 6) The Chief Administrative Officer shall always have the discretion to retain records longer than the period provided for in this Bylaw and shall do so where the Chief Administrative Officer deems it appropriate. Such decisions to retain the records longer than the period provided for herein, shall be recorded in the records management index.

Where the Chief Administrative Officer has received an indication that there will be litigation involving any records scheduled for destruction, the Chief Administrative Officer is obligated to retain the said records until such litigation is complete. Such decisions to retain the records longer than the period provided for herein, shall be recorded in the records management index.

- 7) Where the Chief Administrative Officer has received an indication that there is or may be a FOIPP request involving any record scheduled for destruction, the Chief Administrative Officer is obligated to retain said records for a period of one (1) year after the FOIPP request has been made. Such decisions to retain the records longer than the period provided for herein, shall be recorded in the records management index.

- 8) When records have been destroyed under this Bylaw, with the exception of records destroyed under Part III Section 1 and 2, the Chief Administrative Officer shall so certify in writing. Such certification shall refer to the relevant schedule and item of this Bylaw and shall identify the records destroyed.

- 9) The Development Officer Chief Administrative Officer shall keep an index of :

Records Destroyed  
Records Transferred to Archives  
Records Transferred to Another Authority

- 10) Where records are destroyed under this Bylaw, the proper and complete destruction is the responsibility of the Chief Administrative Officer.



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- 11) Destruction of all records shall be carried out in the presence of a witness. The person destroying the records shall sign the records management index attesting to the date of the destruction of the records together with a list of records destroyed. The person who witnessed the destruction of records shall also sign the records management index. The records management index shall be permanently filed with the Town of Rimbey.
- 12) Election material that has been locked/sealed in ballot boxes may be destroyed in accordance with the provisions of the Local Authorities election Act, RSA.
- 13) The Chief Administrative Officer will ensure that the retention schedule shall be adhered to and that annual audits of the records will be conducted to ensure compliance with this Bylaw.
- 14) All general records, those records held in the general filing system of the Town of Rimbey (excluding rolls, receipts, vouchers, invoices, any financial ledgers of this means) shall be stamped "Retain To".
  - a) The records to be retained as outlined in "Schedule A" shall also illustrate the date in which it is to be retained to.
  - b) All records to be permanently retained shall have not date by shall indicate (P) – Permanent Retention.
  - c) All records to be permanently retained by transferred to Archives shall have no date but shall indicate (A) – Archival Transfer.
  - d) All records no longer under the authority or responsibility of the Town of Rimbey which are to be transferred to another authority shall indicate (T) – Transfer to an appropriate Authority.
  - e) All records where retention or destruction cannot be determined shall illustrate a date two (2) years from origination and shall indicate (R)- Review.

**PART IV - GENERAL**

1. The attached "Schedules A, B, and C" is hereby adopted and may be amended from time to time by resolution of Council upon the recommendation of the Chief Administrative Officer.
2. It shall be the responsibility of the Chief Administrative Officer to provide for the adequate storage and security of all Town of Rimbey records.

**PART V – SEVERABILITY**

1. Should any provision of this Bylaw be invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.



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**PART VI - REPEAL**

1. Bylaws 702/99 and 838/09 are hereby repealed.

This Bylaw shall come into full force and effect upon the day it receives third and final reading by Council.

READ a First Time in Council this 28 day of November 2016.

READ a Second Time in Council this 28 day of November 2016.

**UNANIMOUSLY AGREED** to present this Bylaw for Third and Final Reading.

READ a Third Time and Finally Passed this 28 day of November 2016.

A handwritten signature in black ink, appearing to read "Rick Pankiw", written over a horizontal line.

Mayor Rick Pankiw

A handwritten signature in blue ink, appearing to read "Lori Hillis", written over a horizontal line.

Chief Administrative Officer Lori Hillis

**BYLAW 927/16  
SCHEDULE A  
DISPOSITION SCHEDULE**

The subject matter is listed alphabetically followed by a suggested retention period. The retention period is identified by "P" (permanent retention) or expressed by a figure in years such as 5 (five years), or other specified comments such as Superseded (replaced or take the place of) or Obsolete (no longer in use) identified as "S/O".

File Type	Description	Suggested Disposition Period in years.
Accountants	Working Papers	7
Accounts	Paid – Summary Sheet Payable Vouchers Receivable Duplicate	P (filed with minutes) 7 7
Administration	Reports (not part of minutes	7
Advertising	General As per Legislation	2 7
Agendas	Part of Minutes	P
Agenda Packages	File Copy	2 (original documents of package filed elsewhere)
Agreements/Contracts	Development Forms General Government Major Legal Minor Mutual Aide Service	S/O + 5 S/O + 5 S/O + 5 S/O + 5 S/O + 7 S/O + 5 S/O + 7 S/O + 5
Annexations	All Correspondence Final Order	7 P
Announcements	General	3
Annual Reports	Municipal Local Boards	7 5

<b>Applications</b>	<b>Employment</b> <b>Site Plan Approval</b> <b>Subdivision (after final approval)</b>	<b>(see Personnel)</b> 2 7
<b>Appointments</b>	<b>Other than those in minutes</b>	3
<b>Approvals</b>	<b>Government</b>	<b>S/O + 7</b>
<b>Architect Drawings</b>	<b>Building, Park Sites etc.</b>	<b>P</b>
<b>Assessment</b>	<b>Appeals</b> <b>Assessment Review Board Minutes</b> <b>Assessment Review Records</b> <b>Balancing Records</b> <b>Equalized Assessments</b> <b>Notices</b> <b>Pipeline</b> <b>Rolls</b>	12 P 7 7 P 7 P P
<b>Assets</b>	<b>Ledger</b> <b>Record of Surplus</b> <b>Temporary Files</b>	P 5 2
<b>Bank</b>	<b>Deposit/Pass Books</b> <b>Deposit Slips</b> <b>Memos (Debit &amp; Credit)</b> <b>Reconciliation</b> <b>Statements</b>	7 7 7 7 7
<b>Boards</b>	<b>Authority &amp; Structure</b> <b>Minutes</b> <b>Routine Correspondence</b>	5 P 5
<b>Briefs/Reports</b>	<b>To Council</b>	7
<b>Budgets</b>	<b>Estimates Working Papers</b> <b>Final Capital</b> <b>Final Operating</b>	3 P (filed with minutes) P (filed with minutes)
<b>Building Permits</b>		<b>(see Permits)</b>
<b>Bylaws</b>	<b>All</b>	<b>P</b>
<b>Cash</b>	<b>Disbursements Journal</b> <b>Duplicate Receipts</b> <b>Receipt Journal</b>	7 7 7

<b>Certificates</b>	<b>Complaint Tax Of Title</b>	<b>P (filed in land files) P (filed in land files) P (filed in land files)</b>
<b>Census</b>	<b>Reports</b>	<b>12</b>
<b>Cheques</b>	<b>Pied (cancelled) Register Stubs</b>	<b>7 7 7</b>
<b>Claims</b>	<b>Notice of Statement of</b>	<b>12 S/O 12 S/O</b>
<b>Committee</b>	<b>Council Committee Minutes</b>	<b>P</b>
<b>Compensation</b>	<b>Records</b>	<b>10</b>
<b>Complaints</b>	<b>Citizen</b>	<b>3</b>
<b>Complaint Certificates</b>		<b>(see Certificates)</b>
<b>Computer Cards</b>		<b>1</b>
<b>Contracts</b>		<b>(see Agreements)</b>
<b>Construction Projects</b>		<b>S/O + 7</b>
<b>Council</b>	<b>Minutes</b>	<b>P</b>
<b>Courses &amp; Conference</b>	<b>Material</b>	<b>1</b>
<b>Court Cases</b>		<b>12 S/O</b>
<b>Debentures</b>		<b>S/O + 7</b>
<b>Destroyed Records Index</b>		<b>P</b>
<b>Development Permits</b>		<b>(see Permits)</b>
<b>Easements</b>		<b>P (file in land files)</b>
<b>Elections</b>	<b>Nominations papers Records</b>	<b>As per LAEA As per LAEA</b>
<b>Engineering</b>	<b>Drawings</b>	<b>P</b>



<b>Employee Benefits</b>	AHC, EHC, Dental, Etc. files Town of Rimbey Pension Plan WCB Claims	7 7 7
<b>Employees</b>	Job Applications (hired) Job Applications (not hired) Job Descriptions Oath of Office Personnel Files	(see Personnel) (see Personnel) (see Personnel) 3 (after office vacated) (see personnel)
<b>Financial Statements</b>	Final/Year End Interim Month End Working Papers	P 7 7 3
<b>Franchises</b>		P
<b>Government Correspondence</b>	General in Nature	5
<b>Grants</b>	Applications Claim Reports	7 7
<b>GST</b>	Quarterly Returns	7
<b>Income Taxes</b>	Deduction TD1 Forms T4 Slips T4 Summaries	7 S/O + 1 7 7
<b>Inquiries</b>	From the Public	3
<b>Insurance</b>	Accident Reports (no claim filed) Accident Reports (claim filed) Claims General Info/Annual Reports & Listings	5 12 (after settled) 12 (after settled) S/O +7
<b>Inventory Listings</b>	Annual Reports	7
<b>Investment Notes</b>		S/O + 7
<b>Invoices</b>	(keep capital invoices)	7
<b>Job Descriptions</b>		(see Personnel)
<b>Lab Reports</b>	Water, Sewer, Gas, etc.	5

Land	Appraisals Files Titles	1 (after sold) P P (file in land files)
Land Titles	Registration Requests Registration Notices Service Requests Notice of Title Changes	7 7 7 S/O + 10
Leases	All	S/O + 7
Legal	Opinions Proceedings	12 S/O 12 S/O
Legislation	Act	S/O + 1
Licenses	Applications Business Literature	3 S/O + 5 2
Loans	From Bank To Other Organizations	S/O + 7 S/O + 7
Local Improvements	Records	P
Maps	Base (original) Contour	P P
Minutes	Board Council Committee Third Party Copies (ie Lodge)	P P P 3
Municipal Affairs		(see Gov't Corresp.)
Newsletters	Public	3
Organization	Structure & Records	5
Payroll	Holiday & Sick Leave Records Employment Insurance Records Garnishees Individual Earnings Record Journal Remittance Records Time Sheets – Daily TD1	7 7 3 7 7 7 7 S/O + 1

	T4's and T4 Summaries	7
Permits	Development/Building Burning	P (file in land files @ YE) 7
Personnel	Employee Personnel Files Employment Applications (rejected) Employment Applications (hired) Job Descriptions Record of Employment Salary Grids	7 (After Termination) 1 P (file in Personnel files) S/O + 5 7 (after termination) S/O + 5
Petitions		10
Plans	Official Official (amendments) Subdivision	P P P
Policy		S/O + 5
Progress Reports	Project	7
Property Files		P
Prosecution	All	12 S/O
Publications	Local Reports Newspapers	3 1
Public Auction		(see Taxes)
Purchase	Land Orders	S/O + 12 7
Quotes		1
Receipts	Books Duplicate Cash Registration	7 7 7
Receptions & Special Events (non-historic)		3
Reference Material		3 (or as long as relevant)

<b>Reports</b>	Accident	12
	Admin/PW/FCSS to CAO	7
	Admin/PW/FCSS to Council	7
	Accident Statistics	12
	Field	12
	Maintenance	12
<b>Requisitions</b>	Annual	P
	Duplicate – general files	7
<b>Resolutions</b>	Minutes	P
<b>Right of Ways</b>		(see Easements)
<b>Street Signs</b>	Inventory Register	P
<b>Studies</b>	Produces Specific for Town	D/O + 2
<b>Subdivision</b>	After Final Approval	12
<b>Tax Recovery</b>	Records (all)	P
<b>Taxes</b>	Arrears Cards	7
	Arrears Notifications	7
	Final Billings	12
	Grant in Lieu Records	7
	Installment Notices	7
	Municipal Credits	7
	Public Auction Documentation	P
	Receipts	7
	Rolls	P
	Sale Deeds	P
	Tax Certificates	(see Certificates)
Trial Balance Reports	7	
<b>Termination</b>	Employees	P
<b>Tenders</b>	Files	12
	Successful	12
	Purchase Quotations	12
	Unsuccessful	2
<b>Timesheets</b>		(see Payroll)
<b>Traffic</b>	Streets	7

<b>Trial Balances</b>	<b>Monthly Yearly</b>	<b>2 (if YE recap report avail) (see Year End)</b>
<b>Utility Billings</b>	<b>Monthly</b>	<b>7</b>
<b>Vouchers</b>		<b>7</b>
<b>Vendors</b>	<b>Acknowledgement to Contracts Suppliers Files</b>	<b>2 (see Agreements) 3</b>
<b>Writs</b>		<b>12</b>
<b>Weed Control Reports</b>		<b>S/O + 1</b>
<b>Year End Files</b>	<b>Accounts Payable Accounts Receivable Assessment General Ledger Financial Statements Payroll Tax Trial Balance Trial Balance Utility Account Payment Recap</b>	<b>7 7 P P P 7 7 7 7</b>
<b>Zoning</b>	<b>Applications to Amend &amp; Followup procedures Bylaws</b>	<b>10  P</b>

**BYLAW 927/16  
SCHEDULE B  
TRANSITORY RECORDS**

**Definition of Transitory Record:**

Transitory records are records such as memos, letters, reports, computer files, voice or e-mail messages, etc. that you create or receive while doing your job that have only short-term, immediate or no future value to the municipality.

Transitory records can legally and routinely be destroyed.

There are no firm rules as to what is and is not a transitory record. The decision will be based on the judgement of each employee.

If the information in a record will have some future administrative, financial, legal, research or historical value to the municipality then it is *not* transitory and should be filed. (refer to "Schedule A of this Bylaw). For example, e-mail messages that record approvals, recommendations, opinions, decisions or government business transactions. These have future value and are *not* transitory.

**Categories of Transitory Records:**

**Temporary Information**

This includes telephone messages, routing slips, post-it notes, opened envelopes, memos, notes and messages, (either paper, voice or electronic) where the information has only immediate or very short-term value. Once they have been used to perform the required activities, the records have no further value.

On occasion, records such as these must be kept. Envelopes might be kept because the time and date of receipt or stamped on them.. A telephone message slip may have to be filed as it provides evidence of an individual calling at a certain time and date. If there is any doubt as to whether recorded information will have any future reference value, file the record.

**Duplicates**

This includes exact reproductions of a master document. Common examples are photocopies, or extra copies printed from a computer system or by a commercial printer. After the master version has been filed, the duplicate may be destroyed. Clearly identify duplicates that are circulated strictly for reference purposes, so they are not filed.

A duplicate can sometimes be altered by someone adding handwritten comments, notes or initials to it. This action creates a new record. If this added information will have future value to the municipality, file the document.

## **Draft Documents and Working Material**

This includes source material used in the preparation of documents and earlier versions of final documents. Usually, drafts and working materials, where paper or electronic, do not have long-term value and can be destroyed as transitory records.

Some exceptions include drafts and working papers related to the preparation of legislation, legal documents, budgets, policies, standards, guidelines and procedures. These documents may not be transitory if the municipality was primarily responsible for their creation. This information may have some future value to the municipality that warrants filing it.

## **Publications**

This includes books, magazines, periodicals, pamphlets, brochures, journals, newspapers and software documentation obtained from sources outside the municipality. If they have not future value and their usefulness is finished, they can be discarded in accordance with the municipalities guidelines.

Master copies of publications produced by or for the municipality are not transitory and should be filed. Extra copies are transitory once the publication is obsolete and may be destroyed. If it is believed that an obsolete publication has some historical significance, the Provincial Archives or Alberta or the local Archives may be contracted.

## **Direct Mail**

This includes solicited or unsolicited information received from organizations or individuals advertising their products or services. If it is directly relevant to the operation of the municipality, this material may be filed for future reference. The vast majority of these types of documents are "junk mail" and can routinely be destroyed.

## **Blank Information Media**

This includes anything that was created or acquired for the purpose of collection of storing information but which has not been used and has become obsolete. Example: blank forms.

This category can be used when storage media information must be physically destroyed such as videos, audio or dictation tapes, diskettes, magnetic tapes, disk drives, or optical disks, where:

- Sensitive or confidential information was previously stored
- Where that information was erased according to an approved records retention and disposition schedule; and
- Where it is possible that someone could recover the erased information by technical means.

## **Process for Transitory Records Disposal:**

Disposition of transitory records depends on two factors:

- Whether or not the records are confidential, and
- The physical format or medium of the records.

## **Confidentiality**

Many transitory records do not contain confidential information, but some include personal information about individuals, third-party business information, cabinet confidences, or other sensitive information. Section 15-28 of the Freedom of Information and Protection of Privacy Act provides guidance on what could be considered sensitive or confidential.

Obsolete blank forms that could be misused should be treated as confidential transitory records. Example: purchase orders.

## **Physical Format**

The two most common record formats are paper and electronic media. Paper records can be recycled, pulped or shredded. Records on electronic media can be deleted through a specific action or erased automatically after a specified period of time.



