



Title: Records Retention Policy	Internal/ External
Department: Corporate Services	Policy Number CS-013
Approval Date: March 24 th , 2014	Implementation Date: March 25 th , 2014
Revised Approval Date: April 17, 2018	Revised Implementation Date: April 18, 2018

BACKGROUND

In recent years the Town of Paradise has developed at a rapid rate, as such- the amount of documentation has grown substantially. It is for this reason that it is important that we maintain an organized and efficient retention policy so as the Town continues to grow, records are manageable.

PURPOSE

The policy aims to ensure that all necessary records and documents are adequately protected and maintained. Further, it aims to ensure that records that are no longer needed by the Town of Paradise are disposed of at the proper time to avoid over-storage. Last, the policy provides a process by which documents can be destroyed using a consistent process.

DEFINITIONS

Records are defined as any information that is written, recorded, photographed or stored in any manner including electronically. It includes information in any form; books, documents, maps, letters and papers.

Transitory Records are defined as records which are required for a limited time to complete a routine action, are used in the preparation of final records, or are retained as information or convenience copies by departments or individuals who do not have primary responsibility for them.

ATIPP – is defined as Access to Information and Protection of Privacy

OIPC – Office of the Information and Privacy Commissioner.

POLICY STATEMENT

This policy outlines the records retention and disposal schedules for the Town of Paradise.

PROCEDURE

1.0 The following documents will be available for public inspections during normal business hours of Council as per the authority of Section 215 of the Municipalities Act, 1999:

- a. adopted minutes of the council;
- b. assessment rolls;
- c. regulations;
- d. municipal plans;
- e. opened public tenders;
- f. financial statements;
- g. auditor's reports;
- h. adopted budgets;
- i. contracts;
- j. orders;
- k. permits; and
- l. Council disclosure statements filed under Section 210; and
- m. all other documents tabled or adopted by council at a public meeting.

2.0 To deal with the accumulation and disposal of records, the following will be the record retention/disposal schedule for the Town of Paradise:

2.1 Accounting

Document Type	Retention Period (in years from the end of the fiscal year the document was created)
Annual Financial Statements	Permanent
Bank Statements	6
Bank Reconciliation Statements	6
Cheque Stubs/Duplicates	6
Cheques (cancelled)	6
Daily Cash Reports & Summaries	6
Deposit Books	6
Federal/Provincial Remittance Forms	6
General Ledgers/Journals	6
Invoices (including tax notices & utility billings)	6
Ledgers (subsidiary)	6
Receipts (duplicate)	6
Requisitions/Purchase Orders	6
Tax Rolls/Assessment Roll	Permanent
Payroll Records	6
Change in ownership documents	Permanent
Tax certificates	Permanent
Letters of Compliance	Permanent
Employee Records	6

Assessment Agency Supplementary/Change of Ownership Forms	6
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2.2 Administration

Document Type	Retention Period
Appeals under the Planning Act	CY + 6
Assessment Appeals	CY + 3
Assessor's Valuation Records	CY + 3
Insurance Policies (after policy expires)	CY + 3
Licences	CY + 3
Permits/Related Documents	Permanent
Tax Enforcement Records (after tax title property is sold)	6
Approval of Destruction Form	Permanent
Access to Information and Protection of Privacy requests (after file is closed)	6
OIPC Investigations and reports (after file is closed)	10

2.3 Agreements & Contracts

Document Type	Retention Period
Agreements and supporting documentation	6 years after expiry

2.4 Correspondence

Document Type	Retention Period (in years from the end of the fiscal year the document was created)
Correspondence	3
Petitions	6

2.5 Human Resources

Document Type	Retention Period (in years from the end of the fiscal year the document was created)
Employee Records (after termination)	10
Request for Training	6
Travel Request	6
WHSCC Claim Files	10
Accident/Incident Reports	6
Hazard Reports	5
Recruitment Files (Internal/ External)	3
Grievances	Expiration of appeal period

2.6 Legal

Document Type	Retention Period (in years from the end of the fiscal year the document was created)
Minister's Orders	Permanent
Notices of Claim	10
Statements of Claim	10
Writs	10

2.7 Minutes/ Bylaws

Document Type	Retention Period
Bylaws	Permanent
Minutes	Permanent
Recording of Minutes	Until minutes have been adopted

2.8 Miscellaneous

Document Type	Retention Period
Disclosures of Holdings (after last date of appointment/term)	CY + 6
Vital Statistics	CY + 6
Vender/Supplier Information	CY + 6
Motor Registration Division records	CY + 5

2.9 Plans

Document Type	Retention Period
Architect's Drawings (buildings, park sites)	Life of facility plus 1 year
Land Survey Certificates	Permanent
Municipal Maps & Plans	Until replaced or asset sold
Road Surveys	Permanent

2.10 Reports

Document Type	Retention Period (in years from the end of the fiscal year the document was created)
Board and Committee Reports not forming part of the Council Minutes (if a report forms a part of the minutes, it is kept permanently as part of the minutes)	3

2.11 Recreation

Document Type	Retention Period (in years from the end of the fiscal year the document was created)
Program enrollment	6
Memberships	6
Special event planning	10
Facility Reports	6

2.12 Election

Document Type	Retention Period
Ballot Boxes and all contents included as per section 57(1) of the Municipal Elections Act	30 Days after the election and until the termination of a legal proceeding instituted to test the validity of the election taken within that time period as per Section 59 of the Municipal Elections Act, SNL 2001, c. M-20.2
All other voting materials/records outside the ballot boxes including duplicate copy of Statement of Poll, Oath or Affirmation of Candidates, Oath or Affirmation of Officials, proxy certificate applications, other transitory records	30 Days after the election and until the termination of a legal proceeding instituted to test the validity of the election taken within that time period.
Nomination forms, election campaign contributions disclosure forms, election results by poll, candidate supplementary information form, municipal election supplementary report, Oath of Office, Information sharing agreement, Voterview Electoral Services Agreement	4 years after the Council is sworn in following the subsequent election
Voting location information, training materials, sample communication materials, records of election personnel, signs and other precedent information	Can be retained for use in next election cycle
Municipal Election Report (Official election results)	Permanent

2.13 Video Surveillance

Document Type	Retention Period
Video surveillance recordings	At least 30 days
Video surveillance recordings where there is an investigation in a criminal, safety and or security investigation	Until the investigation is completed
Video surveillance being used or may be used	Until the completion of the criminal, civil or

as evidence in a criminal, civil or administrative (Atipp request) proceeding

administrative proceeding.

3.0 The following procedure denotes the process by which records are to be disposed of for the Town of Paradise:

- All records that have surpassed their retention period are eligible to be destroyed
- Destruction of election records shall be authorized by the returning officer as per section 59 of the Municipal Elections Act.

Approval:

Director of Corporate Services:

Thill

Chief Administrative Officer:

Hublock

Date:

Apr. 18/2018