

**CORPORATION OF THE VILLAGE OF BARNWELL  
IN THE  
PROVINCE OF ALBERTA**

**SCHEDULING AND DISPOSITION OF INACTIVE RECORDS  
POLICY 1-99**

Purpose:

To establish a policy to ensure the retention of legal or legislatively required documents and/or records of historic, cultural or research value and to ensure the orderly disposition of routine or outdated material.

Policy Statement and Guidelines

In this Policy

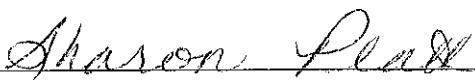
- (a) **"Records"** shall mean all of the ledgers, receipts, vouchers, instruments, maps, rolls or other documents, record and papers held by the Village of Barnwell in any form.


All municipal records are to be disposed of in accordance with the Disposition Schedule "A" as attached to and forming part of this policy. After the retention period, as per Disposition Schedule "A", has expired all municipal records shall be destroyed without any copy thereof being retained.

The Chief Administrative Officer shall always have a discretion to retain records longer than the period provided for in Disposition Schedule "A", and shall do so when the Officer deems it necessary and/or appropriate.

The destruction of all records shall be carried out in the presence of a witness. The person destroying the records shall certify in writing, as per Schedule "B" as attached and forming part of this policy, attesting to the time and place of the destruction of the records, together with a list of the records destroyed and also the names of the person who witnessed the destruction. Election material that has been locked in the ballot boxes shall be destroyed in accordance with the provisions of the Local Authorities Election Act.

	Date	Resolution #
Approved	Jan 21 / 99	07-99
Amended		
Amended		

  
MAYOR

  
ADMINISTRATOR

**CORPORATION OF THE VILLAGE OF BARNWELL  
IN THE  
PROVINCE OF ALBERTA**

**DISPOSITION SCHEDULE  
SCHEDULE "A"**

The subject matter is listed alphabetically followed by the retention period. The retention period is identified by "P" (permanent retention) or expressed by a figure in years, i.e. 5 (five years), or other specific comments such as "Upon replacement" or "As per LAEA" (Local Authority Election Act)

<u>Subject</u>	<u>Description</u>	<u>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, or	7
Agendas	Agendas - part of minutes	P
Agreements	General	20
	- Boulevard Parking (after repealed)	2
	- Development	P
	- Downtown Revitalization	P
	- Major Legal	P
	- Minor	20
	- Neighbourhood Improvement Program	P
	- Site Plan Approval	P
	- Rental and Service	7
Animal Control	Working documents	3
Annexations	All Correspondence	P
Annual Reports		P

<u>Subject</u>	<u>Description</u>	<u>Disposition Period in Years</u>
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.	P
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

<u>Subject</u>	<u>Description</u>	<u>Disposition Period in Years</u>
	- Reconciliations	3
	- Statements	7
<b>Boards</b>	- minutes	P
	- Authority & Structure	P
	- Routing Correspondence	7
<b>Briefs/Reports</b>	- to Council	7
<b>Budgets</b>	- Final Capital (in minutes)	P
	- Final Operating (in minutes)	P
	- Department Capital	7
	- Department Operating	7
	- Estimates Working Papers	3
<b>By-laws</b>	All	P
<b>Building</b>	- Inspection Records	P
<b>Cash</b>	- Receipts Journal	P
	- Disbursements Journal	P
	- Daily Reports	7
	- Daily Summaries	7
	- Duplicate Receipts	7
	- Payment Stubs	3
	- Petty (Vouchers)	3
	- Register Tapes	7
<b>Cemetery</b>	- Burial Permits	P
	- All Documentation	P
<b>Certificates</b>	- of Title	P
<b>Census</b>	- Reports	15
<b>Cheques</b>	- Paid (Cancelled)	7
	- Register	P
	- Stubs	7
<b>Claims</b>	- Notices of	20
	- Statements of	20
<b>Committee</b>	- Minutes	P
<b>Community Centre</b>	- Working Files	7
<b>Compensation</b>	- Records	P
<b>Computer Cards</b>		1

<u>Subject</u>	<u>Description</u>	<u>Disposition Period in Years</u>
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	15
Destroyed Records Index		P
Distribution Sheets	- Equipment	3
	- Labour	3
	- Material	3
	- Vehicle	3
Documents	Not Part of Bylaws	
	- Agreements (Major) Legal	P
	- Agreements (Minor)	20
	- Contracts (Legal)	P
	- Contracts (Minor)	20
	- Deeds	P

<u>Subject</u>	<u>Description</u>	<u>Disposition Period in Years</u>
	- Easements	P
	- Franchises	P
	- Leases (after expiration)	20
	- Mortgage Files	P
	- Notices of Change 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 Files	- All Correspondence	P
	- See Subject Matter	
Financial Statements		
	- Interim	7
	- Working papers	3
	- Final	P

<u>Subject</u>	<u>Description</u>	<u>Disposition Period in Years</u>
Fire	- Access Route Riles	P
	- 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	- Location records	P
General	- Ledger	P
	- Journal	P
Graveyard	- Records	P
Income Tax	- Deductions	7
	- TD1 Forms	Upon replacement
	- T4 Slips	P
	- T4 Summaries	P
Inquiries	From the Public	3
Insurance	- Claims	P
	- Records (after expiration)	15
Inventory	Records (After superceded)	15
Investment	- Files	7
	- Cash Payment	P
Journals	- General	P
Land	- Appraisals	5
	- Files	P
	- Surveys	P
Leases	- After Expiration	20
Ledgers	- General	P
	- Subsidiary	7
Legal	- Opinions	P
	- Proceedings	P
Legislation	- Acts (After superceded)	1

<u>Subject</u>	<u>Description</u>	<u>Disposition Period in Years</u>
Licenses	- Applications	3
	- Business (after expired)	5
	- Duplicate Bicycle	3
	- Duplicate Dog	3
	- Literature	2
Local Authorities Brd.	- 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 Reports		7
Mechanics Leans	- After Completion of Work	2
Minutes	- Board	P
	- Council	P
	- Committee	P
	- Parks and Recreation	P
	- Planning	P
Monthly Reports	- Road	7
	- Sewage Treatment Plant	7
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
	- To Remove Buildings Etc. (M.G.A.)	20
Organization	- Structure & Records	P
Packing Slips	-	2



<u>Subject</u>	<u>Description</u>	<u>Disposition Period in Years</u>
<b>Payroll</b>	- Bi-weekly Summary	5
	- Bonuses and Commissions	5
	- Car Allowance Sheets	5
	- Garnishees	3
	- Individual Earnings Records	P
	- Journal	P
	- Rough Sheets	1
	- Time Cards	3
	- Time Distribution Sheets	5
	- Time Sheets - Daily	5
	- Overtime	5
	- Weekly	5
	- U.I.C. Records	5
<b>Permits</b>	- Building	20
	- Development	20
	- Overnight Street Parking (After action)	1
	- Oversize Load	7
	- Parade	2
<b>Personnel Files</b>		P
<b>Petitions</b>		7
<b>Photos</b>	- Aerial	P
	- General - same as related subject	P
<b>Plans</b>	- Official	P
	- Official (amendments)	P
	- Subdivision	P
<b>Policy</b>	- After Superseded	10
<b>Power Lines</b>	- Location Records	P
<b>Press Releases and Declarations</b>		5
<b>Production</b>	- Control Records	3
<b>Progress Reports</b>	- Project	7
	- Project Under Contract (Final Payment)	3

<u>Subject</u>	<u>Description</u>	<u>Disposition Period in Years</u>
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
Receptions and Special Events Files (non historic)		7
Records	- See Subject Matter	
Registers (District)	- Birth (Send to D.V.S.)	P
	- Death (Send to D.V.S.)	P
	- Marriage (Send to D.V.S.)	P
Removal Orders	- Of Buildings etc.	20
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

<u>Subject</u>	<u>Description</u>	<u>Disposition Period in Years</u>
Reports and Records	- Inventory	7
	- Material Transfer	7
	- Receiving	2
	- Year-end Inventory Count Sheets	2
Requisitions	- Copies	2
	- Duplicate	7
	- Paid	7
Resolutions	- minutes	P
Sale of Land	- All Sales	P
Road	- Construction Records (after completion)	15
	- Closing	10
	- Dedication	10
	- Widening	10
Sewage	- Analysis Records (effluent)	25
Stop Orders	- Under Planning Act	20
Stores	- Invoices	7
	- Issue Slips	7
	- Closing Files (With Bylaw)	P
Street	- Lighting Area Maps	P
Subdivision	- After Final Approval	7
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

<u>Subject</u>	<u>Description</u>	<u>Disposition Period in Years</u>
	- Final Billing	10
	- Ledger Cards	P
	- Municipal Credits	7
	- Receipts	7
	- Registration Records	P
	- Rolls	P
	- Sale Deeds	P
	- School Credits	7
	- Subsidy and Application Forms	7
Telephone Lines	- Location of (above ground and underground)	P
	- Location Cards	P
Termination	- Employees	P
Tenders	- Files	7
	- Successful	7
	- Purchase Quotations	7
	- Unsuccessful	2
Tickets	- Admission	3
	- Paid Parking	3
Traffic	- Lighits	P
	- Streets	15
Training and Development Files		5
Trial Balances	- Monthly	3
	- Year End	7
Truck Hire	- Summaries	3
	- Time Reports	3
Union	- Agreements	P
	- Grievance Files	10

<u>Subject</u>	<u>Description</u>	<u>Disposition Period in Years</u>
Vehicle Records	- after disposal of vehicle	1
Vouchers	- Duplicate	7
Vendors	- Acknowledgements 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	- By Laws	P
	- By Law Enforcement	5

