

**BYLAW NO.167**  
**THE SUMMER VILLAGE OF ARGENTIA BEACH**

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A BY-LAW OF THE SUMMER VILLAGE OF ARGENTIA BEACH ESTABLISHING REGULATIONS AND PROCEDURES FOR THE RETENTION AND DISPOSAL OF SUMMER VILLAGE RECORDS PURSUANT TO THE PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT AND THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.

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WHEREAS in accordance with the Municipal Government Act, Chapter M-26.1, R.S.A., 1994, and amendments thereto, and the Freedom of Information and Protection of Privacy Act, Chapter F-18.5, R.S.A., 1994, and amendments thereto, a Council of a Municipality may pass bylaws respecting the retention and destruction of records and documents of the Municipality; and

WHEREAS, it is the desire of the Summer Village of Argentia Beach 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 records in the custody or control of the Summer Village of Argentia Beach; and

WHEREAS, the authority for such regulations and authorities must be consistent with Federal or Provincial Statutes and Regulations;

NOW THEREFORE, the Council of the Summer Village of Argentia Beach in the Province of Alberta, duly assembled, enacts as follows:

**SECTION 1: TITLE**

(1) This Bylaw shall be known as the **Records Retention and Disposition Bylaw**.

**SECTION 2. DEFINITIONS**

(1) "Administrator" means the Municipal Administrator of the Summer Village of Argentia Beach.

(2) "Confidential" means any record which contains personal information about individuals, third-party, commercial, financial, scientific or technical supplied either explicitly or implicitly, in confidence.

(3) "Council" means the Council of the Summer Village of Argentia Beach

or other sensitive information as described in the Freedom of Information and Protection of Privacy Act.

(4) "FOIP" means the Freedom of Information and Protection of Privacy Act

(5) "General Records", means those records which are used in day to day operations of the Summer Village of Argentia Beach.

(6) "Records" means all ledgers; receipts, vouchers, instruments, correspondence or other information in whatever form, including electronically produced data .

(7) "Summer Village" means the Summer Village of Argentia Beach.

(8) "Transitory Records" means records that have short term, immediate, or no value and will not be required for future reference. These

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include telephone messages, post-it notes, memos, notes and messages

**SECTION 3. SYMBOLS**

(1) When used in this Bylaw and the Schedules attached hereto, the following symbols shall be used to designate the form of retention or disposal required:

**P** - Permanent Retention

**S/O** - **S**uperseded (replaced or take place of) or **O**bsolute (no longer in use)

**SECTION 4. RETENTION AND DESTRUCTION**

(1) All Transitory Records, which do not contain confidential information, shall be disposed of at anytime, when they no longer serve valid purpose.

(2) All General Records of the Summer Village shall be destroyed as provided for in Schedule A attached.

(3) Where in this Bylaw and Schedule A, it is provided that particular records in the custody or control of the Summer Village shall be:

(a) **D - Destroyed** - Such records shall be destroyed, so that the information contained therein is completely obliterated, without any copy thereof being retained.

(b) **P-Permanent** - Such records shall be preserved and never destroyed, excepting original records, which have been recorded on microfilm.

**SECTION 5: DISCRETION**

(1) The Administrator shall always have a discretion to retain the records longer than the period provided for in this Bylaw, and shall do so where the Administrator deems it appropriate.

**SECTION 6: FOIP REQUESTS**

(1) Where the Administrator has received an indication that there is, or may be, a FOIP request involving any records for destruction, the Administrator is required to retain said records for a period of one year after the FOIP request has been made.

**SECTION 7: DESTRUCTION OF RECORDS**

(1) Where records are destroyed under this Bylaw, the proper and complete destruction is the responsibility of the Administrator

(2) Destruction of all records shall be carried out in the presence of a witness. The person destroying the records shall provide a statement in writing attesting to the time and location of the destruction of the records, together with a list of the records destroyed, and also the names of the persons witnessing the destruction. The statement of disposition shall be presented to Council and permanently filed with the Council Minutes.

**SECTION 8: RECORD RETENTION SCHEDULES**

(1) The attached Schedule A is hereby adopted. It may be amended by resolution of Council.

**SECTION 9: STORAGE AND SECURITY**

(1) It is the responsibility of the Administrator to provide for the adequate storage and security of all Summer Village records.

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READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 1999.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 1999.

READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 1999

\_\_\_\_\_  
Murray K. Olsen - Mayor

\_\_\_\_\_  
Ken D. Armstrong - Municipal Administrator

**SCHEDULE A**

**RECORDS RETENTION SCHEDULE**

<b>Subject</b>	<b>Description</b>	<b>Retention Period (Yrs)</b>
Accounts	Paid Vouchers	7
	Bank Statements & Deposits	7
	Duplicate Receipts	7
	Cheques Cancelled (paid)	7
Administration	Reports (Not part of minutes)	7
Advertising	As per legislation	7
Agendas	Part of Minutes	<b>P</b>
Agreements	General	7 <b>S/O</b>
	Development	7 <b>S/O</b>
	Legal	7 <b>S/O</b>
Annexations	Correspondence	7
	Final Order	<b>P</b>
Annual Reports		5-7
Assessment	Rolls	<b>P</b>
	ARB Minutes	<b>P</b>
	Appeals	7
	ARB Records	7
Assets		20 <b>S/O</b>
Boards	Minutes	<b>P</b>
Budgets	Operating (In Minutes)	<b>P</b>
	Capital (In Minutes)	<b>P</b>
	Working Papers	3
Bylaws	All	<b>P</b>
Certificates	of Title	<b>P</b>
Census	Reports	10
Claims	Notice of	7 <b>S/O</b>
	Statements of	7 <b>S/O</b>
Compensation	Records	7
Contracts	Files (completion of)	7 <b>S/O</b>
	Forms	7
	Legal	7 <b>S/O</b>
Council	Minutes	<b>P</b>
Court Cases		7 <b>S/O</b>
Documents	Not Part of Bylaws	7 <b>S/O</b>
	Agreements-Legal	7 <b>S/O</b>
Documents (cont.)	Contracts-Legal	7 <b>S/O</b>
	Easements	7 <b>S/O</b>
	Leases (After Expiration)	7 <b>S/O</b>
	Notices of Change of	7 <b>S/O</b>
	Land Titles	7 <b>S/O</b>

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Engineering	Drawings	<b>P</b>
Employees	Oaths of Office	<b>P</b>
Financial Statements	Interim	7
	Working Papers	3
	Final	10
Franchises		<b>P</b>
Income Tax	Deductions	5-7
	T4	5-7
	T4 Summaries	5-7
Inquiries	From the Public	3
Insurance	Claims (after settled)	5
	Records (after expiration)	5
Land	Appraisals	1 (after sold)
Leases	After Expiration	7 <b>S/O</b>
Legal	Opinions	7 <b>S/O</b>
	Proceedings	7 <b>S/O</b>
Legislation	Acts (after superseded)	1
Local Improvements	Records	<b>P</b>
Minutes	Council	<b>P</b>
	Boards	<b>P</b>
Municipal Affairs	Annual Reports	5
Payroll	Time Sheets	5
	Employment Insurance	5
	Records	
Permits	Development	7 <b>S/O</b>
Petitions		7-10
Plans	Official	<b>P</b>
	Amendments	<b>P</b>
	Subdivision	<b>P</b>
Property Files		Until sold + 7
Prosecution	All	3
Purchase	Land	Until sold + 7
Requisitions	Paid	7
Resolutions	Minutes	<b>P</b>
Subdivision	After Approval	7
Tax	Rolls	<b>P</b>
Tax Recovery	Records	<b>P</b>

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Taxes	Arrears	7
	Final Billing	10
	Municipal Credits	7
	Receipts	7
	Rolls	<b>P</b>
	Sale Deeds	<b>P</b>
Tenders	Files	7
	Successful	7
	Purchase Quotations	7
	Unsuccessful	2
Zoning	Bylaws	<b>P</b>