



**BYLAW NO. 447/24  
RECORD RETENTION & DISPOSAL BYLAW**

**A BYLAW OF THE TOWN OF STRASBOURG, IN THE PROVINCE OF SASKATCHEWAN,  
TO ESTABLISH A RECORDS RETENTION AND DISPOSAL SCHEDULE FOR MUNICIPAL  
DOCUMENTS**

The Council of the Town of Strasbourg in the Province of Saskatchewan enacts as follows:

**1. SHORT TITLE**

1.1 This Bylaw may be cited as "The Records Retention and Disposal Bylaw."

**2. PURPOSE**

2.1 As per Section 116 of *The Municipalities Act*, the purpose of this Bylaw is to establish a records retention and disposal schedule for municipal documents and outline how each document must be dealt with in accordance with said schedule.

**3. DEFINITIONS**

3.1 In this Bylaw:

- a. **Chief Administrative Officer (CAO)** - The person appointed as Administrator pursuant to Section 110 of *The Municipalities Act*.
- b. **Council** - The Mayor and Councillors of the Town elected pursuant to the provisions of *The Local Government Election Act, 2015*.
- c. **Town** - The Town of Strasbourg.

**4. PRESERVATION & DISPOSAL OF DOCUMENTS OF THE TOWN**

4.1 The CAO will coordinate the storage and disposal of hard copy and electronic documents and records.

**5. DOCUMENTS NOT REQUIRING A RETENTION PERIOD**

5.1 Notwithstanding any other provisions of this Bylaw, the following documents have no retention period and may be disposed of or destroyed, from time to time, at the absolute discretion of the CAO:

- a. Documents wholly unrelated to the administration of the Town.
- b. Draft versions of internal working papers, documents, or reports used in the preparation of a document of the Town.
- c. Photocopies of bylaws or agreements of the Town unless such copies contain new information or notes, or unless such copies form part of a document of the Town.
- d. Magazines, books, and other publications received by the Town from other agencies or organizations.
- e. Advertising, catalogues, price lists, and other junk mail received by the Town.
- f. Outdated and unused blank forms.

**6. DESTRUCTION OF DOCUMENTS SUBJECT TO RETENTION PERIOD**

6.1 The documents set forth in Schedule "A" of this Bylaw may be destroyed upon the expiration of the retention period set out in Schedule "A."

6.2 No document or series of documents may be destroyed unless:

- a. The CAO having custody of the document or series of documents is satisfied the document or documents are no longer required by the Town and are of no historical, archival, or legal value.



- b. The form "Disposal of Records," as set forth in Schedule "B" of this Bylaw, has been completed and filed with the CAO.
- c. The Saskatchewan Archives Board has been contacted by letter by the CAO before the destruction of any records and that any documents requested by the Board for preservation in the Archives be deposited with the Board.

6.3 Any documents set forth in Schedule "A" may be retained for any period longer than the retention period set out in Schedule "A" at the discretion of the CAO having custody of the document.

6.4 The current year is not included in calculating the retention period of the document.

**7. DESTRUCTION OF ELECTRONIC DOCUMENTS**

7.1 Notwithstanding any other provision of this Bylaw, documents created in an electronic medium for internal or external documents (such as internet or email documents) may be destroyed after one (1) month if a printed copy of the documents has been produced and retained and such printed copy shall be retained and may only be disposed of in accordance with the provisions of this Bylaw.

**8. RETENTION OF ELECTRONIC DOCUMENTS**

8.1 All electronic documents that are not printed shall be backed up to a cloud server, which shall be retained within Canada.

8.2 All electronic documents that are not printed that are backed up to a cloud server shall be retained for a minimum of three (3) years.

**9. REPEAL OF BYLAW**

9.1 Bylaw No. 304/06 being a Bylaw to Provide for the Retention and Disposal of Documents is hereby repealed.

**10. COMING INTO FORCE**

10.1 This Bylaw shall come into force and take effect on the final date of passing by Council.

*Read a first time this* 9<sup>th</sup> day of October, 2024.

*Read a second time this* 9<sup>th</sup> day of October, 2024.

*Read a third time and passed this* 9<sup>th</sup> day of October, 2024.



\_\_\_\_\_  
Mayor

*Jennifer Hartzfeld*  
\_\_\_\_\_  
Chief Administrative Officer



Certified to be a true copy of Bylaw  
No. 447/24 adopted by the Council  
of the Town of Strasbourg, on the  
9th day of October, 2024.

[SEAL]

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Chief Administrative Officer



**SCHEDULE "A"  
TO BYLAW 447/24  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
FOR RURAL AND URBAN MUNICIPALITIES**

**1. ACCOUNTING AND FINANCE**

- 1.1 Accounts Payable
- 1.2 Accounts Receivable
- 1.3 Annual Financial Statements
- 1.4 Audits and Compliance Review
- 1.5 Bank Accounts
- 1.6 Budget
- 1.7 Budget-related Reports
- 1.8 Cash Payments and Receipts
- 1.9 Debentures and Loans
- 1.10 Federal/Provincial Remittance
- 1.11 Grants
- 1.12 Investment Records
- 1.13 Ledgers/Journals
- 1.14 Local Improvement Roll
- 1.15 Monthly Financial Statements
- 1.16 Requisition/Purchase Orders
- 1.17 Tax Roll/Assessment Roll
- 1.18 Utility Documents

**2. ADMINISTRATION**

- 2.1 Agreements/Contract and supporting documentation (related to land, building, properties etc.)
- 2.2 Agreements/Contract and supporting documentation (NOT related to land, building, properties etc.)
- 2.3 Appeals
- 2.4 Celebrations and Events
- 2.5 Cemetery Records
- 2.6 Change of Ownership documents
- 2.7 First Nations Consultations
- 2.8 Inquiries (under LAFOIP)
- 2.9 Insurance Policies – Liability
- 2.10 Insurance Policies – Property
- 2.11 Photographs
- 2.12 Public Notice Documentation
- 2.13 Records Disposal Documentation
- 2.14 Tax Assessment Appeals
- 2.15 Tax Assessment Records
- 2.16 Tax Certificates
- 2.17 Tax and Assessment Undelivered Notices
- 2.18 Tax Enforcement Records
- 2.19 Other Enforcement Records
- 2.20 Water Analysis and Reports

**3. ELECTION**

- 3.1 Ballots
- 3.2 Disclosure of Holdings
- 3.3 Declaration of Agent/Friend



- 3.4 Declaration of Polls
- 3.5 Deputy Returning Officer Statement of Results
- 3.6 Nomination and Receipts
- 3.7 Oaths of Office
- 3.8 Returning Officer's Summary of Results
- 3.9 Poll Books
- 3.10 Voters' Lists
- 3.11 Voters' Registration Forms
- 3.12 Ballot Box Contents (includes ballots, registration forms, etc.)
- 3.13 List of Assessed Owners

**4. EMPLOYEE – EMPLOYER**

- 4.1 Employee Records
- 4.2 Income Tax

**5. LEGAL**

- 5.1 Minister's Orders
- 5.2 Claims
- 5.3 Petitions
- 5.4 Writs

**6. LICENSES AND PERMITS**

- 6.1 Licenses and Permits Issued by Municipalities
  - 6.1.1 Building Permits
  - 6.1.2 Development Permits
  - 6.1.3 Development Permits – Denied
  - 6.1.4 Development Permits – Register
  - 6.1.5 Other Permits (not related to land, buildings, property, etc.)
  - 6.1.6 Licenses
- 6.2 Licenses and Permits Issued to Municipalities
  - 6.2.1 Licenses and Permits (related to land, buildings, property, etc.)
  - 6.2.2 Licenses and Permits (not related to land, buildings, property, etc.)

**7. MAPS, PLANS AND SURVEYS**

- 7.1 Architects' Drawings
- 7.2 Municipal Maps and Plans
- 7.3 Road Surveys
- 7.4 Land Surveys Certificates/Surveyors' Reports

**8. MINUTES AND BYLAWS**

- 8.1 Council Minutes
- 8.2 Repealed Bylaws
- 8.3 Bylaw Register (active and repealed)

**9. REPORTS AND STATISTICS**

- 9.1 Reports of Boards and Committees established by Council
- 9.2 Vital Statistics

**10. ROADS AND STREETS**

- 10.1 Road Maintenance Records (includes reports)



## RECORDS RETENTION AND DISPOSAL SCHEDULE

### 1. ACCOUNTING AND FINANCE

| RECORDS   | RETENTION PERIOD   | DISPOSAL RECOMMENDATION   |
|---|--|---|
| <b>1.1 Accounts Payable</b><br>(includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence, etc.)   | <b>7 years</b>   | <b>Dispose</b>  |
| <b>1.2 Accounts Receivable</b><br>(includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)  | <b>7 years</b>   | <b>Dispose</b>  |
| <b>1.3 Annual Financial Statements</b>  | <b>Permanent as per legislation</b>  | <b>Permanent as per legislation</b>   |
| <b>1.4 Audits and Compliance Reviews</b> (auditor recommendations, reports, etc.)   | <b>7 years</b>   | <b>Dispose</b>  |
| <b>1.5 Bank Accounts</b> (includes records related to termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliations, deposit books, cheques stubs/duplicates, etc.) | <b>7 years</b>   | <b>Dispose</b>  |
| <b>1.6 Budget</b> (as part of the minutes)  | <b>Permanent</b>   | <b>Permanent</b>  |
| <b>1.7 Budget Related Reports</b>   | <b>7 years</b>   | <b>DISPOSE</b>  |
| <b>1.8 Cash Payments and Receipts</b> (includes cash payments books, print-outs, cash reports and summaries, register tapes, etc.)  | <b>7 years</b>   | <b>DISPOSE</b>  |
| <b>1.9 Debentures/Loans</b><br>(includes registers, coupons, etc.)  | <b>7 years after final payment</b>   | <b>DISPOSE</b>  |
| <b>1.10 Federal/Provincial Remittance</b>   | <b>7 years</b>   | <b>DISPOSE</b>  |
| <b>1.11 Grants</b> (includes applications and supporting documentation)   | <b>7 years after completion of project, activity, task, etc. or rejection of application</b> | <b>Contact the Archives<br/>Dispose only upon the Archives recommendation</b> |
| <b>1.12 Investment Records</b>  | <b>7 years after maturity of financial instruments</b>                                       | <b>DISPOSE</b>  |
| <b>1.13 Ledgers/Journals</b><br>(includes general ledgers,  | <b>7 years</b>   | <b>DISPOSE</b>  |



|  |  |                |
|--|--|----------------|
| subsidiary ledgers, ledger cards, reports, journals, etc.)   |  |                |
| <b>1.14 Local Improvement Roll</b>   | <b>7 years after completion of project</b> | <b>DISPOSE</b> |
| <b>1.15 Monthly Financial Statements</b>   | <b>7 years</b>                             | <b>DISPOSE</b> |
| <b>1.16 Requisition/Purchase Orders</b>  | <b>7 years</b>                             | <b>DISPOSE</b> |
| <b>1.17 Tax Roll/Assessment Roll</b> (i.e. hard copy of year-end print out)                          | <b>10 years as per Legislation</b>         | <b>DISPOSE</b> |
| <b>1.18 Utility Documents</b> (includes water and sewer cards and ledgers, utilities tax roll, etc.) | <b>7 years</b>                             | <b>DISPOSE</b> |

## 2. ADMINISTRATION

| RECORDS  | RETENTION PERIOD   | DISPOSAL RECOMMENDATION   |
|--|--|---|
| <b>2.1 Agreements/Contracts and Supporting Documentation</b> (pertaining to land, buildings, properties, structures, etc. owned by the municipality including construction agreements/contracts, etc.) | <b>10 years after disposition of building, property or structure</b> | <b>Contact the Archives<br/>Dispose only upon the Archives recommendation</b> |
| <b>2.2 Agreements/Contracts and Supporting Documentation</b> (not related to land, buildings, properties, etc.)  | <b>7 years after termination of agreement/contract</b>               | <b>Contact the Archives<br/>Dispose only upon the Archives recommendation</b> |
| <b>2.3 Appeals</b> (under the Planning and Development Act, 1983)  | <b>7 years after final decision rendered</b>                         | <b>Contact the Archives<br/>Dispose only upon the Archives recommendation</b> |
| <b>2.4 Celebrations and Events</b>   | <b>3 years after concluded</b>                                       | <b>Contact the Archives<br/>Dispose only upon the Archives recommendation</b> |
| <b>2.5 Cemetery Records</b>  | <b>Permanent as per Legislation</b>                                  | <b>Permanent as per Legislation</b>   |
| <b>2.6 Change of Ownership Documents</b>   | <b>7 years</b>   | <b>DISPOSE</b>  |
| <b>2.7 First Nations Consultations</b>   | <b>Permanent</b>   | <b>Permanent</b>  |
| <b>2.8 Inquiries</b> (under Local Authority Freedom of Information and Protection of Privacy Act)  | <b>7 years</b>   | <b>DISPOSE</b>  |



|  |  |   |
|--|--|---|
| <b>2.9 Insurance Policies – Liability</b><br>(may be required if there is a liability claim in the future)   | <b>Permanent</b>   | <b>Permanent</b>  |
| <b>2.10 Insurance Policies – Property</b><br>(includes insurance claims)   | <b>7 years after termination/cancellation of policy</b>                                  | <b>DISPOSE</b>  |
| <b>2.11 Photographs</b>  | <b>When obsolete contact the Archives</b>  | <b>Contact the Archives. Dispose only upon the Archives recommendation</b>    |
| <b>2.12 Public Notice Documentation</b>  | <b>2 years after event for which notice was given</b>                                    | <b>DISPOSE</b>  |
| <b>2.13 Records Disposal Documentation</b>   | <b>Permanent</b>   | <b>Permanent</b>  |
| <b>2.14 Tax Assessment Appeals</b>   | <b>7 years after final decision rendered</b>   | <b>DISPOSE</b>  |
| <b>2.15 Tax Assessment Records</b> (assessor's valuation records, reassessment sheets, etc.)   | <b>3 years after superseded by new assessment or obsolete</b>                            | <b>DISPOSE</b>  |
| <b>2.16 Tax Certificates</b>   | <b>7 years</b>   | <b>DISPOSE</b>  |
| <b>2.17 Tax and Assessment Undelivered Notices</b><br>(Where a notice is undelivered or returned due to an unknown address the notice shall be retained)<br>(Section 216 & 268 <i>The Municipalities Act</i> ) | <b>7 years</b>   | <b>DISPOSE</b>  |
| <b>2.18 Tax Enforcement Records</b> (includes tax lien withdrawals, etc.)  | <b>7 years after tax title property sold or property disposed of in any other manner</b> | <b>DISPOSE</b>  |
| <b>2.19 Other Enforcement Records</b><br>(includes weed control & pest control records)  | <b>7 years after settlement</b>  | <b>DISPOSE</b>  |
| <b>2.20 Water Analysis and Reports</b><br>(may be required if there is a liability claim in the future)  | <b>25 years</b>  | <b>Contact the Archives<br/>Dispose only upon the Archives recommendation</b> |





### 3. ELECTION

Records included in this section are governed by *The Local Government Election Act, 2015* and *The Municipalities Act*. Where specific retention requirements are identified in the legislation, relevant sections in the acts are indicated. **Unless otherwise specified, all records are retained for “after election day” plus number indicated below.**

| RECORDS   | RETENTION PERIOD   | DISPOSAL RECOMMENDATION   |
|---|--|---|
| <b>3.1 Ballots</b>  | <b>3 months</b><br><i>(142 Local Government Election Act, 2015-LGEA)</i> | <b>DISPOSE</b>  |
| <b>3.2 Disclosure of Holdings</b><br>(includes public disclosure statements)    | <b>Term of Office (4 years)</b>  | <b>DISPOSE</b>  |
| <b>3.3 Declaration of Agent/Friend</b>  | <b>3 months</b>  | <b>DISPOSE</b>  |
| <b>3.4 Declaration of Polls</b>   | <b>3 months</b><br><i>(142 LGEA)</i>                                     | <b>DISPOSE</b>  |
| <b>3.5 Deputy Returning Officer Statement of Results</b>                        | <b>Permanent</b>   | <b>Permanent</b>  |
| <b>3.6 Nominations and Receipts</b>   | <b>Term of Office (4 years)</b><br><i>(69(6) LGEA)</i>                   | <b>DISPOSE</b>  |
| <b>3.7 Oaths of Office</b>  | <b>Term of Office</b>  | <b>DISPOSE</b>  |
| <b>3.8 Returning Officer's Summary of Results</b>                               | <b>Permanent or contact the Archives</b>                                 | <b>Permanent or contact the Archives</b>  |
| <b>3.9 Poll Books</b>   | <b>3 months</b><br><i>(142 LGEA)</i>                                     | <b>DISPOSE</b>  |
| <b>3.10 Voters' Lists</b>   | <b>Contact the Archives</b>  | <b>Contact the Archives</b><br><b>Dispose only upon the Archives recommendation</b> |
| <b>3.11 Voters' Registration Forms</b>  | <b>3 months</b><br><i>(142 LGEA)</i>                                     | <b>DISPOSE</b>  |
| <b>3.12 Ballot Box Contents</b><br>(includes ballots, registration forms, etc.) | <b>3 months</b><br><i>(142 LGEA)</i>                                     | <b>DISPOSE</b>  |
| <b>3.13 List of Assessed Owners</b> (Rural Municipalities Only)                 | <b>Until replaced pursuant to Section 40 LGEA</b>                        | <b>DISPOSE</b>  |

### 4. EMPLOYEE - EMPLOYER

| RECORDS   | RETENTION PERIOD                                | DISPOSAL RECOMMENDATION |
|---|---|-------------------------|
| <b>4.1 Employee Records</b><br>(includes time cards, pay records, etc.) | <b>10 years after termination of employment</b> | <b>Dispose</b>          |
| <b>4.2 Income Tax</b> (T4s, TD1s, etc.)                                 | <b>7 years</b>                                  | <b>Dispose</b>          |



## 5. LEGAL

| RECORDS  | RETENTION PERIOD                        | DISPOSAL RECOMMENDATION   |
|--|---|---|
| <b>5.1 Minister's Orders</b>   | Permanent as per Legislation            | PERMANENT as per Legislation  |
| <b>5.2 Claims</b> (includes notices of claim, statements of claim, etc.) | 10 years after settlement               | Contact the Archives<br>Dispose only upon the Archives recommendation |
| <b>5.3 Petitions</b>   | 7 years                                 | Contact the Archives<br>Dispose only upon the Archives recommendation |
| <b>5.4 Writs</b>   | 10 years after expiration or completion | DISPOSE   |

## 6. LICENCES AND PERMITS

### 6.1 Licenses and Permits Issued By Municipalities

| RECORDS   | RETENTION PERIOD  | DISPOSAL RECOMMENDATION   |
|---|---|---|
| <b>6.1.1 Building Permits</b> (includes supporting documentation)                             | After rejection of permit or life of building/structure plus 10 years | Contact the Archives<br>Dispose only upon the Archives recommendation |
| <b>6.1.2 Development Permits</b> (includes supporting documentation)                          | 25 years after superseded   | Contact the Archives<br>Dispose only upon the Archives recommendation |
| <b>6.1.3 Development Permits – Denied</b>   | 10 years  | Contact the Archives<br>Dispose only upon the Archives recommendation |
| <b>6.1.4 Development Permits – Register</b>   | Permanent   | PERMANENT   |
| <b>6.1.5 Other Permits</b> (not related to land, buildings, structures, development projects) | 3 years after expiration/termination or rejection of permit           | DISPOSE   |
| <b>6.1.6 Licenses</b> (includes supporting documentation)                                     | 7 years after termination/expiration or rejection of license          | DISPOSE   |

### 6.2 Licenses and Permits Issued To Municipalities

| RECORDS   | RETENTION PERIOD   | DISPOSAL RECOMMENDATION   |
|---|--|---|
| <b>6.2.1 Licenses and Permits</b> (related to land, buildings, structures, properties)                  | Upon rejection of permit/license or life time of structure, building, property plus 10 years | Contact the Archives<br>Dispose only upon the Archives recommendation |
| <b>6.2.2 Licenses and Permits</b> (not related to land, buildings, structures and development projects) | 7 years after expiration/termination or rejection of license or permit                       | DISPOSE   |



**7. MAPS, PLANS AND SURVEYS**

| <b>RECORDS</b>   | <b>RETENTION PERIOD</b>                                  | <b>DISPOSAL RECOMMENDATION</b>  |
|--|--|---|
| <b>7.1 Architect's Drawings</b><br>(buildings, park sites, structures, etc.) | Life time of facility/structure plus 10 years            | Contact the Archives<br>Dispose only upon the Archives recommendation                     |
| <b>7.2 Municipal Maps and Plans</b>  | Original or one selected copy to be retained permanently | Permanent or contact the Archives<br>Dispose copies only upon the Archives recommendation |
| <b>7.3 Road Surveys</b>  | 7 years  | Contact the Archives<br>Dispose only upon the Archives recommendation                     |
| <b>7.4 Land Surveys Certificates/Surveyor's Reports</b>                      | 7 years  | DISPOSE   |

**8. MINUTES AND BYLAWS**

| <b>RECORDS</b>   | <b>RETENTION PERIOD</b>      | <b>DISPOSAL RECOMMENDATION</b> |
|--|------------------------------|--------------------------------|
| <b>8.1 Council Minutes</b><br>(includes original bylaws, active and repealed)                              | Permanent as per legislation | PERMANENT as per Legislation   |
| <b>8.2 Repealed Bylaws</b><br>(includes certified copies that may be retained in Repealed Bylaw Registers) | 7 years                      | DISPOSE                        |
| <b>8.3 Bylaw Registers</b> (active and repealed)   | Permanent                    | PERMANENT                      |

**9. REPORTS AND STATISTICS**

| <b>RECORDS</b>   | <b>RETENTION PERIOD</b> | <b>DISPOSAL RECOMMENDATION</b>  |
|--|-------------------------|---|
| <b>9.1 Reports of Boards and Committees established by Council</b> (not forming part of council minutes) | 7 years                 | Contact the Archives<br>Dispose only upon the Archives recommendation |
| <b>9.2 Vital Statistics</b>  | 7 years                 | DISPOSE   |

**10. ROADS AND STREETS**

| <b>RECORDS</b>  | <b>RETENTION PERIOD</b> | <b>DISPOSAL RECOMMENDATION</b>  |
|---|-------------------------|---|
| <b>10.1 Road Maintenance Records</b> (includes reports) (may be required if there is a liability claim in the future) | 25 years                | Contact the Archives<br>Dispose only upon the Archives recommendation |



**SCHEDULE "B"  
TO BYLAW 447/24  
DISPOSAL OF RECORDS FORM**

**DISPOSAL OF RECORDS – [MONTH] [YEAR]  
TOWN OF STRASBOURG**

**Accounting & Finance**

|                                 |      |
|---------------------------------|------|
| Bank Statements & Deposit Books | YEAR |
| Cash Payment & Receipts         | YEAR |
| Cheque Stubs (Duplicates)       | YEAR |
| General Ledgers/Journals        | YEAR |
| Receipts (Duplicates)           | YEAR |
| Water and Sewer Ledgers         | YEAR |
| Vouchers – Payables             | YEAR |
| Water and Sewer Cards           | YEAR |

**Administration**

|                               |      |
|-------------------------------|------|
| Change of Ownership Documents | YEAR |
| Tax Assessment Roll           | YEAR |
| Tax Assessment Appeals        | YEAR |
| Tax Assessment Records        | YEAR |
| Tax Dollar Balance            | YEAR |
| Tax Enforcement Records       | YEAR |
| Tax Certificates              | YEAR |

**Employee-Employer**

|   |      |
|---|------|
| Employee Records (10 years after termination of employment) | YEAR |
| Income Tax – T4s  | YEAR |

**Witnesses**

I witnessed the disposal of the above  
listed records on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
*Signature*

I witnessed the disposal of the above  
listed records on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
*Signature*

*\*\*Note: This list can be tailored to whatever documents are being disposed of.*