



TOWN POLICY

COUNCIL POLICY:

Disposition and Scheduling of Inactive Records Policy

POLICY NUMBER: D-20

RESOLUTION NUMBER: 99-44

ADOPTED: April 27, 1999

REFERENCE:

SUPERSEDES:

Section I: the purpose of this policy is to:

- 1) Ensure the retention of legal or legislatively required documents.
- 2) Ensure the retention of records of historic, cultural, or research value.
- 3) Ensure the orderly disposition of routine or outdated material.

Policy Statement:

- All municipal records are to be disposed of in accordance with the methods and schedules outlined hereafter.

The Records Management System established show use the following symbols to designate the retention or disposal of records:

- D Destroy
- P Permanent (retention)
- P(P.A.) Permanently held in Provincial Archives
- P(D.V.S.) Permanently held in Alberta Vital Statistics

Section II: Record Retention and Destruction

- 1) Where is provided the particular records of the Municipal Corporation, or the local board accountable to the Corporation thereof, shall be:
 - (a) Destroyed – such records shall be destroyed without any copy there of being retained;
 - (b) Permanent – such original record some preserved and never destroyed;
 - (c) Permanently held in Provincial Archives – such records shall be released to either the Provincial Archives or other local archives upon decision and direction of the committee; (a copy of the records transferred shall be permanently retained on file);
 - (d) Permanently held in Alberta Vital Statistics – such records shall be released to Alberta Vital Statistics upon the direction of the Committee;





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- (e) Change of retention schedule – maybe amended by the Municipal Council upon recommendation of the Committee.
- 2) Discretion:
 - i. The Municipal Administrator shall always have discretion to retain records longer than the period provided for this policy and shall do so where the Administrator has received any indication that there is or may be civil action involving any of the said records. Any such decision shall be recorded in the records retention Index.
- 3)
 - (a) When records have been destroyed under this policy, the Administrator shall so certify in writing. Such certificate shall refer to the relevant schedule and item of this policy and shall identify the records destroyed.
 - (b) The Administrator shall keep an index of:
 - i. Records destroyed
 - ii. Records referred to Provincial or other Archival Centres
 - (c) All records destroyed should be authorized by Council and the destruction should be carried out in the presence of witnesses. The person destroying the records should provide a statement in writing a test of the time and place of the destruction of the records, together with a detailed list of the records destroyed also the names of the persons who witnessed the destruction. The statement should be presented to Council and permanently filed in the office records.

Section III: General

- 1) Committee
 - i. The Committee shall consist of the Mayor, Municipal Administrator, and one member of the Council. The Committee shall meet as frequently as it deems necessary and be chaired by the Administrator. The Committee shall work on the basis of consensus; however, where there is disagreement the Administrator's decision shall be followed. The Committee shall keep the Council periodically informed as to its activities.
- 2) Records Retention Schedules
 - i. The attached Schedule "A" pages 1 to 122 inclusive is hereby adopted. It may be amended upon recommendation of the Committee and motion of Council.
- 3) Storage
 - i. It shall be the responsibility of the committee to provide for policies regarding security and storage of all Municipal Documents. Such policies shall be administered by the Administrator for all Municipal documents.
- 4) Approval





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- i. This Policy shall require the approval of the Municipal Auditor and Solicitor before coming into force.

