

**THE CORPORATION OF THE VILLAGE OF MONTROSE
BYLAW 536**

A BYLAW TO PROVIDE FOR THE RETENTION AND DISPOSITION OF RECORDS OF THE VILLAGE OF MONTROSE

WHEREAS Section 239(2) of the Municipal Act of British Columbia vests the responsibility for the care of all municipal records in the Clerk;

AND WHEREAS it is the desire of the Village of Montrose to provide specific regulations with respect to the retention and disposal of its records;

AND WHEREAS a records Management and Retention Policy of the Village has established the life cycle of records maintained by the Village which specifies the time periods by which records should be maintained in offices, which records should be stored and at what stage of their life this should occur, which records should be retained permanently by it, and which records should be selected for retention in the Archives;

AND WHEREAS it is the desire of the Council to establish the necessary authority to destroy certain redundant records;

NOW THEREFORE the Council of the Village of Montrose in open meeting assembled ENACTS AS FOLLOWS:

SHORT TITLE

1. (1) This Bylaw may be cited as the “**RECORDS RETENTION AND SCHEDULING BYLAW.**”

DEFINITIONS

2. (1) “Policy” means the Records Management and Retention Policy annexed hereto as Schedule “A”.

RETENTION

3. (1) All departments of the Village in collaboration with the Clerk shall schedule retention periods for all their records.
(2) All departments of the Village shall ensure that the records of their respective departments are scheduled in accordance with the policy.
(3) The Clerk shall ensure the retention and disposal of records in compliance with the terms and conditions of the policy.
(4) Upon adoption of this bylaw, a copy of the bylaw and the policy shall be deposited with the Village auditors and solicitor.

ENACTMENT

4. (1) If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

- (2) This Bylaw shall come into full force and effect on the final adoption thereof.

READ a first time this 3rd day of November , 1998

READ a second time this 17st day of November, 1998

READ a third time this 1st day of December, 1998

RECONSIDERED AND FINALLY ADOPTED this 15th day of December, 1998

Mayor

Clerk

Certified a true copy of Bylaw 536, as adopted.

Clerk

SCHEDULE "A"

RECORDS MANAGEMENT AND RETENTION POLICY

Records and documents to be retained PERMANENTLY:

- Bylaws
- Minute Books
- Certificate of Title
- Annual Financial Statements
- General Ledgers - Year End to Date
- Journals (General)
- Tax Sale Records
- Assessment Roll - 1978 (evaluation date)
- Workers Compensation Board (orders)
- Legal Matters - Claims and Cases
- Easements, Right-of-Ways, Restrictive Covenants and Encroachments
- Subdivision Applications
- Insurance Policies - Liability, Errors and Omissions
- Personnel Records - including individual employee files, Receiver General - T4's, Income Tax, CPP, EI and Municipal Superannuation
- Workers' Compensation Board (payroll related)

Records and documents that may be destroyed after a lapse of TEN YEARS:

- Assessment Rolls (other than 1978)

Records and documents that may be destroyed after a lapse of EIGHT YEARS:

- Subsidiary Ledgers
- Bank Statements
- Canceled Cheques
- Vouchers
- Water and Sewer Billings

Tax Rolls

Records and documents that may be destroyed after a lapse of FIVE YEARS:

- Budgets
- Cash Receipts

Correspondence
Trade or Business and Liquor Licenses

Records and documents that may be destroyed after a lapse of TWO YEARS:

Dog Licence Records
Bylaw Enforcement Complaints

Records and documents that may be destroyed after a lapse as individually specified:

Other Insurance (ie. fire, vehicle) - one year after expiry
Debentures (paid) - two years after fully paid
Time Cards - three years after audit
Municipal Maps and Plans - when obsolete
Contracts, Leases and Agreements - when expired plus 1 year
Voters Lists - when new list prepared
Building Permits, Occupancy Permits and Plans - life of buildings
Payroll Records - after six years
Development Permits and Design Review Applications - life of building
Variance Permits - life of building
WCB - Confined Space Entry Reports (1year)

Close Bylaw