



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 812

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE
TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES,
TO ESTABLISH GUIDELINES FOR A MUNICIPAL RECORDS
MANAGEMENT SYSTEM, PASSED PURSUANT TO SECTION
150(2) OF THE CITIES, TOWNS AND VILLAGE ACT S.N.W.T.,
2003, c.22.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it in the public interest to establish guidelines for the establishment of a municipal records management system.

NOW THEREFORE, the Council of the Town of Fort Smith, at a duly assembled meeting enacts as follows;

1. Establishment of a Municipal Records Management System as set out in Policy CP 201.
2. Establish guidelines for the destruction of Municipal Records as per Schedule "A" attached hereto and forming part of this bylaw.

READ A FIRST TIME THIS _____ DAY OF _____, 2010 A.D.

READ A SECOND TIME THIS _____ DAY OF _____, 2010 A.D.

READ A THIRD TIME THIS 27 DAY OF April, 2010 A.D.

MAYOR

SENIOR ADMINISTRATION OFFICER

MUNICIPAL CORPORATION OF FORT SMITH, NT

MUNICIPAL RECORDS MANAGEMENT BYLAW
BYLAW #812

SCHEDULE "A"

RECORDS CATEGORY

ITEM	DESCRIPTION OF RECORD	MINIMUM RETENTION PERIOD	DISPOSITION
1. COUNCIL			
1.1	Minutes		
1.1(a)	Original Minutes	Life	Archive
1.2	Bylaws	Life	Archive
1.3	Committee Reports	10 Years	Archive
1.4	List of Electors	4 Years	Archive
1.5	Nomination Papers	Expiration of term	Destroy
1.6	Election Records	90 day refer to LAEA	Destroy
1.7	Oath of Office	Expiration of term	Destroy
1.8	Disclosure of Interest	7 Years after term(s) ends	Destroy
1.9	Election Appeals	1 Year after order	Destroy
1.10	Resolution	1 Year after	Destroy
2. HUMAN RESOURCES			
2.1	Payroll Records		
2.1(a)	Registers dating from time employees participated in Municipal Employees Benefits	10 Years	Destroy
2.1(b)	Registers relating to non-Municipal Employees Benefits Board Participants	60 Years	Destroy
2.1(c)	Time Sheets	3 Years	Destroy
2.2	Employee files (includes applications, leave for vacation, sickness, education, leaves of absence, performance appraisals, workers Compensation claims)	1 Year after cessation of employment 7 Years after dismissal	Destroy
2.3	Payroll administration (includes T-4's, TD-1's)	7 Years	Destroy
2.4	Grievance Records	3 Years after final decision	Destroy
2.5	Personnel Administration	2 Years or until superseded	Destroy
2.6	Competition and Hiring Records (includes applications of unsuccessful candidates, competition records and other supporting documents)	1 Year	Destroy
3. ADMINISTRATION			
3.1	Correspondence (routine correspondence of no continuing fiscal, legal or administrative value, including informational copies, letters of transmittal, invitations and cover letters, copies of minutes and reports received from non-profit or municipally funded organizations)	1 Year	Destroy
3.2(a)	Records management tracking files (inventories, disposition documentation)	Maintain indefinitely in office of origin	Archive
3.2(b)	General administrative records held by all operational divisions	Retain as required	Destroy
3.3	Administrative policies and procedures	Until superseded	Destroy

3.4	Insurance Records		
3.4(a)	- Policies	Term – 3 Year	Destroy
3.4(b)	- Claims	1 Year after resolution	Destroy
3.5	Litigation Records	7 Years after settlement, judgment, discontinuance or dismissal	Destroy
3.6	Workplace Safety and Health		
3.6(a)	- Workplace Hazardous Materials Information System (WHMIS)	30 Years	Destroy
3.6(b)	- All other records including minutes and associated reports	Retention and disposition in accordance with appropriate federal or provincial requirements	

4. FINANCIAL MANAGEMENT

4.1	Accounts payable and receivable (includes requisitions, purchase orders, receipts, invoices, utility billings, meter readings, and other source documents)	7 Years	Destroy
4.2	Banking records	7 Years	Destroy
4.3	Budget working papers	3 Years	Destroy
4.4	Financial Statements		
4.4(a)	- Monthly	2 Year	Destroy
4.4(b)	- Annual statement	5 Years	Destroy
4.4(c)	- Annual report of auditor	5 Years	Archive
4.5	Ledgers		
4.5(a)	- General	10 Years	Archive
4.5(b)	- Other(all subsidiary ledgers)	10 Years	Destroy
4.6	Journals	10 Years	Destroy
4.7	Debentures (includes coupons)	Term + 1 Year	Destroy
4.8	Loans and cancelled notes	Term + 1 Year	Destroy
4.9	Agreements (working copies)	Term + 1 Year	Destroy
4.10	Investment records	Term + 1 Year	Destroy
4.11	Tenders/Quotes	3 Years	Destroy
4.12	Liens	Term + 1 Year	Destroy

5. LICENSING/PERMITS

5.1	Permits (buildings, utilities, occupancy, plumbing and electrical, including inspection reports and all supporting documents)	Lifetime of building + 1 Year	Destroy
5.2	Licenses (bicycle, lottery, animal, business, ect., including applications and any supporting documents)	Term + 1 Year	Destroy

6. WORKS/OPERATIONS

6.1	Operations activity reports	5 Years	Destroy
6.2	Capital Project Records		
6.2(a)	- As-built drawings	Lifetime of facility	Destroy
6.2(b)	- All other project records	1 Year following project completion	Destroy
6.3	Equipment records (includes acquisitions, warranties, maintenance and repair)	Lifetime of unit	Destroy

7. PARKS AND RECREATION

7.1	Facilities maintenance records	5 Years	Destroy
7.2	Facilities operations records (includes user contract/rates, staffing records and programming records)	2 Years	Destroy
7.3	Capital Projects Records		

7.3(a)	- As-built drawings	Lifetime of facility	Destroy
7.3(b)	- All other project records	1 Year following project completion	Destroy
8. PROPERTY MANAGEMENT			
8.1	Property titles	Until title transferred	Not Applicable
8.2	Land ledger sheets	Until property transferred	Destroy
8.3	Easement agreement	Term + 1 Year	Destroy
8.4	Leasing records (copy of lease and supporting documents)	Term + 1 Year	Destroy
8.5	Registered plans	Until superseded	Destroy
9. CEMETERY ADMINISTRATION			
9.1	Site Plans/Plot Register Index		
9.1(a)	- working copy	1 Year	Destroy
9.1(b)	- security copy	Transfer upon preparation	Archive
9.2	Copies of burial or exhumation	1 Year	Destroy
10. ENVIRONMENTAL CONTROL			
10.1	Operating licenses or permits (lagoon, water treatments, waste disposal grounds, including applications for environmental control license and all supporting documents, hearing records and technical reports)	Lifetime of facility	Archive
10.2	Site Monitoring records	Until site closed and requirements cease	Destroy
11. TRANSPORTATION			
11.1(a)	- Capital projects (acquisition or as-built records)	Lifetime of facility/equipment	Destroy
11.1(b)	- Capital projects (all other project records)	1 Year following project completion	Destroy
11.1(c)	- Operating and maintenance records (equipment/facility)	Lifetime of facility/equipment	Destroy
11.1(d)	- Mobile equipment records (including user applications, operating documentation, maintenance ect.)	2 Years	Destroy
11.1(e)	- Program records (including planning, scheduling, staffing, training, statistics)	2 Years	Destroy
11.2	Airports		
11.2(a)	- Department of Transportation agreement or grants (working copy)	Term + 1 Year	Destroy
11.2(b)	- Capital projects (acquisition or as-built records)	Lifetime of facility/equipment	Destroy
11.2(c)	- Operating and maintenance records (equipment/facility)	Lifetime of facility/equipment	Destroy
11.2(d)	- Capital projects (all other project records)	1 Year following project completion	Destroy
11.2(e)	- Operating and maintenance records (equipment/facility)	Lifetime of facility/equipment	Destroy
12. LAND USE AND DEVELOPMENT			
12.1	Support files re: planning scheme, basic planning statement, development plan (including copies of plans amendments and applications, advertising, hearing and appeal records	7 Years after bylaw repealed	Destroy
12.2	Zoning files (including applications, advertising, copy of bylaws, maps, hearing and appeal records)	7 Years after bylaw repealed	Destroy

12.3	Conditional uses files (including applications, advertising, hearing records and permit)	1 Year after conditional use ceases	Destroy
12.4	Variation orders (including applications, advertising, hearing records and order)	1 Year after variation requirement ceases	Destroy
12.5	Zoning memorandums and certificates of on-conformity	Lifetime of structure	Destroy
12.6	Subdivision files (including copy of application, copy of report from Development Appeal Board, any copy of notices and a copy of hearing, copy of approval conditions or denial by municipal resolution, conditional approval or denial by Development Board)	7 Years after registration of plan of subdivision	Destroy

13. ASSESSMENT AND TAXATION

13.1	Assessment Rolls		
13.1(a)	- Preliminary rolls	1 Year	Destroy
13.1(b)	- Final roll	10 Years	Destroy
13.2	Tax Collection Records		
13.2(a)	- Tax notices (statement and demand for taxes)	1 Year	Destroy
13.2(b)	- Receipts	7 Years	Destroy
13.3	Tax Rolls Maintenance		
13.3(a)	- Monthly roll trial balance	2 Years	Destroy
13.3(b)	- all other records (including changes of address, additions and cancellation to rolls)	2 Years	Destroy
13.4	Board of Revision Records (including advertising, applications to Board, notice of sitting to applicant, decisions, appeals by applicants and a copy decision of Court of Revision, Territorial Assessment Board or Supreme Court of the NWT)	1 Year after final decision	Destroy
13.5	Tax Collection Records		
13.5(a)	- Certificate of arrears		
13.5(b)	- Tax sales records (including list of lands for tax sale, advertisement of sale, tax sale certificate(s), certificate(s) of redemption, tax payment agreement, notice of failure to pay, inspections, applications of title)	1 Year after redemption or registration	Destroy

14. POLICE, AMBULANCE, FIRE, EMERGENCY RESPONSE

14.1	Administrative records	See item 3 of this schedule	See item 3 of this schedule
14.2	Operational records	See appropriate federal or territorial regulations	See appropriate federal or territorial regulations