

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1662

**A Bylaw to provide for the Retention and Disposition of Records
of the City of Grand Forks**

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WHEREAS provisions of Section 198 of the Local Government Act, vests the responsibility for the care of all municipal records, with respect to retention and disposal, in the City Clerk;

NOW THEREFORE, Council of the Corporation of the City of Grand Forks, in open meeting assembled, ENACTS as follows:

1. That the Clerk shall ensure the retention and disposal of records in compliance with the terms and conditions of the policy, attached hereto as Schedule "A".
2. That this Bylaw may be cited, for all purposes, as the "Records Retention and Scheduling Bylaw No. 1662".
3. City of Grand Forks "Records Retention and Scheduling Bylaw No. 1471" is hereby repealed.

Read a **FIRST** time this 22nd day of May, 2001.

Read a **SECOND** time this 22nd day of May, 2001.

Read a **THIRD** time this 22nd day of May, 2001.

FINALLY ADOPTED this 4th of June, 2001.



Lori Lum, Mayor



J. Lynne Burch, City Clerk

n/Lynne/Policy

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 1662 as passed by the Municipal Council of the City of Grand Forks on the 4th day of June, 2001.

Clerk of the Municipal Council of the
City of Grand Forks

Schedule 'A'

FIVE YEARS:

- ◆ Correspondence - general

TWO YEARS:

- ◆ Bylaw Enforcement Complaints
- ◆ Accounting Records - payroll transaction sheets, staff travel expenses, etc.
- ◆ Public Works Administration Records

INDIVIDUALLY IDENTIFIED:

- ◆ Other Insurance's - (i.e. fire, vehicle) - **one year after expiry.**
- ◆ Debentures (paid) - **two years after fully paid.**
- ◆ Time Cards - **three years after audit.**
- ◆ Consultants Reports, Municipal maps and plans - **when obsolete.**
- ◆ Contracts, Leases and Agreements - **when expired plus one year.**
- ◆ Voters Lists - **when new one prepared.**
- ◆ Voters Registration Cards - **after recorded on the voters list.**
- ◆ Disclosure Statements – **seven years after the voting day to which they relate**
- ◆ Development Permits and Design Review Applications - **life of building.**
- ◆ Variance Permits - **life of building.**
- ◆ Water, Sewer Service Connection Applications - **life of building.**
- ◆ Tax Notices - **after one year.**
- ◆ Fire & Fire Inspection Reports - **life of building.**
- ◆ Fire Manuals & Reference Material - **when obsolete.**

RECORDS AND DOCUMENTS TO BE RETAINED:

PERMANENTLY:

- ◆ Bylaws
- ◆ Minute Books
- ◆ Burial Permits
- ◆ Certificates of Title
- ◆ Legal Matters - claims and cases
- ◆ Personnel records - including payroll, W.C.B. time loss
- ◆ Assessment roll
- ◆ Insurance Policies - liability, errors and omissions.
- ◆ Engineering & Electrical Records - relating to projects.
- ◆ Public Works Plans - electrical, subdivisions, etc.
- ◆ Easements, Rights of Way, Restrictive Covenants and Encroachments

TEN YEARS:

- ◆ Fire Fighter Response Records

EIGHT YEARS:

- ◆ Cemetery receipts
- ◆ Tax Rolls
- ◆ Tax Information Requests
- ◆ Bank Statements
- ◆ Canceled cheques
- ◆ Vouchers
- ◆ Utility Billings and Registers
- ◆ Custom Work Orders
- ◆ Budgets
- ◆ Cash Receipts - Tax Receipts
- ◆ Business Licenses