

## **RESORT VILLAGE OF LUMSDEN BEACH**

### **BYLAW NO. 2013 / 4**

#### **A BYLAW PROVIDING FOR RECORDS RETENTION AND DISPOSAL**

The Council of the Resort Village of Lumsden Beach (RVLB) in the Province of Saskatchewan enacts as follows:

1. RVLB Administrator is hereby authorized to retain or destroy all applicable RVLB municipal documents in accordance with the following. These include Council, Committee or Heritage documents including correspondence kept in hard copy and/or electronic formats. It is noted that retentions with set periods of time are based on minimum length of time required to satisfy legal, fiscal and administrative requirements.
  1. Council and committee minutes, municipal maps, current bylaws and repealed bylaws are to be retained permanently.
  2. Audited financial statements and tax rolls are to be retained permanently. All other financial records are to be retained for seven years.
  3. Administrative records that deal with land and/or buildings within the municipality such as signed agreements, contracts and caveats should be retained permanently. Other administrative records such as tax assessments, insurance policies, special event records and change of ownership documents are to be retained for seven years.
  4. Election materials such as voter's lists (if produced), nomination papers, ballots and election results are to be retained for 60 days after an election.
  5. Records surrounding employees such as payroll and income tax reports are to be retained for ten years.
  6. Records surrounding licenses and permits such as development and building permits, whether approved or denied, should be retained for twenty-five years.
  7. Materials such as extra copies of documents, publications, blank forms and transitory records when no longer needed, and have no historical significance, should be disposed of.
2. RVLB Administrator shall maintain and store RVLB documents in a retrievable manner for the time period required. Storage should be in a secure place with limited access. Any records that are confidential should be safeguarded.
3. RVLB Administrator may determine that certain documents that are to be retained should be kept in a more appropriate site than at RVLB. If so, the Administrator shall contact the appropriate archives authority to determine an appropriate location to submit documents for long term retention.
4. RVLB Administrator in preparation for disposal of documents may wish to consult appropriate archives authorities to determine if any such documents are wanted for preservation in archives.

Read a third time and adopted  
This 21st day of May 2013