

**Village of Glenwood**  
**Bylaw 267-2024**  
**Record Retention and Disposal Bylaw**

**BEING** a bylaw of the Village of Glenwood, in the Province of Alberta, for the purpose of establishing procedures for the disposal of municipal record and documents and establishing a retention schedule for municipal records and documents.

**WHEREAS** pursuant to Section 214(2) of the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, a council may pass a bylaw respecting the destruction of records and documents of the municipality;

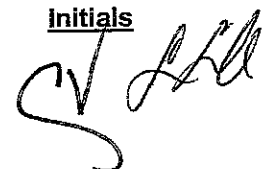
**AND WHEREAS** it is the desire of the Council of Village of Glenwood to establish procedures for the disposal of municipal record and documents and establish a retention schedule for municipal records and documents;

**AND WHEREAS** the provisions established in this bylaw must be consistent with the applicable federal and provincial statutes and regulations;

**NOW THEREFORE**, under the authority of the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, the Council of the Village of Glenwood, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. **Bylaw Title:**
  - a) This bylaw may be cited as the "Record Retention and Disposal Bylaw."
2. **Definitions:**
  - a) **Record** means a record of information that is written, photographed, recorded, or stored in any manner.
  - b) **Transitory Record** means records that have short-term or no value and will not be required for any future use or reference.
  - c) **Chief Administrative Officer** means the individual assigned to carry out the duties, powers, and functions of the role as established in the *Municipal Government Act*.
3. **Relationship to Other Legislation:**
  - a) If the provisions established in this bylaw are inconsistent with the provisions established in applicable provincial or federal legislation, the Village of Glenwood will adhere to the provisions established in the provincial or federal legislation.
4. **Transitory Records:**
  - a) Transitory Records shall be disposed of when they no longer serve any valid purpose.
  - b) When Transitory Records containing confidential information no longer serve any valid purpose they shall be disposed of so that the information contained therein is completely destroyed.
5. **Schedule "A" – Record Retention Schedule:**
  - a) The "Schedule 'A' – Record Retention Schedule" attached to this bylaw is hereby adopted and may be amended by a resolution of the Council of the Village of Glenwood.
6. **Record Retention:**
  - a) Where in this bylaw it is provided that records in the custody or control of the Village of Glenwood shall be retained, it shall be responsibility of the Chief Administrative Officer to ensure that such records are preserved in either physical or digital form or both and retained for the length of time established in Schedule "A" of this bylaw.
  - b) The Chief Administrative Officer shall have the discretion to retain records longer than the period provided for in Schedule "A" of this bylaw, and they shall do so when they deem it appropriate to do so or when they receive indication that there may be future litigation involving said records.
  - c) Should an individual's personal information be used by the Village of Glenwood in order to make a decision that directly affects the individual, the Village of Glenwood shall retain the personal information for at least one (1) year from the date it was used to make the decision so that the individual may have a reasonable opportunity to obtain access to said records.
  - d) When the Chief Administrative Officer receives an indication there is or may be a future *Freedom of Information and Protection of Privacy Act* (FOIP) request involving any records scheduled for disposition, the Chief Administrative Officer will retain said records for a period of 1 (one) year after the FOIP request has been made.

Initials



**7. Record Disposal:**

- a) Where in this bylaw it is provided that records in the custody or control of the Village of Glenwood shall be disposed of, such records shall be destroyed so that the information contained therein is completely destroyed without any copy thereof being retained.
  
- b) Records may only be disposed of in accordance with the provisions established in this bylaw and following the record retention periods established in Schedule "A" of this bylaw.
- c) The Chief Administrative Officer shall be responsible for maintaining an ongoing index of all records destroyed under the provisions established in this bylaw, and the index shall contain the following information:
  - i. Type of records that were disposed of;
  - ii. Date that the records were disposed of; and
  - iii. Name of the employee responsible for disposing of the records.

**8. Effective Date:**


- a) This bylaw shall have force and take effect on the third and final reading thereof.

READ a **first** time this <sup>4<sup>th</sup></sup> 10 day of July, 2024.

READ a **second** time this <sup>4<sup>th</sup></sup> 10 day of July, 2024.

READ a **third** time and finally **PASSED unanimously** this <sup>4<sup>th</sup></sup> 10 day of July, 2024.

  
\_\_\_\_\_  
Mayor - Linda Allred

  
\_\_\_\_\_  
Chief Administrative Officer - Cynthia Vizutti

**Bylaw 267-2024**

**Schedule "A" – Record Retention Schedule**

<b>File Type</b>	<b>Specifics</b>	<b>Retention</b>
<b>Transitory Records</b>	Administration meeting notes Sticky notes Conference agendas Workshop materials Estimates Price lists Product/service information Outdated municipal maps	Routinely discard
<b>Corporate Documents</b>	Agenda packages Minutes Bylaws Policies Acts/legislation Organizational meeting Board/committee meetings Electoral boundaries Census Review of board decisions Appeals	Permanent
<b>Land Files</b>	Land files Land titles Subdivision files Construction projects Road/highway files Utility right-of-ways Sign locations Aerial photographs	Permanent
<b>Legal Documents</b> (Short-term)	Permits Licenses Tickets	Permanent
<b>Legal Documents</b> (Land-related)	Building / development permits Easements	Permanent
<b>Legal Documents</b> (Long-term)	Service agreements Government agreements Government approvals Mutual aid Insurance claims Accident reports	Permanent
<b>Taxation and Assessment</b>	Tax roll files Grants in lieu Closed accounts Tax arrears Tax arrears on properties for sale Tax arrears notification Tax arrears cancellations Assessment audits Assessment balance Government grants Land leases on municipal land Year-end print outs Mill rates Equalized assessments Forfeited land records Public auctions	Permanent
<b>Finance</b> (Long-term)	Debentures, loans, leases Investments Annual reports / audits Year-end documents Financial statements	Permanent
<b>Finance</b> (Short-term)	Accounts Payable Accounts Receivable Receipts Invoices Cancelled cheques Bank statements Accountants working papers	7 Years

<b>Payroll and Remittance</b>	Year-end print outs Time sheets Payroll check lists Direction deposit transfer lists T-4 copies Remittances (not pension)	7 Years
	Pension information	Permanent
<b>Personnel Files</b>	Job descriptions/advertisements Salary ranges/surveys	12 Years
	Employee files	7 Years (after termination)
	Applications/resumes	1 Year (after applicant rejected) 1 Year (after termination)
<b>Correspondence</b> (General correspondence)	Announcements General information Association Newsletters Requests / solicitations Letters of support / request Anniversaries, events	3 years
<b>Correspondence</b> (Policy or bylaw related)	Complaints Actions Petitions Amendments Notices	7 years
<b>Correspondence</b> (Government correspondence)	Other municipalities Provincial government / agencies Federal government / agencies	7 years
<b>Reports/Studies</b>	Produced by Village of Glenwood Produced by another entity	Permanent
<b>Working Documents</b>	Water treatment plant reports Test results Inventories Maintenance reports	12 Years