

Policy Manual	Authority: Approved by Council	Type: Administration
	Effective date: February 13, 2019	Revised date: March 10, 2021
	Policy No. 200-6	

Town of Lampman
Policy No. 200-6
March 10, 2021

Record Retention

1. The Administrator shall be responsible to maintain and destroy all documents of the Town of Lampman in accordance with the following schedule, and notify Council of any destruction:

Records	Retention Period	Disposal Recommendation
1. Accounting and Finance		
1.1 Accounts Payable (includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence, etc.)	7 years	Dispose
1.2 Accounts Receivable (includes receipts records, write offs, invoices, vouchers, related correspondence, etc.)	7 years	Dispose
1.3 Annual Financial Statements	Permanent	Permanent
1.4 Audits and Compliance Reviews (auditor	7 years	Dispose

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recommendations, reports, etc.)		
1.5 Bank Accounts (includes records related to termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliations, deposit books, cheques stubs/duplicates, etc.)	7 years	Dispose
1.6 Budget	Permanent	Permanent
1.7 Budget Related Reports	7 years	Dispose
1.8 Cash Payments and Receipts (includes cash payments books, printouts, cash reports and summaries, register tapes, etc.)	7 years	Dispose
1.9 Debentures/Loans (includes register/coupons, etc.)	7 years	Dispose
1.10 Federal/Provincial Remittance	7 years	Dispose
1.11 Grants (includes applications and supporting documentation)	7 years after completion of project/application rejection	Contact Provincial Archives before disposal
1.12 Investment Records	7 years after maturity	Dispose
1.13 Ledgers/Journals (Includes general ledgers, subsidiary ledgers, ledger cards, reports, journals, etc.)	7 years	Dispose

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1.14 Local Improvement Roll	7 years after completion of project	Dispose
1.15 Monthly Financial Statements	7 years	Dispose
1.16 Requisition/Purchase Orders	7 years	Dispose
1.17 Tax Roll/Assessment Roll (i.e. hard copy of year-end printout)	Permanent	Permanent
1.18 Utility Documents (includes water and sewer cards and ledgers, utilities tax roll, etc.)	7 years	Dispose
2. Administration		
2.1 Agreements/Contracts and Supporting Documentation (pertaining to land, buildings, properties, structures, etc.)	10 years after disposition of building, property or structure	Contact Provincial Archives before disposal
2.2 Agreements/Contracts and Supporting Documentation (not related to land, buildings, properties, etc.)	7 years after termination of agreement/contract	Contact Provincial Archives before disposal
2.3 Appeals (under <i>The Planning and Development Act, 1983</i>)	7 years after final decision	Contact Provincial Archives before disposal
2.4 Celebrations and Events	3 years after concluded	Contact the Provincial Archives before disposal
2.5 Cemetery Records	Permanent	Permanent
2.6 Change of Ownership Documents	7 years	Dispose

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2.7 First Nations Consultations	Permanent	Permanent
2.8 Inquiries (under <i>Local Authority Freedom of Information and Protection of Privacy Act</i>)	7 years	Dispose
2.9 Insurance Policies - Liability (may be required if there is a liability claim in the future)	Permanent	Permanent
2.10 Insurance Policies - Property (includes insurance claims)	7 years after termination/cancellation of Policy	Dispose
2.11 Photographs	When Obsolete	Contact the Provincial Archives before disposal
2.12 Public Notice Documentation	2 years after event	Dispose
2.13 Records Disposal Documentation	Permanent	Permanent
2.14 Tax Assessment Appeals	7 years after final decision	Dispose
2.15 Tax Assessment Records (assessor's valuation records, reassessment sheets, etc.)	3 years after superseded by new assessment or obsolete	Dispose
2.16 Tax Certificates	7 years	Dispose
2.17 Tax Notices	7 years	Dispose
2.18 Tax and Assessment Undelivered Notices (where a notice undelivered or returned due to an unknown address the notice shall be retained)	7 years	Dispose

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2.19 Tax Enforcement Records (includes tax lien withdrawals, etc.)	7 years after tax title property is disposed of	Dispose
2.20 Other Enforcement Records (includes weed control & pest control records)	7 years after settlement	Dispose
2.21 Water Analysis and Reports (may be required if there is a liability claim in the future)	25 years	Contact the Provincial Archives before disposal
3. Election		
3.1 Ballots	3 months	Dispose
3.2 Disclosure of Holdings (includes public disclosure statements)	Term of Office	Dispose
3.3 Declaration of Agent/Friend	3 months	Dispose
3.4 Declaration of Polls	3 months	Dispose
3.5 Deputy Returning Officer Statement of Results	Permanent	Permanent
3.6 Nominations and Receipts	Term of Office	Dispose
3.7 Oaths of Office	Term of Office	Dispose
3.8 Returning Officer's Summary of Results	Permanent	Permanent
3.9 Poll Books	3 months	Dispose
3.10 Voter's Lists	Contact the Provincial Archives	Contact the Provincial Archives before disposal
3.11 Voter's Registration Forms	3 months	Dispose
3.12 Ballot Box Contents (includes ballots, registration forms, etc.)	3 months	Dispose
3.13 List of Assessed Owners	Until Replaced	Dispose

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4. Employee - Employer		
4.1 Employee Records (includes time cards, pay records, etc.)	10 years after termination of employment	Dispose
4.2 Income Tax (T4s, TD1s, etc.)	7 years	Dispose
5. Legal		
5.1 Minister's Orders	Permanent	Permanent
5.2 Claims (includes notices of claim, statements of claim, etc.)	10 years after settlement	Contact the Provincial Archives before disposal
5.3 Petitions	7 years	Contact the Provincial Archives before disposal
5.4 Writs	10 years after expiration or completion	Dispose
6. Licenses and Permits Issued by the Town of Lampman		
6.1 Building Permits (includes supporting documentation)	10 years after rejection of permit or life of building/structure	Contact the Provincial Archives before disposal
6.2 Development Permits (includes supporting documentation)	25 years after superseded	Contact the Provincial Archives before disposal
6.3 Development Permits - Denied	10 years	Contact the Provincial Archives before disposal
6.4 Development Permits - Register	Permanent	Permanent
6.5 Other Permits	3 years after expiration	Dispose
6.6 Licenses (includes supporting documentation)	7 years after termination or rejection of license	Dispose
7. Licenses and Permits Issued to the Town of Lampman		
7.1 Licenses and Permits (related to land, buildings, structures, properties)	10 years after the rejection of permit/license or lifetime of structure, building, or property	Contact the Provincial Archives before disposal

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7.2 Licenses and Permits (not related to land, buildings, structures and development projects)	7 years after termination or rejection of license or permit	Dispose
8. Maps, Plans and Surveys		
8.1 Architect's Drawings (buildings, park sites, structures, etc.)	10 years after the lifetime of facility/structure	Contact the Provincial Archives before disposal
8.2 Municipal Maps and Plans	Permanent	Permanent
8.3 Road Surveys	7 years	Contact the Provincial Archives before disposal
8.4 Land Surveys Certificates/Surveyor's Reports	7 years	Dispose
9. Minutes and Bylaws		
9.1 Council Minutes (includes original bylaws, active and repealed)	Permanent	Permanent
9.2 Repealed Bylaws (includes certified copies that may be retained in Repealed Bylaw Registers)	7 years	Dispose
9.3 Bylaw Registers	Permanent	Permanent
10. Reports and Statistics		
10.1 Reports of Boards and Committees established by Council (not forming part of Council minutes)	7 years	Contact the Provincial Archives before disposal
10.2 Vital Statistics	7 years	Dispose
11. Roads and Streets		
11.1 Road Maintenance Records (includes reports)	25 years	Contact the Provincial Archives before disposal

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