BYLAW 2025-12 - RECORDS RETENTION
SCHEDULE “A”

Subject	Description	Years to Be Kept
Accountants	Working Papers	7
Accounts	Paid (summary sheet)	7
	Payable vouchers	7
	Receivable Duplicate Invoices	1
Administration	Reports (not part of minutes)	5
	As Per Legislation	7
Advertising	General	2
	As Per Legislation	7
Agendas	Part of Minutes	P
Agreements	General	12
	Development	P
	Major Legal	P
	Minor Legal	12
Agricultural Services	Environment Permits/Licenses	7
	Pesticide Application Records	7
	Weed Control Notices	7
Annexations	Correspondence	P
	Final Order	P
Annual Reports		P
Annual Reports	Local Boards	P
Applications	Site Plan approval	12
	Subdivision (after final approval)	12
	Part-time Employees (after end of employment)	12
Appointments	Other Than Those in Minutes	12
Assessment	Rolls	P
	Assessment Review	10
	Board (ARB) Minutes	P
	ARB Work File	10
	Appeals	12
	ARB Records	7
	Duplicate roll	10
	Review Court Records	10
	Appeal Board File	10
Assets	Capital Asset Records	LOA +10
	Asset Inventory	10
	"Tangible Capital Assets	LOA +10
	Records of Surplus	5
	Temporary Files	U
Bank	Deposit Books	7
	Deposit Slips	7
	Memos (Credit/Debit)	7
	Reconciliations	7
	Statements	7
Boards	Minutes	P
	Authority & Structure	P
	Correspondence	7
Briefings/Reports	To Council	7
Borrow Pit	Approval Documents	12
	Water Act License (if applicable)	12
	Environmental Impact Assessments	P
Budgets	Operating (in minutes)	P
	Capital (in minutes)	P
	Working Papers	3
Bylaws	All	P
Cash	Receipts Journal	7
	Disbursements Journal	7
	Duplicate Receipts	7
Certificates	Of Title	P
Census	Reports	12
Cheques	Cancelled (paid)	7

	Register	7
	Stubs	7
Claims	Notice of	12
	Statements of	12
Committee	Minutes	P
Compensation	Records	10
Computer Cards		1
Contracts	Files (completion of)	12
	Forms	12
	Major Legal	12
	Minor Legal	12
Council	Minutes	P
Court Cases		12
Destroyed Records Index		P
Disaster Recovery and Emergency Management		
	Emergency Management Plans (MEPs)	S/O
	Disaster Recovery Program (DRP) Applications	10
	Incident Reports and Logs	10
	Emergency Exercises and Training Records	7
	Mutual Aid Agreements	7
	Public Communications and Alerts	5
	Damage Assessments and Recovery Reports	10
Documents	Not Part of Bylaws	12
	Transitory Records	NLN
	Routine Correspondence	3
	Administrative Records	7
	Financial Records	10
	Human Resources Files	10
	Legal Services Files	10
	Event Planning Files	7
	Agreements Major Legal	12
	Agreements Minor Legal	12
	Contracts Legal	12
	Easements	P
	Leases (after expiration)	10
	Notices of Change of land Titles	P
Elections	Nomination Papers	6
	Ballot Box Contents	6 Weeks
Engineering	Drawings	P
Employee Benefits	A.H.C., Blue Cross, Dental, etc.	7
	W.C.B. Claims	10
Employees	Job applications (hired)	DOE +7
	Job Application (not hired)	1
	Job Descriptions	DOE +7
	Oaths of Office	P
	Personnel File	DOE +7
Financial Statements	Interim	10
Fleet	Vehicle Maintenance Logs	2
	Trip Inspection Reports	6
	Fleet Inventory Records	S/O
	Fuel & Usage Logs	7
	Vehicle Acquisition & Disposal Records	7
	Fleet Maintenance Program	S/O
	Commercial Vehicle Inspection Certificates	2
	Driver Assignment Logs	2
	Fleet Insurance Records	7
	Fleet Budget & Planning Files	7
Health/Safety	Workplace Inspection Reports	2
	Safety Committee Meeting Minutes	2
	Incident/Accident Reports	5
	Hazard Assessments	5
	Confined Space Entry Records	Incident - 2 No Incident - 1
	Training Records	5
	Emergency Response Plans	S/O
	Medical Surveillance Records	40
	Lockout/Tagout Documentation	5

	Air Quality & Environmental Testing	10
	Working Papers	7
	final	P
Franchises		LOA+15
Income Tax	Deductions	7
	TD1	7
	T4	7
	T4 Summaries	7
Inquiries	From the Public	3
Insurance	Claims	12
	Records (after expiration)	12
	Insurance Policies (General)	7
	Certificates of Insurance	2
	Risk Management Reports	7
	Insurance Binders and Quotations	2
	Insurance Appraisals	10
Land	Appraisals	10
	Land Exchange Agreements	P
	Council Resolutions Authorizing Exchange	P
	Supporting Legal Correspondence	12
	Land Title Transfer Documents	P
	Maps and Site Plans (Final)	P
	Drafts and Working Files	5
Leases	After Expiration	7
Legal	Opinions	12
	Proceedings	12
Legislation	Acts (after superseded)	10
Licenses	Applications	3
	Business (after expired)	5
	Literature	2
Local Improvements	General	12
	Final Orders	P
	Correspondence	7
	Petitions	12
	Financial Records	7
Maps/GIS	Base (original)	P
	Contour	P
	Official Municipal Maps (Approved)	P
	Planning and Development Maps	S/O
	Utility and Infrastructure Maps	S/O
	Emergency and Response Maps	S/O
	Draft and Working Maps	5
	Official (Engineering, Planning, Zoning)	P
	Drafts or Working Copies	S/O
	Promotional or Public Use	2
	GIS Data Sets	P
	Aerial Photos and Satellite Imagery	10
	Metadata Records	S/O
	GIS Project Files (Working)	5
	Web Mapping Applications	S/O
	Geospatial Imagery (Orthophotos, LiDAR)	S/O
Maintenance Reports	General	7
	Major Projects	12
	Maintenance Work Orders	5
	Preventive Maintenance Schedules	5
	Safety Related	10
Minutes	Council	P
	Boards	P
	Committees	P
Monthly Reports	Road	7
Municipal Affairs	Annual Reports	P
Electronic	Official Records	SAP
Organization	Structure & Records	P
	Organizational Charts	P
	Departmental Directories	2
	Governance Frameworks	P
Payroll	Garnishees	7
	Individual Earning Records	7

	Journal	7
	Time Cards - Time Sheets (Daily/Weekly), Overtime	7
	Employment Insurance Records	7
	Electronic Records	7
	Payroll Registeries/Summaries	7
	T4 Slips/Tax Forms	7
Permits	Development Permits – Major Legal	12
	Development Permits – Minor Legal	7
	Development Permits – Site Plan Approval	12
	Development Permits – Subdivision (after final approval)	12
Petitions	Petitions – Council-Received	10
	Petitions – Informal or Non-Statutory	3
	Petition Sufficiency Review Records	10
	Petition-Related Correspondence	5
Plans	Policy/Bylaw Related Official	P
	Land Use/Development Official	P
	Environmental/Sustainability Official	10
	Municipal Development Plan (MDP) Official	P
	Area Structure Plan (ASP) Official	P
	Intermunicipal Development Plan (IDP) Official	P
	Growth Management Plan Official	10
	Environmental Sustainability Plan Official	10
	Policy/Bylaw Related Plan Amendment	11
	Land Use/Development Plan Amendment	P
	Environmental/Sustainability Plan Amendment	10
	Municipal Development Plan (MDP) Amendment	P
	Area Structure Plan (ASP) Plan Amendment	P
	Intermunicipal Development Plan (IDP) Amendment	P
	Growth Management Plan Amendment	10
	Environmental Sustainability Plan Amendment	10
Oil and Gas	Drilling Notification Letters	12
	Seismic Activity Notifications	12
	Regulatory Correspondence (AER)	12
	Emergency Response Plans (related to drilling/seismic)	S/O
	Draft Notifications and Internal Memos	2
	Pipeline Notification Letters	12
	Oil Well Notification Letters	12
	Regulatory Correspondence (AER)	12
	Emergency Response Plans (related to energy infrastructure)	S/O
Policy	Active	S/O
	Superseded	12
	Policy Development Records	5
Progress	Project	7
	Under Contract (Final Payment)	7
Property	Property Files	P
Prosecution	All	11
Protective Services	Court Briefs (Final)	7
	Supporting Evidence Files	7
	Officer Notes and Reports	7
	Court Outcome Records	p
	Draft Briefs and Internal Memos	2
	Dog Licenses	3
	Poison Control Forms	5
	Municipal Violation Tickets	7
	Provincial Violation Tickets	7
	Animal Control Incident Reports	7
	Protective Services Logs	3
	Court Disposition Records	10
	Enforcement Policies & Procedures	S/O
Publications	Local Reports	5
Purchase	Land	P
Receipts	Books	7
	Reception & Special Events (Non-Historic)	2
Reports	Accident	7
	Accident Statistics	7
	Field	7
Requisitions	Copies	2
	Duplicate	2

Reports	Paid	7
Resolutions	Minutes	P
Subdivision	After Final Approval	12
Street	Sign Inventory Register	7
Surveys	Registered Survey Plans	P
	Field Notes and Evidence Reports	12
	Surveyor’s Reports and Certifications	P
	Draft Survey Plans and Working Files	5
	GIS-Integrated Survey Data	S/O
Tax & Assessment Rolls	Alberta Gazette	7
	Assessment & Tax Notices	7
	Assessment Review Board Working Files	7
	Assessment Review Board Minutes	P
	Assessment Summary Sheets (after expiration)	7
	Arrears	7
	Collection/Sheriff Correspondence (after completion)	7
	Declaration of Other Interests (after removal)	2
	Foundation Requisitions & Working Papers	7
	Local Improvements Records	P
	Mill rate Calculations & Working Papers	7
	Municipal Government Board Correspondence/Decisions	P
	Oilwell Drilling Notices	7
	Rolls	P
	Recovery Records	7
	Returned Mail	until paid
	Final Billing	7
	Municipal Credits	7
	Rolls (Duplicate)	P
	Sale Deeds	P
	School Support Letters	until sold
	School Requisitions & Working Papers	7
	Tax Roll Trial Balance	7
	Tax Certificates	7
	Tax Notification/Discharge Letters (after discharge)	7
	Tax Payment Agreements	7
	Tax Recovery Records	P
	Caveats	P
	Writs	11
Termination	Termination – Employees	7
Tenders	Files	7
	Successful	7
	Purchase Quotations	2
	Unsuccessful	2
Traffic	Streets	7
	Training and Development Files	7
Trail	Monthly	7
	Year End	7
Transportation	Integrity Documentation	10
	Equipment Records	10
	Funding Documentation	7
	Grant Records	10
	Truck Gravel Program Records	7
	Haul Cards	3
	Bridge Design and Engineering Plans	P
	Inspection and Maintenance Reports	12
	Bridge Construction Contracts	10
	Environmental and Geotechnical Assessments	P
	Bridge Asset Inventory Records	S/O
	Drafts and Internal Memos	2
Utilities	Powerline Extensions	7
	Utility Infrastructure Plans	P
	Water Quality Monitoring Records	5
	Sewer Maintenance Logs	7
	Infrastructure Asset Records	20
	Water Treatment Facility Records	P
	Utility Agreements	12
	Infrastructure Project Files	7
	Water/Sewer Complaint Records	3

	Utility Billing Records	7
	Emergency Response Plans	S/O
Vendor	Acknowledgments	2
	Contracts	7
	Vendors/Suppliers – Files	7
	Duplicate	7
Water/Sewer	Annual Water Testing Summaries & Reports	P
	As-Builts	P
	Effluent Analysis Reports	P
	Levy & Month End Reports	7
	License to Operate	7
	Meter Characteristics	7
	Meter Readings	5
	Notices of Connection/Disconnection	5
	Studies and Design Reports	P
	Utility Accounts	7
	Utility Bills	7
	Water Test Results	10
Waste Management	Studies & Reports	P
	Environmental Approvals	P
	Landfill Design	P
	Operation Records	P
	Monitoring Well Reports	P
	Reclamations	P
Weed Control Report	Until Updated	S/O
Zoning	Bylaws	P
	Bylaw Enforcement	7