

# Town of Wainwright



**Policy Number:** 2016-05

**Date of Issue:** March 1, 2016

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**Motion Number:** 2016 - 68

**Policy Subject/Title:** PRESERVATION OF MUNICIPAL RECORDS  
DISPOSITION SCHEDULE

**Signature of Approval by Authorized Personnel:**

Ed Chow, CAO

**Supersedes:** August 6, 2002  
Date of Last Update

Policy # 02-05, Motion # 02-287  
Title & No. of Previous Policy if Applicable

## **POLICY STATEMENT:**

The purpose of this policy is to provide for schedules and procedures for Preservation & Disposition of Municipal Records.

### **Schedule:**

#### **I. Cash Receipts & Journal Entries**

- |    |   |         |
|----|---|---------|
| 1. | Cash Receipt Input Reports<br>(Back File Room)                        | 7 Years |
| 2. | Cash Receipt Bank Report<br>(Back File Room)                          | 1 Year  |
| 3. | Journal Entry Input Reports<br>Cancelled Receipts<br>(Back File Room) | 3 Years |

#### **II. General Ledger**

- |    |  |         |
|----|--|---------|
| 2. | Cancelled Cheques<br>Bank Statements<br>(Upstairs Vault) | 7 Years |
| 3. | Budget Report  | 7 Years |

<b>III. Accounts Payable</b>		
1.	Accounts Payable Cheque Register Edit of Accounts Payable Input (Back File Room)	7 Years
2.	Accounts Payable Disbursement Vouchers and attached invoices/requisitions etc. (Back File Room)	7 Years
<b>IV. Utilities</b>		
1.	Utility Meter Sheets Edit Reports (Back File Room)	7 Years
2.	Utility Levy Reports Penalty Reports (Back File Room)	7 Years
3.	Work Order Edit for Finals Edit of Deposit Maintenance (Back File Room)	7 Years
4.	Utility Application (Back File Room)	15 Years
<b>V. Payroll</b>		
1.	Payroll Pay Reports Cheque Register (Upstairs Vault)	Permanent
2.	Local Authorities Pension Remittance Statement, Prior Service, Regular (Upstairs Vault)	Permanent
3.	Employee Personnel Files (Upstairs Vault)	Permanent
4.	T4 Slips (Upstairs Vault)	10 Years
5.	Employee Time Sheets (Basement)	10 Years
6.	Employee Sick Leave Forms (Basement)	10 Years

7.	GL Detail by Employee Deduction Reports AUMA Union Employee Social Club (Main Office Vault)	1 Year
<b>VI. Taxation</b>		
1.	Tax Roll Trial Balance (Upstairs Vault)	Permanent
2.	Assessment Trial Balance (Main Office Vault)	Permanent
3.	Assessment Maintenance Report (Main Office Vault)	Permanent
4.	Tax Levy Report (Main Office Vault)	Permanent
5.	Tax Roll Levy Report (Upstairs Vault)	Permanent
6.	Local Improvements by Bylaws (Upstairs Vault)	Permanent
7.	Local Improvement Levy Report (Upstairs Vault)	Permanent
8.	Local Improvement Tax for Payment Report (Upstairs Vault)	Permanent
9.	Tax Deleted to be Purged (Upstairs Vault)	Permanent
10.	Tax Notification Report (Upstairs Vault)	Permanent
11.	Tax Arrears List (Main Office Vault)	Permanent
12.	Assessment Cards (Upstairs Vault)	Permanent
13.	Tax Roll Cards (Prior to Computer) (Upstairs Vault)	Permanent

**VII. Miscellaneous**

- |    |  |           |
|----|--|-----------|
| 1. | Council Motions<br>(Main Office Vault)               | 5 Years   |
| 2. | Council Minutes<br>(Main Office Vault)               | Permanent |
| 3. | Bylaws<br>(Main Office Vault)                        | Permanent |
| 4. | Approved Financial Statements<br>(Main Office Vault) | Permanent |
| 5. | Grant-In-Lieu 1976 – 1983<br>(Upstairs Vault)        |           |

**Procedure:**

1. Materials to be disposed of shall be determined from the above disposition schedule and shall be conducted on an ongoing basis.
2. Materials to be disposed of shall be listed by file caption and time period and passed through a motion of Council.
3. The records are then destroyed in the presence of a witness and an affidavit signed by the individual destroying the records and the witness attesting to the disposition of records, including the time, date, place and method of destruction.

**AFFIDAVIT**

I, (Employee Name), of the Town of Wainwright, in the Province of Alberta, make oath and say:

That I did, on ***Date, Time***, at the Town of Wainwright Office, dispose of, ***method used***, the Municipal Records (as per the attached listing).

Sworn before me at Wainwright

In the Province of Alberta this date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner for Oaths

\_\_\_\_\_  
Witness

4. The record of files destroyed together with the affidavit of disposition is retained as a permanent record. These are to be kept in the file system in the Main Office and are not to be removed.  
File: Disposition of Records.