

## COLUMBIA SHUSWAP REGIONAL DISTRICT

### BYLAW NO. 5788

A bylaw to provide a system for the retention and disposal of paper records

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WHEREAS Section 236 of the Local Government Act assigns the responsibility to the Officer Responsible for Corporate Administration to ensure that the minutes, bylaws and other records of the business of the board and board committees are maintained and kept safe;

AND WHEREAS the Board of the Columbia Shuswap Regional District has adopted Bylaw No. 5224, cited as "Records Retention and Scheduling Bylaw No. 5224", and amended by Bylaw No. 5363, to provide for the retention and disposition of records of the Columbia Shuswap Regional District;

AND WHEREAS it is deemed desirable to repeal Bylaw No. 5224 and its amendments to transition the records management system from a paper-based system to an electronic-based system which necessitates time and planning and, therefore, it is a necessity to distinguish between the management of paper records and electronic records;

NOW THEREFORE the Board of the Columbia Shuswap Regional District, in open meeting assembled, HEREBY ENACTS as follows:

1. Bylaw No. 5224, cited as "Records Retention and Scheduling Bylaw No. 5224" and its amendments are hereby repealed.

#### **2. DEFINITIONS:**

Policy means the Paper Records Management and Retention Policy annexed hereto as Schedule "A".

Paper Records include the hard copy paper format of: books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means.

3. **RETENTION PERIODS:** All departments of the Regional District, in collaboration with the Officer Responsible for Corporate Administration, shall schedule retention periods for its paper records.
4. **RECORDS SCHEDULE:** All departments of the Regional District shall ensure that the paper records of the respective departments are scheduled in accordance with the Policy.
5. **RETENTION AND DISPOSAL:** The Secretary shall ensure the retention and disposal of paper records in compliance with the terms and conditions of the Policy.

6. **AUDITORS/SOLICITORS:** Upon adoption of this bylaw, a copy of the bylaw shall be deposited with the Regional District's Auditors and Solicitor.

7. **CITATION:** This bylaw may be cited as "Columbia Shuswap Regional District Paper Records Retention and Scheduling Bylaw No. 5788:"

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

READ a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

CERTIFIED a true copy of  
Bylaw No. 5788 as adopted.

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Deputy Manager,  
Corporate Administration Services

## **COLUMBIA SHUSWAP REGIONAL DISTRICT**

### **PAPER RECORDS RETENTION AND DISPOSAL BYLAW NO. 5788**

#### **SCHEDULE "A"** **DISPOSAL OF PAPER RECORDS POLICY**

**1. DOCUMENTS AND RECORDS RETAINED PERMANENTLY:**

Bylaws  
Development Variance Permits  
Encroachment Agreements  
Subdivision Records  
Development Permits  
Board of Variance  
Agricultural Land Reserve (ALR) Records  
Bylaw Enforcement Records  
Certificates of Title  
Minute Books  
General Ledgers  
Financial Statements  
Building Permits, Plans and Inspection Reports (Revelstoke records)  
Rezoning Records  
Policy Manual  
Procedures

**2. DOCUMENTS AND RECORDS THAT MAY BE DESTROYED AFTER A LAPSE OF A PERIOD OF SIX (6) YEARS:**

Purchase Orders  
Receipts  
Payroll Time Sheets  
Correspondence (General)  
Assessment Rolls  
Parcel Tax Rolls  
Payroll Records

**3. DOCUMENTS AND RECORDS THAT MAY BE DESTROYED AFTER A LAPSE OF A PERIOD OF FIVE (5) YEARS:**

Water Billings  
Accounting Records  
Bank Statements  
Cancelled Cheques  
Vouchers  
Liquor Licensing Public Input

4. **DOCUMENTS AND RECORDS THAT MAY BE DESTROYED AFTER A LAPSE OF A PERIOD OF TWO YEARS:**

Inactive Contracts and Agreements

Inactive Personnel Files

5. **DOCUMENTS AND RECORDS THAT MAY BE DESTROYED AFTER A LAPSE OF AN INDEFINITE PERIOD:**

Payroll Records that require written permission of District Revenue Canada Taxation Office

6. **DOCUMENTS AND RECORDS TO BE MARKED FOR DESTRUCTION:**

Identify boxes with a white sticker marked in bold indicating date upon which destruction can be undertaken.