

COLUMBIA SHUSWAP REGIONAL DISTRICT

BYLAW NO. 5788

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

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 Bylaw No. 5224, cited as "Records Retention and Scheduling Bylaw No. 5224" and its amendments are hereby repealed.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

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.