

**INTERLAKE REGIONAL WATER BOARD
BYLAW NO. 2021-01
A BYLAW OF THE INTERLAKE REGIONAL WATER BOARD IN THE PROVINCE OF
SASKATCHEWAN
TO IMPLEMENT A RECORD DESTRUCTION SCHEDULE BYLAW**

The Board of the Interlake Regional Water Board in the Province of Saskatchewan enacts bylaw 2021-01 as follows:

This bylaw shall be referred to as the Destruction of Documents.

1. This bylaw may be cited as the *"Record Retention Bylaw"*.
2. That a Records Retention and Disposal Schedule (the Schedule) for the public utility, attached hereto as *"Appendix A"* and forming part of this bylaw, be adopted.
3. That the administrator of the public utility or their chosen designate, is hereby authorized to destroy all applicable documents of the public utility in accordance with the Appendix.
4. That the Administration contact the Saskatchewan Archives Board before the destruction of any records mentioned in section (3) above and ensure that any documents requested by the Board for preservation in the Archives be deposited with the Board.



Chairman

Administrator

Certified a true copy of
Bylaw No. 2021-01 adopted by
Resolution of Board this
12 day of August, 2021

Chairman

Administrator



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1. ACCOUNTING AND FINANCE

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
1.1 ACCOUNTS PAYABLE <i>(Includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence, etc.)</i>	7 years	Dispose
1.2 ACCOUNTS RECEIVABLE <i>(Includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)</i>	7 years	Dispose
1.3 ANNUAL FINANCIAL STATEMENTS	Permanent as per legislation	Permanent as per legislation
1.4 AUDITS AND COMPLIANCE REVIEWS <i>(Auditor recommendations, reports, etc.)</i>	7 years	Dispose
1.5 BANK ACCOUNTS <i>(Includes records related to termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliation, deposit books, cheques stubs/ duplicates, etc.)</i>	7 years	Dispose
1.6 BUDGET <i>(as part of the minutes)</i>	Permanent	Permanent
1.7 BUDGET RELATED REPORTS	7 years	Dispose
1.8 CASH PAYMENTS AND RECEIPTS <i>(Includes cash payments books, printouts, cash reports and summaries, register tapes, etc.)</i>	7 years	Dispose
1.9 DEBENTURES/ LOANS <i>(Includes register, coupons, etc.)</i>	7 years after Final Payment	Dispose
1.10 FEDERAL/ PROVINCIAL REMITTANCE	7 years	Dispose

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RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
1.11 GRANTS <i>(Includes applications and supporting documentation)</i>	7 years after the completion of project, activity, task. Etc.	Contact the Archives Dispose <u>ONLY</u> upon the Archives Recommendation
1.12 INVESTMENTS RECORDS	7 years after maturity of financial instruments	DISPOSE
1.13 LEDGERS/ JOURNALS <i>(Includes general ledgers, subsidiary ledger, ledger cards, reports, journals, etc.)</i>	7 years	DISPOSE
1.14 LOCAL IMPROVEMENT ROLL	7 years after completion of project	DISPOSE
1.15 MONTHLY FINANCIAL STATEMENTS	7 years	DISPOSE
1.16 REQUISITION/ PURCHASE ORDER	7 years	DISPOSE
1.17 TAX ROLL/ ASSESSMENT ROLL <i>(i.e., hard copy of the year=end print out)</i>	10 years as per legislation	10 years as per legislation
1.18 UTILITY DOCUMENTS <i>(Includes water and sewer cards and ledgers, utilities tax roll, etc.)</i>	7 years	DISPOSE

2. ADMINISTRATION

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
2.1 AGREEMENTS/ CONTRACTS AND SUPPORTING DOCUMENTATION <i>(Pertaining to infrastructure, buildings, properties, structures, etc. owned by the public utility including construction agreements/ contracts, etc.)</i>	10 years after disposition of building property or structure	Contact the Archives Disposal <u>ONLY</u> upon the Archives recommendation
2.2 AGREEMENTS/ CONTRACTS AND SUPPORTING DOCUMENTS <i>(Not related to infrastructure, land, buildings, properties, etc.)</i>	7 years after termination of agreement/ contracts	Contact the Archives Disposal <u>ONLY</u> upon the Archives recommendation

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RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
2.3 CHANGE OF OWNERSHIP DOCUMENTS	7 years	DISPOSE
2.4 FIRST NATIONS CONSULTATIONS	Permanent	Permanent
2.5 INSURANCE POLICIES- LIABILITY <i>(May be required if there is a liability claim in the future)</i>	Permanent	Permanent
2.6 INSURANCE POLICIES- PROPERTY, INFRASTRUCTURE <i>(Includes insurance claims)</i>	7 years after termination / cancellation of policy	DISPOSAL
2.7 PHOTOGRAPHS	When obsolete contact Archives	Contact the Archives Disposal <u>ONLY</u> upon the Archives recommendation
2.8 PUBLIC NOTICE DOCUMENTATION	2 years after event for which notice was given	DISPOSAL
2.9 RECORD DISPOSAL DOCUMENTATION	Permanent	Permanent
2.10 ENFORCEMENT RECORDS	7 years after settlement	DISPOSE
2.11 WATER ANALYSIS AND REPORT <i>(May be required if there is a liability claim in the future)</i>	25 years	Contact the Archives Disposal <u>ONLY</u> upon the Archives recommendation

3. EMPLOYEE – EMPLOYER

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
3.1 EMPLOYEE RECORDS <i>(Includes timecards, pay records, ETC.)</i>	10 years after termination of employment	DISPOSE
3.2 INCOME TAXES <i>(T4s, TD1s, ETC.)</i>	7 years	DISPOSE

4. LEGAL

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
4.1 MINISTER’S ORDERS	Permanent as per Legislation	Permanent as per Legislation

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4.2 CLAIMS <i>(Includes notices of claim, statement of claim)</i>	10 years after settlement	Contact the Archives Dispose <u>ONLY</u> upon the Archives recommendation
4.3 PETITIONS	7 years	Contact the Archives Dispose <u>ONLY</u> upon the Archives recommendation
4.4 WRITS	10 years after expiration or completion	DISPOSE

5. LICENSE AND PERMITS ISSUED BY PUBLIC UTILITY

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
5.1 OTHER PERMITS <i>(Not related to land, building, structures, development projects)</i>	3 years after expiration/ termination or rejection of permit	DISPOSE
5.2 LICENSES <i>(includes supporting documentation)</i>	7 years after expiration/ termination or rejection of License	DISPOSE

6. LICENSES AND PERMITS ISSUED TO PUBLIC UTILITY

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
6.1 LICENSES AND PERMITS <i>(Related to land, building, structures, properties)</i>	Permanent	Contact the Archives Dispose <u>ONLY</u> upon the Archives recommendation
6.2 LICENSES AND PERMITS <i>(Not related to land, building, structures, properties)</i>	Permanent	DISPOSE

7. MAPS, PLANS AND SURVEYS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
7.1 ARCHITECT'S DRAWINGS <i>(Buildings, park sites, infrastructures, etc.)</i>	Lifetime of facility/ structure plus 10 years	Contact the Archives Dispose <u>ONLY</u> upon the Archives recommendation

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<i>RECORDS</i>	<i>RETENTION PERIOD</i>	<i>DISPOSAL RECOMMENDATION</i>
7.2 MAPS AND PLANS	Original or one selected copy to be retained permanently	Permanent or Contact the Archives Dispose <u>ONLY</u> upon the Archives recommendation

8. MINUTES AND BYLAWS

<i>RECORDS</i>	<i>RETENTION PERIOD</i>	<i>DISPOSAL RECOMMENDATION</i>
8.1 BOARD MINUTES <i>(Includes original bylaws, active and repealed)</i>	PERMANENT as per Legislation	PERMANENT as per Legislation
8.2 REPEALED BYLAWS <i>(Includes certified copies that may be retained in Repealed Bylaw Registers)</i>	7 years	DISPOSE
8.3 BYLAW REGISTERS (ACTIVE AND REPEALED)	Permanent	PERMANENT

9. REPORTS AND STATISTICS

<i>RECORDS</i>	<i>RETENTION PERIOD</i>	<i>DISPOSAL RECOMMENDATION</i>
9.1 REPORTS OF BOARDS AND COMMITTEES ESTABLISHED BY BOARD <i>(Not forming part of board minutes)</i>	7 years	Contact the Archives Dispose <u>ONLY</u> upon the Archives recommendation
9.2 VITAL STATISTICS	7 Years	DISPOSE