

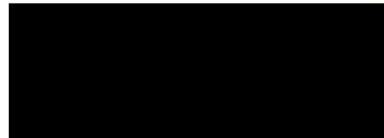
RURAL MUNICIPALITY OF WEYBURN NO. 67

BYLAW NO. 5-2026

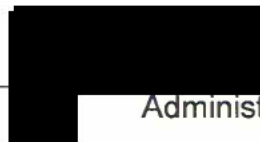
A BYLAW FOR THE DESTRUCTION OF DOCUMENTS

The council of the Rural Municipality of Weyburn No. 67 in the Province of Saskatchewan enacts as follows:

1. That a Records Retention and Disposal Schedule (the Schedule) for the municipality, attached hereto as "Schedule A" and forming part of this bylaw, be adopted.
2. That the Administrator of the Municipality is hereby authorized to destroy all applicable documents of the Municipality in accordance with the Schedule.
3. That the Administrator contact the Saskatchewan Archives Board before destruction of any record mentioned in Section (2) above and ensure that any documents requested by the Board for preservation in the Archives be disposed with the Board.

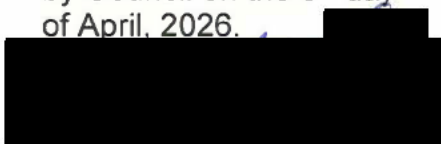


Reeve James 'Bud' Grohn



Administrator Jenna Smolinski

Certified a true copy of
Bylaw No. 5-2026 adopted
by Council on the 8th day
of April, 2026.



Reeve James 'Bud' Grohn



Administrator Jenna Smolinski



Records Retention and Disposal Schedule
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RECORDS RETENTION AND DISPOSAL SCHEDULE A

1. ACCOUNTING AND FINANCE

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
1.1 Accounts Payable (includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence, etc.)	7 years	Dispose
1.2 Accounts Receivable (includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)	7 years	Dispose
1.3 Annual Financial Statements	PERMANENT	PERMANENT as per legislation
1.4 Audits and Compliance Review (auditor recommendations, reports, etc.)	7 years	Dispose
1.5 Bank Accounts (includes records related to termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliations, deposit books, cheques stubs/duplicates, etc.)	7 years	Dispose
1.6 Budget (as part of the minutes)	PERMANENT	PERMANENT
1.7 Budget-related Reports	7 years	Dispose
1.8 Cash Payments and Receipts (includes cash payments books, print-outs, cash reports and summaries, register tapes, etc.)	7 years	Dispose
1.9 Debentures and Loans (includes registers, coupons, etc.)	7 years after final payment	Dispose
1.10 Federal/Provincial Remittance	7 years	Dispose
1.11 Grants (includes applications and supporting documents)	7 years after completion of project, activity, task, etc. or rejection of application	Dispose only upon the Archives Recommendation
1.12 Investment Records	7 years after maturity of financial instruments	Dispose
1.13 Ledgers/Journals (includes general ledgers, subsidiary ledgers, ledger cards, reports, journals, etc.)	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 Orders	7 years	Dispose
1.17 Tax Roll/Assessment Roll (hard copy of year-end print out)	Minimum 10 years	As per legislation
1.18 Utility Documents (includes water and sewer cards and ledgers, utilities tax roll, etc.)	7 years	Dispose

2. ADMINISTRATION

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
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2.1 Agreements/Contracts and Supporting Documents (pertaining to land, building, properties, structures, etc. owned by the municipality including construction agreements/contracts, etc.)	10 years after disposition of building, property or structure	Dispose only upon the Archives Recommendation
2.2 Agreements/Contracts and Supporting Documents (not related to land, buildings, properties, etc.)	7 years after termination of agreement or contract	Dispose only upon the Archives Recommendation
2.3 Appeals	7 years after final decision rendered	Dispose only upon the Archives Recommendation
2.4 Celebrations and Events	3 years after concluded	Dispose only upon the Archives Recommendation
2.5 Cemetery Records	PERMANENT	PERMANENT as per legislation
2.6 Change of Ownership Documents	7 years	Dispose
2.7 First Nations Consultations	PERMANENT	PERMANENT
2.8 Inquiries (under Local Authority Freedom of Information and Protection of Privacy Act)	7 years	Dispose
2.9 Insurance Policies – Liability (may be required if there is a liability claim)	PERMANENT	PERMANENT
2.10 Insurance Policies – Property (includes insurance claims)	7 years after termination or cancelation of policy	Dispose
2.11 Photographs	When obsolete contact Archives	Dispose only upon the Archives Recommendation
2.12 Public Notice Documentation	2 years after event for which notice was given	Dispose
2.13 Records Disposal Documentation	PERMANENT	PERMANENT
2.14 Tax Assessment Appeals	7 years after final decision rendered	Dispose
2.15 Tax Assessment Records (assessor's valuation records, reassessment sheets, etc.)	3 years after superseded by new assessment or obsolete	Dispose
2.16 Tax Certificates	7 years	Dispose
2.17 Tax and Assessment Undelivered Notices (where a notice is undelivered or returned due to an unknown address the notice shall be retained)	7 years	Dispose
2.18 Tax Enforcement Records (includes tax lien withdraws, etc.)	7 years after tax title property sold or property disposed of in any other manner	Dispose
2.19 Other Enforcement Records (Includes weed control, pest control, etc.)	7 years after settlement	Dispose
2.20 Water Analysis Reports (may be required if there is a liability claim in the future)	25 years	Dispose only upon the Archives Recommendation

3. ELECTION

Records included in this section are governed by *The Local Government Election Act, 2015* (LGEA) and *The Municipalities Act*. Where specific retention requirements are identified in the legislation, relevant sections in the act are included. Unless otherwise specified, all records are retained for "after election day" PLUS number identified below in retention period.

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
3.1 Ballots	3 months (142 LGEA)	Dispose
3.2 Disclosure of Holdings (Includes public disclosure statements)	Term of Office (4 years)	Dispose
3.3 Declaration of Agent/Friend	3 months	Dispose
3.4 Declaration of Polls	3 months (142 LGEA)	Dispose
3.5 Deputy Returning Officer Statement of Results	PERMANENT	PERMANENT
3.6 Nominations and Receipts	Term of Office (4 years) (69(6) LGEA)	Dispose
3.7 Oath of Officer	Term of Office	Dispose
3.8 Returning Officer's Summary of Results	PERMANENT	PERMANENT or Dispose only upon the Archives Recommendation
3.9 Poll Books	3 months (142 LGEA)	Dispose
3.10 Voters' List	Contact Archives	Dispose only upon the Archives Recommendation
3.11 Voters' Registration Forms	3 months (142 LGEA)	Dispose
3.12 Ballot Box Contents (includes ballots, registration forms, etc.)	3 months (142 LGEA)	Dispose
3.13 List of Assessed Owners	Until replaced pursuant to Section 40 LGEA	Dispose

4. EMPLOYEE – EMPLOYER

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
4.1 Employee Records (includes time cards, pay records, etc.)	5 most recent years, 10 years after termination of employment	Dispose
4.2 Income Tax (T4s, TD1s, etc.)	7 years	Dispose

5. LEGAL

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
5.1 Minister's Orders	PERMANENT as per Legislation	PERMANENT as per Legislation
5.2 Claims (includes notices of claim, statements of claim, etc.)	10 years after settlement	Dispose only upon the Archives Recommendation

5.3 Petitions	7 years	Dispose only upon the Archives Recommendation
5.4 Writs	10 years after expiration or completion	Dispose

6. LICENSES AND PERMITS

6.1 Licenses and Permits Issued by Municipalities

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
6.1.1 Development Permits (includes supporting documentation)	25 years after superseded	Dispose only upon the Archives Recommendation
6.1.2 Development Permits – Denied	10 years	Dispose only upon the Archives Recommendation
6.1.3 Development Permits - Register	PERMANENT	PERMANENT
6.1.4 Building Permits (includes supporting documentation)	After rejection of a permit or the life of building or structure PLUS 10 years	Dispose only upon the Archives Recommendation
6.1.5 Other permits (not related to land, buildings, structures, development projects)	3 years	Dispose
6.1.6 Licenses (includes supporting documents)	7 years after termination or expiration or rejection of license	Dispose

6.2 Licenses and Permits Issued to Municipalities

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
6.2.1 Licenses and Permits (related to land, buildings, structures, properties)	Upon rejection of permit/license or life time of structure, building, property PLUS 10 years	Dispose only upon the Archives Recommendation
6.2.2 Licenses and Permits (not related to land, buildings, structures and development projects)	7 years after termination or expiration or rejection of license or permit	Dispose

7. MAPS, PLANS, SURVEYS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
7.1 Architect's Drawings (buildings, park sites, structures, etc.)	Lifetime of facility/structure PLUS 10 years	Dispose only upon the Archives Recommendation
7.2 Municipal Maps and Plans	PERMENANT original or selected copies	PERMENANT or Dispose only upon the Archives Recommendation
7.3 Road Surveys	7 years	Dispose only upon the

		Archives Recommendation
7.4 Land Surveys Certificates or Surveyor Reports	7 years	Dispose

8. MINUTES AND BYLAWS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
8.1 Council Minutes (includes original bylaws, active and repealed)	PERMENANT	PERMANENT as per legislation
8.2 Repealed Bylaws (includes certified copies that may be retained in Repealed Bylaw Registers)	7 years	Dispose
8.3 Bylaw Registers (active and repealed)	PERMENANT	PERMENANT

9. REPORTS AND STATISTICS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
9.1 Reports of Boards and Committees established by Council (not forming part of council minutes)	7 years	Dispose only upon the Archives Recommendation
9.2 Vital Statistics	7 years	Dispose

10. ROADS AND STREETS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
10.1 Road maintenance Records (including reports) (may be required if there is a liability claim in the future)	25 years	Dispose only upon the Archives Recommendation