

LAC STE. ANNE COUNTY

PROVINCE OF ALBERTA

BYLAW NO 02-2024

BEING A BYLAW OF LAC STE. ANNE COUNTY FOR THE PURPOSE OF PROVIDING
THE MANAGEMENT OF MUNICIPAL RECORDS

WHEREAS pursuant to the Municipal Government Act, Revised Statutes of Alberta, and amendments thereto, the Council of Lac Ste. Anne County may pass a bylaw respecting the destruction of records and documents of the municipality.

AND WHEREAS Lac Ste. Anne County wishes to put in place regulations and procedures for the retention and disposition of municipal documents in accordance with the Alberta Evidence Act, the Electronic Transactions Act, the Freedom of Information and Protection of Privacy Act and other applicable legislation and regulation.

AND WHEREAS the regulations and procedures for municipal records and documents are consistent with all statutes of Alberta and Canada.

AND WHEREAS it is the desire of the Council of Lac Ste. Anne County to provide for regulations and procedures governing the retention and disposition of municipal documents.

NOW THEREFORE the Council of Lac Ste. Anne County, in Council duly assembled, hereby enacts as follows.

1. TITLE

- 1.1 This Bylaw may be cited as the "Records and Information Management" Bylaw.

2. DEFINITIONS

For the purposes of this Bylaw the following definitions shall apply:

- 2.1 "**Council**" shall mean the Council of Lac Ste. Anne County.
- 2.2 "**County**" shall mean the municipal corporation of Lac Ste. Anne County or the area within the boundaries of Lac Ste. Anne County as the context requires.
- 2.3 "**County Manager**" shall mean a person appointed by Council as the Chief Administrator (CAO) of Lac Ste. Anne County.
- 2.4 "**Disposal**" shall mean to permanently loan, store outside County facilities, destroy, or electronically delete records.
- 2.5 "**Electronic Record**" shall mean information that is recorded or stored on any medium within a computer system or other similar device and can be read, reproduced, or perceived by a person or a computer system or other similar device.
- 2.6 "**Electronic Records System**" includes the computer system or other similar device by or in which information is recorded or stored, and any procedures related to the recording and storage of electronic records.
- 2.7 "**Official Record**" means that an original record shall be kept in either physical (i.e.. Paper) form or electronic format that will enable copies of the originals to be made.
- 2.8 "**Non-Electronic Records**" shall mean those records excluded from the Electronic Record definition as noted in this Bylaw and are often referred to as paper records.
- 2.9 "**Record**" shall mean information in the custody or under control of the County in non-electronic or electronic media, including but not limited to financial data, land files, minutes of meetings, contracts, correspondence and any other documents kept by the County.

- 2.10 ***“Transitory Record”*** shall mean those records of temporary usefulness that are needed only for a limited time period in order to complete a routine action or prepare a final record. They are not required for financial, legal, audit or statutory purposes and are not regularly filed in the office record keeping system.
- 2.11 ***“Schedule A”*** shall mean the Records Retention and Disposition Schedule as amended from time to time.

3. AUTHORITY AND POWERS

- 3.1 Council hereby delegates to the County Manager the authority to:
- 3.1.1 Manage the records, retention, access, and security of information in accordance with this Bylaw, any policies adopted by Council, the *Freedom of Information and Protection of Privacy Act* and any other applicable provincial or federal laws.
 - 3.1.2 Take any other steps required to implement, administer, apply, or enforce the provisions of this Bylaw.
 - 3.1.3. County Manager may authorize the destruction of Non-Electronic Records if the originals have been recorded in an Electronic Records System that will enable copies of the originals to be made.
- 3.2 The County Manager is hereby authorized to make decisions, establish, and enforce such procedures and policies as the County Manager deems necessary for the management of all records including access and privacy of recorded information. The County Manager may delegate any of the duties or responsibilities, as required.
- 3.3 Except as otherwise prescribed by legislation or approved by the County Manager, records may be destroyed in accordance with Schedule "A"
- 3.4 Election material shall be destroyed in accordance with the *Local Authorities Election Act*, Revised Statutes of Alberta.
- 3.5 The County Manager is authorized to release or permanently loan records to the Provincial Archives of Alberta or other archival entity. These records shall be recorded on a "Certificate of Gift" form, or equivalent documentation, as provided by the archival entity. This document will be permanently retained in the County's record system.

4. GENERAL RETENTION AND DISPOSITION

- 4.1 If an individual's personal information is used by Lac Ste. Anne County to make a decision that directly affects that individual, the County must retain the personal information for at least one year after using it.
- 4.2 Records are to be reviewed for retention and disposal on an annual basis and may be retained longer than the period provided for in Schedule A, as deemed necessary.
- 4.3 Retained non-electronic records shall be kept in an appropriate medium such as storage box, file cabinet or binder with adequate identification of contents, time period and retention period.
- 4.4 Electronic records shall be kept in a secure manner with appropriate firewalls, administrative and user rights and safety measures, and retained and disposed of according to Schedule A.
- 4.5 Upon each occasion of disposing of or relocating electronic or non-electronic records, a Disposition of Inactive Municipal Records – Record of Destruction Form shall be completed listing: a description of the records disposed, date of disposal, manner in which records were disposed, signature of person who disposed of records, and reason supporting destruction. This Form shall be retained permanently in the County's secure storage and/or through the County's

electronic records system. This Form shall not be required for the Disposition of Transitory Records

- 4.6 Generally Accepted Recordkeeping Principles will be used as the guideline to effective records management and is attached as Schedule B.

5. EFFECTIVENESS AND REVIEW

- 5.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the Bylaw is deemed valid.
- 5.2 For the purpose of ensuring that the Bylaw is reviewed for ongoing relevancy and necessity, it will be reviewed within its fifth year (balance forward to 2029) or sooner if deemed necessary.

6. APPLICATION

- 6.1 This Bylaw shall apply to all records in the custody or control of Lac Ste. Anne County.

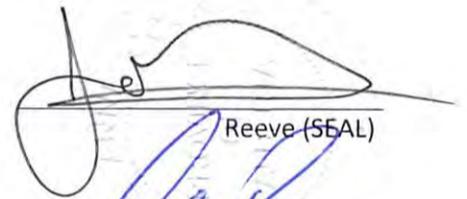
7. EFFECTIVE DATE

- 7.1 This Bylaw shall come into force and takes effect upon the date of the third and final reading.

8. RESCINDMENT

- 8.1 Lac Ste. Anne County Bylaw 32-2016 shall be rescinded upon third and final reading of this bylaw.

READ a first time this **25 day of January 2024.**

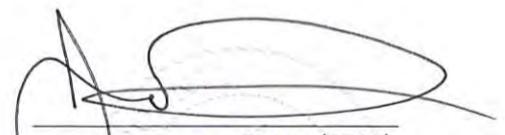


Reeve (SEAL)



County Manager

READ a second time this **15 day of August 2024.**



Reeve (SEAL)



County Manager

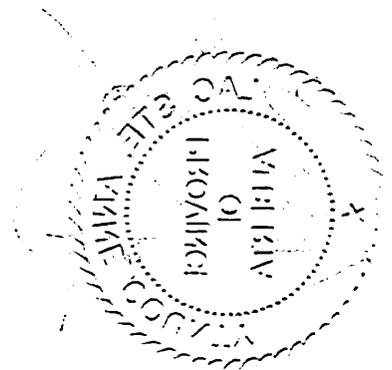
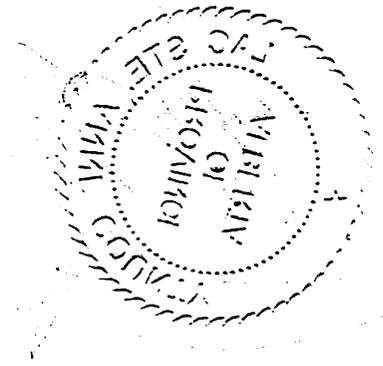
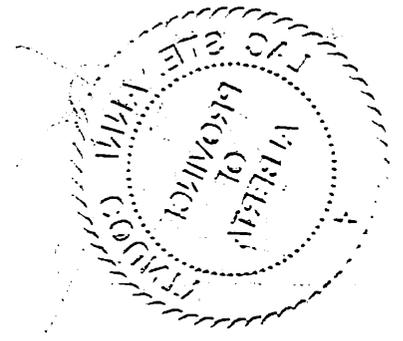
READ a third and final time this **15 day of August 2024.**



Reeve (SEAL)



County Manager



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Legend for Retention Codes	
#	Years to retain documents
P	Permanent
RD	Routinely Discard
C	Complete
1* O/S	1 Year after Obsolete or Superseded
1*E	1 Year after Expiry

1) APPLIES TO ALL DEPARTMENTS, ALL CATEGORIES			Retention Codes: Shown as # of Years, or P = Permanent, or RD = Routinely Discard, C = Complete or 1*O/S = 1 Year after Obsolete or Superseded, or 1*E = 1 Year after Expiry	
<u>Class Code</u>	<u>Business Activity/Scope</u>	<u>List of Related Documents</u>	<u>Retention</u>	<u>Comments</u>
ALL-01	CORRESPONDENCE	Any correspondence (letters, memos, emails, texts, etc.), unless it contains a record of County business not recorded in another document. EXAMPLES OF EXCEPTIONS: • Letter from an investigator reporting their investigation results. • Letter requesting payment and no invoice is provided. • Letter that is, in itself, an official signed Approval/Agreement.	5	This would include any general correspondence or communication that • is not an official announcement of an important decision, or • is not the only record of a financial transaction, or • is not of historical value. Consider retaining as per other Class Codes if the topic of the document is the only copy of an important record or report not reflected in any other official record.
ALL-02	HISTORICAL VALUE	Research or other records of any kind, including correspondence, relating to: - First of's - Anniversaries or Celebrations - Awards or Events - Census Results	P	Set aside for permanent retention only one record that contains information of historical value. All other records on that topic are to be retained based on where else they fit within the categories of this Schedule.
ALL-03	DEPARTMENT "HOW TO" RECORDS	Department "How To's"	3*O/S	Including but not limited to PowerPoints, PDF's, How To's for all departments
2) ASSESSMENT & TAXATION			Retention Codes: Shown as # of Years, or P = Permanent, or RD = Routinely Discard, C = Complete or 1*O/S = 1 Year after Obsolete or Superseded, or 1*E = 1 Year after Expiry	
<u>Class Code</u>	<u>Business Activity/Scope</u>	<u>List of Related Documents</u>	<u>Retention</u>	<u>Comments</u>

A&T - 01	Assessment & Taxation - Roll Files	General Roll Lists Industrial Roll Lists Pipeline Roll Lists	P	See ALL-01 For Correspondence.
A&T - 02	Assessment & Taxation - General Documents - Short Term	Farmland Declarations Tax Certificates Assessment Change Working Documents	5	See ALL-01 For Correspondence.
A&T - 03	Assessment & Taxation - General Documents - Long term	Assessment Audits/Balances Gov't Grants to Pay on Behalf of Grants in Lieu	12	See ALL-01 For Correspondence.
A&T - 04	Assessment & Taxation - Complaints	Assessment Complaints & Complaint Withdrawals Assessment Review Board (ARB) Work File	5	See ALL-01 For Correspondence.
A&T - 05	Assessment & Taxation - Official Assessment Documents	Assessment Impact Letters RAP (Rural Assessment Policy) Equalized Assessments Forfeited Land Records Historical Assessment Ledgers Mill Rates Pipeline Assessment Reports Year End Printouts Land Titles	P	This is for official, Year End type records; not working documents or correspondence.
A&T - 06	Assessment & Taxation - Tax Recovery and Public Auction	Tax Notification Listing, Tax Arrears Lists, Advertising, Public Auction Minutes and Agenda	P	All records pertaining to the Tax Recovery Process and Public Auction.
A&T - 07	Assessment & Taxation	Proof of Purchase & Address Changes	*O/S	Keep until Land Title/ New Address request is received
A&T - 08	Assessment & Taxation	Duplicate Rolls Review Court Records	7	All records pertaining to Duplicate Rolls and Review Court Records.

3) FINANCIAL RECORDS

Retention Codes: Shown as # of Years, or P = Permanent, or RD = Routinely Discard, C = Complete or 1*O/S = 1 Year after Obsolete or Superseded, or 1*E = 1 Year after Expiry

<u>Class Code</u>	<u>Business Activity/Scope</u>	<u>List of Related Documents</u>	<u>Retention</u>	<u>Comments</u>
FIN-01	Financial - General Documents	General Ledger Journal Entries and posting journals General Ledger Reconciliations General Ledger Annual Transaction Detail/Summary Report	7 7 P	See ALL-01 For Correspondence.
FIN-02	Financial – Banking/Cash Flow Management	Bank Statements Deposit Records Stop Payments Bank Transfers Bank Statements Bank Reconciliations Returned Payments Cash Receipt Copies Daily Deposits/Cash Reports Cash Receipt Posting Journals Online Bank Payment Detail Records Online Credit Card detail records Cancelled Cheques Financial Institution Signing authority signature sheets and related authorizations for banking requirements	7 7 7 7 7 7 7 7 7 7 7 7 7 7 7*E	
FIN-03	Financial - Accounts Payable (AP)	Invoices Payables posting journals Cheque Stubs Employee Credit Card/Fuel Card Holder Agreements Payables Approval Batches	7 7 7 3*E 7	
FIN-04	Financial – Accounts Receivable	Invoices Posting Journals Month End Reconciliation Penalty/Interest Journals Invoice Adjustment Requests	7	

FIN-05	Financial - Investments	Investment Portfolios Investment Tickets Adjustments Management Reports	7	
FIN-06	Financial – Official Documents	Audited Financial Statements Financial Information Return Review Engagement Reports Pension Compliance Reports	P	
FIN-07	Financial - Debts	Loan Agreements and Applications Loan Schedules	7*E	
FIN-08	Financial - Inventory	Working Papers Physical Inventory Count Annual Final Inventory Reconciliation Detail listing and summary report	3 7	See ALL-01 For Correspondence.
FIN-09	Financial - Budget	Annual Approved Operating and Capital Budget Report (as provided to Council) Interim Budget Reporting Budget Working Papers Tax Rate Bylaw working papers	P 5 3	
FIN-10	Financial - Grants	Working/Planning Documents Grant Applications Confirmation of Funding and Agreements Progress and Final Reporting	7	
FIN-11	Financial - Payment Plans	Preauthorized Agreements for Property Tax, Utilities and Accounts Receivable withdrawal authorization. Arrears Payment Agreements Written authorization for cancellation of all payment agreements.	1*E 5*E 5*E	
FIN-12	Financial – Capital	Financial records for the financing or refinancing of capital projects. Reconciliations, reporting, detailed transaction reports	7*E 7	

FIN-13	Financial – Reserve Funds	All records regarding reserve funds for operating and capital Public Land and Cemetery Reserve reconciliation and transaction Details	7 P	
FIN-14	Financial – Trust Accounts	Reconciliation and transaction details	7*E	
FIN-15	Financial – Workers’ Compensation	Annual WCB Return Working Papers	7	
FIN-16	Financial – Utilities	Adjustment Entries Penalty Reconciliation Monthly Reconciliation Posting Journals Account detail transaction listing Work Orders Disconnection Notices	7 7 7 7 7*E 7*E 7*E	
FIN-17	Financial – Taxation	Month End Reconciliation Penalty Reconciliation Annual and Monthly Tax Levy Reconciliations	7	
4) GENERAL BUSINESS & ADMINISTRATION			Retention Codes: Shown as # of Years, or P = Permanent, or RD = Routinely Discard, C = Complete or 1*O/S = 1 Year after Obsolete or Superseded, or 1*E = 1 Year after Expiry	
<u>Class Code</u>	<u>Business Activity/Scope</u>	<u>List of Related Documents</u>	<u>Retention</u>	<u>Comments</u>
GBA-01	General Business & Administration - Advertising	Advertising - General Job advertisements	2 RD	See LGL-06 for Media Releases relating Legal Hold

GBA-02	General Business & Administration - Advertising	Advertising - Legislative	7	*Exception: Legislation requires some advertising be kept 7 Years (Retain for 7 years any Advertising the MGA requires the municipality to advertise in advance of a specific topic or event, such as a Public Auction or Public Hearing).
GBA-03	General Business & Administration - Completed Forms	Completed forms such as: - Business Directory Info & Consent Forms - Community Bus Contract/Request Forms - Grant Applications (<i>where LSAC is the grantor</i>) and all supporting records - Program Participant Records	5	See GBA-07 for Personal Information collected. See REP-06 - for Program Participants Incident Reports
GBA-04	General Business & Administration - Authorization/Appointments/Awards	Farm Family, Bursary, Special Designation	10	
GBA-05	General Business & Administration - Insurance	Insurance Policy Records Insurance Related Accident Reports Insurance Claim Records*	1*E/ 12 (after settled)	For Insurance Policies: 1 Year after Expiry, unless claim is being disputed, then 12 Years after Claim is settled For Insurance Claims: 12 years after settled *Exception: WCB Claims (see HR-04) For Insurance Records: (after expiration) 5 years.
GBA-06	General Business & Administration - Operating Certificates	Blasters' Certificate, Tank Licenses (at the shop), Radio Operations, Safety Certificate of Recognition, Water Plant, Alberta Environment Certification, Chemicals, Dynamite Magazine, Bylaw/Animal Control Weapon, Towers, etc.	1*E	
GBA-07	General Business & Administration - Personal Information (FOIP)	Personal Information collected to be used by the Municipality where a decision must be made about a person, or group of individuals, such as: - Educational Scholarship Program Applications - Grant/Bursary Applications - Day Timers	1	As per FOIP Act, Section 35 and the MGA, Section 214 (3)

GBA-08	General Business & Administration - FOIP	Official FOIP Request /original package of material Completion of request of Commissioner's findings (Includes request, finding Commissioner Orders) Abandoned Requests Annual Reporting	5	
GBA-09	General Business & Administration - Transitory	Staff notes and any document that is available elsewhere or is irrelevant to County Business: - Meeting Notes, Phone Messages - Copies of Acts & Regulations - Samples of other Corporations' manuals, bylaws, policies, procedures	RD*	*Review relevance annually.
GBA-10	General Business & Administration - Warranties, Packing Slips	Warranties for all equipment and products.	1*E	1 Year after Warranty or product expiry * Also see LGL - 03 for Agreements or Licenses.
GBA-11	General Business & Administration - Working Documents, Drafts	Working documents - drafts that are not the final versions, or final approved copy.	RD (or 5*E)	SEE F-09 for Budget Preparation
GBA-12	General Business & Administration - Working Documents, On-Going	Working documents that are continually being updated such as: - Inventories - Maintenance records and repair reports - Fire extinguishers - Fire alarms - Security Alarms - Building Maintenance - Spreadsheets	11	Working documents such as these, once finalized with the year's additions and deletions, etc., are to be saved as an unchangeable electronic image document.
GBA-13	General Business & Administration- Information Technology	Onsite Backups Offsite Backups	2 Weeks 2 Weeks	Onsite Backups – stored on BACKUPHOST1 Offsite Backups – stored on both Trinus datacenters

GBA-14	General Business & Administration – Department Complaints		5*C	See PS-06 for Enforcement Complaints - Including but not limited to Road Complaints, Wildlife Complaints, Assessment & Taxation Complaints.
5) HUMAN RESOURCES			Retention Codes: Shown as # of Years, or P = Permanent, or RD = Routinely Discard, C = Complete or 1*O/S = 1 Year after Obsolete or Superseded, or 1*E = 1 Year after Expiry	
<u>Class Code</u>	<u>Business Activity/Scope</u>	<u>List of Related Documents</u>	<u>Retention</u>	<u>Comments</u>
HR-01	Personnel - Employee Files	All Confidential Employee Records, such as:		
		- Benefit Application Form & changes	11	11 years
		- Job Applications (hired)	3	3 years
		- Job Descriptions	3*O/S	3 years after the position is abolished
		- Performance Reviews	1 or 6	1 year after cessation or 6 years after dismissal
		- Termination Letters	P	Permanent
		- Request for Leave	1 or 6	1 year after cessation or 6 years after dismissal
		- Record of Employment	1 or 6	1 year after cessation or 6 years after dismissal
		- Pension Summary	70	70 years
		- Years of Service, etc.	1 or 6	1 year after cessation or 6 years after dismissal
		- Staff Photo ID's	1	1 year after cessation or dismissal
		- Accident & Incident Information including Settlement	1 or 6	1 year after cessation or 6 years after dismissal
		- Unsuccessful Applications or Resumes/Interview Notes	1	1 year
- Remittance Records	5	5 years		
HR-02	Personnel - Working Documents	Employee related spreadsheets or graphs tracking such things as: - general staff attendance or hours worked - special leave incidents - holidays, etc.	5	

HR-03	Personnel - General Information	Salary Ranges/Surveys Employee Benefits Summaries Physical Demands Analysis (OH&S) Training Records/Test Results	5*O/S	
HR-04	Personnel - WCB Incident Reports & WCB Claim Responses	Records of WCB Claims: - Forms filled out - WCB Responses	5	
HR-05	Personnel - Oaths of Office	Oaths of Office	1* O/S	See GBA-07 for Personal Information collected. 1 year after position vacated
HR-06	Personnel - Disciplinary Actions - Non-Union Staff	Only once a clear record has been maintained for 36 months	3*E after void	Notice of Discipline shall be deemed void after an employee has maintained a clear record for a period of 36 months.
HR-07	Personnel - Union	Grievance Files Disciplinary Actions	10*E 18 MTH*E after Void	Grievance Files are considered closed at resolution In accordance with CUPE Local 1928 Collective Agreement: Past Warning Notices or Notices of Discipline shall be deemed void after an employee has maintained a clear record for a period of eighteen (18) months.
HR-08	Personnel - Timesheets & Scheduling	Records related to employees' work and attendance history. Records include information on shift scheduling, vacation schedules and requests, hours of work, overtime, absence for other reasons, etc. Payroll monthly attendance report.	5	
HR-9	Personnel - Payroll	Direct Deposit Transfer Lists, Payroll Cheque Registers, Year End Printouts	11	
HR-10	Personnel - Payroll	Garnishees	3	After garnishee is removed

HR-11	Personnel - Payroll	Employment Insurance Records	5	After cessation of employment
HR-12	Personnel - Income Tax	Deductions TD1 T4 & T4 Summaries	7 1*O/S 7	
6) LEGISLATIVE			Retention Codes: Shown as # of Years, or P = Permanent, or RD = Routinely Discard, C = Complete or 1*O/S = 1 Year after Obsolete or Superseded, or 1*E = 1 Year after Expiry	
<u>Class Code</u>	<u>Business Activity/Scope</u>	<u>List of Related Documents</u>	<u>Retention</u>	<u>Comments</u>
LEG-01	Legislative - Council Agendas & Minutes	Agendas & Minutes for any of the following: - Council Meetings	P	Retain only one copy.
LEG-02	Legislative - Council Appointed Committees, & Boards Agendas & Minutes	Agendas & Minutes for any of the following: - Committee or Board Meetings All Department Safety Meetings Municipal Planning Commission	P P P	Retain only one signed copy including Safety Toolbox Meetings
LEG-03	Legislative - Appeal Boards Agenda & Minutes	Subdivision & Development Appeal Board Enforcement Review Board, Assessment Review Board Records	P P P	For Correspondence on these topics, see Class Code ALL-01. Subdivision & Development Appeal Board; Enforcement Review Board Assessment Review Board Records including: - Assessment Review Board (ARB) Notice of Decision - Assessment Review Board (ARB) Minutes - Appeal Package
LEG-04	Legislative - Bylaws	All signed copies of Bylaws	P	For Correspondence on these topics, see Class Code ALL-01.
LEG-05	Legislative - Policies & Procedures	All signed copies of Policies and Procedures	5*	*After Superseded or Obsolete.
LEG-06	Legislative - Census	Any records regarding Census taking	12 years	For Correspondence on these topics, see Class Code ALL-01

LEG-07	Legislative - Elections	Nomination Papers Ballot Box Contents		See 28(4) Local Authorities Election Act Sec. 101 Local Authorities Election Act
LEG-08	Legislative -Petitions		10	
LEG-09	Legislative -Record of Destruction for Inactive Municipal Records		P	
LEG-10	Legislative - Cemetery Records	Deeds, Burial & Cremation Permits, Records, Work Orders	P	
7) LEGAL DOCUMENTS			Retention Codes: Shown as # of Years, or P = Permanent, or RD = Routinely Discard, C = Complete or 1*O/S = 1 Year after Obsolete or Superseded, or 1*E = 1 Year after Expiry	
<u>Class Code</u>	<u>Business Activity/Scope</u>	<u>List of Related Documents</u>	<u>Retention</u>	<u>Comments</u>
LGL-01	Legal Contracts and Agreements- Land Related	Any Land Related contracts including: Right of Way's, Easements, Road Allowance Licenses, Grazing Leases, Crown and other Leases, Pipeline Crossing Approvals, Railway Crossings,	12 *O/S	For Correspondence on these topics, see Class Code ALL-01.
LGL-02	Legal Contracts - Not Land Related - Short Term	Powerline/Telecommunication Approvals Seismograph/Geophysical Approvals Road Approach Approvals, TAC Permits, Road Ban Permits, Dust Control Agreement, Snow plow Agreement, Business Licenses, Road Use Agreements, (once expired) CUPE Union Agreement	7	
LGL-03	Legal Contracts - Not Land Related - Long Term	Short Term/Long Term contracts such as Permits, Licenses, Notices , Government Agreements, Government Approvals, Mutual Aid Agreements, Rental and Service Agreements, Oil Well Licenses, Tower Tenant Agreement, Software and Equipment Licenses,	12 *O/S	Obsolete or superseded For Correspondence on these topics, see Class Code ALL-01.
LGL-04	Legal - Tenders/Request for Proposal/ Request for Quote	Files Successful Purchase Quotations Unsuccessful	12 12 12 10	Keep all unsuccessful tenders for 10 years in case of civil litigation.

LGL-05	Legal Services/Opinions & Proceedings	Proceedings, Services or Opinions	12*O/S	Obsolete or superseded.
LGL - 06	Legal Hold	When a situation arises where there is an active lawsuit not yet settled <i>or the possibility</i> of a legal dispute, then ALL RECORDS (including correspondence, notes, and media leases) are to be placed on LEGAL HOLD (electronic and paper).	12*	*Once the threat of legal action is over, release the Legal Hold and retain those documents for an additional 12 years.
8) LAND RELATED DOCUMENTS			Retention Codes: Shown as # of Years, or P = Permanent, or RD = Routinely Discard, C = Complete or 1*O/S = 1 Year after Obsolete or Superseded, or 1*E = 1 Year after Expiry	
<u>Class Code</u>	<u>Business Activity/Scope</u>	<u>List of Related Documents</u>	<u>Retention</u>	<u>Comments</u>
LND-01	Land/Building - Appraisals	Appraisals on Land or Land/Buildings, Real Property Reports	1*	*1 Year after sold. See Class Code ALL-01 for Correspondence
LND-02	Land/Building - Annexation	Final Orders	P	See Class Code ALL-01 for Correspondence.
LND-03	Land/Building - General Records	Aerial Photographs, Bridge Files, Construction Projects, Industrial, Land Files, Road/Highway Files, Sign Locations, Subdivision Files, Local Improvements	P	Aerial Photographs - Retain one copy of each series. See Class Code ALL-01 for Correspondence. See GBA-11 for inventories/maintenance of Land/Buildings.
LND-04	Land/Building - Maps	Bridge Locations, County Maps, Construction Projects, Engineering, Signs, Rural Addressing, Departmental Maps (PDF version)	P	Retain one copy of each series.
LND-05	Land/Building - Certificates & Inspections	Compliance Certificates Pipeline Utility and Approach Inspections Tower Inspections	P	See Class Code ALL-01 for Correspondence on these topics.
LND-06	Land/Building Permits	Development Permits	P	
LND-07	Land/Building Permits	Safety Code Permits: Building/Gas/Electric/Plumb/Sewer	10	

LND-08	Land/Building – Enforcement Orders	Enforcement Orders given to ratepayers	12	Including but not limited to Unsightly Orders, Stop Orders, Weed Notices
9) PHOTOGRAPHS			Retention Codes: Shown as # of Years, or P = Permanent, or RD = Routinely Discard, C = Complete or 1*O/S = 1 Year after Obsolete or Superseded, or 1*E = 1 Year after Expiry	
<u>Class Code</u>	<u>Business Activity/Scope</u>	<u>List of Related Documents</u>	<u>Retention</u>	<u>Comments</u>
PHO-01	Photographs	Photographs - if showing evidence that led to a corporate decision to act on an issue, such as: - Photos of bldgs. (etc.) in contravention of LUB - Photos of damage to a vehicle or vandalism to a building	12	See LND-03 for Aerial
PHO-02	Photographs for Assessment Purposes	Photos - used for documentation of properties utilized for determining assessment details	1*O/S	Once new photos are captured for documentation into the Assessment Database for the purpose of updating LSAC records, the previous photos may be disposed of.
PHO-03	Photographs	Photographs - used for landscape, calendar, website, County promotions	RD	
PHO-04	Photographs - Fire Services	Photographs- used for evidence of an incident or a response by Fire Services	12	See LGL-06 for Legal hold if applicable.
10) PROTECTIVE SERVICES			Retention Codes: Shown as # of Years, or P = Permanent, or RD = Routinely Discard, C = Complete or 1*O/S = 1 Year after Obsolete or Superseded, or 1*E = 1 Year after Expiry	
<u>Class Code</u>	<u>Business Activity/Scope</u>	<u>List of Related Documents</u>	<u>Retention</u>	<u>Comments</u>
PS-01	Fire Services	Open Burn Permits, Fireworks Permits	1*E	See Class Code ALL-01 for Correspondence of a minor nature.

PS-02	Fire Services	All Records, except for Open Burn Permits, Fireworks Permits	12	See ALL-01 for Correspondence of a minor nature See REP-02 for Apparatus and Fleet Report info. See PHO-04 for photos. See PS-01 for Open Burn Permits, Fireworks Permits See REP-06 for Fire Incident Reports
PS-03	Community Peace Officers	All Records	12	See Class Code ALL-01 for Correspondence of a minor nature. See PS-06 for Enforcement Complaints
PS-04	Bylaw & Animal Control Officers	All Records	12	See Class Code ALL-01 for Correspondence of a minor nature. See GBA-06 for Bylaw/Animal Control Weapon.
PS-05	Emergency Management	All Records	P	
PS-06	Answering Service - Complaint Summary	All Except for Enforcement complaints	12 5*C	12 years for all other complaints 5 years after investigation is complete.
<u>11) REPORTS AND STUDIES</u>			Retention Codes: Shown as # of Years, or P = Permanent, or RD = Routinely Discard, C = Complete or 1*O/S = 1 Year after Obsolete or Superseded, or 1*E = 1 Year after Expiry	
<u>Class Code</u>	<u>Business Activity/Scope</u>	<u>List of Related Documents</u>	<u>Retention</u>	<u>Comments</u>
REP-01	Reports/Studies - Produced for Lac Ste. Anne County	Reports produced for LSAC, such as Consultants hired to provide: - Environmental Reports– - Program Services Reviews - H&S, where another County audits LSAC for Safety System - AB Transportation Carrier Profile Report which shows County's reputation/convictions, etc. - Master Plans	P	

REP-02	Reports/Studies - Produced by Lac Ste. Anne County	<p>Reports prepared by County staff, including reports prepared for other Jurisdictions, such as:</p> <ul style="list-style-type: none"> - H&S Audit completed for another County - Safety Tool Box Meeting Reports - Facility Inspection Reports - Agricultural Services Report - Municipal Affairs Annual Reports - Stats and Finance - Water and Waste Water Inspections <p>*Apparatus & Fleet Administration Reports - records which support fleet/unit control activities such as maintenance, inspection, repair, replacement, disposal and fleet scheduling.</p>	5*O/S	<p>* Records may include lists of serial numbers or vehicle identification numbers (VIN), pre and post-inspections. Cost/repair analysis, soil samples, commercial vehicle inspections, equipment service manuals. Apparatus and Fleet Admin. Reports can be held as long as the unit is in service.</p> <p>Water and Wastewater Inspections includes the following reports</p> <ul style="list-style-type: none"> - Reporting Bacteria Analysis - Daily Reports - Monthly Reports - Water Application Program <p>- Ag Services Reports includes but not limited to: Pesticide Application Records & Pesticide Vendor Records.</p>
REP-03	Reports/Studies - Produced for Council or Admin	<p>Reports prepared by County staff for Lac Ste. Anne County Council or Administrators, such as:</p> <ul style="list-style-type: none"> - MSI Operating Spending Plan - Project Updates, Projections, or Outlines - Project Reviews and Results - Research Results - Safety Audit Reports - Safety Incident reports - Hazard Assessment Worksheets 	5	<p>Reports to Council are part of the Agenda Packages (see LEG 01)</p> <p>Any reports presented to Council are already part of an Agenda Package may be deleted at any time, as the official record is already retained in the Agenda.</p>
REP-04	Progress Reports	Project	5	
REP-05	Progress Reports	Under Contract (Final payment)	7-10 *O/S	
REP-06	Reports - Accident	<p>3rd Party Accident and Incident Information</p> <p>Accident Statistics</p> <p>Program Participant Incident</p> <p>Fire Incident Reports</p> <ul style="list-style-type: none"> - Fires or Hazardous Materials Incidents 	<p>12 *O/S</p> <p>25</p>	<p>Please refer to current WCB Presumptive Cancer legislation</p>

12) Work Orders

Retention Codes: Shown as # of Years, or P = Permanent, or RD = Routinely Discard,
C = Complete or 1*O/S = 1 Year after Obsolete or Superseded,
or 1*E = 1 Year after Expiry

<u>Class Code</u>	<u>Business Activity/Scope</u>	<u>List of Related Documents</u>	<u>Retention</u>	<u>Comments</u>
WO-01	Work Orders - Service Departments	Including but not limited to Community Services, Agricultural Services, Infrastructure & Operation Services, Planning and Development Services, Fire Services	2*C	Check with Finance and Public Works and come to a consensus See FIN-03 for Work Order Invoices
WO-02	Work Orders – Utilities	Disconnect/Reconnect Notice Waste Bin Requests Line Repairs	2*C	Check with Finance and Public Works and come to a consensus See FIN-03 for Work Order Invoices

SCHEDULE B
Generally Accepted Recordkeeping Principles (GARP)

Principle of Accountability

An organization shall assign a senior executive who will oversee a recordkeeping program and delegate program responsibility to appropriate individuals, adopt policies and procedures to guide personnel, and ensure program auditability.

Principle of Integrity

A recordkeeping program shall be constructed so the records and information generated or managed by or for the organization have a reasonable and suitable guarantee of authenticity and reliability.

Principle of Protection

A recordkeeping program shall be constructed to ensure a reasonable level of protection to records and information that are private, confidential, privileged, secret, or essential to business continuity.

Principle of Compliance

The recordkeeping program shall be constructed to comply with applicable laws and other binding authorities, as well as the organization's policies.

Principle of Availability

An organization shall maintain records in a manner that ensures timely, efficient, and accurate retrieval of needed information.

Principle of Retention

An organization shall maintain its records and information for an appropriate time, taking into account legal, regulatory, fiscal, operational, and historical requirements.

Principle of Disposition

An organization shall provide secure and appropriate disposition for records that are no longer required to be maintained by applicable laws and the organization's policies.

Principle of Transparency

The processes and activities of an organization's recordkeeping program shall be documented in an understandable manner and be available to all personnel and appropriate interested parties.

<https://www.armavi.org/docs/garp.pdf>