

Records Management Bylaw



Bylaw Number 51

A Bylaw to establish a corporate file classification and records management system for the Town of Stratford

BE IT ENACTED by the Council of the Town of Stratford as follows:

1. Title

- (1) This bylaw shall be known and cited as the "Records Management Bylaw."

2. Authority

- (1) The *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., and related regulations require municipalities to manage and retain municipal records.

3. Application

- (1) This bylaw applies to members of Council, Council Committees, and municipal staff related to the classification, management, retention and disposal of records.

4. Definitions

- (1) "Act" means the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1.
- (2) "Chief Administrative Officer" means the administrative head of the Town as appointed by council under subsection 86(2)(c) of the *Municipal Government Act*.
- (3) "Council" means the Mayor and other members of the Council of the Town.
- (4) "Councillor" means a member of the Council other than the Mayor.
- (5) "Town" means the Town of Stratford and includes Town entities.
- (6) "Permanent Record" means a record that is retained permanently as specified in Schedule "A".
- (7) "Record" means information in any form, including electronic form, but does not include a mechanism or system for generating, sending, receiving, storing, or otherwise processing information.
- (8) "Regulations" means the Records Retention Regulations pursuant to clause 261(1)(f) of the Act.

- (9) “Temporary record” means a record that is retained for the time period specified in Schedule “A” and excludes a Permanent Record or Transitory Record.
- (10) “Transitory Record” means a record which has temporary value only, with no administrative, legal or historic value, and which does not need to be classified or retained and includes:
 - (a) duplicate copies;
 - (b) staff personal copies of records relating to their employment;
 - (c) journals, magazines, newspapers, catalogues and advertisements;
 - (d) preliminary drafts and working copies of correspondence and reports; and
 - (e) records not related to the town or town entities.

5. Records Classification, Retention and Disposition

- (1) The Chief Administrative Officer shall administer this bylaw and is responsible for ensuring that records are managed and retained in accordance with this bylaw, the Act and Regulations.
- (2) All Records, except for transitory records, shall be classified, stored, retained or destroyed in accordance with the File Classification and Retention Schedule, Schedule “A”, which forms part of this bylaw.
- (3) Each file shall begin with the 4 digit file number in Schedule “A” and each file shall be recorded in a master file database with file name, file details, file location, creation date, completion date, and final disposition.
- (4) Schedule “A” may be amended by resolution of Council provided it continues to comply with the Act and regulations thereto.

6. Temporary Records

- (1) Each Temporary Record shall be filed in the municipal office for a minimum of two years and accessible within 24 hours.
- (2) Temporary Records may be moved after two years to a storage facility, within or outside the municipality, for the remainder of the retention period specified in Schedule “A” provided that the location is secure and will preserve the integrity of the record and the record is accessible within three business days.
- (3) At the end of the retention period specified for a temporary record in Schedule “A”, the record shall be destroyed in a manner that preserves the confidentiality of any of the information contained therein.
- (4) The destruction of a record must be approved in writing by the Chief Administrative Officer or designate on the form approved by the Chief Administrative Officer.

- (5) Documentation, which provides details of the destruction of the record or its transfer to permanent storage, of the final disposition of the record is permanently maintained in a file for that purpose.

7. Permanent Records

- (1) Each Permanent Record shall be filed in the municipal office for a minimum of five years and accessible within 24 hours.
- (2) Permanent Records may be moved after five years to a storage facility, within or outside the municipality, provided that the location is secure and will preserve the integrity of the record and the record is accessible within three business days.

8. Transitory Records

- (1) Transitory Records may be destroyed immediately after their receipt, creation or use in a manner that preserves the confidentiality of any of the information contained therein.

9. Electronic Records

- (1) The Chief Administrative Officer shall ensure electronic records
 - (a) are retained and retrievable for the minimum retention period; and
 - (b) in the case of permanent records, are copied to paper or microfilm for the purpose of transfer to permanent storage.
- (2) Microfilm applications of permanent records shall conform to industry-accepted technical standards and established preparation and documentation procedures.

10. Protection of Records

- (1) The Chief Administrative Officer shall ensure that reasonable care is taken to protect records against damage, deterioration, unauthorized destruction, sale or other disposition or theft.

11. Effective Date

- (1) This Bylaw is effective on the date of approval and adoption below.

First Reading:

This Bylaw was read and formally approved by a majority of Council members present at the Council meeting held on _____.

Second Reading:

This Bylaw was read and formally approved by a majority of Council members present at the Council meeting held on _____.

Approval and Adoption by Council:

This bylaw was formally adopted by a majority of Council members present at the Council meeting held on _____.

Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

Certified to be a true copy of the Town of Stratford Records Management Bylaw, Bylaw # 51.

Chief Administrative Officer Signature

Date

This Bylaw was filed with the Minister of Fisheries and Communities on this ___ day of _____ 2020.

Schedule "A" – Records Management Bylaw

File Classification and Retention Schedule

Notes to the Reader:

Files shall be retained for the retention period listed, either for the number of years listed or permanently, with retention periods ending as follows:

- CY - a retention period that begins when the file is created and concludes the number of years specified after the end of the calendar year in which it was created (i.e. after December 31st of a given year).
- FY - a retention period that begins when the file is created and concludes the number of years specified after the end of the fiscal year in which it was created (i.e. after March 31 of a given year).
- S/O - a retention period that begins from the date the information is superseded (replaced or take the place of) or obsolete (no longer in use) and concludes the number of years specified after that date.

File #	Subject	Description/Comments	Retention Period	Ends
General Government 000 - 999				
0100	General Government/Administration	general administration, not filed elsewhere	5	CY
0110	Advertising	ads and notices required by act or bylaw	4	CY
0112	Agreements and Contracts	legal agreements, other than development and utility	12	S/O
0115	Annexations - File	correspondence and studies	7	CY
0116	Annexations - Order	final order	Permanent	
0120	Annual Reports	Council, Board or Commission	5	CY
0122	Appointments	not minuted	3	FY
0130	Associations, Clubs and Societies	outside organizations (excluding FCM or FPEIM)	2	CY
0200	Census	reports	12	CY
0205	Claims	notices or statements of	12	S/O
0210	Boards - General	agendas, correspondence, authority	5	CY
0211	Boards - Resolutions		Permanent	
0212	Boards - Minutes		Permanent	
0215	Bylaw Prosecutions		12	S/O
0218	Business Licenses	after expiration	5	S/O
0220	Committee of the Whole Council	agendas, correspondence, authority	5	CY

File #	Subject	Description/Comments	Retention Period	Ends
0221	Committee of the Whole Council - minutes		Permanent	
0230	Complaints	citizen and stakeholder complaints	2	CY
0240	Conferences, Meetings and Symposia	conferences, meetings, symposia and seminars	2	CY
0260	Council - General	briefings and reports, correspondence, and agendas	7	CY
0261	Council Minutes		Permanent	
0262	Council Resolutions		Permanent	
0263	Council Court Cases		12	S/O
0264	Council Code of Conduct Disclosure Statement		7	CY
0270	Customer Service	management of customer service, call centres	5	CY
0300	Destroyed Records	index and sign off	Permanent	
0310	Donations	donations to outside organizations and agencies	2	CY
0400	Federation of Canadian Municipalities		2	CY
0410	Federation of P.E.I. Municipalities		2	CY
0500	Incorporation and Municipal Legislation	after superceded or repealed	2	S/O
0510	Intergovernmental Relations - Municipalities		5	CY
0520	Intergovernmental Relations - Federal		5	CY
0530	Intergovernmental Relations - Provincial		5	CY
0540	Legal	opinions and proceedings	12	S/O
0560	Legislation	after superceded or repealed	1	S/O
0580	Licenses	applications, literature	3	CY
0650	Mail, Postal and Courier	mail and courier services	5	CY
0655	Municipal Affairs	annual reports	5	FY
0660	Municipal Election Files	files and documents, excluding Ballots and Candidate Disclosure Statements	4	CY
0661	Municipal Election - Ballots	ballot box contents	per MGA	
0662	Municipal Election - Candidate Disclosure Statements		7	CY
0700	Office Equipment and Supplies	purchase, lease and maintenance of office equipment and supplies	2	CY
0720	Petitions		10	CY

File #	Subject	Description/Comments	Retention Period	Ends
0740	Policy	after superceded or repealed	5	S/O
0760	Protocol	protocol for dignitaries, ceremonies and visits	2	CY
0780	Publications	local reports	3	CY
0785	Public Inquiries	inquiries of a general nature	3	CY
0800	Reports and Statistics	reports (not minuted)	7	CY
0810	Risk Management and Insurance	claims, records (after expiration)	12	CY
0850	Sustainability Committee - General		5	CY
0851	Sustainability Committee - minutes		Permanent	
0870	Title Certificates	certificates of title	Permanent	
0871	Title notices	notice of change	12	S/O
0880	Town Bylaws		Permanent	
0900	Environment	protection and enhancement of the natural environment	5	CY
Finance 1000 - 1999				
1000	General	financial management general	7	FY
1010	Accounts payable	vouchers, accounts paid	7	FY
1020	Accounts receivable	duplicate invoices	7	FY
1030	Audit	working papers	7	FY
1031	Town Audited Financial Statements		12	FY
1032	Utility Audited Financial Statements		12	FY
1033	Business Park Audited Financial Statements		12	FY
1034	Seniors Corporation Audited Financial Statements		12	FY
1040	Assessment Appeals	files and records	12	FY
1041	Assessment Rolls		Permanent	
1050	Banking	deposit books and slips, memos and statements	7	FY
1051	bank reconciliations		2	FY
1060	Budgets	capital and operating (in minutes)	Permanent	
1061	Budgets	working papers	3	FY
1100	Cash	receipts, disbursement, duplicate receipts	7	FY
1110	Cheques	paid, registered, stubs	7	FY
1150	Debt management	municipal borrowing	7	FY
1200	Finance Committee - General		5	CY

File #	Subject	Description/Comments	Retention Period	Ends
1201	Finance Committee - Minutes		Permanent	
1210	Funds	reserve, sinking or trust funds	7	FY
1250	Government Programs	grants and funding	7	FY
1280	Income Tax	deductions, TD1, T4 and T4 summaries	7	FY
1300	Inventory		7	FY
1400	Payroll - Garnishes	after garnish removed	10	FY
1401	Payroll - Records		7	FY
1402	Payroll - EI	after employment ceases	5	FY
1460	Procurement		7	FY
1550	Property transfers	Utility billing property transfers	7	FY
1600	Reports, Statistics and Statements	financial reporting systems, financial management reports, statistics and statements	7	FY
1620	Requisitions		7	FY
1650	Salaries and wages		7	FY
1660	Signing Authority		7	FY
1670	Stratford Business Park	financial records, including working papers, correspondence, etc. of the Stratford Business Park except for Audit (1030), Budget (1060) and Signing Authority (1660).	7	FY
1680	Stratford Community Seniors Complex	financial records, including working papers, correspondence, etc. of the Stratford Business Park except for Audit (1030), Budget (1060) and Signing Authority (1660).	7	FY
1700	Taxes - General	arrears, credits, receipts	7	FY
1710	Tax Recovery	records	Permanent	
1750	Trial Balances		7	FY
1850	Vendors	quotes, files, contracts	12	FY
1900	Vouchers	duplicate	7	FY
Human Resources 2000 - 2499				
2000	General	human resources general - not filed elsewhere	5	CY
2050	Collective Agreements		7	CY
2100	Employee and Family Wellness	EAP program, workplace improvement, wellness programs	2	CY
2110	Employee Awards and Honours	awards, honours, decorations and commendations for municipal employees	2	CY

File #	Subject	Description/Comments	Retention Period	Ends
2120	Employee Discipline	after employment ceases	1	S/O
2125	Employee Termination	after employment ceases	7	S/O
2130	Employee Transportation	personal vehicle use, policies for town vehicle use	2	CY
2140	Employment Applications - Part Time	after employment ceases	1	S/O
2180	Grievances	employee grievances	7	CY
2220	Human Resource Committee	general	5	CY
2221	Human Resource Committee	minutes	Permanent	
2300	Non-Bargaining Employees	employment policies/conditions	7	CY
2315	Oath of Office	staff - after position vacated	1	CY
2330	Organization Structure		2	S/O
2350	Performance Management	workplans and performance management	5	CY
2360	Personal and Sexual Harassment	policies, prevention and case files	7	CY
2370	Personnel Files	after employment ceases	6	S/O
2380	Personnel Policy and Benefits		5	CY
2400	Staffing - Job Applications		3	CY
2405	Staffing - Job Descriptions	after position abolished	3	S/O
2410	Staff Training and Development		5	CY
2450	Workplace Health and Safety		5	CY
Information Management 2500 - 2999				
2500	Information Management - General	information management general - not filed elsewhere	5	CY
2550	Computer Systems - Data	data systems and management of electronic information	5	CY
2560	Computer Systems - Hardware	computer hardware including network systems	5	CY
2570	Computer Systems - Software	software, enterprise systems and network client software	5	CY
2700	Information Management Committees	General	5	CY
2701	Information Management Committees	Minutes	Permanent	
2750	Library Services		5	CY
2800	Records Management	management of corporate records	5	CY
2900	Tele-Communications	telephone and communication systems	5	CY
Public Works 3000 - 3999				

File #	Subject	Description/Comments	Retention Period	Ends
3000	Public Works - General	general public works, not filed elsewhere	5	CY
3020	Asset Management Inventory		20	S/O
3025	Assets	temporary files	2	FY
3100	Beautification	gardening, landscaping and Christmas decorating	5	CY
3140	Buildings and Facilities		5	CY
3200	Clothing and Safety Equipment		3	CY
3250	Disposal and Surplus		3	CY
3350	Fleet Management		3	CY
3360	Fuels		3	CY
3400	Grounds Maintenance		3	CY
3450	Land Appraisals	after land is sold	1	S/O
3455	Land Purchase	until sold	12	FY
3470	Leases	after expiration	12	S/O
3490	Local Improvements	records	Permanent	
3500	Maintenance Reports		12	CY
3610	Property	until sold	10	S/O
3612	Progress Reports		5	CY
3614	Progress Payment	final payment	7	S/O
3620	Public Transit		5	CY
3630	Public Works Committees	general	5	CY
3631	Public Works Committees	minutes	Permanent	
3700	Record Drawings		Permanent	
3710	Road Reports		5	FY
3750	Sidewalks	construction and maintenance of sidewalks	7	CY
3760	Stormwater Management		7	CY
3770	Streets	traffic	7	CY
3775	Surplus Assets		7	FY
3780	Street Signs	inventory register	Permanent	
3790	Tenders	files, bids	12	FY
3800	Tools and Equipment		5	CY
3810	Trails	construction and maintenance of trails	5	CY
3850	Signage	town owned/leased signage	5	CY
3900	Weed Control Reports	until updated	1	CY
Utility - 4000 - 4999				
4000	Utility - General	Utility general, not filed elsewhere	7	CY
4010	Accident Reports/statistics		12	S/O
4020	Asset Management Inventory		20	S/O
4023	Assets	temporary files	2	FY

File #	Subject	Description/Comments	Retention Period	Ends
4050	Buildings and Facilities	planning, construction and maintenance of buildings and facilities	7	CY
4100	Clothing and Safety Equipment		7	CY
4160	Easements		12	S/O
4200	Field Report		12	S/O
4210	Fleet Management		3	CY
4220	Fuels	fuel for vehicles, buildings and equipment	3	CY
4250	Grounds Maintenance	upkeep, repair and management of utility grounds	3	CY
4300	Leases	after expiration	12	S/O
4310	Land Appraisals	after land is sold	1	FY
4315	Land Purchase	until sold	12	FY
4325	Local Improvements	records	Permanent	
4350	Maintenance Reports		12	CY
4400	Property	until sold	10	FY
4410	Progress Reports	project	5	CY
4412	Progress Payment	final payment	7	S/O
4450	Record Drawings		Permanent	
4500	Sewer Systems - Collection		7	CY
4520	Sewer Systems - Lift Stations		7	CY
4580	Surplus Assets		7	FY
4630	Tenders	files, bids	12	FY
4700	Tools and Equipment		5	CY
4750	Utility Committees	general	5	CY
4751	Utility Committees	minutes	Permanent	
4800	Water and Sewer Systems - Customer Connections		7	CY
4820	Water and Sewer Systems - Subdivision Development		7	CY
4850	Water Systems - Distribution		7	CY
4870	Water Systems - Supply and Storage	includes wellfields, storage tanks & standpipes	7	CY
4880	Water Systems - Transmission		7	CY
4890	Water Systems - Treatment		7	CY
Planning, Development and Heritage 5000 - 5999				
5000	Planning, Development and Heritage - General	Planning general, not filed elsewhere	5	CY
5100	Civic Addressing		5	CY
5200	Development	development related, excluding permits and subdivisions	5	CY
5220	Development Applications	applications and file information	2	CY
5225	Development Permits	permits	12	S/O

File #	Subject	Description/Comments	Retention Period	Ends
5300	Heritage and Conservation		5	CY
5450	Maps	base (original) and coutour	Permanent	
5500	Official Plan	plan and amendments	Permanent	
5550	Planning, Development and Heritage Committees	general	5	CY
5551	Planning, Development and Heritage Committees	minutes	Permanent	
5560	Planning - Long Term		7	CY
5700	Planning - Short Term		7	CY
5710	Subdivision Applications	applications and file information	3	CY
5715	Subdivision Plans	approved plans	Permanent	
5950	Zoning Bylaws	bylaw and amendments	Permanent	
Recreation, Parks and Culture 6000 - 6999				
6000	Recreation, Parks and Culture - General	Recreation general, not files elsewhere	5	CY
6010	Arts and Culture	programs and events	5	CY
6200	Events and Festivals	includes receptions	5	CY
6250	Facilities and Playing Fields	recreational facilities and playing fields	5	CY
6300	Grants and Agreements		5	CY
6600	Parks and Playgrounds		5	CY
6610	Programs	recreation/wellness programs	5	CY
6615	Program Registration	receipts	7	FY
6700	Recreation, Parks and Culture Committees	general	5	CY
6701	Recreation, Parks and Culture Committees	minutes	Permanent	
6800	Seniors	programs and events, Mayflower Seniors	5	CY
6900	Youth	programs and events, youth group	5	CY
Economic Development and Promotion 7000-7999				
7000	Economic Development and Promotion - General	Economic development general, not files elsewhere	5	CY
7030	Awards	municipal awards for residents, businesses, organizations and neighbours	7	CY
7150	Business Support and Development	business support and attraction		
7160	Economic Development and Promotion Committees	general	5	CY
7161	Economic Development and Promotion Committees	minutes	Permanent	

File #	Subject	Description/Comments	Retention Period	Ends
7400	Promotion	town promotion activities	4	CY
7500	Resident/Stakeholder Engagement		4	CY
7510	Resident Newsletters		Permanent	
7550	Stratford Business Park		7	CY
7600	Tourism		4	CY
7650	Web site	town web site	4	CY
Public Protection 8000 - 8999				
8000	Public Protection - General	public protection general, not filed elsewhere	7	CY
8020	Ambulance Services		7	CY
8030	Animal Control		7	CY
8200	Emergency Measures		7	CY
8250	Fire Protection		7	CY
8500	Police Protection - Community Relations		7	CY
8510	Police Protection - Crime Prevention		7	CY
8520	Police Protection - Criminal Code		7	CY
8530	Police Protection - General		7	CY
8540	Police Protection - Municipal Bylaws		7	CY
8550	Police Protection - Provincial Acts		7	CY
8560	Public Protection Committees	general	5	CY
8561	Public Protection Committees	minutes	Permanent	
8800	Street Lighting		4	CY