

VILLAGE OF WARNER
Bylaw 614-23

A Bylaw of the Village of Warner to provide for the Records Management for all records within its custody and control.

WHEREAS under the authority of and subject to the provisions of the Municipal Government Act, Statutes of Alberta, Chapter M-26, 2000 and amendments thereto (hereinafter referred to as the 'MGA') a Municipal Council may, by bylaw, authorize the destruction of certain records and documents of the Municipality; and

WHEREAS under the authority of and subject to the provisions of the Freedom of Information and Protection of Privacy Act, Statutes of Alberta, 2000, Chapter F-25, and amendments thereto (hereinafter referred to as "FOIP"), the municipality is to allow any person a right of access to the records in the custody and control of the municipality and is to control the manner in which the municipality may collect, use and disclose personal information from individuals, and

WHEREAS it is deemed expedient by Council that a Bylaw be established to provide procedures for the retention and disposal of records;

NOW THEREFORE the Council in the Village of Warner, in the Province of Alberta, duly assembled, enacts as follows.

SHORT TITLE: This Bylaw may be referred to as the Records Management Bylaw.

1. DEFINITIONS

1.1. In this Bylaw:

"Administrator" means the CAO and/or their designate.

"Active Period" means the period of time that a record is in the conduct of active departmental business.

"Archival Review" means those records that have been determined to have sufficient historical or other value to warrant their continued preservation. See also Indefinite.

'CAO' means the Chief Administrative Officer appointed by Council or such other person to whom the CAO may delegate.

"Confidential" means any record that contains personal information about individual: third party, commercial, financial, scientific or technical information supplied either explicitly or implicitly in confidence; or other sensitive information as described in the FOIP Act.

"Corporate Records" means all records of every Village department.

"Council" shall mean the Council of the Village of Warner.

"Disposition" means the disposal of records via destruction or transfer of records of enduring value to archives.

"Indefinite" means records having sufficient historical or other value to warrant continued preservation beyond the time they are needed for administrative, legal, or fiscal purposes. Sometimes called archival records or Permanent.



"Personal Information" means any information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.

"Record" means information that is in the custody and control of the Village, which includes but is not limited to documents, hand written notes, draft documents, voice mail vouchers, images, drawings, letters, papers, e-mail, books, maps, photographs, calendars, audiovisual recordings, books, vouchers and post-it notes, and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.

"Retention Period" means the total length of time a record must be kept before final disposition is implemented.

"Retention Appendix" means the timetable that identifies the retention period during which a record must be retained before disposition and is set forth in Appendix "A" attached hereto and forming a part of this bylaw.

"Village" means the municipality of the Village of Warner.

"Transitory Record" means records in any media that have only temporary usefulness, are not part of an administrative or operational record series, are not regularly filed in a records information system, and are required only for a limited period of time for the completion of a routine action or the preparation of records, which include but are not limited to temporary information, duplicate documents, draft documents, publications, advertising material and blank information media.

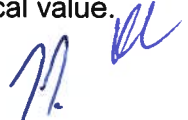
"Year End" means a one-year period of time starting January 1 and ending on December 31, based on the commonly used Georgian calendar.

2. RECORD RETENTION AND DESTRUCTION

2.1. The CAO shall be responsible for the supervision, retention, and destruction of the Village's records, and for the administration of this Bylaw.

2.2. Subject to the restrictions set out in this Bylaw, the Administrator shall have authority to:

- 2.2.1. Dispose of all transitory records, which do not contain confidential information, at any time, when they no longer serve any valid purpose.
- 2.2.2. Dispose of all transitory records containing potentially confidential information, at any time, when they no longer serve any purpose, in a manner so that the information contained therein is completely obliterated.
- 2.2.3. Dispose of all records, in accordance with the retention appendix, excluding transitory records of the Village.
- 2.2.4. The CAO shall have the discretion to retain records longer than the period provided for in the retention appendix and shall do so where the CAO deems it is appropriate and shall do so where the CAO has received an indication that there, is or may be, any litigation involving any said records. Such decisions to retain records longer than the period provided for therein shall be recorded in the retention appendix.
- 2.2.5. Retain an individual's personal information that will be used by the Village to make a decision that directly affects the individual for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.
- 2.2.6. Retain records in their original form that may be of significant historical value.



- 2.2.7. Upon the Administrator being satisfied that the relevant retention period established by this bylaw has expired and that no reason exists for further retention of a given class of records or specific records, the Administrator may then order the records to be disposed of.
- 2.2.8. When records have been disposed of under this bylaw, with the exception of Transitory Records, the Administrator shall certify same in writing.
- 2.2.9. The Administrator shall keep an index of all records that have been disposed of.
- 2.2.10. When records are disposed of under this bylaw, the proper and complete disposition thereof is the responsibility of the Administrator.
- 2.2.11. Election material that has been locked in ballot boxes may be destroyed in accordance with the provisions of the Local Authorities Election Act.

Read for a First time this 19th day of April, 2023

Read for a Second time this 19th day of April, 2023.

Unanimous consent be given consideration for third reading this 19th day of April, 2023.

Read for a Third and Final time this 19th day of April, 2023.



Tyler Lindsay
Mayor



Kelly Lloyd
Chief Administrative Officer

SIGNED by the Chief Elected Officer and Chief Administrative Officer this 19th day of April, 2023.



SCHEDULE A: Retention Schedule

File #	Title	Description	Closure, Retention & Disposition
GOVERNANCE/ADMINISTRATION (ADM)			
ADM 10	Administration General	<p>Includes: request for comments on the development of new or proposed policies, approved policies and procedures, distribution lists and supporting documentation, development of new or proposed policies and review of approved policies and procedures, office guidelines and step-by-step instructions that do not require official approval or an official number.</p> <p>Excludes: approved departmental, corporate and council policies and procedures, and requests for approval documentation</p>	Active Period 10 Years Archival Review
ADM 20	Authorities, Boards, Committees & Commissions	<p>Includes: standing committees of Council, ad hoc committees, and official administrative committees.</p> <p style="text-align: center;">**Duplicate Copies</p>	Year End Archive Indefinite 3 years
ADM 25	Associations, Foundations, & Societies	<p>Includes: Outside association, organization, foundation or societies for mutual professional interest agendas, minutes, general information, correspondence, and individual memberships</p> <p>Excludes: records relating to boards or committees, Council meetings, administrative meetings, community associations, and recreation associations and clubs</p>	Year End 10 years Archival Review
ADM 30	Office Services	<p>Includes: meeting room requests and bookings, distribution of internal/external mail, mail statements, printing orders for business cards, and meter reading sheets for photocopiers and printers, office equipment maintenance and repairs, permits, warranties, manuals, guarantees, regulations, compliance testing, recall notices, and manufacturers maintenance schedules</p> <p>**Accounts payable records regarding purchase of equipment for Village buildings and sites</p>	Year End 3 Years Destroy Active Period 7 Years Destroy
ADM 35		<p>Includes: records relating to the design, compilation, and production of publications for advertising of programs, activities, projects, and initiatives. Communication of the Village's local, provincial,</p>	Active Period 5 Years Archival Review

	Public / Media Relations/ Communications	national and international news media. Corporate or departmental initiatives that are sensitive or confidential in nature that require ongoing public relations support. Corporate or departmental initiatives that require ongoing public relations support until the initiative is complete (news releases, question and answer documentation, promotion and awareness, public service announcements). Photographs, pictures taken, received, or purchased through vendors for use in internal and external Village related web sites, promotional materials and publications. Web site material. Education and Outreach Records relating to the planning, development, implementation, production and evaluations of programs designed to promote Village services, initiatives and projects to the public.	
ADM 40	Orders & Directives	Includes: board orders, ministerial orders (Municipal Affairs) and proclamations. Decisions or rulings made on behalf of Land and Property Rights Tribunal, Assessment Review Board and proclamations. *** Executive orders issued by CAO and/or Council containing directives, policies and procedures for implementation of Village's business practices, Delegations, orders and instructions of commissioners and managers	Active Period 10 Years Indefinite Year End Archive Indefinite
ADM 45	Planning, Goals and Objectives	Includes: structure, work purposes, long range planning of organization, master, action and concept, implementation, and project plans relating to workshops and retreats, strategic planning, service levels Excludes: program review, department business plans that are submitted with budget, employee work plans, and records relating to the establishment, implementation, construction and completion of development projects.	Active Period 10 Years Archival Review
ADM 50	Council	Includes: decisions, bylaws and policies that have been adopted. Council meeting agendas, minutes, topics, resolutions, petitions and Council portraits	Year End Archive Indefinite
ADM 55	Awards and Recognition	Includes: the development, implementation, and presentation of awards given to citizens and received by the Village, meetings, booking information, lists of participants and recipients, speeches, pictures and itinerary	Active Period 10 Years Archival Review
ADM 60	Statistics	Includes: management studies, surveys, counts, and quarterly and annual reports Excludes: financial reports, development and planning reports	Active Period 10 Years Archival Review

ADM 65	Conferences, Seminars, and Workshops	Includes: course materials, copies of completion certificates, evaluation forms, registration forms, and any other material from the event.	Active Period 5 Years Destroy
ADM 70	Information Technology	Includes: technology needs assessments, security reviews and audits, storage of software licenses and key codes, system testing, troubleshooting and upgrading, IT service requests, general system maintenance and operations, system information and training	Active Period 5 Years Destroy
ADM 75	Records and Information Management	Includes: transfer requests, retrieval requests, box locations, procedures, departmental initial setup, presentations, central or inactive indexes, email management, naming conventions and the administration of records management actions. **Approved classification and retention manuals, destruction notices, annexation transfer certificates, legal opinions regarding the management of records, and legislation specific to records practices	Active Period 10 Years Destroy Indefinite
ADM 80	Freedom of Information and Protection of Privacy (FOIPP)	Includes: planning, the generation of, maintenance, access restrictions, and access to public records, requests to departments, compiled request response package including severed information, tracking documents and billing	Active Period 5 Years Archival Review
ADM 85	Security	Includes: personnel clearances, passes, identification, security of buildings and sites, and alarm and detection systems	Active Period 5 Years Destroy
ADM 90	Legal Activities and Litigation	Includes: legal activities and/or litigation cases of the organization. Excludes: insurance claims, protective services and compliance	Active Period 12 Years Destroy
ADM 95	Government	Includes: "general" documentation originating from various government departments.	Year End 2 Years Destroy
ADM 100	Complaints	Includes: Report a Problem, complaints and/or criticism received by the Village.	Year End 2 Years Destroy
ADM 110	Signing Authority	Includes: signature cards, purchasing limit approvals, appointment to sign for correspondence, financial and personal matters.	Active Period 7 Years Destroy
ADM 115	Acts & Legislation	Includes: proposed changes, amendments, feedback regarding creation/implementation of Acts, Legislation, and Regulations, impact statements with Federal/Provincial Government	Active Period 2 Years Archival Review

ADM 120	Bylaws	Includes: development and review, requests for comments, distribution lists, supporting documentation, original bylaws, original amendments	Active Period Indefinite Indefinite
ADM 125	Policies & Procedures	Includes: development and review, requests for comments, distribution lists, supporting documentation, approved and assigned policies & procedures, approved and assigned amendments to policies and procedures	Active Period 10 Years Archival Review
ADM 130	Sustainability	Includes: 5 dimensions of sustainability, historical plans, fair trade	Active Period 10 Years Archival Review
ADM 135	Research & Development	Includes: briefing notes, key messages, bylaws, resolutions.	Active Period 10 Years Archival Review
ADM 140	Economic Development	Includes: community profile, demographic data, site selections, tourism, special projects	Active Period Archival Review Indefinite
ADM 145	Intergovernmental Relations	Includes: shared information, planning, and decisions in conjunction with other municipalities	Active Period Archival Review Indefinite
ADM 150	Census	Includes: reports, zone maps, procedures, purpose of census, affidavit to provincial government, enumerator books	Active Period 12 Years Archival Review
ADM 155	Elections	Includes: maps, procedures, drafts, promotional information, voting systems, project plans, meetings, affidavits to the provincial government, voting stations, election results, official declaration, poll by poll results	Active Period 10 Years Archival Review
ADM 160	Election Ballots	Includes: voter registers (seals unbroken kept 6 weeks from date of voting) <i>**2 Witnesses - Affidavit required</i>	Immediately Opened Destroy
ADM 160	Information Management	Includes: management and delivery of information services, routine requests for information, electronic scheduling systems data, grader/plow operator diaries, personal planners/diaries	Year End 2 Years Destroy
FINANCE AND TAXATION (FIN)			
FIN 10	Finance	Includes: general correspondence of functions of finance department	Active Period 2 Years Destroy

FIN 20	General Ledger	<p>Includes: working papers, classification of accounts, and the ledgers</p> <p>Excludes: journal entries, financial reporting systems, management reports and statistics, and statements from affiliated agencies.</p>	Year End Archive Indefinite
FIN 25	Cash	<p>Includes: receipt and recoding of incoming cheques and cash, cash control systems, cash register tapes, and cash receipt journals, petty cash and cashiers' daily books.</p>	Year End 7 Years Destroy
FIN 30	Loans	<p>Includes: request, approval and monitoring of loans</p>	Active Period 7 Years Destroy
FIN 35	Payables	<p>Includes: billings, statements, purchase orders, payment vouchers, packing slips, receipts, invoices, non-negotiables, financial transactions, distribution of cheques, post-date cheques, employee expense accounts and reimbursement</p>	Year End 7 Years Destroy
FIN 40	Receivables	<p>Includes: utility billings, vouchers, invoices, remittances, cash receipts, bad debts, write-offs, compromise of debts, aging accounts, and current expenditure refunds, discharge notices</p>	Year End 7 Years Destroy
FIN 45	Banking	<p>Includes: administration of banking methods and establishment of bank accounts, deposits, statements, reconciliations, currency rates and acquisition of currency. Records relating to the issuing, maintenance, and control credit cards</p>	Year End 7 Years Destroy
FIN 50	Budgets	<p>Includes: budget practices, controls and programs. Initial and supplemental budget estimate preparations, submissions, related guidelines, supporting justifications, final approved budgets and department business plans</p> <p>**Operating and Capital (in minutes)</p>	Year End 7 Years Destroy Indefinite
FIN 55	Contracts & Agreements	<p>Includes: administration and monitoring of financial and non-financial contracts and agreements, contract tender and agreement, completion certificate, amendments, and performance bonds.</p> <p>Excludes: franchise, easement, utility right of way, land acquisition, caveat, license and encroachment agreements, and land lease agreements. (Roll Files)</p>	Active Period 12 Years Destroy
FIN 60	Franchise Agreements	<p>Includes: franchise agreements granted by the Village of Warner to allow external parties to provide public services within identified areas, actual agreement for provision of services, contracts, reports and correspondence.</p>	Active Period Archive Indefinite

FIN 65	Accounting	Includes: overall administration of income and expenditures, and all supporting documentation required to meet audit, legal and financial obligations.	Year End 7 Years Destroy
FIN 70	Levies	Includes: control, allocation, distribution, or collection of appropriated funds, such as recreation, fire, offsite, special and separate levies.	Active Period Archive Indefinite
FIN 75	Fees & Charges	Includes: the establishment, monitoring, implementation and review of fees and charges for services - not including bylaws	Year End 7 Years Destroy
FIN 80	Capital Assets	Includes: the control and operation of capital assets such as project documentation. capital asset system description of limitations, summary of system changes, capital asset additions or disposals, depreciation models and details, capitalization review, fixed or capital asset register, infrastructure review	Active Period Archive Indefinite
FIN 85	Debentures	Includes: debts incurred to fund capital purchase, documentation pertaining to issue and cancellation, limitations and instructions from Council, and administrative decisions regarding debentures.	Active Period 12 Years Destroy
FIN 90	Grants & Contributions	Includes: the administration of grants and contributions, requests, requests for extensions, submissions, approvals, applications, funding waivers, and donations.	Active Period 7 Years Archival Review
FIN 95	Risk Management	Includes: the strategic planning, analysis, evaluation, monitoring and implementation of risk management, assessments, planning and implementation, and the review.	Active Period 10 Years Destroy
FIN 100	Insurance	Includes: the establishment and coverage of the Village of Warner insurance requirements, insurance claims, notifications, and insurance company documentation.	Active Period 12 Years Destroy
FIN 110	Reports & Statistics	Includes: working papers and correspondence, relating to financial reporting on a regular basis. **Certified Financial Statements	Year End 7 Years Destroy Indefinite
FIN 115	Investments	Includes: securities purchased by the Village of Warner bonds, guaranteed investment certificated, investment decisions and instructions, and proposals for investment management	Active Period 12 Years Destroy
FIN 120	Taxes	Includes: taxation matters not associated with land titles, arrears, municipal credits, receipts **Final Billing	Year End 7 Years Destroy Active Period 12 Years

			Destroy
FIN 125	Assessment	Includes: assessment of Non-Residential and Residential lands, owner information, assessment values, structure, and analysis. Reports produced by assessment for reconciliations, and minor and major projects that are completed in various parts. Provision of information to Municipal Affairs regarding equitable funding and equalized assessments throughout Alberta.	Year End 7 Years Destroy
FIN 130	Assessment - Appeals	Includes: assessment appeals including Assessment Review Board (ARB) and Land and Property Rights Tribunal background information, correspondence, appeal notices and withdrawn appeals	Active Period 12 Years Destroy
FIN 135	Assessment - Roll	Includes: reports identifying residential and non-residential assessment information, listings of registered owner, property type, and name and assessment values.	Year End Archive Indefinite
FIN 140	Utilities - Accounts	Includes: application for utility services, pre-authorization debit applications, change of address/disconnects, e-bill applications, budget plans	Active Period 7 Years Destroy
FIN 145	Utilities - Transfer to Tax Roll	Includes: collection letters, public works collection letters for site clean-up, any other issue pertaining to properties	Active Period 7 Years Destroy
FIN 150	Claims	Includes: notice of claims, statement of claims	Active Period 12 Years Destroy
FIN 155	Request for Proposal	Includes: tender packages, successful, purchase quotations **Unsuccessful	Active Period 12 Years Destroy Year End 12 Years Destroy
COMMUNITY SERVICES (COM)			
COM 10	Community Services General	Includes: general correspondence of functions for Community Services	Year End 2 Years Destroy
COM 20	Community Programs (Case Files)	Includes: development, implementation, monitoring of facilitative and non-facilitative community programs operated by the and through the Village. Participation lists, program budget, schedules, rate charts, release & indemnity forms for programs, contracts/agreements with no monies attached.	Active Period 10 Years Archival Review

COM 25	Community Projects (Case Files)	Includes: development, implementation, monitoring of community projects, project budget, meetings, contracts/agreements with no monies attached. Example: Crime Prevention	Active Period 10 Years Archival Review
COM 30	Community Events (Case Files)	Includes: development, arrangement, participation in meetings, planning documents, advertising, bookings, special event permits, rentals, contracts/agreements with no monies attached. Example: events ceremonies, festivals, parties, celebrations, fairs, parades	Active Period 10 Years Archival Review
COM 35	Recreational Programs (Case Files)	Includes: lesson plans, course materials, program budget, schedules, contracts/agreements with no monies attached, correspondence, rate charts, release and indemnity forms. Example: yoga, softball	Active Period 5 Years Destroy
COM 40	Volunteer Development	Includes: recognition of outstanding volunteers serving the needs of the community	Active Period 5 Years Destroy
COM 45	Recreation Facilities - Passes/Bookings	Includes: punch, monthly, yearly passes, gift certificates, complimentary passes, applications for bookings, time allocation, and scheduling	Active Period 2 Years Destroy
COM 50	Community Engagement	Includes: relating to Public Engagement Policy, open houses, focus groups, community/public meetings	Active Period 10 Years Archival Review
OPERATIONS (OPS)			
OPE 10	Operations - General	Includes: general correspondence of functions for Operations	Year End 2 Years Destroy
OPE 20	Shops & Buildings	Includes: purchase of land, plans, construction, and disposal or sale of shops & buildings owned by the Village of Warner.	Active Period 10 Years Archival Review
OPE 25	Audits	Includes: reports, statements, inspections, and hazard identifications collected from the audit for shops and buildings	Active Period 10 Years Destroy
OPE 30	Maintenance & Repairs	Includes: maintenance and repair of buildings and shops owned, operated, or monitored by the Village of Warner, shutdowns, maintenance logs and reports, and any supporting documentation.	Active Period 12 Years Destroy
OPE 35	Utilities-Consumption	Includes: readings of utility meters and statistics/analysis of utility consumption	Year End 5 Years Destroy

OPE 40	Utilities-Services	Includes: administration, requirements, monitoring of utility services, utility service providers to utility customers, requirements/services provided to Commercial utility customers	Year End 5 Years Destroy
OPE 45	Utilities - Water Meters	Includes: installation, maintenance, operation and repair of residential and commercial water meters	Year End Indefinite
OPE 50	Chemical Inventory	Includes: ordering/stocking of chemicals, Material Safety Data Sheets (MSDS), laboratory chemicals, certificates of analysis, chemical receiving inventories	Active Period 15 Years Destroy
OPE 55	Underground Utility Locations	Includes: alignment approvals, digging approvals, underground utility locate sheets Excludes: near miss reports, drawings relating to installation of sewer, water, and other underground infrastructure, and maintenance, operation, repair of underground utilities	Year End 5 Years Destroy
OPE 60	Excavations	Includes: excavation permits, excavations repairs	Active Period 10 Years Archival Review
OPE 70	Electrical Testing	Includes: testing, analysis and monitoring of voltage, load and flow, load settlement, load flow, fault analysis, power quality monitoring, lightning arrestor analysis	Year End 7 Years Destroy
OPE 75	Traffic Sign/Signal Maintenance	Includes: maintenance and repair of traffic and pedestrian signs and signals, daily truck sign diaries, drawings outlining location and installation of temporary traffic/pedestrian signs, equipment and switches, associated work orders Excludes: installation of permanent traffic signs/signals, sign permits, monitoring, control, evaluation of traffic signs/signals	Year End 7 Years Destroy
OPE 80	Traffic Monitoring	Includes: monitoring, control, evaluation of traffic, traffic signs, and signals, sign/signal monitoring records of centrally, field, isolated field-controlled signals and pedestrian crossing lights, evaluation of traffic flow and parking zones, on-street parking, counts for pedestrian and turning movements, and traffic counts	Year End 10 Years Destroy
OPE 85	Snow & Ice Removal	Includes: removal of snow/ice from streets, sidewalks, lanes, alleyways, parking lots, snow removal dumping permits, dumping charges, sanding	Active Period 7 Years Destroy

OPE 90	Sanitary Sewer Maintenance	Includes: maintenance, operation, monitoring, testing, and repair of sanitary sewers, plugged and blockages, cleaning and inspection reports, minor replacements, applications for connections, quality assurance and control	Year End 20 Years Destroy
OPE 95	Storm Sewer Maintenance	Includes: maintenance, operation, monitoring, testing, and repair of storm sewer, catch basins, storm detention ponds, storm water monitoring program, plugged or blockages, cleaning inspection reports, minor replacements, application for storm sewer connections	Year End 20 Years Destroy
OPE 100	Water Distribution Maintenance	Includes: maintenance, minor replacement and repair of water distribution systems, repair of waterlines, hydrants, valves, cathodic protection, quality assurance and control	Year End Indefinite Indefinite
OPE 105	Water/Wastewater Treatment Plant - Testing	Includes: testing, analysis, results of water/wastewater treatment, laboratory analysis and results of bacteriological, biannual, fluoride, monthly, project, lead, spring, waste stream, stack, and dilution testing, pressure/flow testing	Year End 15 Years Destroy
OPE 110	Water/Wastewater Treatment Plant	Includes: daily operations and monitoring of Water/Wastewater Treatment Plant, water/wastewater treatment processes, operational an process chemical usage, daily logs, daily record books, operating reports, site surveys, and plant shutdowns Excludes: installation, maintenance, or repair of physical building or plant equipment, agreements, storm sewer maintenance, water distribution system maintenance, manuals, chemical ordering/stocking, treatment plant testing, pressure/flow testing, routine scheduled Shutdowns	Year End Indefinite Indefinite
OPE 120	Waste Management - Programs	Includes: management and monitoring of recycling programs, yard waste programs/services, hazardous waste programs.	Active Period 7 Years Destroy
OPE 125	Waste Management - Disposal Sites	Includes: management and monitoring of landfills and dry waste sites, soil testing, groundwater testing, disposal of underground utility tanks	Year End Indefinite Indefinite
OPE 130	Waste Management - Yard Waste/Hazardous Waste	Includes: management and monitoring of yard waste programs/services and hazardous waste programs/services.	Active Period 7 Years Destroy
OPE 135	Recreation Facility Operation	Includes: daily operation and patron use of Village-owned recreation facilities, facility closures, hours of operations, facility use signage, instructions for patrons, patron feedback/concerns, area layouts, equipment sign-outs, communication log books, information requests	Active Period 10 Years Destroy

OPE 140	Environment Management	<i>Includes:</i> air quality, greenhouse gases, alternate energy, energy conservation, water conservation, water shed management, participation in agreements, expressions of concerns, products and services	Active Period 10 Years Archival Review
OPE 145	Parks - Ecological Services	<i>Includes:</i> integrated pest management, wildlife monitoring, mosquito control, weed inspections, Dutch Elm Disease, environmental testing/audits	Active Period 20 Years Archival Review
OPE 150	Parks - Landscaping	<i>Includes:</i> landscaping within Village of Warner parks, greenspaces, plantings, replacements, turf installation, turf seeding, mowing, fertilization, weed control, repairs for damages to parks/greenspaces	Active Period 7 Years Destroy
OPE 155	Parks - Amenities	<i>Includes:</i> routine maintenance/repairs of playgrounds, trails, soccer fields, ball diamonds, park furniture, shelters, and washrooms, daily safety checklists/inspections,	Year End 10 Years Destroy
OPE 160	Parks- Design/Planning (Case Files)	<i>Includes:</i> overall design/planning of Village of Warner parks, trails, greenspaces, background materials, meetings, site plans/maps, landscape designs, trail plans, park/trail signage, photographs, and pictures, design/construction/renovations of playgrounds, trails, soccer fields, ball diamonds, park furniture shelters, washrooms	Active Period 10 Years Archival Review
OPE 165	Parks - Inventory	<i>Includes:</i> daily inventory and monitoring of playgrounds, trails, soccer fields, ball diamonds, park furniture, shelters, washrooms	Year End 2 Years Destroy
OPE 170	Parks - Greenery	<i>Includes:</i> development, implementation, monitoring of greenery, tree programs, neighborhood enhancements, tree nursery management, tree inventories, plant health care management	Active Period 5 Years Indefinite
OPE 180	Call Out Log	<i>Includes:</i> requests for service outside regular working hours	Year End 5 Years Destroy
OPE 185	Work Orders	<i>Includes:</i> work orders generated for installation, maintenance, repair for general projects	Year End 5 Years Destroy
		PLANNING & DEVELOPMENT (PLA)	
PLA 10	Planning & Development	<i>Includes:</i> general correspondence of functions for Planning and Development	Year End 2 Years Destroy
PLA 20	Civic Addressing and Amendments	<i>Includes:</i> numbering of new subdivisions, re-addressing of existing properties, correspondence with Canada Post, proposed addresses, and notices to Village of Warner	Year End Indefinite Indefinite

PLA 25	Land Administration	<i>Includes:</i> amalgamation, annexation, expropriation	Active Period Indefinite Indefinite
PLA 30	Roll Files	<i>Includes:</i> development permits, caveats, building inspections (AB Safety Codes), development agreements, easements, land exchange agreements, land lease agreements, land purchase agreements, licenses and encroachments, Oldman River Regional Services Commission, public utility lots, road use agreements, utility right-of-way, certificates of title, home occupation permits, sign permits, certificates of compliance, decisions of the development officer, electrical permits, plumbing permits, gas permits	Active Period Indefinite Indefinite
PLA 35	Development	<i>Includes:</i> residential development, industrial development, commercial development, institutional development, major development Projects	Active Period Indefinite Indefinite
PLA 40	Land Mapping	<i>Includes:</i> mapping, Village maps, aerial photos, geographic information system	Active Period Indefinite Indefinite
PLA 45	Land (Village Owned)	<i>Includes:</i> inventory, acquisition, caveats, residential land, commercial land, industrial land, land sales	Active Period 10 Years Destroy
PLA 50	Municipal Planning	<i>Includes:</i> municipal development plan, municipal development review, area structure plans, area re-development plans, proposed subdivisions, outline plans, setback inspections, subdivision plans	Active Period Indefinite Indefinite
PLA 55	Inter-Municipal Planning	<i>Includes:</i> inter-municipal development plan, county referrals, initiatives, inter-municipal development plan committee, transportation plan, infrastructure plan, oil and gas infrastructure, infrastructural controls & guidelines	Active Period Indefinite Indefinite
PLA 60	Regional Planning	<i>Includes:</i> provincial land use framework, crown land, heritage conservation & preservation	Active Period 7 Years Archival Review
PLA 65	Statistics & Reports	<i>Includes:</i> numbers based on the building, development growth of the area, number of permits issued	Active Period Indefinite Indefinite
PLA 70	Road Closures	<i>Includes:</i> temporary closures	Active Period 5 Years Destroy
PLA 75	Safety Codes Council	<i>Includes:</i> accreditation, audits, contracts, remittance Superior Safety Codes	Active Period 10 Years Destroy

PLA 80	Municipal Planning Commission	Includes: meeting agendas, minutes, training, appointments	Active Period Indefinite Indefinite
PLA 85	Subdivision & Development Appeal Board	Includes: appeals, decisions, agendas, meeting materials, decisions, training, appointments	Active Period Indefinite Indefinite
HUMAN RESOURCES (HR)			
HUM 00	Human Resources General	Includes: general correspondence of functions for Human Resources	Year End 2 Years Destroy
HUM 10	Payroll	Includes: source deductions, remittances, apply reports, misc. deductions, general ledger distribution, pay period notes, payroll registers, yearend processes, correspondence & audit, T4s, T4As and summaries, timesheets	Year End 7 Years Destroy
HUM 20	Personnel Files	Includes: emergency contacts, certification, education, testing, designation of powers, performance appraisals, personal learning plans, recognition, awards, discipline, character references, benefits, pension, leaves of absence (not illness related), retirement, payroll forms, wage increments, bonuses, merit payments, lump sum payments, payroll deductions, confirmation of employment, vacation requests, employment contracts, terms of employment, changes in employment, resumes, reference checks, interview materials and recruitment materials associated with hired employees	Active Period Permanent- Village Termination Indefinite Active Period 7 Years - Voluntary Termination Destroy
HUM 30	Compensation	Includes: personnel policy, wage scales, cost of living adjustments (COLA), merit & bonuses, employment insurance (EI) rebates, performance pay, compensation surveys, workouts, monetary recognition & awards	Year End 7 Years Destroy
HUM 40	Medical Files	Includes: short term disability claims, long term disability claims, absences due to illness, surgery or injury (not WCB-related), Alberta health care, maternity leave, parental leave, physician notes and correspondence	Active Period Permanent Indefinite
HUM 60	Registered Retirement Plans	Includes: registrations, terminations, reports, remittances	Year End Permanent Indefinite
HUM 70	Recruitment	Includes: job competitions, job applications (not hired), reference checks (not hired), advertising, screening and interview materials (not hired), job descriptions	Year End 2 Years Destroy

HUM 80	Health & Safety	Includes: injury reports, incident / near miss reports, WCB claims, WCB reports, WCB correspondence, WCB rates, health & safety statistics, workplace violence, workplace harassment, health & safety training and events, employer certification	Year End Permanent Indefinite
HUM 90	Employee Benefits	Includes: current ASO and insurance carriers, previous ASO and insurance carriers, requests for proposals (RFPs), benefit schedules and rates, benefits contracts ** Current Insurer: retain all years until superseded by another insurer; once superseded, see below Previous Insurer: retain contract, schedule of benefits and most recent year file until current insurer is superseded **RFPs	Year End Active Period Destroy Active Period 5 Years Destroy
HUM 100	Legal	Includes: lawsuits, human rights complaints	Active Period Permanent Indefinite
FIRE SERVICES			
FIRE 10	Fire Services	Includes: general correspondence of functions for Fire Services	Year End 2 Years Destroy
FIRE 20	Communications - 911	Includes: purchase of 911 system, provincial 911, implementation of Enhanced 911, media releases, general Fire investigation information,	Year End 10 Years Destroy
FIRE 25	Incident Reports	Includes: recordings, log books, captains' reports, incident reports, Rip and Run sheets, End Run Reports	Year End 10 Years Destroy
FIRE 30	Fire Prevention	Includes: mitigation of risks, public education, Wildland Fire Prevention Program, joint effort with Parks, identification of urban interface problem areas, Home Safety Program	Year End 2 Years Archival Review
FIRE 35	Compliance and Monitoring	Includes: lockbox and lifeline recipients, status of recipients, burning permits, dangerous goods permits, high and wide load permits, special event permits, Fireworks permit, inquiries about permits, requests for permits, permit applications, open/completed permits	Year End 10 Years Destroy
FIRE 40	Inspections - Property	Includes: inspection reports, correspondence, follow up reports, address specific information, hydrant inspection reports, charges, infractions, orders	Active Period Indefinite Indefinite
FIRE 45	Inspection - Quality Management	Includes: quality management plan, municipal accreditation, agency accreditation, safety codes compliance	Year End 10 Years Destroy

FIRE 50	Fire Investigations	Includes: investigation reports, correspondence, follow up reports	Active Period 10 Years Destroy
		MUNICIPAL ENFORCEMENT (ENF)	
ENF 10	Municipal Enforcement	Includes: general correspondence of functions for Municipal Enforcement	Year End 2 Years
ENF 20	Vandalism	Includes: investigation reports, photographs, pictures, video surveillance, offender follow-up	Active Period 10 Years Destroy
ENF 25	Licenses	Includes: application and issuing of business licenses and animal licenses	Year End 7 Years Destroy
ENF 30	Bylaw Enforcement	Includes: enforcement violations in regards to traffic, business, animal, occupancy capacity, and unsatisfactory inspections involving bylaw enforcement	Active Period 7 Years Destroy
ENF 35	Unpaid Tickets	Includes: unpaid tickets issued for Village of Warner bylaw violations	Active Period 7 Years Destroy
ENF 40	Warrants	Includes: warrants issued for bylaw enforcement	Active Period 10 Years Destroy
		EMERGENCY MANAGEMENT (EMG)	
EMG 10	Emergency Management	Includes: general correspondence of functions for Emergency Management	Year End 2 Years Destroy
EMG 20	Emergency Planning	Includes: contingency plans for operations in earthquake, flood, train derailment, tornado, pandemic, bomb threat, act of terrorism, and other disasters	Active Period 7 Years Destroy
EMG 25	Major Situations/Disasters (Case Files)	Includes: Emergency Operations Centre (EOC) records, photographs, pictures, correspondence, news releases, briefing notes, action plans, staff scheduling, cost estimates, follow up reports, and all other records pertaining to case file	Active Period 10 Years Archival Review