

## **BYLAW 05/21**

BEING A BYLAW OF FLAGSTAFF COUNTY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING REGULATIONS AND PROCEDURES FOR THE RETENTION AND DISPOSITION OF FLAGSTAFF COUNTY RECORDS AND INFORMATION.

**WHEREAS**, Section 208 of the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, requires the Chief Administrative Officer to ensure the bylaws and minutes of Council meetings and all other records and documents of the municipality are kept safe; and,

**WHEREAS**, Section 214 of the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, authorizes a Council to pass a bylaw respecting the destruction of records and documents of the municipality; and,

**WHEREAS**, Section 38 of the *Freedom of Information and Protection of Privacy Act*, being Chapter F-25 of the Revised Statutes of Alberta 2000, and amendments thereto, requires the head of a public body to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction; and,

**WHEREAS**, the judicial lifecycle of records and documents of the municipality are consistent with the *Alberta Evidence Act*, Revised Statutes of Alberta 2000, the *Electronic Transactions Act*, Statutes of Alberta 2001 and the *National Standard of Canada* CAN/CGSB-72.34-2017 Electronic Records as Documentary Evidence; and,

**WHEREAS**, it is the desire of Flagstaff County, in the Province of Alberta, to provide regulations and procedures with respect to the management, retention and disposition of all records and information of Flagstaff County consistent with all statutes of Alberta and Canada; and,

**WHEREAS**, the authority established in this bylaw must be consistent with federal and provincial statutes and regulations.

**NOW THEREFORE**, the Council of Flagstaff County, in the Province of Alberta, duly assembled, enacts as follows:

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### **PART I – TITLE AND DEFINITIONS**

#### **Title**

- 1) This Bylaw is cited as the **Records Retention and Disposition Bylaw** of Flagstaff County.

#### **Definitions**

- 2) In this bylaw, unless the context otherwise requires, the word, term or expression:
  - a) **“Class Code”** shall mean the reference code to an identified type of record on the Records Classification and Retention Schedule;
  - b) **“Confidential”** shall refer to any records which contain personal information regarding individuals or firms, third-party, commercial, financial, scientific or technical, supplied either explicitly or implicitly in confidence or any other sensitive information as described in Sections 15-28 of the Freedom of Information and Protection of Privacy Act;
  - c) **“Disposition”** shall mean the final stage of records’ management in which a record is either destroyed or is permanently retained in a storage facility;
  - d) **“EDMS”** shall mean Flagstaff County’s Electronic Document Management System (currently, the Laserfiche repository);
  - e) **“Electronic Systems”** shall mean any of Flagstaff County’s electronic records management repositories.
  - f) **“Legal Hold”** shall mean the process that will be followed to preserve all forms of records of relevant information when litigation is reasonably anticipated, the process of which will be outlined in Part II, Section 4 of this bylaw;
  - g) **“Official”** shall mean the Chief Administrative Officer of Flagstaff County, as defined in the Municipal Government Act, or designate duly appointed by the Chief Administrative Officer;
  - h) **“General Records”** shall mean all ledgers, receipts, vouchers, instruments, photographs, videos, correspondence, emails, maps, rolls, or other information in the custody or control of Flagstaff County and used for scheduling and as information to assist in the efficient operation of the County, in any form or format, hard copy or electronic;
  - i) **“Record Retention Index”** shall mean the itemized index of records destroyed or permanently retained;



- j) **"Records Classification and Retention Schedule"** shall mean Schedule A of this bylaw and shall apply to both paper records and electronic records.
- k) **"Transitory Records"** shall mean records which are required for a limited time only to complete a routine action, are used in preparation of eventual general records, are copies, or are retained as information or convenience only.

## **PART II – RECORDS RETENTION AND DISPOSITION**

### **Retention and Disposition**

3) The life cycle of Flagstaff County's general records shall be managed as follows:

- a) General records in the care and custody of Flagstaff County are property of Flagstaff County and are to be scheduled for retention. The minimum retention period for all general records shall be outlined in the Records Classification and Retention Schedule, as set forth in Schedule A which is attached to and forms a part of this bylaw.
- b) Electronic records entered into the County's electronic systems become the official record of business for the County to be retained as per Schedule A of this bylaw. Copies and original paper records scanned into the current EDMS become transitory and may be destroyed without due process after a period of at least one month and no longer than two years, allowing for securing of the scans on backup systems and time for staff to ensure that the scans are safely stored in the EDMS repository, with the exception of the following designated records for which the original duly signed paper records are to be retained as per Schedule A along with their electronic copies in the EDMS repository:
  - i. Any records approved by Council and signed by the Reeve, such as bylaws or Council meeting records;
  - ii. Any agreements or contracts signed by Council or County representatives;
  - iii. Land Titles or other such legal or registered documents relating to County Land or County interests.
  - iv. Any records deemed to have historical value, including some photographs or maps that may be determined by the official as valuable for future displays.
- c) Care and attention must be paid to aging software for the County's electronic systems and what will happen when that software is full or no longer useable. Should a database or other electronic records repository be the only source of specific records, then prior to decommissioning that software, all the relevant records within that software must be converted to more current technology in order to continue access and retention of those records as per Schedule A of this bylaw.
- d) Where, in the Records Classification and Retention Schedule, it is provided that particular records shall be:
  - i. **Destroyed** – such records shall be destroyed so that the information contained therein is completely obliterated, without any copy thereof being retained, and such destruction shall be carried out in the presence of a witness;
  - ii. **Permanent** – such official records shall be preserved and never destroyed;
  - iii. **Permanently Held in Archives** – such records shall be released to either the Provincial Archives or other local archives upon decision and direction of the Official.

### **Legal Hold Retention**

- 4) Where County employees become aware of a situation that is evolved to the point where litigation or potential litigation affecting the municipality is or may occur, all records relating to that situation shall be placed on a Legal Hold status, suspending all record disposition processes until the threat of litigation has passed.

### **Freedom of Information and Protection of Privacy Act (FOIP) Retention**

- 5) The following situations may occasionally require retention of records beyond their normal final disposition dates:
  - a) Where the Official has received an indication that there is or may be a FOIP request, any and all records relating to said FOIP request must be retained for a period of at least one (1) year after the FOIP request has been made;
  - b) Where personal information has been collected during County business and is used to make a decision affecting a person or group of individuals, the information collected must be retained for at least one (1) year after that decision has been made.

### **Certification of Disposition**

- 6) Where general records reach their final disposition date, final disposition activities are to be recorded on affidavits certifying their final disposition:

- a) When paper records are to be destroyed as per this bylaw (with the exception of transitory records) or transferred to Provincial or Federal archives, the Official shall so certify in writing on a disposition certificate, which is to be retained as part of the Record Retention Index.
- b) Disposition certificates shall identify the records being destroyed or transferred and shall refer to any relevant class codes from the Records Classification and Retention Schedule.
- c) Disposition certificates shall include a statement in writing attesting to the identity of the person handling the final disposition and of a witness of said disposition, the date of final disposition and, in the case of off-site archival, the location of final disposition.
- d) Disposition certificates shall be retained permanently in a secure location as part of the Records Retention Index.
- e) Where electronic records stored in the County's electronic systems have reached the end of their life cycle and the final disposition is destruction, those records approved by the Official for destruction will have the images deleted and the metadata retained.

### PART III – GENERAL

#### Responsibilities of the Official

7) The functions and responsibilities of the Official shall be as follows:

- a) The Official shall always have discretion to retain records longer than the period provided for in the Records Classification and Retention Schedule or to release records to either the Provincial Archives or other local archives, and shall do so where the Official deems appropriate;
- b) Where the Official receives an indication there is or may be litigation involving records in the custody and control of Flagstaff County, the Official shall declare a Legal Hold on all relevant records in order to retain said records longer than the period provided for in the Records Classification and Retention Schedule;
- c) The Official shall keep a permanent Record Retention Index identifying records destroyed, or transferred to Provincial or Federal archives, local museums, or other archival entities for long term preservation, as well as all records temporarily held for purposes of a Legal Hold or FOIP request;
- d) Where records are scanned into the EDMS repository, the Official shall ensure that the resulting electronic images are readable, clearly identified and properly indexed;
- e) Where records are destroyed under this Bylaw, the proper and complete destruction thereof is the responsibility of the Official;
- f) The Official will ensure that the Records Classification and Retention Schedule shall be adhered to and that regular audits of the records will be conducted to ensure compliance;
- g) The Official shall provide for the adequate storage and security of all Flagstaff County records.

#### Records Classification and Retention Schedule

8) The attached Schedule A, entitled Records Classification and Retention Schedule, is hereby adopted.

### PART IV – REPEAL AND ENACTMENT

- 9) This bylaw repeals and replaces Bylaw 04/01.
- 10) This Bylaw shall come into force and have effect upon it being read a third time and passed.

READ a first time this 8 day of Sept, 2021

READ a second time this 8 day of Sept, 2021

READ a third time and finally PASSED this 8 day of Sept, 2021

  
REEVE

  
CHIEF ADMINISTRATIVE OFFICER





## SCHEDULE A, RECORDS CLASSIFICATION AND RETENTION SCHEDULE

### (Functional Records Classification - Structure Overview)

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## Records Classification & Retention Schedule

Use this category to determine the life of records that are evidence of day-to-day management of administrative activities.

[Ongoing spreadsheets that track specific details are to be captured by Laserfiche Snapshot at least once a year as an official record, unless those details are also in other software such as Serenic (financial/inventory database) and normally accessed there.]

### BU - Business Administration

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
BU01	<b>Activity Tracking and Reporting</b> Records which support daily, weekly, monthly tracking and reporting of general business activities.  <u>Records may include:</u> Planning notes, general emails, working alone forms, returned mail, routine surveys, contact lists, etc.  <i>Excludes: Operations tracking and reporting (see sections under OP - Operations, Development and Programming); Returned mail of Tax Notices - see LE08; Injury or Environmental reporting - see SA06 or SA07</i>	Originating Responsible Work Group	C+2	
BU02	<b>Association Participation</b> Records which support employees' participation in professional associations, societies and other organizations, such as the Rural Municipalities of Alberta (RMA), Economic Developers Association of Canada (EDAC), Alberta Municipal Health & Safety Association (AMHSA), Alberta Community and Cooperative Association (ACCA), Alberta Farm Animal Care Association, Alberta Association of Community Peace Officers, Alberta Assessors' Association, etc.  <u>Records may include:</u> Conference material and registrations, newsletters, bulletins, information regarding professional licensing requirements, meeting materials, membership due information, publications, etc.	Originating Responsible Work Group	C+2	
BU03	<b>Awards and Recognition</b> Includes records which are evidence of the planning and implementation of awards to recognize community members for achievements such as participation awards, community support through public service and voluntary endeavours. Also includes donations of promotional give away items.  <u>Records may include:</u> Citizenship awards, community recognition, business recognition.  <i>Excludes: Copies of Land Related awards, such as Century Farm Awards - see LE06</i>	Originating Responsible Work Group	C+5	
BU04	<b>Event and Meeting Coordination or Participation</b> Records which support the logistical arrangement of activities undertaken by Flagstaff County employees to put on an Open House or arrange for meetings or workshops, activities such as identifying possible participants, arranging for advertising, tracking attendance, securing venue and catering selections, etc. Also includes departmental planning meetings minutes or notes and that of meetings attended that are not Council appointed committees or boards. Also includes workshop or convention registration records.  <u>Records may include:</u> Registration lists, advertisements, presentations, handouts, planning notes, final attendance lists, liquor licenses, and agendas or minutes, etc., not already part of a project where retention has already been stated in another category of this Retention Schedule.  <i>Excludes: Council committee/board meeting and/or strategic planning meeting minutes/agendas - see OG04 and OG11; Legislative required Open Houses/Public Hearings minutes/agendas - see OG11 and LE06; H&amp;S Day Events - see SA03; Internal Employee Committees/Events - see HU08 and HU09</i>	Originating Responsible Work Group	E+2	E= Date of event  <i>Note: Consider keeping the most recent records of any one type of event indefinitely, for research purposes.</i>





## Records Classification & Retention Schedule

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*[Ongoing spreadsheets that track specific details are to be captured by Laserfiche Snapshot at least once a year as an official record, unless those details are also in other software such as Serenic (financial/inventory database) and normally accessed there.]*

### BU - Business Administration

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
BU05	<b>Fleet and Equipment Administration and Maintenance</b> Records which support fleet / unit control activities such as regular and preventative maintenance, inspection, repair, replacement, disposal, and fleet scheduling.  <u>Records may include:</u> Lists of serial numbers or vehicle identification numbers (VIN), work orders, cost repair analysis, oil analysis, routine vehicle inspections, and service manuals.  <u>Excludes:</u> Financial Records - see FI01, FI02, FI09; Health & Safety inspections - see SA04; Overhauls/upgrades - see FI05	Originating Responsible Work Group	C+7	Note: The electronic records in systems such as Serenic are the official record, however, spreadsheets tracking details should be saved into the EDMS (Laserfiche) repository once a year for quick reference/research.
BU06	<b>Facilities Coordination</b> Records which support the routine maintenance of Flagstaff County's business properties such as the administration and shop buildings, grader sheds, and any rental properties in the care and custody of the County. Includes interior, exterior and grounds (landscaping, grass cutting).  <u>Records may include:</u> Inspection reports (except safety inspections), work orders for maintenance or repairs, work assignment tracking, photographs of any damage reported.  <u>Excludes:</u> Financial Records - see FI01, FI02 and FI09; Contract and Agreement Administration - see LE02; Site safety inspections - see SA04; Water/Wastewater Treatment Facilities - see OP11; For facility changes/upgrades - see FI05	Public Works	C+7	
BU07	<b>Inquiry, Request, or Complaint Response</b> Records which support investigating and responding to residents and outside organizations' service requests and complaints.  <u>Records may include:</u> Utility Change Requests for hamlets, Alberta One Call requests, Website form submissions (i.e., Public Report / Request for Information), notes documenting phone conversations, notes on actions taken in response, tax certificate requests, mortgage notifications, unapproved Fire Permit applications, etc.  <u>Excludes:</u> FOIP requests - see IN05; Potential litigation situations - see LE05; Bylaw enforcement - see LE01	Originating Service Area	C+5	Note: If the record has been entered in the County's electronic Service Request Module software, that is the official record.
BU08	<b>Insurance Administration</b> Records which support administering vehicle insurance, property insurance and other insurance policies, including researching insurance needs and setting up and changing any policies.  <u>Records may include:</u> Certificates of insurance, application forms, insurance policies and renewals.  <u>Excludes:</u> Insurance Claims - see BU09	Finance and Accounting	E+11	E = Expiration of the insurance <u>policy</u>  Regulation or Acts: Statutes of Limitations (10 Years)
BU09	<b>Insurance Claims</b> Records which support insurance claims administration including filing claims, follow-up and communication with the insurance providers.  <u>Records may include:</u> Reports to the insurers, responses from the insurers, claim payout summaries.  <u>Excludes:</u> Workers Compensation Board (WCB) Claims - see HU06	Finance and Accounting	E+11	E = Settlement of the <u>claim</u>  Regulation or Acts: Statutes of Limitations (10 Years)





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[Ongoing spreadsheets that track specific details are to be captured by Laserfiche Snapshot at least once a year as an official record, unless those details are also in other software such as Serenic (financial/inventory database) and normally accessed there.]

### BU - Business Administration

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
BU10	<b>Internal Communication</b> Records which support communication to Flagstaff County employees about general information and areas of interest.  <u>Records may include:</u> Health & Wellness newsletters, internal memos.  <i>Excludes: Records of Staff Committee activities - see HU08</i>	Originating Responsible Work Group	C+1	
BU11	<b>Inventory Control</b> Records which support the tracking and control of Flagstaff County's assets such as inventory of parts, road maintenance materials, culverts, fencing, gravel, fuel, water, salt, sand, chemicals, pesticides, etc.  <u>Records may include:</u> Inventory batch reports, fuel usage reports, culvert and gravel tickets, inventory transfer forms, etc.  <i>Excludes: Tangible Capital Assets accounting - see FI05</i>	Finance and Accounting	C+10	Note: If a record is in the County's electronic inventory repository, the electronic record is the official record. Spreadsheets could be saved into the EDMS (Laserfiche) repository once a year for quick reference/research.
BU12	<b>Transitory Records</b> Records which are only required for a limited time to complete a routine action, are used in the preparation of final records, or are retained as information or convenience only.  <u>Records may include:</u> Duplicate copies, preliminary or working drafts of the final record officially stored elsewhere, notes taken while attending meetings, research notes, thank you messages, etc.  <i>Excludes: Budget working papers - see FI04</i>	Originating Responsible Work Group	Discard Routinely when no longer needed*	*The paper copies of scanned records should be kept at least one month to ensure that the scanned images are safe and secure in the EDMS (Laserfiche) repository.
BU13	<b>Travel &amp; Hotel Arrangements</b> Records which support the coordination of business travel needs for councillors and employees, such as arrangements for transportation and accommodation, creation of travel itineraries, and schedules.  Records which support regular and/or incident based reporting, submissions and applications to regulatory bodies as mandated by applicable regulations, code and standards.  <i>Excludes: Conference specific material - see BU02</i>	Originating Responsible Work Group	C+2	





## Records Classification & Retention Schedule

Use this category to determine the life of records that are evidence of Flagstaff County's planning, analysis, reporting and on-going administration of financial assets and liabilities.

### FI - Financial Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
FI01	<b>Accounts Payable</b> Records which support the authorizing, performing and tracking payment transactions for monies owed by Flagstaff County, such as regular accounts payable processing, employee expense reimbursing, generating cheques or transferring funds electronically to vendors. Also includes completing credit applications for vendors.  <u>Records may include:</u> Original invoices, approvals, cheque requests, cheque run batches, EFT statements, vendor statements, employee expense claim forms, fuel slips, voucher reports, batch cover sheets and reports, vendor credit applications.  <i>Excludes: Tangible Capital Asset (TCA) records - see FI05; Tenders, Bids, Quotes - see FI09; Year End reports - see FI11</i>	Finance and Accounting	C+10	
FI02	<b>Accounts Receivable</b> Records which support Accounts Receivable invoicing, processing, and balancing of monies owed to Flagstaff County by residents or other customers for goods and services provided, such as collection of hamlet utilities, property taxes, permit or other application fees, sale of pesticides, gravel, etc.  <u>Records may include:</u> Invoice receipts, daily registers, pre-authorized debit records, tax installment payment plans, tax and utility aging, penalties, and arrears reports, automatic payment withdrawal reports, journal entries, account summaries, notices/reminders to pay, bank mortgage information, notice of bankruptcies, etc.  <i>Excludes: Year End reports - see FI11</i>	Finance and Accounting	C+10	
FI03	<b>Banking</b> Records which support banking activities such as cash receipts, bank deposits and account reconciliation.  <u>Records may include:</u> Bank statements, deposit slips, returned cheques, cheque registers, etc.  <i>Excludes: Final Year End Records, including year end Bank Statements, etc - see FI11</i>	Finance and Accounting	C+10	
FI04	<b>Budgeting</b> Records which support compiling, preparing and monitoring departmental operating and capital budgets.  <u>Records may include:</u> Operating department budgets, budget schedule, working papers for budgets.  <i>Excludes: Final budget approved by Council - see OG07</i>	Originating Responsible Work Group	C+2*	*Multi-year projects or multi-year capital budgets E+2; E=date project or final budget year completed.
FI05	<b>Fixed Asset Accounting (Tangible Capital Assets)</b> Records which support the coordination, monitoring and tracking activities of fixed assets, including but not limited to machinery and equipment, roads, buildings, bridges, vehicles, land, office equipment, etc., from acquisition to disposition.  <u>Records may include:</u> Tangible Capital Assets ledgers, depreciation schedules, total cost of assets, net book value of assets, original invoices or purchasing documents, etc.  <i>Exceptions: Regular maintenance records - see BU05 and BU06</i>	Finance and Accounting	E+7	E = Life of the asset





## Records Classification & Retention Schedule

Use this category to determine the life of records that are evidence of Flagstaff County's planning, analysis, reporting and on-going administration of financial assets and liabilities.

### FI - Financial Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
FI06	<b>Fuel Card Control</b> Records which support the monitoring and control of Flagstaff County's fuel cards (e.g. UFA, Esso, FasGas). Activities include ordering new cards, authorization to issue cards, maintaining lists of card numbers, users and PINS.  <u>Records may include:</u> Listing of card numbers, users and PINS	Public Works Shop	UOS+3	Currently, our fuel cards expire every three years.
FI07	<b>General Ledger Control</b> Records which support the compilation, maintenance and control activities of general ledgers.  <u>Records may include:</u> Manual journal entries  <i>Excludes: Tangible Capital Asset ledgers - see FI05; Year End reports - see FI11</i>	Finance and Accounting	C+10	
FI08	<b>Payroll Administration</b> Records which support the calculation of payments to councillors and employees.  <u>Records may include:</u> Monthly Payroll Register or Cheque Register, Employee expense claims such as Health & Wellness or PPE claims, T4s, direct deposit registers, timesheets, etc.  <i>Excludes: Employee sign up forms for benefits - see HU02; and Year End reports - see FI11</i>	Payroll	C+10	
FI09	<b>Procurement</b> Records which support the selection, procurement and purchasing activities for goods and services from external vendors. Activities include preparing and issuing requests for proposals (RFP), receiving bids from vendors and evaluation of vendors, including those for selling our used equipment.  <u>Records may include:</u> Tenders, requests for proposal (RFP), vendor proposals, vendor evaluations, purchase orders, quotes, etc.  <i>Excludes: Resulting invoices - see FI01; TCA records - see FI05</i>	Originating Responsible Work Group	C+7	
FI10	<b>Debt Issuance and Control</b> Records which support the financing and ongoing management of loans, financing terms and conditions of debt owed by Flagstaff County.  <u>Records may include:</u> Promissory notes, debentures, financing and debt summaries, loan documentation and lending guarantees.  <i>Excludes: Year End reports - see FI11</i>	Finance and Accounting	E+10	E= Debt obligation paid in full





## Records Classification & Retention Schedule

Use this category to determine the life of records that are evidence of Flagstaff County's planning, analysis, reporting and on-going administration of financial assets and liabilities.

### FI - Financial Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
FI11	<b>Year End Official Records</b> Records which support the audited financial statements approved by council. <u>Records may include:</u> Records from accounts payable, accounts receivable, general ledgers, trial balances, payroll summaries, assessments, equalized assessment, annual tax rolls, mill rates, etc., as well as the final approved municipal budget, the resulting approved financial statements and the auditor's management statements.  <i>Excludes: Financial Analysis reports obtained for Strategic Planning - see OG11</i>	Finance and Accounting	P	





## Records Classification & Retention Schedule

Use this category to determine the life of records that are evidence of the planning, management and administration of employees, and supporting programs and services.

### HU - Human Resources Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
HU01	<b>Recruiting</b> Records which support recruiting activities for Flagstaff County's internal and external job positions such as preparing position descriptions, reviewing applications and resumes, interviewing candidates, checking references and issuing final offer letters.  <u>Records may include:</u> Applicant resumes, interview schedules, interview questions, interview notes, reference checks, etc.  <i>Excludes: Successful applicants' records - see HU02; Advertising - see OG08</i>	Administration	C+1	
HU02	<b>Employee Administration 1 (No Legal or Medical Concerns)</b> Records specific to any individual employee or councillor, full-time, part-time, salaried, hourly or on contract, including on-boarding (initial hiring) records, training and development, performance reviews or evaluations, health assessments, department transfers, and terminations.  <u>Records may include:</u> Offer letters, on-boarding forms that are signed, photocopies of drivers' licenses, drivers' abstracts, criminal record checks, orientation records including Safety Orientation Checklists and Physical and Environmental Analysis, signed forms (Oathes of Office for Councillors, LAPP or benefits forms; confidentiality or IT policy agreements; personal injury incident statements; work in lieu agreements, return to work strategies), correspondence to/from individual employees, disciplinary matters, medical opinions, medical records, etc.  <i>Excludes: At Human Resource Manager's discretion, employee files noted as having legal or injury concerns - see HU03</i>	Human Resources or Health & Safety	E+3	E = Termination of employment
HU03	<b>Employee Administration 2 (Legal or Medical Concerns)</b> Records specific to any individual employee or councillor, full-time, part-time, salaried, hourly or on contract where incidents have occurred that may be of a legal concern, or legal action has been initiated, or where a significant injury has occurred.  <u>Records of concern may include:</u> Employee complaints or threats, legal opinions obtained, court records, incident statements, injury reports, WCB reports, related correspondence, etc.	Human Resources	E+45	E = Termination of employment
HU04	<b>Accreditation Monitoring</b> Records which support the management, administration and tracking of certification and accreditation of individuals, including fire fighters and volunteers, and general employee training programs.  <u>Records may include:</u> Certifications and accreditation planning, monitoring, training records, spreadsheets and schedules, Health & Safety Day Award lists, etc.  <i>Excludes: Event coordination - see BU04; Safety Day Event coordination - see SA03; Records on any one individual - see HU02</i>	Originating Responsible Work Group	UOS+2	





## Records Classification & Retention Schedule

Use this category to determine the life of records that are evidence of the planning, management and administration of employees, and supporting programs and services.

### HU - Human Resources Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
HU05	<b>Training Development and Delivery</b> Records which support the design, development and delivery of internally and externally sourced employee training.  <u>Records may include:</u> Handbooks, procedures, training content, presentations, reference guides, software application training, etc.  <i>Excludes: Event coordination - see BU04; Procedures that must be approved by Council - OG07</i>	Health & Safety or Originating Responsible Work Group	UOS+3	
HU06	<b>Workers' Compensation Coordination</b> Records which support reporting workers' injuries and submitting employee and employer reports to the Workers' Compensation Board (WCB) for claims.  <u>Records may include:</u> Worker's Compensation Board (WCB) claim reports, modified work plans, subcontractor coverage reports, etc.  <i>Excludes: For incidents that did not result in a WCB Claim - see SA06</i>	Health & Safety	E+45	E = Termination of employment
HU07	<b>Workforce Development</b> Records which support planning and development for employee management, including succession planning, position planning, assessment of resource needs and identifying job requirements and corporate structure.  <u>Records may include:</u> Job descriptions, organizational chart, Human Resources manual, benefits summaries, workforce surveys collected for reference and comparisons, etc.  <i>Excludes: Employee training - see HU04 and HU05</i>	Administration	UOS+5	
HU08	<b>Staff Committees</b> Records which support staff committee activities and decisions.  <u>Records may include:</u> Agendas, Minutes, Notes  <i>Excludes: Health &amp; Safety related meetings - see SA04</i>	Originating Responsible Work Group	C+5	
HU09	<b>Employee Events and Celebrations</b> Records created while organizing employee events such as Christmas parties, retirement gatherings, birthday celebrations, or any other staff recognition or internal celebrations.  <u>Records may include:</u> Attendance lists, invitations to staff events, event calendars, liquor licenses, etc.  <i>Excludes: Health &amp; Safety Day planning - see SA03</i>	Originating Group	UOS+5	For clarification: The goal here is to always have at least one set of documents relating to any given type of event organized by staff.





## Records Classification & Retention Schedule

Use this category to determine the life of records that are evidence of the management and protection of information resources, systems, processes, infrastructure and telecommunications networks.

### IN - Information Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
IN01	<b>Information Systems Development and Implementation</b> Records which support planning, analysis, design, construction, testing and implementation of information technology (IT) systems and/or related internal business processes.  <u>Records may include:</u> Documentation of business process design, software manuals, hardware warranties.  <i>Excludes: Software licences and warranties - see LE02</i>	Administration and or IT Service Provider	E+2	E = System or process no longer in use
IN02	<b>Information Systems Maintenance and Support</b> Records which support maintenance and support activities of deployed information systems, such as user support and managing Flagstaff County's support processes including hardware and software installations, conducting queries, troubleshooting, system upgrades, repairs, server maintenance, equipment and server installations, managing permissions and regular backups of data.  <u>Records may include:</u> Help Desk trouble tickets; documentation of steps taken while troubleshooting.  <i>Excludes: Software contracts, licenses, and data subscription plans - see LE02</i>	Administration and or IT Service Provider	C+2	Back up tapes are rotated weekly and taken off-site. Back up tapes collect a rotation of 4 weeks of data and there are 2 or 3 of each type (server copies/image copies)
IN03	<b>Telecommunications Control</b> Records which support the installation, operation and maintenance of communication devices such as telephones and cellular phones.  <u>Records may include:</u> Telecommunication service maintenance records  <i>Excludes: Telecommunication service contracts - see LE02; Telephone bills / invoices - see FI01</i>	Administration and or IT Service Provider	C+2	
IN04	<b>Data Management and Mapping</b> Records which support the downloading, capturing, integrating, storing, managing and manipulation of data, including geographical data (GIS) for analysis and informed decision making.  <u>Records may include:</u> Data collected prior to inputting into GIS software.  <i>Excludes: Software contracts, licenses, and data subscription plans - see LE02</i>	Administration and or IT/GIS Service Provider	E+2	E = Data no longer relevant  County land data is always relevant; info on software or trouble-shooting steps taken may not be.
IN05	<b>Records Administration</b> Records which support administrative activities associated with control and organization of Flagstaff County's records and filing systems.  <u>Records may include:</u> Freedom of Information Protection (FOIP) request administration records, sign out sheets for hard copy of Agreements; sign out sheets for access to keys.  <i>Excludes: Records Management policies, procedures, and bylaws - see OG02, OG10; Records Inventory and Disposition/Destruction Certificates - see IN06</i>	Records Management	E+2	E = File closed or UOS (Until Obsolete or Superseded)  FOIP Request files - keep for 1 year even if those records have reached the end of their retention period.





## Records Classification & Retention Schedule

Use this category to determine the life of records that are evidence of the management and protection of information resources, systems, processes, infrastructure and telecommunications networks.

### IN - Information Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
IN06	<b>Records Disposition and Inventory</b> Records which support administrative activities associated with taking inventory of records and/or the final disposition of records in the care and custody of Flagstaff County.  <u>Records may include:</u> Records Inventory Lists, Destruction certificates, or transfer to archives.	Administration	P	
IN07	<b>Website and Social Networking Administration</b> Records which support managing the design layout of the website, content coordination and loading of information to the website, or to be placed on Facebook pages, or on Twitter.  <u>Records may include:</u> Instructions on how to and who may load information onto the website or social networking sites.  <i>Excludes: Logos and Trademarks, etc. - see LE03; See also External Communications - see OG08</i>	Administration	UOS+2	
IN08	<b>Reference and Research</b> Background information gathered from outside sources, including but not limited to reports, studies, statistics, catalogues, photos, surveys, etc.  <u>Records may include:</u> Copies of other municipalities' bylaws, policies, procedures; Copies of legislation, Acts or other regulations.  <i>Excludes: Information, studies or reports ordered by Flagstaff County Council and related to specific projects, internal studies or investigations - see OG11</i>	Originating Responsible Work Group	UOS	Routinely Discard, Review Yearly





## Records Classification & Retention Schedule

Use this category to determine the life of records that are evidence of the protection and representation of Flagstaff County's legal rights, relationships and responsibilities.

### LE - Legal Focus

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
LE01	<b>Bylaw Enforcement</b> Records which support responding to concerns relating to Flagstaff County's bylaws, such as animal control bylaws, unsightly property bylaws, noise control bylaws, land use bylaws, etc.  Records may include: The original complaint (whether by letter, email, or website report, etc.), the evidence gathered (whether in written form, report, or photographs or video taken, etc.), warning letters or violation tickets issued, court disclosure documents, etc.  <i>Excludes: Land related agreements - see LE06; creation of bylaws - see OG02; actual bylaws - see OG07</i>	Peace Officers;  Development Officers	E+5	E = Land ownership change
LE02	<b>Contract and Agreement Administration</b> Records which support the negotiation, preparation, monitoring and administration of contracts or agreements between Flagstaff County and service providers, municipalities, landowners or other individuals, oil companies, or other entities, etc.  <u>Records may include:</u> Any contract or agreement where a Flagstaff County representative or another party has signed their agreement to conditions, including but not limited to conditions regarding paper shredding, garbage removal, bridge inspection or engineering, letters of credit (LOC), fire services, mutual aid, brokerage agreements, purchase agreements, software or hardware maintenance contracts, licenses or warranties, data subscriptions, agreements for digital spatial data, waivers for media, special events or volunteer activities, no spray or snow removal agreements, etc.  <i>Excludes: Land related agreements - see LE06</i>	Administration for Long Term Agreements;  Originating for Short Term Agreements	E+11	E = After expiry or termination of contract or agreement
LE03	<b>Intellectual Property Protection</b> Records which support activities undertaken to protect Flagstaff County's trademarks and copyrights. Also includes the control and standardization of Flagstaff County's identity as represented in any logos or titles or regional brand names.  <u>Records may include:</u> Trademarks, copyrights, identity standards guide, authorization of use of logos.  <i>Excludes: Policy Development - see OG10; approved policies or bylaws - see OG07</i>	Administration	E+11	E = Expiry of trademark or copyright
LE04	<b>Legal Advice - Opinion Provision</b> Records which support the provision of opinions, reviews, support and oversight on operations, organizational and employee matters.  <u>Records may include:</u> Miscellaneous files for each matter where legal advice/opinions are sought.  <i>Excludes: Legal opinions relating to bylaws - see OG02; Legal opinions relating to properties - see LE06</i>	Administration	E+11	E = Matter concluded





## Records Classification & Retention Schedule

Use this category to determine the life of records that are evidence of the protection and representation of Flagstaff County's legal rights, relationships and responsibilities.

### LE - Legal Focus

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
LE05	<b>Litigation</b> Records which may be necessary to support litigation, claims and disputes brought by the County or against the County, or otherwise impact the County's interests. This would include photographs taken to support our findings.  <u>Records may include:</u> Litigation matter files, petitions, or any records in the County's possession where a situation has been determined has the potential to end up in the legal courts.	Administration	E+11	E = Settlement of claim  AB Limitations Act - claimants have 10 years to initiate a claim or lawsuit.
LE06	<b>Land Interest Administration</b> Records which support monitoring and protecting Flagstaff County's interests and rights in land holdings, such as land leases, grazing leases, gravel pit leases, right of ways (ROW's), easements, encroachments or undeveloped road allowance licenses. Also includes receiving, reviewing and processing subdivision applications and development permits, or redesignation, rezoning and updating of land information for land within the county.  <u>Records may include (not limited to):</u> <div style="display: flex; flex-wrap: wrap;"> <div style="flex: 1; min-width: 200px;"> Agreements (private, municipal, prov)  Agreements (airport lot purchase/sale/lease)  Agricultural Land Leases  Development Agreements  Encroachments  Equipment Movement Road Use Notifications  Gravel Pit Land Leases, Grazing Leases  Land Exchange/Land Swap Agreements  Pipeline Crossing Approvals  Road Use Agreements  Right of Ways, Right of Entry  Road Crossing Checklists  Site Sketches, Site Plans, Site Inspections  Redesignation Files, Subdivision Files  Redesignation/Subdivision RDSD Sketches  Roadside Development Permits  Underground Utilities (records of phone, gas, power lines) </div> <div style="flex: 1; min-width: 200px;"> As-Built Drawings  Blueprints, Land Use Maps  Compliance Certificates  Construction Completion Certificates (CCC)  Designated Land Operating Certificates  Engineering Reports  Final Acceptance Certificates (FAC)  Flood Risk/Storm Water Management Plans  Landscaping Guidelines  Real Property Reports (RPR's)  Permits (Bldg, Gas, Electric, Plumbing)  Permits (Development Permit Files)  Permits (Private Septic, Topsoil)  Plan Examination or Audit Reports  Relaxations, Exceptions  Reclamation Certificates </div> <div style="flex: 1; min-width: 200px;"> Annexation &amp; Amalgamation  Assessment Review Board Files  Century Farm Awards  Certificate of Titles  Land Title Instruments  Landowner Correspondence  Landowner Complaints or Appeals  Maps, Photographs  Objection Letters (Discretionary Permits)  Public Auctions  Public Hearings(SDAB, Development Permits)  Registered Securities, Caveats, etc.  Subdivision Appeal Board (Decisions)  Tax Agreements  Tax Sale Files  Underground Storage Tanks </div> </div> <u>Excludes:</u> Water/Wastewater lines - see OP08; Fire Permits - see LE07	Originating Responsible Work Group	E+80  <b>For clarification:</b>  If the land is in Flagstaff County, then this retention is essentially <b>Permanent</b> .  If the land is (for example) a gravel pit that Flagstaff County has been operating that is located in Camrose County, then keep the records for 80 years after we are no longer operating on that land.  <i>Potential environmental issues are the reason to hang on to these records.</i>	E = No longer have an interest in the land*, or  E = The building or structure is no longer located on the land (if the documents are records that refer only to the building or structure).
LE07	<b>Licenses, Permits, Notifications/Approvals</b> Records which support receiving or issuing licenses, approvals, certificates, or permits to or by the County for operation of equipment, services, or other functions <i>not specific to a piece of land within the County</i> .  <u>Records may include:</u> Explosives licenses, fire permits, Commissioner for Oaths appointments, Maximum Occupant Load permits, Road Approach approvals, Telecommunication approvals, etc.  <u>Excludes:</u> County Land related records - see LE06; Temporary Event related Liquor Licenses - see BU04	Originating Responsible Work Group	E+11	E = Permit issued/closed  <i>Note: Consider any historical value that may be attached to any of these legal documents.</i>





## Records Classification & Retention Schedule

Use this category to determine the life of records that are evidence of the protection and representation of Flagstaff County's legal rights, relationships and responsibilities.

### LE - Legal Focus

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
LE08	<b>Property and Tax Assessment</b> Records which support the valuation of property (i.e. residential, farmland, non-residential, machinery and equipment, linear) for municipal tax purposes. Also includes market and statistical analysis and modeling of property sales and Payment/Grants in Lieu of Real Property Tax applications.  <u>Records may include:</u> Assessment summary reports, improvement detail reports, farmland calculation reports, image reports, copies of MLS listings, comparison sales reports, assessment error corrections, change files, taxpayer/ratepayer correspondence, valuation tables, Marshall & Swift details, industrial details, amended tax assessments, linear assessments, tax notices, returned mail of tax notices (unless Tax Recovery is involved), assessment revisions, school support notices, sales confirmations.  <i>Excludes: For year end assessment records (equalized assessments, pipeline assessment reports, tax rolls) - see FI11; for taxes owing records and correspondence to tax payers regarding amounts owing - see FI02; for Tax Certificates - see BU07; for Assessment Review Board appeal files - see LE06; for Tax Agreements, Tax Recovery and Public Auctions - see LE06; for records of activity or changes on a specific piece of County Land - see LE06</i>	Assessment Services  Tax Administration	E+11	E = Assessment/tax billing year complete
LE09	<b>Regulatory Compliance</b> Records which support regular and/or incident based reporting, submissions and applications to regulatory bodies as mandated by applicable regulations, code and standards.  <u>Records may include:</u> Statistical Information Return (SIR), Annual Assessment reports, Freedom of Information Protection (FOIP) annual statistics reporting, OH&S Written Orders, regulatory correspondence, compliance reports such as AB Transportation's Facility Audits on driver and vehicle "on-road and administrative compliance".  <i>Excludes: County land related records, such as National Resource Conservation Board (NRCB) applications - see LE06; Alberta Environment regulatory compliance relating to Water/Wastewater Facilities - see OP11</i>	Originating Responsible Work Group	E+80*	E = Report / application filed
LE10	<b>Traffic Ticketing and Resolution</b> Records which support the investigating and enforcing of provincial laws such as the Traffic Safety Act, Gaming and Liquor Act, Environment Protection and Enhancement Act.  <u>Records may include:</u> Traffic tickets, offense notices, officer notes regarding tickets, court disclosure documents, records housed in Peace Officer Microsoft Access Database.	Peace Officers	E+10	E = Offence notice resolved





## Records Classification & Retention Schedule

Use this category to determine the life of records that are evidence of Flagstaff County's leadership and direction, as well as the coordination of management and Council practices.

### OG - Organizational Governance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
OG01	<b>Auditing</b> Records which support the planning, preparation, execution and reporting of internal and external financial and operational audits, including WCB audit reports, OH&S audits, National Safety Codes audits, Safety Codes Council Reviews, Alberta Environment audits of waterworks facilities, fire discipline audits, grant provider audits, and permitting audits.  <u>Records may include:</u> Audits conducted by external parties, including their reports, recommendations, audit action plans, and any certificates of recognition. <i>The Agricultural Service Board (ASB) Program annual field visit report is an example of a grant provider's audit.</i> <i>Excludes: Land related full permitting audit reports - see LE06</i>	Originating Responsible Work Group	E+11	E = Period covered by two most recent audits
OG02	<b>Bylaw Development</b> Records which support the creation, development and amendment of Flagstaff County bylaws. Activities include identifying the need for bylaws, background and histories of bylaws and drafting bylaws.  <u>Records may include:</u> Working papers, draft bylaws, supporting material. <i>Excludes: The actual, approved and signed bylaws that have been approved by Council - see OG07; Legal opinions - see LE04</i>	Originating Responsible Work Group	E+2	E = Bylaw approved by Council
OG03	<b>Census Coordination</b> Records which support coordination, development and delivery of an independent municipal census in order to disclose Flagstaff County's growth, to ensure that full government granting and funding is being obtained, or for planning and development of County services, etc.  <u>Records may include:</u> Application to the Minister to conduct a census, planning documents, census forms, sworn oaths.	Administration	C+10*	*Final census reports or counts to be kept Permanently
OG04	<b>Committees and Boards Governance</b> Records which support the deliberation and decision making of Flagstaff County's council appointed committees and boards, those committees and boards that Council has initiated or Council has a responsibility to sit on ( <i>see Committee and Board Representation List for clarification</i> ).  <u>Records may include:</u> Agendas and meeting minutes, requests for decision, requests for direction, supporting documents, terms of reference, etc. <i>Excludes: For records of committees and boards that were not officially appointed by Council - see BU04</i>	Originating Responsible Work Group	P	





## Records Classification & Retention Schedule

Use this category to determine the life of records that are evidence of Flagstaff County's leadership and direction, as well as the coordination of management and Council practices.

### OG - Organizational Governance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
OG05	<b>Community Funding</b> Records which support receiving, reviewing, and approving funding requests from the community, including scholarships and grants. Includes regular annual funding and donations that are provided to the community for activities like recreation and libraries.  <u>Records may include:</u> Application forms or letters to Flagstaff County requesting funds or donations, criteria/eligibility checklists, funding reports, resulting expenditure summaries, correspondence and/or copies of receipts from the recipients, etc.  <i>Excludes: Final approvals/decisions regarding funding made by Committees/Boards - see OG04; Final approvals/decisions made by Council - see OG07; actual payment records - see FI01</i>	Administration  and/or  Finance	E+7	E = Funding / sponsorship complete
OG06	<b>Council Election</b> Records which support the election and by-election process for Flagstaff County's council, including records of hiring the deputy returning officer, nomination of candidates and the counting of ballots.  <u>Records may include:</u> Election nomination lists, nomination papers, oaths of office, candidate reports, elections results (unofficial and official), election ballots, affidavit of witness for destruction of elections material and voters registers, Council orientation packages.  <i>Excludes: Post election ballot and voter registers which may be destroyed after 6 weeks if no appeals are initiated.</i>	Administration	E+4*  *Uncontested ballot boxes and voter registers retain for 6 weeks only (as per Local Authorities Election Act).	E = Date of election or by-election
OG07	<b>Council Governance</b> Records which support the proceedings, adoptions and resolutions of Flagstaff County's regular, organizational, and special council sessions. May also include delegations and review of petitions.  <u>Records may include:</u> Council agendas and minutes, signed bylaws, signed policies and procedures, approved strategic plans, etc.  <i>Excludes: Letters or other communique announcing Council decisions - see OG08</i>	Chief Administrative Officer	P	
OG08	<b>External Communication</b> Records which support Council communications in maintaining relationships with external groups such as landowners, media and community partners. Activities include creating publications or brochures, creating advertisements in any newspapers, developing radio script and speeches for elected officials within the County, creation of notices to residents of road closures and fire bans, etc.  <u>Records may include:</u> Announcements, press releases, speeches, radio scripts, social media posts, advertisements in newspapers, road closure notices, fire ban notices, brochures, published photographs, etc.  <i>Excludes: Advertising of general workshops or open house events, not already part of a project - see BU04; Land Related Publications (ie, Public Auction announcements, Discretionary Permit disclosures, etc.) - see LE06</i>	Originating Responsible Work Group	C+4	





## Records Classification & Retention Schedule

Use this category to determine the life of records that are evidence of Flagstaff County's leadership and direction, as well as the coordination of management and Council practices.

### OG - Organizational Governance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
OG09	<b>Grant Administration</b> Records which support researching for grants, applying to provincial, federal, or any other organization for funding, and includes reporting to those organizations on the financials of how the monies are spent.  <u>Records may include:</u> Grant application forms, follow up and reporting forms, compliance reporting, correspondence, etc.  <i>Excludes: Community Funding or Grants - see OG05; actual payment records (cheques/deposit records) - see FI01</i>	Administration  and/or  Finance	E+10	E = Final grant report submitted or project is complete
OG10	<b>Policy and Procedure Development</b> Records which support the development, maintenance, review and updating of policies, procedures and departmental processes.  <u>Records may include:</u> Surveys collected prior to policy development, drafts prior to final revisions, working papers, supporting materials, etc.  <i>Excludes: The actual policy/procedure documents approved by Council, copies of which will be enclosed with the agenda packages - see OG07; Emergency Response planning - see SA01</i>	Originating Responsible Work Group	UOS+2	To Clarify: UOS+2 in this case means the supporting documents would be kept until the relevant policy or procedure is obsolete or superseded by another, then retained for two more years.
OG11	<b>Strategic Planning</b> Records which support the development of Flagstaff County's strategic plans and the process of defining Flagstaff County's strategies for future direction, including but not limited to the following plans: Area Structure Plans (ASP), Intermunicipal Development Plans, Intermunicipal Collaboration Frameworks (ICF), Municipal Development Plans (MDP), Quality Management Plans (QMP), Heritage Management Plans, Strategic Plans, Strategic Pathways, Land Use Bylaw public input meetings, etc.  <u>Records may include:</u> Draft strategic plans, unofficial meeting notes and agendas, proposed templates, examples from other municipalities, etc.  <i>Excludes: The official, approved plans, such as Strategic Plans passed/approved by Council - see OG07, or Strategic Plans passed/approved by Committees/Boards - see OG04</i>	Originating Responsible Work Group	UOS+5	To Clarify: UOS+5 in this case means the studies obtained to assist in a decision resulting in Strategic Plans would be kept until new studies on the topic are obtained for use in revising the strategic plans. The old ones would then be retained for another 5 years.





## Records Classification & Retention Schedule

Use this category to determine the life of records that are project based, or evidence of developing programs and delivering services for county residents, monitoring of infrastructure and road construction, as well as the routine maintenance of parks, roads and bridges.

### OP - Operations, Development and Programming

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
OP01	<b>Agricultural Programming</b> Records which support the development and administration of agricultural programs such as equipment rental, weed control, and services such as pest, weed, clubroot inspections and help with developing environmental farm plans.  <u>Records may include:</u> Extension program materials and reports, clubroot surveys, weed and pest inspections and management records, Magazine inspection reports, notices, recycling programs (twine, wire, etc.)  <i>Excludes: Records relating to a specific piece of land - see LE06; Grant Administration records - see OG09; Seed Cleaning Plant Licenses - see LE07; Seed Cleaning Plant investigations - see SA07; Signed Agreements, Permits - see LE02; Studies and reports ordered by Council for the purpose of strategic planning - see OG11</i>	Agricultural and Parks Services	C+5	Regulations that apply in this area are AB Pesticide Regulations and Code of Practice, the Weed Act, Seeds Act, AB Agricultural Regulations and Acts, etc.
OP02	<b>Airport Administration</b> Records which support the administration and coordination of the airport operations contract as well as the planning and development of airport properties.  <u>Records may include:</u> Contract copy, long range planning reports, airport events, maps, photos etc. <i>Excludes: Studies and reports ordered by Council for the purpose of strategic planning - see OG11; For Capital Projects - see FI05; If we take over operations - see BU05 and BU06</i>	Public Works	E+7	E = No longer have an interest in the airport.  E= Hangar owners' info, destroy 7 years after this owner no longer owns the hangar.
OP03	<b>Bridge Maintenance and Construction</b> Records which support the routine inspection, maintenance, planning and construction of bridges within Flagstaff County.  <u>Records may include:</u> Engineering reports, bridge files, bridge inspections, bridge maintenance schedules  <i>Excludes: Studies and reports ordered by Council for the purpose of strategic planning - see OG11; For Capital Projects - see FI05</i>	Public Works	E+7	E = life of bridge
OP04	<b>Economic Development</b> Records which support developing strategies and connecting business, organizations, Flagstaff County and the community together for initiatives that benefit and strengthen the economic well being of Flagstaff County.  <u>Records may include:</u> Resource material, copies of other organizations' business plans or their records of planning and development, research, event preparation documentation/summaries/reports to council, background information on issues affecting development within the County, survey results, etc.  <i>Excludes: Studies and reports ordered by Council for the purpose of strategic planning - see OG11; Grant Administration records - see OG09; for event planning - see BU04; for general business activities - see BU01</i>	Economic Development	UOS+5 or E+5*  *If the records have historical value, consider retaining for longer.	For clarification: Some Economic Development projects repeat every year (UOS); some are one time projects where the work involved takes numerous years (E = Event = Project Finished/File Closed).





## Records Classification & Retention Schedule

Use this category to determine the life of records that are project based, or evidence of developing programs and delivering services for county residents, monitoring of infrastructure and road construction, as well as the routine maintenance of parks, roads and bridges.

### OP - Operations, Development and Programming

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
OP05	<b>Fire Protection</b> Records which support the routine inspection, maintenance, planning and coordination of Fire Service assets and operations.  <u>Records may include:</u> Inspection reports, work orders.  <i>Excludes: Emergency Response Vehicles - see BU05; Training Records - see HU04 and HU05; Grant Administration records - see OG09; Incident response - see SA06; Manuals - see HU07</i>	Fire Services	C+5	
OP06	<b>Gravel Pit Control</b> Records which support monitoring and tracking the activities of gravel pits owned and operated by Flagstaff County.  <u>Records may includes:</u> Pit management plans, maps, photographs, project sheets (stripping, pit engineering, pit concept plans, pit reclamation).  <i>Excludes: If the gravel pit is on Flagstaff County land - see LE06; Crushing Projects/Inventory - see BU11; Studies and reports ordered by Council for the purpose of strategic planning - see OG11</i>	Public Works	E+25  Potential environmental issues are the reason to hang on to these records longer.	E = No longer have an interest in the gravel pit/lands
OP07	<b>Infrastructure Design and Construction</b> Records which support the design and construction projects for infrastructure such as road construction, flood mitigation and repair, waterworks developments, etc. Also may include buildings, railway crossings and sidings.  <u>Records may include:</u> Engineered drawings, diagrams, inspection records, storm water management plans, photos, videos.  <i>Excludes: Private landowner development - see LE06</i>	Public Works	E+7	E = Life of the asset/ infrastructure
OP08	<b>Parks &amp; Recreation Area Maintenance</b> Records which support regular maintenance and inspection of the County's parks, recreation areas and campgrounds.  <u>Records may include:</u> Park surveys, minor improvement projects, park and campground maintenance records, etc.  <i>Excludes: Studies and reports ordered by Council for the purpose of strategic planning - see OG11; For Capital Projects, Major Improvements to TCA's - see FI05</i>	Agricultural and Parks & Recreation Services	C+7	See also BU06.





## Records Classification & Retention Schedule

Use this category to determine the life of records that are project based, or evidence of developing programs and delivering services for county residents, monitoring of infrastructure and road construction, as well as the routine maintenance of parks, roads and bridges.

### OP - Operations, Development and Programming

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
OP09	<b>Peace Officer Services</b> Records which support the planning, documentation, and maintenance undertaken by Peace Officers, including records for developing strategies for promoting a safe community.  <u>Records may include:</u> Scheduling patrols; Traffic Safety Program focus plans, statistics collected, including Occurrence reports.  <i>Excludes: Traffic Tickets - see LE10; Bylaw Enforcement - see LE01; Training records - see HU04 and HU05; Incident response and investigation - see SA06</i>	Peace Officer Services	C+5	NOTE: As per MOU, Electronic records kept in RCMP shared systems are not to be brought into the County's electronic document management system (Laserfiche).
OP10	<b>Road Maintenance</b> Records which support the routine inspection and maintenance of roads within the County such as grading, subgrade preparation and shoulder pull, brushing, dust suppressant, plowing and sanding, snow removal, chip sealing, etc. Includes installation, maintenance and inspecting of traffic signs, barricades, culverts, spraying and mowing of roadside ditches within Flagstaff County.  <u>Records may include:</u> Work orders, daily log books, roadside spray logs, working plans, maintenance area grader maps, dust control applications.  <i>Excludes: Studies and reports ordered by Council for the purpose of strategic planning - see OG11; for major improvements to roads, see FI05; for responses to Service Requests, see BU07; for Tenders, see FI09</i>	Public Works	C+11	Note: Compare with OP07 if considering longer retention.  OP10 for regular maintenance records.  OP07 for records relating to design and construction records.
OP11	<b>Utilities Maintenance</b> Records which support the routine inspection, maintenance, planning and coordination of water treatment plants, wastewater facilities, water/wastewater distribution systems owned and operated by the County.  <i>For a full list of document retention requirements for water/wastewater, see Alberta Environment's 2016 Code of Practice for Waterworks Systems (Pages 32-34) and 2016 Code of Practice for Wastewater Systems (Page 23). Copy may be found in Laserfiche at: FLAGSTAFF- PUBLIC WORKS\Utilities - Water/Wastewater/Garbage Collection.</i>  <u>Records may include:</u> Engineering drawings, diagrams, inspection records, warnings of or complaints of water/wastewater quality incidents to/from residents or landowners, Storm Water Management Plans, Flood Risk Management Plans, photos, videos, annual reports and/or correspondence to or from Alberta Environment regarding these facilities.  <i>Excludes: Resident water reconnect/disconnect requests and response records - see BU07; Regulatory compliance - see LE09; Routine water sampling for bacteriological analysis - see SA08; Land related and designated land operating certificates - see LE06</i>	Public Works	E+7	E = Life of the asset





## Records Classification & Retention Schedule

Use this category to determine the life of records that are evidence of planning, preventing and mitigating the impact of Flagstaff County's operations on personal safety, property, assets or the environment.

### SA - Safety and Environmental Responsibility

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
SA01	<b>Emergency Response Planning</b> Records which support the planning, documentation and maintenance activities aimed at minimizing the potential harm to the safety, health or welfare of people, or widespread damage to property in the event of a emergency (e.g. flood, fire, snow storm, tornado, pandemic, etc.) within the county.  <u>Records may include:</u> Regional or Municipal Emergency Response Plans (ERP), Evacuation Plans, Flood Risk Management Plans, Standard Operating Procedures (SOP) for firemen, etc.  <i>Excludes: Emergency Planning Meetings - see OG04; Environmental Monitoring and Inspecting - see SA07</i>	Director of Emergency Management	UOS+5*  *Local State of Emergency declarations and final reports to be kept Permanently.	
SA02	<b>Hazardous Material Storage and Handling</b> Records which support the storage, handling and transferring of hazardous substances by Flagstaff County employees, third party service providers or county residents.  <u>Records may include:</u> Workplace Hazardous Material Information System (WHMIS), Material Safety Data Sheets (MSDS), Hazco Bin guidelines, herbicide and strychnine application forms, tracking list of who used the material and how much was used, etc.	Originating Responsible Work Group	C+11	
SA03	<b>Safety Programming</b> Records which support the preparation, planning, developing, delivering and implementing of safety programs such as maintaining the Health & Safety manual, safety orientation packages, Personal Protection Equipment allowance programs, etc.  Records may include: Health & Safety (H&S) Manual, Fire Department recommendations, statistical reports, orientation packages, H&S memorandums, H&S Directives, all H&S Day planning, documentation and schedules.  <i>Excludes: PPE submissions (payroll deductions) - see FI08; Incident reporting - see SA06; Records specific to one employee - see HU02; actual policies and procedures approved by Council - see OG07</i>	Health and Safety	UOS+10	
SA04	<b>Safety Monitoring</b> Records which support proactive monitoring activities and operations to ensure safe procedures are being followed such as inspections and hazard assessments, program reporting, auditing, and providing guidance and oversight on safety issues.  Records may include: Workplace inspections, schedules, and action items, hazard assessments, fall protection plans, hot work permits, confined space permits, Joint Health & Safety Committee (JH&SC) meetings minutes, operations meeting minutes, toolbox/tailgate meeting minutes, Personal Protective Equipment (PPE) inspections, crew inspections, fire drill reports and Alberta First Call reports.  <i>Excludes: Equipment and vehicle inspections, County building inspections - see BU05 and BU06; Incident reporting - see SA06; Council Boards &amp; Committees - see OG04</i>	Health and Safety	C+11*  *Trip inspections are C+6 Months if they result in no hazards found.	





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### SA - Safety and Environmental Responsibility

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
SA05	<b>Environmental Reclamation and Remediation</b> Records which support activities undertaken to return lands back to their natural state. <u>Records may include:</u> Reclamation activity reports, environmental reports, reclamation certificates, reclamation maps. <i>Excluded: Environmental site assessments - see SA07; records specific to land within the County - see LE06</i>	Originating Responsible Work Group	E+25	E = reclamation / remediation certificate issued
SA06	<b>Incident Response and Investigation</b> Records which support personal injury or mishap incident response, investigation, and reporting, including responding to fire calls and medical emergencies, and incidents involving Peace Officers. <u>Records may include:</u> Incident reports, witness statements, investigation reports or recommendations, photo or video records, witness statements, and situation tracking reports. <i>Excludes: Records specific to any one employee - see HU02, HU03; Records relating to OH&amp;S Written Orders - see LE09</i>	Originating Responsible Work Group	E+11	E = incident file closed
SA07	<b>Environmental Monitoring and Inspecting</b> Records which support the proactive monitoring and inspecting of operating environments to ensure environmental sustainability and the protection of areas and resources. <u>Records may include:</u> Seed cleaning plant inspections, environmental site assessment records, flood plain studies, environmental studies, etc. <i>Excludes: Environmental reclamation and remediation records - see SA05; Studies ordered by Council to assist in strategic planning OG11</i>	Originating Responsible Work Group	UOS+11  (Once we are no longer operating in that area, the records would be kept for 11 more years.)	
SA08	<b>Water Supply Monitoring</b> Records which support monitoring of water supply provided to residents in order to ensure their safety on a daily basis, such as water treatment plant bacteriological analysis testing. <i>For a full list of document retention requirements relating to Water Treatment Plants, etc., see Alberta Environment's 2016 Code of Practice for Waterworks Systems (starting on Page 32) found in Laserfiche in this folder: FLAGSTAFF- PUBLIC WORKS\Utilities - Water/Wastewater/Garbage Collection.</i> <u>Records may include:</u> Bacteriological analysis results, flow meter readings, chlorine concentrations, treatment chemical dosages, iron and manganese concentrations, monthly reports to Alberta Environment, records of actions taken to correct contraventions of potable water quality and to notify the public of any contraventions, and records of who discovered the contraventions. <i>Excludes: Annual reports to Alberta Environment - see OP11</i>	Public Works	C+5	