

TOWN OF DRUMHELLER
BYLAW NUMBER 25.25
DEPARTMENT: LEGISLATIVE SERVICES

RECORD RETENTION AND DISPOSITION BYLAW

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF PROCEDURES AND REGULATIONS FOR RETENTION AND DISPOSITION OF RECORDS WITHIN THE TOWN OF DRUMHELLER

WHEREAS pursuant to section 214(2) of the *Municipal Government Act, R.S.A. 2000, c.M-26*, and amendments thereto, a Council may by bylaw provide for the destruction of municipal records and documents;

WHEREAS section 214(3) of the *Municipal Government Act, R.S.A. 2000, c.M-26*, and amendments thereto, and section 6 of the *Protection of Privacy Act SA 2024, c. P-4.5*, and amendments thereto, requires a municipality to retain personal information for at least one (1) year after using it if the personal information was used by the municipality to make a decision that directly affects the individual so that the individual has a reasonable opportunity to obtain access to it;

WHEREAS section 10 of the *Protection of Privacy Act SA 2024, c. P-4.5*, and amendments thereto, requires that public bodies protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction;

WHEREAS section 3(e) of the *Access to Information Act SA 2024, c. A-4.5*, and amendments thereto, does not prohibit the transfer, storage, or destruction of a record in accordance with a bylaw of a local public body;

WHEREAS pursuant to section 20(1) of the *Electronic Transactions Act, RSA 2000, Chapter E-5.5*, and amendments thereto, if a public body has the power to create, collect, receive, use, store, transfer, disclose, distribute, publish, or otherwise deal with information and records, it has the power to do so electronically;

WHEREAS pursuant to section 95 of the *Access to Information Act SA 2024, c. A-4.5*, it is an offence to destroy any record subject to the Act, or direct another person to do so, with the intent to evade a request for access to the records;

AND WHEREAS the Council of the Town of Drumheller wishes to establish a schedule of retention and disposal of records in the custody or control of the municipality in order to support consistency, continuity, productivity, and transparency in municipal administration and operation;

NOW THEREFORE, the Council of the Town of Drumheller in the Province of Alberta, enacts as follows:

1. CITATION

1.1 This Bylaw shall be cited as the "Record Retention and Disposition Bylaw."

2. DEFINITIONS

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

- a) “*Access to Information Act*” means the *Access to Information Act SA 2024, c. A-4.5*, as amended from time to time, and its successor legislation;
- b) “*Archive*” means the placement and retention of records in a secure location either permanently or until scheduled for disposition;
- c) “*Chief Administrative Officer*” or “*CAO*” means the person appointed as *Chief Administrative Officer* for the *Town of Drumheller*, or their designate;
- d) “*Disposition*” means:
 - i) the destruction of records beyond the possibility of reconstruction or viewing; or
 - ii) the transfer of records of historical or research value to an appropriate institution for permanent retention;
- e) “*Council*” means the duly elected Mayor and Councillors of the *Town of Drumheller*;
- f) “*Local Authorities Election Act*” means the *Local Authorities Election Act R.S.A 2000, c.L-21*, as amended from time to time, and its successor legislation;
- g) “*Municipal Government Act*” means the *Municipal Government Act, R.S.A. 2000, c.M-26*, as amended from time to time, and its successor legislation;
- h) “*Permanent Retention*” means a record shall be preserved indefinitely by the municipality;
- i) “*Personal Information*” means recordable information about an identifiable individual, as defined by the *Protection of Privacy Act*;
- j) “*Protection of Privacy Act*” means the *Protection of Privacy Act SA 2024, c. P-4.5*, as amended from time to time, and its successor legislation;
- k) “*Record*” means any electronic record or other record in any form in which information is contained or stored, including information in any written, graphic, electronic, digital, photographic, audio, or other medium, but does not include any software or other mechanism used to store or produce a record, as defined by the *Access to Information Act*;
- l) “*Substantive Record*” means a record that is determined to hold administrative, legal, fiscal, research, or historical value, held in accordance with Schedule ‘A,’ attached hereto;
- m) “*Town of Drumheller*” or “*Town*” means the *Town of Drumheller*, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the *Town of Drumheller*, as the context may require; and
- n) “*Transitory Record*” means a record that has short-term, immediate, or no value to the organization and will not be needed for future use and includes but is not limited

to, messages, post-it notes, invitations, opened envelopes, memos, notes, draft copies, photocopies, and messages.

3. GENERAL PROCEDURES

- 3.1 The *Chief Administrative Officer*, or designate, shall be responsible for the proper security and storage of all *records* of the *Town of Drumheller*.
- 3.2 All *records* may be stored either electronically or physically, at the discretion of the *Chief Administrative Officer*, or designate.
- 3.3 *Substantive records* in the care and custody of the *Town of Drumheller* shall be retained and disposed of in accordance with Schedule 'A,' attached hereto, and no employee of the *Town of Drumheller* shall dispose of a *substantive record* within a period less than that provided in Schedule 'A.'
- 3.4 *Records* that have not been identified in Schedule 'A' shall:
- a) have a retention period of seven (7) years; and
 - b) shall only be given the aforementioned retention period after the department head and the *Chief Administrative Officer*, or designate, has certified in writing that the *record* is not contained within the attached Schedule 'A.'
- 3.5 Notwithstanding Section 3.4 and Schedule 'A' of this Bylaw, *records* that do not contain *personal information*, or which are derived from *personal information* but have been anonymized so that the individuals are not identifiable, and which are used for research or analysis purposes of municipal programs or service, may be retained on a permanent basis.

4. TRANSITORY RECORDS

- 4.1 *Transitory records* are exempt from the provisions of this Bylaw and should be routinely discarded when they no longer serve any valid purpose.
- 4.2 *Transitory records* containing confidential information shall be destroyed beyond the possibility of reconstruction or viewing.

5. DISPOSITION OF RECORDS

- 5.1 The *Chief Administrative Officer*, or designate, shall authorize in writing the disposition of all *records* in accordance with Schedule 'A' of this Bylaw.
- 5.2 The destruction of all *records* shall be carried out in the presence of a witness, who shall, in writing, attest to the time, location, and contents of the *records* that were destroyed.
- 5.3 The *Chief Administrative Officer*, or designate, shall maintain a permanent *record* of all *records* that have undergone disposition in accordance with section 5.1 and section 5.2 of this Bylaw.

- 5.4 The *Chief Administrative Officer*, or designate, shall have the discretion to transfer *records* that possess historical or research value to an appropriate institution for permanent retention in accordance with section 5.1 of this Bylaw.

6. DISCRETION

- 6.1 The *Chief Administrative Officer*, or designate, shall be permitted, in their sole discretion, to authorize in writing the retention of all *records* for a period greater than that provided in Schedule 'A' of this Bylaw.
- 6.2 The *Chief Administrative Officer*, or designate, shall maintain a permanent *record* of all *records* that have been retained in accordance with section 6.1 of this Bylaw.
- 6.3 All *records* retained for a period greater than provided in Schedule 'A' shall be appropriately marked and identified by the *Chief Administrative Officer* or designate.

7. ACCESS REQUESTS

- 7.1 If the *Chief Administrative Officer*, or designate, receives an access to information request, or receives an indication that an access to information request will be made, in accordance with either the *Access to Information Act* or the *Protection of Privacy Act*, the *Chief Administrative Officer*, or designate, shall retain all *records* that pertain to that access request for a period of at least one (1) year from the completion of the access request and shall record the extension of the retention period in accordance with section 6.1 and section 6.2 of this Bylaw, as applicable.

8. PERSONAL INFORMATION

- 8.1 If an individual's *personal information* is used by the *Town of Drumheller* to make a decision that directly affects the individual, the *Town of Drumheller* must retain the *personal information* for at least one (1) year after using it so that the individual has a reasonable opportunity to obtain access to it.
- 8.2 Notwithstanding section 8.1, the *Town of Drumheller* can retain the *personal information* for a shorter period, if agreed upon in writing by the individual and the *Town of Drumheller*.

9. ELECTION MATERIALS

- 9.1 In accordance with section 101 of the *Local Authorities Election Act*, election ballots must remain sealed in their ballot boxes for a period of at least six (6) weeks and no more than twelve (12) weeks from election day and, following this period, shall be opened and destroyed in the presence of two (2) witnesses.
- 9.2 Notwithstanding section 9.1, if a judge has ordered that the ballot boxes be kept until a date that is more than twelve (12) weeks after election day, the ballot boxes shall be destroyed as soon as practicable after that date.

10. COLLECTIVE BARGAINING AGREEMENTS

10.1 Where collective bargaining agreements contain provisions relating to the retention or disposition of employee records, the terms of the collective bargaining agreement shall take precedence over Schedule 'A' of this Bylaw.

11. SCHEDULES

11.1 Schedule 'A' is attached to and forms part of this Bylaw.

11.2 When used with Schedule 'A,' attached hereafter, the following symbols used to designate retention or disposition shall be as follows, and shall have the following meanings:

- a) (D) – "*Disposition*"
- b) (P) – "*Permanent Retention*"
- c) (S/O) – "File closed after superseded or obsolete"
- d) (E) – "Event"

12. SEVERABILITY

12.1 If any portion of this Bylaw is found to be invalid, that portion shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.

13. TRANSITIONAL

13.1 This Bylaw comes into full force and effect upon third and final reading.

13.2 Upon third reading of this Bylaw, Policy # C-04-99 and all amendments thereto are hereby repealed.

READ A FIRST TIME THIS 7th DAY OF JULY 2025.

READ A SECOND TIME THIS 7th DAY OF JULY 2025.

READ A THIRD AND FINAL TIME THIS 18th DAY OF AUGUST 2025.

The original document, duly signed and executed, is retained on file.

SCHEDULE 'A'
 RECORD RETENTION AND DISPOSITION SCHEDULE

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CODE	DESCRIPTION	PAGE
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E = Event | P = Permanent | D = Destroy

CODE	DESCRIPTION	PAGE
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Code	Classification	Notes	Department	Retention
COMMUNITY SERVICES (CS) – documents related to recreation programming, community events, and the FCSS program.				
CS01	MEMBERSHIP INFORMATION	E = termination of membership	CCS	E+7(D)
<p>Records pertaining to the membership of recreation facilities, including member's personal information, other membership information, registration forms, billing and payment history, waivers, usage and attendance information, and all correspondence between facility staff and members.</p> <p>Excludes: <i>recreation programming (CS02); FCSS programming (CS05)</i></p>				
CS02	RECREATION PROGRAMMING	E = completion of program	CCS	E+7(D)
<p>Records pertaining to the development and delivery of recreational programming in the Town of Drumheller, which includes youth programming, summer camps, sports leagues, adult education, and all other recreation-based programming; these records would include personal information of participants, waiver forms, attendance forms, program information, and all other related documents.</p> <p>Excludes: <i>membership information (CS01); FCSS programming (CS05); seniors programming (CS06)</i></p>				
CS03	SPECIAL & COMMUNITY EVENTS	E = completion of event	CCS	E+7(D)
<p>Records pertaining to the organization and implementation of events within the Town of Drumheller, which includes events held by the Town and events held by external groups and community groups within the Town of Drumheller and includes inquiries, special event permits, noise exemption permits, insurance certificates, food handling permits, liquor licences, event plans, route maps, photographs, and all correspondence or other documents related to the event.</p> <p>Excludes: <i>temporary road closures (INF06); facility bookings (CS04)</i></p>				
CS04	FACILITY BOOKINGS	E= last booking of client	CCS	E+7(D)
<p>Records pertaining to the booking and rental of recreation facilities, conference facilities, or other facilities owned by the Town of Drumheller, and includes the booking form, invoices and billing, and all correspondence related to the booking of the facility.</p> <p>Excludes: <i>facility advertisements or brochures (MP02); special or community events (CS03); infrastructure and facilities (INF10)</i></p>				

CS05	FCSS PROGRAMMING	E = program completion/membership cancellation	CCS	E+7(D)
<p>Records pertaining to the development and delivery of FCSS programming, such as the Drumlife Pass, and may include registration forms and other related documents.</p> <p>Excludes: <i>grant agreements (CS02); membership information (CS01); senior's programming (CS06); recreation programming (CS02); FCSS board records (LS03 and LS09)</i></p>				
CS06	SENIORS PROGRAMMING	E = program completion/membership cancellation	CCS	E+7(D)
<p>Records pertaining to the development and delivery of senior's programming, which includes the tax program and healthy aging programming; records include personal information, tax documents, registration forms, and all other applicable information.</p> <p>Excludes: <i>membership information (CS01); FCSS programming (CS05); recreation programming (CS02)</i></p>				
Code	Classification	Notes	Department	Retention
DEVELOPMENT & PLANNING (DP) – documents related to property development & control.				
DP01	LAND OWNERSHIP	N/A	CAO	P
<p>Records associated with property ownership information including certificates of title, utility services, survey plans, real property reports, compliance certificates, variance documents, development agreements, encroachment agreements, road agreements, registered documents or caveats, subdivision documents, offsite levy documents, and general correspondence regarding land ownership or development, as applicable.</p> <p>Excludes: <i>development permits (DP02); maps (IM01); land use bylaws (LS01); right-of-way plans and easements (DP06); land acquisition and sale (EP02); other agreements (LS11 and LS12)</i></p>				
DP02	DEVELOPMENT PERMITS	N/A	CAO	P
<p>Records of the application and approval of all development permits within the municipality, which includes the application form, site plans, variance documents, stop work orders, invoices, receipts, proof of advertising, and related statutory correspondence.</p> <p>Excludes: <i>development permits – temporary (DP03); land ownership records (DP01); safety code permits (DP04); accounts receivable (FIN05); municipal planning commission records (LS09); ARB hearings and SDAB hearings (LS08)</i></p>				

DP03	DEVELOPMENT PERMITS (TEMPORARY)	E = Expiry of Permit	CAO	E+5(D)
Records of the application and approval of all temporary development permits within the municipality, which includes the application form, site plans, invoices, receipts, proof of advertising, and related statutory correspondence. Includes Development Permits related to the placement of temporary signage and home occupancy permits. Excludes: <i>development permits (DP02); land ownership records (DP01); safety code permits (DP04); accounts receivable (FIN05); municipal planning commission records (LS09); ARB hearings and SDAB hearings (LS08)</i>				
DP04	SAFETY CODE PERMITS	N/A	CAO	P
Records of the application and approval of all safety code permits within the municipality, which includes the application package, closeout package, stop work orders, inspection reports, violations information, invoices, receipts, and related statutory correspondence relating to building permits, electrical permits, gas permits, plumbing permits, and private sewage disposal system permits. Excludes: <i>development permits (DP02); accounts receivable (FIN05)</i>				
DP05	SUBDIVISION	N/A	CAO	P
Records of the subdivision of both residential and commercial properties, applications, registered plan drawings and changes to approved plans, technical reports, granting of severances, services to individual land sites, water, sewage, parking areas, drainage, driveways, utility approvals, correspondence, written comments, working notes, background information, clearance letters, "red line" revisions, stop work orders, encroachments, and the granting of variances in land use and zoning applications from existing zoning regulations. Excludes: <i>development permits (DP02); accounts receivable (FIN05); municipal planning commission records (LS09); ARB hearings and SDAB hearings (LS08)</i>				
DP06	RIGHT OF WAYS AND EASEMENTS	N/A	CAO	P
Records of utility right of way, road plans, and easements concerning municipal use of private lands required for the maintenance of public services such as water lines, sewer lines, and other public infrastructure. Excludes: <i>contracts and agreements (LS10 and LS11); land ownership (DP01)</i>				

Code	Classification	Notes	Department	Retention
ECONOMIC DEVELOPMENT (ED) – documents related to the economic growth of the Town.				
ED01	ECONOMIC DEVELOPMENT	E = Cancellation of Project	CAO	E+10(D)
<p>Records related to the economic growth and development of the Town, including economic development studies, tourism initiatives, statistics, departmental reports, demographics, and other economic development projects and includes information related to affordable housing, the municipal housing strategy, and occupancy rates.</p> <p>Excludes: <i>marketing documents (MP02); internal publications (MP03); film & patio permits (FIN01); grant applications (FIN02)</i></p>				
ED02	BUSINESS RETENTION & ATTRACTION	E = Closure of File	CAO	E+10(D)
<p>Records related to business retention and investment attraction, primarily related to client files, including meeting notes, business plans, business profiles, formal correspondence and other documents related to the relationship between the client and the Economic Development Officer.</p> <p>Excludes: <i>permits (FIN01); grant applications (FIN02); incentive agreements (ED03); land sales (ED04)</i></p>				
ED03	INCENTIVE AGREEMENTS	E = Termination or Expiry of Agreement	CAO	E+5(D)
<p>Records of agreements for the demolition or construction of improvements, which includes the application, signed agreement, tax abatement information, and any other related documents</p> <p>Excludes: <i>contracts and agreements (LS10 and LS11)</i></p>				
ED04	LAND ACQUISITIONS & SALES	E = sale of property	CAO	P
<p>Records of real estate transactions, conveyance of land such as lot sales, road closure agreements, allowances whether through voluntary transactions or expropriation. Includes Town-operated leases or dispositions, renewal agreements and notices, deeds, and expropriation plans, purchase letters, and their appraisals.</p> <p>Excludes: <i>road closure bylaws (LS01); contracts and agreements (LS11 and LS12); right of ways and easements (DP06)</i></p>				

Code	Classification	Notes	Department	Retention
EMERGENCY & PROTECTIVE SERVICES (EPS) – documents related to emergency response, fire protection, health and safety, and enforcement.				
EPS01	EMERGENCY PLANNING	S/O = Superseded/Obsolete	EPS	S/O+5(D)
<p>Records pertaining to the planning, documentation, maintenance, and distribution of emergency planning, including Municipal Emergency Management Plans (MEMP), Regional Emergency Services Master Plans, Business Continuity Plans, fire prevention plans, emergency risk assessments, pre-incident plans, tabletop exercise records, functional exercise records, and all other documents related to emergency planning.</p> <p>Excludes: <i>training certificates (HR01); health and safety records (EPS06) health and safety program (EPS07)</i></p>				
EPS02	SAFETY CODE INSPECTIONS	E = Completion of Inspection	EPS	E+15(D)
<p>Records pertaining to inspections conducted by emergency and protective services staff in accordance with the Town of Drumheller Fire Quality Management Plans and the Safety Codes Act.</p> <p>Excludes: <i>fire investigations (EPS03); municipal enforcement (EPS05); site-inspection records (EPS06)</i></p>				
EPS03	FIRE INVESTIGATIONS	E = Completion of Investigation	EPS	E+15(D)
<p>Records pertaining to investigations by the fire department, conducted by either the Town of Drumheller or contractors, and includes photos, notes, statements, forms, final reports, and all other documents related to the investigation.</p> <p>Excludes: <i>safety code inspections (EPS02); municipal enforcement (EPS05); human resource investigations (HR03)</i></p>				
EPS04	INCIDENT RESPONSE	E = Incident or Training Exercise	EPS	E+7(D)
<p>Records pertaining to the response of medical or fire incidents within the Town of Drumheller, which includes all call data, dispatch reports, fire personnel timesheets, fire personnel payroll, billing, and fire personnel training time.</p> <p>Excludes: <i>training certificates (HR01); staff time sheets (HR11); payroll processing (HR10); fire investigations (EPS03)</i></p>				

EPS05	MUNICIPAL ENFORCEMENT	E = Completion of Incident	EPS	E+5(D)
<p>Records pertaining to all enforcement of municipal bylaws and authorized by provincial statutes, including parking tickets, violation notice, snow removal notices, enforcement orders, tow forms, occurrence reports, trespass notices, 24-hour suspension notice, violation tags, violation tickets, audio and written statements, enforcement photos, registered mail tracking, body camera footage, and related correspondence.</p> <p>Excludes: <i>stop work orders (DP02, DP04 & DP05); safety code inspections (EPS02); fire investigations (EPS03)</i></p>				
EPS06	HEALTH AND SAFETY RECORDS	N/A	EPS	5(D)
<p>Records of the implementation of health and safety program, including site inspection records, equipment inspection, job hazard assessments, site-specific hazard assessments, toolbox meeting minutes, and bulletins. Internal and external health and safety audits, health and safety committee meeting minutes, and any other documents that pertain to the implementation of the Town health and safety programming.</p> <p>Excludes: <i>health and safety program development (EPS07)</i></p>				
EPS07	HEALTH AND SAFETY PROGRAM	S/O = Superseded/Obsolete	EPS	S/O+5(D)
<p>Records of the planning and development of the health and safety program, including health and safety manuals, policies, safe operating procedures (SOPs), inspection forms, incident, accident or near-miss forms, emergency procedures, evacuation routes, orientation packages, and all other records pertaining to the planning and development of the health and safety programming.</p> <p>Excludes: <i>health and safety records (EPS06); accident & incident reports (EPS08); policies (LS01); emergency planning (EPS01)</i></p>				
EPS08	ACCIDENTS AND INCIDENT REPORTS	E = Completion of Investigation	EPS	E+15(D)
<p>Records of all accidents, incidents and near-misses involving municipal staff, including the initial accident, incident, or near-miss report, records of the investigation by the Joint Health and Safety Committee, final recommendations by the Joint Health and Safety Committee, and any records of remedial action resulting from the investigation.</p> <p>Excludes: <i>health and safety records (EPS06); health and safety program (EPS07); safety code inspections (EPS02); fire investigations (EPS03); human resource investigations (HR03); grievances (HR04); worker WCB reports and employer WCB reports (HR01)</i></p>				

EPS09	HAZARDOUS MATERIAL REPORTS	S/O = Superseded/Obsolete	EPS	S/O+5(D)
Records pertaining to the handling, receiving, and disposing of potentially dangerous goods, including Safety Data Sheets (MSDS), herbicide and pesticide application forms, hazardous materials inventory, application and access records, and transport and disposal records. Excludes: <i>training records (HR01); spills or exposure (EPS07 or EPS04); safety programming (EPS06, EPS07 or EPS08)</i>				
EPS10	INSURANCE ADMINISTRATION	E = Expiration of Policy	EPS	E+10(D)
Includes records that are evidence of administering vehicle insurance, property insurance, general liability insurance and other insurance policies for the Town, including researching insurance needs and setting up policies, which may include certificates of insurance, insurance applications, insurance appraisals, insurance policies and renewals. Excludes: <i>proof of insurance from external bodies (LS11, LS12, CS03 & INF05)</i>				
EPS11	INSURANCE CLAIMS	E = Settlement of Claim	EPS	E+10(D)
Includes records that are evidence of insurance claims by administration including filing claims, follow up and communication with insurance providers, including insurance claims applications, photos, forms, adjuster reports, repairs, reports, responses from Insurer and claim payout summaries. Excludes: <i>claims against municipality or legal disputes (LS10)</i>				
Code	Classification	Notes	Department	Retention
FINANCE (FIN) – documents related to municipal financing.				
FIN01	PERMITS AND LICENCES	E = Cancellation or expiry of Permit or Licence	CCS	E+3(D)
Records of applications and issued permits and licences relating to various activities regulated by the Town, which includes Special Events Permits, Film Permits, Business Licences, Patio Licences, Mobile Vendor Permits, Short-Term Rental Permits, Animal Licences; Fire Permits, and Fireworks Permits. If there is a renewal of a licence, the retention period for the permit and associated file is reset. Excludes: <i>burial and excavation permits (FIN03); development permits (DP02); safety codes permits (DP04); accounts receivable (FIN05)</i>				

FIN02	GRANT AGREEMENTS	E = Completion of Grant Requirements	CCS	E+10(D)
<p>Records of application and closure of all grant agreements in which the Town of Drumheller received funding from an external organization. These records should include the initial grant application, the grant agreement, amendments, and addendums to the agreement, the notice of aware, the project scope, budget reports, invoices, expense claims, correspondence related to the grant agreement, and any other related documentation.</p> <p>Excludes: <i>contracts and agreements (LS11 and LS12)</i></p>				
FIN03	CEMETERY ADMINISTRATION	P = Permanent	CCS	P
<p>Records pertaining to the control and maintenance of all cemeteries, including burial, cremation, and internment records, request for burial forms, engraving forms, burial permits, cemetery register, cemetery maps, cemetery master plans, and plot ownership records.</p> <p>Excludes: <i>work orders (INF01, INF07 and INF08); asset management (INF02); maps (IM01)</i></p>				
FIN04	ACCOUNTS PAYABLE	N/A	CCS	7(D)
<p>Records pertaining to the payment of invoices and bills, including vendor invoices, cheque requisitions, membership fees, payable vouchers, payable summary sheets, and all supporting documents used to authorize the issuance of cheques.</p> <p>Excludes: <i>n/a</i></p>				
FIN05	ACCOUNTS RECEIVABLE	E = Completion of Incident	CCS	7(D)
<p>Records pertaining to the payment of funds to the Town of Drumheller, including daily cash receipts, Town of Drumheller invoices, recovery reports, void cheques, and credit card receipts.</p> <p>Excludes: <i>recreation accounts receivable (CS01)</i></p>				
FIN06	AUDITS	E = Completion of Audit	CCS	E+7(D)
<p>All documents pertaining to the implementation of an annual financial audits. This does not include the final financial audit statements, which shall be retained permanently.</p> <p>Excludes: <i>final audit statement (LS01)</i></p>				

FIN07	BANKING	N/A	CCS	7(D)
<p>Records pertaining to banking transactions and relationships with banks, including bank reconciliations, deposit records, expenditure designations, and signing authority; includes records of nonsufficient funds, cancelled cheques, Interact E-transfers, bank statements, and cheque listings.</p> <p>Excludes: <i>accounts receivable and accounts payable (FIN04 and FIN05); loans, bonds and other investment vehicles (FIN08)</i></p>				
FIN08	FINANCIAL INSTRUMENTS	E = closure of account	CCS	E+7(D)
<p>Records pertaining to investment instruments such as debentures, bonds, loans, and any other investment vehicle; includes records related to the initial issuance of the financial instrument and all payments.</p> <p>Excludes: <i>Banking records (FIN07)</i></p>				
FIN09	GENERAL LEDGER TRANSACTIONS	N/A	CCS	15(D)
<p>Records pertaining to general ledger transactions (journal entries), adjustments, and financial year end.</p> <p>Excludes: <i>n/a</i></p>				
FIN10	TAXATION AND ASSESSMENT	N/A	CCS	P
<p>Records pertaining to the assessment roll, tax notices, tax recovery sales, property tax registrations, tax arrears, tax collector rolls, tax exemptions, assessment reports, and all formal ratepayer correspondence related to taxation.</p> <p>Excludes: <i>payment plans (FIN12)</i></p>				
FIN11	BUDGET WORKING PAPERS	N/A	CCS	5(D)
<p>Records pertaining to Interim budget calculations, estimates and working papers pertaining to the municipal capital, operating, and utility budgets, and may include operating budget summaries, detailed budget reports, variance reports, monthly budget reports, annual departmental budgets.</p> <p>Excludes: <i>final budgets (LS03)</i></p>				

FIN12	PAYMENT PLANS	E = Completion or Cancellation of Payment Plan	CCS	E(D)
Records pertaining to payment plans and pre-authorized payment plans for taxes, utilities or other functions of the Town of Drumheller Excludes: <i>final budgets (LS03)</i>				
Code	Classification	Notes	Department	Retention
HUMAN RESOURCES (HR) – documents related to the hiring, management and payment of employees.				
HR01	EMPLOYEE RECORDS	E = termination of employee	CAO	E+15(D)
Records pertaining to the employment history of all municipal employees, including casual (volunteer) firefighters. This includes job applications, resumes, interview notes, reference checks, offer letters, employment agreements, driver's abstracts, criminal record checks, and any other records related to the hiring of successful applicants; employee registration forms, tax forms, direct deposit forms, health benefit enrollment forms, insurance enrollment forms, and other documents related to onboarding of employees; certificates and training documents, education request forms, performance reviews, promotion or demotion letters, disciplinary notices, job reclassification notices, hours of work averaging agreements, employee recognition letters, termination or resignation letters, worker reports and employer reports pertaining to WCB, exit interview notes, and any other documents related to employee management. Where collective bargaining agreements contain provisions relating to the retention or disposition of employee records, the terms of the collective bargaining agreement shall take precedence over this retention schedule. Excludes: <i>HR incidents and investigations (HR03); grievances (HR04); workers compensation (HR05); unsuccessful applications (HR08); Pension administration documents (HR07)</i>				
HR02	EMPLOYEE RELATIONS	E = expiry of related union contract	CAO	E+5(D)
Records of the relationship between the local labour unions and management, including all records and notes related to collective bargaining, labour negotiations, and labour management meetings minutes. Excludes: <i>union agreements (LS10 and LS11); HR incidents and investigations (HR03); grievances (HR04)</i>				
HR03	HR INCIDENTS AND INVESTIGATIONS	E = resolution of complaint	CAO	E+10(D)
Records related to complaints of violence and harassment by or against employees of the municipality, including all documents related to the initial complaint, the investigation, and final resolution. Excludes: <i>employee records (HR01); grievances (HR04); fire investigations (EPS03); accident & incident reports (EPS08)</i>				

HR04	GRIEVANCES	E = resolution of complaint	CAO	E+10(D)
<p>Records of all grievances filed against the municipality by a municipal employee, including the initial complaint, investigation, and final resolution.</p> <p>Excludes: <i>employee records (HR01); employee relations (HR02); HR incidents and investigations (HR03)</i></p>				
HR05	WORKER'S COMPENSATION	E = resolution of claim	CAO	E+10(D)
<p>Records of all workplace injuries or lost-time incidents, requests for review, modified work agreements, annual returns, claim summaries, and all other documents related to a workplace injury or a lost-time incident claim. Please note, any workplace injury or lost-time incident claim pertaining to a hazardous exposure claim must be retained for the longer of either forty (40) years, or twenty (20) years after the last record was created.</p> <p>Excludes: <i>HR incidents and investigations (HR03); worker reports and employer reports (HR01)</i></p>				
HR06	BENEFITS PROGRAMMING	S/O = superseded/obsolete	CAO	S/O+5(D)
<p>Records of the evidence of planning, design, implementation, and delivery of benefit programs, including savings plans, benefit sponsorship, health and dental coverage, and pension plans, including brochures, quotes, explanatory documents, and correspondence.</p> <p>Excludes: <i>pension administration (HR07)</i></p>				
HR07	PENSION ADMINISTRATION	E = completion of claim	CCS	E+5(D)
<p>Records for the monitoring and fulfilling of pension obligations under the Local Authority Pension Plan (LAPP), including pension statuses of retired personnel, registration, and payment information.</p> <p>Excludes: <i>benefits programming (HR06); original sign-up sheets (HR01)</i></p>				
HR08	RECRUITMENT	S/O = superseded/obsolete	CAO	S/O(D)
<p>Records of advertising and recruitment of staff, including job postings, advertisements, job applications, information regarding the selection of candidates, resumes, interview questions, and interview notes of unsuccessful candidates, and all other related documents. These records will be kept for a minimum of one (1) year or until a new applicant is hired for the same position, whichever is longer.</p> <p>Excludes: <i>records of successful applicants (HR01); workforce planning (HR09)</i></p>				

HR09	WORKFORCE PLANNING	S/O = superseded/obsolete	CAO	S/O+5(D)
<p>Records related to the planning and development of the municipal workforce, including succession planning documents, job descriptions, job evaluations, organizational charts, organizational surveys, organizational analysis or reports, compensation grids, or any other related document.</p> <p>Excludes: <i>recruitment records (HR08); signed job descriptions and evaluations (HR01)</i></p>				
HR10	STAFF TIMESHEETS	N/A	CCS	7(D)
<p>Records of employee timesheet processing and allocation of time, including the approval of timesheets and the timesheets record of regular hours, overtime, time-in-lieu, vacation time, sick time, management leave, bereavement leave, and all other scheduling data.</p> <p>Excludes: <i>payroll processing (HR11)</i></p>				
HR11	PAYROLL PROCESSING	N/A	CCS	7(D)
<p>Records of the payment of employees, including regular payroll generation, deduction, tax collection and remission, reporting and reconciliation, approved per diem forms, travel and subsistence, and statement of expense forms.</p> <p>Excludes: <i>staff timesheets (HR10)</i></p>				
HR12	STANDARD OPERATING PROCEDURES	N/A	ORIGINATING	S/O+5(D)
<p>Records that document and describes the process or procedures of the Town, not including Council or Administrative polices signed by Council or the CAO, respectively, or safe operating procedures (SOPs) that form part of the Health and Safety Program.</p> <p>Excludes: <i>Council and Administrative Polices and Procedures (LS01); Health and Safety SOPs (EPS07)</i></p>				

Code	Classification	Notes	Department	Retention
INFORMATION MANAGEMENT (IM) – documents related to information technology and the management of records at the municipality.				
IM01	MAPPING	S/O = superseded or obsolete	CAO	S/O+3(D)
Records pertaining to the creation of geographical mapping data for the Town of Drumheller, including orthophotography, geographic information systems (GIS) shapefiles, geodatabase files, and other spatial data files, cadastral data, land use district mapping, flood mapping, operations maps, asset maps, and all other geographical maps and their associated data. Excludes: <i>original land ownership files (DP01)</i>				
IM02	RECORDS MANAGEMENT	N/A	CAO	P
Records pertaining to the authorization of retention and disposition of records, <i>including Statement of Retention and Statement of Disposition Forms</i> , completed in accordance with this Bylaw. Excludes: <i>n/a</i>				
IM03	IT SUPPORT	N/A	CAO	P
Records pertaining to the evidence of information technology maintenance and support activities, including user support, such as responding to telephone inquiries, managing information system processes such as hardware and software installations, repairs, troubleshooting, web server maintenance, system upgrades, server installation, managing permissions, and archiving material; records include service request logs and tickets. Excludes: <i>IT management (IM05)</i>				
IM04	IT BACKUP AND PROTECTION	N/A	CAO	1(D)
Records pertaining to backup and protection of applications, databases, and email archives for purposes of restoring a system in the event of a malfunction or emergency response; records include database backups and server and application file logs. Excludes: <i>IT management (IM05)</i>				

IM05	IT MANAGEMENT	S/O = superseded or obsolete	CAO	S/O+3(D)
Records pertaining to the tracking and management of hardware, software, and other IT assets at the Town of Drumheller, including hardware inventory and specifications, software inventory and licences, IT purchase orders and invoices, project management meetings, user guides, records pertaining to telecommunications systems, including telephones and mobile phones, IT organizational plans, user and system requirements, and all other documents related to IT management. Excludes: <i>IT support (IM03)</i>				
IM06	DIGITAL COMMUNICATION	N/A	CAO	7(D)
Records pertaining to the retention of all emails, instant messaging, and other forms of digital communication for the Town of Drumheller. Excludes: <i>n/a</i>				
Code	Classification	Notes	Department	Retention
INFRASTRUCTURE SERVICES (INF) – documents related to Maintenance of municipal assets & Public Works.				
INF01	WORK ORDERS	N/A	INF	7(D)
Records pertaining to routine maintenance or activities throughout the Town of Drumheller such as routine facility maintenance, routine vegetation control, ice clearing, sign maintenance and installation, cemetery maintenance, and road and sidewalk asphalt repair, and includes all work orders not covered elsewhere within this document, including requests for work orders through SeeClickFix. Excludes: <i>utilities work order (INF08); road maintenance work orders (INF07)</i>				
INF02	ASSET MANAGEMENT	N/A	INF	P
Records pertaining to the tracking and control of all Town assets, such as facilities, roads, signs, culverts, reservoirs, water lines, sewer lines, outfalls, inlets, and all other municipal assets and includes, engineering drawings, as-built drawings, geographic information systems (GIS) data, utility drawings, inspection reports, and all other related information. Excludes: <i>inventory management (INF03); vehicles and equipment (INF04); procurement (INF05)</i>				

INF03	INVENTORY MANAGEMENT	N/A	INF	7(D)
<p>Records pertaining to the tracking and control of all Town inventory such as supplies, gravel, salt, fuel, chemicals, herbicides, pesticides, and all other consumable inventory.</p> <p>Excludes: <i>asset management (INF02); procurement (INF05)</i></p>				
INF04	FLEET MANAGEMENT	E = Disposal of Vehicle or Equipment	INF	E+10(D)
<p>Records of all vehicles or equipment, including motorized vehicles, attachable equipment, trailers, emergency services vehicles, and all other vehicles or equipment that is leased or owned by the municipality, which includes the successful procurement documents, records of purchase and bills of sale, licensing, registration, serial numbers, and Commercial Vehicle Inspection Program (CVIP) reports, owner's manuals and technical specifications, vehicle inspection records, repair request forms, pre- and post-use inspection forms, and disposal of the vehicle or equipment</p> <p>Excludes: <i>asset management (INF02); driver's abstracts & licences (HR01); capital project procurement (INF05); Insurance (EPS10)</i></p>				
INF05	PROCUREMENT	E = Date of Award	INF	E+15(D)
<p>Records pertaining to the procurement of goods or services that cannot be purchased directly in accordance with the Town of Drumheller purchasing policy, and includes all records related to capital projects, including Request for Quotations, Request for Proposals, Request for Tenders, addendums, and any other procurement documents, vendor submissions, project supporting documentation, consultant or contractor resumes and proposals, grant documentation, budget tracking documents, technical drawings, specifications and product manuals, and any other documents related to the capital project or grant application.</p> <p>Excludes: <i>vehicle and equipment procurement records (INF04); grant applications (FIN02);</i></p>				
INF06	TEMPORARY ROAD CLOSURES	N/A	INF	7(D)
<p>Records pertaining to the temporary closure of roads for maintenance, construction, environmental monitoring, special events, or another reason, and which includes the permit application, the notice of temporary road closure, maps, diagrams or other supporting documents, approval letters, excavation applications</p> <p>Excludes: <i>other permit applications (CS01); special event records (CS03); permanent road closures (LS01)</i></p>				

INF07	ROAD & SIDEWALK MAINTENANCE	N/A	INF	7(D)
<p>Records pertaining to the maintenance and routine inspection of roads, including plowing, sanding, snow removal, dust control, weed control, cleaning, patching, road marker painting, ditch maintenance, and drainage control, and includes the maintenance of sidewalk and curbs; includes records such as inspections, work orders, service requests, logbooks, work plans, and other routine maintenance documents.</p> <p>Excludes: <i>capital projects (INF05); asset management (INF02); inventory management (INF03); other work orders (INF01 and INF08)</i></p>				
INF08	UTILITIES MAINTENANCE	N/A	CCS	7(D)
<p>Records pertaining to the routine operations, inspection, monitoring, and maintenance of utility infrastructure, such as water reconnect and disconnects, regular sewer flushing, work site maps, work orders, service connection requests, utility bill runs, and any other related document.</p> <p>Excludes: <i>other work orders (INF01 and INF07); line locates (obsolete after 60 days and can be destroyed); accounts receivable (FIN05); payment plans (FIN12)</i></p>				
INF09	WATER AND WASTEWATER	N/A	INF	P
<p>Records pertaining to the monitoring and maintenance of water and wastewater management systems, including regular testing and sampling and routine maintenance; records may include flow records, daily reading reports, daily water sample reports, maintenance logbooks, water licences, lab reports, and all other relevant information.</p> <p>Excludes: <i>utilities maintenance (INF08)</i></p>				
INF10	INFRASTRUCTURE AND FACILITIES	N/A	INF	P
<p>Records pertaining to the management planning, design, monitoring, and construction of infrastructure, and includes engineering drawings, design standards, as-built drawings, upgrade plans, and any other records related to the management of infrastructure and facilities.</p> <p>Excludes: <i>capital projects (INF05); asset management (INF02); inventory management (INF03)</i></p>				

Code	Classification	Notes	Department	Retention
LEGISLATIVE SERVICES (LS) – documents related to municipal governance and legal compliance.				
LS01	BYLAWS AND POLICIES	N/A	CAO	P
<p>The final bylaw passed by a resolution of Council and given third and final reading, Council policies approved at a regular Council meeting and signed by the CAO and Mayor, and approved administrative polices approved by the CAO.</p> <p>Excludes: <i>agenda packages (LS03)</i></p>				
LS02	COUNCIL MINUTES	N/A	CAO	P
<p>Signed minutes of a regular, special or organizational meeting of Council and all Council Committees, including the Committee of the Whole, adopted by resolution of Council; includes records of Council resolutions, oaths of office, and all documents related to Public Hearings held during a Council meeting.</p> <p>Excludes: <i>agenda packages (LS03)</i></p>				
LS03	AGENDA PACKAGES	N/A	CAO	P
<p>Agenda packages for regular, special or organizational meetings of Council, Committee of the Whole meetings, and Municipal Planning Commission meetings, adopted by a resolution of Council. The agenda packages include all attachments, including briefing notes, requests-for-decision, other staff reports, minutes of Council boards or committees, delegation reports and all other attachments of the agenda package.</p> <p>Excludes: <i>signed bylaws and policies (LS01); signed council minutes (LS02)</i></p>				
LS04	ELECTION DOCUMENTS	N/A	CAO	P
<p>All records relating to a general municipal election or by-election, including final election results, statement of results, election appeals, and judicial recounts, oaths of the Returning Officer, Deputy Returning Officer, Substitute, Enumerator and Constable, election worker documents, election nomination list, affidavit of witness for the destruction of elections materials, the voter registrar, election planning documents, election budgets, notices of nomination day, notices of election day, notices of advance vote, Council orientation documents, and any other prescribed election form.</p> <p>Excludes: <i>election ballots (LS05) and election nomination papers (LS06)</i></p>				

LS05	ELECTION BALLOTS	E = Election Day	CAO	E+6W(D)
<p>In accordance with the <i>Local Authorities Election Act</i>, after six (6) weeks and before twelve (12) weeks, the ballot boxes shall be opened and the contents destroyed in the presence of two (2) witnesses, unless a judge has ordered the ballot boxes must be kept for a longer period, and an affidavit shall be made that the witness has witnessed the destruction of the contents of the ballot boxes.</p> <p>Excludes: <i>election nomination papers (LS06) and all other election documents (LS04)</i></p>				
LS06	ELECTION NOMINATION PAPERS	E = First Organizational Meeting of Council	CAO	E+1M(D)
<p>In accordance with the <i>Local Authorities Election Act</i>, the ballot account and nomination papers must be retained until the term of office for which they relate is expired. Therefore, the nomination papers and ballot account of the previous Council should be destroyed within at least one (1) month after a first-term organizational meeting.</p> <p>Excludes: <i>election ballots (LS05) and all other election documents (LS04)</i></p>				
LS07	ACCESS TO INFORMATION REQUESTS	N/A	CAO	15(D)
<p>Records of the municipality's responsibilities for the protection of information and the handling of information requests as regulated by the <i>Access to Information Act</i> and the <i>Protection of Privacy Act</i>. This includes correspondence regarding the access request, the application, and the access package. Records that are subject to an Access to Information (ATI) request shall be required to be retained for an additional one (1) year from the date of the request, as per section 3.12 of this Bylaw.</p> <p>Excludes: <i>n/a</i></p>				
LS08	APPEALS AND HEARINGS	N/A	CAO	P
<p>Records of all transcripts or minutes and related documentation of appeals, hearings, legal proceedings, and final judgments in relation to petitions, Subdivision and Development Appeal Board (SDAB) hearings, Assessment Review Board (ARB) Hearings, Community Standards Appeal Board (CSAB) hearings.</p> <p>Excludes: <i>documents from a public hearing of Council (LS02)</i></p>				
LS09	BOARDS AND COMMITTEES	E = dissolution of the board or committee	CAO	E+15(D)
<p>Records of all Council board and committee documents, incorporation documents, membership, member applications, and all other records related to Council boards and committees.</p> <p>Excludes: <i>minutes of the boards and committees (LS03); bylaws and policies (LS01)</i></p>				

LS10	LEGAL	E = claim settled	CAO	E+15(D)
<p>Records of litigation, insurance, and disputes against the municipality, or records of litigation and disputes initiated by the municipality. Also includes all records of legal opinions or briefs prepared by the municipality's legal counsel on specific issues and confidential legal agencies' invoicing. Also includes all records related to municipal petitions.</p> <p>Excludes: <i>n/a</i></p>				
LS11	CONTRACTS & AGREEMENTS (MAJ.)	E = cessation of all agreements with entity	CAO	E+15(D)
<p>Records of all agreements and contracts between the Town of Drumheller and service providers, municipalities, other levels of government or their agencies, landowners, or any other entities where the agreement in which the municipality is committed to provide a service or funds for more than one (1) year.</p> <p>Excludes: <i>minor contracts and agreements (LS12) development agreements (DP01); subdivision agreements (DP05); temporary road closures (INF06); capital projects (INF05); grant agreements (FIN02); leases and disposition, land purchases and road closure agreements (EP03); right of ways and easements (DP06)</i></p>				
LS12	CONTRACTS & AGREEMENTS (MIN.)	E = cessation of all agreements with entity	Originating	E+15(D)
<p>Records of all other agreements not captured by LS11, which includes agreements that provide short-term services that commit the municipality to provide service or funds for less than one (1) year.</p> <p>Excludes: <i>major contracts and agreements (LS11) development agreements (DP01); subdivision agreements (DP05); temporary road closures (INF06); capital projects (INF05); grant agreements (FIN02); land purchases and road closure agreements (EP03); right of ways and easements (DP06)</i></p>				
LS13	CENSUS COORDINATION	E = completion of Census	CAO	E+15(D)
<p>Records pertaining to the coordination development and delivery of a municipal census, records may include the final census report, oaths of office, enumerator forms, and other documents related to the conducting of the census.</p> <p>Excludes: <i>demographic studies (ED01)</i></p>				

LS14	DELEGATION OF AUTHORITY	S/O = superseded or obsolete	CAO	S/O+10(D)
Written orders pertaining to the delegation of authority to designated staff or positions by authorized parties. Excludes: <i>n/a</i>				
LS15	FORMAL CORRESPONDENCE	N/A	CAO	15(D)
Records pertaining to all incoming and outgoing formal written correspondence not covered elsewhere within this Bylaw, which includes all formal correspondence with ratepayers, external bodies, and other government bodies. Excludes: <i>n/a</i>				
LS16	RECORDS OF ORGANIZATION	N/A	CAO	P
Records of high-level corporate documents which dictate organizational structure or planning, including strategic planning, mission statements, business plans, viability reviews, incorporating documents, and trademarks. Excludes: <i>bylaws and policies (LS01)</i>				
Code	Classification	Notes	Department	Retention
MEDIA AND PUBLIC RELATIONS (MP) – Documents related to the relationship with the media and the general public.				
MP01	MEDIA RELEASES	N/A	CAO	15(D)
The final versions of all media releases issued by the Town of Drumheller and posted on the Town of Drumheller website. Excludes: <i>external publications (MP02); Internal publications (MP03)</i>				
MP02	EXTERNAL PUBLICATIONS	N/A	CAO	P
Includes all final and published documents created by the Town of Drumheller for public consumption and includes flyers, brochures, guides, and other related documents, primarily related to marketing. Excludes: <i>internal publications (MP03); development advertising (DP02)</i>				

MP03	INTERNAL PUBLICATIONS	N/A	CAO	P
<p>Includes all final and published documents created by the Town of Drumheller for internal consumption and includes internal newsletters and other related documents.</p> <p>Excludes: <i>external publications (MP02)</i></p>				