

Mountain View Regional Waste Management Commission

	Policy No: 34-17
Policy Title: Records Management Policy	Effective Dates: February 27, 2017
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PURPOSE

To establish a retention period for Mountain View Regional Waste Management Commission records housed and managed by the Town of Olds.

PROCEDURES

FIN 25	Cash	<i>Includes:</i> receipt and recoding of incoming cheques and cash, cash control systems, cash register tapes, cash receipt journals, petty cash and cahiers daily books.	Year End 7 Years Destroy
FIN 35	Payables	<i>Includes:</i> billings, statements, purchase orders, payment vouchers, packing slips, receipts, invoices, non-negotiables, financial transactions, distribution of cheques, post-date cheques, employee expense accounts and reimbursement	Year End 7 Years Destroy
FIN 40	Receivables	<i>Includes:</i> utility applications, billings, vouchers, invoices, remittances, receipts, bad debts, write-offs, compromise of debts, aging accounts, and current expenditure refunds	Year End 7 Years Destroy
FIN 45	Banking	<i>Includes:</i> administration of banking methods and establishment of bank accounts, deposits, statements, reconciliations, currency rates and acquisition of currency. Records relating to the issuing, maintenance, and control credit or procurement cards	Year End 7 Years Destroy
FIN 50	Budgets	<i>Includes:</i> budget practices, controls and programs. Initial and supplemental budget estimate preparations, submissions, related guidelines, supporting justifications, final approved budgets and department business plans	Year End 7 Years Destroy

FIN 55	Contracts & Agreements	<p>Includes: administration and monitoring of financial and non-financial contracts and agreements, contract tender and agreement, completion certificate, amendments, and performance bonds.</p> <p>Excludes: franchise, easement, utility right of way, land acquisition, caveat, license and encroachment agreements, and land lease agreements. (Roll Files)</p>	Active Period 7 Years Destroy
HUM 10	Payroll	<p>Includes: Records relating to Payroll finance including but not limited to: Source Deductions, Remittances, Apply Reports, Misc. Deductions, General Ledger Distribution, Pay Period Notes, Payroll Registers, Year End Processes, Correspondence & Audit, T4s, T4As and Summaries, Timesheets</p>	Year End 7 Years Destroy
HUM 20	Personnel Files	<p>Includes: Records relating to individual employees including but not limited to: Emergency Contacts, Certification, Education, Testing, Designation of Powers, Performance Appraisals, Personal Learning Plans, Recognition, Awards, Discipline, Character references, Benefits, Pension, Leaves of Absence (not illness related), Retirement, Payroll forms, Wage Increments, Bonuses, Merit Payments, Lump Sum Payments, Payroll Deductions, Confirmation of Employment, Vacation requests, Employment Contracts, Terms of Employment, Changes in Employment, Resumes, Reference Checks, Interview materials and Recruitment materials associated with hired employees</p>	Active Period Permanent – Town Termination Indefinite Active Period 7 Years - Voluntary Termination Destroy
HUM 30	Compensation	<p>Includes: Records relating to Compensation including but not limited to: Personnel Policy, Wage Scales, Cost of Living Adjustments (COLA), Merit & Bonuses, Employment Insurance (EI) Rebates, Performance Pay, Compensation Surveys, Workouts, Monetary Recognition & Awards</p>	Year End 7 Years Destroy
HUM 40	Medical Files	<p>Includes: Records relating to individual employees including but not limited to: Short Term Disability claims, Long Term Disability claims, Absences due to illness, surgery or injury (not WCB-related), Alberta Health Care, Maternity Leave, Parental Leave, Physician notes and correspondence</p>	Active Period Permanent Indefinite

HUM 50	Local Authorities Pension Plan (LAPP)	Includes: Records relating to the Local Authorities Pension Plan including but not limited to: Registrations, Terminations, Reports, Remittances	Year End Permanent Indefinite
HUM 60	Registered Retirement Plans	Includes: Records relating to RRSPs, RPPs and other registered retirement Plans including but not limited to: Registrations, Terminations, Reports, Remittances	Year End Permanent Indefinite
HUM 70	Recruitment	Includes: Records relating to processes associated with recruitment including but not limited to: Job competitions, Job applications (not hired), Reference Checks (not hired), Advertising, Screening and Interview materials (not hired), Job Descriptions	Year End 2 Years Destroy
HUM 80	Health & Safety	Includes: Records relating to on-the-job Health & Safety, including but not limited to: Injury reports, Incident / Near Miss Reports, WCB Claims, WCB Reports, WCB Correspondence, WCB Rates, Health & Safety Statistics, Workplace violence, Workplace Harassment, Health & Safety Training and Events, Employer Certification	Year End Permanent Indefinite
HUM 90	Employee Benefits	Includes: Records relating to benefits providers, Administrative Services Only (ASO) providers, and health insurance carriers and insurers including but not limited to: Current ASO and Insurance Carriers, Previous ASO and Insurance Carriers, Requests for Proposals (RFPs), Benefit Schedules and Rates, Benefits Contracts <i>** Current Insurer: retain all years until superseded by another insurer; once superseded, see below</i> <i>Previous Insurer: retain contract, schedule of benefits and most recent year file until current insurer is superseded</i> **RFPs	Year End Active Period Destroy Active Period 5 Years Destroy
HUM 100	Legal	Includes: Records relating to individual employee legal matters including but not limited to: Lawsuits, Human Rights Complaints	Active Period Permanent Indefinite

SCOPE

This policy applies to all Mountain View Regional Waste Management Commission employees.

MANAGEMENT RESPONSIBILITIES

The CAO shall be responsible for the application of this policy.

	DATE:	RESOLUTION
APPROVED	February 27, 2017	#21-17
RESCINDED		