

**TOWN OF INUVIK
BY-LAW #2511/GEN/11**

**A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF INUVIK IN THE
NORTHWEST TERRITORIES TO PROVIDE FOR THE DESTRUCTION OF MUNICIPAL
RECORDS**

WHEREAS pursuant to the Cities, Towns and Villages Act of the Northwest Territories, S.N.W.T. 2003, c. 22, section 150, subsection (2) and subsequent amendments thereto, which state:

150. (2) A council may, by by-law, provide for the destruction of records kept under subsection (1) when they are no longer useful and their retention is no longer required by law.

AND WHEREAS the Council of the Municipal Corporation of the Town of Inuvik deems it desirable and necessary to annually cull and dispose of records and documentation when they are no longer useful in order to utilize the existing records storage space in the most cost-effective manner;

NOW THEREFORE BE IT RESOLVED that the Council of the Municipal Corporation of the Town of Inuvik, in Council duly assembled, enacts as follows:

1. The Senior Administrative Officer of the Town of Inuvik may from time to time authorize Administration to dispose of municipal records and documentation.
2. Town Administration must submit to the Senior Administrative Officer a detailed schedule of all records and documents proposed for disposal prior to receiving approval. This schedule shall be retained permanently.
3. All municipal financial records will be retained for a period of six (6) years except for those records identified as having to be kept permanently or retained for a shorter period of time.
4. The following municipal records and documentation will be retained permanently:
 - (a) cemetery records;
 - (b) municipal Regular and Special Council Meeting minutes;
 - (c) municipal by-laws;
 - (d) assessment records;
 - (e) land files;
 - (f) any burial, marriage or birth statistical information including registries and permits;
 - (g) commercial, institution and industrial building plans; and,
 - (h) duplicate certificates of title and title deeds to property.
5. Municipal records or documentation required to be kept on a permanent basis will be stored by means of a scanned optical disk retrieval system or other computer information data storage system, or other means deemed appropriate by the municipality.
6. Daily correspondence files and original agenda packages for Regular and Special Council meetings shall be retained for a period of five (5) years before disposal.
7. This by-law will come into effect upon the day of its final passage.

TOWN OF INUVIK
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Page 2

READ A FIRST TIME THIS 21ST DAY OF SEPTEMBER, 2011 A.D.

READ A SECOND TIME THIS 21ST DAY OF SEPTEMBER, 2011 A.D.

READ A THIRD TIME AND FINALLY PASSED THIS 5TH DAY OF OCTOBER,
2011 A.D.

MAYOR



SENIOR ADMINISTRATIVE OFFICER



I hereby certify that this by-law has been made in accordance with the requirements of the Cities, Towns and Villages Act and the by-laws of the Town of Inuvik.

SENIOR ADMINISTRATIVE OFFICER



Records to be destroyed

<u>Quantity or Box #</u>	<u>File Box (FB) ACCO Binder (AB)</u>	<u>Year</u>	<u>Description of Contents</u>
4	FB	1988 to 1993	GNWT Contribution Agreements & Subsidies
5	FB	2002 to 2003	Account Payables and Payroll cleared cheques
6	FB	2002 to 2005	Contribution Agreements
7	FB	Various	1999 Library minutes 1994, 95, 96, 97 SAO and Mayor Letters and Correspondence
8	FB	Various	1986, 87, 88, 89, 90 Education Tax Information 1985 and 1986 GNWT Debenture Repayment 1986/87 5 Year Capital Plan 1991 Account Payable and Payroll
9	FB	July 2003 to Oct 2003	Copy of Utility Billings
10	FB	Various	1997 Development Board Correspondence 1996 Bylaw 1457/P&D/96 - 5 copies 1996 - General Plan 1456/P&D/96 - 5 copies
11	FB	1998 to 1999	Museum/Fine Arts Committee
13	FB	Various	2001 GST returns, 2001 MACA Update, 2003 Budget Working Papers MAIS Information
14	FB	1991 to 1993	Assessment Roll
15	FB	Various	Grant in Lieu - 1984-95 NWT Power, 1984 - 95 GNWT, 1970 - 95 Gov't of CDA and 1982 - 95 CBC
16	FB	1988	Account Payables Files
17	FB	Various	GNWT Grant in Lieu 1988 to 1991 NWT PC Grant in Lieu 1988 to 1991 Tax Certificates - 1988 to 1996 Homeowner Rebates 1989 to 1995
19	FB	Various	Tax Notices to Mortgage Co - 1989 to 1996 Tax Notices Reconciliation - 1989 to 1992 Senior Citizens/Disabled Persons Claim - 1994 Faxesheets - 1999 Blank Forms Debenture No 1 409 - 1994 Blank Forms - Interim Tax Billings MACA/GNWT Minutes and Forms - 1997 Combined Statements of Revenue/Expenditures/Surplus(Deficit) 1997 Inuvik Region SAO/Foreman/Plan Workshop - 1998 MACA Workshop - Community Planning - 1998
21	FB	2003	Posted Tax receipts
23	FB	Various	2001 Budget 2002 Budget working papers 1997, 98, 99 and 2000 Budgets Insurance correspondence
24	FB	Various	Photos
25	FB	2002	Posted Tax Receipts and Annual Tax Billings
26	FB	Various	1997 and prior "Letting" Information
27	FB	Various	Pre 1995 "Letting" Information (unit 15 to 714)
29	FB	2002	Posted Tax Receipts
30	FB	2003	Posted Tax Receipts
31	FB	2002	Property Tax Reports
32	FB	2003	Interim Tax Billings
33	FB	2003	Property Tax Reports
34	FB	2004	Accounts Payable A-C
35	FB	2004	Accounts Payable D-M
36	FB	2004	Accounts Payable O-Z
37	FB	2004	Accounts Payable N-N
38	FB	2001	Accounts Receivable A-F
39	FB	1996	IUC and IUPC Information
41	FB	1997	Accounts Payable G-N
42	FB	2003	Annual Tax Billings
43	FB	2002	Annual Tax Billings
44	FB	2003	Business Licences
45	FB	2004	Business Licences

<u>Quantity or Box #</u>	<u>File Box (FB) ACCO Binder (AB)</u>	<u>Year</u>	<u>Description of Contents</u>
46	FB	1996 and 1997	Personnel Files
47	FB	Various	1998 to 1995 Seniors Tax Relief 1997, 98, 99 School Tax Information 1996 Education Tax Acts/ Ordinances etc
48	FB	Various	2002 to 2004 Correspondence - Public services 1991 Utilidor Information 1997/98 to 2001/02 IUPC Capital Plan 1995 NWTPC Rate Application Information Pre 2003 Development Information
49	FB	Various	1999 to 2000 Grant in Lieu - NWTPC, GNWT, Federal Gov't, CBC 1999 to 2000 Tax Certificates 1999 GNWT School Tax 1999 to 2000 Tax Notices to Mortgage Co 1998 to 2000 Seniors Citizens/Disabled Persons Claims
50	FB	Various	Mainly 90's Various Reports 2005 Cracking Down on Idling 2005 ICS Building - Arch and Structural Report 2005 NWTPC Tender
51	FB		Brothers Ink Cartridges
52	FB	Various	1997 and 1998 Staffing Files and Mid 90's Tender Documents
54	FB	Various	Prior to 2000 Personnel Files
55	FB	2004	Accounts Payable A-H
56	FB	2004	Accounts Payable I-Z
57	FB	2004	Various and Contribution Agreements
58	FB	2001	Accounts Payable A-C
59	FB	2003	Accounts Payable G - NWT Power
60	FB	1987-92	Various Correspondence Archive File Box 73
61	FB	2003/04	Utility Invoice Copies
62	FB	1987 to 1995	Misc Appraisal & Insurance Books
63	FB	Various	1993-95 Asset files, 1994 debenture, Summer Employment Funding, 1999/2000 Bank Recs 1997 Tender Correspondence, 2000 Inuvik Planning Committee, 1993 Tax Arrears Correspondence
64	FB	Pre 1994	Audited Financial Statements
65	FB	2000	Accounts Payable A to G
66	FB	2000	Accounts Payable Northern News to Z
67	FB	2000	Accounts Payable H to Northern Metallic
68	FB	2003	Accounts Payable N to N
69	FB	2001	Accounts Payable N to Z
70	FB	2002	Accounts Payable R to Y
71	FB	2001	Accounts Payable A to A
72	FB	2003	Accounts Payable D to M
73	FB	2001 to 03	Bank Deposits Books
74	FB	2001	Accounts Payable New to O
75	FB	2003	Accounts Payable O to Z
76	FB	2005	Utility Invoice Copies
77	FB	2001	Accounts Payable P to Z
78	FB	1997 to 2000	Commission of Oath Applications, Contribution Agreements, Income Support, Capital Expenditures, Bank Reconciliations/Finance Committee, General Ledger Reports
79	FB	1999 to 2002 1995 to 1999 1997 1999 to 2004 1998 to 2002 2000 1999 to 2001 2000 to 2001 2000 1995 to 2000 2000 to 2001 1998 to 1999 1996 to 1999 1991 2002	Library Air Exchanger Manual, Electrical Inspection, Maintenance Activities & Renos AES Hanger Activities, Lease Info and Miscellaneous Town Facilities Boiler Inspection Certificates Bulk Water Accounts, Listing, Facility Upgrades and review Capital Plan, Long Term Report and Operating Budget Disputes, CA - HTW Decommissioning, Insurance Info, Correspondence Hidden Lake HTW Conversion, HTW Service Connections, HTW Conversion Block 13 Inuvik Utilities Committee Utility Issues, Utility Rates, Utility Service Residual Heating Copy of Utility Pole Number & Location Husky Trailer Park, Revenue and Expenditures, Activities, Correspondence, Work Orders Inuvik Works Project Activities Piling Blocking Inspection Information , Tender Documents Dog Pound Maintenance, Musuem general info, Town Flats - Old Airport Info Fire Hall - location of auto air release Thermosyphons - Inuvik Fire Hall
80	FB	2003 to 05 2001 to 02 1994 to 1996	As and When Tenders, and vehicles and equipment Work Orders Topsoil Tenders, Drainage Survey, Mini Golf Operation Tenders

Quantity or Box #	File Box (FB) ACCO Binder (AB)	Year	Description of Contents
81	FB	1990 to 2003	Various Public Services Administrative files such as job descriptions and information on Various positions, TOI statement of liability, Consultants, Water and Sewer Billing software Fencing, Lighting and Power products
82	FB	2002 to 2004 1975 to 78 1997 to 1999	Public Services Power Bills, Water Meter Purchases, Chargeback Copies, Work Orders Drainage Problem Report, Snow Removal, tender for Pavement Works, Dust Control information and other reports
83	FB	2001	Accounts Payable Cheques
84	FB	2002 to 2005 2002 1987 2001 to 2002 1995 to 1999 1996	Solid Waste Disposal Facility Operation RFP and Operations Letters Directives & Procedures Manual Public Works & Highways Purchase Orders Arbitration Act, Safety Act Environmental Assessment for cleanup of DEW Sites
85	FB	1986 to 2005 2005 2004 2003 2002 2001 2000 1986 to 2004	Director of Public Services files such as Utilidor replacement, Tenders, Quotations MSRC Fire Panel Upgrade, PO in progress, Open Work Orders, Utilidor replacement Complete Pos Tenders, Gravel Pit Exploration, Applications Boot Lake Bridge project and Dog Pound Building Radio Read Water Meters Project Earth Tech Misc Engineering Invoices Advertising contracts & Acct info Excavation & Construction near pipelines - NEB, and Quotations Various guidelines
86	FB	2000 to 01 1999 1999 to 2001 1994 to 1996 Various	Accounts payable Standing accounts with Imperial Oil, Capital Budget proposed Bulk Water, Equipment Rental, Health & Safety Committee, Capital Budget actual Inuvik Census, Public Works Budget, Office furnishings from Grand & Toy Miscellaneous forms, contacts, GNWT Business Incentive Plan, and Health and Safety Accident Preventive Program
87	FB	1982 to 2002	Public Services Vehicle files, Disposal Vehicle files, Surplus equipment disposal files, Equipment Manuals, Vehicle Tender information, Equipment files
88	FB	2001 to 2003 1998 to 2001 1998 to 2000 1990 to 2002 1999 to 2002 Various	Public Services - Incident Reports, , Damage claims, Correspondence Customer Compliants, Accounts Payable, Bylaw review Capital Budgets, Operating Budget, Contribution Agreements, Contact list, Estimates Vehicle accident reports, cellular telephones PS Reports to Council, PS Committee Minutes & Agenda, RFD to Council Telephone system, radio licensing, Fundraising contacts
89	FB	2003 to 2005 2002 1995 to 2005 2000 to 2002 1995 to 1996	As & When contracts for Utilidor, plumbing, electrical, fuel, painting, carpentry Gravel crushing, Proposed golf course, Compressor tender, Family Centre proposal NTCL Lease Agreement Heat conversion Inuit Rd General Areas
90	FB	2002 1992 1995	Accounts Payable N to Q Tax Roll Summary Lease invoices
91	FB	2002	Accounts Payable A to CQ
92	FB	2002	Accounts Payable D to NMI
93	FB	1990 to 91	Tax Ledger
94	FB	1991	Tax Notices
95	FB	1990 to 2000 1980 to 1984 1987 to 1988	Accounts Receivable and Invoice Statements Land Tax, Land Tax Sale, General Taxes, Mobile Home Taxes, Senior Tax Rebate, Tax Rebate Program, General Ledger Tax Rebate
96	FB	1997 to 1998 2003	Lotteries Payroll Documents
97	FB	2001 to 2003	Employee Audit Trail
98	FB	1998 to 1999	Lotteries
99	FB	1985 to 1988 1990 to 1998	Tax Sales, Tax Credits Paid Leases, Tax Bills, Grant in Lieu of Taxes, Seniors Tax Rebate, Tax Certificates
100	FB	1997 to 1998 Pre 1990	Insurance Documents, and Feasibility Study - Natural Gas Utilities Olympics, Order of Canada, Flying Fathers, Bi-centennial, Waste Heat Recovery Study
101	FB	1986 to 1999 2001 to 2002	Audit Working Papers, Budget Information Administration Committee minutes
102	FB	1999 to 2000 1995 to 2000 2000 to 2001 1998 to 2002 1997 to 1998	Revenue Canada GST Debenture Correspondence Bank Reconciliations, Insurance Information School Tax CA - Quarry Restoration, Insurance Correspondence, CA - Extended Infrastructure Claim
103	FB	1986 to 1987	Tax Ledgers
104	FB	1986	Tax Ledgers
105	FB	Various 1993 to 1997	Timber Design Manual, 1995 Industrial Land Inventory, Limited Distance Program Manual Recreation Complex Revenue, Expenses and Correspondence
106	FB	2003	Payroll Documents

<u>Quantity or Box #</u>	<u>File Box (FB) ACCO Binder (AB)</u>	<u>Year</u>	<u>Description of Contents</u>
107	FB	1975 to 2000 1980 to 1987 1991 1997	Debenture Files No10,13,17,21,22,23,24,33,18,19,20,30,25,27,28,29,16,15,14,12,31,03,04,05,06 Tax Certificates, Inventory Files Recreation Complex Files, Tax Notices Mega Draw File
108	FB	2004	Payroll PP 1 to 8
109	FB	2004	Payroll PP 9 to 16
110	FB	2004	Payroll PP 17 to 24
111	FB	2004	Payroll PP 25 to 27
112	FB	2005	Payroll PP 3 to 10
113	FB	2005	Payroll PP 11 to 18
114	FB	2005	Payroll PP 19 to 26
115	FB	2000	Payroll Documents
116	FB	pre 2005	Old Employee Social Fund Information
117	FB	pre 2005	HR Letters, NEBS forms, WCB forms, Payroll Admin forms
118	FB	2003	Paystubs, T4's and T4 Summary
119	FB	pre 2005	CRA, NEBS, Payroll Admin, Labour Standards
120	FB	2001	Payroll Documents
121	FB	2002	Paystubs, T4's and T4 Summary
122	FB	2005	Paystubs, T4's, Payroll Yearend, Payroll Payables
123	FB	2000 to 2001	Terminated Employees
124	FB	2004	Paystubs, T4's, Payroll Yearend, Payroll Payables
39	AB	2003	Jan to Dec Cash Receipts
42	AB	2004	Jan to Dec Cash Receipts
4	AB	2004	Jan to Dec General Ledger Entries
2	AB	2004	Jan to Dec Accounts Payable Invoices
3	AB	2004	Accounts Receivable
1	AB	2004	Property Tax Electronic Banking
1	AB	2004	Posted Water Meter Reads
3	AB	2004	Annual Tax Billings
1	AB	2004	Property Tax Report
1	AB	2004	Property Tax Month End Report
1	AB	2004	Property Tax Adjustments
3	AB	2004	Interim Tax Billings
8	AB	2004	Posted Tax Receipts
4	AB	2003	Adjusting Journal Entries
2	AB	2003	Accounts Payable Invoices
1	AB	2003	Accounts Receivable month end
1	AB	2003	Accounts Receivable Invoice and Adjustments
4	AB	2002	Adjusting Journal Entries
1	AB	2002	Detailed General Ledger Account Listing
4	AB	2001	Journal Entries
1	AB	2001	Detailed General Ledger Account Listing
5	AB	2004	Security Deposits, Deposit Interest, Deposit Applied, Deposit Refunds, Bill Calculations, Bill Adjustments, Prepayment, Write Offs, Transfer Month End, Electronic Banking, Outstanding Account Register, Penalty and Interest, P&I Adjustments, PreAuthorized Debits
1	AB	2000	Utility Calculations
1	AB	2000	Security Deposits, Deposit Interest, Pre Authorized Payment and Meter Reads
2	AB	1993	Interim Tax Notices
1	AB	1993	Posted Tax Receipts
1	AB	1993	Taxation Reports
2	AB	1993	Annual Tax Notices
3	AB	1992	Tax Receipts
1	AB	1993	Month End Tax Reports
2	AB	1992	Interim Tax Notices
1	AB	1992	Interest Calculations
1	AB	1992	Interim Final Billing Report
1	AB	1991	Property Tax
3	AB	1990	Posted Tax Receipts
2	AB	1990	Tax Notices
1	AB	1990	Tax Report
1	AB	1989	Tax Notices
1	AB	1988	Tax Notices
1	AB	1987	Tax Notices
1	AB	1981	Land Taxes
1	AB	1988-2004	Clean up Orders & Copy of Bylaw and Materials

<u>Quantity or Box #</u>	<u>File Box (FB) ACCO Binder (AB)</u>	<u>Year</u>	<u>Description of Contents</u>
1	AB	1998-2004	Copy of Bylaw, Garbage Dumpster Issue, General Correspondence, Snowmobile Bylaw, ATV Permits and Exams
1	AB	2005/2006	IPS Pre Reserve
1	AB	2005	Accounts Receivable Month End Report
2	AB	2005	IPS Accounts Receivable
3	AB	2005	Accounts Payable Invoices
1	AB	2005	Accounts Receivable Invoices/Adjustments
1	FB	2001-2005	Tax Certificates
1	FB	1994-99	Detailed Tax Register
		2001-2004	Mortgage Co. Correspondence
1	FB	2004-05	Property Tax Monthly Payments
		2005	Mortgage Co. Correspondence
		2005	Interim Tax Billings
		2001-05	Property Tax Arrears
		2003-05	Property Tax Auction Files
1	FB	Various pre 2004	School Tax, Correspondence re Land Bylaw and Land Disposal MNWT Housing Corporation, Write Offs
9	AB	2005	Posted Tax Receipts
4	AB	2005	Annual Tax Billings
4	AB	2005	Interim Tax Billings
1	AB	2005	Property Tax Adjustments
1	AB	2005	Property Tax Month End Reports
4	AB	2005	General Ledger Entries
5	AB	2005	Security Deposits, Deposit Interest, Deposits Applied, Deposits Refunded, Bill Calculations Bill Adjustments, Prepayment, Payment Adjustments, Electronic Banking, O/S Account Register, Penalty & Interest, Penalty & Interest Adjustment, Pre Authorized Debits
1	AB	2005	Interim and Annual Billing Reports
1	AB	2005	Letters
1	AB	2005	Utility Billing Account Receivable Faxes
1	AB	2005	Electronic Banking
1	FB	2005	Utility Billings
2	FB	2005	Accounts Receivable A-Z
1	FB	2005	Accounts Receivable Statements & Accounts Payable Cheques
1	FB	2000-05	Dog Tag Registry
1	FB	2005	Business Licenses
6	FB	2005	Accounts Payable A-Z
1	FB	2005	Utility Billings
1	Box	2004	Accounts Payable Cheques