

MOUNTAIN VIEW COUNTY

BYLAW NO. 17/16

Amendment to Bylaw No. 04/13

Regulations and Procedures for the Retention and Disposition of
Mountain View County Records and Information

Mountain View County
Province of Alberta
Bylaw No. 17/16

A BYLAW OF MOUNTAIN VIEW COUNTY IN THE PROVINCE OF ALBERTA AMENDING SCHEDULE A OF THE REGULATIONS AND PROCEDURES FOR THE RETENTION AND DISPOSITION OF MOUNTAIN VIEW COUNTY RECORDS AND INFORMATION

SECTION 1 - AUTHORITY

1.01 The Municipal Government Act, section 63(1) states "A council may by bylaw authorize the revision of all or any of the bylaws of the municipality".

SECTION 2 - AMENDMENTS

2.01 This bylaw is replacing Schedule A of Bylaw No. 04/13 Regulations And Procedures for the Retention and Disposition of Mountain View County Records and Information with Schedule A as attached to this bylaw.

SECTION 3 - EFFECTIVE DATE

3.01 This Bylaw shall come into effect at such time as it has received third (3rd) reading and has been signed in accordance with the *Municipal Government Act*.

Read the first time this 9th day of November 2016

Read the second time this 9th day of November 2016

Read the third time this 9th day of November 2016



Reeve



Chief Administrative Officer

Nov 9, 2016

Date of Signing



Functional Records Classification Structure Overview

BU - Business Administration

- BU01 Activity Tracking and Reporting
- BU02 Association Participation
- BU03 Awards and Recognition
- BU04 Event and Meeting Coordination
- BU05 Fleet Administration
- BU06 Facilities Coordination
- BU07 Inquiry and Request Response
- BU08 Insurance Administration
- BU09 Insurance Claims
- BU10 Internal Communication
- BU11 Inventory Control
- BU12 Travel Arrangement

FI - Financial Management

- FI01 Account Payment
- FI02 Account Receiving
- FI03 Banking
- FI04 Budgeting
- FI05 Fixed Asset Accounting
- FI06 Fuel Card Control
- FI07 General Ledger Control
- FI08 Payroll Administration
- FI09 Procurement
- FI10 Debt Issuance and Control
- FI11 Financial Statement

HU - Human Resources Management

- HU01 Recruiting
- HU02 Employee Administration
- HU03 Attendance and Leave Administration
- HU04 Accreditation Monitoring
- HU05 Training Development and Delivery
- HU06 Workers' Compensation Coordination
- HU07 Workforce Development
- HU08 Employee Events and Celebrations

IN - Information Management

- IN01 Information Systems Development and Implementation
- IN02 Information Systems Maintenance and Support
- IN03 Telecommunications Control
- IN04 Data Management and Mapping
- IN05 Records Administration
- IN06 Records Retention and Disposition
- IN07 Website Administration
- IN08 Reference and Research

LE - Legal Focus

- LE01 Bylaw Enforcement
- LE02 Contract and Agreement Administration
- LE03 Intellectual Property Protection
- LE04 Land Interest Administration
- LE05 Legal Advice and Opinion Provision
- LE06 Litigation
- LE07 Permit Issuing
- LE08 Property and Tax Assessment
- LE09 Regulatory Compliance
- LE10 Traffic Ticketing and Resolution

OG - Organizational Governance

- OG01 Auditing
- OG02 Authority Delegation
- OG03 Bylaw Development
- OG04 Census Coordination
- OG05 Committees and Boards Governance
- OG06 Community Funding
- OG07 Council Election
- OG08 Council Governance
- OG09 External Communication
- OG10 Grant Administration
- OG11 Policy and Procedure Development
- OG12 Strategic Planning

OP - Operations, Development and Programming

- OP01 Agricultural Programming
- OP02 Infrastructure Design and Construction
- OP03 Economic Development
- OP04 Park Maintenance
- OP05 Bridge Maintenance and Construction
- OP06 Road Maintenance
- OP07 Airport Administration
- OP08 Gravel Pit Control

SA - Safety and Environmental Responsibility

- SA01 Emergency Response Planning
- SA02 Hazardous Material Storage and Handling
- SA03 Safety Programming
- SA04 Safety Monitoring
- SA05 Environmental Reclamation and Remediation
- SA06 Incident Investigation and Reporting
- SA07 Environmental Monitoring and Inspecting



Mountain View
COUNTY

Use this functional category to organize records that are evidence of the day to day management of administrative activities.

BU - Business Administration

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
BU01	<p>Activity Tracking and Reporting Records which support daily, weekly, monthly tracking of departmental activities and reporting such as departmental activity reporting, routing faxes and general emails and maintaining and updated contact lists. <u>Records may include:</u> Monthly departmental reports for Council, library contact list, cemetery contact list, CAO action list, working alone forms, returned mail, routine surveys <u>Excludes:</u> Returned mail of tAxes noctices (see LE07)</p>	Originating	C+1	
BU02	<p>Association Participation Records which support employees' participation in professional associations, societies and other organizations such as the Alberta Professional Planning Institute (APPI), Alberta Community and Cooperative Association (ACCA), Sundre Petroleum Operating Group (SPOG), Association of Records Managers and Administrators (ARMA), Municipal Records Management Group, Alberta Assessors' Association etc. <u>Records may include:</u> Conference material, newsletters, bulletins, professional licensing requirements, meeting materials, membership due information, publications.</p>	Originating	C+2	
BU03	<p>Awards and Recognition Includes records which are evidence of the planning and implementation of awards to recognize community members for achievements such as milestone wedding anniversaries / birthdays and community support through public service and voluntary endeavours. Also includes promotional give away items. <u>Records may include:</u> Citizenship award, community recognition awards. <u>Excludes:</u> Purchasing of promotional items -- see FI09 ; Century Farm Awards (see LE04)</p>	Community Services	C+2	



Mountain View
COUNTY

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BU - Business Administration

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
BU04	<p>Event and Meeting Coordination Records which support the logistical arrangement activities such as identifying participants, distribution of advertisements for the event / workshop, tracking attendance and securing venue and catering selections in supporting departmental and community meetings such as workshops put on by Mountain View County.</p> <p><u>Records may include:</u> Registration lists, advertisements, attendance lists, presentations, handouts, meeting notes, agendas, Open Houses</p> <p><u>Excludes:</u> Land Use Bylaw area structure plan Open Houses - see OG12</p>	Originating	E+2	E = date of event
BU05	<p>Fleet Administration Records which support fleet / unit control activities such as maintenance, inspection, repair, replacement, disposal, and fleet scheduling.</p> <p><u>Records may include:</u> Lists of serial numbers or vehicle identification numbers (VIN), work orders, pre and post inspections initiating repairs, cost repair analysis, oil analysis, commercial vehicle inspection, equipment service manuals.</p> <p><u>Excludes:</u> Routine Pre and Post Trip Inspections - see SA04</p>	Operational Services	E+3	E = disposition of vehicle / equipment
BU06	<p>Facilities Coordination Records which support office planning construction, renovation and regular maintenance of Mountain View County's business properties.</p> <p><u>Records may include:</u> Engineering drawings, project plans</p> <p><u>Excludes:</u> Contract and Agreement Administration -- see LE02</p>		E+3	E = completion of project
BU07	<p>Inquiry and Request Response Records which support investigating and responding to residents and outside organization (e.g. lawyers) requests.</p> <p><u>Records may include:</u> Inquiries for information, general complaints, tax certificate requests, conversation log books, phone inquires notes.</p> <p><u>Excludes:</u> FOIP requests - see IN05; Bylaw complaints - see LE01</p>	Originating	C+5	



Mountain View
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BU - Business Administration

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
BU08	<p>Insurance Administration 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, insurance applications, insurance policies and renewals. <u>Excludes:</u> Insurance Claims -- see BU09</p>	<p>Finance and Accounting Community Services</p>	E+11	E = expiration of insurance policy
BU09	<p>Insurance Claims Records which support insurance claims administration including filing claims, follow-up and communication with the insurance providers. <u>Records may include:</u> Insurance claims, claim summaries.</p>	Finance and Accounting	E+10	E = settlement of claim
BU10	<p>Internal Communication Records which support communication activities to Mountain View County employees about general information and areas of interest including updating general intranet content and circulating communications. <u>Records may include:</u> Staff Newsletter, intranet content, internal memos.</p>	Originating	C+1	
BU11	<p>Inventory Control Records which support the tracking and control of Mountain View County's assets such as, parts, road maintenance material, gravel, fuel, water, salt, sand. <u>Records may include:</u> Inventory batches, material transfer ledgers, gravel tickets, Oil & Gas Distribution Records, stock issue transfer forms.</p>	Finance and Accounting	C+7	
BU12	<p>Travel Arrangement Records which support the coordination of business travel needs for councillors' such as arranging transportation and accommodation, creations of travel itineraries and schedules. <u>Records may include:</u> Copies of invoices, travel itineraries. <u>Excludes:</u> Conference specific material -- see BU02</p>	Originating	C+2	



**Mountain View
COUNTY**

Records Classification & Retention Schedule

Use this functional category to organize records that are evidence of Mountain View 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	<p>Account Payment Records which support the authorizing, performing and tracking payment transactions for monies owed by Mountain View County, Mountain View Regional Waste Management Commission and Mountain View Regional Emergency Services such as regular accounts payable processing, employee expense reimbursing, bill payment, generating cheques and transferring funds electronically to vendors. Also includes completing credit applications for vendors.</p> <p><u>Records may include:</u> Original invoices, approvals, cheque requests, cheque run batches, EFT statements, vendor statements, employee expense claim forms, fuel slips, education/training enrolment application forms, journal entries, voucher reports, batch cover sheets and reports, vendor credit applications.</p> <p><u>Excludes:</u> Tangible capital asset (TCA) records (seeFI05)</p>	Finance and Accounting	C+11	
FI02	<p>Account Receiving Records which support receiving invoicing, processing, and balancing monies owed to Mountain View County and Mountain View Regional Waste by residents, customers for goods and services provided / performed such as collection of property taxes and fees for waste pickup, permit and application fees.</p> <p><u>Records may include:</u> Invoice receipts, daily registers, tax pre-authorized debit (PAD) applications, tax installment payment plan (TIPP's) applications, auto withdrawal reports, journal entries, notice of bankruptcy.</p>	Finance and Accounting	C+11	
FI03	<p>Banking Records which support banking activities such as receipt and deposit of incoming funds and bank account reconciliations.</p> <p><u>Records may include:</u> Bank statements, deposit slips, returned cheques, cheque register & cheque returns.</p>	Finance and Accounting	C+7	
FI04	<p>Budgeting Records which support the compilation, preparation and monitoring of departmental, operating and capital budgets.</p> <p><u>Records may include:</u> Operating department budgets, budget schedule, working papers for budgets.</p> <p><u>Excludes:</u> Final approved budget by Council -- see OG08</p>	Originating	C+2	* multi-year projects E+2 ; E=date project completed



**Mountain View
COUNTY**

Records Classification & Retention Schedule

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FI - Financial Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
FI05	<p>Fixed Asset Accounting Records which support the coordination, monitoring and tracking activities of fixed assets and tangible capital assets (e.g. machinery and equipment, roads, buildings, bridges, vehicles, land, bridges, office equipment, etc) from acquisition to disposition. Also includes logging equipment hours to appropriate units and jobs.</p> <p><u>Records may include:</u> Fixed assets / tangible capital assets ledgers, depreciation schedules, total cost of assets, net book value of assets, original invoices, purchasing documents.</p>	Finance and Accounting	E+7	E = life of fixed / tangible capital asset
FI06	<p>Fuel Card Control Records which support the monitoring and controlling the use of Mountain View County's fuel cards (e.g. UFA, Fast Gas etc). Activities include receiving requests and authorization to issue cards, maintaining listing of cards numbers, users and PINS. <u>Records may include:</u> Listing of card numbers, users and PINS <u>Excludes:</u> Fuel Card Agreement Form signed by employee -- HU02 Employee Administration Paying balances on Fuel Cards - see FI01</p>	Finance and Accounting	C+2	
FI07	<p>General Ledger Control Records which support the compilation, maintenance and control activities of general ledgers. <u>Records may include:</u> General ledgers. <u>Excludes:</u> Fixed Assets ledgers, tangible capital asset (TCA) ledgers (see FI05)</p>	Finance and Accounting	C+11	
FI08	<p>Payroll Administration Records which support accounting activities related to the payment of Mountain View County staff (i.e. full-time, part-time, councillors, seasonal etc.), Mountain View Regional Waste Management Commission and Mountain View Regional Emergency Services staff such as, regular payroll generation, employee's wage/salary change or updates, deductions, tax collection and remission, reporting and reconciliations. Also includes summaries of payments to Employment Insurance (EI), Workers' Compensation Board (WCB), Local Authorities Pension Plan (LAPP), Alberta Municipal Services Corporation (AMSC) and Blue-Cross.</p> <p><u>Records may include:</u> Employee banking information, subsidized program forms (i.e. fitness program, boots, computer, coveralls), Social Club of the County Office (SCOTCO) and Club 17 deduction forms, T4s, monthly pay files, direct deposit register, year to date payroll summary reports. <u>Excludes:</u> Employee sign up forms for benefits -- see HU02 Timesheets -- see HU03</p>	Payroll	C+7	



Mountain View
COUNTY

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FI - Financial Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
FI09	<p>Procurement 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. <u>Records may include:</u> Requests for proposals (RFP), vendor proposals, vendor evaluations, purchase orders.</p>	Originating	C+7	
FI10	<p>Debt Issuance and Control Records which support the financing and ongoing management of loans, financing terms and conditions of debt owed by Mountain View County. <u>Records may include:</u> Promissory notes, debentures, financing and debt summaries, loan documentation and lending guarentees.</p>	Finance and Accounting	E+10	E= Debt obligation paid in full
FI11	<p>Financial Statement Records which support the financial statements approved by council <u>Records may include:</u> Year End Financial Statements, Municipal Budget, Year End Lead Sheets.</p>	Finance and Accounting	C+7	

* C – Current Year P – Permanent E – Event Required Before calculating Retention UOS – Until Obsolete or Superseded



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

HU - Human Resources Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
HU01	<p>Recruiting Records which support recruiting activities for Mountain View County's internal and external posted 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> Job posting, job descriptions, applicants resumes, interview schedules, interview questions, interview notes, references checks.</p>	Human Resources	C+2	
HU02	<p>Employee Administration Record which support the administration of Mountain View County's full-time, part-time, salaried, hourly employees such as hiring, performance development, performance reviews/evaluations, personal training and education, transfers and terminations. Also includes records which support health assessments of employees. <u>Records may include:</u> Offer letters, photocopies of divers license, drivers abstract, training certification, performance reviews/evaluations, year end vacation accruals, employee correspondence, orientation, signed pay changes, signed policies (e.g. IT policy), work in lieu agreements, disciplinary matters, copies of HSE incident reports, medical opinions, medical records, return to work strategies, signed fuel card agreement form, benefit sign-up forms, Local Authority Pension Plan (LAPP) sign up forms, birth certificates, pension administration.</p>	Human Resources	E+11	E = termination of employment and benefit
HU03	<p>Attendance and Leave Administration Records which support tracking staff attendance, hours worked by staff and leave of any kind (e.g. vacation, sick, bereavement, etc.) <u>Records may include:</u> Request for leave forms, timesheets, accrued vacation/sick/absence time report.</p>	Payroll Operational Services	C+7	
HU04	<p>Accreditation Monitoring Records which support the certification and accreditation of individuals with the fire departments. <u>Records may include:</u> Certifications and accreditation records</p>	Community Services	UOS+2	



Mountain View
COUNTY

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

HU - Human Resources Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
HU05	<p>Training Development and Delivery Records which support the design, development and delivery of internally and externally sourced training. <u>Records may include:</u> Training content, presentations, cheat sheets, reference guides, software applications training, internship records.</p> <p><u>Excludes:</u> Event coordination (see BU04)</p>	Originating	UOS+2	
HU06	<p>Workers' Compensation Coordination 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 <u>Excludes:</u> Accident and incident investigations -- see SA06</p>	Payroll	E+2	E = settlement of claim
HU07	<p>Workforce Development Records which support planning and development activities such as succession planning, position planning, assessment of resource needs and identifying job requirements and corporate structure.</p> <p><u>Records may include:</u> Job descriptions, Organizational Chart, Employment Equity Plans</p>	Human Resources	UOS+2	
HU08	<p>Employee Events and Celebrations Records which support employee events such as Christmas parties, retirement, staff recognition and other internal celebrations.</p> <p><u>Records may include:</u> Photos, attendance lists, invitations, event calendar,</p>	Originating	UOS	



Use this functional category to organize 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	<p>Information Systems Development and Implementation 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> Business processes, Software manuals <u>Excludes:</u> Software licences and warranties -- see LE02</p>	Business Services / IT	E+2	E = system no longer in use
IN02	<p>Information Systems Maintenance and Support Records which support maintenance and support activities of deployed information systems such as user support and managing Mountain View County's support processes including hardware and software installations, conducting queries, trouble-shooting, 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, Back-up tapes.</p>	Business Services / IT	C+2	
IN03	<p>Telecommunications Control Records which support the installation, operation and maintenance of communication devices such as telephones and cellular telephones. <u>Records may include:</u> Telecommunication service maintenance records <u>Excludes:</u> Telecommunication service contracts (see LE02) ; Telephone bills / invoices (see FI01)</p>	Business Services / IT	C+2	
IN04	<p>Data Management and Mapping Records which support the downloading, capturing, integrating, storing, managing and manipulation of geographical data GIS for analysis and informed decision making. <u>Records may include:</u> Data (e.g. parcel and landowner ownership, boundaries, aerial photos etc) <u>Excludes:</u> Software contracts/licenses and data subscriptions (see LE02)</p>	Business Services / IT GIS	E+2	E = data no longer relevant



Use this functional category to organize 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
IN05	<p>Records Administration Records which support administrative activities associated with the organization and control of Mountain View County's records such as indexing, retrieval services, filing and interfiling. <u>Records may include:</u> Retrieval requests, file inventory, processed Freedom of Information Protection (FIOP) request <u>Excludes:</u> Records Retention and Disposition -- see IN06 ; Records Management Bylaw (see OG03) ; Records Management Strategic Plan (see OG12)</p>	Records Management	C+2	
IN06	<p>Records Retention and Disposition Records which support the maintenance and administration of Mountain View County's records retention and disposition processes such as retention scheduling, records destruction and records transfer to the Provincial Archives of Alberta and/or local museums. <u>Records may include:</u> Records destruction authorization and signoff forms. <u>Excludes:</u> Records classification and retention schedule (see OG03) ; Annexation records transfer agreements, museum records transfer agreements, archives records transfer agreements (see LE02)</p>	Records Management	UOS+2*	*destruction certificate kept permanently
IN07	<p>Website Administration Records which support managing the design layout, content coordination and loading of information to the external website. <u>Records may include:</u> Website access passwords. <u>Excludes:</u> Identity standards guide (see LE03)</p>	Communications	C+2	
IN08	<p>Reference and Research Background information, reports, studies, statistics, catalogues, photos, surveys <u>Excludes:</u> Information related to specific projects, internal studies or issues (seeOG12)</p>	Originating	UOS	

* C – Current Year P – Permanent E – Event Required Before calculating Retention UOS – Until Obsolete or Superseded



Mountain View
COUNTY

Records Classification & Retention

Use this functional category to organize records that are evidence of the protection and representation of Mountain View County's legal rights, relationships and responsibilities.

LE - Legal Focus

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
LE01	<p>Bylaw Enforcement Records which support responding to resident concerns and ensuring that Mountain View County's bylaws (i.e. Animal Control, Unightly Property, Parks, Noise Control, Land Use etc) are being complied with. <u>Records may include:</u> Resident complaint, desktop investigation forms, pictures, supporting documents of bylaw infarction, violation tickets, court disclosure documents, unsightly premises files, bylaw complaint files.</p>	Compliance Officer / Bylaw Enforcement	E+5	E = change of ownership
LE02	<p>Contract and Agreement Administration Records which support the negotiation, preparation, monitoring and administrations of contracts, and agreements between Mountain View County and service providers, municipalities, landowners oil companies, etc. Records may include: Iron Mountain contract, Mountain View Regional Waste Commission Management contract, annexations records transfer agreements, bridge inspection contracts, engineering contracts, letters of credit (LOC), Fire agreement, mutual aid contract, dog contract agreement, fuel purchases contract agreement, brokerage agreement, purchase agreements, software contracts / licenses, data subscriptions, hardware maintenance agreements, data agreements, vendor agreements, no spray agreements, campground contracts, website contract, radio service provider contract, archives/museum/annexation records transfer agreements. <u>Excludes:</u> Land related agreements (see LE04)</p>	Originating	E+11	E = termination of contract or agreement
LE03	<p>Intellectual Property Protection Records which support activities undertaken to protect Mountain View County's trademarks and copyrights. Also includes the control and standardization of Mountain View County's identify as represented in the logo. <u>Records may include:</u> Trademarks, copyrights, identity standards guide.</p>	Communications	E+11	E = expiry of trademark or copyright



Use this functional category to organize records that are evidence of the protection and representation of Mountain View County's legal rights, relationships and responsibilities.

LE - Legal Focus

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
LE04	<p>Land Interest Administration Records which support monitoring and protecting Mountain View County's interests and rights in land holdings, such as land leases and agreements (private, municipal, provincial), grazing leases, gravel pit leases, right of ways, easements, encroachments and undeveloped road allowance licenses. Also includes receiving, reviewing and processing redesignation, rezoning and subdivision applications and updating land information for lands within the county. <u>Records may include:</u> Land grazing lease, properties used as agricultural land leases, Crown grazing leases and permits, gravel pit land leases, land title updates, mortgage updates, name and address updates, tax changes, registered caveats with Alberta Land Titles, development agreements, construction completion certificates (CCC), final acceptance certificates (FAC), as-built drawings, storm water management plans, flood risk management plans, landscaping guidelines, redesignation files, subdivision files, land use maps, legal land descriptions, certificate of title, right of entry, road use agreements, redesignation/subdivision RDSD sketches, landowner correspondence, objection letters, photos, original permit application and issued permit (for development, building, gas, electrical, plumbing and private septic permits), airport lot purchase & sale agreements, airport lease agreements, pipeline crossing, and encroachments, rig move Schedule A forms, equipment move road use notifications, road crossing checklists, municipal / provincial land exchange or 'land swap', underground utilities (e.g. phone lines, gas lines, power lines, wastewater transmission lines, etc.) underground storage tanks, Century Farm awards, tax sales, engineering Reports, letters of credit, securities landowner notifications</p>	<p>Planning Services</p> <p>Development / Permitting Services</p> <p>Agricultural & Park Services</p> <p>Tax Administration</p> <p>Assessment Services</p> <p>Operational Services</p>	E+80	<p>E = no longer have an interest in the land</p> <p>*** Ownership Updates, Ownership changes C+2</p>
LE05	<p>Legal Advice & Opinion Provision 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. <u>Excludes:</u> Legal opinions relating to bylaws (see OG03) ; Legal opinions relating to properties (see LE04)</p>	Human Resources	E+3	E = matter concluded
LE06	<p>Litigation Records which support litigation, claims and disputes brought by the County, against the County or otherwise impacting the County's interests. <u>Records may include:</u> Litigation matter files, petitions.</p>	Originating	E+10	E = settlement of claim



**Mountain View
COUNTY**

Records Classification & Retention

Use this functional category to organize records that are evidence of the protection and representation of Mountain View County's legal rights, relationships and responsibilities.

LE - Legal Focus

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
LE07	<p>Permit Issuing Records which support receiving, reviewing, processing and issuing development, building, gas, electrical, plumbing, private septic, top soil removal and fire permits. Also includes follow-up inspections on permits issued. <u>Records may include:</u> Permit applications (for fire and top soil removal), site sketches, site plans, real property reports (RPR's), land use maps, current title, compliance certificates, site inspections reports, permit services reports (PSR's), plan examination reports, relaxations, exceptions, blueprints, development permits, building permits, gas permits, electrical permits, plumbing permits, private septic permits, fire permits, top soil permits full permitting audit reports. <u>Excludes:</u> Development agreements, Original permit application and issued permit for development, building, gas, electrical, plumbing and private septic permits (see LE04)</p>	<p>Development / Permitting Services</p> <p>Agricultural and Parks Services</p>	E+10	E = permit issued/closed
LE08	<p>Property and Tax Assessment Records which support the valuation of property (i.e. residential, farmland, non-residential, machinery and equipment and linear) for tax purposes. Also includes market / statistical analysis and modeling of property sales. <u>Records may include:</u> Notice of assessment, summary reports, rate payer summary report, improvement detail reports, farmland calculations reports, image reports, copies of MLS listings, sales reports, assessment roll, assessment error corrections, change files, taxpayer/ratepayer correspondence, valuation tables, permission forms, marshall & swift details, industrial details, residential rate payer reports, tax notices, amended tax assessments, linear assessments, returned mail of tax notices, tax aging report, tax penalties, tax breakdown spreadsheet, school support notices, Sales Confirmation, Statement of Agricultural Land, Statement of Agricultural Buildings. <u>Excludes:</u> Receiving funds for property tax -- see FI02 Original "land" documents/records and tax sales (see LE04) ; Original 'permit' documents/records (see LE06) ; Decisions made by the Assessment Review Board -- see OG05</p>	<p>Assessment Services</p> <p>Tax Administration</p>	E+10*	<p>E = assessment/tax billing complete</p> <p>*assessment / tax roll kept permanently</p> <p>* tax certificates retained for C+3</p>



Records Classification & Retention

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LE - Legal Focus

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
LE09	<p>Regulatory Compliance Records which support regular and / or incident based reporting, submissions and application to regulatory bodies as mandated by applicable regulations, code and standards. <u>Records may include:</u> Assessment Shared Services Environment (ASSET) report submissions and annual evaluations, Freedom of Information Protection (FOIP) annual statistics reporting,, regulatory correspondence, regional planning reports.</p> <p><u>Excludes:</u> National Resource Conservation Board (NRCB) applications - see LE04</p>	Originating	E+11	E = report / application filed
LE10	<p>Traffic Ticketing and Resolution Records which support the investigating and enforcing 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 ticket, court disclosure documents, records housed in Peace Officer Microsoft Access Database.</p>	Community Peace Officers	E+10	E = offence notice resolved *In-Vehicle Recordings Video retained for C+5

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Mountain View
COUNTY

Records Classification & Retention Schedule

Use this functional category to organize records that are evidence of Mountain View 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	<p>Auditing Records which support the planning, preparation, execution and reporting of internal and external financial and operational audits.</p> <p><u>Records may include:</u> Audit reports, audits recommendations, audit action plan, Audit interview schedules, audit observation tour schedules.</p> <p><u>Excludes:</u> Full-permitting audit reports (see LE07)</p>	Originating	E+10	E = period covered by two most recent complete audits
OG02	<p>Authority Delegation Records which support delegation of financial signing authorities for bank accounts and safety deposit boxes and other signing authorities. Also includes delegation of 'acting' staff in absence of Chief Administrative Officer (CAO)</p> <p><u>Records may include:</u> Authority delegations</p>		UOS+3	
OG03	<p>Bylaw Development Records which support the creation, development and amendment of Mountain View County bylaws. Activities include indentifying the need for bylaws, background and histories of bylaws and drafting bylaws.</p> <p><u>Records may include:</u> Working papers, drafts bylaws, supporting material.</p> <p><u>Excludes:</u> New and amended Bylaws that have been passed by Council -- see OG08</p>	Legislative Services Originating	E+2	E = Bylaw accepted / passed by Council
OG04	<p>Census Coordination Records which support coordination, development and delivery of a census in order to disclose Mountain View County's growth and to ensure that full government granting and funding is being obtained.</p> <p><u>Records may include:</u> Final census report, oath of office.</p>	Legislative Services	UOS+2	



Use this functional category to organize records that are evidence of Mountain View 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	<p>Committees and Boards Governance Records which support the deliberation and decision making of council committees and boards such as the Subdivision and Development Appeal Board (SDAB), Assessment Review Board (ARB), Municipal Planning Commission (MPC), Policies and Priorities Committee (P&P), Agricultural Service Board (ASB), Family and Community Support Services (F.C.S.S.), Economic Development and Tourism Committee Unsightly Premises Abatement Committee (UPAC), Airport Management Committee, etc.</p> <p><u>Records may include:</u> Agendas, meeting minutes, request for decision, request for direction, copies of development applications and supporting documents, terms of reference, development appeals, subdivision appeals. <u>Excludes:</u> Joint Health and Safety Committee (JH&SC) meeting minutes (see SA04)</p>	<p>Legislative Services</p> <p>Originating</p>	P	
OG06	<p>Community Funding Records which support receiving, reviewing, approving and processing funding requests from the community for Family and Community Support Services (FCSS) grant monies and other funding programs provided by the county, such as, funding provided to landowners for creek crossing and fence building. Also includes regular annual funding and donations that are provided to the community such as Legion donations and funding provided for community halls, fire departments parks, museums and libraries.</p> <p><u>Records may include:</u> Funding application forms, criteria / eligibility checklist, annual funding reports, donation requests, expenditure summaries, copies of receipts, copies of permit approvals from Alberta Environments, photos. <u>Excludes:</u> Final approvals / decisions of funding made by Committees/Boards (see OG05) ; Final approvals/decisions for funding made by council (see OG08)</p>	<p>Community Services</p> <p>Agricultural and Parks Services</p>	E+7	E = funding / sponsorship complete
OG07	<p>Council Election Records which support the election and by-election process for Mountain View County's council such as hiring the deputy returning officer, nomination of candidates and the counting of ballots.</p> <p><u>Records may include:</u> Election nomination lists, nomination papers, oath of office, candidate reports, elections results (unofficial and official), election ballots, affidavit of witness for destruction of elections material and voters registers. May also include Council orientation material.</p>	<p>Legislative Services</p>	E+3*	<p>E = Council elected by election or by by-election</p> <p>*ballot boxes and voter registers retained for 6 weeks only (as per Local Authorities Election Act)</p>



Mountain View
COUNTY

Records Classification & Retention Schedule

Use this functional category to organize records that are evidence of Mountain View 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
OG08	<p>Council Governance Records which support the proceedings, adoptions and resolutions of Mountain View County's regular, organizational, special and in-camera council sessions. <u>Records may include:</u> Council agendas, council minutes, council recordings, signed bylaws, signed policies and procedures.</p>	Chief Administrative Officer	P*	* Meeting audio recordings are deleted following adoption of minutes.
OG09	<p>External Communication Records which support maintaining relationships and communication with external groups such as landowners, media and community partners. Activities include creating publications and brochures, tweeting, developing, creating and approving advertisements for the Mountain View Gazette, developing radio script and speeches for elected official within the county, notifying residents of road closures and fire bans and advertising and notifying the public of applications for discretionary use development permits. <u>Records may include:</u> Brochures (e.g. information on subdivision, permits, subdivision conditions, information on development agreements etc), road closure notices, temporary road closures notices, press releases, radio scripts, advertisements, copies of The Mountain View Gazette, speeches, fire ban notices, Mountain View Notice Board, advertisements, letters, referrals from other municipalities. <u>Excludes:</u> Workshops, open house events - see BU04</p>	<p>Communications</p> <p>Originating</p>	UOS+2	*** Temporary Road closure notices C+2
OG10	<p>Grant Administration Records which support researching and applying to provincial and federal organization for funding such as the Municipal Sustainability Initiative (MSI) and Family and Community Support Services (FCSS). Also includes reporting to provincial organizations on the financials of how the monies are spent. <u>Records may include:</u> Grant application forms, reporting forms, correspondence, compliance reporting, annual FCSS report, expenditures of FCSS program.</p>	<p>Corporate Services</p> <p>Community Services</p> <p>Agricultural and Parks Services</p>	E+7	E = final grant report submitted and / or funding complete and/or end of tangible asset funded by grant



Mountain View
COUNTY

Records Classification & Retention Schedule

Use this functional category to organize records that are evidence of Mountain View 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
OG11	<p>Policy and Procedure Development Records which support the development, maintenance, review and updating of policies, procedures and departmental processes.</p> <p><u>Records may include:</u> File system (vault) procedures, Twitter Policy, Park and Playground Policy, Standard Operating Procedures (SOP), Emergency Response Procedures, Emergency evacuation procedures, Fire Warden Emergency Response Procedures, working papers, supporting material</p> <p><u>Excludes:</u> Policies and Procedures that are passed by Council -- see OG08</p>	Originating	UOS+2	
OG12	<p>Strategic Planning Records which support Mountain View County's strategic planning and the process of defining its strategy and direction.</p> <p><u>Records may include:</u> Area Structure Plan (ASP), Inter-municipal Development Strategies, Municipal Development Plan (MDP), Quality Management Plan (QMP), Fleet replacement strategy, Fleet management plan (FMP), Strategic Communication Plan, Strategic Management System, functional planning studies, highway interchange studies, corridor design studies, ect.</p> <p><u>Excludes:</u> Strategic Plan passed / approved by Committees / Board (see OG05) ; Strategic plans passed/approved by Council (see OG08)</p>	Originating	UOS+5	



Mountain View
COUNTY

Use this functional category to organize records that are evidence of developing and delivery of programs for county residents, monitoring infrastructure and road construction as well as the routine maintenance of parks, road and bridges.

OP - Operations, Development and Programming

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
OP01	<p>Agricultural Programming</p> <p>Records which support the development and administration of agricultural programs such as Equipment Rental, Weed Control Rebate Program, Weed Free Hay Program, Recycling Programs and services such as Pest, Weed, Clubroot inspections and help with developing Environmental Farm Plans.</p> <p><u>Records may include:</u> Clubroot surveys, weed inspection reports, notices, pest inspections recycling programs (twine, wire, ect)</p>	Agricultural and Parks Services	C+5	
OP02	<p>Infrastructure Design and Construction</p> <p>Records which support the design and construction of infrastructure related projects such as road construction, flood mitigation and repair and waterworks development in accordance with the development agreement. Also may include railway crossings and sidings</p> <p><u>Records may include:</u> Engineering drawings, diagrams, inspections records, Storm Water Management Plans, Flood Risk Management Plans, photos, videos.</p> <p><u>Excludes:</u> Private landowner development - see LE04</p>	Planning Services	E+11	E = life of infrastructure
OP03	<p>Economic Development</p> <p>Records which support developing strategies and connecting business, organizations, Mountain View County and the community together for initiatives that benefit and strengthen the economic well being of Mountain View County.</p> <p><u>Records may include:</u> Resource material, copies of business plans. Also includes planning and development issues, research, background information on issues affecting development within the County</p> <p><u>Excludes:</u> Strategic Management System -- see OG12</p>	Legislative Services	UOS+2	

Schedule A

Records Classification & Retention Schedule



Use this functional category to organize records that are evidence of developing and delivery of programs for county residents, monitoring infrastructure and road construction as well as the routine maintenance of parks, road and bridges.

OP - Operations, Development and Programming

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
OP04	<p>Park Maintenance Records which support the regular maintenance and inspection of Mountain View County's day use areas and campgrounds. <u>Records may include:</u> Park surveys, improvement work, park and campground maintenance records</p>	Agricultural and Parks Services	C+5	
OP05	<p>Bridge Maintenance and Construction Records which support the routine inspection, maintenance, planning and construction of bridges within Mountain View County. <u>Records may include:</u> Engineering reports, bridge files, bridge inspections, bridge maintenance schedules</p>	Operational Services	E+5	E = life of bridge
OP06	<p>Road Maintenance Records which support the routine inspection and maintenance of roads within the county such as grading, brushing, plowing and sanding, snow removal, chip sealing etc. Also includes the installation, maintenance and inspecting of traffic signs and barricades, along with spraying and mowing of roadside ditches within Mountain View County. <u>Records may include:</u> Work orders, Service requests, daily log book, roadside spray logs, Work Plan.</p>	Operational Services	C+5	
OP07	<p>Airport Administration 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.</p>	Operational Services	E+5	E = no longer have an interest in the airport/lands
OP08	<p>Gravel Pit Control Records which support monitoring and tracking the activities of gravel pits owned and operated by Mountain View County. <u>Records may includes:</u> Pit management plans, Maps, Photos, Project sheet (prospecting, stripping, pit engineering, pit concept plan, pit reclamation)</p>	Operational Services	E+25	E = no longer have an interest in the gravel pit/lands



Use this functional category to organize records that are evidence of securing, preventing and mitigating the impact of Mountain View 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	<p>Emergency Response Planning 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> Municipal Emergency Response Plan (ERP)</p> <p><u>Excludes:</u> Insurance claims -- see BU09 Environmental Monitoring and Inspecting activities -- see SA07</p>	Municipal Emergency Management	UOS+5	
SA02	<p>Hazardous Material Storage and Handling Records which support the storage, handling and transferring of hazardous substances by Mountain View County employees, third party services 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 applications, tracking list of who used the material & how much used</p>	Operational Services Agricultural and Parks Services	C+11	
SA03	<p>Safety Programming Records which support the planning, developing, delivering and implementing safety programs such as maintaining the HSE manual and safety orientation packages, program reporting and providing guidance and oversight on safety issues. Also includes statistical tracking and reporting. <u>Records may include:</u> Health & Safety (H&S) Manual, Safe Work Practices (SWP), Fire Department Recommendations, statistical reports, orientation packages, work boot allowance program, H&S memorandums, H&S Directives, all Health & Safety "Kick-off day" planning, documentation and schedules. <u>Excludes:</u> Signed copies of work boot allowance program - see FI08 ; Incident reporting - see SA06</p>	Health and Safety	UOS+10	



Use this functional category to organize records that are evidence of securing, preventing and mitigating the impact of Mountain View 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
SA04	<p>Safety Monitoring Records which support proactive monitoring activities and operations to ensure safe procedures are being followed such as inspections and hazard assessments. <u>Records may include:</u> Formal workplace inspections, Formal Inspection Schedules, Formal Inspection Action Items, hazard assessments, JH&SC (Joint Health & Safety Committee) meetings minutes, Operations Meeting Minutes, toolbox / tailgate meetings, routine pre and post trip inspections, Bi-Annual PPE (Personal Protective Equipment) Inspections, crew inspections, Emergency equipment and first aid vehicle inspection checks and Alberta First Calls reports. <u>Excluded:</u> Incident reporting - see SA06</p>	Health and Safety	C+11*	* Routine pre and post trip inspections are retained for C+4
SA05	<p>Environmental Reclamation and Remediation 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. <u>Excluded:</u> Environmental Site Assessment - see SA07</p>	Operational Services Agricultural and Parks Services	E + 25	E = reclamation / remediation certificate issued
SA06	<p>Incident Investigation and Reporting Records which support personal injury or mishap incident reporting and investigation activities. <u>Records may include:</u> Incident reports, supervisor investigation report, cause, recommendations, prevention plan, photos, witness statements, investigation tracking reports.</p>	Health and Safety	E+11	E = incident closed
SA07	<p>Environmental Monitoring and Inspecting Records which support the ongoing monitoring and proactive inspecting of operating environments to ensure environmental sustainability and the protection of areas and resources. <u>Records may include:</u> Environmental site assessments, flood plain studies, environmental studies. <u>Excludes:</u> Environmental reclamation and remediation records - see SA05</p>		UOS+10	