



ADMINISTRATIVE DIRECTIVE

DIRECTIVE NO.:2005-02
EFFECTIVE DATE: October 13, 2005

SUBJECT:
RECORDS RETENTION

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Purpose:

Records are appraised and retained according to a schedule and readily accessible to Council, staff, legal and financial advisors, and the public for:

- Agreement with legislated requirements
- Continuity of operations
- Protection of the rights of the City of Whitehorse
- Protection of the rights of individual citizens, and
- Community history

Definitions:

- “Administrative Value”– the determination if a record is of use to the organization in the conduct of its day-to-day operations.
- “Appraisal” – the process of evaluating a record or records based on their value: 1/ administrative, 2/ archival, 3/ fiscal, 4/ historical, and 5/ legal correlated with whether they are: 1/ vital, 2/ important, 3/ useful, or 4/ non-essential
- “Archival Value”– the determination that records require indefinite or permanent preservation in accordance with the *Archives Act*.
- “Fiscal Value”– the value a record may have in documenting activities of the organization relating to taxation, revenues, debt, and budget operations.
- ”Historical Value”– the determination that a record is historically relevant and calls for indefinite or permanent preservation but is not required to be retained for archival value
- “Important Records” – include information on non-legislated committees and surveys, consultant reports and other back-up information on contracts, agreements, leases, and etcetera. These could have one or more of administrative, archival, fiscal, historical, or legal value.
- “Legal Value”– the determination that by law, records are required to be maintained for a defined period or for the period of time in which legal action could be taken against the City.
- “Legislation” – See Appendix 1 – includes but is not limited to the *Municipal Act*, the *Archives Act*, the Traffic Bylaw, the *Taxation Act*, the *Income Tax Act*, the



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Employment Standards Act, the Occupational Health and Safety Act, and the Limitations of Actions Act (Appendix 2)

- “Non-essential Records” – are the ‘nice-to-know’ but not missed if lost, or they are copies of records that are being maintained by other departments. They do not have administrative, archival, fiscal, historical, or legal value. Non-essential records are not stored so a retention schedule is not required.
- “Record” or “Records” – Records are a tangible product of government and are recorded information regardless of medium or characteristics, including but not limited to paper, electronic, microfilm, photograph, map, drawings, and etcetera
- “Vital Record” – a record containing information essential for consistency with legislation, the resumption and/or continuation of operations, the legal status of the City, and the determination of rights and obligations of individuals and corporations with respect to the organization. Vital records, for example, would include the original minutes of Council and Council Committees, including Board of Variance and Development Review and Heritage Advisory Committees, Bylaws, contracts, agreements, and financial information. These could have one or more of administrative, archival, fiscal, historical, or legal value.
- “Records Series” – a group of similar or related records that are normally used and filed as a unit and can be evaluated as such for determining the records retention period.
- “Retention Period” – the period of time records must be kept according to legislated, legal, and/or organizational requirement.
- “Records Retention Schedule” – a schedule that indicates the retention period of each record and the method of disposition, see Appendix 3.
- “Useful Records” – include those retained purely for administrative value such as those documenting background research and reports in relation to drafting bylaws, specifications, policies, and procedures or revising organizational structure and operation; those documenting previous problem-solving approaches and those documenting liaison activities with relevant parties. These could have one or more of administrative, archival, fiscal, historical, or legal value. Useful records are retained for a maximum of three years. Research has shown that over 90% of references to this type of record are to those 3 years or less.



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1. Principles of Retention:

- “Every conceivable contingency” syndrome is undesirable. Retain important or useful records if there is a *reasonable* probability that it will be needed at some point in the future and the consequences of its absence would be substantial.
- Documents Versus Files: Where it is determined that a new document, which will not form part of a file, needs to be retained, the same appraisal procedure and determination of retention periods as outlined is followed.
- Electronic Versus Paper Records: Electronic records may be accepted by courts; however, paper copies are preferred for City of Whitehorse purposes, i.e., significant e-mail communication, at least when a vital record is being retained. Access electronic information is provided but not guaranteed.
- Access to Information: In accordance with the *Municipal Act*, access to the following records must be provided within a reasonable time period:
 - a) Assessment rolls
 - b) Budgets
 - c) Financial statements
 - d) Auditor reports
 - e) Lists of electors
 - f) Minutes of meetings of the council and council committees, and
 - g) Bylaws and resolutions of the council and resolutions of council committees.
- In addition, when authorized by council, the City Manager or designated municipal officer access may be provided to any other municipal record, subject to due regard for the confidentiality of personal information and the *Personal Information Protection and Electronic Documents Act* (PIPEDA) legislation (refer to the Personal Information Protection Administrative Directive).
- Vault Record: All documentation signed by the Mayor is retained in the Vault at City Hall. Where a record is to be retained in the vault, the department ensures the departmental file number is identified on the document and then forwards the original copy to the Assistant City Clerk for numbering and filing.
- The complete record, as opposed to selective portions, should be disposed of immediately after the expiration of the designated retention period.



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2. Records Retention Procedures:

A. Records and Records Series Identification:

1. It is the individual department's responsibility to identify records and records series in their possession.

B. Records and Records Series Appraisal:

1. It is the individual department's responsibility to appraise the value(s). Records can be appraised as: 1/ administrative, 2/ archival 3/ fiscal, 4/ historical, and 5/ legal correlated with whether they are: 1/ vital, 2/ important, 3/ useful, or 4/ non-essential records.

C. Records Retention Schedule Correlation:

1. Vital, important, and useful administrative, archival, fiscal, historical, legal, records are assigned the appropriate retention period in accordance with Appendix 3, the Records Retention Schedule
2. Where a new record fits into an established series, the retention period is the same as all other records in the series.
3. Where a new series is required, the record is assessed for its value(s) as outlined and the relevant retention period applied.
4. Where a record fulfills more than one retention value, the retention period is the longest that applies.
5. Where legal action, or the potential for legal action arises, in relation to a record or record series that has been stored for a period of time, the record or record series is re-appraised and the retention schedule starts over.

D. Updates To The Records Retention schedule:

1. Required changes to the Records Retention Schedule are sent from the departments to the City Clerk for update.

E. Storage of Records:

1. Records can be moved from City Hall departments to storage in the Central Records at City Hall and Herby's Hall in Fire Hall #1 annually at the end of each calendar year.
2. Records can be moved from all other departments to storage in the warehouse annually at the end of each calendar year.
3. When records become storable on the basis of the assigned retention periods, they are purged of non-essential information, boxed, and relocated to the designated storage area



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4. To aid in retrieval, a records form (Appendix 4) should be completed for each box and attached to the outside.
5. Retrieval of records in storage is the responsibility of the department.
6. Access to records in storage is restricted to the record owners.

F. Final Disposition of Records:

When the retention period has ended, the records are either destroyed or transferred to Archives.

1. Destruction of Records

- Appraise the records for destruction to determine whether or not they contain confidential information.
- Where confidentiality is not an issue, the records can be recycled. A listing of these records is maintained.
- Where confidentiality is an issue, the records must be burned. Place these records in a heavy plastic bag and arrange for Public Works to transfer to the Landfill and destruction. Each department maintains a list of the records for incineration.

2. Transfer to Archives.

- Records that have been determined to have historical value only, often can be summarized into lists prior to transferring to Archives, e.g. list of employees hired in a year and in what department, list of volunteer of the year nominees in a given year.
- Consolidate the records for transfer and complete a revised records schedule form. Take two copies of the form and tape one to the top of the box, forward one to Council Services, and retain one in the department.
- Council Services arranges for transfer of the boxes of records for the Archives as requested.

Original signed by
Dennis Shewfelt
Acting City Manager

This Administrative Directive replaces #96-10.



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Appendix 1 – Records Retention Administrative Directive – Legislation Listing

ACT	REQUIRED RETENTION
Municipal Act	<ul style="list-style-type: none"> • Council & Committee Minutes, and Bylaws-30 years • Election Documents and Ballots-8 Weeks • All Other Election Documents-Retained until Next General Election • Annual Financial Statements-30 Years • Official Community Plan with Accompanying Documents-30 years
Archives Act	All Public Records (as identified above) to be Archived within 30 Years From The Date They Cease To Be In Current Use
Traffic Bylaw	Record of Traffic Control Devices-Permanent
Taxation Act, Income Tax Act	Financial Records-6 Years
Employment Standards Act	Employee Personnel Records-(non financial)-12 Months
Occupational Health and Safety Act	Confined Space Reports –10 Years Hazardous Occurrence and Minor Injury Reports-10 Years



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Appendix 2 – Records Retention Administrative Directive – Limitations of Actions

LIMITATION OF ACTIONS ACT TYPE OF ACTION	TIME PERIOD FOR LITIGATION
Actions for penalties, damages or sums of money in the nature of penalties imposed by an Act	Two years
Actions for defamation	Two years
Assault, battery, wounding or other injury	Two years
Trespass or injury to real property	Six years
Recovery of money (except for a debt charged on land)	Six years
Fraudulent misrepresentation	Six years
Accidents, mistakes	Six years
Judgment or order for payment of money	Ten years
Recovery of money charged on land	Ten years
Recovery of money payable on agreement of sale	Ten years
Recovery of rent and interest	Six years
Recovery of land	Ten years
Any other action not specified	Six years



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Department	Description	(Years) Current Files On Hand	(Years) Retention Period	Archive	Notations
All	Agendas	1	0	No	Current Only
All	Associations - general	1	0	No	
All	Associations - lists	Permanent	0	No	Current Only
All	Boards & Committees (Other than Council) - correspondence	1	6	Yes	Archive In Department of Record
All	Boards & Committees Minutes (Other than Council) - copies	1	0	No	
All	Boards & Committees Minutes (Other than Council) - originals	1	9	Yes	Archive In Department of Record
All	Budget Variance Reports (Dept)	2	0	No	
All	Budget Working Papers	2	0	No	
All	Bylaws (copies)	1	0	No	Working copies only
All	Conferences, Seminars - brochures	0	0	No	Destroy after review
All	Conferences, Seminars - workshop material	2	0	No	
All	Correspondence - general	1	6*	No	* Exceptions detailed under Depts
All	Admin Directives, Policies & Procedures - Office Copy	1*	0	No	* Current Only
All	Policies & Procedures - Master	1	9	No	
All	Admin Directives – Master [complete set, including replaced Directives]	Permanent	0	No	DOO Assistant
All	Interdepartmental correspondence - originator	1	6	No	
All	Interdepartmental correspondence - recipient	1	0	No	
All	Minutes - staff meetings	1	0	No	Current Only
All	Procedures Manual Master in offices	Permanent	0	No	* Current Only



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All	Publications & Subscriptions – general	1	0	No	
All	Publications & Subscript – Journals: professional	2	2*	No	* Library
All	Reading Files	1	0	No	
All	Records Management: Retention & Destruction Records	Permanent	0	No	Current Master Copy
All	Reports - monthly	1	6	No	
All	Reports - weekly	1	6	No	
All	Requisitions and Purchase Orders	1*	0	No	*Exception Finance
All	Special Events & Projects	1	6	Yes	
All	Statistical Data: Other Cities	1	0	No	
All	Statistical Data: Whitehorse	2	5	No	
All	Studies - Staff and consultants	3	Permanent	No	* Library
All	Travel Authorizations	1	2	No	
Bylaw	Activity Summary D/P	1	0	No	
Bylaw	Animal Shelter - Disposition	1	3	No	
Bylaw	Animal Shelter - Impoundment	1	3	No	
Bylaw	Animal Shelter - Pick Up	1	3	No	
Bylaw	Bus Lic Licence (Copy)	1	6	No	
Bylaw	Bus Lic Licence Application	1	0	No	
Bylaw	Bus Lic Master File (List by Licence Numbers)	1	0	No	
Bylaw	Bus Lic Master File List by Class	1	0	No	
Bylaw	Bus Lic Master File List by Name	1	6	Yes	
Bylaw	Cash Blotters	1	6	No	
Bylaw	Chauffeur Permit - Application	1	0	No	
Bylaw	Chauffeur Permit - Receipts	1	6	No	



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Department	Description	(Years) Current Files On Hand	(Years) Retention Period	Archive	Notations
Bylaw	Complaints - General	1	5	No	
Bylaw	Complaints – Dog Bite Files	1	14	No	
Bylaw	Court Records	1	6	No	
Bylaw	Court Records – Dog Bite Files	1	9	No	Kept at Shelter
Bylaw	Court Records Daily Ticket History D/P	0	0	No	Destroy after 6 months if not prosecuted
Bylaw	Court Records Daily Ticket Update D/P	0	0	No	Destroy after 6 months
Bylaw	Daily Cash Receipts	1	6	No	
Bylaw	Dog licences - Receipts	1	6	No	
Bylaw	Dog licences - Tags	1	6	No	
Bylaw	Occurrence Reports	1	6	No	
Bylaw	Parade Permits	1	0	No	
Bylaw	Parking - General	1	0	No	
Bylaw	Parking - Permits	1	0	No	
Bylaw	Parking - Tickets	0	0	No	Destroy after 6 months if not prosecuted
Bylaw	Payment Posting	1	0	No	
Bylaw	Policing General	1	0	No	
Bylaw	Road / Street Closures	1	0	No	
Bylaw	Security Checklist	1	0	No	
Bylaw	Snowmobile - Applications	1	6	Yes	
Bylaw	Snowmobile - Registrations	Permanent	0	No	
Bylaw	Taxis - General	1	0	No	



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Bylaw	Vehicle Towing & Impoundment	1	0	No	
City Clerk	Advertisements	1	0	No	
City Clerk	Boards and Commissions of City Council: - Correspondence	1	6	No	
City Clerk	Boards and Commissions of City Council: - Council appointments	2	5	Yes	
City Clerk	Boards and Commissions of City Council: - Minutes	0	10	Yes	Vault Storage
City Clerk	Bylaws - Correspondence	1	9	No	
City Clerk	Bylaws - Drafts	0	0	No	Destroy When Finalized
City Clerk	Bylaws - Originals	Permanent	0	No	Vault Storage
City Clerk	City Boundary Changes correspondence	1	6	Yes	
City Clerk	City Seal	0	Permanent	No	Vault Storage
City Clerk	City Seal Crest and Plaque correspondence	1	6	Yes	
City Clerk	Civic Receptions/Visits	2	5	Yes	
City Clerk	Council Agenda Packages: in camera	1	9	Yes	
City Clerk	Council Agenda Packages: regular	1	9	Yes	
City Clerk	Council Minutes: Committee of the Whole	0	10	Yes	Vault Storage
City Clerk	Council Minutes: Digital Recording	0	Permanent	No	Hard Drives
City Clerk	Council Minutes: in camera	0	Permanent	No	Vault Storage
City Clerk	Council Minutes: Regular	0	10	Yes	Vault Storage
City Clerk	Council Oaths	0	Permanent	No	
City Clerk	Council Policies & Directives	1	9	Yes	
City Clerk	Election Records & Summaries	1	9	Yes	
City Clerk	Election: Ballots (1 set)	1	6	Yes	1 Library Set
City Clerk	Election: Board of Revision Minutes	1	9	Yes	
City Clerk	Election: Council nomination papers	1	2	No	



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Department	Description	(Years) Current Files On Hand	(Years) Retention Period	Archive	Notations
City Clerk	Election: Registration Cards	1	6	Yes	Destroy after voters list update, following enumeration
City Clerk	Electors - Corporate	1	6	No	
City Clerk	Electors List	1	6	Yes	One Library copy
City Clerk	Legal Documents: deeds, agreements, contracts, easements, and encroachments	0	Permanent	Yes	Vault Storage while active, then transfer to Archives
City Clerk	Mayor's Correspondence	1	6	Yes	Retain only material of archival interest
City Clerk	News Releases - General	1	6	Yes	
City Clerk	Plebiscites & Referenda	1	6	Yes	
City Clerk	Proclamation	2	5	Yes	
City Clerk	Promotional Material	2	0	No	
City Manager	Capital projects over \$100,000	1	9	No	
City Manager	Economic Development	1	6	No	
City Manager	Intergovernmental	1	6	No	
City Manager	Legal Opinions	1	6	No	
City Manager	Local Development Projects	1	9	No	
City Manager	Property Negotiations	1	Permanent	No	
Engineering	Aerial Photographs	Permanent	0	No	
Engineering	Bleeder Services	2	8	No	
Engineering	Capital Works: Plans & documentation	2	8	Yes	
Engineering	Civic Buildings - General	1	6	No	
Engineering	Commercial Development - correspondence	2	8	No	
Engineering	Complaints - General	2	0	No	



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Department	Description	(Years) Current Files On Hand	(Years) Retention Period	Archive	Notations
Engineering	Complaints - Specific	1	6	No	
Engineering	Consultants - General	3	0	No	
Engineering	Consultants - Reports	Permanent	0	No	
Engineering	Development Plans (Core)	Permanent	-	Yes	Until superseded, transfer to archives
Engineering	Drainage	1	9	No	
Engineering	Erosion & Soil Stability	1	P	No	
Engineering	Escarpment	1	Permanent	No	
Engineering	Films & Videos (Sewer/Water)	1	6	Yes	
Engineering	Lagoons - Specific	1	9	Yes	
Engineering	Land - Flooding	1	Permanent	No	
Engineering	Land Negotiations: Easements & Rights-of-Way	2	Permanent	No	
Engineering	Lands - Quarrying	2	Permanent	No	
Engineering	Lift Stations - General	Permanent	0	No	
Engineering	McIntyre Indian Village Relocation -	1	9	Yes	
Engineering	Metrication	Permanent	0	No	
Engineering	Mobile Home Parks	1	6	Yes	
Engineering	Parks - Specific	1	6	Yes	
Engineering	Permits: Street Occupancy & Sanitary Sewer Discharge	1	9	No	
Engineering	Pipeline	1	9	Yes	
Engineering	PLANS - Development, Utilities, Aerial & Specific Projects	Permanent	0	No	
Engineering	Pollution	1	9	Yes	
Engineering	Property Reference Manual	Permanent	0	No	Current Copy
Engineering	Railway - Whitepass & Yukon General	1	Permanent	No	
Engineering	Railway Crossings	1	Permanent	No	



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Engineering	Robert Campbell Bridge	1	Permanent	No	
Engineering	Sewage Treatment	1	Permanent	No	
Engineering	Sewer Utility - General	1	9	No	
Engineering	Solid Waste (Including Dumps)	1	Permanent	No	
Engineering	Solid Waste Recycling	1	6	No	
Engineering	Storm Sewer & Systems: correspondence	10	10	No	
Engineering	Storm Sewer & Systems: plans	Permanent	0	No	
Engineering	Streets and Roads	1	9	No	
Engineering	Subdivisions: - Plans	Permanent	0	No	
Engineering	Subdivisions: - Records	1	6	No	
Engineering	Tenders & Contracts – General*	5	0	No	A signed contract copy is kept in the Engineering Library and 1 signed copy is kept in the Vault
Engineering	Traffic Counts & Analysis	2	5	No	
Engineering	Traffic Lights	Permanent	0	No	
Engineering	Transportation - General	1	6	No	
Engineering	Utilities: Locations, correspondence (Shallow Utilities)	Permanent	0	Yes	
Engineering	Vehicles:	1	9	No	
Engineering	Water Consumption	1	Permanent	No	
Engineering	Water Flows & Temperatures	1	Permanent	No	
Engineering	Water Fluoridation	1	6	No	
Engineering	Water Main Break Records	1	Permanent	No	
Engineering	Water Mains:	1	6	No	
Engineering	Water Wells	1	Permanent	No	



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Department	Description	(Years) Current Files On Hand	(Years) Retention Period	Archive	Notations
Engineering	YEC Whitehorse Fish Hatchery	1	6	Yes	
Finance	A/P Batch Register D/P	1	1	No	
Finance	A/P Cheque Print D/P	1	1	No	
Finance	A/P Cheque Reconciliation	1	1	No	
Finance	A/P Cheque Register & Update D/P	1	1	No	
Finance	A/P Cheque Register Consolidation D/P	1	6	No	
Finance	A/P Cheque Update & Print Register D/P	1	1	No	
Finance	A/P Distribution: G/L; Accounts Enquiry D/P	1	1	No	
Finance	A/R Aged Trial Balance D/P	1	0	No	
Finance	A/R Customer Listing D/P	1	6	No	
Finance	A/R Invoices	1	6	No	
Finance	A/R Posting Invoice History D/P	1	6	No	
Finance	A/R Transaction Listing D/P	1	0	No	
Finance	Annual Reports	1	Permanent	Yes	
Finance	Annual Reports	1	6	Yes	
Finance	Area Analysis; YTG Format D/P	1	0	No	
Finance	Assessment Roll D/P	1	Permanent	No	
Finance	Assessment Roll Print D/P	1	0	No	
Finance	Assessment Roll Summary/Totals D/P	1	6	No	
Finance	Assessment: Bylaw Roll Number Listing D/P	1	6	No	
Finance	Assessment: Group Name/ Address Report D/P	0	0	No	Destroy after Use
Finance	Asset Ledger Master File	1	Permanent	No	
Finance	Asset Reports by Purchase Date Detailed Print Out	1	0	No	Replace with Update and Destroy
Finance	Asset Reports Detailed Print Out (D/P)	1	0	No	Replace with Update and Destroy



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Finance	Auditors' Reports	1	9	Yes	Retain Library Copy
Finance	Bank Deposit Books	2	5	No	
Finance	Bank Interest	2	5	No	
Finance	Bank Statements	2	5	No	
Finance	Budget Planning & Records	3	4	No	
Finance	Cancelled Cheques	1	6	No	Vault storage until audit complete
Finance	Capital Grants	1	6	No	
Finance	Capital Project Forecast D/P	1	7	No	
Finance	Capital Project Reports D/P	1	0	No	
Finance	Cash Receipts	2	5	No	
Finance	Cash: Daily Cash Sheets	2	5	No	
Finance	Cash: Daily Summary	2	5	No	
Finance	Cash flow Records	2	5	No	
Finance	Cheque Flimsies with invoice backup	2	5	No	Vault storage until audit complete, then destroy
Finance	COLA Calculations D/P	1	6	No	
Finance	Community Assistance Programs	3	4	No	
Finance	Computer Charges (daily)	2	0	No	
Finance	Correspondence - general	1	6	No	May be exceptions by department
Finance	Daily time report	1	6	No	
Finance	Deduction Report (group and individual) D/P	1	6	No	
Finance	Deductions Posting Register D/P	1	6	No	
Finance	Due Date Report D/P	1	0	No	



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Finance	Earnings Posting Register D/P	1	Permanent	No	
Finance	Employee Deduction Master D/P	1	Permanent	No	
Finance	Employee Master File Maintenance D/P	1	Permanent	No	
Finance	Equipment Cost Records	1	0	No	
Finance	Excise Tax Exemption	1	6	No	Requires District Tax Office approval before destruction
Finance	Financial Statements	1	9	No	Retain Library Copy
Finance	G/L - Operating Statement	1	9	Yes	Maintain Year End Only
Finance	G/L - Operating Statement Monthly	1	9	No	
Finance	G/L Chart of Accounts D/P	1	0	No	
Finance	G/L Transaction History/Listing	1	9	Yes	
Finance	G/L Trial Balance	1	0	No	
Finance	G/L Worksheet - Detailed D/P	1	0	No	
Finance	Gas Summaries	1	0	No	
Finance	Grants - Applications for Grant in lieu of taxes Fed	1	6	Yes	
Finance	Grants - Applications for Grant in lieu of taxes YG	1	6	Yes	
Finance	Insurance - Policies	1	6	No	
Finance	Insurance Claims	1	6	No	
Finance	Inventory Posting Journal	1	0	No	
Finance	Investment: Interest	2	5	No	
Finance	Journal Entries	2	0	No	
Finance	Journal Entry Listing D/P	2	0	No	
Finance	Labour Distribution Report D/P	1	6	No	
Finance	Log: Purchase Orders and Requisitions	2	0	No	



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Department	Description	(Years) Current Files On Hand	(Years) Retention Period	Archive	Notations
Finance	Manual Cheque Deduction D/P	1	6	No	
Finance	Mill rate by Zone D/P	1	0	No	
Finance	Mill rate Listing D/P	1	0	No	
Finance	Minimum Tax Listing D/P	1	0	No	
Finance	Mortgage Code Property Listing D/P	1	0	No	
Finance	Mortgage Company Listing D/P	1	0	No	
Finance	Overtime Reports D/P	1	6	No	
Finance	P/Order Commitment G/L Position D/P	1	0	No	
Finance	P/Orders - G/L Account D/P	2	0	No	
Finance	P/Orders - Numeric Listing D/P	2	0	No	
Finance	P/Orders - Numeric Sequence	2	0	No	
Finance	P/Orders - Vendor Code D/P	1	0	No	
Finance	P/R Accrual Codes History D/P	1	6	No	
Finance	P/R Accrual Codes Listing D/P	1	6	No	
Finance	P/R Cheque Register D/P	1	6	No	
Finance	P/R Control Sheet D/P	1	6	No	
Finance	P/R Listing: Special, Dept. 1 D/P	1	6	No	
Finance	P/R Trial Balance D/P	1	6	No	
Finance	Property Class Report D/P	1	0	No	
Finance	Property Files by Street Address	2	Permanent	No	
Finance	Property Files by Street Address	2	Permanent	No	Finance is Department of Record
Finance	Property Status Report D/P	0	0	No	Current Year Only
Finance	Purchase Orders	3		No	One copy only



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Finance	Purchase Orders - Local	2	0	No	
Finance	Purchase Requisitions	3	0	No	
Finance	Retro: Rates Cross-Reference D/P	1	6	No	
Finance	Retro: Rates Transfer to Master File D/P	1	6	No	
Finance	Retro: Time History Journal D/P	1	6	No	
Finance	Retro: Time Sheet D/P	1	6	No	
Finance	Select Payments D/P	1	0	No	
Finance	Statistics Canada Report	1	6	No	
Finance	Stores Inventory Requisition	1	1	No	
Finance	Stores Requisition & G/L Distribution Journal D/P	1	1	No	
Finance	Tax Calculations D/P	1	6	No	
Finance	Tax Cross-Check: Assessment/Tax Rolls D/P	1	0	No	Destroy after audit
Finance	Tax Detail: Trial Balance	1	0	No	Destroy after audit
Finance	Tax Form TD1	0	0	No	Transfer to individual personnel files
Finance	Tax Ledger Detail Report D/P	1	0	No	
Finance	Tax Ledger Summary Reports	1	0	No	
Finance	Tax Lien Records	1	6	Yes	
Finance	Tax Penalty/Interest Charge D/P	1	0	No	
Finance	Tax Register: Trial Balance D/P	1	0	No	Destroy after audit
Finance	Tax Update Forms	0	0	No	Destroy after computer input
Finance	Tax: Property Code Total D/P	1	0	No	
Finance	Tax: Receivable O/S	2	5	No	
Finance	Tenders and Quotations: awarded	1	Permanent	No	



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Finance	Tenders and Quotations: unawarded	1	6	No	
Finance	Travel Authorization	1	6	No	
Finance	UIC: Earnings Report D/P	1	6	No	
Finance	Union Deduction Report D/P	1	6	No	
Finance	Union Dues Deduction Authorization D/P Permanent employees	0	0	No	Transfer to individual personnel files after 120 days
Finance	Utilities Automatic Penalty on Outstanding Balance D/P	1	0	No	
Finance	Utilities Outstanding Balance Report D/P	1	0	No	Destroy after audit
Finance	Utilities Regular Billing Calculation D/P	1	0	No	
Finance	Utilities Adjustment Journal D/P	1	6	No	
Finance	Utilities Consumption Posting Register D/P	1	0	No	
Finance	Utilities Transaction Listing D/P	1	6	No	Year End Only
Finance	Utilities Transfer - Outstanding Utilities to Taxes D/P (Automatic)	1	0	No	
Finance	Utilities Trial Balance D/P	1	1	No	
Finance	Utilities Water Meter Readings	1	6	No	
Finance	Vehicle Charge Listing & J.E. D/P	2	0	No	
Finance	Vendor Listing D/P	1	0	No	
Finance	Vendor Short Trial Balance of Accounting Super.	0	0	No	Destroy on signature after balancing
Finance	Voucher Register: G/L Distribution Report D/P	1	0	No	
Finance	Wages & Benefits Budget Analysis D/P	1	6	No	
Finance	Work Order Chart of Accounts D/P	1	0	No	
Finance	Work Order Master file Report D/P	1	0	No	
Finance	Work Order Report - Detailed D/P	1	6	Yes	



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Department	Description	(Years) Current Files On Hand	(Years) Retention Period	Archive	Notations
Finance	Work Order Report - Summarized D/P	1	0	No	
Finance	Work Order Worksheet - Detailed D/P	1	6	No	
Finance	Work Sheet by G/L Responsibility Code D/P	1	0	No	
Finance	Work Sheet by Work Order Responsibility Code D/P	1	0	No	
Finance	Workers Compensation Bi-Weekly Report D/P	1	6	No	
Finance	Workers Compensation History Listing D/P	1	Permanent	No	
Finance	Workers Compensation Year End Report D/P	1	Permanent	No	
Finance	Year-end T-4 Summary Register D/P	1	Permanent	No	
Finance	Yearly Tax Summaries	2	5	No	
Fire	Ambulance/Fire	1	6	No	
Fire	Daily Log	1	9	Yes	
Fire	Fire Department (General)	1	6	No	
Fire	Fire Marshall's Reports	1	9	Yes	
Fire	Number 1 Fire Hall	1	6	No	
Fire	Photographs	2	0	Yes	
Fire	Takhini Fire Hall	1	6	No	
Fire	Volunteer Attendance Records	1	0	No	
Human Resources	Administrative Directives (HR generated)	1	Permanent	No	
Human Resources	Arbitration Awards	1	6	No	
Human Resources	Benefits Correspondence: General (Sun Life)	3	0	No	
Human Resources	Benefits Correspondence: General (Hewitt)	3	0	No	
Human Resources	Benefits Correspondence: Medical and Dental	3	0	No	
Human Resources	Benefits Correspondence: Life & AD&D	3	0	No	
Human Resources	Benefits Correspondence: Disability	3	0	No	
Human Resources	Benefit Reports: General	1	0	No	



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Department	Description	(Years) Current Files On Hand	(Years) Retention Period	Archive	Notations
Human Resources	City Suite Correspondence	3	0	No	
Human Resources	Competition Files Including Postings	1	0	No	
Human Resources	Collective Agreements and Bylaws	1	Permanent	No	
Human Resources	Employee Assistance Correspondence and Surveys	3	0	No	
Human Resources	Employee Benefit Bulletins	3	0	No	
Human Resources	Employee Long Service Awards	1	6	No	
Human Resources	Grievances	1	6	No	
Human Resources	Leadership Training Records	1	Permanent	No	On Computer
Human Resources	Organizational Changes	2	6	Yes	
Human Resources	Personnel Files: Active	While on Staff	0	No	
Human Resources	Personnel Files: Inactive	1	6	No	
Human Resources	RR\$P Committee Documents	3	Permanent	No	In accordance with Committee policy
Human Resources	Seniority Lists	1	6	No	On Computer
Maintenance & Safety	Accident reports	1	3	No	
Maintenance & Safety	Accidents - Injuries	1	6	No	
Maintenance & Safety	Accidents - Vehicle	1	6	No	
Maintenance & Safety	Building Maintenance: General	5	0	No	
Maintenance & Safety	Building Maintenance: Municipal Buildings	2	5	No	
Maintenance & Safety	Building Maintenance: Other Buildings	2	5	No	
Maintenance & Safety	Emergency Measures Organization	1	6	Yes	
Maintenance & Safety	Incidents Reports	2	5	No	
Maintenance & Safety	Strategy Plans	P	0	No	Current Only
Maintenance & Safety	Vehicles	1	9	No	
Parks and Rec	Associations: Reports and others	1	0	No	



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Department	Description	(Years) Current Files On Hand	(Years) Retention Period	Archive	Notations
Parks and Rec	Associations: service	1	2	No	
Parks and Rec	Burial Ledger & Card Index - copies	Permanent	0	No	
Parks and Rec	Burial Ledger & Card Index - original	0	Permanent	No	Vault storage
Parks and Rec	Burial Permits - Originals	0	Permanent	No	Vault storage
Parks and Rec	Cemeteries - All Documents and Records			No	
Parks and Rec	Cemeteries: Specific	1	9	Yes	
Parks and Rec	Concessions	1	0	No	
Parks and Rec	Facility Bookings/Schedules	1	0	No	
Parks and Rec	Facility Joint Use Bookings	1	0	No	
Parks and Rec	Fee Schedules & Policies	1	2	No	
Parks and Rec	Grant Applications	1	0	No	
Parks and Rec	Grants by City to Community Organizations	1	4	No	
Parks and Rec	Grants by City to Governments	1	0	No	Finance is Department of Record
Parks and Rec	Instructor Agreements	1	0	No	
Parks and Rec	Instructor Lists	Permanent	0	No	
Parks and Rec	Leisure Program Brochures: Others	1	0	No	
Parks and Rec	Leisure Program Brochures: Whitehorse	1	0	No	
Parks and Rec	Logs: Facilities Daily Use	1	6	No	
Parks and Rec	Parks - General	1	Permanent	No	
Parks and Rec	Parks & Trails Development	1	9	Yes	
Parks and Rec	Parks General (specific)	1	6	No	
Parks and Rec	Parks Maintenance	1	6	No	
Parks and Rec	Parks Master Plan - Copies	Permanent	0	Yes	



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Department	Description	(Years) Current Files On Hand	(Years) Retention Period	Archive	Notations
Parks and Rec	Parks Master Plan - Original	0	Permanent	No	Library
Parks and Rec	Pools: Development	1	9	Yes	
Parks and Rec	Pools: Maintenance	1	6	No	
Parks and Rec	Pools: Programs	1	2	No	
Parks and Rec	Program & Facility Planning & Research	1	6	No	
Parks and Rec	Program Attendance Records	1	0	No	
Parks and Rec	Program Course Detail: Other Communities	1	0	No	
Parks and Rec	Program Course Detail: Playgrounds	1	0	No	
Parks and Rec	Program Course Detail: Whitehorse	1	6	No	
Parks and Rec	Recreation Statistical Reports	1	6	No	
Parks and Rec	Recreation System: Organization & Master File Listing D/P	1	6	No	
Parks and Rec	Rinks (Outdoor) - Development	1	6	No	
Parks and Rec	Rinks (Outdoor) - Maintenance	1	6	No	
Parks and Rec	Special Events i.e. Games & Marathons	1	0	Yes	
Parks and Rec	Sports Arenas & Facilities - Development & Renovations	1	9	Yes	
Parks and Rec	Sports Arenas & Facilities - Maintenance	1	6	No	
Parks and Rec	Sports Fields - Development	1	6	No	
Parks and Rec	Sports Fields - Maintenance	1	6	Yes	
Parks and Rec	Sprinkler Systems	1	6	No	
Parks and Rec	Vending Equipment	1	0	No	
Plan & Development	Board of Variance	1	Permanent	No	
Plan & Development	Board of Variance: appeals	5	Permanent	No	
Plan & Development	Board of Variance: applications	5	Permanent	No	
Plan & Development	Building Permits - Final	0	Permanent	No	Property File Finance



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Department	Description	(Years) Current Files On Hand	(Years) Retention Period	Archive	Notations
Plan & Development	Building Permits - Working Copy	Permanent	Permanent	No	
Plan & Development	Business Licence correspondence	3	Permanent	No	
Plan & Development	CAP & Other Major Projects	1	Permanent	No	
Plan & Development	Complaints	1	Permanent	No	
Plan & Development	Consolidations of Lots	5	Permanent	No	
Plan & Development	Development: permits / agreements	2	Permanent	No	
Plan & Development	Development: permits / plans	5	Permanent	No	
Plan & Development	Discretionary Uses	2	Permanent	No	
Plan & Development	Historic Buildings	1	Permanent	Yes	
Plan & Development	Inspection Reports: Copy	0	0	No	
Plan & Development	Inspection Reports: Original	Permanent	Permanent	No	
Plan & Development	L.A.R.C.	3	Permanent	No	
Plan & Development	Land - Flooding	1	Permanent	No	
Plan & Development	Land Files - General	1	Permanent	No	
Plan & Development	Land - Mineral Claims	1	Permanent	No	
Plan & Development	Land - Policy	3	Permanent	No	
Plan & Development	Land Transactions	1	Permanent	No	
Plan & Development	Legal Files	1	Permanent	Yes	
Plan & Development	Liaison: Community Groups	1	Permanent	Yes	
Plan & Development	Liaison: Council General	1	Permanent	No	
Plan & Development	Liaison: Federal Gov Depts & Agencies	1	Permanent	Yes	
Plan & Development	Liaison: YTG Departments	1	Permanent	Yes	
Plan & Development	Mobile Home Parks	2	Permanent	Yes	
Plan & Development	Parking - Downtown Study	3	Permanent	No	Library
Plan & Development	Parks and Campgrounds	2	Permanent	Yes	



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Department	Description	(Years) Current Files On Hand	(Years) Retention Period	Archive	Notations
Plan & Development	Permits- Demolition & Removal	7	Permanent	Yes	
Plan & Development	Planning Applications	2	Permanent	No	
Plan & Development	Plans - Commercial	7	Permanent	No	Send to Archives when building demolished, Planning / Bldg Dept is Dept of record
Plan & Development	Protected Areas: Green Belts	1	Permanent	Yes	
Plan & Development	Protected Areas: Open Space	1	Permanent	Yes	
Plan & Development	Quarries	2	Permanent	Yes	
Plan & Development	Rezoning Applications	2	Permanent	No	
Plan & Development	Roads - General	2	Permanent	No	
Plan & Development	Signs - Permits	2	Permanent	No	
Plan & Development	Single Family	7	Permanent	No	
Plan & Development	Squatters	2	Permanent	No	
Plan & Development	Subdivision Plans/Records	5	Permanent	No	
Public Works	Daily Journals	1	6	No	
Public Works	Daily Logs	1	6	No	
Public Works	Equipment & Materials	2	5	No	
Public Works	Fuel Costing History D/P	1	6	No	
Public Works	Garbage - General	2	5	No	
Public Works	Government Liaison - General	1	6	No	
Public Works	Incident Reports	1	6	No	
Public Works	Insect Control	1	6	No	
Public Works	Land - General	2	5	No	
Public Works	Mosquito Control	2	5	No	



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Department	Description	(Years) Current Files On Hand	(Years) Retention Period	Archive	Notations
Public Works	Parking - General	1	6	No	
Public Works	Parking - Meters	2	5	No	
Public Works	Parking - Studies	2	5	Yes	
Public Works	Parking Lots	2	5	Yes	
Public Works	Parks - Specific	2	Permanent	No	
Public Works	Parks - Waterfront	2	Permanent	No	
Public Works	Parks, General	2	5	Yes	
Public Works	Pumphouse Reports - Monthly	1	9	No	
Public Works	Pumphouse Reports - Weekly	1	0	No	
Public Works	Road Cut Permits	1	6	No	
Public Works	Road Reconstruction	1	9	Yes	
Public Works	Sewage Treatment - General	2	Permanent	No	
Public Works	Sewage Treatment - Lagoons	2	Permanent	No	
Public Works	Sewage Treatment - Water Use License	2	Permanent	No	
Public Works	Sidewalks	2	5	No	
Public Works	Signs	1	0	No	
Public Works	Snow Removal & Disposal	1	6	No	
Public Works	Snow Removal & Disposal Agreements	1	Permanent	No	
Public Works	Street Furniture & Bus Shelters	2	5	No	
Public Works	Streets/Roads: General	1	6	No	
Public Works	Streets/Roads: Lighting	2	5	No	
Public Works	Streets/Roads: Paving	2	5	No	
Public Works	Streets/Roads: Road Maintenance	1	1	No	Current Only
Public Works	Streets/Roads: Signs	2	5	No	
Public Works	Streets/Roads: Specific Files	2	5	No	



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Department	Description	(Years) Current Files On Hand	(Years) Retention Period	Archive	Notations
Public Works	Streets/Roads: Street Closures	2	5	No	
Public Works	Subdivisions - General	2	5	No	
Public Works	Subdivisions - Specific	2	5	No	
Public Works	Swimming Pools - General	1	6	Yes	
Public Works	Trailer Occupancy of Rights-of-Way	1	6	Yes	
Public Works	Trouble Call Sheets	1	6	No	
Public Works	Trouble Calls - Complaints	1	0	No	
Public Works	Utilities: Locations, correspondence	Permanent	0	Yes	
Public Works	Water & Wastewater System	1	9	No	
Public Works	Water Chlorination	1	6	No	
Transit	Bus Shelters	2	5	No	
Transit	CUTA - Ridership Trends	2	5	No	
Transit	Handy Bus Historical Info	2	9	Yes	
Transit	Historical Information	2	9	Yes	
Transit	Market Survey Rider	2	5	No	
Transit	Passenger Counts	2	5	No	
Transit	Rodeo	2	5	No	
Transit	Sales Outlets Passes and VIP's	2	5	No	
Transit	Schedules and Routes	3	5	No	
Transit	Statistics Canada Ridership	2	5	No	
Transit	Transit Week	2	5	No	



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APPENDIX 4

CITY OF WHITEHORSE

RECORDS STORAGE AND FINAL DISPOSITION FORM

BOX NUMBER _____

RECORD STORAGE

RECORD TITLE(S):

SERIES NUMBER(S):

FILE NUMBER(S):

FINAL DISPOSITION

RECORD TITLE (S):

SERIES NUMBER(S):

FILE NUMBER(S):

METHOD OF DISPOSITION: RECYCLE/
GARBAGE INCINERATE TRANSFER TO
ARCHIVES

SIGNATURE: _____ DATE: _____