



Municipality of Naujaat
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HAMLET OF NAUJAAT

BY-LAW NO. 197

A By-law of the Municipal Corporation of the Hamlet of Naujaat , in the Nunavut Territory, to establish schedules of retention for documents, records and papers of the municipality, pursuant to the Hamlets Act, R.S.N.W.T., 1988, C.H-1, S.75 as amended by S.NU 2003, , C.3.

WHEREAS the Council of the Hamlet of Naujaat deems it's necessary to establish the periods for which records of the Municipality should be kept;

NOW THEREFORE the Council of the Hamlet of Naujaat, duly assembled hereby enacts as follows:

1 Title

1.1 This by-law may be referred to as the Records Retention By-law.

2 Definitions

2.1. For the purpose of this By-law.

2.1.1 Council means the Council of the Hamlet of Naujaat.

2.1.2. Hamlet means the Hamlet of Naujaat in the Nunavut Territory.

2.1.3. Mayor means the Mayor of Naujaat.

2.1.4. Records means receipts, vouchers, instruments, minutes, by-law, and
Other documents and papers of the Hamlet.

2.1.5. Retention means to keep in original form for the period stated in
Schedule A.

2.1.6. SAO means the Senior Administrative Officer of the Hamlet of
Naujaat.

**By-law No.197
Records Retention
Schedule "A"**

SUBJECT ITEM	RETENTION PERIOD
Account Payable	7 years
Agreements (General)	Permanent or superceded
As Builts & Audit	Permanent
Bank Reconciliations	7 years
Bank Statements	7 years
Building Permits	Permanent
By-Laws	Permanent
Canceled Cheque	7 years
Committee Minutes	Permanent
Contracts	7 years
Council Minutes	Permanent
Development Permits	Permanent
Financial Statements	7 years
General Correspondence (SAO)	2 years
General Correspondence(Mayor)	2 years
General Correspondence (Council)	2 years
General Correspondence	2 years
Inspection Reports	Permanent
Insurance Policies	Permanent or superceded
Invoices	5 years
Land Titles	Permanent
Lease Agreements	Permanent
Legal Opinions	Permanent or superceded
Licences (Business)	2 years after termination
Licences (Other)	2 years after termination
Licences (Taxi)	2 years after termination
Maps	Permanent
Pay Roll Documents	6 years
Personnel Records	5 years after termination
Purchase Orders	2 years
Policy & Procedures	Permanent or susperceded
Receipts	6 years
Subject Correspondence	7 years
Surveys	Permanent
Tickets (From By-Law)	1 year after paid



2.1.7 Schedule means a schedule attached to and forming part of this by-law.

3 The retention periods for the records of the Hamlet shall be those as established in Schedule A.

4 Records of the Hamlet shall be maintained, retained and disposed of as per Schedule A of this By-law.

Read a first time this 1st day of December, 2015

Read a second time this 1st day of December, 2015

Read a third time and finally passed this 1st day of December, 2015

Mayor

Senior Administrative Officer

