



**Village of Rycroft
REQUEST FOR DECISION**

Council Meeting Date: March 04, 2026

TOPIC: Disposal of Municipal Records as per Records Retention and Disposition Bylaw 87-08

ADMINISTRATION RECOMMENDATION: That Council approve the list of attached documents to be destroyed as per Records Retention and Disposition Bylaw 87-08.

BACKGROUND: As per Bylaw 87-08, Records Retention and Disposition Bylaw, the following list of documents are no longer required to keep in our office.

2018 Copies of Financial working papers

2018 All payment paper accounting records (still have records in Muniware)

2018 All paper Accounts Payable records (still have records in Muniware)

IMPLICATION OF DECISION

FINANCIAL IMPLICATIONS: Grande Prairie Disposal service included in operational budget. Last time was \$45.80

POLICY AND/OR LEGISLATIVE IMPLICATIONS: Records are to be managed according to the Council Records Retention and Disposition Bylaw 87-08

ALTERNATIVE OPTIONS:

1. Council could request Administration to keep the documents and amend the bylaw.

Elizabeth Pitt-Taylor

Administrative Assistant

Feb 23, 2026

Date

Kevin Keller

Chief Administrative Officer

Feb 23, 2026

Date