



August 2, 2016

REPORT TO: Mayor and Councillors  
FROM: Elizabeth (Lisa) Slomke, Town Clerk  
SUBJECT: Records Retention Schedule

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The *Municipal Act, 2001*, section 255 provides for establishing retention periods and the destruction of municipal records.

On January 9, 2006, Council passed By-Law No. 06/06 to provide for a schedule of retention periods for the Town's records and for the destruction of records when the retention period lapses consistent with federal and provincial statutes and regulations on which the provisions in the schedule are based. This by-law was last amended in 2014.

The retention schedule is prepared such that the records classification within it conforms to The Ontario Municipal Records Management System (TOMRMS), a system of records classification that was adopted by the Town back in 1991.

The Information Professionals, our contracted service agent that reviews and updates our retention schedule based on changes in law, has now presented the latest updated schedule for our purposes (attached to this report).

This revised retention schedule will serve as a replacement to Schedule "A" to our records retention by-law. The Administration and Finance Executive Committee considered this at their meeting August 2<sup>nd</sup>, 2016 and recommends the preparation of an amending by-law to adopt the revised schedule.

An amending by-law will be considered later in tonight's Regular Meeting. Pursuant to the *Municipal Act, 2001*, our municipal auditor must approve the by-law to replace the schedule before the by-law takes effect.

<p><b>Council's approval of this report</b> will bring forward a by-law to amend the records retention by-law for purposes of updating the schedule of records retention periods.</p>
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