MEMORANDUM

TO: COUNCIL MEMBERS
FROM: KIMBERLEY ARMSTRONG, DEPUTY CLERK
SUBJECT: RECORDS RETENTION BY-LAW UPDATES
DATE: DECEMBER 12, 2017

The Township of Norwich Records Retention By-law utilizes The Ontario Municipal Records Management System (TOMRMS) to classify our records into various categories specific to the municipal field. This system is utilized by many municipalities which makes for added efficiency and collaboration.

Our current Records Retention By-law was approved on December 11, 2012. Since that time numerous legislative changes have taken place that require updates to retention periods. As well, additional classification codes have been updated/created as a result of legislation and also when required by various departments.

The Municipal Act, 2001 requires that a municipality shall retain and preserve its records in a secure and accessible manner and provides that the municipality may establish retention periods, subject to the approval of the municipal auditor.

RECOMMENDATION
That Council receive the Memorandum: Records Retention By-law Updates, as information; and further that a by-law be brought forward to recognize the required changes; and further that the by-law be forwarded to the municipal auditor for their review and approval.