



**The Corporation of the Municipality of West Grey
Bylaw Number 51 - 2020**

Being a bylaw to provide a Records Retention Program Policy and a Schedule of Retention Periods for the records of The Corporation of the Municipality of West Grey.

Whereas section 255 of the Municipal Act 2001, S.O. 2001, c. 25, as amended, provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with section 254 thereof; and

Whereas the council of The Corporation of the Municipality of West Grey deems it desirable to establish retention periods for the records of the municipality by enactment of this bylaw;

Now therefore the council of The Corporation of the Municipality of West Grey enacts as follows:

- 1.** That authority for establishing and amending retention periods for the records of The Corporation of the Municipality of West Grey shall be delegated to the municipal clerk subject to the approval of the municipal auditor of such schedules.
- 2.** That the municipal clerk is hereby appointed as the records information officer for the purpose of receiving requests from and responding to persons making requests in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- 3.** That the Records Retention Program Policy identified as Schedule "A", attached hereto form an integral part of this bylaw be adopted and the municipal clerk be authorized to amend the policy from time to time.
- 4.** That the Schedule of Retention Periods identified as Schedule "B" form an integral part of the bylaw be adopted and the municipal clerk be authorized to amend the policy from time to time.
- 5.** That the municipal clerk has the authority to destroy all of the documents provided they have been retained until the retention period, as outlined in Schedule "B" of this bylaw, has expired and a record of those documents destroyed shall be kept by the municipal clerk or their designate.
- 6.** That this bylaw shall be approved by the municipal auditor prior to coming into force and effect.



7. That bylaw no. 29-2001 is hereby repealed.

8. That this bylaw may be cited as the "Records Retention Bylaw".

Read a first and second time this 21st day of July, 2020.

Mayor Christine Robinson

Clerk Genevieve Scharback

Auditor

Date

Read a third time and finally passed this ____ day of _____, 2020.

Mayor Christine Robinson

Clerk Genevieve Scharback