

**COMMUNICATION 132048**

Received from Stacey Blair, Clerk  
Addressed to Committee of the Whole  
Date March 23, 2021  
Topic Records Retention By-Law - Update

**SUMMARY**

The Municipal Act requires that all municipalities establish retention periods during which the records of the municipality, and its local boards, must be retained and preserved. Section 255 (2) of said Act allows for the destruction of original municipal records in accordance with established retention periods and if a retention period has expired.

The Town of Carleton Place last amended its Records Retention By-law in June 2018. The purpose of this update is to ensure that the By-law is meeting the ongoing needs and responsibilities of the Town which will be achieved through:

- Expanding the definition section; and
- Further clarification on the destruction of records.

**COMMENT**

In order to remedy these issues, Staff is recommending that a new Records Retention By-law be implemented in an expedient manner.

The Town of Carleton Place last amended its Records Retention By-law in 2018 with By-law 75-2018. In undertaking a standard review of this By-law, it has been found that the current By-law should be updated to ensure that it can adequately meet the Town's needs.

The draft Records Retention By-law has been amended to provide:

- updated retention periods to reflect current legislation;
- new records categories; and
- updated record category descriptions

The establishment of a standardized and clear process for the destruction of Town records will help to ensure accountability and transparency. In order to allow the routine destruction of business records to be carried out, the attached amended Records Retention By-law (Attachment 1) is recommended for approval and adoption in accordance with the Municipal Act, Section 255 (1), (2) and (3).

Once adopted, the Records Retention By-law will be made available to all Town staff through their managers.

**STAFF RECOMMENDATION**

THAT Council approve the Records Retention By-law which repeals By-law 75-2018.

**ATTACHMENT**

Draft Records Retention By-law