

THE CORPORATION OF THE TOWNSHIP OF ALNWICK/HALDIMAND

BY-LAW NO. 100-2017

Being A By-law of The Corporation of the Township of Alnwick/Haldimand to establish record classifications, periods of retention and authorization of the destruction of the records of the Corporation.

WHEREAS Section 254 of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended, requires municipalities to retain and preserve the records of the municipality and its local boards in a secure and accessible manner;

AND WHEREAS Section 255 of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended, permits municipalities and its local boards to destroy records if a retention period for the record has been established under this section and the retention period has expired or the record is a copy of the original record;

AND WHEREAS By-Law No: 120-2012 being "a by-law of The Corporation of the Township of Alnwick/Haldimand to establish a Records Retention Program Policy for the Corporation" demand that the program be reviewed every 5th year with 2017 being the 5th year;

AND WHEREAS the Council of the Township of Alnwick/Haldimand approved through By-Law 100-2017 a Records Retention Program Policy that establishes the Corporation's commitment to retain, preserve and destroy municipal records;

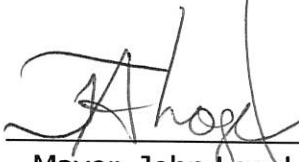
AND WHEREAS the Township Auditor approved Schedule "A" attached to this By-law on October 30, 2017;

NOW THEREFORE BE IT ENACTED as a by-law of the Council of the Corporation of the Township of Alnwick/Haldimand as follows:

1. THAT in this by-law:
 - a. "**Corporation**" means The Corporation of the Township of Alnwick/Haldimand.
 - b. "**Record**" means indicates any unit of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes correspondence, e-mails, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, sound recordings, videotapes, machine readable records, and any other documentary material, regardless of physical form or characteristics, made or received in the course of the conduct of the affairs of the Township of Alnwick/Haldimand, and retained by the Township of Alnwick/Haldimand for the purposes of future reference.
 - c. "**Transitory Record**" means records that are retained solely for convenience of reference (rough notes, calculations, drafts, research notes, etc); required solely for the completion of a routine action, or the preparation of another record; of insignificant or of no value in documenting Township business transactions; not an integral part of a Township record; not filed regularly with the Township's records or records keeping system; not required to meet statutory obligations or to sustain administrative or operational functions.
2. THAT the Corporation will classify, retain and destroy records in accordance with this by-law and the Records Classification & Retention Schedule attached as Schedule A.

3. THAT electronic records may be stored in databases, shared drives, and servers. Records classifications and retention periods indicated in the Records Classification & Retention Schedule apply equally to paper and electronic records.
4. THAT unless otherwise specified in the Records Classification & Retention Schedule, or unless required for legal purposes or as otherwise provided by law, transitory records may be destroyed at any time.
5. THAT Schedule A is to be amended by the Municipal Clerk and/or designate on an annual basis to capture any changes to the types of records and/or retention requirements for records of the Corporation.
6. THAT By-law No. 120-2012 being "A by-law of The Corporation of the Township of Alwick/Haldimand to establish a Records Retention Program Policy for the Corporation" passed on the 15th day of November 2012 is hereby repealed.

This **By-Law No. 100-2017** as read and deemed to be PASSED this 2nd day of November, 2017.



Mayor, John Logel



Municipal Clerk, Robin van de Moosdyk