



THE CORPORATION OF THE TOWN OF COBOURG

BY-LAW NUMBER 011-2020

A BY-LAW TO PROVIDE FOR THE CLASSIFICATION, RETENTION, AND DESTRUCTION OF RECORDS FOR THE CORPORATION OF THE TOWN OF COBOURG, TO ESTABLISH A RECORDS MANAGEMENT POLICY AND TO DELEGATE AUTHORITY TO THE MUNICIPAL CLERK TO ESTABLISH OR AMEND RETENTION PERIODS.

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;

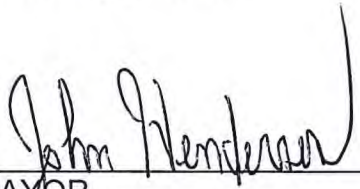
AND WHEREAS the Council of the Corporation of the Town of Cobourg deems it expedient to retain, preserve and destroy municipal records:

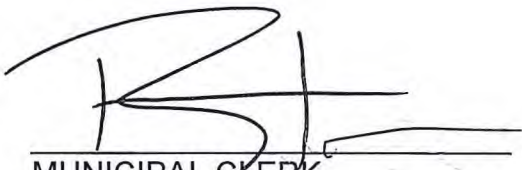
NOW THEREFORE the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. THAT the classes of records listed in Schedule "A" to this by-law shall be retained and preserved in the manner and for the retention periods set out in Schedule "A."
2. THAT the retention periods established in the Records Retention Schedule, attached as Schedule "A" to this by-law, are adopted.
3. THAT all records of the Town of Cobourg will be classified, retained and destroyed in accordance with the Records Retention Schedule, attached as Schedule "A" to this by-law.
4. THAT all records classified under former by-laws of the Town of Cobourg shall assume the retentions established in the Records Retention Schedule, attached as Schedule "A" to this by-law.

5. THAT the policy entitled 'Records Management Program Policy', attached as Schedule "B" to this by-law, is adopted and shall be numbered and inserted in the Corporate Policy Manual.
6. THAT the Authority for establishing and amending retention periods for the records of the Corporation of the Town of Cobourg is delegated to the Municipal Clerk or his/her delegate.
7. THAT By-law No.094-2012 be hereby repealed and any amending By-laws.

Read and finally passed in Open Council on this 24th day of February, 2020.


MAYOR


MUNICIPAL CLERK