



## **The Municipal Corporation of the Town of Fort Erie**

**BY-LAW NO. 108-2000**

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### **BEING A BY-LAW TO ADOPT A NEW RECORDS RETENTION POLICY FOR THE TOWN OF FORT ERIE COMMENCING JANUARY 1, 2000 ( A10)**

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**WHEREAS** Sections 116(1) and (2) of the *Municipal Act*, R.S.O. 1990, c. M45 as amended, provides inter alia that a municipality or a local board thereof, as defined in the Municipal Affairs Act shall not destroy any receipts, vouchers, instruments, rolls or other documents, records and papers, except in accordance with a by-law passed by the municipality and approved by the municipal auditor establishing schedules of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the municipality or local board, and said documents may be destroyed at any time if the original thereof is subject to a retention period within the schedules established by the by-law; and

**WHEREAS** By-law No. 26-91, being a by-law to establish and authorize a records retention policy for the Town of Fort Erie was approved by Council at its regular meeting held February 11, 1991, and

**WHEREAS** an agreement for a records management improvement program with Condar Consulting Inc. was entered into on the 20<sup>th</sup> day of December, 1999, and

**WHEREAS** Condar Consulting Inc. has completed its obligations of the aforementioned contract and the Corporation of the Town of Fort Erie is now in a position to implement a new Records Retention Policy, and

**WHEREAS** it is deemed desirable to adopt the Records Retention Policy attached hereto as Schedule "A";

**NOW THEREFORE** the Municipal Council of The Corporation of the Town of Fort Erie enacts as follows:

1. **THAT** the Recorded Information Management Procedures manual, attached hereto as Schedule "A" outlining, amongst other things, the procedures for the transferring of recorded information to storage, retrieving information from the records centre, disposition of recorded information, be and it is hereby accepted and approved.
2. **THAT** the Records Retention Schedule Policy attached hereto as Schedule "B" be and it is hereby approved and authorized.

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3. **THAT** By-law No. 26-91, being a by-law to establish and authorize a records retention policy for the Town of Fort Erie, shall remain in force and effect until such time as all of the records filed in accordance with The Ontario Municipal Records Management System have met their destruction date.
4. **THAT** this by-law shall come into force and effect upon receipt of approval of the Municipal Auditor and shall be retroactive thereafter to January 1, 2000.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 23<sup>rd</sup> DAY OF MAY, 2000.**

  
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**MAYOR**

  
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**CLERK**

I, the Clerk, Carolyn J. Kett, of The Corporation of the Town of Fort Erie hereby certify the foregoing to be a true certified copy of By-law No. 108-2000 of the said Town. Given under my hand and the seal of the said Corporation this                      day of                      , 2000.

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