



## The Corporation of the Town of Fort Erie By-law 28-2024

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### Being a By-law to Establish a Records Retention Schedule for the Town of Fort Erie and Repeal By-law 43-09, as amended.

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**Whereas** Section 254 of the *Municipal Act, 2001*, as amended, requires municipalities to retain and preserve its records and records of its local boards in a secure and accessible manner; and

**Whereas** Section 255 (3) of the *Act* provides that municipalities may 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; and

**Whereas** TOMRMS is a universal coding and filing classification system which is regularly updated to meet changing legislation and is utilized by the majority of municipalities and supported by the Association of Municipal Managers, Clerks and Treasurer of Ontario; and

**Whereas** By-law 43-09 adopted a Corporate Recorded Information Management (CRIM) program and By-law 34-12 amended By-law 43-09; and

**Whereas** it is deemed desirable to adopt TOMRMS as the records management system for the Town of Fort Erie;

**Now therefore** the Municipal Council of The Corporation of the Town of Fort Erie enacts as follows:

1. **That** The Ontario Municipal Records Management System, as amended from time to time, is hereby adopted as the Records Retention Schedule for The Corporation of the Town of Fort Erie.
2. **That** the Clerk be authorized to amend the Records Retention Schedule from time to time in accordance with this By-law, as required.
3. **That** By-law 43-09, as amended is hereby repealed.
4. **That** the Clerk of the Town is authorized to affect any minor modifications, corrections or omissions, solely of an administrative, numerical, grammatical, semantical or descriptive nature to this by-law or its schedules after the passage of this by-law.

**Read a first, second and third time and finally passed this 26th day of February 2024.**

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Mayor

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Clerk