

## THE TOWN OF STRATFORD RESOLUTION

## **AE004-2020 Records Management Bylaw**

Motion Carried ✓	Council Chambers
Motion Lost	Town Hall
Motion Withdrawn	June 10, 2020
Committee	Accountability and Engagement
Moved by Councillor	Jill Burridge
Seconded by Councillor	Derek Smith

**WHEREAS** Council established a Records Management Policy in 2008 to classify and set retention periods for files; and

**WHEREAS** Section 117 of the Municipal Government Act requires municipalities to establish a Records Retention and Disposal Schedule and the Records Retention Regulations sets out retention and disposal requirements for certain files; and

**WHEREAS** a new Records Retention Bylaw was drafted to meet the Act and Regulation requirements and to continue current records management practices and classification to the greatest extent possible.

**BE IT RESOLVED** that the Records Retention Bylaw, Bylaw # 51, be hereby read and approved a first time.

This resolution bears the recommendation of the Committee of the Whole Council as discussed at a meeting held on June 5, 2020.