



# THE TOWN OF STRATFORD RESOLUTION

## AE005-2020 Records Management Bylaw – 2<sup>nd</sup> Reading

Motion Carried \_\_\_\_\_ ✓  
Motion Lost \_\_\_\_\_  
Motion Withdrawn \_\_\_\_\_

Council Chambers  
Town Hall  
July 8, 2020

Committee \_\_\_\_\_ Accountability and Engagement  
Moved by Councillor \_\_\_\_\_ Jill Burridge  
Seconded by Councillor \_\_\_\_\_ Darren MacDougall

**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 attached Records Retention Bylaw, Bylaw # 51, be hereby read and approved a second time.