

Policy: **Chapter 36**

Coverage: **Town of Trenton**

Council Approval: 2007 / 02 / 13
 Y M D

Effective Date: 2007 / 02 / 13
 Y M D

RECORDS MANAGEMENT AND DESTRUCTION POLICY

Scope

This policy provides for the management and destruction of records within the Town of Trenton and is adopted under authority of Section 34 of the Municipal Government Act.

Policy

1. The Chief Administrative Officer or designate may authorize the destruction of records within the Town of Trenton except the following:
 - (a) deeds, mortgages or other documents or records relating to the title of real property;
 - (b) court records;
 - (c) records required to be kept by any statute or enactment;
 - (d) records less than five (5) years old;
 - (e) minutes, by-laws, policies or resolutions of Council;
 - (f) plans and surveying records;
 - (g) receipts, paid or honoured cheques and invoices less than seven (7) years old, other than those with respect to construction or capital expenditures;
 - (h) receipts, paid or honoured cheques and invoices with respect to construction less than ten (10) years old;
 - (i) coupons, redeemed bonds, and similar documents less than ten (10) years after repayment of issue;
 - (j) books of account and ledgers less than ten (10) years old;
 - (k) pay records less than seven (7) years old; and
 - (l) copies of receipts for taxes and taxes and assessment rolls less than twenty (20) years old.

CAO's Annotation for Official Policy Book

Date of Notice to Council Members of Intent
To Consider (Minimum 7 Days): January 22, 2007

Date of Passage of Current Policy: February 13, 2007

I certify that this Policy was adopted by Council as indicated above.

D. Kasper
Chief Administrative Officer

Feb 14/07
Date