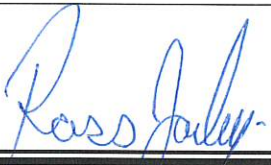


## The Rural Municipality of Elton

<b>REFERENCE:</b>	Office	<b>AUTHORITY:</b>	Council
<b>SUBJECT:</b>	Retention and Disposal of Municipal Records	<b>EFFECTIVE DATE:</b>	January 15, 2019
<b>ADOPTED BY RESOLUTION NO. &amp; DATE:</b>	2020-095 March 17, 2020	<b>NUMBER OF PAGES:</b>	1
<b>AMENDED BY RESOLUTION NO. &amp; DATE:</b>		<b>REEVE'S SIGNATURE FOR APPROVAL</b>	

### **POLICY DESCRIPTION:**

Whereas *The Municipal Act (C.C.S.M. c. M225)* specifies duties that the Municipality must follow which are;

Retention of Municipal Records

262(1) A Council must retain Municipal Records for at least the minimum retention period specified in the regulations.

Certain documents not to be destroyed

262(2) A Council must not destroy municipal records that are specified in the regulations as requiring archival disposition.

Therefore in accordance with the above, Council of the Rural Municipality of Elton hereby authorizes all records held by the Municipality be either retained or disposed of in accordance with Regulation 53/97 of *The Municipal Act* with no review by Council prior to actions being undertaken.