
Procedure Title: Retention
Policy: 2000-02
Adopted: September 13, 2011
Amended:



POLICY STATEMENT:

This Policy has been adopted by the Village of Mannville in an effort to establish standards for the management of the Village's records in an appropriate, systematic and timely manner, consistent with regulatory requirements.

GUIDELINES AND PROCEDURES:

The Office Staff, with authorization from the CAO shall direct all operations of the Record & Retention Management Program Policy pertaining to their Department and any records scheduled for destruction. A retention disposal list (Schedule "A") must be completed and submitted for approval from the CAO and kept for auditing purposes.

All Village of Mannville business records that are created and required to be maintained by employees shall be retained in accordance with this policy and destroyed when they have become obsolete. Including:

1. Monitor compliance with the Retention and Scheduling of Municipal Records;
2. Transfer inactive, unclassified records to the storage facility, if applicable;
3. Initiate the timely destruction of eligible records;
4. Comply with any hold orders.

The procedures for retention, storage and destruction of municipal records should be followed as per the attached "Schedule B" Retention and Scheduling of Municipal Records as set out by Municipal Affairs.

ATTACHMENT(S):

1. Schedule A – Retention Disposal List
2. Schedule B - Retention & Scheduling