



# Committee Report

<b>To:</b>	Warden Hicks and Members of Grey County Council
<b>Committee Date:</b>	March 11, 2021
<b>Subject / Report No:</b>	CCR-CW-04-21
<b>Title:</b>	Records Retention Schedule Update
<b>Prepared by:</b>	Heather Morrison
<b>Reviewed by:</b>	Kim Wingrove
<b>Lower Tier(s) Affected:</b>	
<b>Status:</b>	Recommendation adopted by Committee as presented per Resolution CW56-21; Endorsed by Council per Resolution CC29-21.

## Recommendation

1. **That CCR-CW-04-21 being an update to Grey County's Records Retention Schedule be received; and**
2. **That a by-law be brought forward for Council's consideration to amend the current records retention by-law.**

## Executive Summary

Under the Municipal Act, 2001, as amended, all municipalities in Ontario are required to keep records. The County's records are an important part of demonstrating decisions and/or action taken and are used during investigations and when requested by the public. Failure to be able to provide records when requested would put the County at risk during any litigation claims or Freedom of Information requests. Grey County maintains a records retention by-law that outlines the lifecycle of records from creation to archival or destruction. Grey County's last update to the retention schedule was completed in 2016. The proposed updates reflect changes to legislation, new categories that align with current operations and shifts in departmental responsibilities.

## Background and Discussion

Each municipality in Ontario is required to have a records retention schedule in place. The retention schedule categorizes County operations into functional areas that notes specific documentation, responsible department, active and inactive periods, form of record (paper or electronic), whether it is a vital record in the event of a loss of corporate information and

legislative oversight. Grey County's records retention schedule also includes scope notes to assist staff in determining the appropriate category for any particular record.

Grey County follows TOMRMS, The Ontario Municipal Records Management System and procures the services of the Information Professionals, annually, along with many other municipalities, to complete a review of pertinent legislative changes relative to municipal records. The changes to the retention schedule also recognize new, emerging or shifts in County operations and ongoing complexities within departments.

Grey County maintains both paper and electronic records and follows a records retention and archival or destruction process depending on the lifecycle of the record. Changes to the retention schedule are highlighted for ease of reference. Of note is the removal of the general "00" categories. Staff are working together to ensure that records are filed in the most appropriate category and the elimination of a "catch-all" category will help to ensure the records are saved in the appropriate category and retained for the required time period.

The updated by-law to be brought forward for Council's consideration will include a couple of new clauses. One that speaks to transitory records, being those records that are not corporate in nature-for example all staff memos related to events etc. The clause will permit these records to be destroyed immediately as they hold no corporate value.

The second recommended clause is to permit the Clerk or designate to add new categories on an as needed basis to encompass new and emerging categories without the need to bring back a by-law each time. Regular updates to Council on changes to the Records Retention Schedule would be brought forward as an information report every two years or as required.

## Legal and Legislated Requirements

The Information Professionals annually provides up to date information relative to a number of pieces of legislation related to County operations. Although not everything can be captured, the information from them is very comprehensive. The schedule has been reviewed by the Senior Management Team.

## Financial and Resource Implications

There are no ongoing financial costs associated with this report, other than those already contained within annual operating budgets related to the use of a document management system and services received by the Information Professionals. Each Director reviews the annual records retention schedule and signs off on the destruction of any records before that occurs.

## Relevant Consultation

- Internal Senior Management Team
- External

# Appendices and Attachments

[Draft Updated Records Retention Schedule](#)