



<b>Signed Date:</b> November 18 , 2015	<b>Motion:</b> 180/15 <b>Date:</b> November 18 , 2015
<b>Title:</b> Records Retention and Disposition Policy	<b>Policy No. 30</b>

**Purpose:**

The purpose of this Records Retention and Disposition Policy is to provide guidance to Administration as to the proper procedure for retention and disposal of Village records.

**Policy:**

Administration is authorized, at its discretion, to destroy Municipal files and records after having retained them for at least the number of years specified in the Municipal Affairs "Guide to the Disposition & Scheduling of Inactive Municipal Records."

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Mayor

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Acting CAO