Village of Rycroft
REQUEST FOR DECISION

Council Meeting Date: January 16, 2024

TOPIC: Disposal of Municipal Records as per Records Retention and Disposition Bylaw 87-08

ADMINISTRATION RECOMMENDATION: That Council approve the list of attached documents to be destroyed as per Records Retention and Disposition Bylaw 87-08.

BACKGROUND: As per Bylaw 87-08, Records Retention and Disposition Bylaw, the following list of documents are no longer required to keep in our office.

2016 Copies of Financial working papers
2016 All payment paper accounting records (still have records in Muniware)
2016 All paper Accounts Payable records (still have records in Muniware)

IMPLICATION OF DECISION

FINANCIAL IMPLICATIONS: Cost of mobile shredding service included in operational budget. Last time was ~$100.

POLICY AND/OR LEGISLATIVE IMPLICATIONS: Records are to be managed according to the Council Records Retention and Disposition Bylaw 87-08

ALTERNATIVE OPTIONS:

1. Council could request Administration to keep the documents and amend the bylaw.

Tanis Vinck — January 16, 2024
Administrative Assistant — **Date**

Peter Thomas — January 16, 2024
Chief Administrative Officer — **Date**