



## By-law XX-2025

---

### **A By-Law to Establish a Records Retention Program Policy for the Corporation of the County of Northumberland and to Repeal By-law 27-12**

---

**Whereas** Section 254 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, requires municipalities to retain and preserve the records of the municipality and its local boards in a secure and accessible manner; and

**Whereas** Section 255 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, permits municipalities and its local boards to destroy records if a retention period for the record has been established under this section and the retention period has expired or the record is a copy of the original record;

**Now Therefore Be It Enacted** as a by-law of the Council of the Corporation of the County of Northumberland as follows:

1. **That** retention periods for all municipal records shall be as set out in the Records Retention Schedule (attached as Schedule "A"); and
2. **That** authority for establishing and amending retention periods for the records of the Corporation of the County of Northumberland be delegated to the County Clerk and/or their designate; and
3. **That** the Records and Information Management Policy as set out in Schedule "B" attached hereto and forming part of this by-law be adopted and the Clerk and/or designate be authorized to amend the policy from time to time; and
4. **That** By-law 27-12 is hereby repealed.

**That** By-law XX-2025 be introduced and deemed to be read a first, second and third time, be passed, signed and sealed this 18<sup>th</sup> day of June, 2025.

---

**Brian Ostrander, Warden**

---

**Maddison Mather, Clerk**