

BY-LAW NO. 1675/11

BEING a by-law 1675/11 of the Rural Municipality of Morris authorizing the destruction of certain municipal records.

WHEREAS Section 262(1) and 262(2) of The Municipal Act, Chapter M225, of the Continuing Consolidation of the Statutes of Manitoba, gives provision for the retention and destruction of municipal records;

AND WHEREAS Regulation 53/97 of The Municipal Act provides a listing for the retention periods for records of the Municipality;

AND WHEREAS it is desirous that certain records of the Rural Municipality of Morris be disposed of in accordance to the requirements of the Schedule of Record Retention and Disposal under Regulation 53/97;

THEREFORE BE IT RESOLVED that the Council of the Rural Municipality of Morris enacts as follows:

1. That Schedule "A" to this By-law provides a listing of the records and documents that are to be destroyed in compliance with Regulation 53/97.
2. That the council of the Rural Municipality of Morris authorizes the proper destruction of records of the Municipality according to Schedule "A" that is now attached and forming part of this by-law.

DONE AND PASSED in Council duly assembled in Morris, Manitoba on the day of .

REEVE

CAO

Read a first time on the 12th day of October, 2011
Read a second time on the 9 day November, 2011.
Read a third time on the 9 day November, 2011.

SCHEDULE "A"

By-law No. 1675/11

Listing of documents of the R.M. of Morris that are to be destroyed according to By-law No. 1675/11.

<u>CATEGORY</u>	<u>LABELED</u>
3.2(b) - 4 <i>Imation</i> cartridges (unknown source) new (unused)	Tuesday, Tape 10, 11
3.2(b) – 5 <i>zip</i> discs	Unlabelled
3.2(b) – 5 <i>HP</i> Data Cartridges	Monday, Friday, Thursday, Wednesday, Year End Dec 31/01 before penalties
3.2(b) – 10 <i>Data</i> cartridges 1995-1999	Various back-ups for
4.2 – Blank cheques	Bank of Montreal, dot matrix continuous forms
4.2 – Bank Statements/Cancelled Cheques	1982 – 1985
4.1 – Tax Notices (<i>Municipal Act states to retain for 1 year then destroy</i>)	1983, 1982, 1986, 1989
4.1 – Binders Various (2006)	Straw & Debris Hauling J. B. Trucking Brunet (2) Mesa Straw Dump Binder Mesa Grader Brunet
4.1 – Gravel Tickets (Various Companies)	1989, 1996, 1997, 1998, 1999, 2000, 2002, 2003, 2004, 2006