



Interoffice Memorandum

The Regional
Municipality of Durham
Corporate Services –
Legislative Services

605 ROSSLAND RD. E.
LEVEL 1
PO BOX 623
WHITBY, ON L1N 6A3
CANADA

905-668-7711
1-800-372-1102

durham.ca

Alexander Harras
Director of Legislative
Services & Regional
Clerk

Date: May 24, 2023
To: Regional Council
From: Alexander Harras, Director of Legislative Services & Regional Clerk
Subject: Corporate Records Classification and Retention Schedule – repeal of by-law

On February 1, 2023, Regional Council adopted Delegation of Authority by-law #04-2023, which included a new delegation of authority to the Director of Legislative Services & Regional Clerk to adopt a policy establishing the classification, management, retention and disposition of corporate records, and to make updates to the policy as required in accordance with section 255 of the *Municipal Act, 2001*. The intent of the new delegated authority is to simplify the process to update the Region's records classification and retention schedule on a more regular basis, which will improve the administration of regional records.

In accordance with this delegated authority, a new policy establishing the Region's records classification and retention system has been adopted by the Regional Clerk. By-law #02-2020, which previously established the Region of Durham's records classification and retention schedule, should therefore be repealed. Accordingly, it is recommended that the requisite repealing by-law be adopted, which is included on the agenda for May 24, 2023. Questions may be directed to the undersigned.

A handwritten signature in blue ink, appearing to be 'AH', written over a light blue horizontal line.

Alexander Harras

Director of Legislative Services & Regional Clerk