

# MUNICIPALITY OF THE COUNTY OF KINGS



**For By-Law information contact the Municipal Clerk**

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## BY-LAW # 21

### DISPOSAL OF RECORDS BY-LAW

1. Except in regard to the following:
  - (a) Deeds, mortgages, or other documents or records relating to the title of real property; trustee accounts, assessment records;
  - (b) Courts records;
  - (c) Records required to be kept by any statute;
  - (d) Cheques, invoices other than construction or capital invoices, hospital notices and receipts, payroll records less than seven years old;
  - (e) Coupons, redeemed bonds and like nature documents less than ten years after repayment of issues;
  - (f) Duplicate tax receipts, tax rolls less than twenty years old;
  - (g) Other records, documents, or correspondence less than five years old;
  - (h) Minutes, by-laws, or resolutions of the Council;
  - (i) Plans and surveying records;
  - (j) An executed copy of the affidavit of the Clerk made pursuant to this section;

The Council of the Municipality may, by resolution, cause the destruction of any documents or records after they are no longer required, provided that the clerk submits to the Council, his affidavit setting forth each of the documents or records to be destroyed and that he has personally examined each of the documents or records proposed to be destroyed and that there is nothing of value therein.

2. The Council shall by resolution, prescribe the manner in which the said documents or records are to be destroyed.

#### History of this By-law

Enacted - April 6, 1976