



POLICY NO: 406

**CATEGORY: DISPOSITION OF
OUTDATED RECORDS**

DATE OF APPROVAL: MAY 27, 2013

DATE OF REVIEW: October 4, 2023

The Board of Directors may authorize by resolution the disposition of outdated records in accordance with Volume 4 of the Municipal Administrators Handbook Section R: A Guide to the Disposition and Scheduling of Inactive Municipal Records.

The disposition schedule has documents listed in alphabetical order and the retention period for each is identified by 'P' for Permanent Retention or expressed by a figure in years.