

To: David Creery, Chief Administrative Officer

From: Jeff Bunn, Manager of Legislative Services/Deputy City Clerk

Re: 2025 Records Retention Schedule Update

AIM

To obtain Council's authorization to repeal and replace the Records Retention By-law.

BACKGROUND

On April 7, 2016, Council approved the implementation of a Records Retention program based on the Ontario Municipal Records Management System (TOMRMS). In accordance with the program, the City receives annual updates of legislative changes that affect current retention periods. The program was last updated in April 2025, to reflect the required changes to the program up to that date. The City has since received the 2025 updates and are recommending the By-law be amended to reflect these changes to ensure that the City's record retention schedule is current with the most recent legislative requirements.

COMMENTS

Staff have updated the necessary retention periods and have consulted with all City departments to ensure that there are no operational concerns with the proposed changes.

ATTACHMENTS

The updated Records Retention Schedule has been attached to the by-law under the Draft By-laws section of the Agenda.

RECOMMENDATION

That Woodstock City Council refer the 2025 Records Retention Schedule Update to the bylaw section of the agenda.

Authored by: Jeff Bunn, Manager of Legislative Services/Deputy City Clerk

Approved by: Amy Humphries, Deputy Chief Administrative Officer/City Clerk

Approved by: David Creery, P. Eng, MBA, Chief Administrative Officer