

Records Retention and Disposal Policy

1.0 Policy Statement

The City of Mount Pearl shall create a records retention and disposal schedule for all records series in their custody and control.

2.0 Background

The Records and Information Management Officer is responsible for the effective management of information throughout its lifecycle. Records retention and disposal schedules provide the authority for collecting the information and the authority for the eventual destruction or archiving of City of Mount Pearl records.

3.0 Related Procedure – Records Retention and Disposal Schedules

Each function within the City of Mount Pearl has a records retention and disposal schedule. Each schedule will be known within that functional area, and a copy provided and maintained by the Records and Information Management Officer.

4.0 Approvals



Steve Kent, Chief Administrative Officer

February 7, 2018

Date