



The Corporation of the Municipality of Red Lake

GENERAL ADMINISTRATION POLICY MANUAL

Subject: Information Management	Approval Date: June 17, 2013	By-Law No. 1782-13 <i>(Amended by By-Law No. 39-2020)</i>
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2.2 INFORMATION MANAGEMENT

1. To ensure efficient use of office space, there shall be a record management program including retention, retrieval and destruction of Municipal records and documents. This will require a review of filing and storage systems.
 - 1.1 This program shall be carried out under the authority of the Clerk.
 - 1.2 Destruction of records and documents shall be in accordance with the provisions of the Retention By-Law which requires approval of the Municipal auditors prior to actual destruction of records.

