

**TOWN OF INUVIK  
BY-LAW #1885/GEN/01**

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**A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF INUVIK IN THE NORTHWEST TERRITORIES TO PROVIDE FOR THE DESTRUCTION OF MUNICIPAL RECORDS**

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**WHEREAS** pursuant to the Cities, Towns and Villages Act R.S.N.W.T. 1988 Chapter 8 Section 176 subsection (3) which states:

- (3) A council may, by by-law, provide for the destruction of records kept under subsection (2) when they are no longer useful or required by law.

**AND WHEREAS** the Council deems it desirable and necessary to annually cull and dispose of records and documentation when they are no longer useful in order to utilize the existing records storage space in the most cost-effective manner;

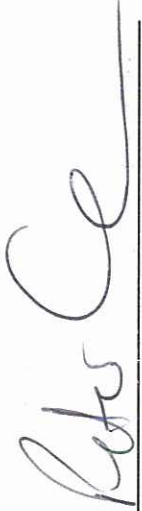
**NOW THEREFORE BE IT RESOLVED** the Council of the Town of Inuvik, in Council duly assembled, enacts as follows:

1. That the Council of the Town of Inuvik may by resolution passed from time to time authorize Administration to dispose of Municipal records and documentation.
2. The Town Administration must submit to Council a detailed schedule of all records and documents proposed for disposal, prior to receiving Council's approval. This Schedule shall be attached to and form a part of this by-law once approved.
3. All Municipal financial records will be retained for a period of seven (7) years, except for those records identified as having to be kept permanently or retained for a shorter period of time.
4. The following Municipal records and documentation will be retained permanently:
  - (a) cemetery records;
  - (b) municipal Regular and Special Council Meeting Minutes;
  - (c) municipal By-Laws;
  - (d) assessment records;
  - (e) land files;
  - (f) any burial, marriage or birth statistical information, including registries or permits;
  - (g) commercial, institution and industrial building plans; and,
  - (h) duplicate certificates of title and title deeds to property.
5. Municipal records or documentation required to be kept on a permanent basis will be stored by means of a scanned optical disc retrieval system, microfiche or other computer information data storage system, or other means deemed appropriate by the Municipality.
6. Daily correspondence files (day files) and original agenda packages for Regular and Special meetings of Council shall be retained for a period of two (2) years before disposal.
7. This by-law comes into effect upon its final passage.

READ A FIRST TIME THIS 14<sup>th</sup> DAY OF February, 2001 A.D.

READ A SECOND TIME THIS 14<sup>th</sup> DAY OF February, 2001 A.D.

READ A THIRD TIME AND FINALLY PASSED THIS 28<sup>th</sup> DAY OF February,  
2001 A.D.



MAYOR



SENIOR ADMINISTRATIVE OFFICER