



Corporation of the Municipality of Temagami

Memo No.
2020-M-127

Memorandum to Council

Subject:	Records Retention Policy
Agenda Date:	September 17, 2020
Attachments:	Policy 1.1.2; Retention Schedule A; TOMRMS Manual

RECOMMENDATION

BE IT RESOLVED THAT Council directs Staff to update the Records Retention Policy;
AND FURTHER THAT Staff prepare a By-Law for Council's consideration at the next meeting.

INFORMATION

Our records retention policy was last updated in 1993. There have been many changes in how records are maintained since then.

At the beginning of the summer, 2020 the Municipality of Temagami introduced the Ontario Municipal Records Management System (TOMRMS) as a new filing system. This new filing system is the process of organizing documents and records into an organized system so that they are very easy to find.

TOMRMS, is a complete file classification system for managing paper and electronic records. This system has been used by hundreds of municipalities since 1990 throughout Ontario. Developed in conjunction with the Association of Municipal Managers, Clerks & Treasurer of Ontario (AMCTO), TOMRMS is the ideal system for tackling large collections of paper documents.

In addition, TOMRMS include a new Records Retention By-law that refers to classification that is updated annually. The Records Retention program is one of the cornerstones of a records management system. The Retention Schedule defines the processing of all records, regardless of the format medium, from their creation to their destruction or their transfer to the archives.

Prepared by:
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