

**TOWN OF INUVIK  
BY-LAW #2061/GEN/02**

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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 of the Northwest Territories, R.S.N.W.T. 1988, c. C-8, section 176, subsection (3) and subsequent amendments thereto, which state:

176. (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 of the Municipal Corporation of the Town of Inuvik 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** that the Council of the Municipal Corporation 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 as Schedule "A" and will form 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 and 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 disk retrieval system, microfiche or other computer information data storage system, or other means deemed appropriate by the municipality.
6. Daily correspondence files and original agenda packages for Regular and Special Council meetings shall be retained for a period of two (2) years before disposal.
7. This by-law will come into effect upon the day of its final passage.

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READ A FIRST TIME THIS 14<sup>TH</sup> DAY OF AUGUST, 2002 A.D.

READ A SECOND TIME THIS 14<sup>TH</sup> DAY OF AUGUST, 2002 A.D.

READ A THIRD TIME AND FINALLY PASSED THIS 11<sup>TH</sup> DAY OF SEPTEMBER,  
2002 A.D.

  
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MAYOR

  
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SENIOR ADMINISTRATIVE OFFICER

**SCHEDULE "A"**  
**MUNICIPAL RECORDS DISPOSAL**

1. **Fire Hall – Cabinet #2:**
  - 1988 Accounts Payable Files
  - 1990-1993 Financial Reports
  - 1988 – 1993 Contribution Agreements
  
2. **Fire Hall – Cabinet #3:**
  - 1992 – 1993 Payroll Records
  - 1992 – 1993 Cash Receipts
  - 1993 – 1994 Business Licences
  
3. **Town Office Second Floor Storage Room:**
  - Row 1 - 1985 – 1992 Miscellaneous Administration Working Files
  - Row 2 - 1992 – 1994 Financial and Accounts Payable Files
  - Row 3 - 1989 – 1992 Financial Files
  - Against Wall - Central Filing System Files Older Than 1995  
(Mainly Correspondence)