TOWN OF SUSSEX POLICY

Subject		Number
RETENTION AND DISPOSAL SCHEDULE		C-16
Date	*Approved by*	*Date*
MAY 18, 2010	COUNCIL [X] OTHER(S) [ ]	FEBRUARY 10, 1996
Signature	*Date of Revision*	
Michael Kimmett	MAY 17, 2010	PAGE 1/1

This retention and disposal schedule policy is to be based on the Municipal Records Authority (MRA) and amendments thereto, which is the official guide for the management of municipal records within the province of New Brunswick.

The MRA serves two purposes. It provides a suggested framework for the organization of all records of the municipality, and supplies approved retention schedules for those records.