



Retention of Land Files Policy

3A.010

Section: 3.0 Planning and Community Services
- A. Planning and Development Services
Authority: General Manager of Planning and Community Services

Statement

The Municipal District of Bonnyville recognizes the importance of the land files (whether they be in paper form or electronic version) and the information those files contain is non-replaceable. These files and documents continue to be updated on a daily basis.

Purpose

To implement a protocol to preserve the land files, the information and content they hold to retain their historical and current data for infinity.

Policy

Land files and contents shall never be deleted in their electronic version, nor destroyed or shredded in their paper version.

Policy Review

Within five (5) years from date adopted / amended / reviewed.

For administrative use only:

Previous Policy Number: (prior to July 24, 2019)	60.61.06
Related Documentation: (plans, bylaws, policies, procedures, etc.)	