

**(b) Destruction of all records shall be carried out in the presence of a witness. The person destroying the records shall provide a statement in writing attesting to the time and location of the destruction of the records, together with a list of the records destroyed, and also the names of the persons witnessing the destruction. The statement of disposition shall be presented to Council and permanently filed with the Council Minutes.**

**(8) RECORD RETENTION SCHEDULES**

**(a) The attached Schedule A is hereby adopted. It may be amended by resolution of Council.**

**(9) STORAGE AND SECURITY**

**(a) It is the responsibility of the Administrator to provide for the adequate storage and security of all Summer Village records.**

**READ A FIRST TIME IN COUNCIL                      THIS 10<sup>TH</sup> DAY OF JULY, 2001**

**READ A SECOND TIME IN COUNCIL                      THIS 10<sup>TH</sup> DAY OF JULY, 2001**

**READ A THIRD TIME IN COUNCIL  
AND DULY PASSED    THIS 10TH DAY OF JULY, 2001**



\_\_\_\_\_  
**Mayor Kevin Kovacs**

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**Municipal Administrator Dennis Evans**