



## Policy Number 11

### DESTRUCTION OF RECORDS

#### POLICY PURPOSE

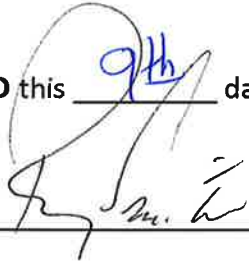
- 11.1 It shall be the policy of the Municipality of the District of Shelburne to have procedures for the retention and disposal of records of the Municipality, recognizing the legislative requirements of the provincial and federal governments and to ensure that premature destruction or disposal of records does not take place.

#### POLICY DETAILS

- 11.2 At least once annually, the Municipality shall review its records to determine what records, if any, are no longer required for municipal purposes and may be disposed of according to this policy.
- 11.3 Before a record is destroyed, at least fourteen (14) days prior to destroying such records, Notice of Intent to Destroy shall be provided to the Municipality's Department Heads and Council. Such persons may personally inspect any of the records by requesting such of the Chief Administrative Officer.
- 11.4 Records which have been authorized for disposal and destruction shall be destroyed in such a manner that will preserve the confidentiality of the material.
- 11.5 A record whose retention period has expired under an approved records retention and disposition schedule and has not been transferred to another appropriate government body or the Municipality's permanent record collection, shall be destroyed unless there is currently a Freedom of Information and Protection of Privacy (FOIPOP) request for such information, the information is subject to current or expected legislation or audit, or a Department Head requests that the records be kept for an additional period of time noting the reasons and time extension requested.
- 11.6 Nothing in this policy shall authorize the destruction of the following documents:
- a. deeds, mortgages, or other documents or records relating to the title of real property;
  - b. court records;
  - c. records required to be kept by statute;
  - d. minutes, bylaws, and resolutions of Council;
  - e. plans, surveying records, charts and maps;
  - f. historically significant documents; and
  - g. copies of all Appendix "A" Records Disposal Authorization forms executed by the Chief Administrative Officer.

**THIS IS TO CERTIFY** that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Destruction of Records on the 27<sup>th</sup> day of February, 2017.

SIGNED this 9<sup>th</sup> day of March, 2017



WARDEN



CHIEF ADMINISTRATIVE OFFICER

Approved by Council: February 27, 2017

Effective Date: February 27, 2017

Appendix "A"

**RECORDS DISPOSAL AUTHORIZATION FORM**

The records described in the attached Affidavit of Chief Administrative Officer are eligible for disposal in accordance with the Policy for Destruction of Records by:

Destruction

Transfer to custody of other government body (specify)

\_\_\_\_\_

Transfer to Municipality's permanent records

I, \_\_\_\_\_, authorize the disposal of the records listed above as scheduled.

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

**Appendix "B"**

**AFFIDAVIT OF CHIEF ADMINISTRATIVE OFFICER**

**IN THE MATTER** of the Destruction of Records and Documents of the Municipality of the District of Shelburne

I, \_\_\_\_\_, of the Municipality of the District of Shelburne, Shelburne, Nova Scotia, make oath and say:

1. **THAT** I am the Chief Administrative Officer of the Municipality of the District of Shelburne;
2. **THAT** I have personally examined each of the documents and records listed on the pages of Exhibit "A" attached to this, my affidavit;
3. **THAT** I have initialed, simultaneously with the swearing to this affidavit, both the top and bottom of each page of the list attached as Exhibit "A";
4. **THAT** to the best of my knowledge and belief, the destruction of the documents contained on said list complies with the provisions of the Municipality of the District of Shelburne's Policy in effect at this time, regarding the destruction of certain records of the Municipality of the District of Shelburne;
5. **THAT**, to the best of my knowledge and belief, the listed documents are of no further use or value to the Council, staff, ratepayers, or residents of the Municipality.

**SWORN TO** at Shelburne,  
in the County of Shelburne,  
Province of Nova Scotia,  
this     day of             , 20     .

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Chief Administrative Officer

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A Commissioner of the  
Supreme Court of Nova Scotia