



TOWN OF KENTVILLE POLICY STATEMENT G53 RETENTION/DESTRUCTION OF RECORDS

1.0 PURPOSE

To provide direction for the retention and/or destruction of records, which have been created by or are in the care, custody and control of staff and council members.

2.0 DEFINITIONS

“Record”

A record can be a book or document, a map, drawing, photograph, letter, voucher, paper and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means. {MGA Part 20 – Freedom of Information and Protection of Privacy – Section 461 (h)}.

3.0 SCOPE

The Town of Kentville will establish a policy to ensure that those records involving the decisions, actions and legislation of the Town, are retained, made readily accessible, and are protected from premature destruction; and further, that those records, which are redundant or have no further value, are systematically destroyed by a controlled method.

4.0 PROCEDURES

1. Retention of Permanent Records

Those records which have become the “official memory” of past decisions of the Town, must be retained in a secure environment and kept indefinitely. The following would be examples of such records:

- Those which are required by an enactment to be kept - minutes, bylaws, policies and resolutions of Council (Authority - Part 2 – Administration – Section 34 (2) of the Municipal Government Act);
- Those relating to the title of real property;
- Court records;
- Plans and surveying records;
- Any agreements, contracts, or other transactions, as part of the numbered document archives in the Town’s vault;

2. Destruction of Printed Documents

- (a) The following is a retention schedule:

Type of Record:	Life Cycle:
Invoices	5 years and older
Returned cheques	5 years and older
Daily cash receipts	5 years and older
Computer print-outs	5 years and older
Meter cards and work orders	5 years and older
General correspondence, memos, etc.	5 years and older
Personnel Records (General)	5 years following termination
Disciplinary Reports	1 year following issuance (as per the HR Policy)
Personal files of terminated employees	5 years
Outdated reports, manuals, plans	as determined by CAO or department head

The procedure for expunging printed documents would be as follows:

- A written summary identifying the types of files and their expunging date will be prepared by the CAO and/or Department Head for review by the Town Clerk;
- The documents identified will be examined by the Town Clerk and approved for destruction;
- The Town Clerk will arrange for and oversee the expunging process;

Destruction of Audio/Video Records

Audio/video records will, for the most part, be subject to the same criteria for retention and destruction, as are printed records. Those records, which are not excluded from destruction (see Section 1) may be expunged when:

- A printed copy of the record has been prepared and approved by the Town Clerk for accuracy;
- identified by the CAO or Department Heads, as being redundant or no longer of value;
- In the case of recorded minutes, see Policy G30-Standards for Recorded Minutes. Generally, this policy states that following approval of the minutes,
- The records of council meetings may be destroyed after 2 years,
- The records of all other meetings may be destroyed after 6 months;

4. Destruction and/or Retention of Electronic Records

Electronic records will, for the most part, be subject to the same criteria for retention and destruction, as are printed records.

In cases where documents are exempted from destruction (see Section 1), these records may be transferred to another medium (i.e. compact discs).

This record must also be coded for easy retrieval and filed in the Town's vault. (Some documents, with an original signature or seal should, if necessary in the opinion of the CAO, be examined by the solicitor prior to conversion.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

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CAO Mark Phillips