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| Records Management Policy R-853-16 | Effective Date: Aug 24, 2016 |
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Part 1 Purpose:

The purpose of this policy is to establish guidelines for the effective management and control of all records belonging to the Municipality of Yarmouth in a consistent and functional manner. (As per Section 34 of the *Municipal Government Act*)

Part 2 Definitions:

- 2.1 CAO** – Chief Administrative Officer of the Municipality of Yarmouth;
- 2.2 Designated officer** – CAO or delegate, having authority to approve the disposition of records;
- 2.3 Disposition** – the manner in which a record is ultimately dealt with, whether that is archived or destroyed;
- 2.4 MGA** – Municipal Government Act;
- 2.5 Municipality** – The Municipality of the District of Yarmouth;
- 2.6 Record** - Record includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records;
- 2.7 Records Retention Schedule** – prescribes the period of time that records are kept to meet the operational, legal, regulatory, financial or other requirements of the Municipality. The Records Retention Schedule also provides instructions as to the manner and time of the disposition of a record.

Part 3

All records in the custody and control of the employees and Council of the Municipality are the property of the Municipality of Yarmouth. All records of the Municipality of Yarmouth must comply with the Records Management system and this policy. All employees and management and council of the Municipality must comply with this policy.

Part 4

It is the policy of the Municipality of Yarmouth to identify and preserve information resources that serve to reconstruct the evolution of policy and program decisions or

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have archival value. The Municipality shall ensure that such information is organized in a manner to be readily available for the study of decision making in the Municipality and other research purposes which help explain the historical role of the Municipality.

Part 5

The purpose of this Policy is to establish effective management, control and administration over the disposition of all information, regardless of format, and to do so in a manner that is user-friendly and tailored to meet user needs in accordance with good management practices and to provide municipal administration with clear and concise direction as to the destruction of municipal records based on a retention schedule.

Part 6

It is the policy of the Municipality of Yarmouth to create, classify, maintain, access, retrieve, store, destroy and preserve information resources throughout their life cycle according to the standards and procedures prescribed under the Association of Municipal Administrators Records Management Manual.

Part 7

It is the policy of the Municipality of Yarmouth to manage information resources as a valuable Government asset for the purposes of:

- 7.1 supporting effective decision making;
- 7.2 meeting operational requirements;
- 7.3 ensuring the widest possible use of information resources within the Municipality;
- 7.4 protecting the legal, financial, and other interests of the Municipality and the Public; and
- 7.5 restricting access where required, in accordance with Part XX of the Municipal Government Act (Freedom of Information and Protection of Privacy).

Part 8

It is the policy of the Municipality of Yarmouth to ensure that all information resources, regardless of format, are subject to timely public access according to the provisions and limitations of the MGA (Part XX).

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Part 9 Disposal

A record whose retention period has expired under an approved records retention and disposition schedule and has not been transferred to the municipal archives must be destroyed unless:

- 9.1 a request under *Part XX, Freedom of Information and Protection of Privacy, Municipal Government Act* is pending on the record;
- 9.2 the subject matter of the record is pertinent to pending legislation or a pending audit;

and/or

- 9.3 the Department Head or CAO requests that the record be retained for an additional period with such request clearly stating the reason for the continued retention.

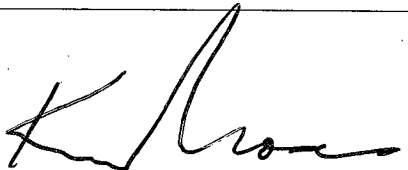
Part 10

When the Designated Officer determines that the retention period for a given record described in the Records Retention Schedule has ended, the Designated Officer may allow the record to be destroyed or otherwise disposed of in accordance with the instructions outlined in the Records Retention Schedule and in consultation with stakeholders within the organization as detailed below:

- 10.1 the destruction actions must always be authorized, allowing for staff to intercede if specific issues such as a government investigation, audit, freedom of information access request, litigation or legal claim require that destruction must be halted. (A sample records destruction approval form is included in Appendix A);
- 10.2 records pertaining to any actual or pending government investigation, audit, freedom of information access request, litigation or legal claim should not be destroyed;
- 10.3 records destruction should be undertaken in a manner that preserves the confidentiality of records, including the privacy of information about individuals;

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- 10.4 all copies of records that are authorized for destruction, including security, preservation and backup copies, should be destroyed as soon as reasonably possible;
- 10.5 records should be maintained to document the destruction actions, along with information about the records series title, date range and date of destruction; and
- 10.6 records that are required by any enactment to be kept, and all minutes, bylaws, policies and resolutions of Council shall not be destroyed.

| Chief Administrative Officer's Annotation for Official Policy Book | |
|---|-------------------------|
| Date of Notice to Council members of Intent to Consider (7 days Min) | July 21, 2016 |
| Date of Passage of current Policy | August 24, 2016 |
| I certify that this <i>Records Management Policy</i> was adopted by Council as indicated above. | |
|  <hr/> Chief Administrative Officer | August 30, 2016 Date |

Date last reviewed: July 13, 2016

Date last amended:

Date last reviewed by the By-Law and Policy Review Committee: July 13, 2016

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Schedule A

RETENTION OF PERMANENT RECORDS

Records that have become the “official memory” of past decisions of the Municipality of Yarmouth must be retained in a secure environment and kept indefinitely. The following are the documents referred to as “permanent”:

Those records required by an enactment (i.e.: *CRA*, *MGA*, etc.) to be kept:

- (a) Council Matters:
 1. By-laws;
 2. Policies;
 3. Minutes;
 4. Resolutions; and
 5. CD/DVD recordings of Council meetings
- (b) Planning & Development Matters:
 1. Approved Planning Strategies (MPS) and Land Use By-laws (LUB);
 2. Approved Subdivision plans;
 3. Approved Development Agreements; and
 4. Development Permits.
- (c) Building Matters:
 1. Building Permits;
 2. Occupancy Permits; and
 3. Building Inspection Reports.
- (d) Municipal Structures:
 1. Plans (Survey/Engineering/Architectural) and specifications for any municipal structure, building, utility, road, sewer or waterline;
 2. Permits and other approvals by regulatory authorities; and
 3. Deeds/Agreements/Leases for real properties in which the Municipality is named as the Grantee/Owner.
- (e) Pension/Benefit Files for retired and current employees of the Municipality (i.e.: Actuarial Reports, agreements, letters, etc.)
- (f) Financial Documents:

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1. Annual Financial Statements;
 2. General Ledgers;
 3. Journals (cash receipts/disbursements, general, purchase);
 4. Auditor's Reports.
- (g) Administrative documents:
1. Contracts/Collective Agreements;
 2. Partnerships;
 3. Employment Contracts;
 4. Legal Matters/Correspondence.
- (g) Summary Sheet confirming what documents were destroyed and the date of the destruction.



Appendix "A" Records Disposal Authorization Form

Department:

For year(s):

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| Municipality: | Municipality of the District of Yarmouth |
| Address: | 932 Highway 1, Hebron, NS B5A 5Z5 |

Records Description:

| Classification Number and/or File Name | Description of Record | Classification Number and/or File Name | Description of Record |
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Submitted by:

Date

Authorized by:

Date