



## **VILLAGE OF CHESTER RECORDS MANAGEMENT AND DESTRUCTION POLICY**

The Municipal Government Act (MGA), Section 421(1), states: a village may adopt a policy for the management and destruction of records; and 421(2), states records required to be kept by any enactment and minutes, by-laws, policies or resolutions of the village commission may not be destroyed; and 421(3), states village commission may, by policy, specify further classes of records that are not to be destroyed or that are to be kept for set period.

### **1.0 Mandate**

The Village of Chester will ensure that the records of the Village of Chester are protected from premature destruction and disposed of once their value ceases.

### **2.0 Policy Statement**

The Village of Chester will arrange, retain, archive, and/or dispose of its records in accordance with the provisions of the Records Management Manual of the Association of Municipal Administrators of Nova Scotia.

### **3.0 Definitions**

**3.1** "Record" means all the ledgers, receipts, vouchers, instruments, maps, recordings, videotapes, electronic files, electronic mail, and any other information that is produced or received by the Village.

**3.2** "Archival Records" means a record no longer required for current administrative, legal, or financial needs, but which has been appraised as having endured historical, information, evidential, or research value.

**3.3** "General Records" means all short-term records not restricted in purpose or required for future reference and deemed to be nonspecific in nature.

**3.4** "Transitory Records" means records received or created while doing a job which have only short term, immediate or no future value to the Village and includes records which are duplicate copies of an original record of the Village.



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### **4.0 Record Exemptions**

Nothing in this policy shall authorize the destruction of the following documents:

- 4.1** Deeds, mortgages, or other documents or records relating to the title of real property;
- 4.2** Court records;
- 4.3** Records required to be kept by any statute;
- 4.4** Minutes, by-laws, or resolutions of the Commission;
- 4.5** Plans, surveying records, charts and maps;
- 4.6** Historically significant documents; and
- 4.7** Copies of all Records Disposal Authorization forms executed by the Clerk/Treasurer.

### **5.0 Destruction of Records**

- 5.1** Before a record is destroyed, the Clerk/Treasurer must execute a “Records Disposal Authorization form”.
- 5.2** Records which have been authorized for disposal shall be destroyed in a manner that preserves the confidentiality of any information they may contain.
- 5.3** The Clerk/Treasurer must ensure that all disposition notices and certificates of destruction are preserved.
- 5.4** 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:
  - i)** A request under Part XX, Freedom of Information and Protection of Privacy, Municipal Government Act is pending on the record;
  - ii)** The subject matter of the record is pertinent to pending legislation or a pending audit;

**Approved:** October 10, 2019

**Motion #** 19-121

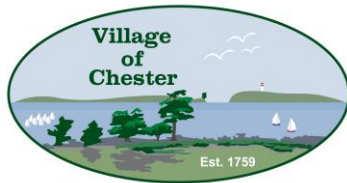




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### Records Retention Schedule

Subject	Description	Retention Years
Accountants	Working Papers	7
Accounts	Payable vouchers, Receivable invoices	7
Administration	Reports as per legislation	7
Advertising	General	2
	As per legislation	7
Agenda	Part of Minutes	P
Agreements	General	10
	Development, Legal, Easements	12 S/O
Annexation	Correspondence	7
	Final Order	P
Annual Reports	Local Boards	5
Applications	Site Plan Approval Subdivision	3
	Part-time Employees	1
Assessment	Rolls, Assessment Review Board Minutes	P
	Appeals	12
Bank	Deposit Books and Slips	7
	Memos, Reconciliations, Statements	7
Briefing/Reports	to Commission	7
Budgets	Operating and Capital (in Minutes)	P
	Working Papers	3
Bylaws	All approved	P
Cash	Receipts and Disbursements Journal	7
Cheques	Cancelled, Registered, Stubs	7
Committee	Minutes	P
Contracts	Files, Forms, Legal	12 S/O
Commission	Minutes	P
Development	Agreements, applications and approval	P
Drainage	Plans, Licenses, Agreements, and Projects	P
Elections	Ballot Box Contents (Uncontested)	1
	Nomination papers	1
Engineering	Drawings	P
Employees	Job Applications (hired)	3
	Job Applications (not hired)	1
	Personnel File (after cessation or termination)	7
Insurance	Claims (after Settlement)	12



## VILLAGE OF CHESTER RECORDS MANAGEMENT AND DESTRUCTION POLICY

Subject	Description	Retention Years
Land	Appraisals	1
	Land Files	P
	Notices of Change of Land Titles	12 S/O
Legal	Opinion, Proceedings	20 S/O
	Litigations	20
	Writs	12
	Maps & Plans	Base, Contour, Building Plans, Surveys
Minutes	Commission, Boards, Committees	P
Payroll	Garnishees	3
	Individual Earnings	7
	Timecards, sheets, and EI Records	5
Permits	Development	12 S/O
Plans	Official, Amendments, Subdivision	P
Publications	Local Reports	3
Receipts	Books, Duplicate Cash, Registration	7
Street	Sign Inventory Register	P
Taxes	Arrears, Credits, Receipts	7
	Recovery, Rolls, Sale Deeds	P
Tenders	Files, Successful, Purchase Quotations	12
	Unsuccessful	2
Vendors	Contracts, Suppliers files	12

Note: "S/O" indicates Superseded or Obsolete.  
 "P" indicates Permanent