



POLICY

Records Management

Records Management	
Policy No. 120-013	Supersedes Policy Number 1221-24
Effective Date 2015-10-20 Amended:	Approved By Council (Motion Number) 26-10-15

1.0 Purpose

The purpose of this policy is to establish a Records Management Policy for the Town of Wolfville and as outlined in section 34 of the *Municipal Government Act*, to provide guidance with respect to the disposal of the Town of Wolfville municipal documents to ensure:

- Municipal documents/records are, as a minimum, retained for the length of time as outlined in the AMA Records Management Manual;
- Limited space and/or dollar resources are not unnecessarily utilized for archiving historical records; and
- That records are managed in a way that supports the efficient and effective functioning of the Town of Wolfville.

2.0 Scope

This Policy covers all records created and received by the Town of Wolfville. Its provisions extend to all staff conducting business on behalf of the Town.

3.0 References

- 3.1 [Freedom of Information and Protection of Privacy Act](#)
- 3.2 [Government Records Act](#)
- 3.3 [Public Archives Act](#)
- 3.4 [Municipal Government Act \(MGA\), Section 34](#)
- 3.5 AMA Records Management Manual, Second Edition, 2013

4.0 Definitions

- 4.1 **Council** means the council of the Town of Wolfville.
- 4.2 **Designated Officer** means the person designated and authorized by the Chief Administrative Officer of the Town of Wolfville to act on behalf of the Town of Wolfville to manage and maintain the Records Management System. For the Town of Wolfville, the Designated Officer is the Director of Corporate Services.



POLICY

- 4.3 **Manual** means the AMA Records Management Manual, second edition, as amended from time to time.
- 4.4 **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.
- 4.5 **Records Management System** means an electronic or paper-based system used by the Town of Wolfville to manage the records of the Town of Wolfville from record creation through to records disposal.

5.0 Policy

5.1 Records Management System Established

The Records Management System of the Town of Wolfville is established and authorized from the effective date of this Policy.

5.2 Compliance with Records Management System

All records in the custody and control of the employees of the Town of Wolfville are the property of the Town of Wolfville. All records of the Town of Wolfville must comply with the Records Management System and this policy. All employees and management of the Town of Wolfville must comply with this policy.

5.3 Designated Officer

The Director of Corporate Services, is responsible for the management and maintenance of the Records Management System.

5.4 Adoption of the Manual

The Director of Corporate Services is authorized to adopt and maintain the Manual as part of the Records Management System. Records of the Town of Wolfville must be created, accessed, maintained and disposed of only as provided by the Manual. The Manual includes a Records Retention Schedule that prescribes the period of time that records are kept to meet the operational, legal, regulatory, financial or other requirements of the Town of Wolfville. The Records Retention Schedule also provides instructions as to the manner and time of the disposition of the record.

5.5 Integrity and Authenticity Maintained

The Records Management System must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.

5.6 Authorization to Amend Manual

The Director of Corporate Services is authorized to amend the Manual.



POLICY

5.7 Disposal by Designated Officer

When the Director of Corporate Services determines that the retention period for a given record described in the Records Retention Schedule has ended, the Director of Corporate Services 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:

- 5.7.1 Annually, the Town will dispose of records no longer required to be maintained by policy and/or law. Disposal will be carried out by way of shredding for paper documents and effective deletion/destruction of electronic records;
- 5.7.2 The following documents shall not be disposed/destroyed:
 - Minutes of Council, Committee of Council, Council Advisory Committees, or any committee/commission appointed by Council;
 - Town By-laws and policies; and
 - Assessment rolls
- 5.7.3 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;
- 5.7.4 Records pertaining to any actual or pending government investigation, audit, freedom of information access request, litigation or legal claim should not be destroyed. There should be processes to impose a “legal hold” when specific requirements arise;
- 5.7.5 Records destruction should be undertaken in a manner that preserves the confidentiality of records, including the privacy of information about individuals;
- 5.7.6 All copies of records that are authorized for destruction, including security, preservation and backup copies, should be destroyed as soon as reasonably possible; and
- 5.7.7 Records will be maintained electronically to document the destruction actions.
- 5.7.8 Records that are required by an enactment to be kept, and all minutes, by-laws, policies and resolution of Council shall not be destroyed.



POLICY

5.8 Policy Review

The policy will be reviewed every four years from effective/amended date.

Wini Maudon

CAO or Town Clerk

October 20, 2015

Date