



POLICY

Records Management

Records Management	
Policy No. 120-013	Supersedes Policy Number 1221-24
Effective Date 2015-10-20 2026-05-19	Approved By Council (Motion Number) 26-10-15 10-05-26

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 AMANS Records Management Manual;
- Limited space and/or dollar resources are not unnecessarily utilized for archiving historical records; and
- 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 [Public Archives Act](#)
- 3.3 [Municipal Government Act \(MGA\), Section 34](#)
- 3.4 AMANS Records Management Manual, Fourth Edition, 2025

4.0 Definitions

- 4.1 **AMANS** is the Association of Municipal Administrators Nova Scotia
- 4.2 **Council** means the council of the Town of Wolfville.



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- 4.3 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 and all the records therein, and for providing access to employees. For the Town of Wolfville, the Designated Officer is the Town Clerk.
- 4.4 Manual** means the AMANS Records Management Manual, fourth edition, as amended from time to time.
- 4.5 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.
- 4.6 Records Management System** means an electronic or paper-based system used by the Town of Wolfville to manage the **Town** records from record creation to record disposal.
- 4.7 Records Retention and Disposition Schedule** refers to the Manual's system for classification of all records which explains how long to retain them from creation or received date, until they are eventually destroyed or archived.
- 4.8 The Town** refers to the Town of Wolfville.

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 Designated Officer is responsible for the management and maintenance of the Records Management System and will delegate aspects of their responsibilities to other appropriate Town staff, as deemed necessary.
- 5.4 Adoption of the Manual**
The Designated Officer is authorized to adopt and maintain the Manual as part of



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the Records Management System. All 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 and Disposition 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 the Manual that is in use

The Town Clerk of Wolfville is authorized to amend this policy to update the Manual edition that is being utilized to the most recent version of the Manual.

5.7 Disposal

The Designated Officer determines that the retention period for a given record allows the record to be destroyed or otherwise disposed of in accordance with the instructions outlined in the Records Retention and Disposition 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 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, Advisory Committees of Council, any committee/commission appointed by Council, and any resolution of Council;
- Town By-laws and policies;
- Assessment rolls

5.7.3 The destruction actions must always be authorized, allowing 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 Where records are subject to an actual or pending investigation, audit, access request, litigation, or legal claim, destruction shall be suspended and a legal hold process shall be implemented in accordance with established procedures.

5.7.5 Records destruction should be undertaken in a manner that preserves



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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.

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.

5.8 Policy Review

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

A handwritten signature in black ink, appearing to read 'R. Martin', is written over a horizontal line.

Town Clerk

June 13, 2026

Date