

COUNCIL POLICIES AND PROCEDURES

SECTION - H

MISCELLANEOUS

POLICY: Records Management

POLICY NUMBER: H-11

APPROVAL DATE: April 12, 2000

AMENDED DATE: September 16, 2026

PURPOSE: The purpose of this policy is to establish a consistent process for the management, retention, preservation, and destruction of Municipal records.

This policy supports accountability, legislative compliance, efficient operations, public access to information where permitted, and the protection of confidential and personal information.

LEGISLATIVE AUTHORITY: This policy is established in accordance with *Section 34 of the Municipal Government Act*.

Records that are required by law to be kept, including minutes, by-laws, policies, and resolutions of Council, shall not be destroyed.

Council or the Chief Administrative Officer may identify additional records that must not be destroyed or that must be kept for specified time periods.

SCOPE: This policy applies to all Municipal records, (regardless of format) created, received, used, stored, or maintained by the Municipality.

This includes records held by all departments, agencies, boards, commissions, committees, employees, members of Council, volunteers, contractors, and any other person or body acting on behalf of the Municipality.

POLICY STATEMENT The Municipality of the District of Guysborough shall manage Municipal records as corporate assets.

Municipal records shall be created, classified, stored, retained, accessed, preserved, and destroyed in accordance with this policy, the MGA and the AMANS Records Management Manual, as amended from time to time.

TERMS:

1. It is the policy of the Municipality of the District of Guysborough to create, classify, maintain, access, retrieve, store, preserve and destroy municipal records throughout their life cycle according to the standards and procedures prescribed under the Association of Municipal Administrators Records Management Program;
2. Municipal records shall be managed as valuable municipal assets to support effective decision-making, operational requirements, public accountability, legislative compliance, and the protection of the Municipality's legal, financial, historical, and administrative interests.
3. Records required by law to be kept, including minutes, by-laws, policies, and resolutions of Council, shall not be destroyed.
4. The Municipality shall make every effort to utilize LaserFiche's electronic filing system, and therefore is not permitted to keep hard copies after the proper electronic filing actions have been taken.
5. It is the policy of the Municipality of the District of Guysborough to ensure that records management functions are incorporated into existing and future information technology applications.
6. Municipal records shall only be destroyed where the applicable retention period has expired, the record is not required to be kept permanently, the record is not subject to any legal, audit, access to information, privacy, investigation, insurance, or other hold, and destruction has been authorized by the Clerk or designate.
7. Records approved for destruction shall be destroyed in a secure and confidential manner appropriate to the format and sensitivity of the record.
8. It is the policy of the Municipality of the District of Guysborough to reduce response burden on the Public by eliminating unnecessary collection of information, and to ensure that the collection of any personal information is in accordance with the Municipal Government Act.
9. It is the policy of the Municipality of the District of Guysborough to store all records electronically and there is no requirement to store the original paper copy once it is scanned, unless identified as "archived" by retention schedule.