

MUNICIPALITY OF THE DISTRICT OF LUNENBURG  
APPROVED AT OCTOBER 19, 1999 COUNCIL MEETING

POLICY MDL-08

PART8-RECORDS MANAGEMENT AND DESTRUCTION

<u>Purpose</u>	1. The purpose of the policy is to ensure that all municipal records are kept in an orderly manner and indexed in accordance with good management practices and to provide municipal administration with direction as to destruction of municipal records after specified age period.
Authoriy MGAs. 34	2. This policy is made pursuant to section 34 of the Municipal Government Act.
Records not to be destroyed	3. Records that shall not be destroyed are: (a) those that are required by an enactment to be kept;  (b) by-laws of Council:  (c) Minutes of Council:  (d) resolutions of Council:  (e) approved planning strategies;  (f) approved plans of subdivision:  (g) approved development agreements;  (h) development permits:  (i) building permits:  (j) occupancy permits:  (k) Building inspection reports:  (l) survey, engineering and architectural plans and specifications for any municipal structure, building, utility, road, sewer or waterline, or site as long as that structure, building, utility, road, sewer or waterline, or site remains under the control or ownership of the

Municipality and not less than ten years after such structure, building, utility, road, sewer or waterline, or site is no longer under the control and/or ownership of the Municipality.

(m) deeds for real properties in which the Municipality is named as the Grantee, provide however, a Deed may be destroyed after the Municipality no longer owns the subject property.

(n) summary records of destroyed records.

Contracts

4. Contracts between the Municipality and other parties may be destroyed when any applicable statutory limitation periods have expired after the expiration or termination of such contracts.

Destruction  
of records

5. (a) Records, other than those stated herein before or hereinafter, may be destroyed after they are ten years of age upon the approval of the Chief Administrative Officer.

(b) Municipal accounting records may be destroyed after six years and in accordance with policies and procedures from the Department of Municipal Affairs.

(c) the Chief Administrative Officer shall prepare a summary of the records to be destroyed.