

The Village of Bible Hill

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Date Adopted: May 15, 2018

Records Retention Policy

Rationale:

This policy is to ensure that the records of The Village of Bible Hill are readily accessible, protected from premature destruction and disposed of once their value ceases as well as to ensure that the records of The Village of Bible Hill are kept in a fashion that allows compliance with **Part XX, Freedom of Information and Protection of Privacy** of the **Municipal Government Act** in an efficient and effective manner.

Policy Statement:

It is the policy of The Village of Bible Hill to arrange, retain, archive and/or dispose of its records in accordance with **Part XV111, Villages, S421 (1)-(4)** of the **Municipal Government Act**.

Definitions

1. **Record** – means book, document, map, drawing, photograph, letter, voucher, paper and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include computer program or any other mechanism that produces records.
2. **New Record** – means any book, document, map, drawing, photograph, letter, voucher, paper and any other thing on which information is recorded or stored by graphic, electronic, mechanical, or other means that is acquired, purchased, manufactured, produced, copied or reproduced on or after the approval and commencement date of this policy.
3. **Existing Record** – means any book, document, map, drawing, photograph, letter, voucher, paper and any other thing on which information is recorded or stored by graphic, electronic, mechanical, or other means that is acquired, purchased,

manufactured, produced, copied or reproduced prior to the approval date and commencement date of this policy.

4. **Archival Record** – means a record no longer required for current administrative, legal or financial means, but which has been assessed by the Village Commission as having historic, facts, evidence or research value.

Care and Custody

1. Records in the care and custody of The Village of Bible Hill (the “Village”) are the property of the Village.
2. Village employees are responsible for ensuring that all Records in their custody and care not accessed on a regular basis be transferred to the appropriate storage where they will await their final disposition and for ensuring compliance with this policy and any other applicable policies, directives or guidelines that may be developed with regards to information resource management.
3. The Village Commission must:
 - a. Ensure the proper environment, facilities and resources for preserving the Archival Records acquired by the Village for as long as their continuing value to the Village stands;
 - b. Promote the responsible care and handling of the Archival Records acquired by the Village, and;
 - c. Carry out the function of preserving and maintaining the Archival Records acquired by the Village in accordance with other such policies, practices or guidelines as may from time to time be determined by the Commission

Destruction of Records

1. Before a Record is destroyed, authorization must be received from the Village Commission.
2. Records, which have been authorized for disposal, shall be destroyed in a manner that preserves the confidentiality of any information they may contain.
3. All disposition notices and certificates must be preserved
4. A Record whose retention period has expired under the approved records retention and disposition schedule and has not been transferred to the Village Archives file must be destroyed unless:
 - a. A request pursuant to Part XX, Freedom of Information and Protection of Privacy, Municipal Government Act is pending on the Record;

- b. The subject matter of the Record is pertinent to pending legislation pending audit, pending legal matters and/or
- c. The Village Commission requests that the Record be retained for an additional period with such request clearly stating the reason for the continued retention;
- d. It is less than seven (7) years old.

Records Retention and Disposal Schedule

Type of Record	Retain	Dispose of	Specific Instructions
Commission Minutes	X		Retain Forever
Committee Minutes	X		Retain Forever
Plans and Survey Records	X		Retain Forever
Deeds/Easements/etc.	X		Retain Forever
Court Records	X		Retain Forever
Records Required by Statute	X		Retain Forever
Bylaws	X		Retain Forever
Payroll Records		X	After 7 Years
General Correspondence		X	After 7 Years
General Ledgers		X	After 7 Years
Studies		X	After 7 Years

Lois MacCormick
Chair

Robert Christianson
Clerk and Treasurer