

BY-LAW 25

DESTRUCTION OF DOCUMENTS

1. The Council of the Municipality of the County of Richmond may by resolution in form similar to Schedule "B" of this By-Law, cause the destruction of documents or records after they are no longer required provided that the Clerk submits to Council his affidavit setting forth each of the documents or records proposed to be destroyed and that there is nothing of value therein.
2. The affidavit of the Clerk setting out that he has personally examined each document or record and that there is nothing of value therein may be in form as set out in Schedule "A" of this By-Law.
3. Nothing in this By-Law shall authorize the destruction of the following documents:
  - (a) deeds, mortgages, or other documents or records relating to the title of real property;
  - (b) court records;
  - (c) records required to be kept by any statute;
  - (d) records less than five years old;
  - (e) minutes, by-laws or resolutions of the Council;
  - (f) plans and surveying records;
  - (g) receipts, paid or honoured cheques and invoices other than those with respect to construction or capital expenditures, hospital notices and receipts, and pay roll records less than seven years old;
  - (h) receipts, paid or honoured cheques and invoices with respect to construction less than ten years old;
  - (i) coupons, redeemed bonds and similar documents less than ten years after repayment of issue;
  - (j) books of account and ledgers less than ten years old;
  - (k) copies of receipts for rates and taxes and assessment.

SCHEDULE "A"

AFFIDAVIT OF CLERK

IN THE MATTER OF BY-LAW NUMBER 26

and

IN THE MATTER OF THE DESTRUCTION OF DOCUMENTS AND RECORDS OF THE  
MUNICIPALITY OF THE COUNTY OF RICHMOND

I, ..... of .....  
in the County of Richmond, Clerk of the Municipality of the County of Richmond,  
do make oath and say:

1. That I am Municipal Clerk of the Municipality of the County of Richmond.
2. That I have personally examined each of the documents or records listed immediately below pursuant to a By-Law permitting the destruction of documents and records which are no longer required.
  - (a)
  - (b)
  - (c)
  - (d)
  - (e)
3. That the aforementioned list does not contain any document or record exempt from destruction pursuant to Section 3 of By-Law Number .....
4. That to the best of my knowledge there is nothing of value contained therein.
5. That the said documents and records are no longer required by the said Municipality.

SWORN before me at .....  
in the County of .....  
Province of .....  
this ..... day of .....  
A.D., 19 .....

.....  
CLERK

.....  
COMMISSIONER

SCHEDULE "B"

RESOLUTION of the Council of the ..... of .....

WHEREAS the documents and records of the Municipality of the County of Richmond to wit:  
(as set out in the affidavit of the Municipal Clerk sworn to the .....  
day of ..... A.D., 1977) are no longer required:

AND WHEREAS according to the said affidavit of the Clerk the said documents and records  
have been personally examined by the Clerk and he has determined that there is nothing  
of value therein and that the said documents and records do not include any documents  
or records which are exempt from destruction pursuant to Section 3 of the By-Law.

BE IT THEREFORE RESOLVED that the said documents and records as set out in the said  
Affidavit of the Clerk be forthwith removed and destroyed.

THIS IS TO CERTIFY that the foregoing is a  
true copy of a resolution duly passed at a  
duly called meeting of the .....  
of .....  
on ..... A.D., 19 .....

GIVEN under the hands of the .....  
and the ..... and under the  
corporate seal of the said .....  
this ..... day of .....  
A.D., 19 .....

.....  
WARDEN

.....  
CLERK