

MUNICIPALITY OF THE COUNTY OF RICHMOND

POLICY

POLICY NAME: **DOCUMENT SHREDDING**

APPROVAL DATE: **DECEMBER 12, 2005**

PREAMBLE:

Richmond Municipal Council wishes to provide uniformity, with respect to the shredding of documents.

POLICY:

It shall be a policy of the Municipality of Richmond County that all spoiled correspondence or other spoiled documents produced in the Municipal Administration Offices shall be completely shredded before being discarded to prevent and protect against inadvertent or unauthorized disclosure. Drafts of correspondence or documents shall be shredded only when placed in the shredding bin by the responsible officer. Any correspondence or document forwarded to a third party from the Municipal Administration Offices shall be recorded by true copy held in the appropriate file.