

**MUNICIPALITY OF THE COUNTY OF RICHMOND  
POLICY**

**POLICY NAME: MUNICIPAL RECORDS MANAGEMENT**

**APPROVAL DATE: FEBRUARY 25, 2013**

**PREAMBLE:**

The Municipality recognizes the importance of proper handling of Municipal records in the interests of public accountability and accessibility, and protection of confidentiality and of personal privacy.

This policy is established pursuant to s.34 of the Municipal Government Act to implement effective records management processes in accordance with legislative requirements.

This policy applies to the Municipality's administrative branch , to Municipal Council and to all committees, boards and agencies under the authority of the Municipality.

**POLICY:**

**Municipal records**

1. Records and documents generated or received and in the possession of the Municipality are presumed to be Municipal records and subject to the procedures herein.
  
2. Municipal records include but are not limited to the following:
  - a. minutes , resolutions, by-laws and policies;
  - b. deeds, surveys, plans and other documents concerning the Municipality's real property;
  - c. insurance policies, leases, contracts for goods and services;
  - d. tender documents;
  - e. staff / employee personnel, payroll and pension records;
  - f. financial accounts, ledgers, receipts, cancelled cheques, coupons, bills;
  - g. internal staff correspondence;

- h. correspondence with and from members of the public;
  - i. inter-governmental correspondence;
  - j. court documents;
  - k. correspondence with and from municipal solicitors;
  - l. photographs, publications, historical records;
  - m. by-law enforcement records including complaints, notices, warnings, and issued SOTs;
  - n. other materials as identified.
3. Municipal records may exist in document, electronic, photographic or other form and nothing in the foregoing list is intended to limit the definition or identification or any particular material as a municipal record for purposes of this policy.

**Municipal property**

4. Municipal records are the property of the Municipality and not of any individual employee, officer or councillor.

**Administration, responsibility and certification**

5. This policy shall be administered by the Chief Administrative Officer .
6. The Municipal Clerk shall be responsible for maintaining the minutes of Council's meetings, and Council's by-laws and policies.
7. The Municipal Clerk may certify copies of minutes, by-laws and policies and other Municipal records in accordance with the *Municipal Government Act*.

**Public access and municipal accountability**

8. Municipal records shall be managed, stored and maintained, so as to ensure accessibility for purposes of public access and municipal accountability
9. The CAO is the responsible officer for the Municipality for purposes of any request for access to Municipal records pursuant to the Freedom of Information and Protection of Privacy provisions of the *Municipal Government Act*.

**Legislation, legal and financial**

10. Municipal records shall be managed, stored and maintained to ensure compliance with the Municipality's legal obligations and protection of its legal and financial interests.

**Not for Destruction**

11. The following records shall not be destroyed:
  - a. minutes of Council meetings, including meetings of committees of Council;
  - b. resolutions of Council (included in minutes);
  - c. by-laws and policies passed and adopted by Council;
  - d. deeds , plans, surveys and other documents confirming and affecting real property interests of the Municipality;
  - e. court documents;
  - f. pension records;
  - g. assessment rolls, audited financial statements, and general ledger books of account;
  - h. records designated to be maintained for historical or special interest;
  - i. any other record required by law to be retained indefinitely;

**Mandatory Retention Periods**

12. The following records shall be maintained for the minimum periods stated hereunder:
  - a. contracts for goods and services shall be maintained during the lifetime of the contract and for 10 years after conclusion of the contract;
  - b. copies of cash receipts and journals shall be retained for 20 years ;
  - c. payroll records shall be retained for 20 years;
  - d. cancelled coupons, redeemed bonds or debenture documentation shall be retained for 10 years;
  - e. cancelled cheques and accounts payable invoices and vouchers for general operations or capital purposes shall be retained for 10 years;
  - f. sub-ledgers for water, sewer, taxes, accounts payable, cash disbursements reports, journal entries, and supporting documentation shall be kept for 10 years.
13. After the expiry of the required maintenance periods set out in paragraph 12 here

above, the records described therein may be destroyed, subject to the following:

- a. where applicable, receipt of written government authorization (e.g. from Revenue Canada, the Minister of Municipal Relations);
- b. confirmation of authorization from the CAO;
- c. affidavit of the Municipal Clerk sufficiently identifying what the record comprised and its date of destruction,

**Other records**

14. Municipal records other than those set out here above shall be maintained in the appropriate department and file and shall not be discarded or destroyed except subject to the approval and authorization of the CAO.
15. Nothing in this policy shall prohibit the routine discarding of expended envelopes and destruction of rejected drafts provided that the CAO may give direction from time to time for particular office practices to administrative staff .
16. Every effort shall be made to ensure complete destruction of drafts , by shredding, to avoid inadvertent exposure of information which is or may be confidential.

**Manner of Destruction**

17. Municipal records to be destroyed shall be destroyed by shredding and or by burning only.
18. The destruction shall be carried out at the direction of the CAO and subject to confirmation by the Municipal Clerk by affidavit.
19. The destruction may be carried out by an approved contractor or by Municipal staff under the authority and oversight of the CAO.

**List**

20. A "Destroyed Records" List shall be maintained in the custody of the CAO setting out:
  - a. the type of record destroyed;
  - b. by concise reference the nature or content of the record destroyed (e.g. cash

- receipt journal for April 30 2005 to May 1 2007;
- c. the date of destruction;
- d. confirming the CAO's approval and the Clerk's affidavit .

**Preservation of unique or special interest records**

21. The Municipality wishes to preserve records which enable reconstruction of the evolution of policies and programs or which have archival value.
22. Photographs, plans, publications and other types of records may be identified from time to time by Municipal councillors or staff as having particular historical or other interest to the Municipality and its residents .
23. Such materials may be referred to the CAO for **designation** to be preserved whether in the original or by electronic or other copy form.