

RECORDS MANAGEMENT AND DESTRUCTION POLICY	
Effective Date 2016-04-01	Revision Date 2018-11-19 2026-02-17

1 PURPOSE

- 1.1. Records management is an integral component to a municipality’s operation and has become a necessity for municipalities due to changes in legislation. The Association of Municipal Administrators of Nova Scotia has developed a Records Management Manual which combines a standard classification systems and records retention and disposal schedule for municipal records. The Manual establishes levels of responsibility to reduce duplication and to designate accountability for records.

2 SCOPE

- 2.1. The objective of the Records Management and Destruction policy is to establish effective management control and administration over the receipt, creation, use, maintenance, storage and ultimate disposal of all information, regardless of format, and to do so in a flexible manner that is user-friendly and tailored to meet user needs. This policy supports compliance with the *Municipal Government Act*.

3 DEFINITIONS

In the context of this document:

“**Council**” means the Council of the Town of Middleton.

“**Town**” means the Town of Middleton.

“**Designated Officer**” means the person designated and authorized by the Chief Administrative Officer of the Town of Middleton, to act on behalf of the Town of Middleton to manage and maintain the Records Management System.

“**Manual**” means the AMA Records Management Manual, as amended from time to time.

“Office of Primary Responsibility (OPR)” means the office that has primary responsibility for a category of records or holds the master/official file copy of any record or series of records. The OPR maintains the official master copy of the records in order to satisfy operational, financial, legal, audit and other requirements. This includes signing off on the destruction of records designated as being under his/her care.

“Record” includes books, documents, maps, drawings, photographs, letters, vouchers, paper and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

“Records Management System” means a paper-based and/or electronic system used by the Town to manage the records of the Town from record creation through to records disposal.

“Electronic document / electronic record” is described as data that is recorded or stored on any medium in or by a computer system or other similar device and that can be read or interpreted by a person or a computer system on other similar devices and includes a display, print out or other output of that data, other than a printout and further refers to documents or records that have been created, used and stored in digital medium, using computer hardware and software as well as human intelligence to create, modify, store, access and retrieve the documents. Hard copies can also be converted into digital records by scanning.

4 POLICY

4.1. Records Management System Established

The Records Management System of the Town is established and authorized from the effective date of this policy.

4.2. Compliance with Records Management System

All records in the custody and control of the employees and Council of the Town are the property of the Town. All records of the Town must comply with the Records Management System and this policy. All employees and Council of the Town must comply with this policy.

4.3. Designated Officer

The Designated Officer is responsible for the management and maintenance of the Records Management System.

4.4. Adoption of the Manual

The Designated Officer is authorized to adopt and maintain the Manual as part of the Records Management System. Records of the Town must be created, accessed, maintained and disposed of only as provided by the Manual. The Manual includes a Records Retention Schedule that prescribes the period of time that records are kept to meet the operational, legal, regulatory, financial or other requirements of the Town. The Records Retention Schedule also provides instructions as to the manner and time of the disposition of a record.

4.5. Integrity and Authenticity Maintained

The Records Management System must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.

4.6. Authorization to Amend Manual

The Designated Officer is authorized to amend the Manual.

4.7. Destruction of Records

When the Designated Officer determines that the retention period for a given record described in the Records Retention Schedule has ended, the Designated Officer will allow the record to be destroyed or otherwise disposed of in accordance with the instructions outlines in the Records Retention Schedule and in consultation with stakeholders within the organization as detailed below:

- 4.1.1 The destruction actions must always be authorized, allowing for employees and Council to intercede if specific issues such as a government investigation, audit, freedom of information access request, litigation or legal claim require that destruction must be halted.
- 4.1.2 Records pertaining to any actual or pending government investigation, audit, freedom of information access request, litigation or legal claim shall not be destroyed until the issue is resolved. The original disposal schedule will then resume.
- 4.1.3 Records destruction shall be undertaken in a manner that preserves the confidentiality of records, including the privacy of information about individuals.
- 4.1.4 All copies of records authorized for destruction, including security, preservation, and backup copies, shall be destroyed in accordance with approved retention and destruction procedures. Records shall be maintained to document the destruction actions. Certificates of destruction are generally provided by service agencies, and these are retained permanently, along with information about the records series title, date range and date of destruction.

- 4.1.5 Payroll records of any kind shall be retained for seven (7) years plus the current year.
- 4.1.6 Any document or documents requiring Canadian Revenue Agency approval or other Governmental approval shall not be destroyed unless the required written approvals have been received.
- 4.8. Records that are required by any enactment to be kept, and all minutes, by laws, policies and resolutions of Council shall not be destroyed.

5 REPEAL, REPLACE, OR AMEND

5.1.A policy known as Records Management, policy number A 5.3, having an effective date of April 1, 2016, is hereby replaced.

I, ASHLEY CROCKER, Chief Administrative Officer of the Town of **Middleton**, do hereby certify that the Policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the 17th day of FEBRUARY 2026.



Chief Administrative Officer

Policy Adoption	
Date of 7-day notification to Council	February 2, 2026
Date of Approval	February 17, 2026