

# **RECORDS MANAGEMENT & DOCUMENT DESTRUCTION POLICY**

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## **1. PREAMBLE**

This Policy aims to ensure that the records of the Village are readily accessible, protected from premature destruction, and disposed of at the appropriate time. The Village shall arrange, retain, archive, and/or dispose of its records in accordance with Part XV111, Villages, S421 (1)-(4) of the Municipal Government Act.

## **2. CUSTODY OF DOCUMENTS**

Records in the care and custody of the Village are the property of the Village. Village employees are responsible for ensuring that all records in their custody and care are properly stored. Furthermore, records not used on a regular basis are placed in storage where they will await either permanent storage or final disposition in compliance with this Policy.

The Village Commission must:

- ensure the proper resources and storage facility for preserving records created and acquired by the Village;
- promote the responsible care and handling of records created and acquired by the Village;
- carry out the function of preserving and maintaining records created and acquired by the Village in accordance with other such policies, practices, or guidelines as may from time to time be determined by the Commission.

## **3. DISPOSAL OF RECORDS**

The Village must maintain the following records, in perpetuity:

- construction or capital invoices;
- courts records;
- deeds, easements, mortgages, or other documents or records relating to the title of real property owned by the Village;
- Minutes, by-laws, or resolutions of the Commission and its Committees;
- records required to be kept by any statute.

The Village must maintain the following records, according to time limits:

- cheques, financial records, invoices, and payroll records for a period of seven years;
- duplicate tax receipts and tax rolls for a period of twenty years;

- other correspondence, documents, records, or studies for a period of five years;
- personnel records for former employees for a period of ten years;
- Property Value Services Corporation records for a period of two years.

The Commission may, by resolution, cause the destruction of any documents or records after they are no longer required, provided that the Clerk/Treasurer or their appointed designate for this purpose submits to the Commission an affidavit setting forth each of the documents or records to be destroyed, and that the documents or records proposed to be destroyed have been personally examined and that there is nothing of value therein.

The Commission shall by resolution, prescribe the manner in which the said documents or records are to be destroyed.