

RESOLVED by the Town Council of the Town of Parrsboro that the following by-law be and the same is hereby enacted and that the Clerk be and is hereby instructed to forward same to the Minister of Municipal Affairs with a request for his approval hereof.

DESTRUCTION OF DOCUMENTS

1. The Council of the Town of Parrsboro may by resolution, cause the destruction of any documents or records after they are no longer required provided that the Clerk submits to the Council his affidavit setting forth each of the documents or records to be destroyed and that he has personally examined 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 the 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 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

- rolls less than twenty years old;
- (1) the affidavit of the Clerk made pursuant to this by-law and the resolution of the said Council pursuant thereto.

I, D.K. Gamblin, Clerk of the Town of Parrsboro do hereby certify that the foregoing is a true copy of a by-law passed at a duly called meeting of the Town Council of the Town of Parrsboro duly convened and held on the 10th day of October A.D., 1973.

Dated at Parrsboro, Nova Scotia this 11th day of October A.D. 1973.

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*Approved October 31<sup>st</sup> 1973*

Schedule "A"  
Affidavit of Clerk

In the Matter of the Destruction of Documents and  
Records of the

I, \_\_\_\_\_ of \_\_\_\_\_ in the County of \_\_\_\_\_  
\_\_\_\_\_, Clerk of the \_\_\_\_\_ do make oath and

say:

1. That I am \_\_\_\_\_ Clerk of the \_\_\_\_\_
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 aforesaid list does not contain any document  
or record exempt from destruction pursuant to Section 3 of  
By-Law governing the destruction of documents,
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 Town Council.

SWORN before me at \_\_\_\_\_  
in the County of \_\_\_\_\_ Province  
of Nova Scotia this \_\_\_\_\_ day  
of \_\_\_\_\_ A.D. 197 . \_\_\_\_\_  
Clerk

.....  
.....  
COMMISSIONER etc.

Schedule "B"

Resolution of the Council of the

Whereas the documents and records of the  
as set out in the affidavit of the Clerk  
sworn to the day of A.D. 19 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 duly held on  
the day of  
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 .

.....  
(Mayor)

.....  
(Clerk)