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**Municipality of Cumberland Policy 04-01**  
**Records Management Policy**

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**General**

1. This policy is entitled “Records Management Policy”.
2. This policy is applicable throughout the municipal unit, including all departments in the municipal unit falling under the authority of the CAO, and throughout all of the municipal unit’s agencies, boards and committees.

**Definitions**

In this Policy, unless the context otherwise requires,

- (1) “CAO” means the Chief Administrative Officer of the Municipality;
- (2) “Council” means the Council of the Municipality;
- (3) “Municipality” or “Municipal Unit” means the Municipality of the County of Cumberland.

**Purpose**

3. To establish effective management control and administration over the receipt, creation, use, maintenance, storage, and ultimate disposition of all information, regardless of format, and to do so in a flexible manner that is user-friendly and tailored to meet user needs.
4. To support compliance with the *Municipal Government Act, Part XX Freedom of Information and Protection of Privacy* and the *Revenue Canada Act*, and any other relevant legislation.

5. To designate responsibilities, authority and accountability for the management of municipal information, regardless of format.

**Policy Statement**

6. It is the policy of the Municipal Unit to create, classify, maintain, access, retrieve, store, destroy, and preserve information resources throughout their life cycle according to the standards and procedures prescribed under the Association of Municipal Administrators Records Management Manual.
7. It is the policy of the municipal unit to manage information resources as a valuable asset for the following purposes:
  - supporting effective decision making;
  - meeting operational requirements;
  - ensuring the widest possible use of information resources within the Municipal Unit;
  - protecting the legal, financial, and other interests of the Municipal Unit, and the public; and
  - restricting access according to the Nova Scotia Municipal Government Act, Part XX.
8. It is the policy of the Municipal Unit to identify and preserve information resources that serve to reconstruct the evolution of policy and program decisions or that have archival value. It is also the policy of the municipal unit to ensure that such information is organized in a manner to be readily available for the study of decision making in the municipal unit and for other research purposes which help explain the historical role of the municipal unit.

9. It is the policy of the Municipal Unit to ensure that records management functions are incorporated into existing and future information technology applications.
10. To facilitate an efficient records management and retrieval system, it is the policy of the Municipality to eliminate the unnecessary collection of information by maintaining only records which are pertinent to the operational requirements of the municipality, coordinating information collection to avoid duplication, and to ensure that the collection of personal information is in accordance with the Nova Scotia *Municipal Government Act, Part XX, Freedom of Information and Protection of Privacy*.
11. It is the policy of the municipal unit to ensure that all information resources, regardless of format, are subject to timely public access according to the provisions and limitations of the Nova Scotia *Municipal Government Act, Part XX, Freedom of Information and Protection of Privacy*.

#### **Adoption of Classification and Retention Schedule**

12. The Municipal Unit in accordance with the Nova Scotia *Municipal Government Act* adopts the Association of Municipal Administrators Records Management Manual as its approved classification system and records retention schedule.

#### **Destruction of Records**

13. The Municipal Unit will not destroy minutes, bylaws, policies and resolutions of council in accordance with Section 34 of the Nova Scotia *Municipal Government Act*.

*Municipality of the County of Cumberland*

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Clerk's Annotation For Official Policy Book

Date of Notice to Council Members  
of Intent to Consider [7 days minimum]: February 4 2004

Date of Passage of Current Policy: February 18, 2004

I certify that this Policy was adopted by Council as indicated above.

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Date