

#67. TOWN OF LUNENBURG PROCEDURAL POLICY:

MUNICIPAL RECORD RETENTION AND DISPOSAL

1. DEFINITIONS

In this Procedural Policy, unless the context otherwise requires,

- (1) **“archival record”** means a record no longer required for current administrative, legal or financial needs, but which has been appraised by the Town Manager/Clerk as having enduring historical, informational, evidential or research value;
- (2) **“record”** means a record of information in any form including books, documents, maps, plans, machine readable records, drawings, photographs, letters, vouchers and papers, sound recordings, videotapes, microfilm, electronic files, electronic mail transmissions, databases and spreadsheets, and any other information that is written, photographed, recorded or stored in any manner and that is produced or received by the Town of Lunenburg; and
- (3) **“Town”** means the Town of Lunenburg.

2. CLASSIFICATION SYSTEM AND RETENTION SCHEDULE

The Town adopts the Association of Municipal Administrators (AMA) Record Management Manual (“Manual”) attached hereto as its approved classification system and records retention schedule for all records.

3. CARE AND CUSTODY

- (1) Records in the care and custody of the Town are the property of the Town.
- (2) Town employees are responsible for ensuring: all records in their custody and control are classified in accordance with the approved classification and retention Manual; records not accessed on a regular basis are properly stored until final disposition; and compliance with this Procedural Policy and any other policies, directives or guidelines that may be developed regarding records management.

4. DESTRUCTION OF DOCUMENTS

- (1) Before a record is destroyed, the Town Manager/Clerk shall approve same in accordance with the Manual and this Procedural Policy.
- (2) Records approved for disposal, shall be destroyed in a manner that preserves the confidentiality of any information they may contain, e.g., shredding, incineration, etc.
- (3) A record whose retention period has expired under the approved records retention and disposition Manual must be destroyed except:
 - (i) a request under *Part XX, Freedom of Information and Protection of Privacy, Municipal Government Act* is pending on the record;
 - (ii) the subject matter of the record is pertinent to pending legislation or a pending audit;
 - (iii) Town Council and/or Department Head(s) request that the record be retained for an additional period with such request stating the reason for continued retention;
 - (iv) deeds, mortgages or other documents or records relating to the title of Town real property;
 - (v) current Town leases and encroachment licenses;
 - (vi) Court records concerning the Town;
 - (vii) records required to be kept by any statute;
 - (viii) records less than six (6) years old;
 - (ix) Town minutes, by-laws or resolutions; and
 - (x) Town plans and survey records.