
TOWN OF BRIDGEWATER

RECORDS MANAGEMENT POLICY

Policy #: 80 Date of Approval: 22 Nov 2021 Resolution#: 21-239
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1.0 TITLE

This policy may be cited as the “Records Management Policy”.

2.0 SCOPE

- 2.1 This policy is applicable throughout the Town of Bridgewater, including all departments in the municipal unit under the authority of the Chief Administrative Officer (CAO), and throughout all of the municipal unit’s agencies, boards, and commissions.

3.0 PURPOSE

- 3.1 To establish effective management control and administration over the receipt, creation, use, maintenance, storage, and the ultimate disposition of all information, regardless of format, through the Laserfiche Records Management System and to do so in a flexible manner that is user-friendly and tailored to meet user need.
- 3.2 To support compliance with the Municipal Government Act, Part XX – Freedom of Information and Protection of Privacy, and other relevant legislation.
- 3.3 To designate **Offices of Primary Responsibility (OPR)** for the creation and maintenance of a particular file class of records regardless of format.
- 3.4 To convert the Town of Bridgewater into a primarily paperless organization except in instances where original hard copies are required to be maintained (ie: archival records).

4.0 INTERPRETATION

In this policy:

- 4.1 “**COUNCIL**” means the Council of the Town of Bridgewater;

- 4.2 “**RECORDS MANAGER**” means the person designated and authorized by the Chief Administrative Officer (CAO) of the Town of Bridgewater, to act on behalf of the Town to manage and maintain the Records Management System;
- 4.3 “**OFFICE OF PRIMARY RESPONSIBILITY**” means the department which is responsible and accountable for the creation, maintenance, and custody of the master record. This reduces the un-necessary retention of duplicates.
- 4.4 “**MANUAL**” means the AMA Records Management Manual; 3rd Edition 2017, as amended from time to time;
- 4.5 “**RECORD**” as described in Part XX – *Municipal Government Act* which is defined as “books, documents, maps, drawings, photographs, letters, vouchers, papers 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; (Section 461[h])
- 4.6 “**RECORDS MANAGEMENT SYSTEM**” means an electronic system used by the Town of Bridgewater to manage the records of the Town of Bridgewater from record creation through to records disposal using the AMA Records Management structure integrated into the Laserfiche Records Management Software System.
- 4.7 “**LASERFICHE**” is a document management software which assists an organization in the management, sharing, and searching of documents in secure setting;
- 4.8 “**ELECTRONIC FILING**” is a computer based filing system for storage, cataloguing and retrieval of documents within a large database. It replaces hard-copy/paper documents.
- 4.9 “**PAPERLESS FILING**” also known as “paper-free” is an office environment which uses minimal physical paper and uses primarily digital documents.

5.0 RECORDS MANAGEMENT SYSTEM ESTABLISHED

The Town of Bridgewater, in accordance with Section 34(1) of the Nova Scotia *Municipal Government Act*, hereby adopts the Association of Municipal Administrators Records Management Manual, 3rd Edition 2017, and any subsequent updates, as its authorized classification system and records retention schedule.

6.0 COMPLIANCE WITH RECORDS MANAGEMENT SYSTEM

- 6.1 All records in the custody and control of the employees of the Town of Bridgewater are the property of the Town of Bridgewater;
- 6.2 All records of the Town of Bridgewater must comply with the Records Management System and this policy; and
- 6.3 All employees and management of the Town of Bridgewater must comply with this policy.

7.0 RECORDS MANAGER

The Chief Administrative Officer shall designate a Records Manager. The Records Manager is responsible for the management and maintenance of the Records Management System.

8.0 MAINTENANCE OF THE MANUAL

The Records Manager is authorized to maintain the Manual as part of the Records Management System and to amend the Manual, consulting with the Records Management Committee where such amendments impact or change the records schedule. Records of the Town of Bridgewater 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 of Bridgewater. The Records Retention Schedule also provides instructions as to the manner and time of the disposition of a record.

9.0 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.

10.0 AUTHORIZATION TO AMEND MANUAL

The Records Manager is authorized to amend the Manual as required based on the needs of the Town.

11.0 RECORDS DISPOSAL

When the Records Manager determines that the retention period for a given record has ended, as described in the Records Retention Schedule, the Records Manager shall prepare a list of the records to be destroyed, or otherwise disposed of, in accordance with the instructions outlined in the Records Retention Schedule. This list shall be provided to the Chief Administrative Officer who if necessary, reviews and consults with department heads on specific records, then authorizes:

- 11.1 all records whose retention period has expired under an approved records and retention schedule and has not been transferred to archives must be destroyed unless:
 - a) a request under Part XX, Freedom of Information and Protection of Privacy, *Municipal Government Act* is pending on the record;
 - b) the subject matter of the record is pertinent to a pending or actual government investigation, audit, litigation or legal claim; or
 - c) The Department Head for the record requests the record(s) be retained for an additional period with such request stating the reason for the continued retention.

11.2 that a Certificate of Destruction be signed and retained permanently, along with information about the records series title, date range and date of destruction. A sample records destruction approval form is included in Appendix “A”.

12.0 DOCUMENT DISPOSAL

Nothing in this policy shall authorize the destruction of the following records:

12.1 Records that are required by Section 34(2) of the *Municipal Government Act*:

- Records that are required by an enactment to be retained
- Bylaws, policies, minutes, agendas and resolutions of Council

12.2 Other Records:

Category	Record Type
Planning & Development	Municipal Planning Strategy & Land Use Bylaw; subdivison plans; development agreements; development permits
Building Matters	Building Permits;Occupancy Permits; Building Inspection Reports
Municipal Structures	Plans (Survey/Engineering/Architectural) and specifications for any municipal structure; building; utility; road, sewer, waterline; permits and other approvals by regulator authorities
Financial	Annual financial statements, general ledgers, Auditor’s Reports
Contracts/ Collective Agreements	Government Construction, Partnerships, Employment Contracts, Labour Contracts (CUPE, PANS)
Miscellaneous	Documents historical in nature, Summary Sheet confiming destruction of documents with date of destruction; Legal Matters and supporting correspondence; Cemetery documentation; Heritage Registry; Strategic Plan(s)
Election	Nomination Papers, Election Results

13.0 DOCUMENT STORAGE

13.1 Electronic Filing to be carried out on all documents where possible.

13.2 Hard copies to be kept of any documents where electronic filing is not possible or as required by the guidelines established in accordance with section 14.

13.3 Filing/Storage of documents in the “Office of Primary Responsibility” which is described as the office for which the document was originally created and maintained.

14.0 DOCUMENT SCANNING PARAMETERS

14.1 The Records Manager with establish guidelines for electronic storage of records to ensure adequate DPI resolution, based on record type and Optical Character Recognition Mode (searchable text).

SCHEDULE "A"

RECORDS DISPOSAL/DESTRUCTION AUTHORIZATION

SECTION "A": IDENTIFICATION

Municipal Unit: Town of Bridgewater

Address: 60 Pleasant Street, Bridgewater, NS B4V 3X9

Contact Name: _____

Contact Phone: _____

SECTION "B": RECORDS DESCRIPTION

BOX NUMBER	CLASSIFICATION NUMBER	DESCRIPTION OF RECORD/BOX CONTENTS

** use additional paper if more space needed

SECTION "C": AUTHORIZATION

The records described above are eligible for disposal, in accordance with the Records Management Policy, by:

- Destruction
- Transfer to archive (vault/storage room DND [do not destroy])
- Other (specify): _____

I, _____ authorize the disposal of the records listed above as scheduled.
(Chief Administrative Officer)

Date

Chief Administrative Officer