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**DEPARTMENT:** ALL DEPARTMENTS

**TITLE:** **RECORDS MANAGEMENT POLICY**

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## **POLICY STATEMENT**

All records in the custody and control of the employees of the Town of Amherst are the property of the Town of Amherst. It shall be the policy of the Town of Amherst to arrange, retain, archive and/or dispose of its records in accordance with the provisions of the Records Management Manual of the Association of Municipal Administrators of Nova Scotia

## **PURPOSE**

1. To ensure that the records of the Town of Amherst are readily accessible, protected from premature destruction and disposed of once their value ceases.
2. To ensure that the records of the Town of Amherst are kept in a fashion that allows compliance with *Part II of the Municipal Government Act* (Freedom of Information and Protection of Privacy) in an efficient and effective manner.

## **DEFINITIONS**

- a) "record" - includes 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.
- b) "new record" – any book, document, map, drawing, photograph, letter, voucher, paper and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, that is acquired, purchased, manufactured, produced, copied or reproduced on or after June 1, 1999.
- c) "existing record" – any book, document, map, drawing, photograph, letter, voucher, paper or any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, that is acquired, purchased, manufactured, produced, copied or reproduced before June 1, 1999.

## **TRANSITIONAL PROVISIONS**

1. This policy shall become effective for all new records on June 1, 1999.
2. This policy shall become effective for all existing records on October 1, 1999.