

M3 DESTRUCTION OF DOCUMENTS BYLAW

1. The Municipality of Annapolis County 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 of 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 bylaw.
3. Nothing in this bylaw 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, bylaws or resolutions of the Council;
 - (f) plans and surveying records;
 - (g) receipts, paid or honoured cheques and invoices less than seven years old, other than those with respect to construction or capital expenditures; hospital notices and receipts less than seven years old; 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 or account and ledgers less than ten years old;
 - (k) copies of receipts for taxes and assessment rolls less than twenty years old;
 - (l) the affidavit of the Clerk made pursuant to this bylaw and the resolution of the said Council pursuant thereto.

Passed by Council this 19th day of JANUARY, A.D., 1993.

Ronald T. Grant

Ronald T. Grant
Municipal Clerk

BYLAW M3

First Reading: December 15, 1992

Second / Third Reading: January 19, 1993

Ministerial Approval: February 11, 1993

SCHEDULE "A"

AFFIDAVIT OF CLERK

IN THE MATTER OF THE DESTRUCTION OF DOCUMENTS AND RECORDS OF THE MUNICIPALITY OF THE ANNAPOLIS COUNTY.

I, _____ of _____, in the County of Annapolis, Clerk of the Municipality of Annapolis do make oath and say:

- 1. That I am the Clerk-Treasurer of the Municipality of Annapolis County.**
- 2. That I have personally examined each of the documents or records listed immediately below pursuant to a bylaw permitting the destruction of documents and records which are no longer required.**
- 3. That the aforesaid list does not contain any document or record exempt from destruction pursuant to Section 3 of the bylaw 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 Municipal Council.**

SWORN before me at Annapolis Royal in the County of Annapolis and Province of Nova Scotia, this ___ day of _____, A.D., 20__.

Municipal Clerk

A Commissioner of the Supreme Court of Nova Scotia