



TOWN OF WINDSOR BYLAW # 07 DESTRUCTION OF DOCUMENTS BYLAW

- 07.01** The Council may by resolution (as set forth in Schedule “B” attached hereto) cause the destruction of 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 or 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.
- 07.02** 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.
- 07.03** 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 other than those with respect to construction or capital expenditures, hospital notices and receipts, and payroll 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 of account and ledgers less than ten years old;
 - (k) Copies of receipts for rates and 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;

SCHEDULE "A"

AFFIDAVIT OF TOWN CLERK

In the Matter of Bylaw 7.01

-AND-

In the Matter of the Destruction of Documents and Records of the Town of Windsor, I _____ of _____ in the County of _____, Clerk of the Town of Windsor do make oath and say:

- 1. That I am Town Clerk of the Town of Windsor.
- 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.
 - (a)
 - (b)
 - (c)
- 3. That the aforesaid list does not contain any document or record exempt from destruction pursuant to Section 7.03 of Bylaw Number 7.01.
- 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 Town Clerk.

SWORN BEFORE ME at)
 in the County of)
 and Province of Nova Scotia)
 this ____ day of _____)
 A.D., 20__)
)

 TOWN CLERK

 COMMISSIONER

SCHEDULE "B"

RESOLUTION OF THE COUNCIL OF THE TOWN OF WINDSOR

WHEREAS the documents and records of the Town of Windsor as set out in the affidavit of the Town Clerk sworn to _____ the _____ day of _____ A.D., 20____ no longer required;

AND WHEREAS according to the said affidavit of the Clerk the said documents and records have been personally examined by the Clerk and he has determined that there is nothing of value therein and that the said documents and records do not include any documents or records which are exempt from destruction pursuant to Section 7.03 of the Bylaw.

BE IT THEREFORE RESOLVED that the said documents and records as set out in the said affidavit of the Clerk be forthwith removed and destroyed.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a duly called meeting of the _____ of _____ duly held on the _____ day of _____ A.D., 20_____.

MAYOR

TOWN CLERK