

**Halifax Regional Municipality  
Administrative Order Number 31  
Respecting Corporate Records and Information Management in  
Halifax Regional Municipality**

**Be it resolved**, as an Administrative Order of the Council of the Halifax Regional Municipality as follows:

**Short Title**

1. This Administrative Order may be cited as Administrative Order No. 31, the Corporate Records and Information Management Administrative Order.

**Definitions**

2. In this Administrative Order, unless the context otherwise requires,

(a) **“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 Municipality.

(b) **“archival record”** means a record no longer required for current administrative, legal or financial needs, but which has been appraised by the Municipal Archivist as having enduring historical, informational, evidential or research value

(c) **“IRM Manager”** means Information Resource Management Manager.

(d) **“Municipal Archivist”** is the staff-person responsible for managing the Halifax Regional Municipality Archives.

**Classification System and Retention Schedule**

3. Halifax Regional Municipality adopts the Association of Municipal Administrators (AMA) Record Management Manual, Version 3.1, as its approved classification system and records retention schedule for all records created since April 1, 1996 and for all pre-amalgamation

operational and executive records. The AMA Manual will serve as the foundation upon which the Municipality will build its classification system and records retention schedule.

## **Care and Custody**

4. (1) Records in the care and custody of the Business Units are the property of the Municipality.
- (2) Municipal employees are responsible for ensuring that all records in their custody and control are classified in accordance with the approved classification and retention schedule; for ensuring that records not accessed on a regular basis are transferred to the Corporate Records Centre, where they will await their final disposition; and for ensuring compliance with this Administrative Order and any policies, directives or guidelines that may be developed with regards to information resource management.

## **Destruction of Records**

5. (1) Before a record is destroyed, the IRM Manager must obtain authorization from the applicable Business Unit Director, the Municipal Solicitor and the Municipal Archivist.
- (2) Records which have been authorized for disposal, shall be destroyed in a manner that preserves the confidentiality of any information they may contain.
- (3) The IRM Manager shall ensure that all disposition notices and certificates of destruction are preserved.
- (4) A record whose retention period has expired under an approved records retention and disposition schedule and has not been transferred to the municipal archives must be destroyed unless:
  - (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; and/or
  - (iii) the Business Unit Director requests that the record be retained for an additional period with such request clearly stating the reason for the continued retention.

## **Information Resource Management (IRM) Committee**

6. (1) A Committee shall be established consisting of the Municipal Archivist, the Municipal Solicitor or a designate, the IRM Manager, Records Analysts, Director of Finance or a representative, and one representative from each Business Unit.

- (2) The Committee shall:
  - (a) actively promote the information resource management program throughout the organization;
  - (b) build upon the AMA Classification schedules as they relate to each Business Unit;
  - (c) assist in the development and maintenance of a Corporate Records and Information Management Policy Manual including procedures, standards and guidelines.
  - (d) determine appropriate retention and disposition schedules for newly developed or revised classification schedules based on the operational nature of the record, the legal nature of the record including the time necessary to meet statutory or regulatory requirements, fiscal nature of the record including the time required for audit or tax purposes and the historical nature of the record including the long-term value.

## **Municipal Archives**

7.

- (1) Halifax Regional Municipality hereby establishes the Halifax Regional Municipality Archives to identify, acquire, preserve and promote access to municipal government and non-government archival records documenting the history of the Halifax Regional Municipality, all in accordance with the provisions herein.
- (2) The mandate of the Halifax Regional Municipality Archives with respect to acquisition of archival records is:
  - (a) to act as the Halifax Regional Municipality's official repository for inactive records that have been designated archival as described in the Halifax Regional Municipality Records Management Manual;
  - (b) to acquire archival records from private sources that document the history and development of the Halifax Regional Municipality, so long as those records are not within the acquisition mandate of another repository; and
  - (c) to carry out such other functions as may from time to time be determined by Council, the Information Resource Management Committee or the Information Resource Management Manager for the Halifax Regional Municipality.
- (3) For the purposes of sub-section (b), the Municipal Archivist will identify the municipal records and records from private sources to be transferred to the Halifax Regional

Municipality Archives.

- (4) The mandate of the Halifax Regional Municipality Archives with respect to preservation and maintenance of archival records is:
  - (a) to maintain proper environment, facilities and resources for preserving the archival records acquired by the Halifax Regional Municipality Archives for as long as their continuing value to the Halifax Regional Municipality endures;
  - (b) to promote the responsible care and handling of the archival records acquired by the Halifax Regional Municipality Archives; and
  - (c) to carry out the function of preserving and maintaining the archival records acquired by the Halifax Regional Municipality Archives in accordance with such other policies, practices or guidelines as may from time to time be determined by Council, the Information Resource Management Committee or the Information Resource Management Manager for the Halifax Regional Municipality.
  
- (5) The mandate of the Halifax Regional Municipality Archives with respect to access to archival records is:
  - (a) as a public institution that is open and equally accessible to all researchers, to make archival records acquired by the Halifax Regional Municipality Archives available for research in accordance with sound archival practices, available resources, any legal or ethical obligations or restrictions, and having regard to any limitations arising from the physical integrity of the records;
  - (b) to promote awareness of and appreciation for the heritage of the Halifax Regional Municipality by facilitating access to archival records acquired by the Halifax Regional Municipality Archives; offering outreach activities; and cooperating with other heritage and archival organizations;
  - (c) to provide copying and authorization services to ensure that the commercial and non-commercial use of its archival holdings is carried out in an appropriate manner, within all applicable legal restrictions and to the financial benefit of the Halifax Regional Municipality; and
  - (d) to administer access to archival records in accordance with such other policies, practices or guidelines as may from time to time be determined by Council, the Information Resource Management Committee or the Information Resource

Management Manager for the Halifax Regional Municipality.

Done and passed in Council this 14<sup>th</sup> day of January, 2003.

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Mayor

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Municipal Clerk

I, Vi Carmichael, Municipal Clerk of Halifax Regional Municipality, hereby certify that the above-noted Administrative Order was passed at a meeting of Halifax Regional Council held on January 14, 2003.

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Vi Carmichael, Municipal Clerk

Amendment # 1

Notice of Motion:

Approval:

April 4, 2006

April 11, 2006