

# HALIFAX REGIONAL MUNICIPALITY

## ADMINISTRATIVE ORDER NUMBER THIRTEEN

### RESPECTING THE RETENTION AND DESTRUCTION OF PRE-AMALGAMATION ADMINISTRATIVE RECORDS

**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 Number Thirteen, the Pre-Amalgamation Administrative Records Administrative Order.

#### **Definitions**

2. In this Administrative Order
- (a) “Permanent Record” means
    - (i) deeds, mortgages or other documents or records relating to the title of real property
    - (ii) court records
    - (iii) records required to be kept by any enactment
    - (iv) records less than six years old
    - (v) minutes, bylaws, administrative orders or resolutions of the Council; or
    - (vi) plans and surveying records
  - (b) “Records” means all information of the Municipality in any recorded form other than permanent records and transitory records
  - (c) “Transitory Records” means information recorded in any form required for a limited time to complete routine tasks having no long term value to the Municipality including, without restricting the generality of the foregoing, telephone messages, fax covering pages, duplicate documents, blank forms and advertising material.

3. A permanent record shall not be destroyed.
4. A transitory record may be destroyed at anytime.
5. Records shall not be destroyed or altered except in compliance with the Pre-Amalgamation Administrative Records Schedule attached hereto.

Done and passed in Council this 14<sup>th</sup> day of July, 1998.

---

Mayor

---

Municipal Clerk

[schedule 1](#)

[schedule 2](#)