

BY-LAW # 1981-02

RETENTION OF RECORDS BY-LAW

All records and documents relating to the transaction of Town business shall be retained in the Town Office for a period of five years.

The Council may approve the destruction of records and documents which are no longer required and are not less than five years old providing that the Town Clerk has submitted his affidavit that he has personally examined each of the documents or records proposed to be destroyed and that there is nothing of value therein.

Nothing in this by-law shall authorize the destruction of:

- (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, by-laws or resolutions of Council;
- (f) plans and surveying records;
- (g) any records of historical value

I, James Wheelhouse, Clerk of the Town of Digby do hereby certify that the foregoing is a true copy of a by-law passed by the Council of the Town of Digby at a meeting duly held and conveyed on the 2nd day of November, A.D., 1981.

Given under the hand of the Town Clerk and the corporate seal of the said Town this 4<sup>th</sup> day of November, A.D., 1981.

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Town Clerk