



DEPARTMENT  
OF  
MUNICIPAL AFFAIRS  
NOVA SCOTIA

13

November 5, 1973

Mr. Daniel English  
Town Clerk  
Town of Westville  
Westville, Nova Scotia

Dear Mr. English:

Re: Destruction of Documents By-law

This by-law was passed by Council on September 24, 1973. The Minister has approved the by-law on October 31, 1973 and I return a copy bearing his approval.

In Section 2 of the by-law it refers to a form as set out in Schedule A. I note there is no Schedule A attached to the by-law.

Yours very truly,

Mrs. F. Robertson  
Departmental Solicitor

FR:jg  
Enclosure

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RESOLVED by the Town Council of the Town of Westville that the following by-laws be and the same is hereby enacted and that the Clerk be and is hereby instructed to forward same to the Minister of Municipal Affairs with a request for his approval thereof.

DESTRUCTION OF DOCUMENTS

1. The Council of the Town of Westville 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 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.

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 by-law.

3. Nothing in this by-law 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, by-laws 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 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 of account and ledgers less than ten years old;
- (k) copies of receipts for rates and taxes and assessment

- (1) rolls less than twenty years old;
- (1) the affidavit of the Clerk made pursuant to this by-law and the resolution of the said Council pursuant thereto.

I, Daniel English, Clerk of the Town of Westville, do hereby certify that the foregoing is a true copy of by-law duly passed at a duly called meeting of the Town Council of the Town of Westville, duly convened and held on the 27<sup>th</sup> day of September, A.D., 1973.

Dated at Westville, Nova Scotia, this 11<sup>th</sup> day of October, A.D., 1973

*D. English*  
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 TOWN CLERK  
 TOWN OF WESTVILLE  
 TOWN CLERK & TREASURER  
 27 Westville, N.S.

DEPARTMENT OF MUNICIPAL AFFAIRS
Recommended for approval of the Minister
<i>H. Schultz</i> Departmental Solicitor
APPROVED this 31 day of Oct 1973 <i>[Signature]</i> Minister of Municipal Affairs