

**Appendix B -  
Procedures for the Destruction of Records**  
to  
Town of Newmarket  
Records Retention Policy CORP.1-06

1. All Transitory Records are to be destroyed regularly when they are no longer needed.
2. Staff shall notify the Records Coordinator when they have official records they believe are ready for destruction. This will include:
  - i. the amount of boxes or files to be destroyed,
    - a. if electronic records the amount of megabytes and location of files.
  - ii. the type of records, and their creation and resulting disposition dates according to the records retention schedule.
  - iii. If assistance is required the Records Coordinator can assist in classification and identification of disposition dates.
3. The Records Coordinator shall in conjunction with the Responsible Department evaluate the records for destruction;
  - i. The Records Coordinator will place a hold on any records identified as necessary for legal issues or information requests.
  - ii. The Records Coordinator will complete an appraisal of any records identified as being "subject to archival selection".
    - a. If records are identified as archival – an archival appraisal report will be completed and archival records will be removed from the destruction process.
    - b. If records are ready for destruction then a memo will be completed by the Records Coordinator.
4. Department staff will fill out the Authorization for Destruction of Records form. – see template
5. The Commissioner, Director or Manager of the Responsible Department will verify that records have reached the end of their retention period, they shall ensure that all records for disposition are documented and that they have signed the necessary certificate of disposition for destruction to take place.
6. Prior to destruction of an information database or orphan data, the following documents are required:
  - i. A written description containing, to the extent that such information is available, the following:
    - a. The title of the system;
    - b. The identification of the business unit responsible for the creation or use of the data;

- c. A brief description of the system's purpose;
  - d. Where possible, a contents list of the information being destroyed; or
  - e. A brief description of any sub-systems, their purpose and relationship to the main system or other sub-systems; and
  - f. The name of the IT contact person who is responsible for documenting the system;
- ii. The written approval of the signing authority; and
  - iii. Where applicable to satisfy the provision of the *Federal Income Tax Act, Excise Tax, Employment Insurance Act* or the Canada Pension Plan, an exemption from the Minister of National Revenue from the requirement to keep records in an electronically readable format;
  - iv. After the destruction of an information database or orphan data, the signing authority must provide a destruction certificate to the Records Coordinator to provide an audit trail;
7. When Official Records have been disposed of pursuant to this policy the Records Coordinator shall obtain written confirmation from the appropriate vendor.