

Policy

POLICY TITLE: Authorized Personnel for Municipal Record Destruction

POLICY NO.: ADM-12-34

RESOLUTION: 404-25

EFFECTIVE DATE: 2025-09-10

DEPARTMENT RESPONSIBLE: Central Services

NEXT REVIEW DATE: 2028-09-10

POLICY STATEMENT:

This policy outlines the standard municipal roles authorized to oversee or conduct the destruction of physical and digital records. It defines responsibilities, compliance expectations, and procedural integrity to ensure secure and lawful record disposition.

AUTHORIZED PERSONNEL ROLES AND RESPONSIBILITIES

Chief Administrative Officer (CAO)

- Provides final approval for destruction procedures.
- Ensures compliance with municipal bylaws and applicable legislation.

Records Officer / Records Manager

- Oversees the records retention schedule.
- Coordinates destruction events and maintains documentation.
- Certifies destruction and retains certificates.

Information Technology (IT) Manager / IT Security Officer

- Responsible for secure digital destruction.
- Ensures compliance with data sanitization standards (e.g., NIST, DoD).
- Maintains audit trails and system logs.

Department Heads / Directors

- Authorize destruction of departmental records.
- - Ensure records are reviewed and eligible for destruction.

FOIP Coordinator / Privacy Officer

- Verifies that destruction complies with privacy legislation.
- Ensures sensitive information is securely handled.

Administrative Support Staff (Designated)

- May assist with physical destruction under supervision.
- Participate as witnesses in destruction events.

Legal Counsel (as needed)

- Advises on destruction during litigation holds or legal reviews.
- Ensures legal defensibility of destruction actions.

External Contractors (e.g., Shredding Services)

- Must be vetted and approved.
- Required to sign confidentiality and compliance agreements.
- Must provide certificates of destruction.

"Original Signed"
Chief Administrative Officer
Barry Kolenosky

09/24/2025
Date

"Original Signed"
Reeve
Murray Kerik

09/24/2025
Date

SPECIAL NOTES/CROSS-REFERENCE: Click or tap here to enter text.

AMENDMENT DATE: Click or tap to enter a date.

