



RESOLUTION

Records Management Policy - #2026-10-01

WHEREAS Council has reviewed the proposed MOPC Records Management Policy; and

WHEREAS the policy establishes a framework for the creation, maintenance, retention, preservation, and lawful disposition of municipal records and adopts the Nova Scotia Association of Municipal Administrators Records Management Manual as the Municipality's records classification and retention framework; and

THEREFORE BE IT RESOLVED that Council of the Municipality of the County of Pictou hereby adopts the MOPC Records Management Policy #2026-10-01, effective immediately.

AND FURTHER BE IT RESOLVED that the Chief Administrative Officer be authorized to implement the policy and designate appropriate administrative procedures, responsibilities, and operational practices necessary to carry out the intent of the policy.

AND FURTHER BE IT RESOLVED that this policy shall be reviewed periodically in accordance with its provisions and amended as required to reflect legislative, operational, organizational, or technological changes.

Dated at Pictou, NS, on the 5th day of October 2026.

(Sgd)
