

COUNTY OF VERMILION RIVER

PROVINCE OF ALBERTA

BYLAW NO. 10-24

BEING A BYLAW OF THE COUNTY OF VERMILION RIVER TO ESTABLISH POLICY AND GUIDELINES FOR THE RECORDS MANAGEMENT PROGRAM

Whereas, pursuant to section 36 of the *Freedom of Information and Protection of Privacy Act*, being Chapter F-25; Statutes of Alberta and amendments thereto, the Head of the County of Vermilion River must protect personal information by making reasonable security arrangements against such risks as unauthorized Access, collection, use, disclosure or destruction;

And whereas, pursuant to section 214 of the *Municipal Government Act* being Chapter M-26, Statutes of Alberta, and amendments thereto, the County of Vermilion River Council may pass a bylaw respecting the destruction of records and documents of the County. This will include all records regardless of their medium supporting County activities both current and future ensuring Business, Legal, Fiscal and Historical Requirements have been met;

And whereas, the *Freedom of Information and Protection of Privacy Act* does not prohibit the transfer, storage or destruction of any record in accordance with a bylaw of a local government body; and,

NOW THEREFORE the Council of the County of Vermilion River duly assembled hereby enacts as follows:

PART I - PURPOSE, DEFINITIONS AND INTERPRETATION

1 The purpose of this Bylaw is to establish policy and best practices for a program to manage the creation, organization, use, receipt, access, maintenance, storage, retention and disposal of the records of the County of Vermilion River regardless of the medium.

2 In this Bylaw, unless the context otherwise requires:

- (a) "**Act**" means the *Freedom of Information and Protection of Privacy Act*, being Chapter F-25; Statutes of Alberta and amendments thereto;
- (b) "**County**" means the County of Vermilion River and includes any board, Committee, panel, agency or corporation that is created or owned by the County and all the members or officers of which are appointed or chosen by the County of Vermilion River,
- (c) "**County Manager**" means the person appointed as the Chief Administrative Officer of the County of Vermilion River, and includes any person who holds the position of Director of Corporate Services in an acting capacity;
- (d) "**FOIP Head**" means the person designated by the County of Vermilion River as the Head of FOIP for the purposes of the Act;
- (e) "**Record**" as defined in the *Freedom of Information and Protection of Privacy Act*, being Chapter F-25; Statutes of Alberta, and amendments thereto;
- (f) "**Records Management**" means the application of systematic control over records throughout their life cycle, including but not limited to forms management, records inventorying, filing systems development and implementation, file maintenance procedures development, filing equipment selection, and records scheduling and disposition.

- (g) **"Transitory Record"** is one that has only immediate, short-term or of no value to the County. Transitory records can include working papers that are created for temporary use which supports the official copy in the filing system. A transitory record is not subject to legislated retention and is not required for operational purpose; therefore, does not need to follow the standard disposition procedure required for official records.

PART II – CORPORATE RECORDS CARE AND CUSTODY

Records in the care and custody of the County Operational Services areas are the property of the County.

Where records are in the possession of an Outside Agency, such records will be under the County's control when:

- (a) The record is specified in the contract as being under the control of the County
- (b) The content of the record relates to the County's mandate and functions;
- (c) The County has the authority to regulate the record's use and disposition;
- (d) The Outside Agency is a consultant, and the record was created for the public body; or
- (e) The contract permits the County to inspect, review, or copy the records produced, received or acquired.

PART III – RECORDS RETENTION AND DESTRUCTION

Disposition and Storage

Disposition and storage of all County records must be in accordance with the County Records and Information Management Policy.

Personal Information

The Act provides that if an individual's personal information will be used by the County to make a decision that directly affects the individual the County must retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.

Retention Schedule

The attached Schedule "A" is hereby adopted. It maybe amended upon recommendation of the Council, by an amending bylaw.

An audit trail will be kept of:

- i) Records destroyed; and
- ii) Records retained permanently.

Where records are destroyed under this Bylaw, the proper and complete destruction thereof is the responsibility of the County Manager or his designate.

The County Manager or his designate shall always have the discretion to retain records longer than the period provided for in this Bylaw and shall do so where the County has received an indication that there is or may be any litigation involving any of the said records.

Should any provision of this bylaw be determined to be invalid, then such provisions shall be severed and the remaining Bylaw shall be maintained.

Bylaw No. 2418 is repealed upon final passing of this bylaw.

This Bylaw shall come into effect upon final reading and at the time of final passing.

READ a first time this 22 day of JUNE, 2010.

READ a second time this 22 day of JUNE, 2010.

READ a third time this 22 day of June, 2010.

SEVERED

REEVE

SEVERED

COUNTY ADMINISTRATOR

SCHEDULE "A"

Subject Name	Retention Period by Years	Office of Primary Responsibility
Accounts Payable - Municipal Vouchers	7 - Destroy	Finance
Accounts Payable Batch Reports	1 - Destroy	Finance
Accounts Payable Journal Entry Reports	1 - Destroy	Finance
Accounts Receivable - Mobile Home Accounts	7 - Destroy	Finance
Accounts Receivable - Water and Sewer Accounts	7 - Destroy	Finance
Accounts Receivable Invoices	7 - Destroy	Finance
Activity Reports	3 - Destroy	
Acquisitions	Permanent	
Acts and Legislation - Provincial or Federal by Name	3 - superceded/obsolete	
Administration - General	3 - Destroy	Administration
Advertising	3 - Destroy	Administration
Agreements - Pipeline Crossing	Permanent	Public Works / Gas Utility
Agreements - Development Capital Projects	Permanent	
Agreements-Rental and Service	7-Year after cancellation	
Agricultural Services General	5 - Destroy	Agricultural Services
Alberta First Call Requests	1 - Destroy	Public Works / Gas Utility
Annexation	Permanent	Planning & Development
Annual Report - Preparation	5 - Destroy	Administration
Annual Report - Published	Permanent	Administration
Applications by Position	1 - Destroy	Human Resources
Applications - Unsolicited	6 months - Destroy	Human Resources
Appointments -	3 - Destroy	Administration
Appointments and Official Oaths	3 - Destroy superseded/obsolete	Administration
Appreciations and Complaints (Public)	2-Destroy	Administration
Appraisals - Land/Property	Permanent	
Approaches	Permanent	Public Works / Gas Utility
Assessment - Airport Leases	10 - Destroy	Assessment
Assessment - Farm Units/Out Bldgs	10 - Destroy	Assessment
Assessment - Machinery and Equipment	7 - Destroy	Assessment
Assessment - Oilfield Detail and Summary	7 - Destroy	Assessment
Assessment (Notice of)	7 - Destroy	Assessment
Assessment Appeals (previously Court of Revision/Taxes)	10 - Destroy	Assessment
Assessment Reconciliation	7 - Destroy	Assessment
Assessment Roll/by Number	Permanent	Assessment
Assets Inventory	Permanent	P
Associations - Community Halls	After Association/Organization Disbanded - 5 - Destroy	Parks & Recreation
Associations - Ratepayers	Permanent	
Associations, Foundations and Societies - Joint Ventures/Partnerships	10 - Review/Destroy after cancelled	
Associations, Foundations and Societies - Membership	3 - Destroy	

Subject Name	Retention Period by Years	Office of Primary Responsibility
Attendance and Leave	3 - Destroy	Administration
Audit General	10 - Destroy	
Audit Trail Report	5 - Destroy	
Audit Working Papers	1 - Destroy	
Audited Financial Statements –County/M.D.	Permanent	Administration
Awards - Long Service	5 - Destroy	Administration
Awards, Recognition and Scholarship	10 - Destroy	Administration
Axle Weight Restrictions	5 - Destroy superseded/obsolete	Public Works
Bank Deposit Books	7 - Destroy	Finance
Bank Reconciliation	7 - Destroy	Finance
Bank Statements	7- Destroy	Finance
Bankruptcy Notices	1 - Destroy	Finance
Benefits - Human Resources	Individual age 80 Destroy	Human Resources
Bridges - Construction and Maintenance	Permanent	Public Works
Budget-Capital Funding and Expenditures	Permanent	Administration
Budget - Approved/Interim	10 - Destroy	Administration
Budget - Working Papers	1 - Destroy	Finance
Building Maintenance	10 - Destroy	
Burning Permits	5 - Destroy	Protective Services
Business License General	2 - Destroy	
Business Plan - Preparation	5 - Destroy	Administration
Business Plan - Published	Permanent	Administration
By-Laws - Approved Copies	2 - Destroy	Administration
By-Laws - Approved	Permanent	Administration
Campground Registrations	1 - Destroy	Parks & Recreation
Capital by Year- General Plans and Proposals	7-Destroy	
Capital Projects	Permanent	
Cash Receipt Journal Entry Report	1 - Destroy	Finance
Cash Receipts	7 - Destroy	Finance
Cash Summary Daily Report	1 - Destroy	Finance
Cemetery Plot Information	Permanent	Administration
Census - Municipal	Permanent	Administration
Ceremonies and Special Events	3 - Destroy	Administration
Cheque Accounts Payable Register	7 - Destroy	Finance
Cheque Payroll Register	7 - Destroy	Finance
Cheques - Cancelled/Returned	7 - Destroy	Finance
Claims - Insurance/Legal	10 - Destroy after settlement	Administration
Commissions for Oaths	7 - Destroy	Administration
Committees General	5 - Destroy	
Committees - Major Projects/Advisory	Permanent	
Committees - Minute Books	Permanent	Administration
Compliance Certificates	Permanent	Planning & Development
Conference & Seminar Information	1 - Destroy	
Conference & Seminar Registrations	3 - Destroy	
Conference Planning & Development Hosting	5 - Destroy	
Contracts and Agreements - Capital Projects	Permanent	
Contracts & Agreements	10 Years after Superseded/Cancelled - Destroy	

Subject Name	Retention Period by Years	Office of Primary Responsibility
Credit Letters	Retain until Project Complete/Return	
Council Meetings - Copies	1 - Destroy	Administration
Council Minutes and Agenda's	Permanent	
Daily Calendars /Logs- Individual	2 - Destroy	All Departments
Damage and Loss - Reports	Superseded Obsolete 10 - Destroy	Administration
Debentures	Retain until last payment + 7 - Destroy	
Debit Memos	7 - Destroy	Finance
Delegated Authorities	Superseded/Obsolete 3 - Destroy	Administration
Demographics – County	Permanent	Administration
Development Agreements, Permits & Plans	Permanent	Planning & Development
Direct Deposit Register	1 - Destroy	Finance
Disaster Services - General	3 - Destroy	
Donations	10 - Destroy	Administration
Drainage and Surface Water Projects	Permanent	
Dust Suppression (Roadway) Applications	5 - Destroy	Public Works
Easements	Permanent	
Economic Development and Tourism	5 - Destroy	
Election Appeal	Permanent	Administration
Elections - Municipal General	3 - Destroy	Administration
Elections - Municipal Specific	Permanent	Administration
Electoral Boundaries – County	Permanent	Administration
Emergency (911) Calls	10 - Destroy	Protective Services
Emergency and Disaster Response Plans	5 - Destroy superseded/obsolete	
Emergency and Protective Services - General	3 - Destroy	
Emergency Incident Reports	10 - Destroy	Protective Services
Employee - Payroll Files	Age 80 - Destroy	Human Resources
Employee - Personnel File	Till Individual Leaves – 5 - Destroy	Human Resources
Employee Relations - Specific	5 Years after Employee Leaves	
Employment & Staffing	5 - Destroy	
Enforcement - Advertising Signs	5 - Destroy	Planning & Development
Enforcement - Animal Control	5 - Destroy	
Enforcement - Land Use	Permanent	Planning & Development
Enforcement - Public Lands	Permanent	
Equipment and Equipment Maintenance & Warranties - Individual	3 - Destroy After Disposal of Equipment	
Equipment Maintenance Monthly Report	1 - Destroy	
Equipment, Supplies and Service - General	3 - Destroy	
Expense Claims	7-Destroy	
Facilities - General	3 - Destroy	
Facilities - Leased	10 - Destroy after expiry	
Facilities - Maintenance General	5 - Destroy	
Facilities (County owned) - Capital Projects	Permanent	
Family & Community Support Client Records	5 - Destroy	FCSS
Family & Community Support Projects/Programs Activities	5 - Destroy	FCSS

Subject Name	Retention Period by Years	Office of Primary Responsibility
Family & Community Support Projects/Programs Grants & Agreements	10 - Destroy	FCSS
Family & Community Support Services - Counseling Referrals	1 - Destroy	FCSS
Family and Community Support Service and/or Program Applications	2 - Destroy	FCSS
Fees & Charges Schedule	3 - Destroy	Administration
Fencing General	3-Destroy (contract kept 7 yrs)	
Final Acceptance Certificates	7-years-destroy	
File Classification Scheme	Superseded/Obsolete - Destroy	Administration
Finance - General	3 - Destroy	Finance
Financial Information Return	7 - Destroy	Finance
Financial Reporting Recaps	5 - Destroy	Finance
Fire Apparatus Maintenance	10 - Destroy After Disposal of Equipment	Protective Services
Fire Bans	5 - Destroy	Protective Services
Fire Equipment Maintenance/Inspections	3 - Destroy After Disposal Of Equipment	Protective Services
Fire Fighting Equipment Inventory Changes*	3 - Destroy	Protective Services
Fire Investigations	10 - Destroy	Protective Services
Fire Violations	5 - Destroy	Protective Services
Fixed (Capital) Assets inventory	10 - Destroy superseded	Finance
FOIP Administration	3 - Destroy	Administration
FOIP Requests	3 - Destroy	Administration
Funds & Grants	10 - Destroy	
Gas Billing Calculation Backup	1 - full calendar year - Destroy	Gas Utility
Gas Billing Register Summary	1 - full calendar year - Destroy	Gas Utility
Gas Alberta Inc. Shares	Permanent	Gas Utility
Gas Franchise Agreements	Permanent	Gas Utility
Gas Pipeline Licenses / Testing	Permanent	Gas Utility
Gas Payment Stubs	1 - full calendar year - Destroy	Gas Utility
Gas Payment Reconciliation Report	2 - Destroy	Gas Utility
Gas Work Orders - Maintenance	3 - Destroy	Gas Utility
Gas Work Orders - New Installations / In-fills	Permanent	Gas Utility
General Ledger	Permanent	Finance
Geophysical Survey - conducted by Seismic Companies	Letter of Completion/Cancellation - 1 - Destroy	Public Works / Gas Utility
Grants - Individual	10 - Destroy	Finance
Grants in Lieu of Taxes	10 - Destroy	Finance
Gravel Cards	3 - Destroy	Public Works
Gravel Checkers Control Sheets	3 - Destroy	Public Works
Gravel Haul - Trucker Applications	5 - Destroy	Public Works
GST - Tax	8-Destroy	
Gravelling Program & Statistics	10 - Destroy	Public Works
Horticulture Services General	5 - Destroy	Agricultural Services
Human Resources - Benefits	Age 80 Destroy	
Human Resources - General	3 - Destroy	Administration
ID Cards	Superseded/Obsolete - Destroy	Administration

Subject Name	Retention Period by Years	Office of Primary Responsibility
In Camera Meetings/Council	0 - Destroy	Administration
Incident Reports	10 - Destroy	Administration
Information Technology & Telecommunications General	3 - Destroy	Administration
Inquiries & Appreciation	3 - Destroy	Administration
Insurance - General	3 - Destroy	Administration
Insurance Claims	10 -after settlement Destroy	Administration
Insurance Policies	5 - Destroy after cancellation	Administration
Inventories	3 - Destroy	Administration
Invitations	1 - Destroy	Administration
Job Descriptions	Superseded/Obsolete - Destroy	
Joint Meetings - MLAs	10 - Destroy	
Joint Meetings - Other Municipalities	10 - Destroy	Administration
Journal Entries	10 - Destroy	Finance
Land Files	Permanent	Administration
Land Improvement Petitions	Permanent	Administration
Land Use Amendments	Permanent	Planning & Development
Land Use Planning - Drafts	Permanent	Planning & Development
Land Use Planning - Intermunicipal Referrals	5 - Destroy	Planning & Development
Land Use Planning - Outline / Area Structure Plans - County/M.D.	Permanent	Planning & Development
Landfill/Transfer Stations Development	Permanent	Public Works / Gas Utility
Leases - Gravel Pits with accepted reclamation	20 - Destroy after cancellation	Public Works
Leases - Land	10 - Destroy after cancellation	
Leases - Municipal Reserves and Farm Lands	Permanent	
Leases - Railway	Permanent	
Leases - Road Allowances	10 -Destroy after cancellation	
Legal Matters	10 Years after Settlement - Destroy	Administration
Liaison and Cooperation's	3 - Destroy	Administration
Local Authorities Pension Plan (LAPP) Annual Returns	Permanent	Finance
Manuals & Procedures	Superseded/Obsolete - Destroy	Administration
Meetings - Administrative	3 - Destroy	Administration
Meetings - Other Municipalities	10 - Destroy	Administration
Meetings-Capital Project	Permanent with Project	
Meetings - Project	Project Completed/Abandoned -5 - Destroy	Administration
Meetings - Public	5 - Destroy	Administration
News Releases - External	1 - Destroy	Administration
News Releases – County	5 - Destroy	Administration
Nine One One Calls	10 - Destroy	Protective Services
Official Oaths and Appointments	Superseded/Obsolete - 3 - Destroy	Administration
Oilfield and Pipeline Tax Accounts	7 - Destroy	Assessment
Operating Fund Reserve Schedule	7 - Destroy	Finance

Subject Name	Retention Period by Years	Office of Primary Responsibility
Order to Remedy	10 - Destroy	
Organizational Structure	10 - Destroy	Administration
Orientation and Training	3 - Destroy	Administration
Orientation for Newly Elected Officials	3 - Destroy	Administration
Outline Plans – County	Permanent	Planning & Development
Pamphlets & Brochures – County	5 - Destroy	Administration
Parks & Playground Maintenance & Inspection	5 - Destroy	
Parks & Recreation - General	3 - Destroy	
Parks and Facilities - Development & Design	Permanent	
Parks and Recreation Programs	5 - Destroy	
Patents	Permanent	Administration
Pay & Benefits - Individual	Age 80 OR 5 Years after Death - Destroy	Finance
Pay and Benefits - General	3 - Destroy	Finance
Payroll Registers Year End	Permanent	Finance
Permits - Dangerous Goods	5 - Destroy after cancellation	Protective Services
Permits - Overweight	5 - Destroy after cancellation	Public Works
Permits - Road Use	5 - Destroy after cancellation	Public Works
Permits - Temporary	1 - Destroy	Public Works
Permits - Utility	3 - Destroy	Gas Utility
Pest Control	5 - Destroy	Agricultural Services
Petitions	Permanent	
Pipeline & Oil Notifications	1 - Destroy	Public Works / Gas Utility
Plans and Programs – County	10 - Destroy	
Plans and Programs - Provincial	3- Destroy	Administration
Policies & Procedures	Permanent	
Policing /Enforcement General	5 years and destroy	
Population Statistics	Permanent	
Policy Development	Policy Implemented - 5 Destroy	Administration
Position Descriptions	Superseded/Obsolete - Destroy	Administration
Proclamations	Permanent	
Professional Development	3 - Destroy	
Program Enrollment Forms	3 - Destroy	
Programs and Services County History	Permanent	
Provincial Highways	Permanent	
Public Relations	3 - Destroy	
Public Works Requisitions - Maintenance	3 - Destroy	Public Works
Public Works Requisitions - Private Lands	Permanent	Public Works
Publications - External	1 - Destroy	
Purchase Orders	7-Destroy	
Publications –County	5 - Review/Destroy	
Quotations	3 - Destroy	
Railway Crossings	Permanent	

Subject Name	Retention Period by Years	Office of Primary Responsibility
Ratepayer Concerns	5 - Destroy	
Ratepayer Concerns - Property Specific	Permanent	Administration
Records Management - General	3 - Destroy	Administration
Records Management - Record Listing & Destruction Certificates	Permanent	Administration
Records Management - Retention Schedules	Permanent	
Recreation Capital Project Requests	Permanent	
Recreation Program by Name	5 - Destroy	
Recycling Program	5 - Destroy	
Registered Gravel Truckers	5 - Destroy	Public Works
Requests for Information - Routine	1 - Destroy	
Requests for Support	10 - Destroy	
Road Access	10 years after closure Destroy	Public Works
Requisitions	7 - Destroy	Administration
Road Closures	Permanent	Public Works
Road Construction	Permanent	Public Works
Road Construction - Local Road Construction Program	Permanent	Public Works
Road Construction & Maintenance Programs - Historical Maps	Permanent	Public Works
Road Maintenance & Maintenance Programs	5 - Destroy	Public Works
Road Naming and Municipal Address Development	Permanent	
Road Signage & Lighting	Permanent	
Safety Code Permit Application and Inspection - Commercial	Permanent	Planning & Development
Safety Code Permit Application and Inspection - Oilfield / Part 10 / Re-locateable Units	3 - Destroy	Planning & Development
Safety Code Permit Application and Inspection - Residential	3 - Destroy	Assessment
Security Protocols and Procedures	10-Destroy superseded/obsolete	
Seismic Notifications	1 - Destroy	
School Support Declarations	Permanent	Finance
Sewage Lagoons	Permanent	Water & Sewer Utility
Sewer Services Applications	Application Changed or Cancelled - 3 - Destroy	Water & Sewer Utility
Snow Plow Flag Agreements	7 - Destroy	Public Works
Soil Conservation	5 - Destroy	Agricultural Services
Sour Gas Wells - Emergency Response Plans	Drilling Completed - Superseded/Obsolete	
Staff Requests	5 - Destroy	
Statistical Information Return	7 - Destroy	
Stop Orders	Permanent	Planning & Development
Students for Hire Program	3 - Destroy	
Studies – County	Permanent	Planning & Development
Subdivision Files	Permanent	Planning & Development
Subdivision/Development Intermunicipal Referrals	5 - Destroy	Planning & Development

Subject Name	Retention Period by Years	Office of Primary Responsibility
Surface Water Projects	Permanent	Agricultural Services
Surveys - Administrative (County)	5 - Destroy	
Sustainable Agriculture Demonstrations, Tours, and Workshops	5 - Destroy	Agricultural Services
T4 Detail Report	Permanent	Finance
T4s (consolidate with employee payroll file)	Age 80 - Destroy	Finance
Tax - GST(Goods & Service Tax) - Returns	8 - Destroy	Finance
Tax - GST(Goods & Service Tax) - Returns Working Papers	3 - Destroy	Finance
Tax Arrears Caveat Discharge	7 - Destroy	Finance
Tax Arrears Notification List & Caveat Registration	Permanent	Finance
Tax Certificates	7 - Destroy	Finance
Tax Exemptions	8 - Destroy	Finance
Tax Installment Plan Application	Received Cancellation 3 - Destroy	Finance
Tax Notices	7 - Destroy	Finance
Tax Rebates	8 - Destroy	Administration
Tax Roll/By Number	Permanent	
Tax Recovery	12 after Public Auction - Destroy	Assessment
Tax Roll Cancellations	7 - Destroy	Finance
Tax Sub Ledger Purge Report	Permanent	
Tendering - Request for Proposal	Contract/Agreement Expired - 10 - Destroy	
Tendering - Unsuccessful Submissions	3 - Destroy	Finance
Time Sheets	3 - Destroy	Administration
Title Certificates	Permanent	Administration
Transfer Site Operations	5 - Destroy	
Transfer Stations Maintenance and Operations	5 - Destroy	
Utility (Power and Gas) Programs	5 - Destroy after program close	
Vehicles Maintenance - By Type	5 - Destroy After Disposal of Vehicle	
Volunteer Files - Individual	10 - Destroy	
Waste Water and Sanitary Sewer Projects & Engineering Drawings	Permanent	Water & Sewer Utility
Water and Sewer Outstanding Accounts Notices	1 - Destroy	Water & Sewer Utility
Water Annual Testing	Permanent	Water & Sewer Utility
Water Consumption Reports	5 - Destroy	Water & Sewer Utility
Water Consumption Reports - copy	1 - Destroy	Water & Sewer Utility
Water Distribution and Sewer Services	5 - Destroy	Water & Sewer Utility
Water Line Construction	Permanent	Water & Sewer Utility
Water Meters and Readings	7 - Destroy	Water & Sewer Utility
Water Service Connections Applications	Application Changed or Cancelled - 3 - Destroy	Water & Sewer Utility
Water Supply & Hydrants	Permanent	Water & Sewer Utility
Oil Well Notifications with conditions	Permanent	Public Works
Oil Well Notifications with no County Concern	1 year Destroy	Public Works

Subject Name	Retention Period by Years	Office of Primary Responsibility
Weed Control	10 - Destroy	Agricultural Services
Worker Compensation Board Claims	Age 80 OR 5 Years after Death - Destroy	Human Resources
Workshops	3 - Destroy	