
CORPORATE RECORDS MANAGEMENT

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Responsibility: Director, Legislative Services

PROCEDURE

The City will plan, direct, and control corporate records throughout their life cycle to meet corporate goals and legislative requirements.

DEFINITION

- *Council Committee* - committee, board, or other body established by Council pursuant to the *Municipal Government Act*, R.S.A. 2000, c. M-26 or any other enactment or bylaw.
- *Corporate records* - all records of every City department and every Council Committee.
- *Disposition* - disposal of records via destruction or transfer of records of enduring value to archives.
- *Essential records* - those that provide continuity, recovery capability, and protection of the Corporation's interests in an emergency or after a disaster.
- *Life cycle of information* - stages of planning, collecting, creating, or generating information followed by its organization, retrieval, use, accessibility, transmission, storage, protection, and disposition.
- *Record(s)* - expression of information in a form which is documented, regardless of physical mode or medium, which is organized in a logical grouping of basic elements governed by rules of arrangement and which constitutes evidence of the business of the City.
- *Records Management Program* - practices, procedures, and standards for maintaining and protecting corporate records throughout the life cycle of information, including this policy, the "Records Retention and Disposition" bylaw, and the file classification system, all of which may be amended or replaced from time to time.
- *Records of enduring value* - those that are no longer required for ongoing administrative or operational purposes but which are retained because of their ongoing legal, fiscal, evidentiary, information, cultural, aesthetic, or other value.
- *Records Retention and Disposition Bylaw* - City bylaw which governs the retention and disposition of corporate records through the application of a retention schedule which identifies the length of time a record must be retained before disposition and the manner of that disposition.

GUIDELINES

1. The City will manage all recorded information as a corporate resource to support effective decision making, meet operational requirements, and protect the legal, fiscal, historical, and other interests of its citizens.

2. The City will make the widest possible use of information within the corporation.
3. The City will identify and conserve essential records.

PROCESS

1. Corporate records will be the property of the City and it is the responsibility of all staff in all departments to manage records in accordance with the Records Management Program. City staff are responsible to ensure that all Records are subject to (ie., are created, maintained and disposed of in a manner consistent with) the Records Management Program.
2. City officials will not transfer, mutilate, or destroy records without the approval of the City Manager or his designate(s).
3. The Director, Legislative Services is responsible for development/maintenance of all aspects of the Records Management Program and will advise/assist all departments in this regard as required, evaluating the effectiveness of their corporate records management on a regular basis.
4. The Director, Legislative Services will establish and administer a process to store, manage, service, and dispose of all records and the Information Systems Director will administer that process with respect to electronic records.
5. The Director, Information Technology is responsible to ensure that computer hardware, software applications, and other technical solutions acquired by the City are compatible with and can manage electronic records consistently with the Records Management Program.
6. General Managers will direct their staff concerning organization/description of records.
7. General Managers will designate specific employees to control departmental corporate records throughout their life cycle.
8. The Department General Manager, as well as the Director, Legislative Services, is responsible for the disposition of corporate records.
9. At the discretion of the City Manager or his designate(s), requests for disposition of corporate records may also be reviewed by a solicitor or recognized archivist.