



TOWN OF RAYMOND

Adopted by: Administration

Motion: N/A

Authority to Administer: Director of Legislative Services

Policy Number: OP - 2017-01

Policy Name

Records Management Policy

Policy Purpose

The purpose of this policy is to ensure that documents and records of the Town of Raymond, regardless of the medium, are organized, secure, retrievable, retained under appropriate environmental conditions, and are managed efficiently throughout their lifecycle. This policy also establishes and defines accountability, responsibility and roles for the management of Town documents and records.

Policy Definitions

Department – An internal administrative division of the Town administration including any Town office.

Disposition – The destruction of records or the transfer of permanent records to the Town Archives.

Permanent Records – Records that are no longer required for ongoing administrative or operational purposes but which are retained because of their ongoing legal, fiscal or evidentiary value.

Record – A record of information in any form including books, documents, maps, drawings, photographs, letters, vouchers and papers, sound recordings, videotapes, electronic files, electronic mail transmissions, databases and spreadsheets, and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records (as per Freedom of Information and Protection of Privacy Act, definition).

Records Management - The application of systematic control over records throughout their life cycle, including but not limited to forms management, manuals management, records inventorying, filing systems development and implementation, file maintenance procedures development, filing equipment selection, correspondence and reports maintenance and records scheduling and disposition.

Record Schedule - Document approved by Town Council, which authorizes the length of time Town documents and records are to be retained, the medium in which they are to be preserved and the method of disposition.

Transitory Records – Documents or records that are not required to meet

statutory obligations or to sustain administrative or operational functions. You can legally and routinely discard records that have only short-term, immediate, or no value to your organization that you will not need again in the future. These records are called Transitory Records, and can include telephone messages, routing slips, post-it notes, opened envelopes, memos, notes and messages (either paper, voice or electronic). If the information in a record will have some future administrative, financial, legal, research, or historical value, then you should file the record.

Vital Records - Vital records are records that will be needed anywhere from a few minutes to 24 hours after a disaster to get Town services up and running again. They are records that, if lost or destroyed, would be both costly and time consuming to recreate – if they can be recreated at all.

Responsibilities

1. Municipal Administrator

- a. Approves this policy and amendments.
- b. Approves any procedures, standards or guidelines relating to the Records Management Program.
- c. Approves Records Schedules.
- d. Ensures Town Departments and Offices compliance to this Policy.

2. Department Head

- a. Ensures that adequate records of their department's business decisions and transactions are kept and maintained.
- b. Ensures that the records in their department's custody are not disposed of unless authorized by a retention schedule approved under the Records Management By-law.
- c. Develops Records Schedules for records under their custody and submit to the Municipal Administrator for approval.
- d. Provides access to all records in the department's custody to the Town Solicitor for the purposes of litigation or for the provision of legal services or advice.
- e. Ensures that access to records in the department's custody complies with the Freedom of Information and Protection of Privacy Act.
- f. Ensures that vital records of their department are identified and are duplicated periodically.

3. Town Solicitor

- a. Provides legal advice on the management of records as required.

- b. Reviews content of Records Schedules and makes recommendation to the Municipal Administrator to ensure conformity with legal and legislative requirements.

4. Town Employees

- a. Ensures that their activities, decisions and transactions are adequately documented.
- b. Ensures that records in their custody or control are not disposed of unless authorized under an approved Records Schedule.
- c. Ensures that records in their custody or control are not removed from the Town premises unless such removal is required to conduct Town business and is authorized by their Department Head.

Inventory

An inventory of all recorded information will be completed and reviewed annually by each Town Department. An inventory will identify the records, their medium, where they are located, and if they contain personal information.

File Classification System

Each Department will ensure that Town files are organized to allow for effective control over the records and efficient operation of the office.

Records Schedules

Each Town Department will develop Records Schedules that determine the minimum period of time a record must be kept and their appropriate method of disposition. Completed Records Schedules will be submitted to the Municipal Administrator for approval. Approved Records Schedules will be applied to Town documents and records annually.

Vital Records

Each Town Department will ensure that the vital records of their department are identified and are duplicated periodically.

Scope / Personnel (if relevant)

This policy applies to all documents and records of the Town of Raymond regardless of the medium they are created, collected, processed, used, stored, and/or disposed of by Town Departments, offices, organizations, employees, and facilities, as well as those acting as its agents.