



## POLICY REGARDING RECORDS MANAGEMENT

### PURPOSE AND APPLICATION

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

### 1. POLICY DEFINITIONS

**1) Department-** Any internal division of the Village of Milo administration including the Village office, Water Treatment Plant Operations and Public Works.

**2) Disposition-** The destruction of records or transfer of records to a contracted third party.

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

**4) 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 the *Freedom of Information and Protection of Privacy Act*, definition)

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

**6) Records Schedule-** Document approved by Village Council as part of the Records Management Bylaw, which authorizes the length of time Village documents and records are to be retained, the medium in which they are to be preserved and the method of disposition.



**7) 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 in the future. These can include telephone messages, routing slips, post-it notes, opened envelopes, memos, notes and messages (paper, voice or electronic). If the information in a record will have some future administrative, financial, legal, research, or historical value, then you must file the record.

## **2. POLICY RESPONSIBILITIES**

### **1) Council Responsibilities:**

#### **(a) Council shall:**

- i. review and approve Document Policy and Schedules as developed by the CAO in accordance with this Policy; and
- ii. review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the intent of the Policy.

### **2) Administration Responsibilities:**

#### **(a) CAO shall:**

- i. in accordance with this Policy or as directed by Council, develop Document Management Policy and Schedules for Council approval;
- ii. implement Document Management System to incorporate approved Policy and Schedules approved by Council;
- iii. approve any procedures, standards or guidelines relating to Records Management Program;
- iv. ensure adequate records of business decisions and transactions are kept and maintained; and
- v. ensure that records in their custody are not disposed of unless authorized by a retention schedule approved under the Records Management By-law
- vi. ensure all Village departments and Offices maintain compliance with this Policy

#### **(b) All Village staff shall:**

- i. ensure records in their custody are maintained, recorded and scheduled as per policy;
- ii. ensure that access to records in their department's custody complies with the Freedom of Information and Protection of Privacy Act;
- iii. ensure that vital records of their department are maintained and duplicated periodically;



- iv. ensure that records in their custody or control are not disposed of unless authorized under the Records Schedule and duly authorized by employee and the CAO;
- v. ensure their activities, decisions and transactions, are adequately documented;
- vi. ensure that records in their custody or control are not removed from Village Premises unless such removal is required to conduct Village business and is authorized by the CAO.

### **3. INVENTORY**

- 1) An inventory record of all recorded information will be completed by each department annually and reviewed by the CAO. An inventory will identify the records, their medium, where they are located, and if they contain any personal information

### **4. FILE CLASSIFICATION SYSTEM**

- 1) Each department will ensure that Village files are organized to allow for effective control over the records and efficient operations of the department.

### **5. RECORDS SCHEDULES**

- 1) Each 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 will be submitted to CAO for approval. Approved Records Schedules will be applied to Village documents and recorded annually.

### **6. SCOPE**

- 1) This Policy applies to all documents and Records of the Village of Milo regardless of the medium they are created, collected, processed, used, stored, and/or disposed of by the Village Departments, offices, organizations, employees, and facilities as well as those acting as agents.

### **7. APPROVAL**

This policy shall come into force and effect upon adoption by Council at a Regular or Special Meeting.

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