

**Policy:** Records & Information Management Policy

**Main Contact:** CAO/Clerk

**Last Revision:** January 2018

[Policy Statement](#)

[Purpose](#)

[Definitions](#)

[Policy Requirements](#)

[Monitoring](#)

[Authority](#)

[Contact](#)

[Change History](#)

## Policy Statement

The Township of Whitewater Region is committed to retaining and preserving records under its custody or control in a secure, accessible and efficient manner. Corporate records and information are valuable assets that are needed to:

- Preserve the corporate memory and archives;
- Support effective and informed decision-making;
- Meet operational requirements and support service delivery;
- Safeguard vital, private, and sensitive information;
- Minimize risk and protect legal, fiscal, and other interests;
- Foster professionalism and organization; and
- Ensure compliance with legislative requirements.

## Purpose

This policy provides guidance on a corporate records and information management program based on the following Generally Accepted Recordkeeping Principles:

## **Accountability**

Management under the leadership of the CAO/Clerk will ensure the records and information management program is reviewed and audited as necessary. All users and authors of corporate records will be accountable for ensuring that their records and information management obligations are satisfied.

## **Integrity**

The corporation will strive to protect the information of the Township with a reasonable guarantee of authenticity and reliability.

## **Protection**

Records that are private, confidential, privileged, or essential to business continuity will be identified and protected with appropriate security measures.

## **Compliance**

The records and information program shall be developed and managed to comply with applicable legislation, including policy and operating guidelines.

## **Availability**

Records will be maintained in a manner that ensures timely and efficient retrieval of reliable information when it is needed.

## **Retention**

The corporation will maintain its records and information for an appropriate time, taking into account legal, regulatory, fiscal, operational, and historical requirements.

## **Disposition**

The corporation will provide secure and appropriate disposition for records and information that are no longer required to be maintained in accordance with legislation, corporate policies and operating guidelines, and the retention schedule by-law.

## **Transparency**

The records and information management program will be documented in an open and verifiable manner. Documentation will be shared in keeping with legislative requirements to all staff and interested parties, including the general public.

## Definitions

**“Record”** means, according to the *Municipal Freedom of Information and Protection of Privacy Act*, any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:

- a) correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine-readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof, and
- b) any record that is capable of being produced from a machine-readable record under the control of the municipality by means of computer hardware and software and software or any other information storage equipment and technical expertise normally used by the municipality.

**“Records Management”** means the systematic control of all records from their creation or receipt to their ultimate disposition either by physical destruction or transfer to an archive.

**“Temporary or Transitory Documents”** means a document that is useful for only a short time and has minor importance by not being required to meet statutory obligations, set policy, establish operating guidelines, certify a transaction, commit the municipality to an action, become a receipt or provide evidence of legal, financial, operation of other office requirements. They may include copies of official records that are created for convenience or reference only. Temporary files can include personal emails, drafts, general announcements, etc.

**“Vital Records”** means those records containing information essential to continuing the Township’s business operations in the event of a disaster or emergency.

## Policy Requirements

1. A records and information program respecting the records in the custody or under the control of the Township will be established and maintained to ensure reasonable measures are developed, documented, and put into place to preserve the records in accordance with any recordkeeping or records retention requirements.
2. No person shall, alter, conceal or destroy a record, or cause any other person to do so, with the intention of denying a right under the *Municipal Freedom of Information Protection of Privacy Act* to access the record or the information contained in the record.

3. Records will be retained in good faith to meet administrative and operational requirements, in keeping with statutory obligations.
4. Records will be managed regardless of format or location, from creation to final disposition.
5. The Ontario Municipal Records Management System (TOMRMS) is adopted as the Township's classification system for the arrangement and categorization of records in a uniform structure for naming and storing files and documents, subject to any modifications deemed required by the CAO/Clerk.
6. Guidelines, forms, and other tools will be developed to operationalize this policy.
7. A records retention schedule or timetable governing the life span of a record from its creation or receipt through to destruction or transfer to archives shall be approved through by-law.
8. Safeguards will be put into place to protect records and information that is private, confidential, privileged, or essential to business continuity.
9. Those records that have an expired retention and those of no archival significance will be disposed of in a secure and documented manner.
10. A plan for vital records will be established and maintained.
11. On-going training will be provided to all staff on records and information management.
12. Records of archival and historical value may be transferred to a secure archive or museum facility where the records will be appropriately preserved.
13. A records inventory or index will be developed and maintained.
14. Temporary documents, such as drafts and copies, are not records and are not subject to retention. They should only be kept as working documents as needed.
15. The use of imaged and electronic records for evidentiary purposes is authorized.
16. The use of electronic signatures is authorized, subject to the adoption of a guideline setting out requirements.

## Monitoring

The CAO/Clerk shall be responsible for receiving complaints and/or concerns related to this policy.

## Authority

This policy is established pursuant to Section 4.1 of the *Municipal Freedom of Information and Protection of Privacy Act* which requires reasonable measures are in place regarding those records under the custody or control of the Township.

Section 254 of the *Municipal Act, 2001* provides that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner. Section 255 states that, except as otherwise provided, a record of a municipality may only be destroyed if a retention period for the record has been established and has expired or if the record is a copy of the original.

## Contact

Robert Tremblay  
Chief Administrative Officer/Clerk  
Telephone: 613-646-2282  
Email: [rtremblay@whitewaterregion.ca](mailto:rtremblay@whitewaterregion.ca)

## Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Records & Information Management	February 7, 2018	New policy	18-02-100X