

The Corporation of the Township of Whitewater Region

By-law Number 18-02-1037

A by-law to establish a Records & Information Management Policy

Whereas, 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; and

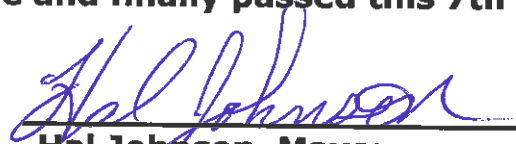
Whereas, Section 254 of the *Municipal Act, 2001* provides that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner; and

Whereas, the Council of the Township of Whitewater Region deems it expedient and necessary to establish a policy governing its records;

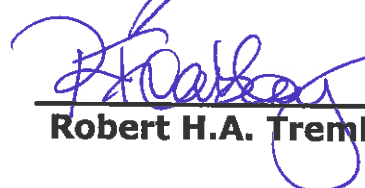
Now therefore Council of the Corporation of the Township of Whitewater Region enacts as follows:

1. That the Records & Information Management Policy is hereby established to guide the management of records.
2. That the corporate policy attached shall form a part of this by-law.
3. That any other by-law inconsistent with the provisions contained in this by-law are hereby repealed.
4. This by-law shall come into force and take effect upon the date of the final passing thereof.

Read a first, second and third time and finally passed this 7th day of February, 2018.



Hal Johnson, Mayor



Robert H.A. Tremblay, Clerk

Policy: Records & Information Management Policy

Main Contact: CAO/Clerk

Last Revision: January 2018

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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.

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.