

RECORDS MANAGEMENT POLICY

1. TITLE

This Policy may be cited as the "Records Management Policy."

2. AUTHORITY

Municipal Government Act, Section 34 (1 – 4), allows council to adopt a policy for the management and destruction of records.

3. PURPOSE

- 3.1 To establish effective management control and administration over the receipt, creation, use, maintenance, storage, and ultimate disposition of all information, regardless of format, and to do so in a manner that is user-friendly and tailored to meet user needs.
- 3.2 To support compliance with the Municipal Government Act (MGA) and other Provincial Acts and Regulations.
- 3.3 To designate responsibilities and accountability for the management of municipal information, regardless of format.
- 3.4 Ensure records management functions are incorporated into existing and future information technology applications.
- 3.5 Reduce response burden on the public by eliminating unnecessary collection of information, and to ensure the collection of any personal information is in accordance with the MGA.
- 3.6 Ensure all information resources, regardless of format, are subject to timely public access according to provisions and limitations of the MGA.

4. INTERPRETATION

In this Policy:

- 4.1 "Council" means the council of the Region of Windsor and West Hants Municipality;
- 4.2 "Designated Officers" means the persons designated and authorized by the Chief Administrative Officer of the Municipality, to act on behalf of the Municipality to manage and maintain the Records Management System;
- 4.3 "Electronic document / electronic record" is described as data that is recorded or stored on any medium in or by a computer system or other similar device and that can be read or interpreted by a person or a computer system on other similar devices and includes a display, printout or other output of that data, other than a printout. And further refers to documents or records that have been created, used and stored in digital medium, using computer hardware and software as well as human intelligence to create, modify, store, access and retrieve the documents. Hard copies can also be converted into digital records by scanning;

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- 4.4 "Manual" means the Nova Scotia Association of Municipal Administrators Records Management Manual, third edition, as amended from time to time;
- 4.5 "Municipality" means the Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020;
- 4.6 "Original record(s)" includes an electronic document/electronic record, and paper copy of a record;
- 4.7 "Record(s)" include books, documents, electronic documents/electronic records, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, and may include data within a computer program or any other data created by a mechanism that produces records;
- 4.8 "Records Management System" means an electronic or paper-based system used by the Municipality to manage the records of the Municipality from record creation through to records disposal.

5. RECORDS MANAGEMENT SYSTEM ESTABLISHED

- 5.1 The Records Management System as shown in the Manual by the Nova Scotia Association of Municipal Administrators is established and authorized for use by the Municipality.

6. COMPLIANCE WITH RECORDS MANAGEMENT SYSTEM

- 6.1 All records and electronic documents in the custody and control of the Municipality are the property of the Municipality and the records must comply with the Records Management System, Manual and this Policy and may constitute as original records.

7. DESIGNATED OFFICER

- 7.1 The Designated Officers are responsible for the management and maintenance of the Records Management System. The Designated Officers may also develop administrative policies and procedures so as to manage and maintain an effective and efficient system (i.e. coding/numbering of policies, title formatting for ease of retrieval, etc).

8. ADOPTION OF THE MANUAL

- 8.1 Records of the Municipality must be created, accessed, maintained and disposed of only as provided by the Manual. The Manual includes a Records Retention Schedule that prescribes the period of time that records are kept to meet the operational, legal, regulatory, financial or other requirements of the Municipality. The Records Retention Schedule also provides instructions as to the manner and time of the disposition of a record.

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9. INTEGRITY AND AUTHENTICITY MAINTAINED

- 9.1 The Records Management System must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.

10 AUTHORIZATION TO AMEND MANUAL

- 10.1 The Designated Officers are authorized to amend the Manual for particular use by the Municipality.

11. DISPOSAL BY DESIGNATED OFFICER

- 11.1 When the Designated Officers determine that the retention period for a given record described in the Records Retention Schedule has ended, the Designated Officer may allow the record to be destroyed or otherwise disposed of in accordance with the instructions outlined in the Records Retention Schedule and in consultation with stakeholders within the organization as detailed below:
- (a) The destruction actions must always be authorized, allowing for a record destruction to be stopped if specific issues such as a government investigation, audit, freedom of information access request, litigation or legal claim require the record to be kept. A records destruction approval form as created and approved by the Designated Officer will be used for all records to be destroyed;
 - (b) Records pertaining to any actual or pending government investigation, audit, freedom of information access request, litigation or legal claim will not be destroyed. Such record will be held until the action is complete and then kept in accordance with the Manual;
 - (c) Records destruction should be undertaken in a manner that preserves the confidentiality of records, including the privacy of information about individuals;
 - (d) All copies of records that are authorized for destruction, including security, preservation and backup copies, should be destroyed as soon as reasonably possible;
 - (e) Destruction of paper records should occur on-site and services provided by a shredding and/or recycling company;
 - (f) Destruction of electronic records stored in a repository will be presented in a report and deleted;
 - (g) A record of destruction will be permanently kept stating the records destroyed, date of destruction and if available a certificate of destruction from the service provider.
- 11.2 Records that are required by any enactment to be kept, and all minutes, by-laws, policies and resolutions of Council will not be destroyed.

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12. REPEAL

- 12.1 The Records Management Policy dated April 13, 1999 of the former Municipality of the District of West Hants is hereby repealed effective April 1, 2020.

I, Rhonda Brown, Municipal Clerk of the Region of Windsor and West Hants Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the Region of the Windsor and West Hants Municipality at a meeting duly called and held on the 10th day of March, 2020.



R. N. Brown
Municipal Clerk

<i>Adoption</i>	
<i>Notice to Council:</i>	February 24, 2020
<i>Approval:</i>	March 10, 2020
<i>Description:</i> Initial approval of the Records Management Policy, RCOGE-002.00. Approved by the Co-ordinating Committee of the Region of Windsor and West Hants Municipality.	