

# Council Policy



## Council Records Retention Policy

**Policy Number: CFS 196/2017**

**Approval Date: July 11, 2017**

**Supersedes Policy: New**


### SECTION A

#### 1.0 Policy Purpose

- 1.1 To ensure the consistent management of Morinville Council Members paper and electronic records through the records' lifecycle.
- 1.2 To provide direction to Town Administration on the management of Council's paper and electronic records when the Councillor leaves office.
- 1.3 To assist Councillors to comply with the requirements of the *Freedom of Information and Protection of Privacy Act*.

#### 2.0 Definitions

- 2.1 "**Active Record**" means a record that is frequently consulted.
- 2.2 "**Administrative Record**" means a record that is created or received by the administration and copied and forwarded to a member of Council in the normal course of conducting Town of Morinville business
- 2.3 "**Community Record**" means a record generated by a community organization and sent to a Councillor, and a record generated by the Councillor to send to the community organization. Community organizations include, but may not be limited to, homeowners associations, seniors groups and arts, culture or sports organizations.
- 2.4 "**Constituency Record**" means a record received by a Councillor from an individual who could vote for that Councillor
- 2.5 "**Department**" means an internal administrative division of the Town Administration including any Town office.

  
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- 2.6 **“Disposition”** means
- 2.6.1 The destruction of records, or
  - 2.6.2 The transfer of records of enduring value to the Town of Morinville permanent records storage vault.
- 2.7 **“Inactive Record”** means a record that a Councillor no longer needs and which the retention schedule shows as being ready for final disposition.
- 2.8 **“Issue Record”** means a record of information received from a group or an individual stating support or opposition to an issue.
- 2.9 **“Lifecycle”** means the life span of a record from its creation or receipt through its active, semi-active and inactive stages, to its final disposition
- 2.10 **“Non-Council Committee Record”** means information relating to specific boards, commissions or other non-Council Committees.
- 2.11 **“Personal Record”** means records belonging to a Councillor that are not related to the business of the municipality
- 2.12 **“Record”** means 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.
- 2.13 **“Records and Information Management”** means the application of systematic control over records throughout their lifecycle, 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.
- 2.14 **“Records of Enduring Value”** means records that are no longer required for ongoing administrative or operational purposes but which are retained because of their ongoing legal, fiscal, evidentiary, informational, cultural, aesthetic or other value.
- 2.15 **“Retention Schedule”** means an approved document which authorizes the length of time active and semi-active records are to be maintained, the medium in which they are to be preserved and the method of disposition.
- 2.16 **“Semi-Active Record”** means a record that is infrequently referred to and is not actively used for administrative or operational purposes but which may need to be retained for legal, audit, financial or other purposes.
- 2.17 **“Transitory Record”** means
- 2.17.1 A record that is not required to meet statutory obligations or to sustain administrative or operational functions
  - 2.17.2 a record in any media that has only temporary usefulness
  - 2.17.3 a record that is required only for a limited period of time for the completion of a routine action or preparation of another record.

### 3.0 Policy Statements

- 3.1 Records in the possession of Member of Town Council are assets that require management to ensure they serve both current operational purposes and potential legal and historical purposes.
- 3.2 This policy provides for a records retention program for all active, semi-active and inactive records under the custody and control of all members of Town Council
- 3.3 This policy does not apply to the personal records of a member of Town Council.
- 3.4 Council will approve a Records Retention Schedule based on attachment A to this policy to govern the management of the records in the custody of the Town Council members.
- 3.5 The Information Management/FOIP Coordinator will provide support and assistance to Councilors and their Executive Assistant in the execution of a Records Retention Schedule and a records management program.
- 3.6 The Information Management/FOIP Coordinator will review records that are sent to them in accordance with the approved Records Retention Schedule and retain records that are believed to be of enduring value to the Town of Morinville and appropriately dispose of records which are not deemed to be of enduring value.
- 3.7 Upon election to the Town of Morinville, each member of Town Council is to review the records retention schedule to guide the management of the records received.
- 3.8 The responsibility for adhering to the retention schedule rests solely with each Council member.
- 3.9 Amendments to the Council Retention Schedule must be done in consultation with the Information Management/FOIP Coordinator.


### 4.0 Expiry Date

- 4.1 This policy shall be reviewed as required.

## SECTION B

### 1.0 Reference to other Policy and Legislation

- 1.1 *The Municipal Government Act, section 214(1-3)*
- 1.2 *The Freedom of Information and Protection of Privacy Act, section 35*


  
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**2.0 Persons Affected**

2.1 This policy affects the Mayor and all Councillors of the Town of Morinville

**3.0 Review/Revision History and Author**

3.1 Created July 11, 2017 by Lois Rusk, Information Management/FOIP Coordinator.

  
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Lisa Holmes  
Mayor

  
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Andy Isbister  
Chief Administrative Officer

ATTACHMENT 'A'

Table of <u>recommended</u> Retention Guidelines for Types of Records Typically Maintained in the Office of a Member of Council of the Town of Morinville		
Type of Record	Description	Recommended records Management Method
Administrative	A record that is created or received by the administration and copied/forwarded to a member of Council in the normal course of conducting Town business.	Maintain up to 30 days in office and destroy through the Town's contracted shredding service.
Community Record	A record generated by a community organization and sent to a Councillor, and a record generated by the Councillor to send to the community organization. Community organizations include, but may not be limited to, community leagues, home owners associations, seniors groups, and arts, culture or sports organizations	Maintain 1 year in office and destroy.
Constituency	A record received by a Councillor from an individual who could vote for that Councillor.	Maintain for current term, transfer to the Records/FOIP Coordinator for retention until end of term in office, plus 3 years followed by selective retention or destruction.
Issue	A record of information received from a group or an individual stating support or opposition to an issue	Maintain active records in office for each electoral cycle. Transfer as semi-active records to Town Information Management/FOIP Coordinator for 3 years. At end of electoral cycle following completion of the issue or closure of the file, transfer to Town Information Management/FOIP Coordinator for selective retention or destruction.
Non-Council Committee	Information relating to specific boards, commissions, Business Revitalization Zones (BRZs), or other non-Council Committees	Maintain for term in office.  Transfer to the Town's Information Management/FOIP Coordinator for selective retention or destruction.
Transitory	A record that is not required to meet statutory obligations or to sustain administrative or operational functions. A record in any media that has only temporary usefulness, and A record that is required only for a limited period of time for the completion of a routine action or preparation of another record	Maintain until no longer required and destroy through the town's contracted shredding services.



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