
Records Management

Policy No.: 4169
Department: Administration
Authority: Council
Current Approved Date: September 8, 2009

Policy Statement:

Lamont County is committed to records management that is compliant with legislation, completely and accurately accounts for the municipalities' conduct of business, and serves the municipalities' needs for access to information.

Lamont County will provide guidelines for the retention of records based on legal, operational, financial, administrative and other considerations through the development of classification systems and schedules, including the destruction or transfer of records to the Provincial Archives after the retention periods have expired.

All records, created or received by Lamont County employees in the course of their duties on behalf of the municipality, are the property of Lamont County and subject to its overall control. This policy applies to records in every media format including print, digital, audio-visual, and film.

Purpose:

- Define the roles and responsibilities of employees and contractors for records creation, maintenance, retention and disposition
- Ensure responsible management of Lamont County records and record-keeping systems as valuable resources and assets
- Ensure the management of records is in accordance with all applicable policies, contracts, regulations and laws
- Establish a records management program covering the retention, maintenance and disposal of all Lamont County records
- Establish a records management program to ensure that records can be located and retrieved in a reasonable amount of time
- Preserve the history and evidence of Lamont County's activities in all formats
- Support accountability, and promote efficiency and economy
- Support both protection of privacy and freedom of information services throughout the organization

Related Documents & Legislation:

Lamont County Policies:

- Policy 4168, FOIP

Legislation:

- *Government Organization Act*
- *Alberta Evidence Act*
- *Electronic Transactions Act*
- *Freedom of Information and Protection of Privacy Act*
- *Historical Resources Act*
- *Records Management Regulation*
- *Government Emergency Planning Regulation*

Definitions:

Active Records

Active records are those records in use, meaning that they are referred to at least once per month. Active records are paper-based or electronic and are stored in office areas and on information technology servers that are immediately accessible.

Disposition

Disposition refers to the final outcome of Lamont County records in all media formats. Two outcomes are possible: records are either destroyed or transferred to Provincial Archives for long-term retention.

Inactive Records

Inactive records are records that are used infrequently by Lamont County employees and contractors. They are stored separately from Lamont County Active records. Electronic semi-active records are stored offline. Lamont County users may obtain semi-active records upon request.

Records

Records are information created, received, and maintained as evidence in the transaction of business or in the pursuance of legal obligations that holds operational, legal, fiscal, vital or historical value to the County regardless of media.

Retention

Retention refers to the length of time records are kept until they are destroyed or transferred to Provincial Archives for long-term retention. Retention schedules include active, inactive, and transitory retentions and disposition dates.

Transitory Records

Transitory records are records in any media format that have short-term value which are not required to be maintained as evidence in the transaction of business or in the pursuance of legal obligations.

Duties & Responsibilities:

Employees & Contractors

Employees and contractors may create verifiable records of evidence in the conduct of business at Lamont County. They should be aware that any Lamont County record may be released in a Freedom of Information and Protection of Privacy (FOIP) request. They are responsible for:

- Creating records in a professional and objective manner
- Identifying which documents are records-worthy and declaring them as such
- Submitting records they create, regardless of media, to be maintained by the Records Manager/FOIP Coordinator
- Managing their departments' records in accordance with the Records Management Procedure
- Assisting the Records Manager/FOIP Coordinator with the retrieval and review of records to fulfill FOIP requests

Records Manager/ FOIP Coordinator

The Records Manager/FOIP Coordinator is responsible for:

- Assigning records maintenance functions to appropriately trained employees within their departments
- Ensuring that records contain authentic evidence of transactions and operations
- Ensuring that records containing Lamont County Confidential and Personal Information are protected from unauthorized use and disclosure, according to the business needs and the provisions of the FOIP Act
- Ensuring the comprehensiveness of case files
- Authorizing record retention schedules for classification of records
- Administering the records disposition processes

- Maintaining the classification structure
- Managing semi-active records stored on or off-site
- Responding to privacy complaints
- Assisting with records discovery
- Training and advising Lamont County employees and contractors in records management and privacy protection practices

IT Services

IT Services is responsible for:

- Providing advice on technological issues and implications
- Implementing electronic recordkeeping programs

CAO

The Head of the organization is responsible for:

- Designating a Records Manager/FOIP Coordinator to monitor and maintain recordkeeping systems
- Approval of all records schedules as recommended by the Records Manager/FOIP Coordinator
- Reviewing and approving Destruction Notifications and Certificates of Destruction

Procedures Associated With This Policy:

Procedure 4XXX-ADM, FOIP
Procedure 4XXX-ADM, Records Management

Forms Associated With This Policy:

Records Destruction Notification
Records Destruction Certificate
Lamont County Storage Box Label

Amendment History:

Created July 2009

Scheduled Review Date:

July 2011
