

PURPOSE

The purpose of the Records Management Policy is to:

1. Ensure all municipal records are classified, managed and archived or disposed of in accordance with the East Hants Records and Information Management Manual;
2. Ensure that information in the care and control of the Municipality is handled and disposed of in a responsible manner based on industry standards, legislation and best practices;
3. Ensure that municipal records are protected from premature destruction once their value ceases; and
4. Ensure that municipal records are disposed of in accordance with the East Hants Records and Information Management Manual.

SCOPE

All employees of the Municipality fall within the scope of this policy and must adhere to the policy statements contained within this document. This policy applies to all information and records in the care and control of the Municipality.

DEFINITIONS

Term	Definition
Disposition	The final stage of records management in which a record is either destroyed or archived.
East Hants Records and Information Management Manual	The primary source of reference on all matters pertaining to the management of information and records for the Municipality. It provides operational guidelines, legislative and regulatory compliance information for the lifecycle management of municipal records.
Information	Information is data that has been processed, organized and presented in a context that makes it meaningful for use.
Official Record	Recorded content of a business event including activities relating to policy, financial transactions and legislative or regulatory requirements. A record can be thought of as providing official evidence of actions, transactions, obligations and rights.
Retention	Retaining a record or information for a period of time before it is destroyed or archived.
Transitory Record	Information that has a short life span that may be required for completion of an action or to contribute to a record. Its retention period should never exceed an operational need or that of the record for which it exists to support.

POLICY

POLICY STATEMENT

1. The East Hants Records and Information Management Manual is the records and information system adopted and authorized by Council. This manual is based on the Association of Municipal Administrators, Nova Scotia manual and has been customized to meet needs of the Municipality of East Hants. It will be updated as required to meet operational and legislative requirements or industry standards, and changes will be approved by the Chief Administrative Officer.
2. Municipal information and records will be classified, managed and disposed of in accordance with the East Hants Records and Information Management Manual.
3. Records eligible for disposition will be reviewed and approved by the Director responsible for the record. Final approval for disposition will be the responsibility of the Chief Administrative Officer in accordance with the East Hants Records and Information Management Policy and processes.
4. Confirmation of disposition approval, a certificate of destruction and a record of all official records destroyed will be maintained.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Editor	<p>The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will:</p> <ul style="list-style-type: none"> • Ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary • Draft new or edit existing policy content • Be able to interpret and explain policy content • Ensure policy documents are branded and any supporting documents, ie. applications forms are also branded and content consistent with the policy • Ensure policy content is relevant and accurate • Seek and secure approval recommendation of the policy from the Policy Owner • Seek and secure approval of the policy from the appropriate Approver; and, • Provide the final approved policy document to the Assistant Municipal Clerk

Title/Role	Responsibilities
Policy Owner	<p>The Policy Owner will:</p> <ul style="list-style-type: none"> • Provide oversight to ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary by the assigned Policy Editor • Be able to interpret and explain policy content • Provide oversight to ensure policy documents are branded and any supporting documents, i.e. application forms are also branded and content consistent with the policy • Provide oversight to ensure policy content is relevant and accurate • Review the policy and make recommendation for approval to the appropriate Approver; and • Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk
Policy Approver	<p>The Policy Approver will:</p> <ul style="list-style-type: none"> • Review Policy recommendations for approval consideration (approve, reject or edit); and • Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision
Assistant Municipal Clerk	<p>The Assistant Municipal Clerk will:</p> <ul style="list-style-type: none"> • Facilitate an annual Policy Review; and • Ensure final approved policies are maintained, stored and posted where appropriate
Information Management Clerk	<p>The Information Management Clerk will facilitate the disposition process</p>
Director	<p>The Director will:</p> <ul style="list-style-type: none"> • Review records eligible for disposition; and • Approve or reject records eligible for disposition
Chief Administrative Officer	<p>The Chief Administrative Officer will:</p> <ul style="list-style-type: none"> • Review records eligible for disposition; and • Approve or reject records for disposition in accordance with the East Hants Records and Information Management Manual and approved processes

RELATED DOCUMENTATION

Related forms, processes, procedures and other documents that support the policy.

Document Name	Document ID	Document Type
East Hants Records and Information Management Manual		Standards Manual
Records and Information Management Policy		Administrative Policy
Records and Information Disposition Process		Process



VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.0	Replace the 2008 Destruction of Documents Council Policy	Information Management Clerk	Director of Corporate Services	Council	

CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.

Kim Ramsay
Municipal Clerk