



Subject: *Records Management Policy of Council*
To: Corporate & Residential Services Committee
Date Prepared: September 16, 2021
Related Motions: N/A
Prepared by:
Approved by: Kate Friars, Deputy CAO

Summary

The municipality has been actively managing official records since 2008. In recent years the protection of information and decreasing the liability associated with keeping information for too long has become more important. The organization has improved its records and information program to align with current trends in this area and has updated the Destruction of Documents policy to reflect these changes.

Financial Impact Statement

There is no financial impact.

Recommendation

It is recommended that Council approve the Records & Information Management Policy to replace the Destruction of Documents Policy from 2008.

Recommended Motions

Council (Policy) Meeting - September 21, 2021

The Corporate & Residential Services Committee recommends to Council that ***Council give notice of intent to approve the Records & Information Management Policy, to replace the current Destruction of Documents Policy, as attached to the Executive Committee agenda dated September 21, 2021.***

Regular Meeting of Council - September 29, 2021

The Corporate & Residential Services Committee recommends to Council that ***Council approves the Records & Information Management Policy, to replace the current Destruction of Documents Policy, as attached to the Executive Committee agenda dated September 21, 2021.***

Background

In 2008 Municipal Council approved a Destruction of Documents policy that sets out how the Municipality would manage municipal records. The records classification system developed by the Association of Municipal Administrators, NS (AMANS) was adopted by the organization and this policy mandated that records would be protected from premature destruction by following the classification system and set out the process for authorizing the destruction of municipal records.

Over the last few years, the Municipality has placed greater importance on records and information management and has expanded its practices to become more in line with what is happening in this field. The municipality has moved to a classification system that is based on the AMANS system but customized to reflect the work we do while adhering to current legislation and regulations. Adopting a classification of our own allows us to make changes and updates as required, instead of waiting for updates from the AMANS had we continued to use that system. This enables us to ensure compliance immediately.

Discussion

The 2008 Destruction of Documents policy has not been reviewed until now. Updates have made to bring the policy in line with current processes and practices and has been renamed to address the focus on records and information management, not just the destruction of documents.

Alternatives

Keep the Destruction of Documents policy in effect or other changes as directed by Executive Committee.

Recommendation

It is recommended that Council approve the Records & Information Management Policy to replace the Destruction of Documents Policy from 2008.