

14. RECORDS MANAGEMENT

Policy Statement:

Mountain View County is desirous of and deems it appropriate to provide for regulations with respect to the retention and disposal of records and that the handling and storage of records be performed in a standard and consistent manner.

Definitions:

“**Record**” means information in any media in the custody or control of the County, including:

Documents	Letters	Hand-Written Notes
Papers	Draft Documents	E-Mail
Voice Mail	Books	Vouchers
Maps	Drawings	Photographs
Post-It Notes	Calendars	

“**Transitory Records**” means records in any media that:

- Have only temporary usefulness;
- Are not part of an administrative or operational record;
- Are not regularly filed in a records information system; or
- Are required only for a limited period of time for the completion of a routine action or the preparation of a record.

Regulations:

1. County Council delegates the responsibility for records management to the County Commissioner who may delegate this responsibility to other staff members.
2. All records created and maintained by Mountain View County must have a retention applied.
3. The County's Records Management Procedures will adhere to:
 - Public Records Regulations
 - Freedom of Information and Protection of Privacy Act
 - Municipal Government Act
4. All municipal records are to be disposed of in accordance with the methods and schedules as set out by County Bylaw No. 10/02 (the “Bylaw”) the purpose of which is:
 - (a) to ensure the retention of legal or legislatively required documents; and,
 - (b) to ensure the orderly disposition of routine or outdated material.
5. Records to be destroyed pursuant to Schedule “A” of the Bylaw shall be destroyed without any copy thereof being retained.

6. Records described as “Permanent/Archival” in Schedule “A” of the Bylaw shall be permanently preserved.
7. Retention periods for corporate records are as set forth in Schedule “A” of the Bylaw.
8. Records may be kept longer than the period provided for in Schedule “A” of the Bylaw at the discretion of the Records Management Coordinator and County Commissioner and will be recorded in the Retention Index.
9. The Records Management Coordinator is responsible for the destruction of records.
10. The County Commissioner is responsible for the provision of security and storage of all Mountain View County records.
11. The County Commissioner may authorize the destruction of original copies of records prior to the time outlined in the retention schedule if those originals have been converted to electronic format which enables copies of the originals to be made.
12. Election material that has been locked in ballot boxes may be destroyed in accordance with the provisions of the Local Authorities Elections Act, Statutes of Alberta, 1983, Chapter L-27.5.

Procedures:

1. Prior to the disposal of any record, written approval is required from the appropriate department head.
2. Only the Records Management Coordinator shall dispose of files.
3. The Records Management Coordinator shall certify in writing whenever records have been destroyed.
4. The Records Management Coordinator shall keep an index of:
 - Active and semi-active records
 - Inactive records
 - Records destroyed
 - Records referred to Archives
 - Records held at other archival centers
5. Destruction of all records shall be carried out in the presence of a witness.
6. The Records Management Coordinator shall provide a statement in writing attesting to the time and place of the destruction of records, along with a list of records destroyed and the name of the person who witnessed the destruction.

Approved: April 24, 2002