

Policy Title: RECORDS RETENTION & DISPOSITION	Policy #: <i>AD-01</i>
Authority Approval: CAO	Resolution #: n/a
	Effective Date: January 10, 2012
Distribution:	
<input checked="" type="checkbox"/> Master	<input checked="" type="checkbox"/> Fire Department
<input checked="" type="checkbox"/> Administration	<input checked="" type="checkbox"/> Library
<input checked="" type="checkbox"/> Council	<input checked="" type="checkbox"/> Public Works
<input checked="" type="checkbox"/> FCSS	<input checked="" type="checkbox"/> Recreation

Purpose:

To ensure that records are retained, filed and disposed of according to Bylaw 925, and amendments, as well as other Federal and Provincial legislation, and

To ensure that all staff are aware of the governing Bylaw and are aware that they must comply with the requirements of the Bylaw and other Federal and Provincial legislation.

Policy Statement: All staff will ensure that Records are retained in accordance with Schedule A of Bylaw 925 and any other Federal and Provincial legislation that may be applicable.

1. Staff will be aware of the different types of records created and will consciously make the effort not to create unnecessary records.
2. Transitory Records:
 - a) Transitory records, as defined in the Bylaw, will not be assigned a file number;
 - b) Transitory records may be distributed among or between departments where personnel within those department may have use for the information contained in the record;
 - c) Where a department or person within a department needs to retain a transitory record, that record will then be assigned a file number according the file numbering system and a retention term according to Schedule A of the Bylaw;
 - d) Where a transitory record has been reviewed by the appropriate personnel and acted upon as necessary and the record is of no further use, the transitory record may be disposed of without recording the disposition;
 - e) Transitory records that contain confidential information or personal information be shredded or otherwise disposed of in a secure manner.
3. Electronic Records:
 - a) Staff will file electronic records in the same manner that physical records are filed using the same file numbering system;
 - b) When creating electronic records, the file number will be recorded on the document and will form part of the file name;
 - c) Electronic records will be retained and disposed on the same schedule as physical records;

- d) Electronic records, where deemed appropriate and permitted through legislation and other policy, may take the place of physical records and physical records may be disposed of as per the Bylaw.

4. Financial Records:

- a) Routine financial records, such as journal vouchers, accounts payables and receivables reports, invoices, cheques and cheque registers, utility statements, tax notices, etc., created through the use of financial software will be considered active files during the current year;
- b) These records will be retained in the office until the audit for that year has been completed, then the records will be transferred to the inactive files and stored for the required period of time. Files will be stored by year and will not require numbering according to the file numbering system;
- c) Records that form part of a capital purchase, disposition, insurance claim, or other record will be filed using the appropriate file number and retained according to the Bylaw;

5. Active Records:

- a) Active records are those records that staff are required to access for information either on a regular or occasional basis;
- b) Active records will be numbered in accordance with the file numbering system;
- c) Active records may be in either electronic or physical forms;
- d) Active records in the physical form will be retained in the office cabinets or storage system, including the vault cabinets and will be filed in a manner that will allow easy access.

6. Inactive Records:

- a) Inactive records are those records that staff will probably not required access to;
- b) Inactive records will be numbered in accordance with the file numbering system and marked with the year in which the records may be disposed of in accordance with the Bylaw;
- c) Inactive records may be in either electronic or physical forms;
- d) Where an inactive records is in an electronic form, that record will be transferred to a separate folder on the main server and will be flagged for disposal;
- e) Where an inactive record is in the physical form, the records shall be removed from the active file storage and filed in a storage box marked with the year in which the record may be disposed of.

7. Permanent Records:

- a) Permanent records are those records that may not be disposed of;
- b) Permanent records will be numbered in accordance with the file number system and will be marked "P";
- c) Permanent records may be in either electronic or physical forms;
- d) Where a permanent records is in an electronic form, that record will be transferred to a separate folder on the main server and will be flagged as permanent;
- e) Where a permanent record is in the physical form, the records shall not be disposed of except in accordance with the Bylaw.

Reviewed/Amended	Date:
	CAO