



Policy number: P2022-07	Departments: Administration	Policy Source:
Record Management and Retention	Authorised by: Council Signature:	Date: 2022-03-31 Date Revised: Date Effective: Date to be Reviewed:

PURPOSE

To prevent a documentary record of required information and to ensure that it is appropriately identified, organized, controlled, protected, retained, retrievable or dispose of; for the purpose of risk mitigation, potential litigation, fiscal audits, operational and historical uses and to fulfill the requirements of the MGA, other legislation and best practises.

DEFINITIONS

“MGA” means Municipal Government Act.

“CAO” means Chief Administrative Officer or the Designate.

“Designate” means a person other than the CAO authorized to make the information available.

“Record Officer” means the staff designated by the CAO to manage the recording, organizing, controlling, protecting, retaining, retrieving or disposal of documents.

“FOIPP” means the Freedom of Information and Protection of Private legislation.

“PIPEDA” means Personal Information Protection and Electronic Documents Act.

POLICY

- 1) The CAO will make Village information accessible to the public within a reasonable timeframe and upon payment of a reasonable fee.
- 2) Based on the potential purposes, the CAO will approve a procedure for each category of the records including
 - a) Length of time in short term storage – a location where the records would be readily available for day-to-day use.
 - b) Length of time in a long-term storage – a central “dead storage” facility where documents can still be retrieved as needed.



- c) A date for destruction of documents.
 - d) If need arises for a document or series of documents to be made available, once the documents are identified, the Record Officer will be responsible for segregating the document(s) and ensuring that they are not destroyed.
- 3) The CAO will withhold from the public the following:**
- a) Commercial information and commercial secrets; and
 - b) Information that must be kept confidential because its disclosure would harm or compromise the Village; and
 - c) Personal information about employees and others; and
 - d) Drafts of reports except those that are released at the Public Hearing or in an open Council Meeting; and
 - e) Information that if disclosed, would prejudice security and maintenance of the law; and
 - f) Information about taxes and tax assessment; and
 - g) Information placed before Council at an in-camera meeting.
- 4) The CAO will remain familiar**

PROCEDURE