

COUNCIL POLICIES AND PROCEDURES

SECTION - H

MISCELLANEOUS

SUBJECT: Records Management

POLICY NUMBER: Number H-11

APPROVAL DATE: April 12, 2000

AMENDED DATE: January 11, 2017

PREAMBLE: This policy is applicable throughout the Municipality of the District of Guysborough, including all Departments in the Municipal Unit, falling under the authority of the Municipality of the District of Guysborough, and throughout all of the Municipal Unit's Agencies, Boards and Commissions, henceforth referred to collectively as the Municipality.

PURPOSE:

1. To establish effective management control and administration over the receipt, creation, use, maintenance, storage and ultimate disposal of all information, regardless of format, and to do so in a flexible manner that is user-friendly and tailored to meet user needs;
2. To support compliance with the Municipal Government Act;
3. To designate responsibilities and accountability for the management of municipal information regardless of format.

TERMS:

1. It is the policy of the Municipality of the District of Guysborough to create, classify, maintain, access, retrieve, store, destroy and preserve information resources throughout their life cycle according to the standards and procedures prescribed under the Association of Municipal Administrators Records Management Program;
2. It is the policy of the Municipality of the District of Guysborough to manage information resources as a valuable Government asset for the purposes of:
 - a) Supporting effective decision making;
 - b) Meeting operational requirements;

- c) Ensuring the widest possible use of information resources within the Municipal Unit;
 - d) Protecting the legal, financial, and other interests of the Municipal Unit and the Public;
 - e) Restricting access according to the Municipal Government Act.
4. It is the policy of the Municipality of the District of Guysborough to identify and preserve information resources that serve to reconstruct the evolution of policy and program decisions or have archival value. To ensure that such information is organized in a manner to be readily available for the study of decision making in the Municipality and other research purposes which help explain the historical role of the Municipality.
 5. It is the policy of the Municipality of the District of Guysborough to ensure that records management functions are incorporated into existing and future information technology applications.
 6. It is the policy of the Municipality of the District of Guysborough to reduce response burden on the Public by eliminating unnecessary collection of information, and to ensure that the collection of any personal information is in accordance with the Municipal Government Act.
 7. It is the policy of the Municipality of the District of Guysborough to ensure that all information resources, regardless of format, are subject to timely public access according to the provisions and limitations of the Municipal Government Act.