



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Records Management – Esquimalt Records Classification Manual	NO. ADMIN- 42
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PURPOSE:

The purpose of this Policy is to establish specific guidelines for the records management function with respect to the retention and disposal of records.

It is necessary to establish the life cycle of records maintained by the Township which specifies the time period for which records should be maintained, stored, and which records should be retained permanently, which should be retained by the Archives, and which should be destroyed.

OVERVIEW OF RECORDS MANAGEMENT SYSTEM:

The policies and procedures outlined in the Records Management Manual for Local Government Organizations, Fifth Edition, 2017 shall be the Records Management System for the Township.

The Records Classification and Retention Schedule, Appendix J of the Records Management Manual for Local Government Organizations, has been amended in consultation with Department Heads, the Municipal Archivist, and those responsible for the filing function in each department. The amendments reflect the administrative and operational records and retention needs of the Township. The amended Appendix J shall be referred to as the Esquimalt Records Classification Manual (the "Manual") and forms part of this Policy.

ESQUIMALT RECORDS CLASSIFICATION MANUAL:

"Record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical and other means, but does not include a computer program or any other mechanism that produces records.

The Corporate Officer is authorized to create, maintain and amend the Manual. Records of the Township are created, accessed, maintained and disposed of only as provided by the Manual. Each Department is responsible for the care of the records specific to their department and must ensure the proper management of all records in accordance with this Policy and the Manual.

A. AMENDMENTS TO THE MANUAL:

The Manual may be amended from time to time to ensure that the Manual remains current and complete; that it complies with applicable laws and legislation; and that it reflects the changing activities, operations and needs of the various departments.

Procedures for Amendments:

- Departments may not independently create or amend the content of the Manual;
- Departments will submit their request for any amendment to the Corporate Officer;
- All requests will be reviewed by the Archivist and approved by the Corporate Officer.

B. RECORDS INVENTORY:

A records inventory must be prepared for all records being moved to semi-active file areas or to off-site storage facilities, or identified for destruction. The records inventory shall be on the form prescribed by the Corporate Officer and will provide details describing the file and classification.

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A copy of the records inventory shall be retained within the department owning the records and a copy shall be forwarded to the Corporate Officer to be retained with the retention records.

C. RECORDS DESTRUCTION:

Record destruction may occur only in accordance with the retention schedule outlined in the Manual. Records identified and approved for destruction must be destroyed in a manner that ensures the protection of confidentiality and completion of destruction.

Destruction Procedure:

- Departments shall prepare a list of all records scheduled to be destroyed and submit the list to the Corporate Officer;
- After reviewing the list to ensure eligibility for destruction, the Corporate Officer shall refer the list to the Archivist who may approve the destruction or request a transfer of the records to the Municipal Archives if he/she determines there may be historical value in the records.
- Following review and recommendation from the Archivist, the list will be forwarded to the Corporate Officer for final approval.
- A destruction inventory will be maintained for all records destroyed which will include the file classification, authorization for destruction, date of destruction, and method of destruction.

Records that are financial in nature - the concurrence of the municipal auditors shall be obtained prior to destruction.

Records that are legal documents - the concurrence of the respective municipal solicitor shall be obtained prior to destruction.

D. RECORDS PRESERVATION:

Records that are to be retained indefinitely may be stored at a secure commercial records storage facility.

Records transferred to the Municipal Archives shall be managed and controlled by the Archivist, and will be preserved in accordance with appropriate standards as determined by the Archivist.

GENERAL RECORDS PRACTICES:**Correspondence:**

- All incoming correspondence shall be date-stamped by the receiving department, logged, and a file number assigned at that time.
- All outgoing correspondence shall include a file number as assigned by the originating department.

Purging Records:

- Active records (those accessed regularly) shall be purged to remove unnecessary paper at least once per year. This could include: duplicate copies, drafts, rough notes, and research notes.
- Semi-active records or records being relocated to off-site storage facilities must be purged before relocating the records.
- In cases where there is uncertainty or doubt, the Corporate Office should be consulted.

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REFERENCES:

A copy of the Records Management Manual for Local Government Organizations, Fifth Edition, 2015, by the Local Government Management Association of British Columbia, is available in the Corporate Services Department and should be consulted where clarification is required.

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