Records and Information Management

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Policy R5

Policy:	R5 – Records and Information Management
Policy Department(s):	Information Systems
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Policy Purpose

All County Members have a responsibility to manage the work-related records that they create or receive and use as evidence of County business activity to ensure accountability, transparency, and legislative compliance.

Policy Statement

To ensure that the County maintains best practices for records and information management, including the retention and secure destruction of records of value and the management of Transitory documents.

Definitions

Definitions from the Records Management Bylaw will apply to this policy.

“County Records” means the information assets belonging to the County and have the following values:

- “Administrative Value” means records that reflect daily business activities and/or assist in the performance of future activities. These records lose their value over time.
- “Fiscal Value” means records related to financial transactions and are required for auditing and financial purposes.
- “Legal Value” means records are typically required by legislation.
- “Historical / Permanent Value” – means such records shall be preserved and never destroyed, excepting the original bylaws and minutes of council meetings, providing the originals have been recorded on the municipality’s electronic records management system that will enable copies of the originals to be made.

"CAO” also known as “County Manager” or “Chief Administrative Officer” means the person, or delegate appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for the County.

"County Members” means Elected Councillors and all County Employees across all Service Areas and at all levels of the Municipal Organization.

"Disposition" is the end-of-life outcome for a record of value, which can be secure Destruction (D), Permanent retention (P), or Transfer (T) to Regional Archives.

"Legal Hold" is a communication issued to departments as a result of current or anticipated litigation, audit, government investigation, formal information request or other such matter and suspends the normal Disposition or processing of records relevant to the Legal Hold. The Legal Hold process is paramount over the Retention Schedule's Disposition timelines until the hold is lifted.

"Retention Schedule" is a living document that is regularly updated to reflect legislative changes related to the retention requirements of different kinds of records of value based on a review of the operational, legal, regulatory, financial, and other internal requirements.

"Transitory" – means recorded information that has only immediate or short-term usefulness. Transitory documents contain information that is not required to meet legal or financial obligations or to sustain administrative or operational functions and have no enduring historical value.

Policy Guidelines

Care and Custody

1. All County members shall be responsible for the care and custody of County Records according to the Records Management Procedures, to ensure confidentiality and timely access to information for decision making.

Filing and Retention

2. All County Members shall regularly and routinely file records of value and retain them according to the Retention Schedule. Internal best practices for filing locations, naming conventions and metadata completion shall be followed to ensure efficient accessibility.

3. Records of value shall be retained according to the Retention Schedule. However, the CAO may at their discretion determine that records be retained longer than the applicable period provided in the Retention Schedule.

4. Retained non-electronic records, including records of original signed bylaws, council meeting minutes, will be stored with appropriate security access measures which may include fireproof locked vaults and secure offsite storage.

5. Electronic records shall be safeguarded with appropriate safety measures such as firewalls, administrative and user permissions and shall be disposed of according to the Retention Schedule.

6. The CAO is authorized to update the Retention Schedule from time to time in order to ensure legislative requirements are adhered to.

Disposition and Secure Destruction

7. Destruction of County Records shall be reviewed and approved before secure shredding, as outlined in the Records Management Procedures. The approved list of records to be destroyed shall be retained as a permanent destruction certificate.

8. Records subject to an audit or Legal Hold shall not be disposed of until after the audit or legal matter is settled and records are no longer required to be retained in case of appeals.

9. Election materials are to be disposed of in accordance with the Local Authorities Election Act.

10. All County Members are authorized to securely destroy Transitory documents when they are no longer of any value. If there is any uncertainty as to whether a record is a valuable information asset or merely Transitory, the final decision shall be made by the CAO or designate.

Attachments

N/A

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26 Protection of Privacy Act (POPA) SA 2024, c P-28.5 Access to Information Act (ATIA) SA 2024, C A-1.4Local Authorities Election Act, RSA 2000, c L-21
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development Policy I09 – Signing and Approval Authority Bylaw 3008 - Records and Information Management Bylaw
Other	Records Retention Schedule Privacy Breach Procedure HUB Records Disposition Procedure Records Management Procedures

Revision History

Review Date	Description
November 9, 2026	Reviewed and Amended CM20261109.037
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