



County of Lethbridge Policy Handbook

EFFECTIVE: September 6, 2012 **SECTION:** 100 NO. 160 Page 1 of 5

APPROVED BY: County Council **SUBJECT:** Records Management

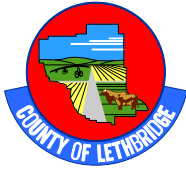
REVISED DATE:

1. Purpose

- 1.1 To ensure responsible management of County records and record-keeping systems as valuable resources and assets.
- 1.2 To ensure the management of records in accordance with all applicable policies, contracts, regulations and laws.
- 1.3 To establish a County records management program covering the retention, maintenance and disposal of all County records.
- 1.4 To establish a records management program to ensure that records can be located and retrieved within a reasonable time.
- 1.5 To preserve the history and evidence of the County's activities in all formats.
- 1.6 To support accountability, and promote efficiency and economy.

2. Guiding Principles

- 2.1 All County records, regardless of their format or location, are the property of the County.
- 2.2 Records management policy, program and practice will be based on current professional standards and best practices and in accordance with all applicable policies, contracts, regulations and laws.
- 2.3 Retention of records will be scheduled according to operational, fiscal, legal and historical requirements and authorized so that they are retained only for as long as they are needed.
- 2.4 County records of archival value will be preserved and access provided where restrictions do not apply.



County of Lethbridge Policy Handbook

EFFECTIVE: September 6, 2012 **SECTION:** 100 NO. 160 Page 2 of 5

APPROVED BY: County Council **SUBJECT:** Records Management

REVISED DATE:

2.5 Personal information required by contract or law or any information contained in County records will be created, maintained and disposed of in an appropriate manner and in accordance with all applicable regulations and laws.

2.6 County records, being the property of the County, may not be removed from its control or destroyed except under the authority of this policy.

3. Definition

3.1 County records are those documents, data or recorded information in all media and formats created, received, and maintained as evidence and information of all activities of the County.

4. Policy

4.1 The policy requires that the program be applied consistently across the County by all County personnel.

4.2 The policy applies to all transactions and the records created or received in the course of carrying out all the work and activities of the County.

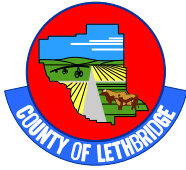
4.3 The policy does not cover non-record material.

4.4 This policy applies to the creation, receipt, use, handling, maintenance, storage and disposition of all County records.

4.5 The policy covers records in all media and formats, including but not limited to paper, electronic documents and files (word processing, spread sheets, data bases, etc.) e-mail, photographs, films, audio and video-tapes, drawings, wikis, blogs, etc.

5. Records Management Program Terms of Reference

The County's records management program will establish a County record-keeping system and practice that:



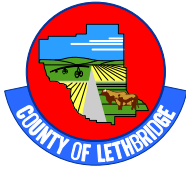
County of Lethbridge Policy Handbook

EFFECTIVE: September 6, 2012 **SECTION:** 100 NO. 160 Page 3 of 5

APPROVED BY: County Council **SUBJECT:** Records Management

REVISED DATE:

-
- 5.1 Ensures control over the creation, maintenance and disposal of County records through record classification plans and retention schedules.
 - 5.2 Ensures the availability of evidential, accurate, current, unaltered, authentic and reliable County records in all formats to support all County work and functions for as long as they are required.
 - 5.3 Ensures all record-keeping and retention at the County is consistent with regulatory environment.
 - 5.4 Ensures that record-keeping at the County is consistent with professional and legal standards.
 - 5.5 Offers records management training and advisory services for all County personnel.
 - 5.6 Develops and reviews policy, procedures and roles for records management at the County.
 - 5.7 Establishes institutional requirements and resources for control and care of records at the County.
 - 5.8 Ensures the proper disposition of County records, carried out in accordance with County policy, and maintains auditable documentation.
 - 5.9 Ensures that the records are managed in accordance to all applicable FOIPP regulations.
 - 5.10 Ensures that cessation of destruction in the event of litigation hold, audit process or FOIPP request.
 - 5.11 Ensures care and control of County records in storage in the County Records Centre.
 - 5.12 Ensures compliance to policy and practice through monitoring procedures.



County of Lethbridge Policy Handbook

EFFECTIVE: September 6, 2012 **SECTION:** 100 NO. 160 Page 4 of 5

APPROVED BY: County Council **SUBJECT:** Records Management

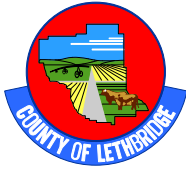
REVISED DATE:

6. Statement of Authority

The County Manager, or designate shall establish an Internal County Staff Records Management Committee (the Committee) which will provide advice to the County Records Manager for the initiation, control and review of records management policies and programs. See Appendix for composition of the Records Management Committee.

7. Statement of Responsibility

- 7.1 The effective management of County records is a responsibility shared by all County employees.
- 7.2 The County Records Manager is responsible for the design, creation, implementation, maintenance and operational audit of the records management program.
- 7.3 The County Records Manager will provide the training and necessary support and advisory services to all County departments to ensure that records management procedures and controls are understood and applied.
- 7.4 All County departments will assign a staff member to liaise with the County Records Manager as their primary contract for records management.
- 7.5 The County Records Manager will liaise with the County IT Services Manager concerning the appropriate creation, use, maintenance and disposition of electronic records in County systems.
- 7.6 The County Records Manager will liaise with the GIS Manager concerning the appropriate creation, use, maintenance and disposition of spatial records in County systems.
- 7.7 The County Records Manager will liaise with the County FOIPP Officer concerning the appropriate creation, use, maintenance and disposition of records and information in County systems.



County of Lethbridge Policy Handbook

EFFECTIVE: September 6, 2012 **SECTION:** 100 NO. 160 Page 5 of 5

APPROVED BY: County Council **SUBJECT:** Records Management

REVISED DATE:

Appendix

The Internal County Staff Records Management Committee shall consist of:

	MEMBERSHIP	ROLE
1	Records Manager (Appointed to the Committee by the County Manager)	Provides advice and makes recommendations on records management best practices and standards to all department heads and staff.
2	Electronic Records Representative (Appointed to the Committee by the Records Manager)	Provides advice on the management of electronic records.
3	Geographical Information Systems Records Representative (Appointed to the Committee by the Records Manager)	Provides advice on the management of spatial records.