

Policy: Records and Information Management

Intent:

It is the intent of Leduc County that the creation, organization, use, receipt, access, maintenance, storage, retention and disposal of records be performed in a standard and consistent manner. This policy will supersede all other existing records management policies for Leduc County. A records management policy establishes the foundation of the records and information management program for Leduc County, describes the elements of the program and directs the effective and efficient management of records and information.

Authorities:

Freedom of Information and Protection of Privacy Act
Municipal Government Act
Bylaw 9-07

Best Practices and Operating Procedures

Records and Information management best practices have been developed to govern when, how and why records are created, maintained and disposed.

The objective for establishing best practices for Leduc County is to ensure critical information belonging to the County is maintained in an orderly and effective manner. Consistent and effective retrieval of information/records ensures an efficient response in the event of operational or legislative requirement. Best practices provide reliability, resulting in an effective records management program

Disposal of Records

Disposal of Records can only take place according to the conditions provided in an authority approved by Leduc County Council Bylaw.

Disposal requires written consent by the Department Head (operational area responsible for record) and County Manager or his designate.

Disposal of records should be witnessed by the Records and Information Manager or designate.

Non Record/Transitory is considered confidential waste. The same security arrangements are to be taken as for disposal of Official County Records.

Transitory Records

In compliance with the Freedom of Information and Protection of Privacy Act designated areas should be set-up for the disposal of transitory records. These records should be handled as **“CONFIDENTIAL INFORMATION”**.

Transitory records are records that are not required to meet statutory obligations or to sustain administrative or operational functions. Records required for statutory, legal, fiscal, administrative or operational purposes must be retained in a regular records or information system and disposed of separately, subject to approval of the Operational area and the Records and Information Manager.
