

## Corporate Records and Information Management

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Date Approved by Council: 10/05/93; 02/20/07;  
06/22/2010

Resolution No: 895/93; 104/2007;  
405/2010

Lead Role: Chief Commissioner

Replaces: n/a

Last Review Date: June 22, 2010

Next Review Date: 06/2013

Administrative Responsibility: Legislative & Legal Services

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Special Notes: Transitory Records are not Corporate Records and are not subject to this policy.

### Policy Statement

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Corporate Records that are created, received and used in the conduct of business activities contain information that is a valuable resource and an important business asset. A systematic approach to the management of Corporate Records is essential for Strathcona County to protect and preserve Corporate Records as evidence of actions to support subsequent activities and business decisions, as well as ensuring accountability to present and future stakeholders.

### Guidelines

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It is the purpose of this policy to establish the framework to:

- (a) capture, manage, share, store, preserve and deliver all Corporate Records, regardless of media, in a corporate system capable of supporting business functions and activities for as long as they are required; and
- (b) ensure Disposition of Corporate Records is done in accordance with Bylaw 32-2010: The Records Retention and Disposition Bylaw as amended or replaced from time to time.

### Definitions

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**“Corporate Records”** include all Records, other than Transitory Records, of Council, every County Department, Board and Committee.

**“Corporate Recordkeeping Standard”** is an amalgamation of the County’s Business Classification Scheme (functions and activities), records retention and disposition requirements and access and disclosure conditions into a comprehensive architectural tool for managing records.

**“Disposition”** means a range of processes associated with the retention, destruction or transfer of Corporate Records.

**“Life Cycle”** includes the stages of planning, collecting, creating or generating information; its organization, retrieval, use, accessibility and transmission; its storage and protection; and its disposition through transfer to archives or destruction.

**“Record(s)”** means information created, received, and maintained as evidence and information by an organization or person in pursuance of legal obligations or in the transaction of business, and includes: paper documents such as a hand-written memo or a hard copy report; Records stored on electronic storage media such as databases or e-mail; graphic images such as drawings, maps and reports; these may be in photographic, electronic, or hard-copy formats.

**“Records and Information Management Program”** means the efficient and systematic control of the creation, receipt, maintenance, use and disposition of Records.

**“Transitory Records”** means information and documents received through e-mail, Internet, voice mail or in traditional format such as paper, that have only short-term, immediate or no value to the organization, and which do not record approvals, recommendations, opinions, decisions or transactions of the County.

## **Responsibilities**

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**1. Manager, Legislative and Legal Services** is responsible for all aspects of the Records and Information Management Program. The Manager shall:

- (a) develop Records control policies, a Corporate Recordkeeping Standard and a Retention Schedule that identifies the retention period during which a record must be retained before Disposition; business rules and procedures;
- (b) coordinate the implementation and administration of this policy and advise Departments on other matters related to this policy;
- (c) establish and implement a Corporate Records and Information Management program which enables the County to capture, manage, share, preserve and deliver all its corporate information electronically; and
- (d) may do such other things as are incidental or conducive to the objectives of the Records and Information Management Program.

**2. Departments** are responsible for the care, custody and control of Corporate Records within the Department. Managers and employees are responsible and accountable for keeping accurate and complete Records of their activities and for ensuring that all documentation is managed and maintained in accordance with this policy and is available when required.

Managers shall assign a person(s) who will be the Department’s Records representative responsible for the overall care, custody and control of Corporate Records throughout their Life Cycle and to ensure corporate policies, procedures and standards are adhered to.

## **Corporate Records – Care and Custody**

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**1.** Where Records are in the possession of an Outside Agency, such Records will be under the County’s control when:

- (a) the record is specified in the contract as being under the control of the County;
- (b) the content of the record relates to the County’s mandate and functions;
- (c) the County has the authority to regulate the record’s use and disposition;
- (d) the Outside agency is a consultant or contractor, and the record was created for the County; or
- (e) the contract permits the County to inspect, review, or copy the records produced, received or acquired.

**2.** Once the Record is under the control of the County, the County is permitted to inspect, review, or copy the Records produced, received or acquired.