

**Records Management Policy**  
**for the**  
**Municipality of the County of Colchester**

**Introduction**

The Municipal Government Act allows municipalities to create a policy for the management and destruction of records. Within the last five years the number of Municipal Employees has doubled, and the Municipality has opened a number of new facilities. This has led not only to many new records being created, but also the decentralization of the storage of County records. The Municipality of the County of Colchester recognizes the need to standardize the creation, storage and destruction of records.

The Association of Municipal Administrators has developed a Records Management Manual, Version 3.1, dated November 15, 1996, for all municipalities in the Province interested in standardizing their record keeping systems. The Municipality of the County of Colchester would like to adopt this Records Management Manual, as the standard for all Municipal of Colchester records with the following exception:

- a) records filed under Common Scope Note -00 or -02 that are superseded or become obsolete are to be retained for five years and financial records are to be retained for seven years.

**Scope**

1. The Municipality of the County of Colchester recognizes the need for a Records Management Policy which will serve as the foundation for consistent records keeping and destruction practices.
  - 1.1 This policy is applicable throughout the Municipality of the County of Colchester, including all departments, committees, boards and agencies in the Municipality, falling under the authority of the Municipality of the County of Colchester.

**Purpose**

2. The purpose of this Policy is to provide all Municipal Departments, committees, boards and agencies with the guidelines needed to manage the records of the Municipality of the County of Colchester, based on the following goals:
  - 2.1 To establish effective management control and administration over the receipt, creation, use, maintenance, storage and ultimately disposition of all information, regardless of format, and to do so in a flexible manner that is user-friendly and tailored to meet user needs.
  - 2.2 To support compliance with the Municipal Government Act.
  - 2.3 To designate responsibilities and accountability for the management of Municipal information,

regardless of format.

### **Policy**

3. It is the policy of the Municipality of the County of Colchester to create, classify, maintain, access, retrieve, store, destroy and preserve information resources throughout their life cycle according to the standards and procedures prescribed under the Association of Municipal Administrators Records Management Program.
  - 3.1 It is the policy of the Municipality of the County of Colchester to manage information resources as a valuable government asset for the purposes of:
    - 3.2.1 supporting effective decision making;
    - 3.2.2 meeting operational requirements;
    - 3.2.3 ensuring the widest possible use of information resources within the Municipality of the County of Colchester;
    - 3.2.4 protecting the legal, financial, and other interests of the Municipality of the County of Colchester, and the public and
    - 3.2.5 restricting access according to the Municipal Government Act.
  - 3.3 It is the policy of the Municipality of the County of Colchester to identify and preserve information resources that serve to reconstruct the evolution of policy and program decisions or have archival value. To ensure that such information is organized in a manner to be readily available for the study of decision making in the Municipality and other research purposes which help explain the historical role of the Municipality.
  - 3.4 It is the policy of the Municipality of the County of Colchester to ensure that records management functions are incorporated into existing and future information technology applications.
  - 3.5 It is the policy of the Municipality of the County of Colchester to reduce response burden of the public by eliminating unnecessary collection of information, and to ensure that the collection of any personal information is in accordance with the Municipal Government Act.
  - 3.6 It is the policy of the Municipality of the County of Colchester to ensure that all information resources, regardless of format, are subject to timely public access according to the provisions and limitations of the Municipal Government Act.