CITY OF ST. ALBERT

CITY COUNCIL POLICY

NUMBER	TITLE
C-CAO-23	**Records and Information Management Policy**

ORIGINAL APPROVAL DATE	DATE LAST REVISED
December 16, 2019	N/A

Purpose

To ensure the availability of records within the control or custody of the City which are authoritative, compliant, protected, managed, governed, and accessible to support: evidence-based decision making; protection of rights and entitlements; and the preservation of corporate memory.

To foster accountability and transparency at all levels of the organization by promoting and facilitating high quality corporate record keeping.

To communicate Council's commitment and direction with respect to the City's strategic approach to records and information management.

Policy Statement

Council recognizes and affirms that the City's records and the information contained within those records are vital and valuable corporate assets requiring professional management to ensure that the City's legal, financial and historical and other interests are properly safeguarded and that City programs and services to the public are delivered as efficiently as possible.

Definitions

"Available" means to maintain records in a manner that ensures timely, efficient, and accurate retrieval of needed information.

"Authoritative" means a record that has the characteristics of authenticity, reliability, integrity and usability. This means that a record: can be proven to be what it purports to be; can be proven to have been created or sent by the person purported to have created or sent it; can be located, retrieved, presented and interpreted; and can be depended on because its contents can be trusted as full

and accurate representation of the transactions, activities or facts to which it attests, and is complete and unaltered;

“City” means the municipal corporation of the City of St. Albert;

“Chief Administrative Officer” or “CAO” means the individual appointed by Council to the position of Chief Administrative Officer under section 205 of the *Municipal Government Act* and pursuant to the Chief Administrative Officer Bylaw;

“Compliant” means to comply with applicable laws and other binding authorities, as well as with this and other Council policies and any administrative directives issued by the CAO in support of Council policies;

“Control” means having the authority to manage the record, including restricting, regulating and administering its use, disclosure or disposition.

“Council” means the municipal council of the City of St. Albert;

“Custody” means physically holding or retaining a record;

“Generally Accepted Recordkeeping Principles®” means a framework of definitive principles for governing an organization’s records as strategic assets. These principles support organizational goals, facilitate compliance with regulatory, legislative, and records management requirements, and provide a foundation for the organization’s risk management policies and programs.

“Record” means any information that is evidence of an activity, however recorded, and regardless of its medium or characteristics. Records include, but are not limited to correspondence, memoranda, books, maps, plans, drawings, photographs, letter voucher and papers and any other information that is written, photographed, recorded or stored in any manner but does not include software or any mechanism that produces records;

“Protect” means to ensure a reasonable level of protection to records and information that are private, confidential, privileged, secret, classified, essential to business continuity, or that otherwise require protection.

Responsibilities

Council is responsible to make decisions relating to allocation of resources to develop, implement and sustain records and information management initiatives in compliance with this Policy and with best practices.

The CAO is responsible to:

1. Provide leadership, support and promotion of services and resources for the responsible management of City records and information.

2. Issue administrative directives to ensure that this Policy is effectively implemented by establishing an appropriate framework for requirements, procedures, standards and guidelines necessary for the application of this Policy.

Service Standards / Expectations

City records shall be managed and governed in accordance with industry standards and the Generally Acceptable Recordkeeping Principles® framework.

Accountability

A Director reporting to the CAO or Deputy CAO will oversee the Records and Information Management ("RIM") program and shall delegate responsibility for key components of the RIM program to appropriate individuals.

The City will adopt administrative directives and procedures to guide and instruct employees on implementation of this Policy and to ensure that the RIM program can be effectively audited.

Transparency

The City's business processes and activities, including the RIM program, shall be documented in an open and verifiable manner.

Integrity

The RIM program shall be constructed so that records generated by or managed by the City have a reasonable and suitable guarantee of authenticity and reliability.

Protection

The RIM program shall be constructed to ensure a reasonable level of protection for City records and for information contained within City records.

Compliance

The RIM program shall be constructed to comply with applicable laws and other City policies.

Availability

The RIM program shall be constructed to maintain City records in a manner that ensures timely, efficient, and accurate retrieval of records and of information contained within records.

Retention

The City shall retain its records for appropriate times based on the legal, regulatory, fiscal, operational, and historical requirements that apply to different categories of records.

Disposition

The City shall provide secure and appropriate disposition for its records that are no longer required to be retained.

Cross References

15489:2001 (ISO) Information and Documentation - Records Management - Part I General and Part II Guidelines

Generally Accepted Recordkeeping Principles®

CGSB 72.34/2017

DATE REVIEWED	NEXT REVIEW DATE	REVISIONS
N/A	**December 2023 – Legal and Legislative Services**	**N/A**