

# THE CORPORATION OF THE VILLAGE OF MONTROSE

**POLICY TITLE:** RECORDS MANAGEMENT POLICY

**POLICY #** 0570

**POLICY STATEMENT:**

It is the policy of Council to ensure the responsible management of Village records throughout their lifecycle to meet legislative, operational and accountability requirements.

**POLICY BACKGROUND:**

The Village previously had a bylaw that governed the administration of records management. The bylaw did not provide for the changes in the type of documents being received by the Village or allow for the Administrator to make adjustments as needed.

**POLICY GOAL:**

It is the goal of this policy to establish a Records Management Program that is current and efficient. The Local Government Management Association Records Management Manual will be the guiding document for Records Management Program in the Village of Montrose.

**POLICY OBJECTIVES:**

1. All Village records, in all media, will be classified according to the File Plan set out in the Local Government Management Association Records Management Manual.
2. All Village records will be retained and disposed of according to the Records Management Manual.
3. Electronic mail created or received during the course of carrying out business activities and responsibilities is considered a Village record and is not the property of the employee. Electronic mail is subject to Records Management.
4. The Records Management Program maintains the integrity and authenticity of records created or received in the usual course of Village business.
5. Records in all formats will be maintained securely.
6. The Chief Administrative Officer or designate is responsible for the Records Management Program, including administration of this policy.
7. Every Village of Montrose employee is responsible for managing Village records under their custody or control in compliance with this policy.

Initially approved at meeting #12-17 on April 18, 2017

Last reviewed and confirmed unchanged at meeting #01-21, January 4, 2022

Next scheduled to be reviewed on January 3, 2023