



Council Policy

Council Policy No.:	
Council Policy Name:	Records Management Program
Date Approved by Council:	
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Form	

Policy Statement and Rationale:

The records of the City of Kawartha Lakes are valuable corporate assets needed to support effective decision making, meet operational requirements, protect legal, fiscal, and other interests of the City and adhere to legislative requirements. Records must be created, captured and classified in accordance with the City's Records Retention By-law. The City's Records Classification Scheme is based on The Ontario Municipal Records Management System (TOMRMS).

Scope:

This policy applies to all City operations.

Policy:

1. The City shall maintain a Records Management Program to ensure corporate control is exercised over the creation, distribution, utilization, retention, storage, retrieval, protection, preservation and final disposition of City Records, in accordance with legislation and by-laws.
2. The City Clerk shall be responsible for the corporate administration of the Records Management Program.
3. **ALL** City staff and all Members of Council shall be responsible for adhering to the Records Management Program.
4. All Records, regardless of medium or format, are the property of the City and subject to its control.
5. The key principles of the City's corporate Records Management Program are:
 - Accessibility
 - Accountability and stewardship



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- Risk management
- Usability and quality control
- Information security

6. The key benefits of a corporate Records Management Program include:

- Preserve corporate and historical memory
- Ensure regulatory compliance
- Reduce operating costs for effective and efficient service
- Minimization of litigation risk
- Safeguard vital information
- Foster professionalism in an organization
- Informed decision making

7. Standard Operating Procedures shall describe the related operational guidelines and procedures for implementation of the Records Management Program and further define the responsibilities of City staff regarding its administration.

Revision History:

Proposed Date of Review:

Revision	Date	Description of changes	Requested By
0.0	[Date]	Initial Release	