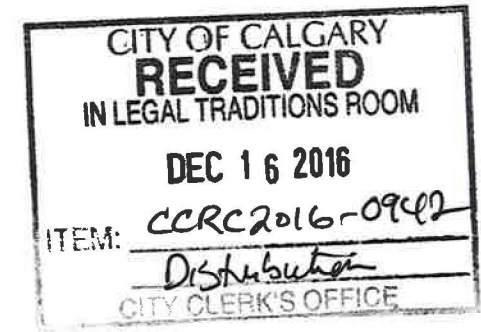




CCRC2016-09

Records Management for Committee Members



City Clerk's, Corporate Records
2016/12/16



Your Records Management Questions

- I. What information do I need to keep while I am serving on the Committee?
- II. What information can I delete / shred while I am on the Committee?
- III. What information can I delete / shred when my term ends?





Corporate Records Management Program

- Bylaw 53M99 passed in October, 1999
- Policies, Guidelines, Classification and Retention Schedule
- Applies to all records regarding City business, whether produced by City employees, Contractors, or elected / appointed City officials



Official, Transitory, Managed Copy?

Official Records

- Document a business decision or activity
- or provide evidence of a transaction

Required for
legal, fiscal, or
operational
reasons

Transitory Records

- Have immediate or short term usefulness
or
- required for a limited time to complete a routine action or prepare an official record

Managed Copies

- Duplicates of official records
- Used for convenience



- Official records have legal, fiscal or operational value for The Corporation
- Official records of the same type are:
 - kept for the same length of time
 - managed by the same group(s)
- Each is evidence of:
 - a transaction
 - a business decision
 - a business activity





Examples: Official Records for Council Compensation Review Committee

- Committee process is formal; it is expected that official records are captured during the meetings; City Clerk's maintains meeting records
 - The Agendas & Minutes of Committee Meetings, including information presented
 - The Report to Council and its supporting documentation, including final consultant's report
 - The Council Agenda & Minutes from the Meeting(s) where the report was presented / discussed

What is a Transitory Record?

- Has immediate or short term usefulness
- Required to complete routine action or to prepare an official record
- NOT evidence of a business transaction, decision or activity
- Can be any media or format (examples next!)



Committee Member Responsibilities:

- Ensure that transitory records are identified and disposed of regularly
- Delete, shred or recycle when no longer useful



Transitory Records Include:

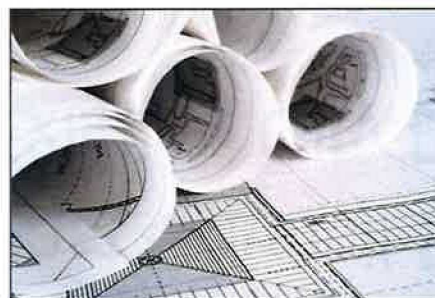
- Temporary Information – Outlook meeting notices, general emails, text / instant messages, Skype for Business conversations
- Duplicate Records – photocopies, duplicate electronic files
- Draft Documents & Working Materials
rough notes
- External Publications - magazines
- Direct Mail – advertising material
- Blank Information Media – blank forms



DRAFT



- Can be in any media or format
- Should be descriptively labeled / named
- Should be stored & transported securely





Examples: Copies & Other Transitory Records

COPIES: When possible access these records directly from City Systems

- Past Council Reports
- Existing City Policies
- etc.

TRANSITORY – Keep until the related official record has been produced or action completed

- Drafts
- Correspondence
- To-do lists
- Rough Notes
- etc.

Managed by you

Subject to FOIP



- City Clerk's Office will manage official records
 - Committee Records & Report to Council
- Committee members are to identify Transitory Records they create or receive including drafts, notes, correspondence etc.
- Committee members are to manage Transitory Records by:
 - Naming / Labelling
 - Store / Transmit securely
 - Delete / Shred when activity complete or official record produced



Recommendation to The Committee

- That the Council Compensation Review Committee receive the information as presented by City Clerk's, Corporate Records regarding the management of the official and transitory records of the Committee