



COUNCIL POLICY C-ADO2

Information and Records Management Program

Prepared By:	Legislative and Administrative Services	Council Approval Date:	October 27, 2009
Effective Date:	October 27, 2009 (Policy AD-002)	Council Resolution No.:	381-09
References:	Procedures	Previous Revision Date:	March 27, 2007
Function:	Information Management	LAS Review Date:	October 4, 2012

PURPOSE

The purpose of this policy is to adopt a corporate Information and Records Management Program that standardizes the processes of managing the creation, retention and destruction of Parkland County's information and records.

POLICY STATEMENT

Parkland County shall establish a systematic and standardized process to manage the creation, retention and destruction of its information and records in order to comply with provincial, municipal and privacy legislation, and fulfill its legal, fiscal, operational and administrative obligations.

SCOPE

This policy applies to all Parkland County staff, elected officials, and appointed representatives of the County.

MANAGEMENT RESPONSIBILITIES

The Manager of Legislative and Administrative Services is responsible for monitoring and maintaining this policy. All management staff and supervisors are responsible for ensuring that their staff complies with the requirements set out in the Information and Records Management Program.

STANDARDS

1. The Information and Records Management Program is a comprehensive plan that manages all Parkland County's information assets, regardless of format, through standardized processes and procedures that are compliant with applicable legislation such as the *Freedom of Information and Protection of Privacy Act* (FOIP) and the *Municipal Government Act* (MGA).
2. Central to the Program is a Corporate Records Structure which determines the County's recordkeeping requirements and retention/disposition schedules. The Corporate Records Structure, and any amendments to it, is supported and approved by the Chief Administrative Officer (CAO).
3. The Information and Records Management Program will be audited for legislative compliance as requested by the CAO.

4. Personal and constituency records generated or received by the Mayor and/or Council in their capacity as elected representatives of Parkland County, and as private citizens, are not managed under the Information and Records Management Program.