

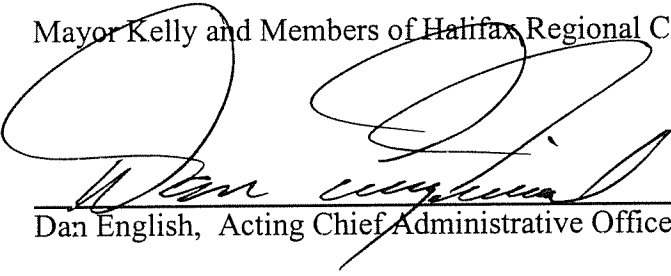
Halifax Regional Council

January 7, 2003

January 14, 2003

**TO:** Mayor Kelly and Members of Halifax Regional Council

**SUBMITTED BY:**

  
Dan English, Acting Chief Administrative Officer

**DATE:** November 6, 2002

**SUBJECT:** **Administrative Order Respecting Corporate Records & Information Management in Halifax Regional Municipality**

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**ORIGIN**

In accordance with Part II, Section 34 (1) of the Municipal Government Act, the Administrative Order will establish a record classification and retention system for Halifax Regional Municipality and will also establish best practices and procedures for dealing with the entire life-cycle of municipal records.

**RECOMMENDATION**

It is recommended that :

1. Council adopt Administrative Order Number 31 Respecting Corporate Records and Information Management in Halifax Regional Municipality.

## **BACKGROUND**

Halifax Regional Municipality recognizes that records are valuable corporate assets that need to be managed in order to:

- support effective decision-making;
- meet operational requirements;
- ensure that the widest possible use of the information resources occurs within the Municipality;
- protect the legal, financial and other interests of the Municipality and the public and;
- provide access in accordance with *Part XX, Freedom of Information and Protection of Privacy, Municipal Government Act* and other relevant policies and legislation.

Halifax Regional Council previously approved Administrative Order #13, Respecting the Retention and Destruction of Pre-amalgamation Administrative Records. Administrative Order #13 only deals with the proper management of pre-amalgamation administrative records; it does not deal with pre-amalgamation operational and executive records or any records of the Halifax Regional Municipality. Administrative Order #31 will address all Halifax Regional Municipality records and any pre-amalgamation records not included in the previous Administrative Order. As the two Administrative Orders deal with different classifications of records produced by different organizations, it is not feasible for the previous Administrative Order to be repealed.

In 1997, the Association of Municipal Administrators (AMA) produced a Records Management Manual, which combines a standard classification system and records retention and disposal schedule for municipal records. The manual provides a standard for the identification and management of administrative, operational and executive records, regardless of record or physical storage format. Administrative Order #31 recommends that the Municipality adopt the AMA Records Management manual, which will serve as the foundation upon which the Municipality will build its classification system and records retention schedule.

## **DISCUSSION**

This administrative order will provide a framework and guideline for the establishment of effective management control and administration over the creation, use, receipt, access, maintenance, storage, retention and disposition of the records of the Halifax Regional Municipality, regardless of format. This will include:

- the development of records retention and disposition schedules
- the management of filing and information retrieval systems for active records
- the protection of vital and permanent records
- the economical and space effective storage of semi-active and inactive records
- the management of manual, micrographic, electronic and other record storage systems.

Administrative Order #31 will enable Halifax Regional Municipality to develop an efficient records management and retrieval system. As a result, the identification, organization and

## **Administrative Order Respecting Corporate Records and Information Management Council Report**

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preservation of information resources that detail the evolution of policy and program decisions or those that have archival value will be assured; eliminating the unnecessary collection of information by maintaining only those records which are pertinent to the operational requirements of the Municipality will be promoted; the need to incorporate record management functions into existing and future information technology applications will be recognized; and the Municipality's commitment to ensuring that all information resources, regardless of format, are subject to timely public access according to the provisions and limitations of *Part XX, Freedom of Information and Protection of Privacy, Municipal Government Act* and also for ensuring that the collection of personal information is in accordance with the same, will become part of the HRM culture.

### **BUDGET IMPLICATIONS**

There are no direct budget implications to the adoption of the Administrative Order. However, the implementation of the Administrative Order and AMA Records Management Manual should result in the more timely destruction of outdated records which will have a positive effect on the record storage costs. As well, the improvement in records retrieval processes as well as timely access to relevant information should result in operational efficiencies. The improved protection of vital records will minimize the risk of financial and liability exposure.

### **FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN**

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

### **ALTERNATIVES**

There are no recommended alternatives.

### **ATTACHMENTS**

Halifax Regional Municipality - Administrative Order Number 31 - Respecting Corporate Records & Information Management in Halifax Regional Municipality.

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Nancy Dempsey, IRM Coordinator

Report Approved by: Wayne Anstey, QC, Director of Administrative Services

**Halifax Regional Municipality  
Administrative Order Number 31  
Respecting Corporate Records and Information Management in  
Halifax Regional Municipality**

**Be it resolved**, as an Administrative Order of the Council of the Halifax Regional Municipality as follows:

**Short Title**

1. This Administrative Order may be cited as Administrative Order No. 31, the Corporate Records and Information Management Administrative Order.

**Definitions**

2. In this Administrative Order, unless the context otherwise requires,

(a) **“Record”** means a record of information in any form including books, documents, maps, plans, machine readable records, drawings, photographs, letters, vouchers and papers, sound recordings, videotapes, microfilm, electronic files, electronic mail transmissions, databases and spreadsheets, and any other information that is written, photographed, recorded or stored in any manner and that is produced or received by the Municipality.

(b) **“IRM Coordinator”** means Information Resource Management Coordinator.

**Classification System and Retention Schedule**

3. **Halifax Regional Municipality adopts the Association of Municipal Administrators (AMA) Record Management Manual, Version 3.1, as its approved classification system and records retention schedule for all records created since April 1, 1996 and for all pre-amalgamation operational and executive records.** The AMA Manual will serve as the foundation upon which the Municipality will build its classification system and records retention schedule.

**Care and Custody**

4. (1) Records in the care and custody of the Business Units are the property of the Municipality.

(2) Municipal employees are responsible for ensuring that all records in their custody and control are classified in accordance with the approved classification and retention schedule; for ensuring that records not accessed on a regular basis are transferred to the Corporate Records Centre, where they will await their final disposition; and for ensuring compliance with this Administrative Order and any policies, directives or guidelines that may be developed with regards to information resource management.

## **Disposition of Records**

5. (1) Before a record is destroyed, the IRM Coordinator must obtain authorization from the applicable Business Unit Director and the Municipal Solicitor.
- (2) Records which have been authorized for disposal, shall be destroyed in a manner that preserves the confidentiality of any information they may contain.
- (3) The IRM Coordinator shall ensure that all disposition notices and certificates of destruction are preserved.
- (4) A record whose retention period has expired under an approved records retention and disposition schedule must be destroyed unless:
  - (i) a request under *Part XX, Freedom of Information and Protection of Privacy, Municipal Government Act* is pending on the record;
  - (ii) the subject matter of the record is pertinent to pending legislation or a pending audit; and/or
  - (iii) the Business Unit Director requests that the record be retained for an additional period with such request clearly stating the reason for the continued retention.

## **Information Resource Management Committee**

6. (1) A Committee shall be established consisting of the Municipal Solicitor or a designate, the IRM Coordinator, Records Analysts, Information Analyst, Director of Finance or a representative, and one representative from each Business Unit.
- (2) The Committee shall:
  - (a) actively promote the information resource management program throughout the organization;
  - (b) build upon the AMA Classification schedules as they relate to each Business Unit;
  - (c) assist in the development and maintenance of a Corporate Records and Information Management Policy Manual including procedures, standards and guidelines.

(d) determine appropriate retention and disposition schedules for newly developed classification schedules based on the operational nature of the record, the legal nature of the record including the time necessary to meet statutory or regulatory requirements, fiscal nature of the record including the time required for audit or tax purposes and the historical nature of the record including the long-term value.

Done and passed in Council this      day of                      , 2003.

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Mayor

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Municipal Clerk

I, Vi Carmichael, Municipal Clerk of Halifax Regional Municipality, hereby certify that the above-noted Administrative Order was passed at a meeting of Halifax Regional Council held on