



DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY #C-5-99

TRANSITORY RECORDS DISPOSAL POLICY

THE PURPOSE OF THIS POLICY IS TO:

1. To identify transitory records.
2. To establish guidelines for transitory records disposal.

POLICY STATEMENT:

Each department shall dispose of transitory records by using one of the following methods: 1) recycling bins, 2) shredding, 3) erasing (relating to diskettes or disk drives) and/or 4) physically destroying. The method of disposal is determined by the sensitivity of the information. The decision to discard records is that of each department. The majority of transitory documents can be discarded, however, there will be occasion to retain certain records. These records should be transferred to the hard copy filing system.

DEFINITIONS:

Transitory documents are those records that have a short-term purpose. Each department can routinely discard of information that has no value to the municipality for future decision making or reference purposes.

Transitory documents are categorized as follows:

- 1) Temporary Information includes telephone messages, post-it notes, inter-office memos, to do lists, notes taken from a meeting as a reminder to complete a task, etc. If there is no requirement for future reference, dispose of these records. (Example: Does the telephone message need to be retained for evidence that an individual called at a certain time).
- 2) Duplicates includes exact reproductions (photocopies) of an original

document. This will include extra copies printed from the computer. Refer to the Electronic and Hard Copy Filing Systems for "Control on Copies". Each department must stamp the original document prior to photocopying in order for the person receiving the copy to know where the original document will be retained. **If the duplicate document has been used for notes, handwritten comments, etc., this document must now be retained.**

3) Draft Documents and Working Materials includes source materials used in the preparation of documents and earlier versions of final documents. There are exceptions and each department shall be responsible for determining whether their working materials used to prepare reports have some future value to the municipality (i.e. financial).

4) Publications includes books, magazines, periodicals, pamphlets, brochures, journals, newspapers and software documentation obtain from sources outside the municipality. The master copies of publications produced by or for the municipality are not transitory and should be filed.

5) Direct Mail includes solicited or unsolicited information received from organizations or individuals advertising their products or services.

6) Obsolete Forms includes documents that were created or acquired for the purpose of collecting or storing information but has not been used or has become obsolete.

7) E-Mail Messages - includes routine messages where the information has only immediate or very short term value. E-Mail messages that record approvals, recommendations, opinions, decisions relating to the municipality are not transitory and should be filed, either by hard copy or electronic filing system.

8) Audio and Video Tapes and Diskettes - Audio and Video tapes for the purposes of recording public meetings shall be erased or physically destroyed once the minutes of the meetings have been adopted. In the case of diskettes and disk drives, the information should be erased in consultation with the Systems Administrator.

DISPOSAL METHODS:

The methods used to dispose of transitory records depends on two factors:

- 1) the sensitive or confidential nature of the document, and
- 2) the physical format of the record.

If the record contains personal information about individuals, third-party business, or other sensitive information as stated in Sections 15-28 of the Freedom of Information and Protection of Privacy Act, the method of disposal

will be shredding.

Each department must ensure that obsolete blank forms that could be misused (i.e. purchase orders) are treated as confidential transitory records.

The two most common formats of transitory records are paper and electronic. Paper records (not of a sensitive nature) can be recycled. Electronic records can be erased in consultation with the System Administrators.

Adopted by Muni2000 Committee

Date: June 9, 1999



Chief Administrative Officer

Adopted by Council

Date: July 5, 1999



Mayor of Drumheller