

Purpose:

- 1 To manage the corporate records of The City.

Policy Statement:

- 2 All information in the custody and control of The City, its representatives ,or agents is managed in accordance with established manuals, policies, and procedures.
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References/Links:

- 1 2007-CP Medical Records Information
- 2 5007-CP Records Management
- 3 5201-CA Information Technology Usage & Security
- 4 5207-CA Information Management
- 5 7016-CA Access to Information & Protection of Privacy
- 6 7016-CP Access to Information & Protection of Privacy

Scope/Application

- 1 This policy applies to all employees.

Authority/Responsibility to Implement:

- 1 The ITS Manager

Inquiries/Contact Person:

- 1 Records & Information Administrator

Policy Monitoring and Evaluation:

- 1 This policy will be evaluated at least every three years, with revisions made as required.

Document History:

Date:	Approved/Reviewed By:	Title:
March 15, 2004	"Norbert Van Wyk"	City Manager
December 15, 2016	"Craig Curtis"	City Manager

Administrative Revisions:

Date:	Description:
May 31, 2010	Renumbered from 5105 to 5007 (due to re-organization of LAS to LGS; realigned under Corporate Services-general) Changed reference of Legislative & Administrative Services Manager (LAS) to Legislative & Governance Services Manager (LGS) Moved information in Scope/Application to the Policy Statement section
Aug 15, 2012	Changed "Legislative & Governance Services Manager" to "Legislative Services Manager" in the Authority section and Inquiries section
January 14, 2016	Reformatted to current template, changed Legislative Services Manager to ITS Manager in Points 4 & 6
July 28, 2017	Updated to the newest format.