

## DISTRICT OF FORT ST. JAMES

### POLICY AND PROCEDURE MANUAL

|                  |                           |
|------------------|---------------------------|
| POLICY GROUP:    | Office Administration     |
| POLICY #:        | 1.2                       |
| SUBJECT:         | <b>RECORDS MANAGEMENT</b> |
| ADOPTED:         | July 18, 2007             |
| REVISED:         | January 28, 2009          |
| ADMINISTERED BY: | Administration            |

**Objective:** To maintain an efficient records management program in order to assure the retention and protection of the municipality's vital records and the prompt destruction of records which are no longer needed.

**Policy:** The records management program is based on the Records Management Manual for Local Government in British Columbia, Third Edition, 2006, Published by the Local Government Management Association of BC.

The records management program will:

- Maintain an efficient file classification and retention system
- Establish procedures for handling, filing, storage, transfer and destruction of records.
- Assure the availability of information required in the management of the District's activities
- Protect legal rights
- Comply with statutory requirements
- Maintain documents for audit requirements
- Ensure the availability of essential information for the resumption of operations following a major catastrophe
- Establish a system for the filing, storage and retention of electronic records, including electronic mail.

**Procedures:** Records Management procedures are defined in the following schedules.

Schedule "A" Records Classification and Retention

Schedule "B" Filing Procedures

Schedule "C" Transfer and Destruction of Records

Schedule "D" Electronic Records

Schedule "E" Images/Photographs

## **Schedule "A" Records Classification and Retention**

The Records Classification System for the District of Fort St. James is a Block Numeric filing system based on the LGMA Records Management Manual. The organizing principle is function, arranged alphabetically by subject.

The Records Classification System is a menu from which staff can select the appropriate primary and secondary headings to classify all information generated or received by the District.

## **Structure and Logic of the Classification System and Retention Schedule**

### **Sections**

There are seventeen sections that represent the functions of the District of Fort St. James. These are arranged as follows:

#### **Administration:**

- Section 1 – Administration (Primary Numbers 0100 – 0699);
- Section 2 – Buildings, Facilities and Properties (Primary Numbers 0700 – 0999);
- Section 3 – Equipment and Supplies (Primary Numbers 1000 – 1299);
- Section 4 – Information Systems and Services (Primary Numbers 1300 – 1599);
- Section 5 – Finance (Primary Numbers 1600 – 2199);
- Section 6 – Legal Matters (Primary Numbers 2200 – 2499);
- Section 7 – Personnel (Primary Numbers 2500 – 2999);

#### **Operations:**

- Section 8 – Land Administration (Primary Numbers 3000 – 3699);
- Section 9 – Legislative and Regulatory Services (Primary Numbers 3700 – 4699);
- Section 10 – Community Services (Primary Numbers 4700 – 5199);
- Section 11 – Engineering and Public Works (Primary Numbers 5200 – 5799);
- Section 12 – Parks Administration (Primary Numbers 5800 – 6399);
- Section 13 – Planning and Development (Primary Numbers 6400 – 6999);
- Section 14 – Protective Services (Primary Numbers 7000 – 7699);
- Section 15 – Recreation and Cultural Services (Primary Numbers 7700 – 8299);
- Section 16 – Transportation and Transit Services (Primary Numbers 8300 – 8799);
- Section 17 – Forestry (9000 – 9099)
- Unassigned for future growth (Primary Numbers 9100 – 9999).

Administrative subjects are housekeeping subjects, and common to all organizations.  
Operational subjects are specifically related to the mandate and business of local government.

The classification system is designed to expand as the business functions grow and change, so there is spacing between the code numbers assigned to primary subjects. Where the volume of records requires, the District may add the required primary subjects, creating the appropriate classification code.

## **Primary and Secondary Subjects**

Subjects are arranged in rough alphabetical order within each section. For each subject, the individual subjects or topics are displayed in a hierarchy, from general to more specific and related sub topics, and represent the broad spectrum of typical municipal functions.

In situations where there are related primary subjects, these have been arranged to represent a primary "block", e.g.:

|      |                      |
|------|----------------------|
| 0530 | Council – General    |
| 0540 | Council – Committees |
| 0550 | Council – Meetings   |

Within a block, the first primary is a general one, containing records relevant to the complete block, as well as general subjects that do not collect enough records to justify being assigned a unique primary heading. A differing retention period for related subjects also warrants having a different subject heading.

For each primary subject heading there is a description or scope note to clearly describe the types of record materials that should be grouped under the primary heading. This description provides a reminder for staff, who will be filing or retrieving information infrequently.

A **primary** subject contains a variety of types of files or records, and is further subdivided into related secondary subject files and/or case files. **Secondary** subject headings bring related materials on a topic, and are usually assigned numbers –02 to –19. These secondary subjects may also include case files.

The District's filing system is a simplified version of the LGMA system, and in most cases uses only the primary (four digit) coding. Secondary codes (two digit) are added when necessary. A list of the simplified codes follows this section; it is used for most filing. When an item to be filed does not fit the simplified code system, it will be filed according to the appropriate code defined by the LGMA manual.

Occasionally, secondary subjects may be further subdivided into a third or tertiary subject heading, when a secondary subject requires further breakdown.

## **Retention Periods**

Retention and destruction of files is managed pursuant to the Records Classification and Retention Schedule, Appendix F of the LGMA manual.

Policy No. 1.2 Records Management  
Schedule "A" Records Classification and Retention

## CLASSIFICATION SUMMARY

### Administration (0100 – 0699)

0110 Administration – General  
0110-20-01 Mayor's Correspondence  
0110-20-02 Admin. Correspondence  
0125 Legislation  
0220 Appreciation, Complaints, Inquiries  
0230 Associations, Clubs, Societies  
0290 Awards  
0300 Badges, Emblems, Flags  
0320 Campaigns and Canvassing  
0330 Ceremonies and Celebrations  
0340 Circulars, Directives, Orders, Manuals, Policies  
0340-20 Admin. Operating Manuals  
0340-50 Policies & Procedures  
0360 Committees and Commissions/Meetings  
0390 Conferences, Seminars, Symposia  
0400 Cooperation and Liaison- General  
0400-20 BC Government  
0400-30 Crown Corporations  
0400-40 Federal Government  
0400-50 Other Local Governments  
0400-60 First Nations Governments  
0400-70 Universities, Colleges, Schools  
0510 Corporations, Companies, Firms  
0530 Council – General  
0540 Council - Committees  
0550 Council - Meetings  
0550-02 Agendas  
0550-04 Reports  
0550-05 Resolutions  
0570 Delegation of Authority  
0580 Information and Privacy  
0595 Logos and Trademarks  
0620 Plans and Programs  
0630 Proclamations and Special Declarations  
0640 Reports and Statistics - General  
0680 Security - General  
0695 Visits and Tours

### Buildings, Facilities and Properties (0700 – 0999)

0710 Buildings, Facilities and Properties – General  
0730 Buildings - General  
0810 Buildings - Individual  
0870 Properties - Leased  
0890 Properties - Municipally Owned

### Equipment and Supplies (1000 – 1299)

1010 Equipment and Supplies - General  
1015 Equipment and Supplies - Vendors  
1050 Catalogues, Manuals, Price Lists  
1065 Computers - General  
1070 Computers - Hardware  
1075 Computers - Software  
1170 Office Machines and Equipment  
1200 Procurement - General  
1220 Procurement - Tenders  
1270 Stationery

1280 Vehicles

### Information Systems and Services (1300 – 1599)

1310 Information Systems and Services - General  
1320 Archives - General  
1330 Computer Systems - General  
1390 Information Services - General  
1415 Information Services - Lectures and Speeches  
1420 Information Services - Photographs  
1425 Information Services - Public Programs  
1470 Public Relations - General  
1475 Public Relations - Advertising  
1485 Public Relations – Press Releases  
1490 Records Management

### Finance (1600-2199)

1610 Finance - General  
1615 Accounting - General  
1620-20 Cash Receipting  
1630 Accounts - Payable  
1640 Accounts - Receivable  
1660 Agreements and Arrangements  
1680 Audits  
1690 Banks and Banking  
1700 Budgets – General  
1730 Cheques  
1740 Claims (Financial)  
1760 Debt  
1770 Donations and Bequests  
1810 Fees and Charges - General  
1820 Fees and Charges - Utilities  
1830 Financial Statements  
1840 Funds  
1850 Grants to Organizations (Grants in Aid)  
1855 Grants from Organizations  
1860 Investments  
1870 Letters of Credit  
1880 Reports, Statistics, Statements  
1900 Salaries and Wages - Benefits and Services  
1920 Salaries and Wages - Payroll  
1940 Signing Authorities  
1950 Taxation – Assessments  
1970 Taxation - Taxes Collected  
2000 Taxation - Taxes Paid

### Legal Matters (2200 – 2499)

2210 Legal Matters - General  
2240 Agreements - General  
2260 Agreements - Land Sale/Option Agreements  
2280 Agreements - Government Protocols and Cost Sharing  
2300 Claims  
2320 Contracts - General  
2360 Easements and Rights of Way  
2380 Leases  
2400 Legal Opinions  
2430 Litigation  
2450 Restrictive Covenants  
2470 Risk Management and Insurance

Policy No. 1.2 Records Management  
Schedule "A" Records Classification and Retention

## CLASSIFICATION SUMMARY

|                                                          |                                          |                                                       |                                            |
|----------------------------------------------------------|------------------------------------------|-------------------------------------------------------|--------------------------------------------|
| <b>Personnel (2500 – 2999)</b>                           |                                          | 4920                                                  | Public Health – Northern Health Authority  |
| 2510                                                     | Personnel - General                      | 5080                                                  | Social Planning                            |
| 2520                                                     | Accidents and Injuries                   | <b>Engineering and Public Works (5200 – 5799)</b>     |                                            |
| 2540                                                     | Awards and Honours                       | 5210                                                  | Engineering and Public Works - General     |
| 2590                                                     | Employees – General                      | 5225                                                  | Drainage and Flood Control                 |
| 2600                                                     | Employees - Current                      | 5240                                                  | Engineering - General                      |
| 2630                                                     | Employment Programs                      | 5260                                                  | Engineering and Public Works               |
| 2640                                                     | Health and Safety                        |                                                       | Reports and Statistics                     |
| 2650                                                     | Hours of Work and Overtime               | 5280                                                  | Environmental Management - General         |
| 2660                                                     | Labour Relations – General               | 5300                                                  | Inspection and Testing                     |
| 2670                                                     | Labour Relations - Collective Agreements | 5320                                                  | Local Improvement Projects                 |
| 2680                                                     | Labour Relations - Discipline            | 5330                                                  | Public Works Projects                      |
| 2685                                                     | Labour Relations - Exempt Staff          | 5340                                                  | Sanitary Sewer                             |
| 2700                                                     | Labour Relations - Negotiations          | 5360                                                  | Solid Waste Disposal                       |
| 2720                                                     | Leave Management                         | 5400                                                  | Streets and Roads                          |
| 2730                                                     | Performance Planning and Review          | 5450                                                  | Street Names                               |
| 2735                                                     | Personnel Planning                       | 5460                                                  | Traffic Control                            |
| 2740                                                     | Reports and Statistics                   | 5500                                                  | Utilities - General                        |
| 2750                                                     | Retirements and Pre-retirements          | 5600                                                  | Water Supply and Distribution              |
| 2760                                                     | Separations and Layoffs                  |                                                       |                                            |
| 2770                                                     | Staffing - General                       | <b>Parks Administration (5800 – 6399)</b>             |                                            |
| 2780                                                     | Staffing - Applications                  | 5810                                                  | Parks Administration - General             |
| 2790                                                     | Staffing - Competitions                  | 6130                                                  | Parks - General                            |
| 2800                                                     | Training and Development - General       | 6240                                                  | Projects                                   |
| 2810                                                     | Training and Development - Courses       | 6300                                                  | Trees - Maintenance and Regulation         |
| 2830                                                     | Volunteers                               | <b>Planning and Development (6400 – 6999)</b>         |                                            |
| <b>Land Administration (3000 – 3699)</b>                 |                                          | 6410                                                  | Planning and Development - General         |
| 3000                                                     | Land Administration - General            | 6430                                                  | Strategic Planning                         |
| 3060                                                     | Development Permits                      | 6440                                                  | Community Planning – General               |
| 3090                                                     | Development Variance Permits             | 6630                                                  | Development – General                      |
| 3200                                                     | Properties - General                     | 6750                                                  | Economic Development                       |
| 3220                                                     | Properties - Individual                  | 6830                                                  | Historic and Heritage Sites                |
| 3320                                                     | Subdivisions and Subdivision Control     | 6850                                                  | Development - Industrial                   |
| 3360                                                     | Zoning and Rezoning                      | 6900                                                  | Tourism                                    |
| <b>Legislative and Regulatory Services (3700 – 4699)</b> |                                          | 6950                                                  | Revitalization                             |
| 3710                                                     | Legislative Affairs - General            | 6970                                                  | Planning Reports and Statistics            |
| 3760                                                     | Building Regulations - General           | <b>Protective Services (7000 – 7699)</b>              |                                            |
| 3800                                                     | Building Permits and Inspections         | 7010                                                  | Protective Services - General              |
| 3900                                                     | Bylaws                                   | 7100                                                  | Ambulance Service                          |
| 4000                                                     | Bylaw Enforcement - General              | 7130                                                  | Emergency Measures - General               |
| 4020                                                     | Bylaw Enforcement - Issues               | 7150                                                  | 911 Program                                |
| 4020-20                                                  | Animal Control                           | 7200                                                  | Fire Protection - General                  |
| 4020-20                                                  | Unsightly Premises                       | 7380                                                  | Fire Protection - Reports and Statistics   |
| 4020-20                                                  | Building Infractions                     | 7400                                                  | Police Services - General                  |
| 4020-20                                                  | Noise                                    | <b>Recreation and Cultural Services (7700 – 8299)</b> |                                            |
| 4100                                                     | Cemetery Administration                  | 7710                                                  | Recreation and Cultural Services - General |
| 4200                                                     | Elections                                | 7740                                                  | Archives                                   |
| 4300                                                     | Licenses - General                       | 7780                                                  | Art Galleries                              |
| 4320                                                     | Business Licences                        | 7800                                                  | Cultural Activities                        |
| 4330                                                     | Dog Licences                             | 7900                                                  | Facilities Administration                  |
| 4500                                                     | Permits - General                        | 7900-02                                               | Rental of Facilities – Arena               |
| 4520                                                     | Permits - Individual                     | 7900-02                                               | Rental of Facilities – Municipal Office    |
| 4560                                                     | Reports and Statistics                   | 7900-03                                               | Arena Administration                       |
| <b>Community Services (4700 – 5199)</b>                  |                                          | 7900-04                                               | Wharf Administration                       |
| 4710                                                     | Community Services - General             | 7900-05                                               | Campground Administration                  |
| 4790                                                     | Family Services - General                | 7960                                                  | Public Library - General                   |
| 4900                                                     | Public Health - General                  | 8000                                                  | Recreation Programs - General              |

Policy No. 1.2 Records Management  
Schedule "A" Records Classification and Retention

**CLASSIFICATION SUMMARY**

8020 Recreation Programs – Summer Recreation  
8100 Special Events  
8160 Recreation Services - Reports and Statistics

**Transportation and Transit Services (8300 – 8799)**

8310 Transportation - General  
8400 Airports - General  
8410 Airport – Fort St. James Perison Airport  
8640 Rail Transit  
8700 Water Transportation - General  
8770 Transportation - Reports and Statistics

**Forestry (9000-9200)**

9010 Forestry General  
9020 Community Forest

Policy No. 1.2 Records Management  
Schedule "B" Filing Procedures

**Schedule "B" Filing Procedures**

The following procedures and routines will ensure that records are received and entered into the records management system. This is important so that staff members have rapid access to information to perform their work.

For materials received from external organizations, these processes ensure that incoming mail is saved and filed promptly. For materials exchanged between staff and offices, these processes ensure that the new records created by staff are also saved and filed promptly for later retrieval.

**Incoming information:**

Incoming hard copy records received by postal mail and courier are opened, date-stamped, sorted, and placed in designated locations for staff. Items marked Personal or Confidential are left unopened and delivered directly to the recipient.

***Regular paper document filing procedures:***

On a daily basis, work as follows:

- Have a specific "in-basket" or holding place, where staff members place hard copy records for filing.
- Code and put away information on a daily basis. (Keeping up with daily work will minimize the backlog, and ensure that all staff can find information when required);
- For each item of correspondence or document to be filed, read the item and determine the subject of the correspondence. (Note that there may be several subjects, so the main subject of the correspondence must be determined. Note also that the "RE" or "SUBJECT" line may not always accurately describe the contents nor be the main subject of the item.) No two persons see information the same way, so staff must think about how this information will likely be looked for and found long after it is filed;
- Pick the best match from the classification categories. Write the numeric code in pencil on the upper right corner of the first page, and note any cross references (other places to look) in pencil under the main number with an "x" beside this additional number;
- If uncertain about what to select, records staff should ask the creator or recipient of the correspondence to give suggestions about where the record should be filed. (If the appropriate category for filing cannot be found, put aside to review with staff.) Complete coding until the basket is completed;
- Once the file coding is complete, put away paper records as required.

Policy No. 1.2 Records Management  
Schedule "B" Filing Procedures

**Outgoing Information:**

Outgoing correspondence, memoranda and electronic mail messages should include a space for "Our File Number".

**General Filing Procedures**

- All outgoing records must include the complete file number from the records classification system.
- If this outgoing information has signatures committing the organization, or other official notations, then a photocopy of the original must be filed. Keep copies in the "in basket" and follow the procedures for incoming or internally exchanged information;

**File Housekeeping Tips (for Paper Files)**

- Inspect the filing for completeness. This means ensuring that all attachments and enclosures have been included. If reference is made to previous correspondence, ensure that it is also in the file;
- Sort and remove items that are non-records or transitory records, such as publications, notices and other materials that should not be set aside for filing. Remove any unrelated paper before filing. This includes envelopes, directional slips, "to file" notes and post-it notes.
- Remove paper clips, pins, rubber bands and clamps as these deteriorate rapidly and mark documents. Extra staples should also be removed and documents should be checked to ensure that they are meant to be stapled together;
- Repair any torn or damaged papers;
- Newspaper clippings will deteriorate rapidly as the paper is highly acidic. Clippings should be photocopied for the file and the original clipping discarded. Ensure the date and name of the source newspaper are legibly marked on the copy;
- Fold papers, maps and oversized documents so that they can be viewed without removing them from the filing order. Be sure that oversized documents do not hide the file label, extend out of the file and hinder filing;
- Organize loose documents (e.g. photographs) by placing in envelopes behind pertinent correspondence, with a descriptive note on the envelope;
- Punch holes carefully in the file document. If any information is eliminated by the punch holes,

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Schedule "B" Filing Procedures

pencil in the information where it can be seen;

- Sort papers into desired filing order. If no date is given on the record, write the date of filing on it (e.g. FILED ON JANUARY 23/06). Use a plastic sorter for sorting large volumes of filing;
- Maintain folders at a manageable size. When a folder exceeds one inch in thickness, close the folder and open a new volume. Some high-activity projects may require three or four volumes. Choose a convenient break in the file (preferably year end, half-year, or if necessary, month end). Change the label on the closed volume folder to indicate the volume number and date range of information in the file. Open the new folder indicating the volume number on the label and an open ended date as well: (e.g. Vol. 2, JAN 5/2006 – );
- Chronological Files (Day Files): Staff may wish to keep chronological files of outgoing correspondence for quick reference of recent activities. The category for these is 0110-20. These are useful for several months to a year, but should not be depended upon for the organization's official records, because the primary access is by date. Date access is ineffective as time elapses or if staff changes. The classified files contain the official record, and the chronological copy is discarded after its retention has expired.

### **Transitory Records**

Transitory records are defined as records of temporary usefulness that are not an integral part of an administrative or operational records series, that are not regularly filed with a standard classification system, and that are only required for a limited period of time for the completion of an action or the preparation of an ongoing record.

Transitory records are not required to meet statutory obligations or to sustain administrative or operational functions.

Destroy the following transitory records after use:

- Convenience copies – extra copies of records created or retained only for the convenience of reference, including photocopies;
- Stocks of publications, superseded forms, pamphlets, informational materials;
- Working materials and drafts, including rough notes, calculations, preliminary drafts, rough research notes and related materials used for the preparation of correspondence, reports, memoranda or other records once the finished record has been produced, documented, approved, received and filed into the regular system;
- Transitory electronic data processing records of temporary usefulness that are not an integral part of an administrative or operational record or data file, and are only required for a limited period of time for the completion of a routine action or the preparation of an ongoing record or

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Schedule "B" Filing Procedures

file. Transitory electronic records can include input source documents, processing records, and output records;

1. Input source documents are forms or other records used to enter data into a master file, unless required for financial, legal, auditor or other purposes, and become transitory once the update or data entry is validated and back up procedures are completed. Other input records include input screens, input transactions and automated data collection processes used for the same purpose;
  2. Transitory processing records include intermediate processing copies and transmittal copies used for transferring or sending copies of information from a master file to another location, that becomes obsolete when the update to the master file is complete;
  3. Transitory output records are transitory if they are unnecessary duplicates, extra copies, working materials, drafts or research files used in the preparation of an ongoing record;
- Electronic mail messages, if they meet the definition of transitory records defined above; and
  - Unsolicited records, including material in various media which has been forwarded to the local government from external sources, including: form letters, pamphlets, catalogues, newspapers, product bulletins, magazines, course and seminar announcements.

### **Schedule “C” File Closure, Transfer and Destruction Procedures**

When records are no longer referenced for daily work, they are deemed to be “inactive” or “semi-active”. When this occurs, they may be removed to storage. The rationale for removing them is to free up space, and ensure the ongoing accessibility for those records still active.

There may still be requirements to retain the records, and so the records must still be accessible through indexes and retrievable if required. Consequently, controls are still exercised over these records, even when they are not close at hand.

#### **Closing files**

Records are closed at year end. For some records, a conditional retention is required, such as “retain until employment ceases”. In this case, the inactive state begins when the condition of employment is completed. When records are closed the folder is removed from the active file area.

#### **Boxing and storing paper records**

Strong, stackable tote boxes containing no glue and holding one cubic foot are used for records storage. File folders are packed into the box in their original filing order, and with other records of the same retention period. When the box is filled, the records custodian enters the list of files into an electronic database, issues a box number and records the destruction date.

Staff may reference the inventory database or consult with the records custodian to determine which box holds the information, and where the box is located.

#### **Records Storage Space**

Ensure that this space is free from hazards such as moisture, vermin or other hazards that may damage the records. It is recommended that boxes never be stored directly on a floor, and bottom shelves of storage racking are generally at least two inches from the floor, to prevent moisture leaking into the storage boxes.

The storage location is marked on the records database.

It is recommended that the storage area is locked, and access is strictly controlled, to ensure that the order of storage of boxes is not disturbed.

#### **Records Destruction**

Records disposal occurs when there are no longer requirements for the information. The planned disposal of records is part of the “usual and ordinary course of business”.

Follow the Records Classification and Retention Schedule in the LGMA Manual to determine

Policy No. 1.2 Records Management  
Schedule "C" File Closure, Transfer and Destruction

disposal dates.

- The records custodian reviews the files in January of each year and presents a list of files recommended for destruction to the CAO for consideration and approval;
- When authorized, the records are destroyed using appropriate methods to preserve confidentiality of content;
- A Destruction Register is maintained, indicating what records were destroyed and when;
- The processes are regularly reviewed, and updated when laws and regulations change.

Arbitrary and unplanned records destruction is considered to be a suspicious activity. Arbitrary and unplanned records destruction may be found by courts to be illegal destruction of evidence. Illegal destruction of evidence may bring serious legal sanctions against the organization, including court judgments, fines or imprisonment.

**Schedule "E" Images/Photographs**

This policy is to protect the rights of copyright owners, and to protect the District from liability with respect to use of images owned by others.

1. Before using a photographic image received from a third party, the District must enter an image agreement in the form of Schedule "E".
2. An image that is received by the District remains the property of the photographer/owner unless the owner explicitly gives the District permanent rights to the image or explicitly gives the image to the public domain.
3. The District may publish, print, display or distribute the image only as authorized by the owner.
4. A digital image that has been received by the District may be stored on the District's file server if authorized by the owner, but must be maintained in a directory that identifies the name of the owner.

Policy No. 1.2 Records Management  
Schedule "E" – Photograph/Image Agreement

**Photograph/Image Agreement**

Between \_\_\_\_\_ and the District of Fort St. James.

1. I certify that I am the owner or photographer of the images and have the power to authorize use of the images.
2. I authorize the District to use the images for the following purpose:  
\_\_\_\_\_.
3. A. I require that the images be completely removed from the District's data storage system once the authorized use identified in Section 2 above is completed. If I have provided the images on a digital medium, the medium must be returned to me or destroyed after the authorized use is completed; OR,  
  
B. I authorize the District to store copies of the images on the District's file server, in a directory labelled with my name.
  - i) The image must not be used for a purpose other than that identified in Section 2 without my authorization; OR,
  - ii) I authorize the District to publish, in any form they desire, the images, with my name listed as photographer; OR,
  - iii) I authorize the District to distribute the images to a third party on condition that I am credited as photographer; OR,
  - iv) I transfer the rights to the images to the District for use or distribution in any way and for any purpose the District wishes, and I do not wish to be identified as the photographer; OR,
  - v) I transfer these images to the public domain. All images may be used or distributed in any way and for any purpose without permission or identification.
4. A list of the image names and/or thumbnails of the images is attached, forming part of this agreement, to identify the images that are authorized.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
District Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Witness to all signatures

\_\_\_\_\_  
Date

## **Schedule "D" Electronic Records Management**

Electronic records are defined as documents or records that have been created, used and stored in a digital medium, using computer hardware and software as well as human intelligence to create, modify, store, access and retrieve the documents. Examples include text-based documents, such as word processing and electronic mail, image or graphically-based documents, such as photographs, engineering drawings, maps or numerically-based documents or tables. Hard copy formats can also be converted into digital records by scanning.

### **General**

Electronic records are subject to the same legislation as hard copy (paper) records and therefore must be retained and destroyed in a similar manner.

Due to the changing nature of technology, electronic records created today may not be usable in the future. For this reason, all electronic documents that have a permanent retention schedule should be printed and filed as hard copy records.

When a computer is taken out of use, or transferred to another employee, the records contained on it, including email, must be carefully checked, backed up and deleted by the records custodian.

### **File Server**

The District maintains a file server for storage of electronic records. All non-transitory records must be saved on the server, and not on the employee's work station computer.

The file server is configured so that the directory structure mimics the paper filing system, with folders for each of the seventeen general categories, and subfolders for each primary code. Employees save records to the appropriate subdirectory (folder).

The file server is backed up daily to a remote location. An annual backup is made at year end and is kept permanently.

The records custodian will set up network access so that only a person with the necessary access level may modify or delete records.

### **Electronic Mail**

Electronic mail (email) that is sent or received by employees remains on their workstation computer. Transitory emails should be deleted as soon as they are no longer useful. Anything permanent should be printed and filed.

Electronic mail records should be saved and filed in the same way as other electronic formats, and according to the subject or function of the message. Staff will organize their e-mail

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Schedule "D" Electronic Records

directories with the same folder and subfolder arrangements as the records classification.

Other general principles to follow include:

- an author is responsible for managing e-mail messages that are sent internally;
- an originating author is responsible for managing a threaded internal e-mail message;
- a recipient is responsible for managing externally generated e-mail messages;
- a first person on a list of multiple recipients is responsible for managing an externally generated e-mail message.

Where staff use lap top computers, portable digital assistants or other portable devices to transmit or receive electronic messages, staff will regularly upload to a central storage device, both to protect the content of messages, as well as to ensure that no information is lost if the device is misplaced or damaged.