

Mayne Island Improvement District

Records Management Policy

PURPOSE

The purpose of this Policy is to ensure that necessary records and documents of the Mayne Island Improvement District (MIID) are adequately protected and maintained and to ensure that records that are no longer needed by MIID or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding employees of the MIID in understanding their obligations in retaining documents – electronic or otherwise.

POLICY

This Policy represents the MIID policy regarding the retention and disposal of records.

ADMINISTRATION

Attached as Appendix A is a Records Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records and electronic documents of MIID. The Corporate Administrative Officer (the “Designated Officer”) is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Records Retention Schedule is followed. The Designated Officer is also authorized to: make modifications to the Records Retention Schedule from time to time to ensure that it is in compliance with local, provincial and federal laws; monitor local, provincial and federal laws affecting record retention and monitor compliance with this Policy.

LITIGATION OR CLAIMS

In the event MIID becomes aware of the commencement of any litigation against or concerning MIID, any disposal of relevant documents shall be suspended until such time as the Designated Officer, with the advice of counsel, determines otherwise.

APPLICABILITY

This Policy applies to all records generated in the course of MIID’s operation, including both original documents, electronic documents and reproductions.

APPENDIX A – Records Retention Schedule

APPENDIX B – Correspondence and Internal Memoranda

APPENDIX C – Electronic Documents

APPENDIX A - RECORDS RETENTION SCHEDULE

CATEGORY / TITLE	TIME PERIOD	NOTE
1. ADMINISTRATION		
Administration - General	CY+1; 6y; D	Includes records relating generally to administrative functions.
Convenience Files	CY+1; 6y; D	These are convenience copies of correspondence compiled for administrative convenience only.
Appointment Books, Calendars, Diaries	CY+1; 6y; D	Diaries relating to specific subjects should be classified under the appropriate subject.
Acts and Legislation - General	CY+1; 6y; D	Includes records relating to general information on acts and legislation.
Appreciation, Complaints, Inquiries	CY+1; 6y; D	Includes general letters of appreciation, complaint, condolence, congratulation, invitation, criticism, etc.
Administrative & Operating Manuals	SO; Nil; P	
Policies and Procedures	SO; Nil; P	
Meeting Minutes - Committees	SO; Nil; P	Includes records relating to the establishment, organization and functions of the committees of the Board of Trustees. Agendas, minutes, lists of appointments, reports and general information will be included.
Meeting Minutes - Board Meetings & AGM	SO; Nil; P	Includes the records of public meetings. Each meeting includes agenda packages, minutes, reports and other information from the meetings of the Board.
Meeting Minutes - In Camera Sessions	SO; Nil; P	Includes the records of the in camera meetings/sessions. Each meeting includes agenda packages, minutes, reports and other information from the meeting/session.
Delegation of Authority	SO; Nil; D	Includes records relating to the delegation of authority, including resolutions, signing authorities and related matters.
Information & Privacy	SO; 10y; D	Includes records relating to the administration and management of information and privacy issues. Includes requests made under the BC <i>Freedom of Information and Protection of Privacy Act</i> .
Intellectual Property	SO; Nil; P	Includes records relating to logos, emblems, insignia, coats of arms, crests, pennants, flags, etc.
Security - General	CY+1; 6y; D	Includes records relating to security issues including personnel security, information security, and physical security.
2. BUILDINGS, FACILITIES & PROPERTIES		
Buildings - Structural & Floor Plans	SO+1; Nil; D	Includes records relating to office accommodation and to current and future planning requirements: plans for expansion, allocation of space, etc.
Buildings - General	SO+1; Nil; D	Includes records relating to buildings and facilities activities and programs, including acquisition, alterations and repairs, construction, damages, disposal and maintenance. Includes building directories, addresses, locations, etc.
Properties (Leased)	Mixed	Includes records relating to the leased properties by MIID. Also includes properties owned by MIID which are leased to other tenants.
Utilities - General	CY+1; 6y; D	Includes records relating to various building utilities such as air conditioning, ventilation & heating; garbage disposal; lighting, electrical systems, water & plumbing.
3. EQUIPMENT & SUPPLIES		
Guarantees & Warranties	SO; 7y; D	Includes records relating to general administration of equipment & supplies & procurement of equipment and supplies including user specifications, acquisition, maintenance and repairs.
Equipment and Supplies - Vendors	SO; Nil; D	Includes records relating to suppliers & vendors of equipment or supplies, such as technical data, equipment catalogues, price lists, routine correspondence unrelated to specific purchases.
Asset Control and Inventories	SO; 7y; D	Includes records relating to the control of fixed assets including receipt, storage, inventorying and stocktaking.
Disposals	SO; 7y; D	SO = upon completion of disposal or write off transaction, and satisfaction of all audit requirements.
Write-offs	SO; 7y; D	SO = upon completion of disposal or write off transaction, and satisfaction of all audit requirements.
Fire Fighting Equipment	SO; 7y; D	Includes records relating to the purchasing procedures for fire fighting equipment, including justification, specifications, issue, testing, maintenance and repairs.
Furniture history files	SO; 7y; D	SO = life of furniture.

CATEGORY / TITLE	TIME PERIOD	NOTE
Equipment history files	SO; 7y; D	SO = life of equipment.
Telecommunication Equipment	SO; 7y; D	Includes records relating to the purchasing, justification, specifications and issue of telecommunications equipment, including maintenance & repairs.
Vehicle History Files	SO+1; Nil; D	SO = until vehicle is disposed of. Includes records relating to the purchasing, justification, specifications and issue of vehicles, including maintenance and repairs.
4. INFORMATION SYSTEMS & SERVICES		
5. FINANCE		
Finance - General	CY+1; 6y; D	Includes records relating to financial administration & management functions.
Accounting - General	CY+1; 6y; D	Includes records relating to the general administration of accounting systems and procedures reconciliations.
Accounting - Chart of Accounts	SO; 7y; D	Includes records relating to the assignment and maintenance of accounting codes (chart of accounts).
Accounts Payable, alpha by vendor name	CY+1; 6y; D	Includes records relating to payable accounts. Includes correspondence, billings, packing slips, copies of financial transactions and other supporting documentation arranged by supplier name.
Accounts Receivable	CY+1; 6y; D	Includes records relating to receivable accounts.
Petty Cash	CY+1; 6y; D	
Audits, by year	SO; Nil; P	
Banks and Banking - General	CY+1; 6y; D	Includes records relating to the establishment, maintenance and termination of district bank accounts.
Budgets - General	CY+1; 6y; D	Includes records relating to budgetary practices and procedures, controls and programs.
Budgets, by year	SO; Nil; P	
Cheques - General	CY+1; 6y; D	Includes records relating to the issuance and management of cheques, including cheque vouchers, journal vouchers, returned cheques, cheque lists, etc.
Donations and Bequests	SO; Nil; P	Includes records relating to donations and bequests to the local government, and donations and bequests made by the local government. Includes correspondence and particulars.
Credit Cards	CY+1; 6y; D	
Expense Accounts	CY+1; 6y; D	Includes records related to employee expense accounts.
Utility Billings	CY+1; 6y; D	
Financial Statements - General	CY+1; 6y; D	Includes records relating to financial statements for the local government.
Fixed Assets	CY+1; 6y; D	Includes records relating to intangible, tangible, or investments. Examples of intangible assets include goodwill, patents, and trademarks. Tangible fixed assets include land and buildings, plant and machinery, fixtures and fittings, motor vehicles and IT equipment.
Investments	SO; 7y; D	Includes records relating to procedures, guidelines and the management of investments.
Reports, Statistics and Statements	SO; Nil; P	Includes records relating to the financial reporting systems, financial management reports, statistics and statements. Includes working papers, correspondence and individual reports.
Individual Benefits, by name	SO; 7y; D	SO = until benefit no longer offered
Salaries and Wages - Payroll	Mixed	Includes records relating to the payment of employees, including the calculation of pay, deductions from that pay, and adjustments to pay. This includes regular, overtime and the employee pay and benefit records. Note: the hours worked by an employee on each day, regardless of whether the employee is paid on an hourly or other basis, constitute a part of the employee payroll record, and will be retained as part of the individual payroll record.
Current Payroll Files	SO; 2y; D	SO = when employment terminates
Signing Authorities	SO; Nil; D	Includes records relating to payment and spending signing authorities.
Taxation - Assessments	SO; Nil; P	Includes records relating to the assessments of properties for the purposes of taxation. These include the assessment role, court of revision, etc.

CATEGORY / TITLE	TIME PERIOD	NOTE
Exemptions	CY+1; 6y; D	
Penalties	CY+1; 6y; D	
Taxation - Taxes Collected - Properties	SO; Nil; P	Includes records related to the remittance of property taxes by the individual property owners. Includes records relating to tax sale.
6. LEGAL MATTERS		
Legal Matters - General	CY+1; 6y; D	Includes records relating to matters of general legal concern to the district.
Accidents	SO; 7y; D	Includes records relating to accidents involving District property or personnel, & includes reports, investigations & settlements.
Agreements	SO; 7y; D	Includes records relating to financial and other arrangements entered into by the local government with public or private parties.
Agreements/Contracts, by type, date and name	SO; 7y; D	SO = until expired
Memorandum of Understanding (MOU)	SO; 7y; D	SO = until expired
Mutual Aid	SO; 7y; D	SO = until expired
Easements and Right of Ways	SO; Nil; P	Includes records relating to the granting of easements and rights of way.
Incorporation	SO; Nil; P	Includes records relating to the incorporation of the municipality, including letters patent and other founding documents.
Letters Patent	SO; Nil; P	
Leases	SO; 7y; D	Includes records relating to leases to which the local government unit is a party.
Litigation	SO; Nil; P	Includes records of litigation instigated by or against the local government.
7. PERSONNEL		
Personnel - General	CY+1; 6y; D	Includes records relating to the general administration of personnel management activities.
Accidents and Injuries - General	CY+1; 8y; D	Includes records relating to employee accidents and personal injuries as a direct result of work duties and to claims with Worksafe BC.
Benefits - General	CY+1; 6y; D	Includes records relating to the administration of employee benefits, including Canada Pension Plan, group life insurance, extended health and dental, medical, pension, etc.
Job Descriptions	SO; 7y; D	SO = until replaced
Employees - Terminated - General	CY+1; 6y; D	Includes records of individual terminated employees. Terminated includes resignation, retirement, dismissal, layoff, etc.
Health and Safety - General	CY+1; 6y; D	Includes records relating to the administration of health and safety programs: first aid, occupational health, accident prevention.
Workplace Bullying & Harassment	CY+1; 6y; D	Includes records relating to the administration and compliance with WorkSafeBC's workplace bullying and harassment guidelines.
Agreements, employment	SO; Nil; P	SO = upon expiry
Training and Development - General	SO; 7y; D	Includes records relating to the general administration of training and development activities and functions.
Training and Development - Courses	SO; 7y; D	Includes records relating to courses, types of courses, course content and brochures, attendance records and evaluation reports for all forms of staff training.
Training and Orientation - Volunteers	SO; 7y; D	Includes records relating to persons providing volunteer services to the local government unit, the services so provided and to the requirements and conditions of the voluntary service.
8. LAND ADMINISTRATION		
9. LEGISLATIVE & REGULATORY SERVICES		
Bylaws	SO; Nil; P	Includes records relating to the creation and enactment of specific local government bylaws.
Permits - General	CY+1; 6y; D	Includes records relating to the issuance of burning permits.
10. COMMUNITY SERVICES		

CATEGORY / TITLE	TIME PERIOD	NOTE
11. ENGINEERING & PUBLIC WORKS		
Street Names	SO; Nil; P	Includes records relating to addresses and numbering.
Fire Hydrants, by location	SO; Nil; P	SO=when infrastructure and facilities are updated
Wells	SO; Nil; P	SO=when infrastructure and facilities are updated
12. PARKS ADMINISTRATION		
13. PLANNING & DEVELOPMENT		
14. PROTECTIVE SERVICES		
15. RECREATION & CULTURAL SERVICES		
16. TRANSPORTATION & TRANSIT SERVICES		
Airports - Helicopters and Heliports - General	CY+1; 6y; D	Includes records relating to the construction, operation and maintenance of heliport facilities.

TIME PERIOD CODES (A; SA; FD)
A = active
SA = semi active
FD = final disposition
CY = calendar year
SR = selective retention
FR = full retention
SO = until superceded or obsolete
P = permanent retention
D = destroy

Appendix B – Correspondence and Internal Memoranda

GENERAL PRINCIPLE: Most correspondence and internal memoranda should be retained for the same period as the document they pertain to or support. For instance, a letter pertaining to a particular contract would be retained as long as the contract (7 years after expiration). It is recommended that records that support a particular project be kept with the project and take on the retention time of that particular project file.

Correspondence or memoranda that do not pertain to documents having a prescribed retention period should generally be discarded sooner. These may be divided into two general categories:

1. Those pertaining to routine matters and having no significant, lasting consequences should be discarded *within two years*. Some examples include:
 - Routine letters and notes that require no acknowledgment or follow-up, such as notes of appreciation, congratulations and plans for meetings.
 - Form letters that require no follow-up.
 - Letters of general inquiry and replies that complete a cycle of correspondence.
 - Letters or complaints requesting specific action that have no further value after changes are made or action taken.
 - Other letters of inconsequential subject matter or that definitely close correspondence to which no further reference will be necessary.
 - Chronological correspondence files.
2. Those pertaining to non-routine matters or having significant lasting consequences should generally be retained permanently.

Appendix C – Electronic Documents

Electronic Documents including Microsoft Office Suite and PDF files: Retention depends on the subject matter.

- **PDF documents** – The length of time that a PDF file should be retained should be based upon the content of the file and the Records Retention Schedule.
- **Text/formatted files** - Staff will conduct ongoing reviews of all text/formatted files (e.g., Microsoft Word documents) and will delete all those they consider unnecessary or outdated. After five years, all text files will be deleted from the network and the staff's desktop/laptop.