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# Town of Mulgrave

## Records Management Policy-B12

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### Title:

1. This Policy is entitled the “*Records Management Policy*”.

### Purpose:

2. To establish effective management control and administration over the receipt, creation, use, maintenance, storage and ultimate disposal of all information, regardless of format, and to do so in a flexible manner that is user-friendly and tailored to meet user needs;
3. To support compliance with the Municipal Government Act;
4. To designate responsibilities and accountability for the management of municipal information regardless of format.

### Interpretation:

5. It is the policy of the Town of Mulgrave to create, classify, maintain, access, retrieve, store, destroy and preserve information resources throughout their life cycle according to the standards and procedures prescribed under the Association of Municipal Administrators Records Management Program;
6. It is the policy of the Town of Mulgrave to manage information resources as a valuable Government asset for the purposes of:
  - a) Supporting effective decision making;
  - b) Meeting operational requirements;
  - c) Ensuring the widest possible use of information resources within the Town;
  - d) Protecting the legal, financial, and other interests of the Town and the Public;
  - e) Restricting access according to the Municipal Government Act.
7. It is the policy of the Town of Mulgrave to identify and preserve information resources that serve to reconstruct the evolution of policy and program decisions or have archival value and to ensure that such information is organized in a manner to be readily available for the study of decision making in the Town and other research purposes which help explain the historical role of the Town.

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*Records Management Policy*

8. It is the policy of the Town of Mulgrave to ensure that records management functions are incorporated into existing and future information technology applications.

9. It is the policy of the Town of Mulgrave to reduce the response burden on staff by eliminating unnecessary collection of information, and to ensure that the collection of any personal information is in accordance with the Municipal Government Act and any other enactment.

10. It is the policy of the Town of Mulgrave to ensure that all information resources, regardless of format, are subject to timely public access according to the provisions and limitations of the Municipal Government Act.

11. All former policies with respect to Records Management are hereby repealed and this policy substituted therefore.

**Certification for Town of Mulgrave Policy & Procedures Manual:**

Date of notice to Council Members of Intent to Consider [7 Day minimum]: January 19, 2009

Date of Passage of Current Policy: February 2, 2009

I certify that this *Records Management Policy* was adopted by Council as indicated above.

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**Municipal Clerk**

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**Date**