



Record Management, Retention, and Disposal Policy

Intent

The purpose of Town of Thorsby Record Management, Retention, and Disposal Policy is to outline general record retention guidelines and state our commitment to following all legislative requirements that pertain to record management. All records shall be maintained in a confidential and secure manner for the appropriate amount of time as dictated by law and best practices.

This policy has been created to help employees understand their obligations and expectations regarding the retention of records.

Guidelines

Management and Retention

The accurate storage and safe handling of Town of Thorsby documents is important to maintain professional business practices and fulfil legislative requirements. All employment records and related documents stored within company facilities or on company devices must be handled with care and organized in a manner whereby they can be easily accessed and referenced by authorized persons.

Records include both physical and electronic records that are in the possession of Town of Thorsby staff. Records will be retained in the following ways:

- Records will be sorted and stored by topic area.
- Within topic areas, documents will be sorted chronologically.
- Documents will be protected using appropriate safeguards.
- All records dealing with legal transactions or agreements will be retained as long as there may be a legal need for them or as long as required by applicable legislation.

In order to safeguard records, all physical records will be stored at the Town office. This designated storage location will be locked at all times. Only authorized individuals will have access to records storage. All records will be maintained and easily accessible in the event of an audit or inspection.

Town of Thorsby will implement appropriate safeguards to ensure the privacy and security of any personal identifiable information provided to the company by employees. Town of Thorsby will not disclose any personal identifiable information to any third party unless required to do so by law.

Town of Thorsby will retain all documents, whether in physical or virtual form, for the legislatively required timelines and abide by all other retention requirements. The required retention of documents refers to the original documents or original copies of information (such as the original photocopy of a licence). Copies made for subsequent uses may be disposed of once they are no longer needed, unless those records have been altered with new information. In cases where copies or records have been made and altered, those copies must be retained along with the original records.

Document Disposal

When documents containing confidential information are no longer needed and have been retained for the legally required period, they must be appropriately destroyed in order to maintain confidentiality. The method of destroying the documents will be determined based on the type of

document, method of storage or retention, and level of confidentiality that needs to be maintained. Town of Thorsby will take all necessary steps to ensure that the sensitive information contained in any record is permanently destroyed during the disposal of the record.

Chief Administrative Officer will be responsible for recommending to Council a list with documents that will be proposed to be disposed and coordinating the disposal of confidential documents after obtaining approval by Council through resolution.

Documents may be disposed of or destroyed in the following ways:

- Shredding;
- Permanent deletion from a hard drive; or
- Hiring a third-party disposal company that will destroy the documentation as approved by the Chief Administrative Officer.

Records will be disposed of in accordance with the records disposal form.

Acknowledgement and Agreement

I, _____ (Employee Name), acknowledge that I have read and understand the Record Management, Retention, and Disposal Policy of Town of Thorsby. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____