
REPORT NAME

IM-01-Information and Records Management Policy

RECOMMENDATION

That Council approves the IM-01 Information and Records Management Policy, as presented.

Options (if available):

That Council approves the IM-01 Information and Records Management Policy, as amended.

IMPLICATIONS

Reason: N/A

Authority: (MGA section/bylaw/policy number): IM-01 Information and Records Management Policy

Amount of funding required: N/A

Funding source: N/A

BACKGROUND

IM-01 Information and Records Management Policy was approved in December 2020 and was due to be reviewed by December 2024. As part of administration's commitment to review and revise policies, the revised policy was brought forth for the Municipal Policy Review Committee's consideration on September 26, 2024. The Municipal Policy Review Committee has reviewed the revised IM-01 Information and Records Management Policy and has referred it to Council for approval.

Changes made to the policy are as follows:

- Changes to wording to align with current policy preparation practices.

ATTACHMENTS

1. IM-01 Information and Records Management Policy (tracked changes)
2. IM-01 Information and Records Management Policy (no tracked changes)