

**Policy statement**

Leduc County is committed to consistent records and information practices that facilitate the proper retention, classification, storage, disposition, protection and retrieval of the County’s records and information in accordance with all administrative, fiscal, and legislative requirements.

**Definitions**

*Content* means documents, reports, presentations, policies, etc. Content may contain data.

*Data* means point of information that is organized in a database, spreadsheet, or other form of data visualization.

*Digitization* means the process of converting paper records to a digital format. It may also refer to the automation of manual processes related to information.

*Information* means knowledge gained through study, observation, communication, etc. and captured in documents, recordings, notes, and multiple other types of media. Information can be structured (data) or unstructured (content), depending on its context, organization, and use, but in a professional context at the county, information is used to perform organizational activities and make executive decisions.

*Record* means a document that provides evidence or history of an action taken by the organization. Examples of records are meeting minutes, policies, contracts, etc. Documents which are not records and are classified as “transitory information” include blank templates, rough drafts, and copies used for reference.

**Policy authority**

*Legislative implications:*

- *Municipal Government Act, R.S.A. 2000, Chapter M-26*
- *Freedom of Information and Protection of Privacy Act, R.S.A. 2000, Chapter F-25*

*Bylaw implications:*

- Leduc County Bylaw 21-16: Retention Schedule for Records

**Policy standards**

1. Leduc County will meet all legal responsibilities and manage all information and data assets, so they are protected and secure.
2. Leduc County will follow a framework that is inclusive of legislative and best practice information and records governance standards. The framework and related administrative directives and procedures must include aspects related to sending, receiving, retrieving, using, storing, disposing and sharing of information in paper or digital form. The framework will incorporate:
  - training and orientation for all county departments
  - documentation of standards
  - periodic audits to verify that consistency and compliance is maintained
  - information security and privacy governance
  - routine release of information.

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3. Leduc County will manage the lifecycle of paper records according to their applicable retention schedules and store them in a methodical fashion so that they are preserved, secure and accessible until they are digitized.
4. Leduc County’s digitization of records will follow a rigorous set of standards in order to maintain information integrity, availability and confidentiality.

**Policy responsibilities**

*Council responsibilities:*

Council will,

- Approve the Information Management Policy.
- Review this policy at a minimum of once every four years to verify that the policy complies with all relevant legislation, municipal policies and the spirit and intent of Information and Records Management Policy.
- Promote and support the Information and Records Management Policy.

*Administration responsibilities:*

The County Manager or designate will,

- Direct administration to develop the necessary administrative directives and procedures to implement this policy.
- Approve those administrative directives.

Information Management and Technology will,

- Manage compliance with all legislated requirements.
- Provide and maintain the administrative directives and procedures which support the policy.
- Deliver services, support documentation and initiatives according to the IT Strategic Plan, the Information Management Plan, Information and Records Management Policy and all associated administrative directives and procedures.

**Monitoring and updating**

- This policy will be posted on Leduc County’s website.
- This policy will be reviewed at least once every four years.

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