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# VILLAGE OF GREENWOOD

## Records Management Policy

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### Title

1. This policy may be cited as the "Records Management Policy."

### Interpretation

2. In this policy:

- (1) "Village" means the Village of Greenwood
- (2) "Commission" means the Village Commission of the Village of Greenwood;
- (3) "Clerk" means the Clerk-Treasurer of the Village of Greenwood;
- (4) "Manual" means the AMA Records Management Manual, second edition, as amended from time to time;
- (5) "record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records;
- (6) "Records Management System" means an electronic or paper-based system used by the **Village** to manage the records of the **Village** from record creation through to records disposal;

### Records Management System Established

3. The Records Management System currently used by the Village is authorized.

### Compliance with Records Management System

4. All records in the custody and control of the employees of the **Village** are the property of the **Village**. All records of the **Village** must comply with the Records Management System and this policy. All employees and management of the **Village** must comply with this policy.

**Clerk**

5. The Clerk is responsible for the management and maintenance of the Records Management System.

**Adoption of the Manual**

6. The Clerk is authorized to adopt and maintain the Manual as part of the Records Management System. Records of the **Village** must be created, accessed, maintained and disposed of only as provided by the Manual. The Manual includes a Records Retention Schedule that prescribes the period of time that records are kept to meet the operational, legal, regulatory, financial or other requirements of the **Village**. The Records Retention Schedule also provides instructions as to the manner and time of the disposition of a record.

**Integrity and Authenticity Maintained**

7. The Records Management System must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.

**Authorization to Amend Manual**

8. The Clerk is authorized to amend the Manual.

**Disposal by Clerk**

9. When the Clerk determines that the retention period for a given record described in the Records Retention Schedule has ended, the Clerk may allow the record to be destroyed or otherwise disposed of in accordance with the instructions outlined in the Records Retention Schedule and in consultation with stakeholders within the organization as detailed below:
  - (1) The destruction actions must always be authorized, allowing for staff to intercede if specific issues such as a government investigation, audit, freedom of information access request, litigation or legal claim require that destruction must be halted. A sample records destruction approval form is included in Appendix B - Forms and Samples to the Manual;
  - (2) Records pertaining to any actual or pending government investigation, audit, freedom of information access request, litigation or legal claim should not be

destroyed. There should be processes to impose a "legal hold" when specific requirements arise;

- (3) Records destruction should be undertaken in a manner that preserves the confidentiality of records, including the privacy of information about individuals;
- (4) All copies of records that are authorized for destruction, including security, preservation and backup copies, should be destroyed as soon as reasonably possible; and
- (5) Records should be maintained to document the destruction actions. Certificates of destruction are generally provided by service agencies, and these are retained permanently, along with information about the records series title, date range and date of destruction

10. Records that are required by any enactment to be kept, and all minutes, by-laws, policies and resolutions of Commission shall not be destroyed.