



# CITY POLICY

**POLICY NUMBER: C503**

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**REFERENCE:**

City Council – 3 February 2004  
*Freedom of Information and Protection of Privacy Act (F.O.I.P.)*  
Bylaw 12101, *Records and Information Management Bylaw*  
City Policy C448: *City of Edmonton Archives*  
Administrative Directive A1410B: *Corporate Records and Information Management*  
*Common Administration Records Disposition System (C.A.R.D.S.)*

**ADOPTED BY:**

City Council  
3 February 2004

**SUPERSEDES:**

New

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**PREPARED BY:** Office of the City Clerk, Office of the City Manager **DATE:** 3 February 2004

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**TITLE:** **Records Management for Members of City Council**

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**Policy Statement:**

Records in the possession of Members of City Council are assets that require management to ensure they serve both current operational purposes and potential legal and historical purposes.

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**The purpose of this policy is to:**

1. Ensure the consistent management of Councillors' paper and electronic records through the records' life cycles;
2. Provide direction to the City Administration on the management of a Councillor's paper and electronic records when that Councillor leaves office; and,
3. Assist Councillors to comply with the requirements of the *Freedom of Information and Protection of Privacy Act*



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## 1. DEFINITIONS

In this policy, the following terms mean:

- 1.01 Active Record - A record which is frequently consulted.
- 1.02 Administrative Record – A record that is created or received by the administration and copied and forwarded to a member of Council in the normal course of conducting City business.
- 1.03 Community Record – A record generated by a community organization and sent to a Councillor, and a record generated by the Councillor to send to the community organization. Community organizations include, but may not be limited to, community leagues, homeowners associations, seniors groups, and arts, culture, or sports organizations.
- 1.04 Constituency Record – An record received by a Councillor from an individual who could vote for that Councillor.
- 1.05 Department - An internal administrative division of the City administration including any City office.
- 1.06 Disposition
  - (a) The destruction of records, or
  - (b) The transfer of records of enduring value to the City of Edmonton Archives.
- 1.06 Inactive Record - A record that a Councillor no longer needs and which the retention schedule shows as being ready for disposition.
- 1.07 Issue Record – A record of information received from a group or an individual stating support or opposition to an issue.
- 1.08 Life Cycle - The life span of a record from its creation or receipt through its active, semi-active and inactive stages, to its disposition.
- 1.09 Non-Council Committee Record – Information relating to specific boards, commissions, Business Revitalization Zones (BRZs), or other non-Council committees.



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1.10 Personal Record – Records belonging to a Councillor that are not related to the business of the municipality.

1.11 Record - A record of information in any form including books, documents, maps, drawings, photographs, letters, vouchers and papers, sound recordings, videotapes, electronic files, electronic mail transmissions, databases and spreadsheets and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.

1.12 Records and Information Management - The application of systematic control over records throughout their life cycle, including but not limited to, forms management, manuals management, records inventorying, filing systems development and implementation, file maintenance procedures development, filing equipment selection, correspondence and reports maintenance and records scheduling and disposition.

1.13 Records of Enduring Value - Records that are no longer required for ongoing administrative or operational purposes but which are retained because of their ongoing legal, fiscal, evidentiary, informational, cultural, aesthetic or other value.

1.14 Retention Schedule - An approved document which authorizes the length of time active and semi-active records are to be maintained, the medium in which they are to be preserved and the method of disposition.

1.15 Semi-active Record - A record that is infrequently referred to and is not actively used for administrative or operational purposes but which may need to be retained for legal, audit, financial or other purposes.

1.16 Transitory Record:

- (a) A record that is not required to meet statutory obligations or to sustain administrative or operational functions
- (b) A record in any media that has only temporary usefulness, and,
- (c) A record that is required only for a limited period of time for the completion of a routine action or preparation of another record.



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## 2. SCOPE

- 2.01 This policy provides for a records retention program for all active, semi-active, and inactive records under the custody and control of a member of City Council.
- 2.02 This policy does not apply to the personal records of a member of City Council.

## 3. PROCEDURES

- 3.01 Council Services Committee – will approve this policy and any future amendments to it.
- 3.02 Each Councillor – will approve a Records Retention Schedule based on Attachments 1 and 2 to this policy to govern the management of the records in the office of that Councillor
- 3.03 Council Services Manager – will, in cooperation with Corporate Records Advisory Services, provide support and assistance to Councillors and their Executive Assistants in the design and implementation of a Records Retention Schedule and a records management program to meet the needs of each Councillor and his or her office.
- 3.04 City Archivist – will review records that are sent to the City Archives in accordance with an approved Records Retention Schedule and retain records that are believed to be of enduring value to the City of Edmonton and appropriately dispose of records which are not deemed to be of enduring value.
- 3.05 Upon election to City Council, each member of City Council is to prepare a records retention schedule to guide the management of the records received in each Council member's office.
- 3.06 Records retention schedules are to be prepared on the current version of the form as attached to this policy (Attachment 1 – "Records Retention Schedule" including the second page titled "Records Retention Schedule – Supplement").
- 3.07 The Council Services Manager, and the Corporate Records Advisory Services Unit will consult with each Council member or the Council member's Executive Assistant to assist in the preparation of the records retention schedule to ensure it meets the needs and expectations of the Council member.



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- 3.08 Upon approval of the records retention schedule, the Council member is to provide a signed copy to the Council Services Manager.
- 3.09 The responsibility for adhering to the retention schedule rests solely with each Council member.
- 3.10 If a retention schedule is amended by the Council member, a copy of the revised schedule is to be provided to the Council Services Manager.
- 3.11 Council members have the discretion to determine retention guidelines for each type of record in their office. Recommended retention guidelines for each type of record as defined in this policy are shown in the table in Attachment 2.

# RECORDS RETENTION SCHEDULE

Department  11 - Office of the City Councillor	<b>PROVIDE ORIGINAL PLUS ONE PHOTOCOPY TO: APPROVAL NUMBER</b> <small>Corporate Records and Information Services</small>	
x <b>NEW REQUEST</b> List Related Authorities _____ _____ <input type="checkbox"/> <b>AMENDMENT TO AUTHORITY:</b> _____ <input type="checkbox"/> Date Range <input type="checkbox"/> Description <input type="checkbox"/> Retention Period <input type="checkbox"/> Other	<input type="checkbox"/> Continuing Authority <input type="checkbox"/> One-Time Authority  Total Pages _____ Submitted: _____	<b>APPROVALS</b> Councillor _____ Departmental Records Coordinator _____ City Clerk _____ Date: _____
<b>RECORDS DESCRIPTION</b>		
<b>APPROVAL OF THIS REQUEST WILL CANCEL AUTHORITIES:</b>	<b>VOLUME:</b>	<b>ORGANIZED BY:</b> <input type="checkbox"/> Alphabetic <input type="checkbox"/> Numeric <input type="checkbox"/> Subject <input type="checkbox"/> Other
<b>CUSTODY OF:</b> Division: <b>Office of the City Councillor</b> Branch: _____ Section: _____                      Unit: _____ Previous Custody of Department: _____                      From: (mm/yy)                      To: (mm/yy)		
Responsibility/mandate of Custodial Area (Group Scheduling Records):		
Legislation/Policy Affecting Records (Quote relevant section(s)/copy):  <div style="text-align: center; font-weight: bold;">City Policy A1410B, FOIP</div>		Is there any ongoing litigation?
Access restrictions at the City of Edmonton Archives? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", state reason(s) (attach a separate page if necessary):		
Overall records description (Use, Purpose):  <div style="text-align: center;">Records created in conducting business by a City Councillor, includes records such as administrative, constituency, issues and non council committee.</div>		
<b>CERTIFICATION</b>		
As Departmental Records Coordinator, I am authorized to act for this department in matters pertaining to the disposition of the department's records and that the records proposed for disposition are no longer needed for the business of this department or will not be needed after the retention periods specified.		
Name (Please Print)	Date	Signature

# RECORDS RETENTION SCHEDULE – SUPPLEMENT

					APPROVAL NO.			PAGE			OF	
ITEM NO.	DESCRIPTION OF ITEM (title, type, description, purpose and special notes)	PRIM./FILE CROSS-REF.	MEDIA	MAST/ COPY	DATE RANGE FROM TO (MM/YY)	RETENTION			FINAL DISPOS.	RES. ACC.	COMMENTS	
						Dept.	RC	Total				
1.												
2.												
3.												
4.												
5.												
6.												
7.												

## Glossary of Column Headings:

**DESCRIPTION OF ITEM:** See item titles and descriptions presented in Schedule 2 of this policy.

**PRIM./FILE CROSS-REF.:** Not relevant to this process. This column will be removed in future revisions of this form for use by Councillors.

**MEDIA:** The type of media containing the item or record. Example: paper, electronic, video recording, audio recording, map, picture, etc.

**MAST/COPY:** Is the item the “Master” (i.e., the original) or a “Copy” of the master or original?

**DATE RANGE:** The range is from the earliest date of any of the records covered by the item description up to the present.

**RETENTION:** Specify how long the item is to be retained in the “Dept.” (Department) or, in this case, the Councillor’s office, for active reference, how long in the “RC” (Corporate Records Centre) for semi-active or inactive storage, and the “Total” of these two lengths of time.

**FINAL DISPOS.:** “Final Disposition” meaning what is to be done with the item when it reaches the end of its retention period specified in the previous column. Will the item be destroyed (“Dest.”) or will it be sent to the City Archives for selective retention (“SR”)?

**RES. ACC.:** If retained at the Archives, is the item to have “Restricted Access?” I.e., should only certain groups or organizations have access to the item at the Archives? (Restrictions are seldom actually used and must be well justified for the Archives to accept such restrictions.)

**COMMENTS:** Any explanatory note about the item concerning any entry in the previous columns.

**Table of Recommended Retention Guidelines for  
Types of Records Typically Maintained in the Office of a Councillor  
of the City of Edmonton**

Type of Record	Recommended Records Management Method
Administrative	Maintain up to 30 days in office and destroy
Constituency	Maintain 3 years in office, transfer to the Corporate Records Centre for retention until end of term in office, plus 3 years, followed by selective retention or destruction at the City Archives
Issue	<p>Maintain active records in office for each 3 year electoral cycle</p> <p>Transfer as semi-active records to Corporate Records Centre for 3 years</p> <p>At end of electoral cycle following completion of the issue or closure of the file, transfer to City Archives or selective retention or destruction</p>
Community Organization	Maintain 1 year in office and destroy
Non-Council Committee	<p>Maintain for term in office</p> <p>Transfer to Corporate Records Centre for 3 years</p> <p>Then transfer to City Archives for selective retention or destruction</p>
Transitory	Maintain until no longer required and destroy