

What is a City Record?

City Records document the activities, transactions, and decisions of the City. City records are generated, maintained, or received as a result of a City employee performing their employment duties for the City. Records provide evidence about the City's activities and are a valuable asset of the City.

What is records management?

Records management is the systematic control of information throughout its lifecycle. A record's lifecycle may include creation or receipt, use, storage, retrieval, and destruction or preservation of a record. The primary aim of records management is to ensure that the right information is available to the right person in the right role, in the right format and medium, at the right time. Records management:

- Enables the delivery of efficient services
- Enhances the ability to make informed decisions
- Minimizes disorganization
- Supports accountability and transparency
- Is necessary to support legal functions
- Preserves knowledge and memory

How long should records be kept?

Different records need to be kept for different amounts of time. Municipal, provincial, and federal legislation governs how long records need to be retained by the City. The City's [Classification and Retention Schedule](#) outlines how long City records must be retained.

What is a transitory record?

Transitory records are needed for immediate purposes only and do not document business activities, transactions, or decisions. Examples of transitory records are a copy of a meeting agenda, a newsletter, or a convenience copy. City employees should dispose of transitory records when they are no longer needed. Routine destruction of transitory records minimizes disorganization, reduces storage costs, and optimizes retrievability. To learn more and review examples of transitory records, please refer to the [Transitory Record Decision Tree](#).

How can I manage my records while working from home?

- Delete transitory records from your email, hangouts, google drive, and network drives.
- File emails
- Review and clean up project files
- Review Google permissions on documents and folders
- Review Google Group membership as an owner and as a participant