

CITY OF ORILLIA POLICY MANUAL

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Policy Statement

The City of Orillia is committed to retaining and preserving the records of the municipality and its local boards in a secure and accessible manner, recognizing that records are valuable corporate assets needed to support effective decision making, to meet operational requirements and to protect legal, fiscal, historical and other interests of the municipality.

The City of Orillia shall institute a corporate records management program, following the requirements of the *Municipal Act, 2001*, the *Municipal Freedom of Information and Protection of Privacy Act*, and the principles of The Ontario Municipal Records Management System (TOMRMS) for the management of records within the municipality.

Scope

The City of Orillia Records Management Policy Statement and Corporate Records Management Program shall apply to all records in the custody and control of Council and its committees, City administration and local boards of the municipality.

Local Boards, for the purposes of this policy, shall be as defined in the *Municipal Act 2001* and shall include municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority.

Purpose

The purpose of the Corporate Records Management Program shall be:

1. To ensure that records, regardless of their physical medium, are organized, secure, retrievable, retained under appropriate environmental conditions and managed efficiently throughout the active, semi-active and inactive states of their life cycle.
2. To provide a framework and guidelines for the program to manage the creation, security, use, receipt, access, maintenance, retention and disposition of records regardless of their physical medium, and to establish and define accountability, responsibility and roles for the program. Final disposition of records shall be pursuant to the provisions of the City of Orillia's Records Retention Schedule.

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3. To ensure that all records in the custody and control of the City and its local boards, regardless of their physical medium, are the property of the municipality and are subject to its control, contingent on existing legislation and by-laws.

Where records are in the possession of an outside agency, such records will be under the City's control when:

- a) the record is specified in a contract as being under the control of the City
 - b) the content of the record relates to the City's mandate and functions
 - c) the City has the authority to regulate the records use and disposition
 - d) the outside agency is a consultant and the record was created for the public body; or
 - e) the contract permits the City to inspect, review, or copy the records produced, received or acquired.
4. To ensure that records, regardless of their physical medium, are managed in compliance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

Implementation

The City of Orillia and its local boards shall:

1. Provide record keeping systems and services that efficiently maintain and retrieve information.
2. Provide efficient and prompt disposal of records.
3. Provide efficient development and use of micrographic and optical systems where cost effective applications exist.
4. Provide records management input into the planning and development of I.T. systems.
5. Standardize the type of equipment and supplies utilized in the maintaining of records within the municipality.
6. Prevent the creation of unnecessary records, including forms, directives and reports.
7. Provide for the storage and retrieval of inactive records.
8. Provide specific protection to vital and archival records.
9. Provide for ongoing training of staff involved in delivering and using the program.
10. Provide for transfer of those records of historical value to the City's archives.
11. Ensure that the records program shall be subject to current by-laws and legislation.

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Responsibilities

The City Clerk shall be responsible for the administration of the Corporate Records Management Program and for the establishment and maintenance of a program manual which shall include the records management procedures and shall assign duties for the ongoing operation and maintenance of the program.

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