



DISTRICT OF NORTH SAANICH

COUNCIL POLICY

TITLE: CORPORATE RECORDS RETENTION	NO. COU-033
<ol style="list-style-type: none">1. This policy applies to all records in the custody or control of the District of North Saanich, hereafter referred to as the District, which are created or received in the context of an employee's functional responsibilities.2. This policy shall not apply to transitory records and such records must be destroyed at any time as part of normal administrative processes.3. The retention periods for corporate records, including emails, of the District are established by the Records Classification and Retention Schedule (RCRS). The Corporate Officer or designate is authorized to amend the RCRS as necessary from time to time, based on the District's business and archival needs, and legislative requirements.4. No corporate record shall be disposed of without the approval of the Corporate Officer or the Records Coordinator. The Corporate Officer's authority to approve the disposal of corporate records is established by this policy.5. When the relevant retention period established by this policy has expired and no reason exists for further retention of the record, the Records Coordinator, Department Head, and Corporate Officer will approve their disposition. The Records Coordinator also provides advice to Management about their disposition and ensures that records are destroyed with appropriate authorization and in a secure and auditable manner.6. Any corporate record pertaining to pending or actual litigation or investigation or a request under the privacy legislation shall be placed on legal hold by the Corporate Officer and shall not be destroyed until such record is no longer required for such purpose.7. Any corporate record not listed in the RCRS shall be retained for a period approved by the Corporate Officer on the advice of the Records Coordinator.	

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8. All destruction of District physical records shall be undertaken by means of confidential destruction by shredding, incineration or other means, which assures that the records are not exposed or disclosed to the public. Electronic records will be completely removed with no possibility of recovery or reconstruction, expunging them from the system.
9. Corporate email accounts of departed employees shall be retained as follows:
 (a) for a period of 1 year after the employee’s departure; or
 (b) for a time period established by the Corporate Officer on the advice of the Records Coordinator.
 After the period in (a) and (b) above, the email accounts will be deleted. In certain cases, the accounts may be transferred to the Records Coordinator to archive.
10. For the purposes of this policy, emails of elected officials are constituency records unless an elected official provides it to the District pursuant to *Policy 1002.2 Council - Written Communication from the Public*. District email accounts of elected officials shall be retained until they no longer hold elected office with the District. After such time, the accounts will be deleted. Emails of elected officials are subject to the *Freedom of Information and Protection of Privacy Act*.
11. Changes to the retention periods in the RCRS must be submitted to the Records Coordinator for review. The change must include a legitimate business, legal or regulatory reason. The Records Coordinator and/or Corporate Officer will review, approve or deny the request.
12. This policy is to be read in conjunction with *Policy 2001.2 Corporate Records Management* and *Policy 2001.3 Scanning Policy*.

DEFINITIONS

Archive refers to the transfer of records from an individual or office of creation to a repository authorized to appraise, preserve, and provide access to those records.

Constituency records are records of individual elected officials.

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Corporate records refers to records that are collected, purchased, received, created or held by the District of North Saanich for the purpose of municipal business. Corporate records are maintained to meet statutory obligations or to sustain administrative or operational functions.

Disposition means disposal of records no longer needed for day-to-day operations by a department through destruction, secure destruction, or transfer to the Corporate Services Department for permanent retention (archives).

Employees include a person who is employed by the District, a member of Council, a volunteer, or a service provider.

A **legal hold** is a directive to cease disposition and preserve all records, regardless of form, related to the nature or subject of the legal hold. Subjects include, but are not limited to: current or pending litigation; *FOIPPA* requests; audits; quasi-judicial and legal proceedings.

A **record** includes books, documents, maps, drawings, photographs, letters, email, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise (*BC Interpretation Act, R.S.B.C. 1996, c. 238, s. 29*). In addition, these records include, but are not limited to: electronic information in the form of electronic mail (email); information stored on the Local/Shared Access Network (LAN/SAN); data in databases; and websites.

A **records retention schedule** is a prescribed timetable that governs, identifies and describes records, and provides instructions for the disposition of records throughout its life cycle.

Transitory records are records that have temporary usefulness and are not an integral part of an administrative or operational records series and are not regularly filed. These records are only required for a limited period of time in order to complete a routine action or to prepare an ongoing record. Examples of transitory records include convenience copies, duplicates, drafts and working materials (with exceptions).

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