



### **PURPOSE**

To adopt a corporate records and information management program that standardizes the processes of managing the retention and destruction of the Capital Region Board's records and information.

### **POLICY**

A systematic and standardized process shall be in place to manage the retention and destruction of its records and information in order to comply with federal legislation, provincial legislation, privacy legislation and the Capital Region Board regulation, and fulfill its legal, fiscal, operational, and administrative obligations.

### **GUIDELINES**

1. This policy applies to all Board Members, Committee Members, Task Force Members, employees, agents, and contractors of the Capital Region Board.
2. CRB administration is responsible for ensuring compliance with Provincial and Federal records management requirements as a Growth Management Board.
3. Records in the care and custody of the CRB and its employees are the sole property of the CRB and, as such, shall be dated and managed in accordance with the CRB's records and information management program.
4. This policy applies to all records created, acquired or received by the CRB, its agents, or contractors.
5. Where records are in the possession of an agent or contractor such records shall be under the CRB's control when:
  - a. the record is specified in the contract as being under the control of CRB;
  - b. the content of the record relates to the CRB's mandate and functions;
  - c. the CRB has the authority to regulate the record's use and disposition;
  - d. the agent or contractor is a consultant and the record was created for the public body;
  - e. the contract permits the CRB to inspect, review or copy the records produced, received, or acquired.
6. Where the CRB requires an individual's personal information for administrative purposes, the CRB shall ensure that access to personal information is strictly limited to a "need to know" basis and that all personal information is protected from unauthorized access.
7. Personnel Records
  - a. Personnel records are the property of the CRB and shall contain data pertinent to recruitment and selection, leaves of absence, performance appraisal and evaluation, payroll and benefit data,

- discipline and commendation data, termination of employment, correspondence between the CRB and the employee, and information respecting staff development and achievement.
  - b. Personnel records shall be in the possession of the Chief Executive Officer or other authorized staff at all times.
  - c. Access to personnel records is limited to those employees who require the data contained in the file in order to perform their duties.
  - d. Employees shall have access to their record in the presence of the Chief Executive Officer or authorized staff, but shall not be allowed to remove the record or any part thereof, from the office where the personnel records are kept.
  - e. Upon request, employees shall be able to obtain copies of any documents in their personnel records.
  - f. CRB employees shall not divulge, in any form, information contained in personnel records except as required by law or with the written consent of said employee.
8. Documents shall all be date stamped or electronically dated.

Nolan Crouse, Board Chair

Document Tracking		
Date	Status	Comments
May 5, 2016	Update	Removed clauses that do not apply to CRB's current records management structure.
June 9, 2016	Approved	Approved by the Board