

**Halifax Regional Municipality
Administrative Order Number 31
Respecting Corporate Records and Information Management in
Halifax Regional Municipality**

Be it resolved, as an Administrative Order of the Council of the Halifax Regional Municipality as follows:

Short Title

1. This Administrative Order may be cited as Administrative Order No. 31, the Corporate Records and Information Management Administrative Order.

Definitions

2. In this Administrative Order, unless the context otherwise requires,

(a) **“Record”** means a record of information in any form including books, documents, maps, plans, machine readable records, drawings, photographs, letters, vouchers and papers, sound recordings, videotapes, microfilm, electronic files, electronic mail transmissions, databases and spreadsheets, and any other information that is written, photographed, recorded or stored in any manner and that is produced or received by the Municipality.

(b) **“IRM Coordinator”** means Information Resource Management Coordinator.

Classification System and Retention Schedule

3. **Halifax Regional Municipality adopts the Association of Municipal Administrators (AMA) Record Management Manual, Version 3.1, as its approved classification system and records retention schedule for all records created since April 1, 1996 and for all pre-amalgamation operational and executive records.** The AMA Manual will serve as the foundation upon which the Municipality will build its classification system and records retention schedule.

Care and Custody

4. (1) Records in the care and custody of the Business Units are the property of the Municipality.
(2) Municipal employees are responsible for ensuring that all records in their custody and

control are classified in accordance with the approved classification and retention schedule; for ensuring that records not accessed on a regular basis are transferred to the Corporate Records Centre, where they will await their final disposition; and for ensuring compliance with this Administrative Order and any policies, directives or guidelines that may be developed with regards to information resource management.

Disposition of Records

5. (1) Before a record is destroyed, the IRM Coordinator must obtain authorization from the applicable Business Unit Director and the Municipal Solicitor.
- (2) Records which have been authorized for disposal, shall be destroyed in a manner that preserves the confidentiality of any information they may contain.
- (3) The IRM Coordinator shall ensure that all disposition notices and certificates of destruction are preserved.
- (4) A record whose retention period has expired under an approved records retention and disposition schedule must be destroyed unless:
 - (i) a request under *Part XX, Freedom of Information and Protection of Privacy, Municipal Government Act* is pending on the record;
 - (ii) the subject matter of the record is pertinent to pending legislation or a pending audit; and/or
 - (iii) the Business Unit Director requests that the record be retained for an additional period with such request clearly stating the reason for the continued retention.

Information Resource Management Committee

6. (1) A Committee shall be established consisting of the Municipal Solicitor or a designate, the IRM Coordinator, Records Analysts, Information Analyst, Director of Finance or a representative, and one representative from each Business Unit.
- (2) The Committee shall:
 - (a) actively promote the information resource management program throughout the organization;
 - (b) build upon the AMA Classification schedules as they relate to each Business Unit;
 - (c) assist in the development and maintenance of a Corporate Records and Information Management Policy Manual including procedures, standards and guidelines.
 - (d) determine appropriate retention and disposition schedules for newly developed classification schedules based on the operational nature of the record, the legal

nature of the record including the time necessary to meet statutory or regulatory requirements, fiscal nature of the record including the time required for audit or tax purposes and the historical nature of the record including the long-term value.

Done and passed in Council this 14th day of January, 2003.

Mayor

Municipal Clerk

I, Vi Carmichael, Municipal Clerk of Halifax Regional Municipality, hereby certify that the above-noted Administrative Order was passed at a meeting of Halifax Regional Council held on January 14, 2003.

Vi Carmichael, Municipal Clerk