



TOWN OF MINTO

DATE: December 6, 2017

REPORT TO: Mayor and Council

FROM: Annilene McRobb, Deputy Clerk

SUBJECT: Records Management

STRATEGIC PLAN:

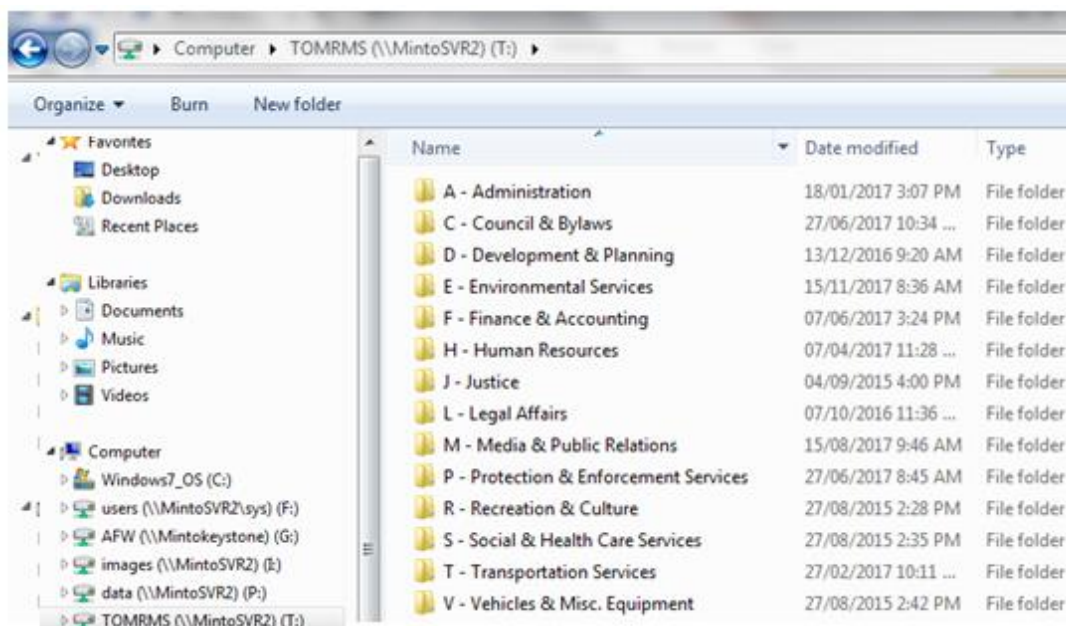
12.7 Demonstrate innovation in all aspects of municipal business acknowledging the importance of training, succession planning, transparency, communication and team-based approaches to municipal operations.

12.14 Ensure the Town provides services and facilities accessible to persons of all abilities in compliance with Provincial regulations keeping in mind the needs of the community, ability to pay and best practices of similar municipalities.

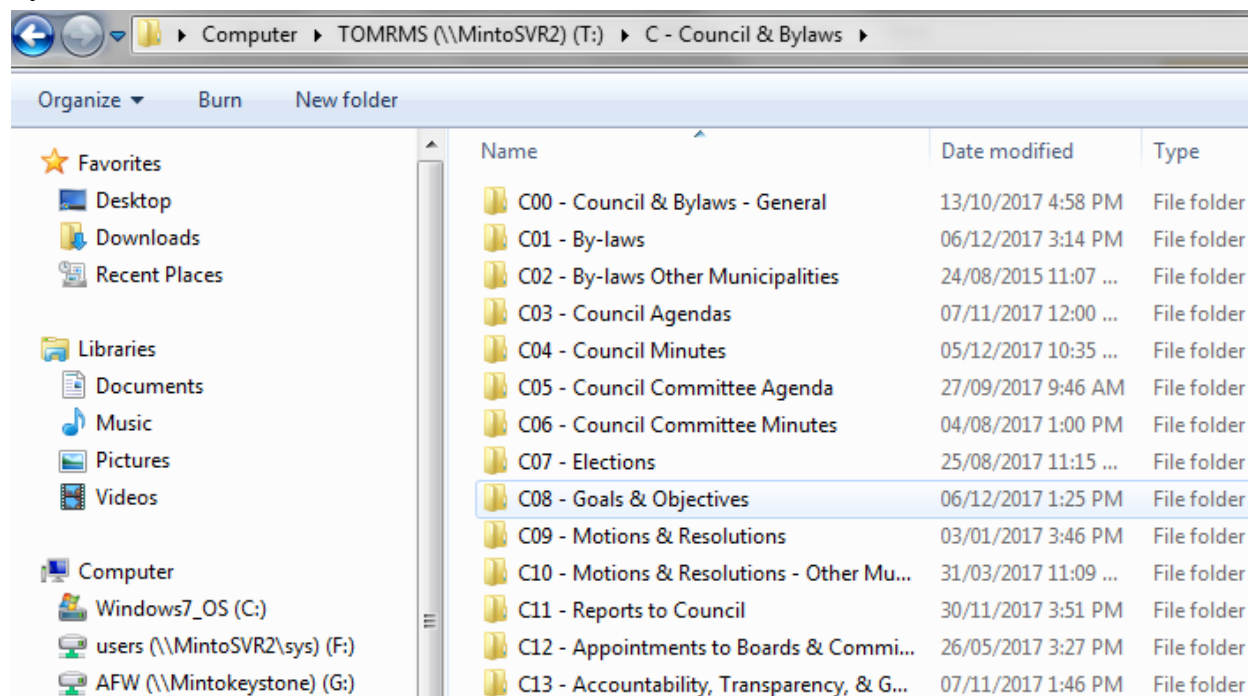
BACKGROUND

In 2015 staff reported to Council on implementing the Ontario Municipal Records Management System (TOMRMS) for Minto. TOMRMS is the system for managing records used by hundreds of Ontario municipalities since 1990. Developed in conjunction with The Association of Municipal Managers, Clerks & Treasurers of Ontario (AMCTO), TOMRMS is the ideal system for tackling large collections of primarily paper documents. It includes a standard file classification, retention schedule regarding how long records are to be kept, and policies and procedures for managing records.

Since 2015 Departments have been implementing the new records system including moving to primarily electronic file storage. A section of the Town server was formatted to coincide with the TOMRMS classification system as shown below:



The above TOMRMS classifications are the same used by all municipalities in Ontario. Within each classification are standard subfolders. For example under “C- Council & Bylaws” the standard subfolders are below:



All of Town records are stored electronically under the folders and subfolders. All Council Agendas by year are stored electronically under “C03 – Council Agendas”. For most Departments almost all records stored in these files are produced electronically, and if they are not they are scanned and filed electronically. The Town has not moved to a fully electronic payroll, payable and receivable system at this time. This will come in the future possibly when the Town switches its financial system.

A corresponding paper file system has been setup following the TOMRMS protocol, although the goal is to replace paper records with electronic wherever possible. The Municipal Act requires original paper copies of bylaws and minutes be kept by the Clerk, but most all other records can be electronic. Each parcel of land has a paper property file in the Town vault. Eventually these thousands of files will have to be scanned electronically.

By moving to this standard records management system, information will be more easily stored and received according to the Municipal Freedom of information and Protection of Privacy Act MFIPPA. The purpose of this report is to make sure the Town’s Records Retention By-law reflects the TOMRMS system and Provincial Standards, and ensure Minto continues to comply with MFIPPA.

COMMENTS:

The last Records Retention By-law passed was in 2000. TOMRMS system provides a record retention schedule based on their research to identify the citations provided in Provincial

and Federal Legislation Citations. Periodic adjustments or additions need to be made to the classification scheme to accommodate new recordkeeping requirements.

In an effort to encompass all records received and produced by the Town, and to reflect corporate functions and programs, staff prepared a new records retention schedule. A records management policy has also been prepared to outline provisions for the management of information within the Town that ensures economy and efficiency in the creation, maintenance, storage and disposal of corporate records. Having this in writing and in place will provide proper direction for all staff into the future.

The records retention schedule classifies records according to business function and subject matter, and provides staff with a means to track records from creation to final disposition. Legislation such as the Municipal Freedom of Information & Protection of Privacy Act and the Employment Standards Act require that certain classes of records identified in the legislation be kept for specified periods of time. The use of a retention schedule ensures that records are not destroyed prematurely, and makes it possible to respond to requests for information in a timely fashion.

The Retention Bylaw uses the main classification system shown above, and includes a specific length of time to retain certain records. **So under “H – Human Resources” under “H03 Employee Records” regular staff records are to be kept for three years, drinking water staff 7 years and firefighters 25 years.**

File Code	Series Title	Series Description	Retention (years)
H- Human Resources			
Includes Records regarding the municipality's relationship with it employees. Includes records regarding general staff programs as well as information on specific employees.			
H00	Human Resources – general	Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.	1
H01	Attendance and Scheduling	Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, etc.	3**
H02	Benefits	Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on EHT.	5
H03	Employee Records	Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, training reports, correspondence with the employee, and employee assistance. Includes full-time, part-time, student employees and volunteers.	E+3** Drinking Water system training record – 5 years Long-term care home staff: E + 7 Firefighter employment terms = 25

It is just as important to dispose of records when required under the bylaw as to retain them the minimum amount of time. Disposing of unneeded records helps minimize paper and electronic storage space, every bit as important in this day of information. Adhering to a consistent schedule of retention and disposition will strengthen the defence of our recordkeeping both in terms of compliance with legislation, in legal proceedings and will also reduce the storage space needed for inactive records.

FINANCIAL CONSIDERATIONS:

There is no financial consideration as the records are dealt with in-house.

RECOMMENDATION:

That Council receives the December 6, 2017 Records Management report from the Deputy Clerk, that the draft Records Management Policy be accepted, and that Records Retention By-law 2017-103 be considered in open session.

Annilene McRobb, Dipl M.M., CMO
Deputy Clerk

Attach:

1. Records Management Policy Draft