

**Document Management Policy**

Adopted date: May 11, 2022	Amended date: May 13, 2026	Next Review: 2033
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**OBJECTIVE**

The Van Anda Improvement District (VAID) will ensure that records under its custody and control are secure, complete, accurate, and appropriately retained. The District is committed to implementing and maintaining records management best practices in accordance with applicable legislation, regulations, and government policy.

**DEFINITIONS**

“District” Van Anda Improvement District

“records” or “record” means records and information, whether in physical or electronic form, under the custody or control of the District.

**POLICY**

This policy establishes the authority for records management practices and standards for the District. Authority and responsibility for the management and maintenance of the records management program is rests with the Administrator. This includes, but is not limited to:

- Preparing, amending, reviewing, managing, and communicating the records management practices and standards to all those who are required to follow the program.
- Authorizing and establishing records management procedures.
- Amending the records classification and retention schedule in accordance with approved schedules and applicable legislation;
- Destroying records in accordance with the established retention schedule and relevant legislation.

At the discretion of the Administrator, responsibility for aspects of the records management program may be delegated to an employee. The District’s records will be managed according to records management best practices, as follows

- Accessibility – Records must be accessible to those who are authorized and need them to perform their duties
- Usability – Records must be timely, relevant, accurate and usable for employees, Trustees, partners, and other stakeholders.
- Accountability – Each employee is accountable for the records in their custody and under their control, including ensuring records are created, stored, and protected in accordance with District policy and procedures.

# POLICY P-12

- Integrated Approach – Records assets must be managed throughout their entire life cycle, regardless of the medium in which they are held.
- Coordinated Approach – The District will adopt a coordinated approach to records management that integrates legal, administrative, operational, and technical considerations.
- Records management will be conducted in compliance with the Freedom of Information and Protection of Privacy Act (FOIPPA).

## SCOPE

This policy also applies to all:

- Employees of the District, whether permanent, temporary, paid-on-call member or volunteer and
- Other individuals who may be granted authorized access to District records, including Trustees and members of the public serving on Board Committees.

This policy applies to all records, regardless of physical format, under the custody ~~and~~ or control of District, including records that are:

- Held in contracted storage facilities.
- Located on remote servers or cloud-based systems; and
- Used by employees in the course of District business.

## RELATED DOCUMENTS

- Freedom of Information and Protection of Privacy Act (FOIPPA)
- Government of British Columbia information management guidance
- Policy P-05 — Communications Policy
- Policy P-26 — Trustee Correspondence Policy