

Document Management Policy

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| Adopted date: May 11, 2022 | Amended date: | Next Review: 2026 |
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OBJECTIVE

The Van Anda Improvement District (VAID) will ensure that records under its custody and control are secure, complete, and accurate, and that only necessary records are retained. In this regard, the District is committed to implementing and maintaining records management best practices across the organization in conformance with the Document Disposal Act and other applicable legislation and policies as described by the B.C. Government.

DEFINITIONS

“District” Van Anda Improvement District

“records” or “record” is used to mean the same thing as ‘records and information’ whether in material or electronic form.

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 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
- 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 practises, as follows

- Accessibility – Records must be easily accessible to those who need them and are authorized to use them.
- Usability – Records must meet the needs of employees, trustees, clients, partners, and other stakeholders, and be timely, relevant, accurate and easy to use.

POLICY

- Accountability – Each employee is accountable for the records in their custody and under their control.
- 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 must adopt a coordinated approach to records management that brings the expertise of various disciplines together when reviewing and implementing records and information management systems and practices.

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 from time to time be given authorized access to records held within and by District 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 control of District. This includes all records that are:

- Held in contracted storage facilities.
- Located on remote servers (i.e. “the cloud”)
- Used by employees during a normal workday.
- Used by contractors, instructors, or others who are employed by District.
- Handled by couriers or others for the purpose of transfer of records.
- Handled and used by anyone for whatever purpose.

RELATED DOCUMENTS

- Freedom of Information and Protection of Privacy Policy
- B.C. Government’s “The Recorded Information Management Manual”