



## **CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION RECORDS DISPOSITION POLICY**

**Policy:** To ensure that the Commission meets all legal, legislative and corporate requirements for records keeping. To ensure the Commission completes the secure destruction of records which no longer have value and to safeguard the history of the company. To ensure that records of long term value, permanent value or required for research are securely stored yet easily available to members. To ensure the Commission reduces the storage costs associated with retaining infrequently used records in high cost office space.

This policy applies to all recorded information held in all CRNWS-C Management Offices. This policy refers to the master documents of the Commission and copies held in Management files. It does not refer to working copies and personal records belonging to individuals and maintained in personal filing cabinets.

**Definition:** Recorded Information: means any book, document, map drawing, photographic image, letter, form, tape, disk, diskette or other object on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise.

### **Procedures:**

1. Records shall be purged once a year to remove those not actively required.
2. Purged records shall be regularly transferred to off-site low cost storage or if no longer required (non-archival, non-vital) destroyed.
3. Transfers and destructions will be done in accordance with approved retention schedules (identification of records series and appropriate lifespans).
4. All records designated as archival will be transferred to permanent off-site storage.
5. The Commission Coordinator is responsible for the overall development and implementation of the disposition program and supervises the operation of the disposition program including the review and establishment of retention schedules, selection of storage facilities, and authorizing destructions of records.
6. The Commission Coordinator is responsible for: managing all records schedules (identification of retention periods, media changes and ultimate storage locations); managing all disposition activities (inventories, boxing, transfer, storage, media change, final destruction or permanent storage etc.); managing the retrieval service for all inactive records (stored on or off site).

**Date Approved: November 21, 2011**

**Resolution # 2011.11.21.17**