



CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION RECORDS MANAGEMENT POLICY

Policy: To ensure the Commission has an efficient and economical Records Management Program which assures the proper management, retention, and protection of the CRNWS-C's business records. To maintain a Records Management Program that ensures that: information required to complete business functions of the organization is available; the history and research capability of CRNWS-C is maintained, and the cost of maintaining information is controlled.

Definitions: Records: refers to all information, whether in electronic or paper form, created, received, or maintained in the transaction of CRNWS-C business, whether conducted at home or work. Such records may include, but is not limited to, paper records and electronic records stored on servers, desktop or laptop hard drives, tapes, flash drives, memory sticks, DVDs, or CD-ROMs; & multifunction copier hard drives.

Electronic Records: means all forms of electronic communications, including, but not limited to, e-mail, word processing documents, spreadsheets, databases, instant messages, calendars, voice messages, videotapes, audio recordings, photographs, SharePoint files, Wiki materials, telephone or meeting logs, contact manager information, Internet usage files, and information stored in PDAs, Blackberry devices, or removable media (e.g., CDs, DVDs, thumb drives, etc.).

CRNWS-C Personnel: means all employees, whether permanent, temporary, full-time or part-time employees.

Philosophy:

1. Management will maintain an efficient filing system in centralized records offices or repositories where practical.
2. Management will provide a controlled and secure access to all official CRNWS-C records.
3. Management will provide for identification and protection of all CRNWS-C records designated as vital or essential.
4. Management will follow a process for the systematic and regular transfer of records from office areas or active repositories to storage as well as providing for ultimate removal of enduring records to permanent storage or secure destruction of obsolete records using Records Disposition Authorizations in accordance with Records Retention Schedules.
5. The Commission Coordinator will be responsible for the day to day administration of the records management program and management of any corporate repository including personal profiling and security access control.

6. CRNWSC Personnel are responsible for assuring that all official business hard copy records are regularly transferred to centralized file areas (records offices or registries) and that business decisions or actions that are created in digital form are stored in the corporate repository. Staff will also ensure that data and information are not lost or altered during any step in the ongoing maintenance of any electronic storage media.
7. CRNWSC Personnel are responsible for ensuring the integrity of hard copy documents, electronic documents, data and information. They must also ensure the care and protection of CRNWSC records in their custody.

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