



**CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION
RECORDS MANAGEMENT POLICY 2022-001**

POLICY:

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

DEFINITIONS:

Records refers to all:

- a.) Information: - Data and content recorded or stored in any way, including facts, events, ideas, processes, or concepts, that are specific and organized for a purpose, an increase understanding within a certain context and timeframe. Includes the submission of all documents of all documents, records, and data under the control of the Commission.
- b.) Content: – unstructured information which does not adhere to an approved schema or a format. This is totality of all documents and files, including audio, images, and video, under the control of the Commission, in either electronic or paper format.
- c.) Data: – Facts, figures and statistics objectively measured according to a standard or scale such as frequency or volumes or occurrences. The term shall include statistical or factual information about image files and geographical information system data.

Information Management: the field of management responsible for efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.

CRNWSC 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 CRNWSC records.
3. Management will provide for Identification and protection of all CRNWSC 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. All CRNWSC Personnel 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. All 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. All 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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