



# CITY POLICY

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**SECTION: Municipal Government**

**NO: MU-IN-06**

**REFERENCE: Information Management**

**Date: March 24,  
2025**

**Next Review Date:  
March 2027**

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**TITLE: VITAL RECORDS**

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## **POLICY STATEMENT**

It is the policy of the Corporation of the City of Dryden to have a Vital Records Policy to ensure that records that are essential for the organization to continue business and operations in the event of a disaster are protected resulting in the least amount of financial loss or inconvenience. This includes any records that are necessary to re-create the Corporation's legal and financial status and to meet legal, ethical and moral obligations to the people (constituents, public clients, customers) served by the organization.

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### **1.0 PURPOSE**

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- 1.1 This policy sets out The Corporation of The City of Dryden's management principles on identification, registration, storage and disposal of vital corporate records.
- 1.2 The objective of this policy is to assist employees to identify those records without which the Corporation could not continue to function effectively.
- 1.3 This policy advises City employees, management staff and members of Council of their roles and responsibilities regarding vital records management.

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### **2.0 SCOPE**

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- 2.1 The following are subject to this policy:
  - (a) All vital records created, received and maintained by any department or unit including records in any medium (electronic, paper, flash drives,

disks, video, pictures, maps, etc.). Some vital records may be considered vital only in the short term, while some records may retain this status indefinitely;

- (b) City of Dryden employees (regular, part-time, casual or contract);
- (c) City of Dryden members of Council;
- (d) City of Dryden Boards and Agencies (Library Board, Dryden Police Services Board, Museum Advisory Board); and,
- (e) Consultants, Contractors and any custodians of City records.

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### **3.0 DEFINITIONS**

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**See Appendix "A" Glossary of Terms and Definitions under the Corporate Records and Information Management Policy (MU-IN-04)**

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### **4.0 VITAL RECORDS GUIDING PRINCIPLES**

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- 4.1 Where possible vital records in paper format should be scanned and captured within the Electronic Document Records Management System (EDRMS). The hardcopy should be stored:

- (a) In conditions that are clean, with low risk of damage from fire, water, dampness, mould, insects and rodents;
- (b) In conditions that are secure from unauthorized access, destruction, alteration or removal;
- (c) Away from direct sunlight and other sources of heat and light; and,
- (d) Preferably in an area that is well ventilated and maintained at stable temperature and humidity.

- 4.2 Records in non-hardcopy formats may require specialized storage conditions and handling processes that take into account their specific properties. Vital records and records of continuing value, irrespective of format, require higher standards of storage and more careful maintenance and handling procedures to preserve them for as long as that value exists.

- 4.3 Department Managers should discuss their requirements with the IT Manager and Records Coordinator, who can provide advice on appropriate formats and storage.

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## **5.0 LIST OF VITAL RECORDS**

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- 5.1 The following is a list of identified vital records including but not limited to:
- (a) original signed copies of agreements, contracts, leases and licenses;
  - (b) official signed copies of minutes of meetings of Committee of the Whole and Council as well as other minutes relating to a Board, Agency or Business of the Municipality;
  - (c) financial statements and records including audits, payroll, budgets, asset listing, debentures and bonds, grants and loans, investments, reserves, trust funds, ledgers, banking records and accounts payable and accounts receivable;
  - (d) taxation records and assessment rolls;
  - (e) organizational charts;
  - (f) employee and training records;
  - (g) labour relations, salary planning and job descriptions;
  - (h) health and safety records including employee medical records;
  - (i) motions, resolutions and by-laws;
  - (j) policy records and Corporate Policy Manual;
  - (k) facility records including construction and renovations;
  - (l) strategic planning records;
  - (m) development and planning records including studies, site plans, assessments, applications, amendments, official plans, severances, variances, zoning, easements, encroachments, amalgamations, improvement projects, address systems, digital mapping, urban design;
  - (n) municipal election records;
  - (o) vital statistics;
  - (p) incorporation records including visual identity, copyrights, patents, trademarks, logos, crests and insignia;

- (q) records relating to sanitary and storm sewers, water and wastewater treatment plants, environmental monitoring, water logs, lab reports and testing, drains;
- (r) electrical operation, energy management, pits and quarries records;
- (s) records associated with records management such as retention schedules, disposition, destruction and archive records;
- (t) data processing and quality assurance records on information systems;
- (u) legal affairs such as claims and insurance records and land acquisitions;
- (v) protection and enforcement records including emergency services;
- (w) heritage preservation;
- (x) children's day nursery records; and,
- (y) transportation and roads including road construction, maintenance and inspection records, traffic control records, surveys, bridge and railway records.

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## **6.0 ACCESS AND SECURITY**

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- 6.1 All vital records shall at all times be protected against unauthorized access and tampering to protect their authenticity and reliability as well as protected against loss due to a disaster.
- 6.2 Records storage areas shall be at all times protected against unauthorized access.
- 6.3 Access to server rooms and storage areas for electronic records media shall be protected against unauthorized access.

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## **7.0 ROLES & RESPONSIBILITIES**

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- 7.1 The City Clerk has overall responsibility and control for management of information in the City of Dryden including the management of vital records in accordance with the Municipal Act, all other applicable legislation and corporate policies.

- 7.2 The Corporate Records Management Coordinator shall be responsible for administering the vital records management program, including collaboration with department managers in the identification of vital records. The Coordinator will ensure that all paper records are scanned and placed in the EDRMS as means of back up in the event of a disaster. The Coordinator will ensure that an archival appraisal takes place prior to the destruction of any vital record and in accordance with the approved retention schedule. The Coordinator will provide updates to the City Clerk on developments in the legal and statutory environment that may impact on the record keeping practices of the City in regards to vital records.
- 7.3 The Manager of Information Technology shall be responsible for the technical requirements of the EDRMS, backing up the system on a regular basis and providing maintenance of the existing systems that house the vital records.
- 7.4 The Senior Management Team and Department Managers shall be responsible for becoming familiar with the vital records of the corporation. In collaboration with the Records Coordinator, the Managers will assist in the identification of vital records. Managers will ensure all their staff is aware of their responsibilities and obligations in regards to vital records.
- 7.5 Employees shall familiarize themselves and comply with this policy and related policies and procedures.

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## **8.0 COMPLIANCE AND VIOLATIONS**

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- 8.1 Compliance with this policy will ensure records are protected to continue business and operations with the least amount of financial loss or inconvenience in the event of a disaster. This policy will also ensure compliance with the Municipal Act, 2001, the Municipal Freedom of Information and Protection of Privacy Act, all other applicable legislation and the City's Records Management By-laws, Policies and Procedures and applicable By-laws.
- 8.2 Users found to be acting in contravention to this policy shall be dealt with in accordance with the City's Code of Conduct Policy (HR - CO - 01) and (HR - DI - 01) Discipline Policy.

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## 9.0 RELATED DOCUMENTS / SYSTEMS:

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- 9.1 Documents related to the Vital Records Policy:
- (a) Corporate Records and Information Management Policy
  - (b) Retention By-law & Schedule
  - (c) Records Disposition Procedure & Forms
  - (d) Electronic Equipment Records Disposal Procedure & Form
  - (e) Paper Records Management Procedure & Request Form

History			
<b>Draft Date:</b>	Sept. 2011		
<b>Approval Date:</b>	July 16, 2012	<b>Approved by:</b>	By-law 3979-2012
<b>Amendment Date:</b>	Feb. 12, 2021 March 24, 2025	<b>Approved by:</b> <b>Approved by:</b>	CAO CAO