IM@WORK FOR MY TOWN: BEST PRACTICES THROUGH THE INFORMATION LIFECYCLE

Module 2.6: IM Best Practices: Retain and Dispose

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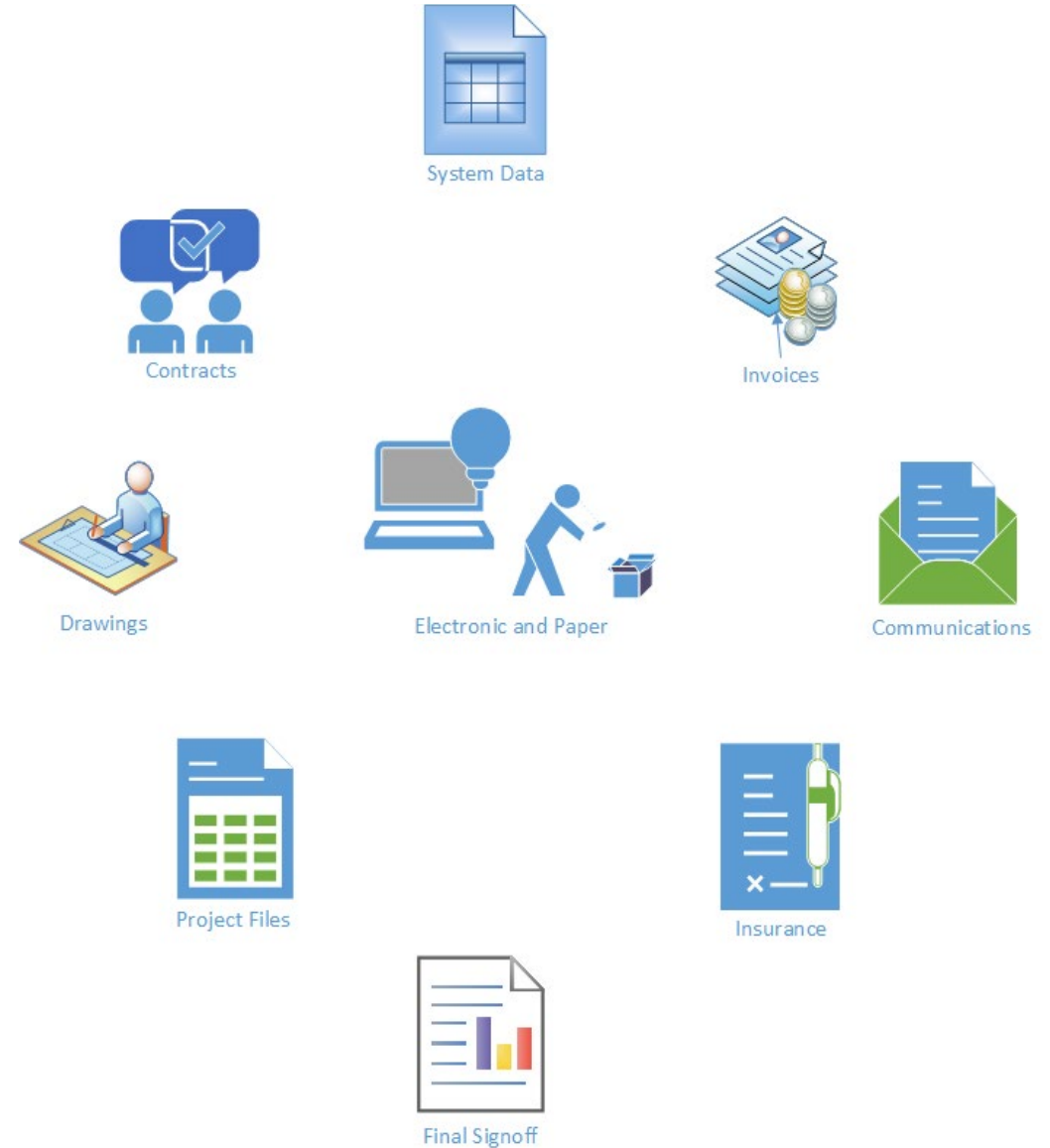# Welcome to Module 2.6: Retain/Dispose

- **In Module 2.6, you will learn to:**

- Understand why information is retained or disposed

- Reinforce transitory records disposal

- Use a Records Retention and Disposal Schedule

- Apply secure disposal practices

The Information Life Cycle

Collect

Create

Receive

Organize/Store

Use/Share
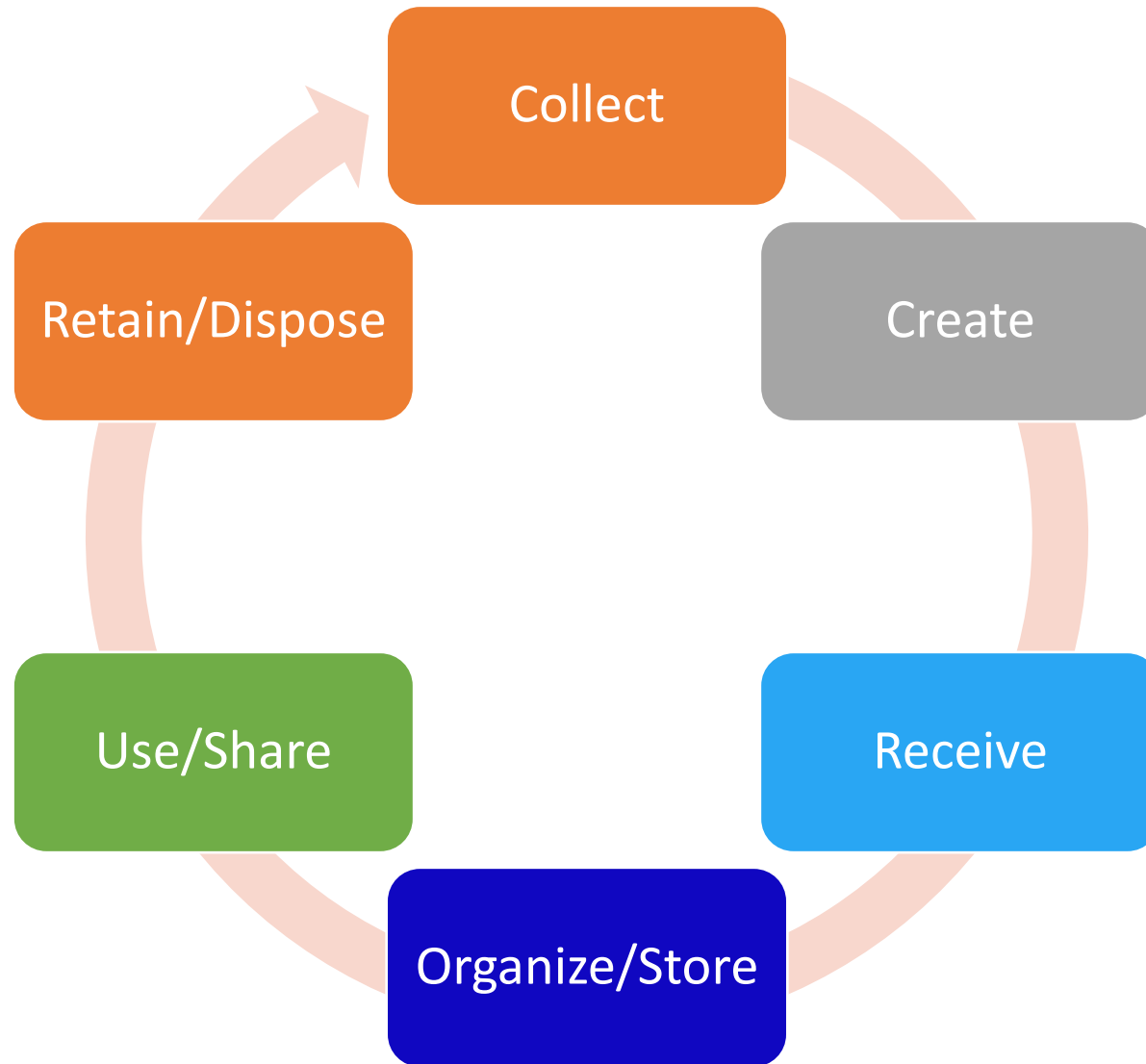
Retain/Dispose

Retain/Dispose

- Remember the damaged Bridge? One of the vendors who had been outbid made an ATIPP request for all records related its construction and repair
- Your search finds no responsive records.
- The applicant makes a complaint. This initiates an investigation and public report.
- Retention means information needed for operational and legal requirements is maintained and accessible
- Disposal means that when legal retention requirements are met, information is:
  - Securely destroyed
  - Transferred (e.g., local archives or museum)

System Data

Contracts

Invoices

Drawings

Electronic and Paper

Communications

Project Files

Insurance

Final Signoff

Retain/Dispose

- *Risks associated with retention and disposal include:*

  - Records are not retained and/or accessible

  - Extensive transitory records are retained wasting search and processing time and storage resources

  - Records are not securely disposed of risking loss or breach

Records Disposal

- Town users dispose of transitory records as a regular course of business.

- The RRDS authorizes the retention and disposition of the town's records.

- Town records may be transferred to a third party as approved by the Town Clerk.

- Town records will be destroyed securely and completely, without possibility of reconstruction.

What is a RRDS?

Records generated **from** an **event, activity or process** are called record series

These **records** typically **have the access, retention and disposal** requirements

Identifies how long records need to be kept for legal purposes

Description is detailed enough to allow an employee to retrieve the right records

Will records be retained permanently or archived or securely destroyed

Elements of a RRDS

Code

Record Series Description

Retention Period

Disposal – Destroy or **Archive**

RRDS Template: Primary Record Series

01 - Accounting

02 - Buildings, Facilities and Properties

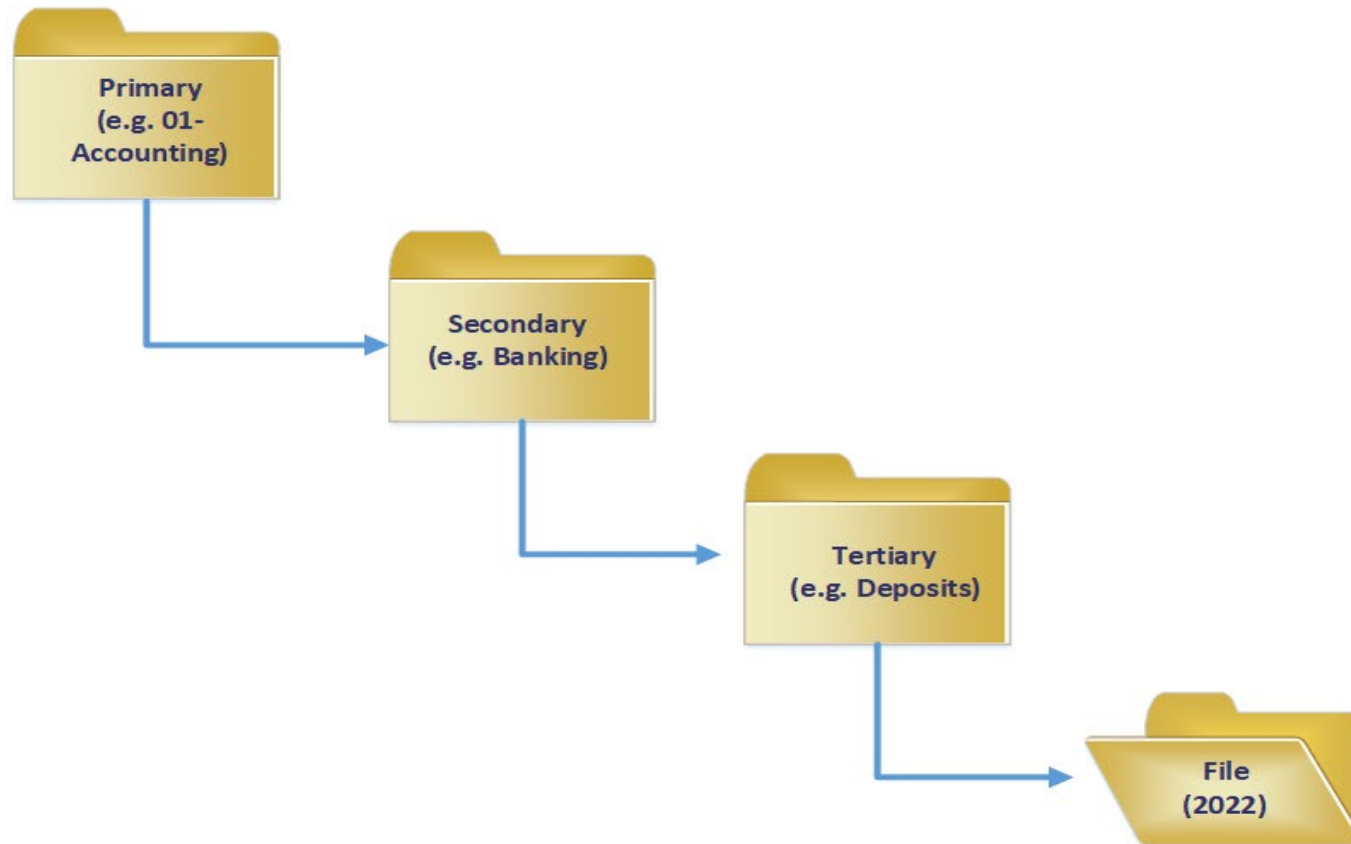03 - Engineering and Public Works

04 - Human Resources

05 - Legal Services

06 - Legislative and Regulatory

Secondary and Tertiary Series

Primary
(e.g. 01-
Accounting)

Secondary
(e.g. Banking)

Tertiary
(e.g. Deposits)

File
(2022)

- Close the File at the end of the fiscal year
- Based on the RRDS, these records are securely destroyed after 7 years

Retention Schedule

Secondary/ Tertiary Descriptions

| Record Series	Description	Retention	Disposition
	Banking		
Account Information	Includes account details, agreements and requirements resulting from the establishment and maintenance of bank accounts held by the municipality.	Permanent	Permanent
Signing Authorities	Includes policies, procedures, completed forms and signature cards that document the individuals that have signing authority for bank accounts held by the municipality.	Permanent	Permanent
Bank Statements	Includes periodic bank statements issued by financial institutions for accounts held by the municipality.	7 Years	Destroy
Deposits	Includes all records related to regular deposits made to municipal accounts by approved signing authorities. Includes deposit books.	7 Years	Destroy
Cheques	Includes records relating to the issuance and management of cheques, including cheque vouchers, journal vouchers, returned cheques, cheque lists, cancelled cheques, etc	7 Years	Destroy

About IM@Work For My Town

MODULE 1: IM BASICS

MODULE 2: BEST PRACTICES

2.1: COLLECTION

2.2: CREATION

2.3 RECEIVING

2.4: ORGANIZE/STORE

2.5: USE/SHARE

2.6: RETAIN/DISPOSE
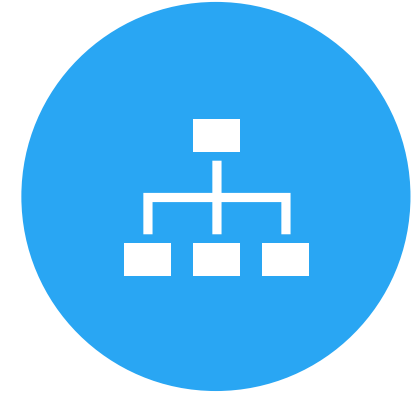
MODULE 3: ROLES AND RESPONSIBILITIES

References

- *Creating and Capturing Records,* Archives of Manitoba Government Records Office: https://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/creating_records.pdf
- Naming Conventions for Electronic Files and Folders, York University: https://ipo.info.yorku.ca/tool-and-tips/tip-sheet-6-naming-conventions-for-electronic-files-and-folders/
- Version Control Guidance, University of Glasgow: https://www.abdn.ac.uk/staffnet/documents/policy-zone-information-policies/UoA_Version%20Control_July%202017.pdf
- How to Effectively Manage Removable Media, Stanfield IT: https://www.stanfieldit.com/how-to-effectively-manage-removable-media/#:~:text=Data%20breaches%20are%20one%20of,data%20security%20a%20major%20concern.

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