

*Salt Spring Island Fire Protection District*

**POLICY MANUAL**

Section	Information
Policy Number	AG-5201-01
Policy Title	Document Management

**POLICY OBJECTIVE**

The Salt Spring Island Fire Protection District (District) will ensure that records under its custody and control are secure, complete, and accurate, and that only necessary records are retained. In this regard, the District is committed to implementing and maintaining records management best practices across the organization in conformance with the Document Disposal Act and other applicable legislation and policies as described by the B.C. Government.

In this policy, ‘records’ or ‘record’ is used to mean the same thing as ‘records and information.’

**STATEMENT OF POLICY**

This policy establishes the authority for records management practices and standards for the Salt Spring Island Fire Protection District.

Authority and responsibility for the management and maintenance of the records management program is with the Administrator. This includes, but is not limited to:

- Preparing, amending, reviewing, managing and communicating the records management practices and standards to all those who are required to follow the program.
- Authorizing and establishing records management procedures.
- Amending the records classification and retention schedule.
- Destroying records in accordance with the established retention schedule and relevant legislation.

At the discretion of the Administrator, responsibility for aspects of the records management program may be delegated to a staff member.

The District's records will be managed according to records management best practises, as follows:

- **Accessibility** – Records must be easily accessible to those who need it and are authorized to use it.
- **Usability** – Records must meet the needs of staff members, trustees, clients, partners, and other stakeholders, and be timely, relevant, accurate and easy to use.
- **Accountability** – Each staff member is accountable for the records in their custody and under their control.
- **Integrated Approach** – Records assets must be managed throughout their entire life cycle, regardless of the medium in which they are held.
- **Coordinated Approach** – The District must adopt a coordinated approach to records management that brings the expertise of various disciplines together when reviewing and implementing records and information management systems and practices.

## **SCOPE**

This policy also applies to all:

- Employees of the District, whether permanent, temporary, paid-on-call member or volunteer and
- Other individuals who may from time to time be given authorized access to records held within and by District including trustees and members of the public serving on Board Committees.

This policy applies to all records, regardless of physical format, under the custody and control of District. This includes all records that are:

- Held in contracted storage facilities.
- Used by employees during the course of a normal workday.
- Used by contractors, instructors, or others who are employed by District.
- Handled by couriers or others for the purpose of transfer of records.
- Handled and used by anyone for whatever purpose.

## **BOARD DISCRETION**

The provisions set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

## RELATED DOCUMENTS

- Freedom of Information and Protection of Privacy Policy
- B.C. Government's "The Recorded Information Management Manual"

## APPROVALS

Approval date:		Approved by:	
1. Amendment date:		Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	