



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall  
1229 Esquimalt Road  
Esquimalt, B.C. V9A 3P1

## Legislation Text

---

File #: 21-060, Version: 2

---

### REQUEST FOR DECISION

**DATE:** January 21<sup>st</sup>, 2021

Report No. ADM-21-004

**TO:** Laurie Hurst, Chief Administrative Officer

**FROM:** Rachel Dumas, Manager of Corporate Services

**SUBJECT:**

Council Policy ADMIN-76: Imaging of Municipal Records

**RECOMMENDATION:**

That Council approve Council Policy ADMIN-76: Imaging of Municipal Records, as attached to Staff Report No. ADM-21-004.

**RELEVANT POLICY:**

Council Policy ADMIN-42 Records Management (Records Classification & Retention) Policy

Council Policy HER-01 Archival Centre (Esquimalt)

Fees and Charges (Miscellaneous) Bylaw, 2019, 2961

Local Government Management Association (LGMA) Records Management Manual

*Community Charter*

*Freedom of Information and Protection of Privacy Act*

**STRATEGIC RELEVANCE:**

Excellence in Public Service - Support the Chief administrative Officer to maintain an organizational culture of collaboration, learning and engagement consistent with the Township's core values; and engage, respect and respond to the needs of our community.

**BACKGROUND:**

In 2008, Council approved a Records Management Policy to manage, classify and securely store the Township's records accumulated since incorporation in 1912. The *Community Charter* s. 148 assigns the Corporate Officer the responsibility that "...records of the business of the council and council committees are maintained and kept safe." The Township follows the LGMA classification of records as outlined in Council Policy ADMIN-42: Records Management policy. The Township is nearing completion of the classification of paper records benchmark (December 2020) and is now ready to implement the next phase of the records management project by managing Township electronic records. Currently, one FTE coordinates the classification of both municipal and archival records in collaboration with the Corporate Officer and key department administrative staff. The final phase and

goal of the Records Management Project is to implement an Electronic Document and Records Management System (EDRMS) in 2022 subject to budget approval. All paper records are now stored at either Municipal Hall or at the Access Facility in Central Saanich and entered into a data base called TAB Fusion. Records Management procedures impact every member of staff regardless of their position and therefore require a good communication plan and buy-in from the majority of staff in order to succeed with this project in a timely manner. The policy will provide staff with a process for the safe storage, retention and destruction of Township electronic records while adhering to legislative and legal requirements and further improving the accuracy and efficiency of records management.

## ISSUES:

### 1. Rationale for Selected Option

The purpose of this proposed policy is to authorize the establishment of imaging (scanning) programs at the Township and to establish a framework for these programs that will allow the digitized image to replace the paper originals and become the managed record for storage and retention. Disposal of paper originals will occur over time except as other laws, regulations, bylaws, policies, preservation or business requirements require the retention of original paper documents. In order for a digital surrogate to take the place of the original paper record as the official and authoritative record, the reliability, integrity, and authenticity of the digital record as an accurate and trustworthy reproduction of the original must be demonstrable. In transferring a record from analogue to digital, there must be no loss, destruction or alteration of content and form and remains readily accessible for the entirety of its lifecycle. Electronic records would be more accessible to retrieve in a timely manner than paper records stored off-site of Municipal Hall, thus adhering to Council's Strategic Priority of Excellence in Public Service. Currently, space is also very limited at Municipal Buildings for the storage of paper records therefore electronic records would not only use less physical space but also would become a central resource.

### 2. Organizational Implications

Any change to a process requires training and education for staff. The project is overseen by the Corporate Officer, assisted by the Records Management Coordinator/ Archivist. A working group of six department administrative clerks has already been established and trained to address paper records management and are ready to filter their knowledge to other members of their department. Managing electronic records would be a mirror version of paper LGMA records management classification. This transition would take approximately 9 months with a final goal of all paper and electronic records classified by December 2021.

### 3. Financial Implications

There are no additional financial implications as no additional staff would be required to perform the transfer and transition of electronic records. Current technology will be used to sort *actual* electronic records from the internal drive to newly created classified drive in preparation for a new EDRMS. Once this system is installed, all electronic records stored in the new classified drive would be transferred with ease to the new EDRMS.

### 4. Sustainability & Environmental Implications

Reducing paper consumption lessens the environmental impact while keeping tons of waste from the landfills.

#### 5. Communication & Engagement

The Corporate Officer will provide staff with monthly updates via email on the progress to date. Records Management Coordinator/ Archivist will liaise with the Administrative Clerks with further training and education that will filter to all levels of staff. Guidelines, classification cheat sheets will be available on the new classified drive as reference resource.

#### **ALTERNATIVES:**

1. That Council approve Council Policy ADMIN-76: Imaging of Municipal Records, as attached to Staff Report No. ADM-21-004.
2. That Council amend and approve Council Policy ADMIN-76: Imaging of Municipal Records, as attached to Staff Report No. ADM-21-004.