

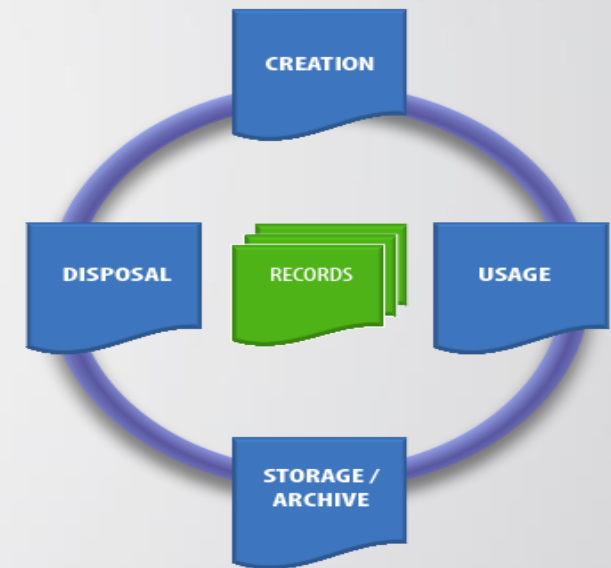


Records Management for Municipalities

*Prepared by
Public Archives and Records Office
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What is Recorded Information Management (RIM)?

- RIM is a system of rules and procedures governing the creation, use, storage, and disposition of all recorded information, regardless of format.
- The effective management of information enables municipalities to support decision making, reduce costs, meet business, legal and accountability requirements, and preserve Prince Edward Island's documentary heritage.



What makes a record a “record”?



- “**Records**” are information created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business (ISO, *ISO 15489-1 Information and Documentation – Records Management – Part 1 : 2001*)

Types of Records for Municipalities

- Minutes, bylaws, policies and resolutions of a council
- Financial and HR records
- Annual reports
- Contracts and agreements
- Committee records and reports
- Permits and plans
- Inquiries
- Licenses



Who is responsible for RIM?

- Everyone who creates, receives, or maintains records on behalf of the municipality.
 - Elected Officials
 - Staff
 - Volunteers/Contract staff



RIM and FOIPP

- Poor RIM practices can negatively impact your ability to:
 - respond to requests
 - be transparent and accountable
 - ensure confidentiality and privacy of personal information
- Good RIM practices can positively impact your ability to:
 - safeguard records which have long-term public interest
 - locate records in a timely fashion
 - legally dispose of records which are no longer required – fewer records to search