

## RECORDS MANAGEMENT

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### POLICY

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The Hamlet of Enterprise will ensure that records are maintained in a secure and confidential manner as appropriate.

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### DEFINITIONS

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“Hamlet” means Hamlet of Enterprise

“SAO” means Senior Administrative Officer

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### GUIDELINES

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1. The Hamlet is legally and ethically responsible for all related records including employee, financial, operational and contractor information.
2. A file management system will be established and regularly maintained.
3. A review of the overall management of the system must be conducted at least every three years beginning in 2020.
4. The original copies of records will be retained in the Hamlet Administrative Offices.
  - 4.1. Personnel Files will be maintained in a locked and secure filing cabinet under the care and control of the SAO.
5. The Hamlet will retain payroll records for seven years after an Employee's last date of employment or the time period dictated by the Income Tax Act, whichever is greater.
6. The Hamlet will retain financial records for eight years.
7. The Hamlet will permanently retain administrative records such as Council minutes, incorporation documents, policies and procedures, personnel files, audited financial statements, and statistical reports.
8. Items which should NOT be retained in a filing system include:
  - 8.1. Drafts
  - 8.2. Presentation materials
  - 8.3. Extra copies of documents (keep only originals/clean copy in files)
  - 8.4. Photocopied material from journals, publications or Internet
  - 8.5. Federal resource materials
  - 8.6. Guidelines or information newsletters
  - 8.7. Information from other jurisdictions/associations, etc.
  - 8.8. Information of interest (e.g. keep relevant information in a working file for program area)
9. All employee, financial, and administrative records are confidential and must be stored securely on-site.
10. All records must be stored in a secure, locked area.

11. All stored information must be contained in a secure area in boxes or cabinets labeled with contents, storage date and particulars related to destruction (if appropriate).
12. All permanent files must be marked " DO NOT DESTROY".
13. Only employees requiring the information to perform his/her duties will have access to confidential records.
14. Only the SAO can authorize the removal or destruction of records in accordance with current legislation.
15. File destruction must be conducted in a manner which will render the files destroyed beyond recognition.
16. When dealing with issues related to access to information, the SAO must refer to any relevant applicable *Access to Information and Privacy Act* (ATIP) for guidance.

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**ATTACHMENTS**

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N/A

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**REFERENCES**

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*Access to Information and Privacy Act*  
*Hamlet's Act*  
*Income Tax Act*