

Procedure

TITLE: Records Disposition

PROCEDURE NO: ADM-14-012

DEPARTMENT RESPONSIBLE:
Information & Technology Services

EFFECTIVE DATE: September 1, 2023

NEXT REVIEW DATE: September 1, 2025

GENERAL GUIDELINES:

The purpose of this procedure is to outline the disposition process for records. This procedure applies to all County official records in any format, under the control and custody of Lac La Biche County. Records go through three basic stages in their lifecycle; creation, maintenance and use, and disposition.

DEFINITIONS:

- Records Retention Schedule – A timetable that identifies the retention period during which a record must be retained before disposition. It serves as the legal authorization for the disposal of records.
- Disposition – The final action for records when they reach the end of their retention period as indicated in the schedule. This action is taken when a record is no longer needed for operational or legislative requirements.
- Retention Period – The total length of time a record must be kept before final disposition is undertaken in accordance with the schedule.
- Legal Hold – Process used to preserve all forms of potentially relevant records when litigation is pending or reasonably anticipated.

PROCEDURE:

It is the responsibility of the department creating the records to monitor the record throughout its lifecycle. When a record is deemed to have met retention according to the retention schedule and the disposition action is to destroy. The department responsible will take the following steps in this order:

1. Review the retention schedule verifying the record has met retention.
2. Verify the records match the contents of the folder name, description, or any other assumptions.
3. Complete the Destruction Form (Appendix A)
 - a. Joint assessment of the records destruction form by the records department and the department responsible for the records.
4. Obtain written authorization from the department manager (see Appendix A)
5. Obtain written authorization from the Information & Technology Services designate. (See Appendix A).
6. Obtain written authorization from Legislative Services designate (see Appendix A)
 - a. Verify with Legislative Services to ensure the records are not subject to a legal hold.

- b. Verify with Legislative Services to ensure the records are not subject to an ongoing FOIP request.
 - c. Verify with Legislative Service to ensure the records are not needed for an ongoing audit
 - d. Verify with Legislative Services to ensure there are not needed for an ongoing investigation
7. Send the completed form with **all** signatures to the Records department.

Physical records must be destroyed using a shredder or shredding service that completely obliterates the record so they cannot be retrieved or restored. Usually requires a crosscut shredder or incinerator.

"Original Signed"
Chief Administrative Officer

August 18, 2023
Date

SPECIAL NOTES/CROSS REFERENCE:

AMENDMENT DATE:

DESTRUCTION FORM – APPENDIX A

The records listed below are now eligible for destruction according to the approved records retention schedule. Please provide signature below.

1. Are these records subject to a legal hold? Yes No
2. Are these records subject to an ongoing FOIP request? Yes No
3. Are these records needed for an ongoing investigation? Yes No
4. Are these records needed for an ongoing audit? Yes No

If any of the answers to these questions is YES, the record is not ready to be destroyed at this time.

Records Class / Function from records retention schedule: Please box years and subject/content of records together.	Retention Period from schedule	Brief Description / title/ box	Date Range (Years)		Yes/No Met Retention
			From	To	

DEPARTMENT MANAGER APPROVAL	Signature:	Date:
ITS DESIGNATE APPROVAL (Check with CAO's Office)	Signature:	Date:
LEG SERVICES DESIGNATE APPROVAL	Signature:	Date:
RECORD DESTROYED		Date: