



**COMMITTEE OF THE WHOLE
Town Hall – Council Chambers
Tuesday, September 6, 2016
7:00 pm**

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Presentations
 - 3.1 Update on Records Management System
4. Approval of the Minutes
5. Action Items
 - 5.1 Ratification of Transfer to Reserve Fund
6. Information/Discussion Items
 - 6.1. Accounting Activities Reports – June & July 2016
 - 6.2. Correspondence – Nova Scotia Police Long Service Award Ceremony
7. Anything by Members
8. In-Camera (Personnel)
9. Adjournment

RECORDS MANAGEMENT

The Good, the Bad and the Ugly



RECORDS MANAGEMENT

- What is Records Management?
- Why use a Records Management System?
- Tools we will be using
- The structure and components of the AMA Records Management Manual
- Examples
- Timeline
- Questions

WHAT IS RECORDS MANAGEMENT

It is the professional practice of **managing** the **records** of an organization throughout their life cycle, from the time they are created to their eventual disposal.

Records Management is Everyone's Responsibility!

WHAT IS A RECORD?

- Information that is recorded or stored by graphic, photographic, electronic, mechanical or some other means and includes books, documents, maps, drawings, letters, etc...



WHAT IS AN OFFICIAL RECORD?

- Information that is created or received by the organization and has value to the organization, so as to warrant special retention, accessibility, and retrieval.
- “Official” evidence of an action, transaction, obligation or right , regardless of physical format or characteristics.
- Examples:
 - Signed copy of a contract;
 - Maps;
 - Quotes for services;
 - Recreation Programs;
 - Reports – water testing, financial statements, Council;
 - Meetings;
 - Vehicle log;
 - Meetings agendas and minutes filed by the Secretary to the Committee;
 - Original invoices, receipts, etc.;
 - Final Council minutes and agendas retained by the Municipal Clerk.

OFFICE OF PRIMARY RESPONSIBILITY (OPR)

- An office designated to be the custodian of an official record. This office is responsible for the retention and disposition of the record.
- OPR may be one central person or a single person based on position (e.g. Finance Director may be OPR for all financial related records).

WHY?

- FOIPOP
- Liability & Litigation
- Locating Items
- Storage Concerns
- Consistency
- Business Continuity









TOOLS WE WILL BE USING:

1. Records Management Policy
2. AMA Records Management Manual
3. File Identification



PHASES OF THE RECORDS LIFE STYLE

■ Active

- create/receive
- storage in the department
- active use

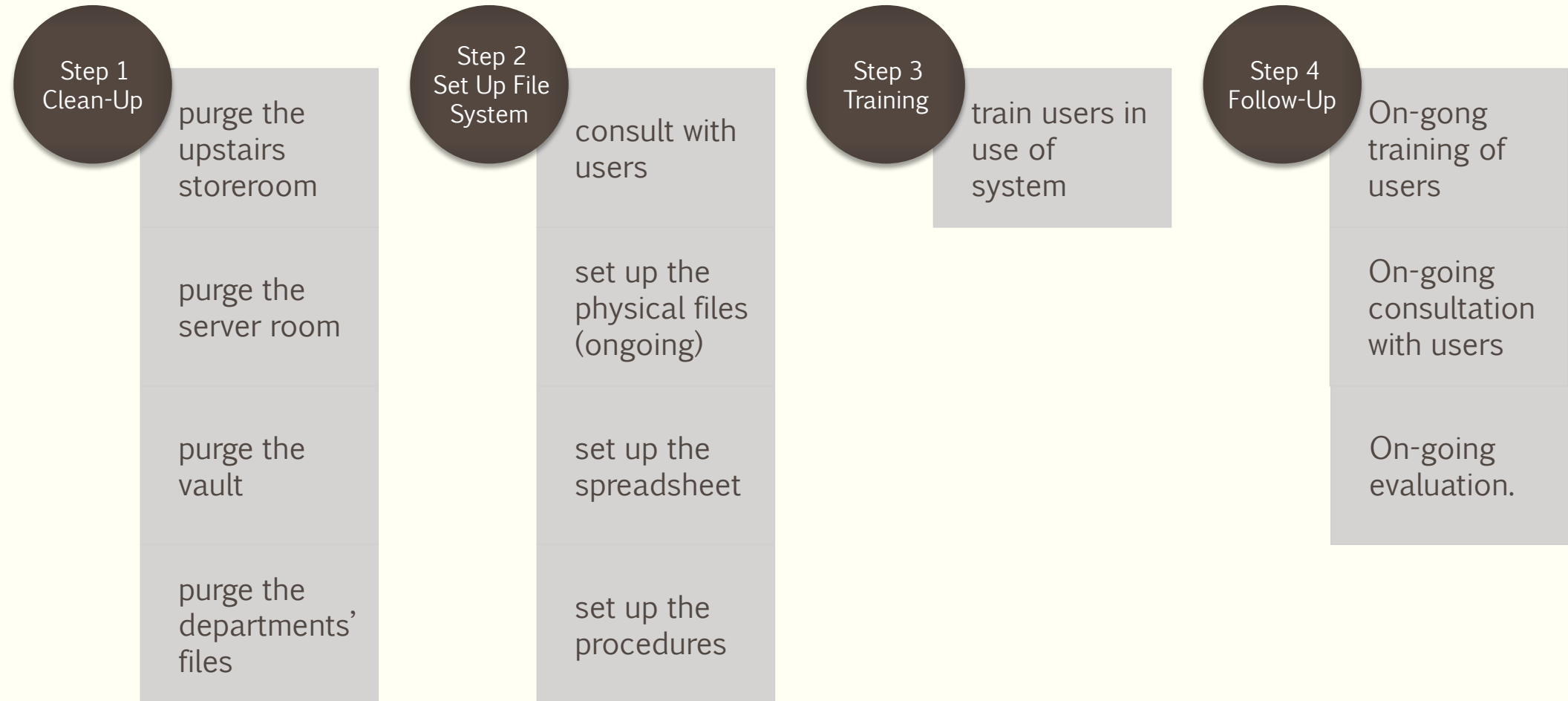
■ Semi-active

- less frequent use
- Storage may be in the department or close by

■ Inactive

- final disposition of office records
- no longer required for operational, legal, audit or financial purposes
- secure shredding or transfer to Municipal Archives

TIME LINE – START DATE OF APRIL 1, 2016



QUESTIONS?

- Who are the Offices of Primary Responsibility?
 - Executive Branch
 - Finance
 - Fire
 - Planning & Development
 - Public Works
 - Recreation
- How do we deal with contracts, reports, emails?
- Comments/Concerns?

*Records
Management
is
Everyone's
Responsibility!*





Public Safety and Security Division

Robert F. Purcell, B.Comm., LL.B., M.O.M.
Executive Director

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File Number:

August 15, 2016

Mayor Calvin Eddy
Town of Middleton
PO Box 340
Middleton, NS B0S 1P0

Dear Mayor Eddy:

Re: Nova Scotia Police Long Service Award Ceremony

On behalf of the Honourable Diana Whalen, Attorney General and Minister of Justice, I am writing to invite you to attend the 2016 Nova Scotia Police Long Service Award Ceremony.

The ceremony will take place at Westin Nova Scotian Hotel on Monday, October 24, 2016 at 1 p.m., light refreshments will follow.

Guests are asked to be seated by 12:45 p.m. Please RSVP by October 11, 2016 to Nadia Gardin at 902-424-5941 or Nadia.Gardin@novascotia.ca.

This award ceremony is a provincial program recognizing police officers who have served in the province of Nova Scotia for 15 years and 25 years consecutively.

For more information on the Provincial Police Long Service Award Program, please visit www.NovaScotia.ca/just/LongServiceAward/.

Yours truly,

for Robert F. Purcell



THE HONOURABLE DIANA WHALEN
Attorney General and Minister of Justice

*cordially invites you to attend
a ceremony on the occasion of the*

NOVA SCOTIA POLICE
*Long Service
Awards*

Monday, October 24, 2016 at 1 pm

*Atlantic Ballroom
Westin Nova Scotian
1181 Hollis Street
Halifax, Nova Scotia*

VIP seating by 12:45 pm

*RSVP by October 11, 2016
Department of Justice
nadia.gardin@novascotia.ca
or Nadia Gardin (902) 424-5941*

*Light Refreshments to Follow
Presentation Ceremony*