



# BOARD REPORT

**TO:** Chair and Directors

**File No:** 1490 05;  
BL 5787 & BL 5788

**SUBJECT:** Records Retention and Scheduling Bylaw and the Transition to Electronic Records Management

**DESCRIPTION:** Report from Emily Johnson, Electronic Records Management Facilitator, dated September 7, 2018.

Staff are proposing changes to facilitate the implementation of an electronic records management system.

**RECOMMENDATION #1:** THAT: "Paper Records Retention and Scheduling Bylaw No. 5788" be read a first, second and third time this 18<sup>th</sup> day of October, 2018.

**RECOMMENDATION #2:** THAT: "Paper Records Retention and Scheduling Bylaw No. 5788" be adopted this 18<sup>th</sup> day of October, 2018.

**RECOMMENDATION #3:** THAT: "Columbia Shuswap Regional District Electronic Records Retention and Disposal Bylaw No. 5787" be read a first, second and third time this 18<sup>th</sup> day of October, 2018.

**RECOMMENDATION #4:** THAT: "Columbia Shuswap Regional District Electronic Records Retention and Disposal Bylaw No. 5787" be adopted this 18<sup>th</sup> day of October, 2018.

## SHORT SUMMARY:

Changes to the Records Retention and Scheduling Bylaw are required to aid in the move to the electronic records management system: Laserfiche.

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**VOTING:** Unweighted  LGA Part 14  Weighted  Stakeholder   
Corporate (Unweighted) Corporate (*Weighted*)

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## BACKGROUND:

Currently, most local governments, including Columbia Shuswap Regional District (CSR D), have transformed their work environments to digital, and staff are producing their current work in electronic format. CSR D has historically kept official records in paper format, filed in physical filing rooms on the premises. This division of electronic work and paper filing creates some challenges. The CSR D purchased a records management solution, Laserfiche, to deal with these issues.

The existing Records Retention and Scheduling Bylaw (originally adopted in 1997 as Bylaw No. 5224 and amended in 2003 as Bylaw No. 5363) lists types of documents and their associated retention periods. Although this system worked with paper records and may have been considered best practices at the time, records management best practices have changed, and these changes facilitate the industry-wide move to electronic filing.

The transition required to move all CSRD files from paper format to electronic is expected to proceed in a phased approach; first to roll out electronic filing on a go-forward basis, and secondly, to scan paper records in to the electronic records management system. This phased implementation will create an overlap where paper records will still exist while new records are being stored in the electronic records management system. To ensure the proper retention of electronic records, it is necessary to adopt a bylaw to allow for new records retention and scheduling practices to be applied to the electronic records management system. For continuity, staff would like to allow paper records to be retained in accordance with existing practices until brought in to the electronic records management system. To support this, staff are proposing that the existing Records Retention and Scheduling Bylaw be repealed and be replaced with a new bylaw to clarify the application of the bylaw to paper records, Staff also propose the adoption of an Electronic Records Retention and Disposal Bylaw (based on the Records Retention and Disposal Bylaw appendix in the Local Government Management Association's Records Management Manual, Fifth Edition (2017)).

**POLICY:**

The proposed Paper Records Retention and Scheduling Bylaw contains the previous retention policy that, going forward, will be applied to paper records until they are scanned in to Laserfiche.

The proposed CSRD Electronic Records Retention and Disposal Bylaw refers to the Records Manager's ability to create policies or procedures to help dictate the implementation of the electronic records management system. Best practices for retention of electronic records is to apply retention to each folder so the retention and disposition of electronic records will be implemented as a procedure so that it may change periodically to allow for the addition of new file numbers.

**FINANCIAL:**

Implementation of this bylaw will not incur any additional costs.

**KEY ISSUES/CONCEPTS:**

- The fact that the regional district has been incorporated for more than 50 years means that there are a vast number of paper records and the transition to the electronic records management system will take time.
- The existing records retention and scheduling bylaw isn't conducive to adequately manage records in the new electronic records management system.
- Two systems are proposed:
  - Keep the old/existing system for paper filing.
  - Implement current best practices for the electronic records management system.
- Staff will return to the Board with a scanning policy to bring paper records in to the electronic records management system once the first phase of implementation is deemed successful.

**IMPLEMENTATION:**

The Paper Records Retention and Scheduling Bylaw No. 5788 and CSRD Electronic Records Retention and Disposal Bylaw No. 5787 will be implemented immediately upon adoption.

**COMMUNICATIONS:**

A copy of the Paper Records Retention and Scheduling Bylaw No. 5788 and CSRD Electronic Records Retention and Disposal Bylaw No. 5787 will be available for staff to review. The Electronic Records Management Facilitator will provide necessary training to staff on current records management best practices in relation to their use of the electronic records management system.

**DESIRED OUTCOMES:**

That the Board adopt Paper Records Retention and Scheduling Bylaw No. 5788 and CSRD Electronic Records Retention and Disposal Bylaw No. 5787 so that staff can proceed with the implementation of Laserfiche in accordance with current records management best practices.

**BOARD'S OPTIONS:**

1. *Endorse the Recommendation(s).*
2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

**LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:**

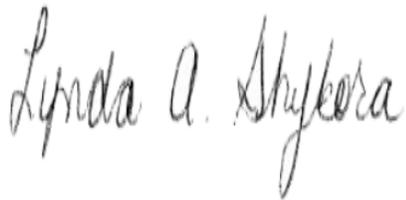
1. Records Retention and Scheduling Bylaw No. 5224, and Amendment Bylaw No. 5363

**Report Approval Details**

Document Title:	2018-09-20_Board_ITGIS_RecordsRetention+Scheduling.docx
Attachments:	- DRAFT Electronic Records Retention and Disposal Bylaw.docx
Final Approval Date:	Oct 9, 2018

This report and all of its attachments were approved and signed as outlined below:

**Brad Payne - Oct 5, 2018 - 3:46 PM**



**Lynda Shykora - Oct 9, 2018 - 11:13 AM**



**Charles Hamilton - Oct 9, 2018 - 11:31 AM**