

FORT SASKATCHEWAN PUBLIC LIBRARY

POLICY

REFERENCE #: 99/07

DATE APPROVED: December 8, 1999

Electronic Records Policy

OBJECTIVE

This establishes the Library's approach to managing electronic records for the purposes of the maintenance of recorded information and the application of the Freedom of Information and Protection of Privacy Act to those records. *(This expands on but in no way over-rides the existing RM policy and FOIP policy of the Library)*

SCOPE

Electronic records consist of data and information which is input, created, manipulated and/or stored on electronic media which show evidence of actions and decisions occurring during the transaction of business. Electronic records can be stored on media such as tapes, disks, (magnetic or optical), microforms or in any fashion stored in memory on electronic information systems.

The Library, employees and volunteers are advised that electronic records, including normal office applications such as e-mail, voice mail, word processing, spreadsheets, databases are records as defined under the Freedom of Information and Protection of Privacy Act, Section 1(q). Recorded information created or compiled on, or received or collected through electronic and e-mail systems that is either in the custody or under the control of a Section is the property of the Public Library.

DEFINITIONS

Electronic records include related documentation and metadata.

"Documentation" may include technical specifications for system design and development, user manuals, code books, and any other material which explains the operating system and the software being used to access and manipulate the data.

"Metadata" is information that describes documents and data (i.e., the structure and formats of documents or databases, their characteristics, location, and use).

POLICY STATEMENTS

The Library will improve information handling and reduce costs by establishing procedures that include:

- maintaining an efficient filing system for all electronic documents in central locations or repositories where practical and ensuring that directory structures and naming conventions are in accordance with or linkable to the Public Library Records Retention Schedule
- effectively managing records and documents of a particular technology - captured and used within the Public Library e.g. imaged or scanned documents; documents downloaded from the Internet, electronic mail, voice mail, electronic data interchange (EDI) documents.

- providing controlled access to all official Public Library records,
- providing systematic and regular transfer of electronic records from office areas as well as providing for ultimate transfer to a Public Library Archives (e.g. archived tapes) and/or secure destruction of obsolete records in accordance with particular Records Retention Schedules.

No electronic record may be destroyed except in accordance with a records disposition schedule approved by the Public Library Board.

ROLES & RESPONSIBILITIES

The Library Director is responsible for the provision of electronic records management services, including the co-ordination of transferring electronic records to storage, the maintenance of documentation re electronic records storage (including lists, indexes, and inventories), and provision of electronic records management advisory services & training to line staff.

Computer staff are responsible for managing active electronic records including security backups.

Supervisory Staff are responsible for ensuring that all official business records are regularly transferred to Records Services / Off-site. With respect to electronic records, the integrity of the data and information is the responsibility of the creating office (custodian). They will ensure that data and information are not lost or altered during any step in the ongoing maintenance of the storage media.

All Employees are responsible for the care, protection and accessibility of Public Library electronic records in their custody

Ed Wolak
Board Chair