



REPORT

To: Chair and Directors

Report Number: ADM-BRD-621

From: Corporate Administration

Date: July 17, 2025

Subject: Records Information Management Policies

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board adopt 'Records Information Management Framework Policy No. 0340-87' which provides a foundation for the Peace River Regional District Records and Information Management Program for management of the Peace River Regional District's data, information, records and files (information assets).

RECOMMENDATION #2: [Corporate Unweighted]

That the Regional Board adopt 'Records Information Management Accountability Policy No. 0340-88' which identifies and formalizes the roles and responsibilities within the Peace River Regional District for the management of Peace River Regional District's corporate information assets.

RECOMMENDATION #3: [Corporate Unweighted]

That the Regional Board adopt 'Records and Information Management Policy No. 0340-89' which ensures the correct and consistent handling and tracking of the Peace River Regional District's data, information, records and file folders, including proper classification and retention, disposal by destruction, permanent storage or transfer thereof.

RECOMMENDATION #4: [Corporate Unweighted]

That the Regional Board adopt 'Records Information Management Legal Hold Policy No. 0340-90' which prevents the improper destruction/alteration, intentional and unintentional destruction/alteration of Peace River Regional District information assets related to litigation or potential litigation.

RECOMMENDATION #5: [Corporate Unweighted]

That the Regional Board adopt 'Records Information Management Scanning Policy No. 0340-91' which provides direction on acceptable scanning processes and the handling of source records, i.e. scanned physical records in compliance with the requirements of the *Electronic Transactions Act* which allows for the legal admissibility of electronic records.

RECOMMENDATION #6: [Corporate Unweighted]

That the Regional Board adopt 'Records Information Management Vital Records Policy No. 0340-92' which ensures that the Peace River Regional District's vital records are protected so that the Peace River Regional District's legal, financial and operational functions can be quickly re-established after a disaster or other business interruption.

RECOMMENDATION #7: [Corporate Unweighted]

That the Regional Board adopt 'Records Information Management Access to Information Policy No. 0340-93' which provides for a balance between operating an open and transparent local government and protecting personal and confidential information and provides guidance applicable to responding to Freedom of Information requests or access to personal information requests to allow compliance with the *Freedom of Information and Protection of Privacy Act*.

RECOMMENDATION #8: [Corporate Unweighted]

That the Regional Board adopt 'Records Information Management Data Backup and Auto-Deletion Policy No. 0340-94' which establishes official and approved retention periods for data which is automatically deleted such as backups and video surveillance data.

RECOMMENDATION #9: [Corporate Unweighted]

That the Regional Board adopt the Records Information Management Records in Regional Board Custody Policy No. 0340-95 which provides guidelines for the management of Peace River Regional District information assets which are in the custody of Regional Board members and to manage Regional Board communications which may jeopardize the security, integrity and recoverability of information.

RECOMMENDATION #10: [Corporate Unweighted]

That the Regional Board adopt 'IT Acceptable Use and Information Security Policy No. 0340-001' as amended to broaden the scope beyond equipment to include security of information and which includes language to establish reasonable security practices for Peace River Regional District information assets; both physical and electronic.

BACKGROUND/RATIONALE:

The Peace River Regional District (PRRD) review of its corporate Records Management system started back in 2016. In 2017, FileIT Solutions and Ken Oldenburger Consulting completed the PRRD Records Management Assessment and Strategic Plan to guide the process of updating PRRD records information systems to bring records management in line with industry standards, meet legislative requirements and mitigate risks. The first step was cleaning up existing electronic records stored on the PRRD's server. This massive undertaking in 2018 involved the creation of a Classification System based on the Local Government Management Association (LGMA) Records Classification and Retention Schedule (RCRS) that was developed by and for local governments and the sorting and transfer of existing electronic records into the new system (online). Being able to locate electronic records and ensure they are properly managed in an electronic file repository was a vital first step in the Records Management process and the records framework for the electronic records matches the framework used for the PRRD's paper records.

On August 15, 2024, the Regional Board adopted Records Management Bylaw No. 2553, 2024 which established a Records Management Program for the systemic control of the creation, use, maintenance, storage, security, retrieval and disposition of records created or received by the PRRD in the conduct of its operations and authorized the Corporate Officer to develop, manage and maintain the Records Management Program and preparation of an RCRS and policies and procedures that provide for

management of the PRRD's records. Section 8 of the [Records Management Bylaw](#) requires that any policies relevant to the Records Management Program will be Board approved.

Staff sought consultant expertise to develop the necessary policies essential to establish the framework for the PRRD's Records Management Program. The engagement of a consultant ensured that policies were drafted quickly, in accordance with current legislative requirements and best practices in local government. Staff worked with the consultant to review and refine the policies and ensure they aligned with existing PRRD policies (e.g. IT Acceptable Use and Information Security Policy). The policies, which will have organization wide impacts, were circulated to all departments prior to presentation to the Regional Board for approval.

It should be noted that the IT Acceptable Use and Information Security Policy No. 0340-001 was first approved on November 28, 2019 and was amended July 9, 2020. The existing policy was reviewed to ensure consistency with the new Records Management policies and additions were made to the policy to address expand the policy beyond acceptable use of IT equipment to also address security of **information**. The changes are shown in the attached 'marked up' version of IT Acceptable Use and Information Security Policy No. 0340-001 to clearly illustrate the new language that has been added.

Policies and procedures will be reviewed regularly and updated as needed. Compliance checks and audits will be conducted to ensure adherence to the policies and procedures.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

Funding (\$100,000) was approved in the 2025 Function 100 – Administration budget for records management. The funding has been utilized to hire the consultant to draft policies and for scanning of records through the Province of BC. Remaining funds (approximately \$84,000) will be used for the ongoing scanning of vital records, staff training and for the exploration and purchase of an electronic records document management system.

COMMUNICATIONS CONSIDERATION(S):

Upon adoption of the records management policies, they will be included in the PRRD policy manual which is available on the website. Affiliated procedures will be finalized and shared with affected staff whose roles involve records management processes. Development of a resource manual will also assist to enhance and support staff understanding of the importance of records management practices.

OTHER CONSIDERATION(S):

Generally, these policies provide the PRRD with the framework and parameters necessary for implementation of the PRRD's Records Management Program. Next steps include:

- a) Continued digitization of Vital Records (e.g. Regional Board/Hospital District/Committee minutes and bylaws (this work is already underway and is ongoing).
- b) Completion of a PRRD Business Continuity Plan that ensures vital records are secure and not subject to flood, fire or other form of accidental destruction. (RFP awarded)
- c) Presentation of a Privacy Management Program Policy (August 2025 Board meeting)
- d) Storage Capacity and Location - shelving of boxed files and assessing records requiring permanent retention and associated storage requirements.
- e) Staff training organization wide to ensure adherence to proper classification and retention or records.
- f) Consideration of security of records – Some records are stored appropriately while others are not within fire rated locations.
- g) Explore/research options for Records Management software/hardware and transition to an Electronic Document and Records Management System. The software will need to demonstrate that it can support a function-based classification scheme, retention schedules, auditing and accountability for information integrity plus other associated functions such as workflows, scanning, security of content of records including privacy and confidentiality, etc. The software will be required to integrate other software applications such as Vadim, MS Outlook, Cityworks, etc.
- h) Policies and procedures will be reviewed regularly and updated as needed. Compliance checks and audits will be conducted to ensure adherence to the policies and procedures.

Attachments:

- 1. Records Information Management Framework Policy No. 0340-87
- 2. Records Information Management Accountability Policy No. 0340-88
- 3. Records and Information Management Policy No. 0340-89
- 4. Records Information Management Legal Hold Policy No. 0340-90
- 5. Records Information Management Scanning Policy No. 0340-91
- 6. Records Information Management Vital Records Policy No. 0340-92
- 7. Records Information Management Access to Information Policy No. 0340-93
- 8. Records Information Management Data Backup and Auto-Deletion Policy No. 0340-94
- 9. Records Information Management Records in Regional Board Custody Policy No. 0340-95
- 10. IT Acceptable Use and Information Security Policy No. 0340-001 (Amended)

External Link:

- 1. [Report ADM-BRD-515, 'Records Management Bylaw No. 2553, 2024'](#)
(August 15, 2024 Regional Board Meeting, Agenda Item 9.1)