

Policy Number:	PRIV-1-10
Policy Name:	Records Management
Applies To:	A
Issued:	05.2025
Revised:	

PREFACE

McMan South Region (referred to as “McMan”) has business, ethical and legal responsibilities to protect all forms of personal and personal employee information in its custody and/or control.

The purpose of this policy is to establish the contents of McMan’s records management policy and is designed:

- To develop and maintain McMan records as an integrated information resource supporting effective delivery of programs and services.
- To promote economy and efficiency in the creation, maintenance, storage, retrieval, and disposal of McMan records.
- To support access to information and protection of privacy services throughout the organization.
- To ensure that permanently valuable records are identified and preserved.
- To assign responsibility and establish accountabilities for effective implementation of the records management program.

This document should be read in conjunction with McMan’s Privacy Charter and all of the related policies and procedures referenced therein.

POLICY

Records Management Program

1. Components of the record management program may include:
 - a. A standard records classification system for records created and maintained throughout McMan;
 - b. Schedules for retention and destruction of records.
 - c. Provision of advice and assistance in the implementation of the retention schedule;
 - d. Training of employees in records management;
 - e. Provision of advice about storage for inactive records;
 - f. Provision of advice concerning specific protection for vital records;
 - g. Preservation of and access to permanently valuable records;
 - h. Co-ordination of the destruction of records containing personal or other confidential information.

Management Responsibilities

2. McMan leadership, including the Privacy Officer are responsible for the overall management, direction, and operation of the record management program for their respective areas. McMan management will:
 - a. Review and provide input to the development of the record retention schedule;
 - b. Collect and maintain records inventories developed and submitted by departments;

- c. Provide general information management advisory and policy support to departments;
- d. Provide guidelines and standards of information management and documentation for implementation by departments;
- e. Administer and maintain a program for appraisal, disposition, preservation, and access to archival records of McMan;
- f. Promote awareness of records management and archival programs throughout the organization; and
- g. Represent records management interests on committees and projects affecting information management in McMan.

Employee Responsibilities

- 3. Employees are responsible for ensuring the protection of privacy and:
 - a. Awareness and understanding of the Records Management Policy;
 - b. Supporting McMan management to ensure compliance with this policy;
 - c. Promptly advising their direct supervisor if they become aware of instances where the policy is not being met and/or where it is anticipated that it may be difficult to meet the requirements; and
 - d. Suggest changes to improve this policy.

APPENDICES

None.