



Policy & Procedures

Section: 5.0 General

Policy: E-mail Records Management Policy

By-Law: 2019-121

Date: 19 August 2019

Revision: [Click here to enter text.](#)

Coverage:

This policy applies to all electronic messaging (e-mails) records sent or received by authorized users of the Township's e-mail in the care and custody of the Township of Huron-Kinloss.

Note: Mayor and Councillor electronic messaging records are considered "personal" records where they are not related to the discharge or their responsibilities as a member of Council or where they are not in the custody and control of the Township. This includes records commonly referred to as constituency records.

Policy Statement:

The Township of Huron-Kinloss is committed to promoting and facilitating good management of electronic messaging records throughout their lifecycle

Legislative Authority:

Pursuant to Section 4.1 of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, every head of an institution shall ensure that reasonable measures respecting the Records in the custody or under the control of the institution are developed, documented and put into place to preserve the Records in accordance with any Recordkeeping or Records Retention requirements, rules or policies, whether established under the Act or otherwise, that apply to the institution.

The *Municipal Act* Section 254 provides that a Record of a municipality shall be retained and preserved in secure and accessible manner.

The *Municipal Act* Section 255 provides that a Record of a municipality may be destroyed if a retention period for the Record has been established and the retention period has expired.

Contents:

1. Definitions

- a) Personal e-mail message is an e-mail message which has no relevance to Township business such as a message to a friend or non-work related messages between Township employees (e.g. lunch arrangements)

- b) Transitory/Temporary records means records kept solely for convenience of reference and of limited value in documenting the planning or implementation of Township policy or programs, such as:
- i) copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
 - ii) information copies of widely distributed materials, such as minutes, agendas and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
 - iii) preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document and which do not record decisions;
 - iv) duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
 - v) voice-mail messages;
 - vi) e-mail messages and other communications that do not relate to Township business;
 - vii) copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
 - viii) duplicate stocks of obsolete publications, pamphlets or blank forms;
 - ix) unsolicited advertising materials, including brochures, company profiles and price lists.

2. OBJECTIVES

- a) Electronic messaging records which are not spam or personal e-mail messages shall be managed throughout their lifecycle according to the requirements of the Township's Records Management Plan and Record's Retention Schedule.
- b) Electronic messaging records which are not Transitory Records or spam or personal e-mail messages shall be retained according the Township's Record Retention By-Law.
- c) Electronic messaging records which are Transitory Records or personal e-mail messages shall be deleted as soon as they have served the purpose for which they were sent, received or stored.
- d) Electronic messaging records which are spam shall be deleted as soon as they are detected.
- e) Electronic messaging records will be disposed of in a manner that maintains the security and confidentiality of the electronic messaging records.
- f) Backups of the e-mail system are intended to restore computer system operations in the event of a disaster and will not be used for records retention purposes.

3. RESPONSIBILITIES

- a) Internally sent e-mails are the sender's responsibility to decide if the message is considered a corporate record, and to make sure that these messages are saved appropriately. This is because there is only one sender but may have many recipients. It is sufficient to keep the last e-mail in the string and to destroy the others leading up to the final version.
- b) Externally sent emails are the receiver's responsibility to make sure that these messages are saved appropriately.