



## **Policy Statement Background**

The retention and safe keeping of information is vital to the effective and efficient operation of the division. All records are the property of the board and must be readily available when information is required.

## **Procedures**

The secretary-treasurer has been assigned responsibility to administer the records management program in accordance with the following requirements:

1. Manage all recorded information as a board resource to support effective decision-making.
2. Identify and conserve information that serves to reconstruct the evolution of program decisions.
3. Provide for review and destruction of records in order to conserve storage and improve access to the necessary information.
4. A records retention manual has been prepared for the division and any staff member involved in records management is to follow the procedures identified in the manual.