



GENERAL ADMINISTRATION POLICY MANUAL

Subject: Information Management	Approval Date: June 17, 2013	By-Law No. 1782-13
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2.2 INFORMATION MANAGEMENT

1. To ensure efficient use of office space, there shall be a record management program including retention, retrieval and destruction of Municipal records and documents. This will require a review of filing and storage systems.
 - 1.1 This program shall be carried out under the authority of the Clerk.
 - 1.2 Destruction of records and documents shall be in accordance with the provisions of the Retention By-Law which requires approval of the Municipal auditors prior to actual destruction of records.
2. It is desirable that all information made available to the media originates from the Mayor or Chief Administrative Officer of the Municipality and that all information is factual and consistent with policies and programs of the Municipality.
3. To ensure that this objective is attained by elected and appointed officials, the following guidelines shall apply:
 - 3.1 In areas of established policies and procedures, contact with the media will be the responsibility of the Mayor and his/her designate.
 - 3.2 In areas of new policies or press releases, the Mayor shall make the information available to the public.
 - 3.3 Information about controversial situations, particularly where new policy is being developed or a decision is pending, should not be made available without prior approval of Council.
4. Senior Management will meet as and when necessary to exchange ideas and information regarding programs and general operations of the Municipality.