

Electronic Records Management Project

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Electronic Records Management Project

Legislative Requirements

- New provincial legislation (Bill 8) requiring records management policies and practices be in place and upheld throughout the corporation.
- Record keeping practices in accordance with the Municipal Act and MFIPPA.

Community Based Strategic Plan

- Ability to increase communications and efficiencies amongst the various departments

BMA Report

- The existing filing system is a challenge for retrieving information required for normal work activities and for Freedom of Information requests.



Electronic Records Management Project

What is it?

- ❑ Provides organization to electronic records
- ❑ Searchable
- ❑ Reduces duplication
- ❑ Central filing, providing the ability to share information
- ❑ Management of e-mail records
- ❑ Alerts to when the retention of a record has expired



Electronic Records Management Project

Issues with current record keeping practices

- Department silos
- Lack of central filing ability
- Requirements for the storage of records
- Duplication
- Email overload

Results

- Stress and frustration
- Inefficiencies
- Unmotivated staff
- Unproductive use of space/resources
- Need for increased storage areas and server space



Electronic Records Management System

Benefits to a records management system

- ❑ Compliance with legislative requirements
- ❑ Ability to share information with little effort
- ❑ Easy access to information
- ❑ Central storage reducing duplication
- ❑ Built in archival/purge ability

Results

- ❑ Increase efficiencies
- ❑ Break department silos
- ❑ Increase communications
- ❑ Empowered staff



Electronic Records Management Project

Moving forward.....

- Records classification system
- Retention schedule
- Records management policy
- Introduce workflows to increase efficiencies
- Share drive – first step in sharing information
- Purchase and implementation of an electronic records management system

