

Appendix A - Definitions
to
Town of Newmarket
Records Retention Policy CORP.1-06

- a) **Archival** refers to those records that are to be retained on a permanent basis due to their historical and research value;
- b) **Auditor** means the person or firm appointed by the Council of the Town of Newmarket from time to time to perform the annual audit of the records of the Town of Newmarket;
- c) **Classification** (as in records classification) means the systematic identification and arrangement of records into categories according to logically structured conventions, methods, and procedural rules, represented in a classification scheme;
- d) **Clerk** as defined in the Municipal Act.;
- e) **Code** means the alphabetical and numerical designation assigned to each record series in the classification scheme. Often referred to as the “retention code” or “classification code”;
- f) **Corporate Records Committee** means the committee created to develop policies and procedures, review and approve revisions to the records management program;
- g) **Destroy** means the process of eliminating or deleting data, documents and records so that the recorded information no longer exist; (NOTE: See the definition for Expungement)
- h) **Disposition** with respect to records – means a range of processes; associated actions/ implementation; retention; destruction; loss; or transfer of custody or ownership that are documented in disposition authorities or other instruments;
- i) **Expungement** means a process to eliminate completely, to wipe out, to destroy, or to obliterate an electronic record. (NOTE: See also the definition for Destroy);
- j) **File** has the same meaning as “records” and may be used interchangeably;
- k) **Inactive** refers to the status of those records which have exceeded their active use but are still required on a less frequent basis;
- l) **Medium/media** means the physical material which serves as a functional unit, in or on which information or data is normally recorded, in which

information or data can be retained and carried, from which information or data can be retrieved, and which is non-volatile in nature;

- m) **Officer** (of the municipality) is any person who holds a permanent position of responsibility with definite rights and duties prescribed by statute or by-law in the municipal corporation and has some discretionary authority and a responsibility to perform vital duties of the corporation. Councillors as elected representatives are not considered to be officers of the corporation.

Source: George Rust-D'Eye, Ophir Bar-Moshe, *The Ontario Municipal Act: A User's Manual – 2009*, (Toronto: Carswell, 2008) 290.

- n) **Official Records** means recorded information in any format or medium that documents the Town of Newmarket's business activities, rights, obligations or responsibilities or recorded information that was created, received, distributed or maintained by the Town in compliance with legal obligation;
- o) **Orphan Data** means data that is not machine readable because the data exists with no identifiable computer application or system that can retrieve it, or the data is machine readable but does not have sufficient content, context or structure to render it understandable;
- p) **Permanent** shall mean a record that is preserved and/or never destroyed or removed from the official record keeping system. Permanent records are required for the continuing functioning of the Corporation;
- q) **Personal Information Bank (PIB)** as defined in the Municipal Freedom of Information and Protection of Privacy Act.;
- r) **Records** means any recorded information, whether in printed form, on film, by electronic means or otherwise, including: correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, microfiche, sound records, videotapes, e-mail, text message, machine readable records, and any other documentary material regardless of physical form or characteristics, and including "official records" and "transitory records";
- s) **Records Coordinator** means the Records Coordinator of the Town of Newmarket or his/her designate;
- t) **Responsible Department** refers to the department, division, or service area which holds custody and control of the original records for the length of time required under the retention schedule;
- u) **Retention Period** means the period of time during which records must be kept by the Town before they may be disposed of;
- v) **Retention Schedule** means a control document that describes the Town's records at a series level, and indicates the length of time that each series

shall be retained before its final disposition. It specifies those records to be preserved for their archival or legal values and authorizes on a continuing basis the destruction of the remaining records after the lapse of a specified retention period or the occurrence of specified action or events. Records retention schedules serve as the legal authorization for the disposal of the Town's records;

- w) **Signing Authority** means Department Head or designate;
- x) **Superseded** means the record will be retained until such a time as it is replaced with a similar record with more current information;
- y) **Town** means The Corporation of the Town of Newmarket;
- z) **Transitory records** means records kept solely for convenience of reference and of limited value in documenting the planning or implementation of the Town's policy or programs, such as:
 - a. Copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
 - b. 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;
 - c. 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;
 - d. Duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
 - e. An untranscribed voice-mail message;
 - f. E-mail messages and other communications that do not relate to Town business;
 - g. Copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
 - h. Duplicate stocks of obsolete publications, pamphlets or blank forms;
 - i. Unsolicited advertising materials, including brochures, company profiles and price lists.
- aa) **Vital Record** means a record that is essential to the continuation or resumption of Town business in the event of a disaster. A vital record allows the Town to continue to fulfil its obligations to taxpayers, employees, other levels of government and outside parties.