

DCA Policy and Procedure: Records Management

March 2015

Purpose: To establish a records management policy and procedure for covenants and other records held by Denman Conservancy Association (DCA).

Background

The Canadian Land Trust Alliance Standards and Practices for Land Trusts requires land trusts to adopt a written records policy that governs how organization records are identified, classified, prioritized, stored, secured, archived, preserved, retrieved, tracked and disposed of. Records management is part of an organization's broader activities and is primarily concerned with the evidence of an organization's activities as well as the reduction or mitigation of risk that may be associated with such evidence. A record is defined as being something that represents *proof of existence* and that can be used to recreate or prove state of existence, regardless of medium or characteristics. A record is either created or received by an organization in pursuance of or compliance with legal obligations, or in the transaction of business. Records can be either tangible objects such as paper documents, or digital information such as electronic office documents, data in application databases, web site content, and electronic mail (email).

Policy

The DCA maintains one regular file cabinet and one fireproof file cabinet in the DCA room of the old school, Denman Island.

Records management will be in accordance with legal and DCA requirements, and, as much as possible with those of the Canadian Land Trust Alliance.

Active and permanent records will be available for timely, efficient and accurate retrieval.

Access to critical and confidential records will be restricted. (See detail in procedure)

Original documents, which include original stamps or signatures, will be protected from daily use.

Printed copies of important e-mail correspondence will be filed.

Records that are no longer required will be appropriately disposed of.

Electronic records may be kept, however paper copies of critical and confidential records will be kept in the fireproof cabinet.