



# Records Management Policy

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Sept. 15, 2022  
Executive

# Records Management Policy

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## 2. Introduction

### 2.1 Policy statement

The Alberta Motor Vehicle Industry Council (AMVIC) is a delegated regulatory board created by the Automotive Business Regulation in accordance with s. 136(5) of the *Consumer Protection Act*. AMVIC regulates the automotive business industry in Alberta through the powers delegated to it under the *Consumer Protection Act*.

Any records received, obtained, or produced by AMVIC during the exercise of its powers, functions and duties under the *Consumer Protection Act* are owned by the Government of Alberta. AMVIC acknowledges it is subject to the *Freedom of Information and Protection of Privacy Act* (FOIP). AMVIC is responsible to retain and use any records received, obtained or produced during the exercise of its powers, functions and duties under the *Consumer Protection Act* in accordance with the Records Management Regulation under the *Government Organization Act*.

### 2.2 Purpose

To outline the requirements for the management of Records created and maintained by or on behalf of AMVIC as directed by the AMVIC Mandate and Roles Document and the Records Retention and Disposition Schedule 2004/027-A001.

### 2.3 Definitions

In this policy:

- i. “Destruction” means the disposal of Records of no further value by incineration, maceration, pulping, granulizing, or shredding with the objective of obliteration beyond any possible reconstitution.
- ii. “Legal Hold” means a hold placed on the scheduled Destruction of Records due to foreseeable or pending litigation, governmental investigation, audit, or special organization requirements.
- iii. “Record” means documents, data or information of any kind, in any medium (e.g. paper, digital, audio-visual media, photograph), and in any format (e.g. documents, spreadsheets, databases, emails, website pages) created, received, recorded and maintained by AMVIC as part of its services or business.
- iv. “Records Retention and Disposition Schedule” means a register of Records (or record units) designating how long and where Records will be maintained.
- v. “Transitory Record” means Records in any media that:
  - have no further value or usefulness beyond an immediate and minor transaction;
  - are only required for a short time during and not usually after a transaction;
  - are a duplicate or copy of a Record filed elsewhere; or

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- are a work in progress or draft version that will have no further value once the final version is produced.

Transitory Records do not document a decision or transaction, support business activities, provide evidence of compliance with legislative requirements, nor have future business, financial, legal, research or archival value to AMVIC.

## 3. Policy

### 3.1 Records retention

All AMVIC Records, other than Transitory Records, shall be retained as set out in the Records Retention and Disposition Schedule 2004/027-A001 and Alberta Records Disposition Authority (ARDA).

### 3.2 Roles and responsibilities

**Executive assistant** is responsible to:

- Monitor compliance with applicable AMVIC Records Management policies and procedures;
- Maintain up-to-date list of all Legal Holds within AMVIC;
- Oversee destruction of AMVIC Records;
- Manage lifecycle of records (classify, store, transfer, and secure disposal);
- Determine which vital and permanent AMVIC Records and objects merit continued retention for legislated historical or archival value;
- Maintain inventory of archival materials; and
- Arrange appropriate storage.

**Department managers** are responsible for:

- Advising the executive assistant of any legal holds they may be aware of; and
- Granting permission to dispose of records as required by the Records Retention and Disposition Schedule.

**Employees** are responsible for:

- The maintenance and filing of all documents which they create.
- Every attempt will be made to scan non-electronic information for storage, access, retrieval and file maintenance to the shared drives or Open Regulate.

### 3.3 Destruction of records

Destruction of AMVIC Records shall not occur in violation of a Legal Hold or where there is knowledge of, or notification of:

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- litigation or potential litigation relating to the Records to be destroyed;
- receipt of a FOIP request relating to the Records to be destroyed; or
- investigations and audits.

Where Destruction of Records is underway, Destruction shall cease immediately on knowledge, or notification of the conditions set out above.

## 4. Administration

### 4.1 Related documents and legislation

Alberta Records Disposition Authority (ARDA)  
*Freedom of Information and Protection of Privacy Act*  
Mandate and Roles Document  
Records Management Regulation AR224/2001  
Records Retention and Disposition Schedule 2004/027-A001

### 4.2 Procedures

### 4.3 Forms

### 4.4 Amendment history

Version	Date	Summary of update
1.	June 18, 2019	Original
2.	Sept. 15, 2022	Addition of responsibilities. Approved by AMVIC CEO, Malcolm Knox.

### 4.5 Scheduled review date

September 2025