

DECISION/DIRECTION NOTE

Title: Approve City of St. John's Records Retention and Disposition Schedule

Date Prepared: June 18, 2025

Report To: Committee of the Whole

Councillor and Role: Mayor Danny Breen, Governance & Strategic Priorities

Ward: N/A

Decision/Direction Required:

To seek approval of the revised Records Retention and Disposition Schedule (RRDS).

Discussion – Background and Current Status:

The City's original RRDS was approved in 2017 and was reflective of the various operational paper records that existed at that point in time. The City adopted a new Records and Information Management Policy and Procedure in January 2024 with a critical lens to establishing an advanced and effective Records Management Governance Framework and Program.

The Archives and Records Management (ARM) Division has revised the 2017 RRDS to align with the current operational divisions of the City. The revised schedule was developed in consultation with each operational division and complemented with a final review by the Office of the City Solicitor. The revised schedule will apply to both paper and electronic records and will be a key driver for the following benefits:

- improved records organization
- effective titling and searching
- efficient collaboration yielding improved efficiency and productivity
- integrated workflow across different varying functional units
- conform to retention periods and automated retention schedule disposition
- demonstrated cost savings (disk space savings, reduced backups)
- enhanced privacy and security
- regulatory compliance and reduced legal risks

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Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: City Employees
3. Is this a New Plan or Strategy: No

If yes, are there recommendations or actions that require progress reporting?

If yes, how will progress be reported? (e.g.: through the strategic plan, through Cascade, annual update to Council, etc.)

4. Alignment with Strategic Directions:

An Effective City: Work with our employees to improve organizational performance through effective processes and policies.

Choose an item.

5. Alignment with Adopted Plans: Relates to 3 Goals established in the Strategic Plan (Establish Information Management (IM) Governance Framework, Update City's Records Retention and Disposition Schedule, Establish Records Information Management Program)
6. Accessibility and Inclusion: N/A
7. Legal or Policy Implications: Aligns with the *City of St. John's Act* as well as the Records and Information Management Policy (01-04-01) and the RIM Legal and Regulatory Framework.
8. Privacy Implications: Supports *Access to Information and Protection of Privacy Act*
9. Engagement and Communications Considerations: Development of a Communications plan as well as promotion through the RIM Governance Team (September 2025 target).
10. Human Resource Implications: N/A
11. Procurement Implications: N/A
12. Information Technology Implications: N/A
13. Other Implications: N/A

Recommendation:

That Council approve the revised City of St. John's Records Retention and Disposition Schedule.

Prepared by: Kirk Rogers, Manager, Archives and Records Management

Approved by: Theresa Walsh, City Clerk

Report Approval Details

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| Document Title: | COTW - Approve City of St. John's Records Retention and Disposition Schedule.docx |
| Attachments: | - City of St. John's Records Retention and Disposition Schedule.pdf |
| Final Approval Date: | Jun 18, 2025 |

This report and all of its attachments were approved and signed as outlined below:

Theresa Walsh - Jun 18, 2025 - 2:58 PM