



## Dissemination of Information Materials

<b>Procedure No.:</b> ADM-9	<b>Council Resolution No.:</b> N/A
<b>Department:</b> Administration	<b>Authority:</b> Council
<b>Effective Date:</b> February 26, 2018	<b>Revision Date:</b>
<b>Review Date:</b> February 2021	<b>Repealed Date:</b>
<b>Supersedes:</b> N/A	
<b>Related Policy No.:</b> ADM-9	
<b>Related Policy Name:</b> Dissemination of Information Materials	

### Purpose

The purpose of this procedure is to implement the Town of Taber Dissemination of Information Materials Policy and to provide efficient and effective management of information materials for the Town of Taber.

### Operating Guidelines

- 1) Definitions:
  - a. "Copy" refers to a duplicate made of an original record.
  - b. "Destruction" refers to the permanent deletion of an original record.
  - c. "Digitization" shall refer to the storage and maintenance of records in electronic format.
  - d. "Elected Official" refers to Council of the Town of Taber, and includes the Mayor unless otherwise stated.
  - e. "Information materials" shall refer to any correspondence, records, documents, or materials that are sent to the Town of Taber or sent by any Town of Taber employee or Council member that is considered to be official Town property.
  - f. "Official records" refers to any documented evidence of the activities, duties, rights, and responsibilities of the Town of Taber. This also entails any



information materials that are created, sent, received, or maintained by the Town of Taber in light of legal obligation.

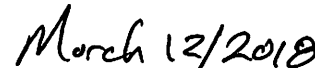
- g. "Retention period" refers to the length of time material must be kept by the Town as outlined in the Retention of Municipal Documents Bylaw.
  - h. "Transitory records" shall refer to information materials of temporary usefulness that are only required for a short period of time, and are not subject to retention within the Town of Taber's Retention of Municipal Documents Bylaw.
- 2) All information materials created, captured, received, maintained, or stored by the Town of Taber are the property of the municipality and are subject to all laws, bylaws, policies and procedures governing records and information.
- 3) No Elected Official shall remove any information materials from Town property unless authorized to do so by a resolution of Council.
- 4) No Town of Taber employee or contractor shall remove any information materials from Town property unless authorized by a resolution of Council or the Chief Administrative Officer.
- 5) Employees who leave their position in the Town of Taber must leave all information materials including, but not limited to physical, electronic, and email records.
- 6) Elected Officials can request copies of information materials, and Administrative staff shall be responsible for making those copies, at the discretion of the functional area manager in consultation with the FOIPP Coordinator, if required.
- 7) Incoming mail that is addressed to the Mayor or a sole Elected Official shall be sent to all of Council, regardless if it is in physical or electronic format.
  - a. The only exception to Section 7 is if those materials are training materials, advertising materials, or information materials that are not considered official records of the Town of Taber.
- 8) Information requests from Elected Officials shall be answered by the Chief Administrative Officer, unless the CAO designates otherwise. The CAO will have the responsibility to relay the same information to the rest of Council.
- 9) Mail that is sent to the Town of Taber and addressed to Council shall be kept as an official record unless otherwise considered a transitory record.
- 10) Mail sent to the Town of Taber shall be opened and distributed by Administrative Staff only.
  - a. Mail marked "Personal and Confidential" and addressed to the Mayor or Council shall not be opened. Instead, Administrative Staff will scan the unopened envelope, keep an inventory of any unopened "personal and confidential"



materials on a master list, and detail where and when it was left for its intended recipient for tracking purposes only.

- b. Mail marked "Personal and Confidential" received from a legal firm (except those addressed to the Mayor and/or Council as detailed in 10 a)) shall be opened by the CAO or Administrative Services Manager and distributed accordingly.
- 11) Emails sent to official Town of Taber addresses shall be evaluated by Administrative Staff as to the appropriate retention processes for each email.
- 12) Correspondence written on the official Town of Taber or Office of the Mayor letterhead are property of the Town of Taber.
- 13) Correspondence written on the official Mayoral Letterhead shall be provided to all of Council for their information.

  
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CHIEF ADMINISTRATIVE OFFICER

  
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DATE

