

DUTY TO DOCUMENT

POLICY NO	CP-200.26
DIVISION DEPARTMENT	Corporate Services/Information Technology/Records
REVIEW PERIOD	Every 4 Years/Upon Legislative Change/As Required

1. POLICY PURPOSE

- 1.1. To ensure that information assets generated through the Town's day-to-day operations are appropriately captured and retained.

2. POLICY STATEMENT

- 2.1. The Town of Blackfalds recognizes the value of Official Records which are created, collected, or received to meet operational, legislative, financial, and historical requirements.
- 2.2. The Town acknowledges the need to establish written records of key decisions, actions, transactions, deliberations, advice and recommendations which relate to its mandate.
- 2.3. The Town of Blackfalds desires the ability to resume operations following a disaster or emergency.
- 2.4. The Town understands the need to ensure that Official Records are retained and remain the property of the Town of Blackfalds.

3. DEFINITIONS

- 3.1. "**CAO**" means the Chief Administrative Officer of the Town of Blackfalds, appointed by Council as per the *Municipal Government Act*.
- 3.2. "**Council**" means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
- 3.3. "**Official Record**" means any record or document that provides evidence of a business decision, action, or transaction and holds operational, financial, legislative, or historical value.
- 3.4. "**Town**" means the municipality of the Town of Blackfalds.

4. SCOPE

- 4.1. This Policy applies to Council of the Town of Blackfalds.

5. AUTHORITY AND RESPONSIBILITIES

- 5.1. Council to:
 - 5.1.1. Adopt and support this Policy by resolution.

5.1.2. Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.

5.2. Chief Administrative Officer to:

5.2.1. Advise Council on the development, implementation, and amendment of this Policy.

5.2.2. Ensure Policy review occurs and verify the implementation of this Policy.

6. POLICY

6.1. Council will document all key decisions, actions, transactions, deliberations, advice and recommendations.

6.2. Official Records will be classified and filed in an authorized repository to ensure they are accessible, retrievable, and subject to technological preservation methods such as redundant back-up.

6.3. Records pertaining to the Town's mandate will, at all times, remain the property of the Town of Blackfalds.

7. EXCLUSIONS

None

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

9.1 *Municipal Government Act*

10. END OF POLICY

-Original Signed-

Mayor

-Original Dated-

Date

-Original Signed-

Chief Administrative Officer

-Original Dated-

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	349/26	October 13, 2026
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description