

**Appendix E -**  
**Records Management Guidelines and Best Practices for Members of Council**  
to  
Town of Newmarket  
Records Retention Policy CORP.1-06

In order to ensure transparency and accountability to all citizens of the Town of Newmarket it is the responsibility of Members of Council to manage their records in a responsible manner.

The Information and Privacy Commissioner of Ontario (IPC) has published a booklet explaining the responsibilities of Members of Council under the Municipal Freedom of Information and Protection of Privacy Act. This booklet is part of the Council Orientation Guide. Within this guide the IPC identifies several characteristics for identifying constituency vs. corporate records.

The Council Members Reference Manual (page 63) outlines the responsibilities of Councillors under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

These guidelines are designed to supplement these two sources by providing some specific practices to follow.

1. Maintain all **electronic and paper** records prepared in your role as an elected representative in a filing system separate from corporate records. This may include records such as letters, petitions from constituents, mailing lists etc.
2. Maintain all communications with constituents in a secure manner separate from other correspondence. This includes voicemail, email, blackberry messaging and paper records.
  - a. File all emails received at your 'newmarket.ca' email address from constituents in a separate folder from emails received from staff or emails sent or received as a representative of the Town.
3. When forwarding communications from constituents to staff or outside parties be careful to safeguard everyone's privacy. Do not include names or contact information unless asking staff to respond directly to the individual.
4. Maintain all records created or used in your role as an "officer" of the Town according to the Town's Classification Scheme and Retention Schedule. (ie: if you have been appointed as a commissioner, overseer of a project, Chair of a Committee etc.)
5. When gathering information from constituents carefully consider what personal information you actually require. Ensure that no unnecessary personal information is collected.
6. Properly dispose of all records containing personal information. When the information is no longer needed for the purpose for which it was collected dispose of it in a secure manner.