

Records Management Policy

Christ Church Cathedral

Preamble

Records are a valuable and irreplaceable asset and resource and are essential to meet ongoing administrative needs and legal needs and to provide information on past activities and a historical record. Records are created by individuals in their roles as Cathedral staff and volunteers and, as such, they are the property of the Cathedral. They must be available when needed, guarded against loss and destruction, and managed according to established and authorized schedules that record how long they are active records, any special treatment required and their ultimate disposition.

Objective

The objective of the records management initiative is to provide Christ Church Cathedral with a systematic approach to managing records created and received by the Cathedral Chapter, Dean, clergy, other staff, committees, task forces or other subordinate Chapter entity (e.g. team, task group) and volunteers in their various capacities with the Cathedral. This will ensure that the records will be readily available when they are needed and those deemed of archival value will be transferred to the Archives on an established basis and in an organized manner.

A goal has been to keep the work required to implement the Records Management Policy to a minimum.

Scope

All records created or received by individuals in the course of carrying out their responsibilities with Christ Church Cathedral as administrator, staff, or committee chair, etc. are the property of the Cathedral and will be managed as the assets of Christ Church Cathedral. In the case of internal records, the official record will normally be the record of the office or committee creating or receiving the records. Where are exceptions to this (e.g. Cathedral Chapter will hold the terms of reference for each committee as the official record as Chapter sets/approves the terms of reference), the official copy will be specifically designated. The committee may file a copy for convenience. These non-official records as well as transitory records may be filed and retained by the person responsible for records of a particular function and destroyed when they are no longer needed.

Most of the records with which the Cathedral now deals are in digital form. A few records will be received in paper form. If deemed appropriate, they can be scanned and retained in digital form or they can be retained in paper form. Some records identified as particularly significant will be created in paper form or printed to paper and retained in that form although a digital version will be retained as well for convenience of access. This will be recorded in the Integrated File Classification Plan and Schedules (IFP&S).

Responsibilities

The Secretary of the Chapter is legally responsible for managing Chapter information resources. They and the Office Administrator are responsible for providing guidance in the application of the IFCP&S, for ensuring that records are transferred to them and that records are transferred to the Archives as indicated in the schedule.

Records created or received by Cathedral Chapter, clergy, staff, committee chair, etc. in the course of carrying out their responsibilities are the official records of that office or committee. The records are the responsibility of the individual who creates/receives records in their official capacity with the Cathedral.

Cathedral Chapter, clergy, staff, committee chairs (or committee member assigned) will be responsible for managing the records they create and records they receive. This includes filing them under the appropriate category and transferring them to the Office Administrator at the established time.

File Classification Plan

A model file classification plan Integrated File Classification Plan and Schedules (IFCP&S) is attached as Appendix A. It may be used as is or adapted to suit particular needs. Additional categories may be required although with the capabilities of on-line searching, these can be kept to a minimum.

New file titles for records that come into existence after the completion of the IFCP&S and for which there is no category, are decided upon after consultation with the Office Administrator to ensure consistency in the file plan.

Retention of new categories of records is established by the Office Administrator in consultation with the Office Administrator and representative of the Archives, approved and authorized by the Secretary, and recorded in the IFP&S.

Establishment and Authorization of Records Retention Schedules

Retention schedules will be developed by staff of the Provincial Archives and the Office Administrator in consultation with creators of the records. The Secretary of Chapter is responsible for this function and the schedules are approved and authorized by the Secretary.

The disposition Archival means that all records in the series will be retained at the Provincial Archives. Selective retention means that the entire records series may be retained, a sampling only may be retained, or none of the records will be retained. Creators of the records must be aware that records transferred to Archives under the disposition selective retention may not be retained and should maintain them in their active files as long as they are needed.

Filing of records

The creator/receiver of the records or in the case of committees and task forces, the Chair or person designated by the group is responsible for filing the records according to the IFCP&S.

Records are filed under the appropriate category and chronologically within that category.

Restricted records will be noted, and appropriate steps taken to ensure they are secure and that indication of the restricted status of the records is carried with the records when they are transferred to the Archives if the restriction is still in force at that time.

Records that do not have the scheduled status of Archival or Selective Retention will be destroyed at the time established in the schedule.

Records of Defunct Committees, Task Forces, etc.

Records of officers, staff, committees, etc. that are being discontinued will be transferred to the Administrative Officer for management and application of schedules.

Transfer of records

In year one of the implementation of the IFCP&S records seven years old and older that have been scheduled as archival or for selective selection will be transferred to the Archives. Future transfers will be made to the Archives at 7-year intervals so that clergy, staff, committees, etc. have 5 years of records on hand to meet current needs. At a regular established time, the person responsible for the records will transfer those 7 years and older to the Office Administrator. As required, the Office Administrator will follow up with all individuals with responsibility for records to ensure that the records are transferred. The transfer should occur at a regular time such as at the end of the calendar year or the fiscal year (if different) but it can take place at any convenient time that is prearranged. When a committee is terminated, or a task force completes its work, records should be

transferred to the Office Administrator. If the individual with responsibility for records leaves their position, another person is charged with responsibility for the records. In the case of on-going committees, etc. another individual is assigned responsibility for management and transfer of the records.

The Office Administrator will take any actions identified in the Integrated File Classification Plan and Schedule. The Office Administrator is responsible for carrying out actions identified in the IFCP&S (such as placing a paper copy of Chapter minutes in a volume to be stored in the office of the Office Administrator). The Office Administrator will arrange for the transfer of the records (digital and paper) to the Provincial Archives every 7 years applying the retention schedules.

Records required longer than 7 years

Records more than 7 years old that are designated for archival selection. Where creators of the records or other Cathedral staff or volunteers determine these records may be required for a longer period they will be maintained in the files of the creator as long as they are needed. At this time they will be transferred to the Office Administrator who will retain them until the date of the next transfer to the Provincial Archives.

Responsibilities of the Provincial Archives

The Provincial Archives will assign responsibility for liaison with the Office Administrator, Secretary of Chapter and other Cathedral staff, and others as required. The Provincial Archives will receive the records, carry out archival selection as indicated in the schedule and retain those records determined to have archival value. Presently the application of the schedules and selection will be carried out manually. In cases where records are being designated Selective Retention the creator of the records (or person responsible) for the records when active must remain aware of the selection criteria to ensure that they have no need for records which may be culled and destroyed at this stage.

Maintenance of digital records

Cathedral records in digital form are backed up to one on-site storage drive and one off-site by way of synchronization. Back up is currently the responsibility of the Dean.

When changes are made in the software or hardware used by the Cathedral, care must be taken to transfer records to the new system.

Review of Christ Church Cathedral Management of Information Resources

A review of the Records Management Polity will be carried out every 7 years with changes and adjustments made as required after consultation with the Provincial Archives. This will be the task of the Office Administrator and the responsibility of the Secretary of the Chapter.

Adopted 16 September 2019

INTEGRATED FILE CLASSIFICATION PLAN AND SCHEDULES

Records Management Policy - Appendix A Christ Church Cathedral

Record	Notes/Record Description	Action	Initial/Date
CHRIST CHURCH CATHEDRAL CORPORATION			
Anglican Church Act 2003			
By-Laws			
Annual Report			
Minutes - AGM			
Minutes – Special Meetings			
Real Property Transaction Records			
Mortgages, Deeds of Consecration, Agreements, Land transaction deeds			
Registers	Disposition subject to Diocesan by-law		
Baptisms			
Burials			
Confirmations			
Marriages			
Vestry Book			
BISHOP AND CHAPTER (CHAPTER)			
Agendas			
Minutes	Created in digital form	Print for binder	
Annual Reports			
Budget			
By-Laws – drafts			
Committees	The official copies of committee records are retained by B&C		
Terms of Reference			
Minutes			
Annual Reports			
Work Plans			
DEAN’S OFFICE			
Correspondence			
Human Resources			
Position descriptions			
Staff Reviews			
Pastoral Care			
Police Record Checks			
Recruiting	Create file for each position		
Advertising			
Applications			
Interviews			
Letters of offer			
Staff photos			

Liturgy

Bulletins

Seasonal

Advent, Christmas, etc.

Past Bulletins have been digitized

DIOCESAN

Episcopal Ordination

Installation Metropolitan

Installation Dean

Installations Collations

Ordinations

Synod

COMMITTEES and RESPONSIBILITY CENTRES

Administration and Finance

Terms of Reference

Convenience copy; official copy retained by Chapter

Minutes

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Insurance policies

Monthly statements

Work Plan

Cathedral Music Director

Anthem texts

Concerts

Donation labels

Psalms BAS

Psalms BCP

Christian Formation Committee

Mothers Union

Operational Records; substitute actual programs

Formation

Eucharist

FFF

Godly Play

Ignation

Taize

Youth

Forming Young Hearts

Missions

Communications Committee

Health and Pastoral Care Committee

Health Ministry

Helping Hands

Parish Nurse

Pastoral Visitors

Mission and Outreach Committee

Belize

Housing First

Monday Mornings

Community Kitchen

Office Administrator

Equipment Service Contracts

Invoices

Receipts

Statements

Office volunteers

Congregational Lists

Membership (same as above?)

Network

Google AdWord

Tax Time Tool Kit

Letterhead

Insurance

Property Committee

Cathedral

Cathedral Condition Assessment

Cathedral Maintenance

Cathedral Monitoring Reports

Historic Sites Documents

Memorial Hall

Odell House

Blueprints

Projects

Treasurer

Trust Funds, Bequests

Intake Report

Associated documents

Annual accounting recap

Internal operations

Year End Statement

Year End Income Statements

Year End Expense Statements

Year End Designated Fund Statements

Treasurer Reports

Memos to Committees and Notes

Investments

Supporting documentation

Biannual DCIF Statements

Reports

CRA-HST

CRA-Charities Returns

Diocesan Annual Financial Return
Worksafe NB
Contracts (with Book keeper, etc.)
Envelope Secretary
 Cathedral Counters
 Record of Offering

Welcome and Hospitality Committee
 Cathedral welcomers

Worship Committee
 Cathedral ushers
 Music and Organ
 Choir Music
 Sanctuary Guild
 Cathedral Prayer Chain

GROUPS AND ORGANIZATIONS

Anglican Church Women
 Minutes
 Financial Records

Lucy's Sewing Group
Guild of St. Joseph
 Minutes
 Financial

Cathedral Quilters

PUBLICATIONS

PHOTOGRAPHS

Adopted 16 September 2019