MD *of* LESSER SLAVE RIVER

Policy

POLICY TITLE: Compliant Systems for Record Storage	**POLICY NO.:** ADM-12-33
RESOLUTION: 403-25	**EFFECTIVE DATE:** 2025-09-10
DEPARTMENT RESPONSIBLE: Central Services	**NEXT REVIEW DATE:** 2028-09-10

POLICY STATEMENT:

This policy outlines the standards and approved systems for storing original municipal records in compliance with the Freedom of Information and Protection of Privacy Act (ACCESS TO INFORMATION ACT (ATIA) AND THE PROTECTION OF PRIVACY ACT (POPA)) and ISO 13008:2022. It ensures that all digital and physical records are preserved in systems that maintain authenticity, reliability, usability, and integrity over time.

CORE COMPLIANCE REQUIREMENTS

To be considered compliant, a record storage system must preserve the following attributes:
- Authenticity: Provenance and integrity of the record.
- Reliability: Trustworthiness as evidence of transactions.
- Usability: Accessibility and readability over time.
- Integrity: Protection against unauthorized alteration.

EXAMPLES OF COMPLIANT SYSTEMS

The following systems are recognized as compliant when properly configured:
1. Laserfiche
    - Supports metadata tagging, audit trails, version control, and secure access.
    - Access to Information Act (ATIA) and Protection of Privacy Act (POPA) - compliant when configured with encryption and retention policies.
2. SharePoint (with Records Management features)
    - Can be compliant if integrated with retention schedules, access controls, and audit logging.
    - Requires configuration to meet ISO 13008 standards for digital continuity.
3. OpenText Content Suite
    - Enterprise-grade document and records management system.
    - Supports long-term preservation, classification, and secure destruction workflows.
4. DocuWare
    - Offers secure storage, workflow automation, and compliance tracking.
    - Suitable for both temporary and permanent digital records.
5. Trusted Digital Repositories (TDRs)
    - Systems designed specifically for long-term digital preservation.

- Must meet criteria for trustworthiness, such as those outlined in ISO 16363.
6. Municipal Cloud Archives (e.g., Microsoft Azure, AWS with compliance layers)
    - Must be configured with encryption, access controls, and retention enforcement.
    - Requires documented procedures for migration and destruction.

DESIGNATED SYSTEMS FOR RECORD MANAGEMENT

The Municipal District of Lesser Slave River designates Laserfiche as the official system for storing finalized and approved municipal records. Laserfiche supports secure storage, metadata tagging, audit trails, and long-term retention in compliance with ACCESS TO INFORMATION ACT (ATIA) AND THE PROTECTION OF PRIVACY ACT (POPA) and ISO 13008 standards.

SharePoint is designated for managing work-in-progress documents. It provides version control, collaborative editing, and temporary storage prior to finalization. Once documents are finalized, they must be transferred to Laserfiche for official retention.

_____"Original Signed"_____   _____09/24/2025_____
Chief Administrative Officer   Date
Barry Kolenosky

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Reeve   Date
Murray Kerik

SPECIAL NOTES/CROSS-REFERENCE: Click or tap here to enter text.

AMENDMENT DATE: 2023-09-22

Lesser Slave River