Corporate Policy and Procedure

TAB: CORPORATE ADMINISTRATION
SECTION: RECORDS MANAGEMENT
SUBJECT: ELECTED OFFICIALS' RECORDS

POLICY STATEMENT
Records held by City of Mississauga elected officials will be identified and dealt with in accordance with this policy.

PURPOSE
The City of Mississauga differentiates between official civic records held by elected officials and constituency records. The purpose of this policy is to define "official" and "constituency" records and to outline the procedures for dealing with these records.

SCOPE
This policy applies to all records held by City of Mississauga elected officials.

DEFINITIONS
"Constituency Record" means a Record which relates to a member of Council acting in the capacity of an elected representative of a constituent and relates to the member's mandate and function as an elected representative only.

"Non-Record Material" means material that is not included in the scope of Official Records and that has no documentary value to the City (e.g. convenience copies, reference material, publications).

"Official Record" means an original Record which is either created or received by a department, division or officer of the City, related to a business function of the City.

"Record" means any record of information regardless of format (i.e. paper, microfilm, electronic mail, documents or systems).
OFFICIAL RECORDS

Official Records generally relate to a business function of the City, and include:

- any Record received or created by an elected official for inclusion in committee meeting agendas;
- any Record received or created by an elected official acting in the capacity as a Committee Chair, including correspondence;
- any Record received or created by an elected official acting in the capacity of a representative of the City;
- the Mayor’s records that relate to mayoral duties, since the Mayor, as Head of Council is considered an “officer” of the City;
- any Record regarding office space allocation, supplies, equipment, and services;
- any Record related to expenses paid by the City, including reimbursements to the elected official;
- any Record related to the elected official’s staff, if kept by the particular elected official;
- operating procedures and manuals; and
- any Constituency Records that have been transmitted to City staff for action by the business unit or for information purposes.

Official Records will be deemed to be within the City’s custody or control.

CONSTITUENCY RECORDS

Constituency Records relate to issues the elected official is dealing with involving one or more members of the public and may include:

- personal papers;
- mailing lists;
- the elected official’s own records on any Committee or Board;
- subject files;
- Non-Record Material.
Constituency Records are generally deemed not to be within the City's custody or control and may be dealt with by each elected official as he or she chooses. However, any Constituency Record that is transmitted to City staff for action by a business unit, or for information purposes, is deemed to be within the City's custody or control and will be treated as an Official Record.

REFERENCE: GC-0059-2008 – 2008 02 13

LAST REVIEW DATE: May, 2011

CONTACT: For more information, contact the Office of the City Clerk, Corporate Services Department.