

POLICY NO:	AD 002
POLICY TITLE:	REMOVAL OF COUNTY DOCUMENTS
DEPARTMENT:	ADMINISTRATION
APPROVAL DATE:	49-06-99 (June 25, 1999)
REVISION DATE:	
REVIEW DATE:	Sep 14 & 15 2015 (P&P)

Purpose:

To ensure all original files/documents in the care and custody of the County of Vermilion River, are safeguarded/secure:

Guidelines:

1. Documents refer to hard copy, electronic or other type of medium.
2. The Public Works, Natural Gas Utility and A.P.E. Main Shops are not considered off premise, but are an extension of the County Administration Office.
3. Some forms, such as Work Orders/Inspection Sheets, etc., are designed to coordinate work in the field and by their nature must be taken out of the office.
4. Handling of documents must be done in accordance with the Freedom of Information and Privacy Act.

Procedure:

1. No original documents/files are to be taken off premise.
2. If an employee has determined it is necessary to take a document/file off premise, then a copy only, of the original, is to be removed from the office.
3. Any document/file created off premise, relating to County operations/projects, etc., must be returned to the office as soon as is practical.