



AMCTO

THE MUNICIPAL EXPERTS

AMCTO's Corporate Training

Municipal Records and Information Management

1-Day Workshop

This training session will show you how to manage the records of your municipal corporation. You will learn the business reasons and the statutory reasons for implementing a corporate records management program. A detailed implementation plan will be presented and it will cover the requirements needed for an electronic document and records management software system.

What you will learn

- The importance of having a corporate Records Management (RM) program.
- An RM Program implementation plan.
- The difference between active and inactive records management.
- The Ontario Municipal Records Management System (TOMRMS).
- How to develop an RM policy and retention schedule.
- Helpful tips for managing your filing space.
- What to look for in an electronic document and records management software system.

Why attend

All municipal corporations in Ontario have records management related statutory responsibilities under the *Municipal Freedom of Information and Protection Act*, the *Municipal Act* and recently under Bill 8 which require that measures respecting the municipality's records are developed, documented and put into place to preserve them in accordance with recordkeeping or records retention requirements, rules and policies. Attend this session to learn how to become compliant with these requirements.