

Public Utilities Commission for the Municipality of Chatham-Kent

Drinking Water Quality Management System

CK PUC Operational Plan

DWQMS Element 5 – Document and Records Control

Purpose

This procedure outlines the process by which the Public Utilities Commission for the Municipality of Chatham-Kent (C-K PUC) manages documents and records related to the Quality Management System (QMS) and controls the information and data they contain.

Scope

This procedure applies to all documents and records related to the C-K PUC QMS.

Policy

- 1.1 A procedure for both documents and records control and records retention has been established to describe the methods and activities for ensuring that documents and records are properly:
 - a) Identified;
 - b) Stored;
 - c) Protected;
 - d) Retained;
 - e) Legible;
 - f) Retrievable; and
 - g) Disposed/Discarded.
- 1.2 Electronic documents will be managed using the electronic document management system (EDMS) to maintain ongoing currency and legibility. To ensure that documents are readily identifiable, each is assigned a unique name, a unique number, as well as a corresponding description, where appropriate.

2.0 Retention and Disposition

2.1 Retention and disposition of documents will be managed according to the Control of Documents Procedure – Control No. 2000327.

3.0 Associated Forms, Procedures, Work Instructions

- Control of Records Procedure – Control No. 2000326
- Control of Documents Procedure – Control No. 2000327
- Records Retention Procedure – Control No. 2000482

4.0 Records