



M. D. OF GREENVIEW NO. 16
POLICY & PROCEDURES MANUAL

Section:
ADMINISTRATION

POLICY NUMBER: AD 10

POLICY TITLE: DOCUMENTS & DATA SECURITY

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Date Adopted by Council / Motion Number:

10.03.824

PURPOSE:

To ensure that proper procedures are outlined for securities, documents, cash, corporate seal, and other valuables that are vital to the M.D.'s operations and functions.

POLICY:

The C.A.O. will ensure that all securities, documents, cash, corporate seal, and other valuables are maintained in a secure location within the Administration, Engineering & Environmental and Operations offices, and off premises, when required.

- 1.0 The Corporate Seal will be secure and available only to the C.A.O. or his/her designate.
- 2.0 The C.A.O. will ensure that the Corporate Seal is kept in a secure place within the Administration Office, which will be secured every night.
- 3.0 All security documents - including Letters of Credit, Performance Bonds, original land titles for M.D. properties, and electronic data backups - must be transferred to the Administration Office within the next business day, and will be secured in the safe within the Administration Office. The safe will be locked at the close of business each day.
- 4.0 All cash collected, cash floats, and post-dated cheques will be secured within the safe of the Administration, Engineering & Environmental and Operations offices at the close of business each day.
- 5.0 Access to and combinations for the safes, vault and file archives will only be as designated by the C.A.O.
- 6.0 All minutes of Council, Boards and Committees will be retained in the vault room and secured at the close of business each day.
- 7.0 Receipts from M.D. offices, which do not have a secure safe or vault, will be deposited at the close of business each day.

(Original signed copy on file)

REEVE

C.A.O.

TITLE: DOCUMENTS & DATA SECURITY PROCEDURES

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PROCEDURES:

- 1.0 All administrative records, assessment records and other pertinent files will be stored within the vault room and secured at the close of business each day.
- 2.0 Electronic data backups between the Administration and Field Services office will be exchanged daily on a rotating basis to ensure the data is stored off-site.

C.A.O.