

Ethics Office Tracking and Records Retention Policy

The Ethics Office at Metropolitan appreciates the tension between the need for confidentiality in the reporting of concerns and the importance of conducting the public's business in as transparent a manner as possible. This policy relating to tracking concerns strives to respect both.

All expressions of concern to the Ethics Office must be made in writing, either through the Network or directly to the Ethics Office. The Ethics Officer or Senior Administrative Analyst will log the concern in a timely manner into the electronic secure logging/tracking/reporting system. Information and concern processing will be summarized with no identifying information. New information and fact-finding procedures will be entered during the process. Written documentation and relevant e-mail exchange will be maintained as work in progress prior to the determination of a disposition for the expression of concern and for 30 days following notification to the person expressing concern.

Persons expressing concern have up to 30 days to file a request for reconsideration or appeal. If no request is filed, all written documentation will be shredded and all electronic exchange will be erased. The material contained in the logging/tracking system will serve as record for expressions of concern.

In the event that a concern is referred to the Inquiry & Review Committee for formal review, all documentation will be retained in hard copy for use in further investigation and will be maintained in a permanent file. Other e-mail exchange with the Ethics Office will be purged quarterly. All other records will be retained according to Records Management Policy, Operating Policy, B-03.

June 12, 2007



Deni Elliott
Ethics Officer