



RECORDS AND INFORMATION MANAGEMENT PROGRAM

Bylaw 1362

Effective October 2021

CASTLEGAR

A bylaw to provide for the systematic control of the creation, use, maintenance, storage, security, retrieval and disposition of records by the City in the conduct of its operations.

The Council of the Corporation of the City of Castlegar in open meeting assembled enacts as follows:

Citation

This bylaw may be cited for all purposes as "City of Castlegar Records and Information Management Program Bylaw No. 1362".

1. DEFINITIONS

1.1. In this bylaw:

"City" means the City of Castlegar.

"Corporate Officer" means the individual assigned responsibility for the corporate administration under s. 148 of the *Community Charter*.

"Records" means books, documents, forms maps, plans, drawings, photographs, films, letters, vouchers, correspondence, papers and any other things on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

"Records and Information Management Program" means a system used by the City to manage the life cycle of records of the City from record creation through to final disposition and permits use of a paper based or electronic recordkeeping system or a combination of the two and must include a life cycle approach to records management.

"Records Classification Manual" means the formal document as amended, from time to time, that establishes the classification system for records of the City based on the current edition of the Records Management Manual prepared by the *Local Government Management Association of British Columbia*.

"Records Retention Schedule" prescribes the period of time that records are kept. These must comply with the operation, legal, regulatory, financial or other requirements of the City. The records retention schedule must also provide instruction as to the manner and time of the disposition of a record.

1.2. The definitions contained in Schedule 1 of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996 Chapter 165, as amended from time to time, shall apply to this bylaw except where the context requires otherwise.

2. RECORDS AND INFORMATION MANAGEMENT PROGRAM ESTABLISHED

2.1. The Records and Information Management Program is established under the direction of the Corporate Officer to provide for the systematic control of the creation, use, maintenance, storage, security, retrieval and disposition of records created or received by the City in the conduct of its operation.

- 2.2. The Corporate Officer is authorized to create and maintain a records classification manual, including policies and procedures based on the current edition of the Records Management Manual prepared by the *Local Government Management Association of British Columbia*, that provides for the management of the records of the City.
- 2.3. The records classification manual, policies and procedures must provide for management of the records of the City and include provisions regarding:
 - a. Custody and control of records;
 - b. Creation or receipt of records;
 - c. Access to records;
 - d. Disclosure of records;
 - e. Retention, security and storage of records;
 - f. Disposition of records;
 - g. Preservation of records;
 - h. Vital records; and
 - i. Any other matter(s) the Corporate Officer authorizes to be included in the classification manual.

3. DISPOSITION OF RECORDS

- 3.1. All records must be retained in accordance with the Records Retention Schedule.
- 3.2. Records must only be destroyed with authorization and under the direction of the Corporate Officer, and in accordance with the Records Retention Schedule.

4. COMPLIANCE WITH RECORDS MANAGEMENT PROGRAM

- 4.1. All records in the custody and control of the employees of the City, members of Council and Committees of Council, which are created or received in the context of their functional responsibilities, are the property of the City.
- 4.2. All departments of the City shall ensure that all records in the custody and control of their respective departments are classified and scheduled in accordance with the records classification manual, policies and procedures.
- 4.3. Any contract between an outside agency or contractor and the City, for the provision of goods or services, must specify the conditions for the custody and control of the records resulting from such contract.

5. COMPLIANCE WITH THE LAW

- 5.1. The records management program must comply with the Bylaw, applicable laws and any provincial, national or international standards adopted for use and contained or referenced in the records classification manual, policies and procedures.

6. AMENDMENT OF RECORDS MANAGEMENT PROGRAM

- 6.1. The Corporate Officer is authorized to review and amend the records and information management program as required.

7. EFFECTIVE DATE

7.1. This bylaw comes into force and takes effect on the date of adoption.

Repeal

Records Retention and Disposition Bylaw 620 and all amendments thereto is hereby repealed.

READ A FIRST TIME this 4th day of October, 2021.

READ A SECOND TIME this 4th day of October, 2021.

READ A THIRD TIME this 4th day of October, 2021.

ADOPTED this 18th day of October, 2021.



Mayor

Director of Corporate Services