

**Subject: Bylaw No. 19/009 - Records Retention and Disposition Bylaw**

**APPROVALS:**

**Annette Antoniak**

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Director

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Chief Administrative Officer

**Recommended Motion:**

1. THAT Bylaw No. 19/009, being the Records Retention and Disposition Bylaw, be read a first time.
2. THAT Bylaw No. 19/009 be read a second time.
3. THAT Bylaw No. 19/009 be considered for third reading.
4. THAT Bylaw No. 19/009 be read a third and final time.

**Summary and Background:**

In 2000, Council passed a Records Retention Bylaw which sets out parameters for the classification, disposition and retention of records. This system was established for the handling of paper-based records and does not translate well for the management of electronic records. Further, the existing system is outdated and requires significant updating.

The Municipality is also in the process of implementing an electronic records management system (OpenText) which will effectively manage the classification, disposition and retention of both paper-based and electronic records. As a result, the Municipality is transitioning to a function-based classification system. To ensure that the system remains fluid and adaptable to meet organizational requirements, as well as current and future best practices, it is recommended that a new Records Retention and Disposition Bylaw be established to allow for appropriate oversight and management of the Municipality's records.

**Rationale for Recommendation:**

Section 208(1)(d) of the Municipal Government Act requires that the Chief Administrative Officer ensure the records of a municipality are kept safe. This necessitates that the CAO also have the authority and flexibility to adapt classification, retention and disposition systems to meet corporate needs. As the proposed bylaw is

administrative in nature, it is requested that it receive three readings at one sitting.

**Strategic Priorities:**

Responsible Government

**Attachments:**

- 1. Bylaw No. 19/009 - Records Retention and Disposition Bylaw**