

BYLAW NO. 19/009

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO RESPECTING THE RETENTION AND DISPOSITION OF CORPORATE RECORDS AND DOCUMENTS

WHEREAS, the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, provides that Council may pass a bylaw respecting the retention and destruction of records and documents of the municipality;

AND WHEREAS the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c.F-25, as amended, does not prohibit the transfer, storage or destruction of any record in accordance with a bylaw of a local government body;

NOW THEREFORE, the Council for the Regional Municipality of Wood Buffalo, in the Province of Alberta, duly assembled, enacts as follows:

Short Title

1. This Bylaw is called the “Records Retention and Disposition Bylaw”.

Definitions

2. In this bylaw, the following definitions will apply:
 - 2.1. “Classification and Retention System” (CRS) defines the Municipality’s practices, procedures, and standards for maintaining and protecting Corporate Records throughout the life-cycle of information;
 - 2.2. “Corporate Records” means the cumulative Records of the Municipality and specifically includes all Records of any Elected Official or Employee of the Municipality created or received in the context of their functional responsibilities.
 - 2.3. “Digital Records Preservation Strategy” means the processes and activities to be used to maintain and protect the authenticity, integrity, and reliability of digital records in forms which are usable for as long as the records are needed.
 - 2.4. “Disposition” means the final action for Records when they reach the end of their Retention Period as indicated in the CRS.
 - 2.5. “Record” means recorded information in any form, hardcopy or electronic, and includes, but is not limited to, books, documents, publications, maps, drawings, photographs, letters, vouchers, papers, emails, notes, and any other information that is either written, photographed, recorded or stored in

any manner. For the purposes of this Bylaw, a Record does not include software or any mechanism that produces Records.

Retention, Disposition and Destruction

- 3. The Chief Administrative Officer shall establish a Classification & Retention System to provide for the systemic control of the creation, use, maintenance, storage, security, retrieval and disposition of Records created or received by the Municipality in conducting its operations.
- 4. All Records in the custody and control of any Elected Official or employee of the Municipality created or received in the context of their functional responsibilities are the property of the Municipality and must be managed in accordance with the Classification and Retention System.
- 5. The Chief Administrative Officer or designate may authorize the disposition of the original Records in accordance with the Classification and Retention System.
- 6. The Chief Administrative Officer or designate may establish a digital records preservation strategy to enable Disposition of original Records that have been converted to exact digital copies of the originals document, and to address the management of digital content over time to ensure ongoing access.

Repeal and Coming into Force

- 7. Bylaw No. 00/086, and all amendments thereto, is hereby repealed.
- 8. This bylaw shall be effective when passed.

READ a first time this _____ day of _____, A.D. 2019.

READ a second time this _____ day of _____, A.D. 2019.

READ a third and final time this _____ day of _____, A.D. 2019.

SIGNED and PASSED this _____ day of _____, A.D. 2019.

Mayor

Chief Legislative Officer