

# CORPORATION OF THE VILLAGE OF HAZELTON

## BYLAW NO. 482, 2016

A bylaw for the management, retention and disposal of records.

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NOW THEREFORE, the Council of the Village of Hazelton, in open meeting assembled, hereby enacts as follows:

### 1. Title:

This Bylaw may be cited for all purposes as the **Records Management Retention and Disposal Bylaw No. 482, 2016**.

### 2. In this Bylaw:

**“Record”** includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing 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 management system”** includes a system used by the Village of Hazelton to manage the records of the Village of Hazelton from records creation through records disposal;

**“Designated Officer”** means the Corporate Officer or another employee as designated by Council;

**“Disposition”** means the destruction of a Village record;

**“Village”** means the Village of Hazelton;

### 3. Records Management System Established

The records management system of the Village of Hazelton is established and authorized.

### 4. Compliance with Records Management System

All records in the custody and control of the employees of the Village are the property of the Village. All records of the Village must comply with this records management system and this bylaw. All employees and management of the Village must comply with this bylaw.

## **5. Designated Officer Responsibilities**

The Designated Officer is responsible for the management and maintenance of the records management system. The Designated Officer is authorized to manage and maintain the records management system.

## **6. Manual of Procedures and Policy**

a) The Designated Officer is authorized to create and maintain a manual of procedures and policy (*the Village of Hazelton LGMA Records Management and Classification System Manual "The Manual"*). Records of the Village of Hazelton are created, accessed, maintained and disposed of only as provided by the Manual.

b) The Manual must provide for management of the records of the Village of Hazelton and include provisions regarding:

- the creation and organization of records, including records not authorized for creation;
- the collection of records (including records not authorized for collection);
- access to records;
- disclosure of records;
- maintenance of records;
- retention of records;
- security of records;
- storage of records;
- preservation of records;
- disposal of records; and
- any other matter(s) the Designated Officer authorizes to be included in the Manual.

## **7. Integrity and Authenticity Maintained**

The records management system must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.

## **8. Authorization to Amend the Manual**

The Designated Officer is authorized to amend the Manual.

## 9. Compliance with Law

The records management system must comply with the Manual, applicable laws and any provincials, national or international standards adopted for use and contained in the Manual.

## 10. Records Retention Schedule

The records retention schedule must prescribe the period of time that records are kept to meet the operational, legal, regulatory, financial or other requirements of the Village of Hazelton (the "Records Retention Schedule"). The Records Retention Schedule must also provide instructions as to the manner and time of the disposition of a record.

## 11. Disposal Ordered by the Designated Officer

- a) When the Designated Officer determines that the retention period for a given record described in the Records Retention Schedule has ended, the Designated Officer may order the record to be destroyed or otherwise disposed of in accordance with the instructions in the Records Retention Schedule.
- b) Village records identified for destruction under the Records Retention Schedule are to be destroyed under the direction of the Designated Officer, to ensure the protection of confidentiality and completeness of destruction.

## 12. Severability

If any action, subsection, paragraph, subparagraph or clause of the Records Management Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of the Records Management Bylaw.

READ A FIRST TIME THIS 17<sup>th</sup> DAY OF MAY, 2016.

READ A SECOND TIME THIS 17<sup>th</sup> DAY OF MAY, 2016.

READ A THIRD TIME THIS 17<sup>th</sup> DAY OF MAY, 2016.

RECONSIDERED AND FINALLY ADOPTED THIS 14<sup>th</sup> DAY OF JUNE, 2016.

  
MAYOR

  
CHIEF ADMINISTRATIVE OFFICER