

# THE CORPORATION OF THE CITY OF GRAND FORKS

## BYLAW NO. 2048

### A Bylaw for the Administration of the Records and Information Management Program

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The Municipal Council for the Corporation of the City of Grand Forks, in an open meeting of Council, **ENACTS** as follows:

#### 1. **Citation**

- 1.1 This bylaw may be cited as the “**Records and Information Management Program Bylaw No. 2048**”.

#### 2. **Definitions**

- 2.1 In this bylaw,

“**Corporate Officer**” means the Officer assigned responsibility for corporate administration under the *Community Charter*, or their Deputy.

“**Records and Information Management Program**” means a program used by the City to manage the life-cycle of records of the City from record creation through to final disposition.

“**Records Schedules**” means the records classification and retention schedules prepared under Part 3, as amended from time to time.

- 2.2 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 or replaced from time to time, shall apply to this bylaw except where the context requires otherwise.

#### 3. **Records and Information Management Program**

- 3.1 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 operations.

- 3.2 Records of the City are created, accessed, maintained and disposed of only as provided by the records schedule.

- 3.3 The Corporate Officer is authorized to create and maintain a manual of policies and procedures that provides for the management of the records of the City and includes those related to the records schedules for:

- a) Classification of records
- b) Custody & Control of records;

- c) Creation or Receipt of records;
  - d) Access to records;
  - e) Disclosure of records;
  - f) Retention, Security and Storage of records;
  - g) Disposition of records;
  - h) Preservation of records; and
  - i) Vital records;
  - j) Any other matter(s) the Corporate Officer authorizes to be included in the manual.
- 3.4 The Corporate Officer is authorized to review and amend the Records and Information Management Program as required.

**4. General**

- 4.1 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
- 4.2 If any part, section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without the invalid portion.

**5. Repeal**

- 5.1 The following bylaws and any amendments thereto, are hereby repealed:
- **“Records Retention and Scheduling Bylaw No. 1662”**

Read a first, second, and third time by the Municipal Council this 23<sup>rd</sup> day of April, 2018.

Finally Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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Mayor, Frank Konrad

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Corporate Officer, Diane Heinrich

**C E R T I F I C A T E**

I hereby certify the foregoing to be a true copy of the "Records and Information Management Program Bylaw No. 2048", as adopted by the Municipal Council of the City of Grand Forks on the \_\_\_\_ day of \_\_\_\_\_, 2018.

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Corporate Officer of the Corporation of the  
City of Grand Forks