

CITY OF BEAUMONT
Bylaw Number 957-19

RECORDS MANAGEMENT BYLAW

A BYLAW OF THE CITY OF BEAUMONT, IN THE PROVINCE OF ALBERTA, TO REGULATE THE MANAGEMENT, RETENTION AND DISPOSITION OF RECORDS AND DOCUMENTS.

WHEREAS, pursuant to Section 214 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, Statutes of Alberta and amendments thereto Council may pass a bylaw respecting the 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 does not prohibit the transfer, storage, or destruction of any record in accordance with a bylaw of a local government body;

AND WHEREAS, the judicial lifecycle of records and documents of the municipality are consistent with the *Alberta Evidence Act*, Revised Statutes of Alberta 2000 and *Electronic Transitions Act*, Statutes of Alberta 2001;

AND WHEREAS, all records in the custody and control of the employees of the City of Beaumont, 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 of Beaumont;

NOW THEREFORE, pursuant to the provisions of the *Municipal Government Act*, the Council of the City of Beaumont, duly assembled, enacts as follows:

1.0 TITLE

This Bylaw may be cited as the "Records Management Bylaw".

2.0 DEFINITIONS

As used in this Bylaw, the following terms shall have the meanings indicated:

"Disposition" means the destruction or permanent retention of a City of Beaumont record once it has reached the end of its life cycle.

"Official" means the General Manager, Corporate Services or delegate.

"Record" means any information however recorded, regardless of its form or characteristics, made or received and retained by an organization in pursuance of legal obligations or in the transaction of business. Records may be in paper or electronic format or a combination of both and may include, but not be limited to, correspondence, memoranda, books, map, plans, photographs, drawings, diagrams, pictorial or graphic works, microforms, email and messages.

3.0 RECORDS MANAGEMENT PROGRAM

3.1 The Official is hereby authorized to develop a Records Management Program to provide for the systematic control of the creation, use, maintenance, storage, security, retrieval and disposition of records created or received by the City of

Beaumont in the conduct of its operations with said Program to adhere to all provincial and federal standards relating to records management.

- 3.2 The Official shall establish a Records Retention and Disposition Schedule, amend and maintain accordingly.
- 3.3 Destruction of the original minutes and bylaws of the City of Beaumont may occur once these records have been converted to electronic format.
- 3.4 All records in the custody of the City of Beaumont are the property of the City of Beaumont and must be managed in accordance with the Program as noted in Section 3(a).
- 3.5 Destruction of official and/or transitory records in which the Official has received an indication that there is or may be any impending litigation involved, shall be strictly prohibited.
- 3.6 If the City of Beaumont uses personal information to make a decision that directly affects the individual, the City must retain the personal information in accordance with the Records Retention and Disposition Schedule, which in any event, will not be less than one year.

4.0 EFFECTIVENESS AND REVIEW

- 4.1 If any portion of this bylaw is found to be invalid, the invalid portion shall be severed from the remainder of this bylaw and all remaining portions shall be deemed valid and enforceable.
- 4.2 For the purpose of ensuring that the bylaw is reviewed for ongoing relevancy and necessity, it will be reviewed within its fifth year (balance forward to 2022) or sooner if deemed necessary.

5.0 EFFECTIVE DATE AND REPEAL

This bylaw shall come into force and effect upon receiving third and final reading and being signed in accordance with the *Municipal Government Act*.

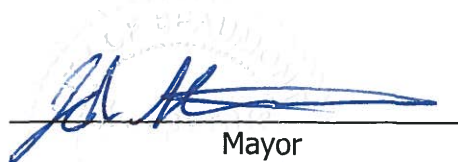
Bylaw 896-17 and any amendments to Bylaw 896-17 hereby repealed.

READ A FIRST TIME IN COUNCIL THIS 28th DAY OF May, 2019.

READ A SECOND TIME IN COUNCIL THIS 28th DAY OF May, 2019.

UNANIMOUS CONSENT FOR THIRD READING THIS 28th DAY OF May, 2019.

READ A THIRD AND FINAL TIME IN COUNCIL THIS 28th DAY OF May, 2019.


Mayor


Supervisor, Legislative Services