



BYLAW NO. 262

A BYLAW TO ESTABLISH A CORPORATE RECORDS MANAGEMENT PROGRAM

WHEREAS the Regional District must provide for access to its records by any member of the public except for those records which may be withheld or must be withheld from disclosure in accordance with the *Freedom of Information and Protection of Privacy Act*;

AND WHEREAS the Regional District may, by bylaw, set out requirements respecting the creation, organization, security, access and disposal of its records;

AND WHEREAS the Regional Board wishes to establish a program for managing its records throughout their lifecycle;

NOW THEREFORE the Board of Directors of the Strathcona Regional District, in open meeting assembled, enacts as follows:

Definitions

1. In this bylaw, unless the context otherwise requires:

“convert” means the process of changing a record from one medium to another or from one format to another.

“corporate record” means a record that is in the custody and control of the Regional District whether or not the record was created by the Regional District.

“disposition” means the destruction or permanent storage of a record, or the transfer of a record to another entity at the end of its lifecycle.

“lifecycle” means the period commencing with the creation or receipt of a corporate record and ending with its final disposition.

“record” has the meaning set out in the *Freedom of Information and Protection of Privacy Act*.

“Regional District” means the Strathcona Regional District.

Records Management Program Established

2. A program to be known as the Records Management Program is hereby established in accordance with the provisions of this bylaw.

Program Components

3. The Records Management Program shall encompass the following components:
 - a) the creation and receipt of records including the conversion of records;
 - b) the security and maintenance of records;
 - c) access to records by officers, employees and other persons; and
 - d) the disposition of records at the conclusion of their lifecycle.

Administration of Program

4. The Records Management Program shall be administered under the direction of the corporate officer appointed pursuant to the *Local Government Act* who may establish policies and procedures for the management of corporate records not inconsistent with this bylaw.

Records Classification

5. All corporate records shall be classified in accordance with the Regional District's records classification system.

Maintenance of Records

6. Corporate records must be handled and stored in a manner that ensures their longevity, security and integrity.

Access to Records

7. Subject to the requirements of the *Freedom of information and Protection of Privacy Act* access to corporate records may be restricted based on classification or preservation status.

Conversion of Records

8. The Regional District may convert some or all of its corporate records to electronic, paper or another format in accordance with Canadian General Standards Board standards and any records so converted are deemed to be valid records for conducting the usual and ordinary business of the Regional District.

Lifecycle Management of Records

9. The Regional District may establish standards and requirements for the management of its corporate records throughout their lifecycle and, for that purpose, may impose different standards and requirements for different records based on origin, type, format, age or classification.

Citation


10. This bylaw may be cited for all purposes as Bylaw No. 262, being Records Management Program Establishment Bylaw 2017.


READ A FIRST TIME ON THE 26TH DAY OF JANUARY, 2017

READ A SECOND TIME ON THE 26TH DAY OF JANUARY, 2017

READ A THIRD TIME ON THE 26TH DAY OF JANUARY, 2017

RECONSIDERED, FINALLY PASSED AND ADOPTED ON THE 26TH DAY OF JANUARY, 2017


Chair


Corporate Officer