

CITY OF PITT MEADOWS
RECORDS MANAGEMENT BYLAW
Bylaw No. 2878, 2021

A Bylaw to establish the City's Records Management Program

The Council of the City of Pitt Meadows enacts as follows:

1. Citation/Title

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

2. Definitions

2.1 In this bylaw

- a) "City" means the City of Pitt Meadows;
- b) "Council" means the Council of the City of Pitt Meadows;
- c) "Employees" includes a person who is employed by the City, a member of Council, a volunteer, or a service provider;
- d) "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;
- e) "Records Management Program" means a program used by the City to manage the records of the City from creation through to disposal;
- f) "Records Officer" means the Corporate Officer of the City, who is designated and authorized to act on behalf of the City to manage and maintain the records management system;
- g) "Records Retention Schedule" means a formal schedule, as amended from time to time, that establishes the classification system and retention periods for the records of the City and provides for their disposition.

3. Establishment and Compliance

3.1 The Records Management Program is established under the direction of the Records 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 All records in the custody or control of employees, which are created or received in the context of their functional responsibilities, are the property of the City.
- 3.3 All employees will comply with the Records Management Program and this bylaw.

4. Exclusions

- 4.1 This bylaw does not apply to records:
 - a) created or received by a member of Council, other than those records created, received or used in their capacity as a member of Council;
 - b) of employees that are personal in nature and do not relate to the operations of the City and are not required for such operations; or
 - c) of community associations or other organizations or entities which have an operating agreement with the City, where such records are not in the custody or control of the City.

5. Authority

- 5.1 The Corporate Officer is delegated the authority and responsibilities of the Records Officer for the City.
- 5.2 The Records Officer is authorized to:
 - a) create, maintain and modify
 - (i) the Records Management Program for the City, including the Records Retention Schedule;
 - (ii) a manual of policies and procedures (the "Manual") that provides for the management of the City's records;
 - b) audit the retention and disposal of records for compliance with the requirements of the Records Management Program and the Records Retention Schedule; and
 - c) appoint one or more Records Managers to perform some or all of the duties of the Records Officer authorized by this bylaw.

6. The Manual

- 6.1 The Manual will provide for the management of the records of the City and include provisions regarding the creation, organization, collection, custody and control, access, disclosure, maintenance, classification, retention, security, storage, preservation, and disposal of records.

7. Integrity and Authenticity

- 7.1 Employees will securely handle and store all records in a manner which maintains the records' integrity and authenticity.

8. Disposition of Records

- 8.1 All records will be retained in accordance with the Records Retention Schedule.
- 8.2 Records will only be destroyed with written authorization under the direction of the Records Officer and in accordance with the Records Retention Schedule.

READ a FIRST, SECOND and THIRD time on January 12, 2021.

ADOPTED on [DATE].

Bill Dingwall
Mayor

Kate Barchard
Corporate Officer