

DISTRICT OF SEHELDT

BYLAW NO. 400, 2002

A Bylaw to provide for the retention and disposal of records of the District of Sechelt

WHEREAS Section 198 of the *Local Government Act* vests the responsibility for the care of municipal records with the Officer responsible for Corporate Administration;

AND WHEREAS it is the desire of Council to establish the necessary authority to destroy certain redundant records with or without microfilming;

NOW THEREFORE the Council of the District of Council in open meeting assembled enacts as follows:

1. **TITLE:**

This bylaw may be cited for all purposes as District of Sechelt "Records Management Bylaw No. 400", 2002.

2. **DEFINITIONS:**

- (1) **"Records"** mean any documents made or received and set aside during the course of practical corporate activity, and includes books, maps, drawings, photographs, letters, vouchers, reports, papers and other forms of recorded information;
- (2) **"Schedule"** means the Records Classification system and Retention Schedule prepared under Section 3, as amended from time to time.

3. **POLICY:**

The Municipal Clerk is hereby authorized to:

- (a) Prepare a Records Classification System and Retention Schedule for the District of Sechelt which establishes:
 - (i) the types of records that should be stored and those that may be disposed of once they are no longer required;
 - (ii) the time periods for which records should be maintained;
 - (iii) the types of records that should be maintained permanently;
 - (iv) the methods of storage, including the conversion of original records to a photographic, electronic, magnetic or other format.

- (b) Review the retention and disposal of records in compliance with the Schedule.
- 4. The power to prepare a Schedule under Section 3 includes the power to review and amend that Schedule.
- 5. No District records shall be destroyed except in compliance with the Schedule.

READ A FIRST TIME THIS 6th DAY OF FEBRUARY, 2002

READ A SECOND TIME THIS 6th DAY OF FEBRUARY, 2002

READ A THIRD TIME THIS 6th DAY OF FEBRUARY, 2002

RECONSIDERED AND FINALLY ADOPTED THIS 20th DAY OF FEBRUARY, 2002.

Mayor

Municipal Clerk

**I certify this to be a true and accurate copy of
District of Sechelt “Records Management Bylaw
No. 400”, 2002.**

Municipal Clerk