

BYLAW 6046

A BYLAW OF THE CITY OF LETHBRIDGE TO REGULATE
THE RETENTION AND DISPOSITION OF RECORDS

WHEREAS pursuant to the Municipal Government Act, R.S.A. 2000, c. M-26, the chief administrative officer of a municipality must ensure that all records and documents of the municipality are kept safe; and

WHEREAS, pursuant to the Municipal Government Act, City 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 it is deemed advisable to enact a bylaw to authorize the orderly destruction of records and documents,

WHEREAS this Bylaw is to provide the appropriate framework and guideline for a program to manage and regulate the retention and disposition of the records of the City of Lethbridge;

NOW THEREFORE, THE COUNCIL OF THE CITY OF LETHBRIDGE, IN THE PROVINCE OF ALBERTA, HEREBY ENACTS AS FOLLOWS:

INTERPRETATION AND DEFINITIONS

1. This Bylaw shall be cited as "Records Retention and Disposition Bylaw".
2. In this Bylaw:
 - (a) "*Record*" means any recorded information, regardless of medium or characteristics, made or received and retained by an organization in pursuance of legal obligations or in the transaction of business
 - (b) "*Record Retention and Disposition Schedule*" means a list of records series maintained by all or part of an organization, together with the agreed upon lengths of time they must be retained.
 - (c) "*Disposition*" means the final stage of the records life cycle. Disposition is either the transfer to another location (records centre) or the destruction of the record.

RECORDS RETENTION AND DISPOSITION SCHEDULE

- 3. The City Clerk or designate shall establish a Records Retention and Disposition Schedule, amend and maintain accordingly.
- 4. The City Clerk or designate shall ensure that all records are retained or disposed of in accordance with the Records Retention and Disposition Schedule.
- 5. The City's Records Retention and Disposition Schedule shall be prepared in accordance with all application legislation.
- 6. Bylaw 4944 and amendments thereto is hereby repealed.
- 7. This Bylaw shall come into full force and effect on the date of final passing thereof.

READ A FIRST TIME this 19 day of June, 2017.
CA Spear D Sanfield
MAYOR CITY CLERK

READ A SECOND TIME this 31 day of JULY, 2017.
ACTING D Sanfield
MAYOR DEPUTY CITY CLERK

READ A THIRD TIME this 31 day of JULY, 2017.
ACTING D Sanfield
MAYOR DEPUTY CITY CLERK