

THE CORPORATION OF THE DISTRICT OF SAANICH

BYLAW NO. 9404

CORPORATE RECORDS MANAGEMENT PROGRAM

PART 1 – GENERAL

- 1.1 This bylaw may be cited for all purposes as the Corporation of the District of Saanich “Corporate Records Management Program Bylaw, 2016, No. 9404”.

PART 2 - INTERPRETATIONS

- 2.1 In this Bylaw:

“**Archives**” means the Archives of the District of Saanich;

“**Archival Records**” means records that are in the custody or control of the Archives;

“**Council**” means the Municipal Council of the District;

“**District**” means the Corporation of the District of Saanich;

“**Corporate Officer**” means the Manager of Legislative Services for the District;

“**Employee**” includes a person who is employed by the District, a member of Council, a volunteer, or a service provider;

“**Record**” includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise that document the ongoing business of the District, but does not include a computer program or any other mechanism that produces records;

“**Records Classification and Retention Schedule (RCRS)**” means a formal schedule, as amended from time to time, that establishes the classification system and retention periods for the records of the District and provides for their disposition;

“**Records Management Program**” a program used by the District to manage the life-cycle of records of the District from record creation through to final disposition.

PART 3 – RECORDS MANAGEMENT PROGRAM ESTABLISHED

- 3.1 The records management program currently used by the District is authorized.
- 3.2 The Corporate Officer is authorized to manage and maintain the records management program including the establishment of an RCRS and policies and procedures that provide for the management of the records of the District.

- 3.3** The Corporate Officer is authorized to review and amend the records management program.
- 3.4** The Corporate Officer is authorized to appoint one or more Records Managers to perform some or all of the duties of the Corporate Officer authorized by this bylaw.

PART 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 District and are not required for such operations; or
 - (c) of community associations or other organizations or entities which have an operating agreement with the District, where such records are not in the custody or control of the District.

PART 5 – CUSTODY OR CONTROL OF RECORDS

- 5.1** 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 District.
- 5.2** Any contract between an outside agency or contractor and the District for the provision of goods or services, must specify the conditions for the custody or control of the records resulting from such contract.

PART 6 – CREATION OR RECEIPT OF RECORDS

- 6.1** All records either:
- (a) created by employees; or
 - (b) received or used by employees in the context of their functional responsibilities, by standard mail, courier, hand-delivery, electronic mail or text, facsimile, scanning or by other means,

are records of the District and subject to the provisions of the records management program and this bylaw.

PART 7 – INTEGRITY AND AUTHENTICITY OF RECORDS

- 7.1** All records must be securely handled and stored in a manner which maintains their integrity and authenticity.

PART 8 – ARCHIVAL RECORDS

- 8.1** Archival records under the custody or control of the Archives are to be made accessible at the Archives under the direction of the Corporate Officer. To ensure the provision of access to, and protection against loss or damage, such archival records must not be loaned for access beyond the control of the Corporate Officer.
- 8.2** Notwithstanding the provisions of subsection 8.1, restrictions on access and use of archival records may be imposed under the direction of the Corporate Officer:
- (a) where such restrictions have been negotiated with the donor of such archival records; or
 - (b) to protect the privacy of individuals named in such archival records.
- 8.3** Where in the opinion of the Corporate Officer or designate, preservation concerns exist for particular archival records, access to such records may be limited or provided by means of copies.

PART 9 – DISPOSITION OF RECORDS

- 9.1** All records must be retained in accordance with the RCRS.
- 9.2** Records must only be destroyed with written authorization under the direction of the Corporate Officer and in accordance with the RCRS.
- 9.3** Records scheduled for archival retention in the RCRS are to be transferred to the custody or control of the Archives.

Read the first time this 21st day of November, 2016.

Read the second time this 21st day of November, 2016.

Read the third time this 21st day of November, 2016.

Adopted by Council, signed by the Mayor and Clerk and sealed with the Seal of the Corporation on the 28th day of November, 2016.

“SHARON FROUD”

Deputy Municipal Clerk

“RICHARD ATWELL”

Mayor