

**DISTRICT OF LANTZVILLE
BYLAW NO. 79, 2009**

A BYLAW TO AUTHORIZE THE MANAGEMENT OF THE DISTRICT OF LANTZVILLE'S RECORDS THROUGH AN AUTHORIZED RECORDS MANAGEMENT PROCEDURE TO CREATE, ACCESS, MAINTAIN AND DISPOSE OF RECORDS

NOW THEREFORE BE IT RESOLVED that the Council of the District of Lantzville in open meeting assembled enacts as follows:

Title

This bylaw may be cited as "District of Lantzville Records Management Bylaw No. 79, 2009".

Interpretation

In this bylaw:

"Designated Officer" means the person designated and authorized to act on behalf of the organization to manage and maintain the records management system. The Designated Officer for the District of Lantzville is the Director of Corporate Administration.

"Record" includes books, documents, maps, drawings, photographs, letters, e-mails, 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.

"Records Management System" includes a system used by the District of Lantzville to manage the records of the District of Lantzville from record creation through to records disposal.

Records Management System Established

The records management system currently used by the District of Lantzville is authorized.

Compliance with Records Management System

All records in the custody and control of the employees of the District of Lantzville are the property of the District of Lantzville. All records of the District of Lantzville must comply with this records management system and this bylaw. All employees and management of the District of Lantzville must comply with this bylaw.

Designated Officer

The Designated Officer is responsible for the management and maintenance of the records management system. The Designated Officer is authorized to manage and maintain the records management system.

Manual of Procedures and Policy

The Designated Officer is authorized to create and maintain a manual of procedures and policy (the "Manual"). Records of the District of Lantzville are created, accessed, maintained and disposed of only as provided by the Manual. The Manual is attached as "Schedule 'A' – Local Government Management Association of BC Records Management Manual, 3rd Edition, 2006, Volumes 1 & 2".

The Manual must provide for management of the records of the District of Lantzville and include provisions regarding:

- The creation and organization of records, including records not authorized for creation;
- The collection of records (including records not authorized for collection);
- Access to records;
- Disclosure of records;
- Maintenance of records;
- Retention of records;
- Security of records;
- Storage of records;
- Preservation of records;
- Disposal of records; and
- Any other matter(s) the Designated Officer authorizes to be included in the Manual.

Integrity and Authenticity Maintained

The records management system must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.

Authorization to Amend the Manual

The Designated Officer is authorized to amend the Manual.

Compliance with Law

The records management system must comply with the Manual, applicable laws and any provincial, national or international standards adopted for use and contained in the Manual.

Severability

If any section, subsection, paragraph, subparagraph or clause of the Records Management Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of the Records Management Bylaw.

READ A FIRST TIME this 14th day of September, 2009.

READ A SECOND TIME this 14th day of September, 2009.

READ A THIRD TIME this 14th day of September, 2009.

RECONSIDERED AND FINALLY ADOPTED this 21st day of September, 2009.

Mayor

Director of Corporate Administration

I hereby certify that the above is a true and correct copy of "District of Lantzville Records Management Bylaw No. 79, 2009" as adopted by Council of the District of Lantzville on the _____ day of _____, 2009.

Director of Corporate Administration

SCHEDULE 'A'

**LOCAL GOVERNMENT MANAGEMENT ASSOCIATION OF BC
RECORDS MANAGEMENT MANUAL, 3RD EDITION, 2006, Volumes 1 & 2**