

CENTRAL COAST REGIONAL DISTRICT
Bylaw No 453

A bylaw to enact the Central Coast Regional District Records Management and to repeal Central Coast Regional District Records Retention and Scheduling Bylaw No. 351, 2002.

WHEREAS *Section 198 of the Local Government Act of British Columbia* requires a local government officer to maintain all records of the Regional District; and

WHEREAS the Board of Directors of the Central Cost Regional District wish to provide specific regulations with respect to records management and procedures; and

WHEREAS the Local Government Management Association of British Columbia has published a records management manual which specifies the keeping of records; NOW THEREFORE, the Board of Directors of the Central Coast Regional District, in open meeting assembled, hereby enacts as follows:

1. Bylaw No 351 cited as the "Retention and Disposition of Records of the Central Coast Regional District is hereby repealed:
2. Definitions

In this bylaw:

"Designated Officer" the Chief Administrative Officer is designated and authorized to act on behalf of the organization to manage and maintain the records management system;

"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;

"records management system" includes a system used by the Central Coast Regional District to manage the records of the Central Coast Regional District from record creation through to records disposal;

Records Management System Established

3. The records management system currently used by Central Coast Regional District is authorized.

Compliance with Records Management System

4. All records in the custody and control of the employees of the Central Coast Regional District are the property of the Central Coast Regional District. All records of the Central Coast Regional District must comply with this records management system

Bylaw No. 453 Central Coast Regional District Records Management

and this bylaw. All employees and management of the Central Coast Regional District must comply with this bylaw.

Designated Officer

5. 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

6. The Designated Officer is authorized to create and maintain a manual of procedures and policy (the "Manual"). Records of the Central Coast Regional District are created, accessed, maintained and disposed of only as provided by the Manual.

The Manual must provide for management of the records of the Central Coast Regional District 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

7. 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 Manual

8. The Designated Officer is authorized to amend the Manual.

Compliance with Law

9. 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.
10. The records retention schedule must prescribe the period of time that records are kept to meet the operational, legal, regulatory, financial or other requirements of the Central Coast Regional District (the "Records Retention

Bylaw No. 453 Central Coast Regional District Records Management

Schedule"). The Records Retention Schedule must also provide instructions as to the manner and time of the disposition of a record.

Designated Officer

11. The Designated Officer is designated and authorized to prepare, review, amend and manage the Records Retention Schedule.

Disposal Ordered by Designated Officer

12. When the Designated Officer determines that the retention period for a given record described in the Records Retention Schedule has ended, the Designated Officer may order the record to be destroyed or otherwise disposed of in accordance with the instructions in the Records Retention Schedule.
13. 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.

Coming into Effect

14. The Records Management Bylaw comes into effect upon adoption.
15. This bylaw may be cited as the Central Coast Regional District Records Management Bylaw No. 453.

READ A FIRST TIME THIS 10th day of December , 2015 .

READ A SECOND TIME THIS 10th day of December , 2015.

READ A THIRD TIME THIS 10th day of December , 2015

ADOPTED THIS 10th day of March , , 2016



Chair



Corporate Officer

I hereby certify that the above is a true and correct copy of Bylaw No 453 Central Coast Regional District Records Management .

Corporate Officer