

# VILLAGE OF HARRISON HOT SPRINGS

## BYLAW NO. 1030



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### Being a Bylaw to establish a records management system

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**WHEREAS** under Section 148 of the *Community Charter*, the Council shall, by bylaw assign to an officer, responsibility for corporate administration including assurance that records of the business of the local government are maintained and kept safe;

**NOW THEREFORE**, the Council of the Village of Harrison Hot Springs, in open meeting assembled, hereby enacts as follows:

**1. CITATION**

This Bylaw may be cited for all purposes as "Records Management Bylaw No. 1030, 2013".

**2. DEFINITIONS**

"Corporate Officer" means the person 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 Village of Harrison Hot Springs to manage the records of the Village of Harrison Hot Springs from record creation through to records disposal;

"Village" means the Village of Harrison Hot Springs

**3. RECORDS MANAGEMENT SYSTEM ESTABLISHED**

The records management system currently used by the Village of Harrison Hot Springs is authorized.

**4. COMPLIANCE WITH RECORDS MANAGEMENT SYSTEM**

All records in the custody and control of the employees of the Village are the property of the Village of Harrison Hot Springs. All records of the Village must comply with this records management system and this bylaw. All employees and management of the Village must comply with this bylaw.

**5. CORPORATE OFFICER**

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

**6. MANUAL OF PROCEDURES AND POLICY**

The Corporate Officer is authorized to create and maintain a manual of procedures and policy (the "Manual"). Records of the Village are created, accessed, maintained and disposed of only as provided by the Manual.

The Manual must provide for management of the records of the Village 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 Corporate Officer authorizes to be included in the Manual.

**7. 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.

**8. AUTHORIZATION TO AMEND MANUAL**

The Corporate Officer is authorized to amend the Manual.

**9. 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.

**10. 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.

**11. REPEAL**

- a. That "Records Retention and Scheduling Bylaw No. 868, 2007" and all Schedules attached thereto be repealed in its entirety.

**READ FOR A FIRST TIME THIS 4<sup>th</sup> DAY OF FEBRUARY, 2013**

**READ FOR A SECOND TIME THIS 4<sup>th</sup> DAY OF FEBRUARY, 2013**

**READ FOR A THIRD TIME THIS 4<sup>th</sup> DAY OF FEBRUARY, 2013**

**ADOPTED THIS 18<sup>th</sup> DAY OF FEBRUARY, 2013**



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Mayor



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Corporate Officer