

CORPORATION OF THE DISTRICT OF MAPLE RIDGE

Bylaw No. 7097-2014

A Bylaw to provide for the retention and disposition of records of the District of Maple Ridge

WHEREAS it is the desire of the District of Maple Ridge to provide specific regulations with respect to the retention and disposition of corporate records;

NOW THEREFORE the Council of the Corporation of the District of Maple Ridge enacts as follows:

Citation

1. This Bylaw may be cited for all purposes as **"Maple Ridge Corporate Records Management Bylaw No. 7097 -2014"**.

Definitions

2. In this Bylaw:

"Corporate Officer" means the municipal employee appointed as the Corporate Officer under section 148 of the *Community Charter*;

"District" means the Corporation of the District of Maple Ridge;

"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 District to manage the records of the District from record creation through to records disposition.

Records Management System Established

3. The records management system currently used by the District is hereby established and authorized.

Compliance with Records Management System

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

Corporate Officer

5. 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.

Manual of Procedures and Policy

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

6. (b) The Manual must provide for management of the records of the District and include provisions regarding:
 - i. the creation and organization of records;
 - ii. the collection of records (including records not authorized for collection);
 - iii. access to records;
 - iv. disclosure of records;
 - v. maintenance of records;
 - vi. retention of records;
 - vii. security of records;
 - viii. storage of records;
 - ix. preservation of records;
 - x. disposal of records; and
 - xi. any other matter(s) the Corporate 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 Corporate 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.

Severance

10. If any section, subsection, clause or other part of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.

READ A FIRST TIME this 26th day of August, 2014.

READ A SECOND TIME this 26th day of August, 2014.

READ A THIRD TIME this 26th day of August, 2014.

ADOPTED this 9th day of September, 2014.

PRESIDING MEMBER

CORPORATE OFFICER