

The Corporation of the City of Penticton

Bylaw No. 2016-61

A Bylaw to provide for the management, retention and disposition of the City of Penticton's records.

WHEREAS the *Community Charter* and *Local Government Act* requires a local government officer to maintain records of the municipality;

AND WHEREAS the Council of the City of Penticton wishes to provide specific regulations with respect to records management and procedures;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the City of Penticton in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Title

This bylaw may be cited as "Records Management and Retention Bylaw No. 2016-61".

2. Definitions:

"Designated Officer" means the Corporate Officer, or their deputy, designated under section 148 of the *Community Charter* that is responsible for the safekeeping of the records;

"Record" means any books, documents, maps, drawings, photographs, letters, vouchers, reports, 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" means the system used by the City of Penticton to manage the records of the City of Penticton from record creation through to records disposal and includes both paper and electronic record-keeping.

3. Records Management System Established

The records management system of the City of Penticton is established and authorized.

4. Compliance with Records Management system

All records in the custody and control of the employees of the City of Penticton are the property of the City of Penticton. All records of the City of Penticton must comply with this records management system and this bylaw. All departments of the City shall ensure that all records in the custody and control of their respective departments are classified and scheduled in accordance with the Manual.

5. Designated Officer

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

6. Manual of Procedures and Policy

The Designated Officer is authorized to create, amend and maintain a manual of procedures and policy (the "Manual"). Records of the City of Penticton are created, accessed, maintained and disposed of only as provided by 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. Disposal Ordered by Designated Officer

City records must only be destroyed with the written approval of the Designated Officer and in accordance with 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. Appendix A

Appendix A "Records Classification System" attached hereto forms part of this bylaw.

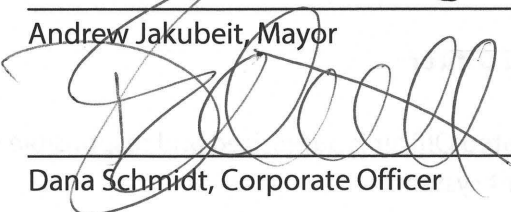
11. Severability

If any section, subsection, clause or phrase of this bylaw is held to be invalid for any reason by any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the bylaw.

READ A FIRST time this	6 day of	December, 2016
READ A SECOND time this	6 day of	December, 2016
READ A THIRD time this	6 day of	December, 2016
ADOPTED this	20 day of	December, 2016



Andrew Jakubeit, Mayor



Dana Schmidt, Corporate Officer

Appendix A

Records Classification System

Administration:

0100 – 0699	Administration
0700 – 0999	Buildings, Facilities and Properties
1000 – 1299	Equipment and Supplies
1300 – 1599	Information Systems and Services
1600 – 2199	Finance
2200 – 2499	Legal Matters
2500 – 2999	Personnel

Operations:

3000 – 3699	Land Administration
3700 – 4699	Legislative and Regulatory Services
4700 – 5199	Community Services
5200 – 5799	Engineering and Public Works
5800 – 6399	Parks Administration
6400 – 6999	Planning and Development
7000 – 7699	Protective Services
7700 – 8299	Recreation and Cultural Services
8300 – 8799	Transportation and Transit Services

Civic Files:

Individual Properties, by Civic Address