



# Records Retention and Disposition Bylaw – C2023-1045

2023 October 17

# Recommendation

That Council:

1. Give three readings to proposed Records Retention and Disposition Bylaw 54M2023 (Attachment 1); and,
2. Repeal the Records Management Bylaw 53M99.





Council may pass a bylaw to authorize the destruction of records and documents of The City

Current Bylaw 53M99 no longer meets needs of The City

Simplifies the retention and disposition of Corporate records

Formalizes existing Corporate functions and accountabilities

# Proposed Records Retention and Disposition Bylaw

3(1) The City Clerk may:

- a) make and approve City records retention schedules; and
- b) subject to subsections (2) and (3) destroy City records in accordance with approved records retention schedules.

(2) If a City record contains an individual's personal information used to make a decision that directly affect that individual, the City must retain the personal information for at least one year after using it so that individual has a reasonable opportunity to obtain access to it.

(3) The City Clerk may destroy original bylaws and minutes of Council meetings in accordance with section 214(1) of the *Municipal Government Act*, RSA 2000 ch. M29

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