

Background and Previous Council Direction

Previous Council Direction

DATE	REPORT NUMBER	DIRECTION/DESCRIPTION
1998 September 28	FB98-53	Corporate Records Management Project Council approved that the City Clerk's Department be authorized to contract with TAB Information Management Solutions for a Corporate-wide Records Management project to a maximum upset fee of \$430,000 plus GST; surplus funds from the civic election budget (to a maximum of \$500,000) be set up as a reserve for this project; the reserve fund be utilized for the establishment of an ongoing Corporate-wide Records Management Program.
1999 October 04	C99-64	Records Management Bylaw Council adopted the Recommendation contained in Commissioners' Report C99-64, Records Management Bylaw, dated 1999 October 04 and gave three readings to Records Management Bylaw 53M99.

Bylaws, Regulations, Council Policies

Bylaw Number 53M99

Bylaw to adopt Policies and Procedures for the Management of The City of Calgary's Records including a Classification and Retention Schedule Pursuant to Section 214 of the Municipal Government Act 1994 S.A. M-26.1

Municipal Government Act, RSA 2000, M-26

Section 214(1) A council may authorize the destruction of the original bylaws and minutes of council meetings if the originals have been recorded by a method that will enable copies of the originals to be made.

(2) A council may pass a bylaw respecting the destruction of other records and documents of the municipality.

(3) A bylaw under subsection (2) must provide that if an individual's personal information will be used by the municipality to make a decision that directly affects the individual, the municipality must retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it