

CITY OF PRINCE GEORGE
BYLAW NO. 8688

A Bylaw to establish records management procedures for the City of Prince George.

The Council of the City of Prince George, in open meeting assembled, ENACTS AS FOLLOWS:

1. Interpretation

In this Bylaw:

- (a) "City" means the municipal corporation of the City of Prince George;
- (b) "Designated Officer" means the person designated as the corporate officer of the City under the *Community Charter*, authorized under this Bylaw to act on behalf of the City to manage and maintain the records management system;
- (c) "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;
- (d) "records management manual" means the records management manual prepared under section 5 of this Bylaw, as amended or replaced from time to time; and
- (e) "records management system" means a system or program used by the City to manage the records of the City from record creation through to records disposal.

2. Records Management System Established

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

3. Compliance with Records Management System

All records in the custody and control of the employees of the City are the property of the City. All records of the City must comply with the records management system and this Bylaw. All employees of the City must comply with this Bylaw.

4. Designated Officer

The Designated Officer is authorized and responsible to manage and maintain the records management system.

5. Manual of Procedures and Policy

- 5.1 The Designated Officer is authorized to create, amend, replace and maintain a records management manual of policy and procedures. Records of the City are created, accessed, maintained, and disposed of only as provided by the records management manual.

5.2 The records management manual shall provide for management of the records of the City, and may include provisions regarding:

- a. the creation and organization of records;
- b. the collection of records;
- c. access to records;
- d. disclosure of records;
- e. maintenance of records;
- f. retention of records;
- g. security of records;
- h. storage of records;
- i. preservation of records;
- j. disposal of records; and
- k. any other matters the Designated Officer authorizes to be included.

6. 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 City business.

7. Compliance with Law

The records management system must comply with the records management manual, applicable laws and any provincial, national or international standards adopted for use and contained in the records management manual.

8. Severability

If any section, subsection, paragraph, subparagraph or clause of this 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 this Bylaw.

9. Effective Date

This Bylaw comes into force and takes effect on the date of adoption.

10. Citation

This Bylaw may be cited for all purposes as the "City of Prince George Records Management Bylaw No. 8688, 2015".

READ A FIRST TIME THIS **14th** DAY OF **SEPTEMBER** , 2015.

READ A SECOND TIME THIS **14th** DAY OF **SEPTEMBER** , 2015.

READ A THIRD TIME THIS **14th** DAY OF **SEPTEMBER** , 2015.

All three readings passed by a **unanimous** decision of Members of City of Prince George Council present and eligible to vote.

ADOPTED THIS **28th** DAY OF **SEPTEMBER**, 2015, BY A **UNANIMOUS** DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND ELIGIBLE TO VOTE.



MAYOR



CORPORATE OFFICER