

Village of Pemberton

BY-LAW No. 652

Records Management Bylaw

Being a Bylaw to Established and authorizing a Municipal Records Management System.

WHEREAS pursuant to Section 148 of the Community Charter, S.B.C 20036, c. 26, the designated officer, being the Manager of Administrative Services, is responsible for the preparation, maintenance, access and safe preservation of the minute books and other records of the business of Council and its committees;

AND WHERAS pursuant to Sections 6(1) and 30 the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165, the Village must make every reasonable effort to assist applicants and to respond without delay to each applicant openly, accurately and completely and to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal;

AND WHERAS Council desires to manage and maintain the corporate records system of the Village;

NOW THEREFORE under its statutory powers, including Section 148 of the Community Charter, S.B.C. 2003, c.26 and Sections 6(1) and 30 the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165, the Council of the Village of Pemberton, in open meeting assembled, enacts the following provisions;

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Title

1. This bylaw may be cited as the Village of Pemberton, Records Management Bylaw. #652, 2010

Interpretation

2. Interpretation
In this bylaw:

“Designated Officer” is the Corporate officer for the Village of Pemberton or his/her delegated and is authorized to act on behalf of the organization to manage and maintain the records management system;

“record” includes book, 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 Village of Pemberton to manage the records of the Village of Pemberton from record creation through to records disposal;

Records Management System Established

3. The records management system of the Village of Pemberton is established and authorized

Compliance with Records Management System

4. All records in the custody and control of the employees of the Village of Pemberton are the property of the Village of Pemberton. All records of the Village of Pemberton must comply with the records management system and this bylaw. All employees and management of the Village of Pemberton must comply with this bylaw.

Designated Officer

5. The Designated Officer is responsible for the management and maintenance of the records management system and is here by authorized to create and maintains the records management system.

Manual of Procedures and Policy

6. The Designated Officer is authorized to create and maintain a manual of procedures and policy (the “Records Management Manual”). Records of the Village of Pemberton are created, accessed, maintained and disposed of only as provided by 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 Designated 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.

Severability

10. If any section, subsection, paragraph, subparagraph or clause of the Records Management 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 the Records Management Bylaw.

Coming into Effect

11. The Records Management Bylaw comes into effect upon adoption.

READ A FIRST TIME this 7th day of December 2010.

SECOND TIME this 7th day of December 2010.

THIRD TIME this 7th day of December 2010.

ADOPTED this 11th day of January, 2011.

Mayor

Corporate Officer