

VILLAGE OF PORT CLEMENTS

BYLAW NO. 384, 2011

Records Retention and Disposal Bylaw

This bylaw may be cited as the Records Retention and Disposal Bylaw No. 384

Objective: To ensure the corporate records of the Village of Port Clements are managed effectively and efficiently throughout their life cycle, from creation to final disposition.

To provide specific timelines for the active, semi-active and in active phases of all records

To ensure no corporate records are disposed of unless authorized to do so by the Clerk/Treasurer based on timelines.

To ensure any physical destruction carried out in accordance with the records retention policy is appropriate for the type of record involved.

Policy: All records created or maintained by Council, Village officers or employees in the course of their duties on behalf of the Village of Port Clements are maintained and retained in accordance with the *Records Management Manual for Local Government in British Columbia*.

Definitions:

A **document** is information consigned to a medium (i.e. a material support of any kind including paper, film and magnetic tape).

A **record** is any document made or received and maintained by an organization in pursuance of its legal obligations or the transaction of its business.

Records of Village Council are the minutes, bylaws and other records of the business of the Council and its committees, as articulated in Section 198 of the *Local Government Act*.

Archives are the non-current records of an organization or individual preserved because of their continuing or permanent administrative, financial, legal, evidentiary, informational or historical value.

The ***Records Management Manual for Local Government in British Columbia*** is both a records classification system and a records retention schedule. The system integrates these two key records management concepts into one comprehensive management plan for corporate records.

A **records classification system** is a plan for organizing records so they can be located when needed. A standardized, enterprise-wide classification system ensures that all members of the office are filing records in the same way and by common names, resulting in cost effective and efficient filing and information retrieval (in both paper and electronic environments), effective identification and secure management of vital records and systematic management of records throughout their life cycle.

Final disposition is the act of disposing of records that have reached the inactive phase of their life cycle, either through physical destruction of the records by recycling or confidential shredding or through transfer to the Clerk/Treasurer for selective or full retention.

Full retention means that all records classified by a particular classification code have archival value. Through records management and archives management the records are preserved in their

entirety and in an accessible format. Under the terms of full retention, the archivist responsible may destroy unnecessary duplicates, publications, waste and scrap materials, ephemera, and other items which are not an integral part of the record series.

Procedure:

1. The Clerk/Treasurer develops and reviews record retention and disposition for inclusion in the most recent *Records Management Manual for Local Governments in British Columbia* in collaboration with records creators. The Village Clerk, as the officer responsible for corporate administration is responsible for the final approval of all records retention and disposition.
2. Records are filed and transferred by designated staff.
3. When records reach the end of their active phase, they either are packed for storage in the Village's archive records, transferred to the Clerk/Treasurer for selective or full retention, or destroyed.
4. When records reach the end of their semi-active phase, they either are transferred to the Clerk/Treasurer for selective or full retention, or destroyed.

READ A FIRST TIME THIS 17th DAY OF JANUARY, 2011.

READ A SECOND TIME THIS 17th DAY OF JANUARY, 2011.

READ A THIRD TIME THIS 17th DAY OF JANUARY, 2011.

RECONSIDERED AND FINALLY ADOPTED THIS 7th DAY OF FEBRUARY, 2011.


Cory Delves,
MAYOR


Heather Nelson-Smith,
CLERK/TREASURER

CERTIFIED TO BE A TRUE COPY
VILLAGE OF PORT CLEMENTS
FILES AND RECORDS RETENTION BYLAW NO. 384, 2011