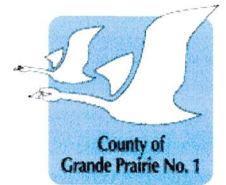


BYLAW #3008
Records and Information Management Bylaw



A bylaw of the County of Grande Prairie No. 1 in the Province of Alberta to provide for the management, retention, and disposition of municipal records.

WHEREAS: pursuant to section 208(1)(d) of the Municipal Government Act (MGA), the Chief Administrative Officer (CAO) must ensure that all records and documents of the municipality are kept safe; and

WHEREAS: pursuant to section 214 of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended, a council may pass a bylaw respecting the destruction of records and documents of the municipality; and

WHEREAS: section 3(e)(ii) and section 38 of the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c.F-25 (FOIP Act), as amended, requires the head of a public body to protect personal information by making reasonable policy and security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction;

NOW THEREFORE, under the authority of the Municipal Government Act, the Council of the County of Grande Prairie No. 1, in the Province of Alberta, hereby enacts as follows:

INTERPRETATION

1. This Bylaw may be cited as the "Records and Information Management Bylaw".
2. Headings in this Bylaw are for reference purposes only.
3. Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.
4. Words in the singular shall include the plural or vice versa whenever the context so requires

DEFINITIONS

5. Definitions:
 - i. "County" means the municipal corporation of the County of Grande Prairie No. 1.
 - ii. "Disposition" means the secure destruction or permanent retention or transfer for archival preservation of a County Record once it has reached the end of its life cycle.
 - iii. "Personal Information" means recorded information about an identifiable individual as that term is defined in the FOIP Act 1(n), as amended, or replaced.
 - iv. "Record" means recorded information in any form and includes notes, images, audiovisual recordings, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded, or stored in any manner, but does not include software or any mechanism that produces records (FOIP Act Sec. 1(q)). County records are information assets belonging to the Municipal Organization and their asset value can be identified as

follows:

- (a) “Administrative Value” means records that have value to the municipality if they assist in the performance of current or future activities. These records lose their value over time.
 - (b) “Fiscal Value” means these records relate to financial transactions and are required for auditing and financial purposes.
 - (c) “Legal Value” means these records are typically required by legislation.
 - (d) “Permanent/Historical Value” means records of enduring historical value that shall be preserved and never destroyed, excepting the original bylaws and minutes of council meetings, providing the originals have been recorded on the municipality’s electronic records and information management system that will enable copies of the originals to be made.
- i. “Transitory” means recorded information that has only immediate or short-term usefulness. Transitory documents contain information that is not required to meet legal or financial obligations or to sustain administrative or operational functions and have no enduring value.

RECORDS AND INFORMATION MANAGEMENT POLICY

- 6. The Chief Administrative Officer or designate shall:
- 7. Safeguarding County records is the shared responsibility of all those who create, receive, access, and use County records, including:
 - i. Ensure that a Records and Information Management Policy is developed to provide for the systematic management of the creation, use and disposition of information assets of administrative, fiscal, legal, or permanent records of value by the County in the conduct of its operations.
 - ii. All records of value (non-Transitory) in the custody or control of the County must be managed in accordance with the Records and Information Management Policy.

SAFEGUARDING COUNTY RECORDS

- 8. Safeguarding County records is the shared responsibility of all those who create, receive, access, and use County records, including:
- 9. Safeguarding County records as corporate information assets is accomplished as follows:
 - i. Elected Councillors;
 - ii. All County Employees across all Divisions and at all levels of the Municipal Organization;
 - iii. Third party contractors, consultants and volunteers working with the County.
- 10. Safeguarding County records as corporate information assets is accomplished as follows:
 - i. Taking reasonable precautions to ensure that all confidential information is held in the

strictest confidence;

- ii. Information that is created, used, and disclosed is only employed for purposes related to County work being performed;
- iii. All information created and used for carrying out County work remains within the custody or control of the Municipal Corporation irrespective of storage location;
- iv. Disposition of records of value (non-transitory) is done according to the established classification and retention schedule.

RETENTION AND DISPOSITION

- 11. County records of value are retained and disposed according to the classification and retention schedule. Records of value that are to be destroyed shall undergo a human review and approval process, and then be securely disposed by such methods as burning or secure shredding following the final approval of the CAO or designate.
- 12. Transitory recorded information of no enduring value shall be destroyed by staff as part of their regular activities once these transitory documents are no longer needed for the task at hand.
- 13. If the County uses an individual's Personal Information to make a decision that directly affects the individual, the County must retain the information pertaining to that decision in accordance with the classification and retention schedule, which in any event, will not be less than one year (MGA 214(3)).
- 14. If a record disposition question arises that is not clarified by the classification and retention schedule, the CAO or designate has final determination of disposition of such records.
- 15. This Bylaw shall come into force and effect on the third and final reading thereof.

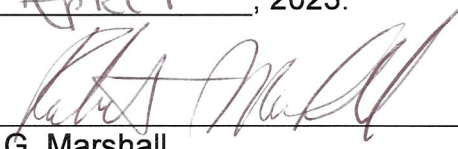
EFFECTIVE DATE

- 16. This Bylaw shall come into force and effect on the third and final reading thereof.

READ a first time this 17 day of April, 2023.

READ a second time this 17 day of April, 2023.

READ a third time and finally passed this 17 day of April, 2023.


Robert G. Marshall
Reeve


Joulia Whittleton
Chief Administrative Officer