

<b>BYLAW NO. 404</b>	
<b>Bylaw name:</b>	Comox Valley Regional District Records Management Program Bylaw No. 404, 2015
<b>Participants:</b>	All
<b>Purpose:</b>	A bylaw to establish a records and information management program to manage the life-cycle records of the Comox Valley Regional District from record creation through to final disposition
<b>Amends bylaw:</b>	
<b>Repeals bylaw:</b>	(repeals records management policy dated February 2006)
<b>Staff contact:</b>	James Warren, corporate legislative officer

<b>STATUS</b>	
<b>Committee approval:</b>	Committee of the whole, November 10, 2015:  <p style="text-align: center;">THAT the “Comox Valley Regional District Records Management Program Bylaw No. XXX, 2015” be considered for approval;</p> <p style="text-align: center;">AND FURTHER THAT the records management policy dated February 2006 be repealed upon adoption of Bylaw No. XXX.</p>
<b>1st &amp; 2<sup>nd</sup> readings:</b>	
<b>3rd reading:</b>	
<b>Final adoption:</b>	

## COMOX VALLEY REGIONAL DISTRICT

### BYLAW NO. 404

**A bylaw to establish a records and information management program to manage the life-cycle records of the Comox Valley Regional District from record creation through to final disposition**

**WHEREAS** the Comox Valley Regional District is a local government established under Letters Patent in British Columbia;

**AND WHEREAS** the board desires to establish a corporate records and information management program under the direction of the corporate officer to provide for the systematic control of the creation, use, maintenance, storage, security, retrieval, and disposition of records created or received by the regional district in the conduct of its operations;

**NOW THEREFORE** the board of the Comox Valley Regional District in open meeting assembled enacts as follows:

#### **Definitions**

1. (1) In this bylaw:
  - “Comox Valley Regional District”** means the corporation of the Comox Valley Regional District;
  - “officer”** means the officer assigned responsibility for corporate administration under the Comox Valley Regional district officer bylaw under section 198 of the *Local Government Act* or board appointed deputy;
  - “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;
  - “records and information management program”** means a program used by the Comox Valley Regional District to manage the life-cycle records of the Comox Valley Regional District from record creation through to final disposition;
  - “records schedule”** means the records classification and retention schedule prepared under section 2 of this bylaw, as amended from time to time.
- (2) The definitions contained in schedule 1 of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996 Chapter 165, as amended from time to time, shall apply to this bylaw except where the context requires otherwise.

#### **Records and information management program established**

2. (1) The records and information management program is established under the direction of the officer to provide for the systematic control of the creation, use, maintenance, storage, security, retrieval, and disposition of records created or received by the Comox Valley Regional District in the conduct of its operations.
- (2) Records of the Comox Valley Regional District are created, accessed, maintained and disposed of only as provided by the records schedule.
- (3) The officer is authorized to create and maintain a manual of policies and procedures that provides for the management of the records of the Comox Valley Regional District and includes those related to the records schedule for:
  - (i) Custody and control of records;
  - (ii) Creation or receipt of records;

