

CITY OF NANAIMO

BYLAW NO. 7150

A BYLAW TO ESTABLISH RECORDS MANAGEMENT PROCEDURES FOR
DOCUMENTS AND RECORDS OF THE CITY OF NANAIMO

The Council of the City of Nanaimo in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as the "RECORDS MANAGEMENT BYLAW 2012 NO. 7150".

2. Definitions

"City"	means City of Nanaimo.
"Corporate Officer"	is the person designated and authorized to act on behalf of the organization to manage and maintain the records management system.
"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 Management System"	includes a system used by the City of Nanaimo to manage the records of the City of Nanaimo from record creation through to records disposal.

3. Records Management System Established

The records management system currently used by the City is authorized.

4. 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 this records management system and this bylaw. All employees and management of the City must comply with this bylaw.

5. Management and Maintenance of Records Management System

The Corporate Officer is responsible for the management and maintenance of the records management system. The Corporate Officer is authorized to manage and maintain the records management system.

6. Manual of Procedures and Policy

The Corporate Officer is authorized to create and maintain a manual of procedures and policy (the "Records Management Manual"). Records of the City are created, accessed, maintained and disposed of only as provided by the Records Management Manual.

7. 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 business.

8. Authorization to Amend Records Management Manual

The Corporate Officer is authorized to amend the Records Management Manual.

9. 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.

10. 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.

11. Repeal

"RECORDS RETENTION BYLAW 1990 NO. 3722" and amendments thereto are hereby repealed.

PASSED FIRST READING 2012-JUN-11
PASSED SECOND READING 2012-JUN-11
PASSED THIRD READING 2012-JUN-11
ADOPTED 2012-JUN-25

J. R. RUTTAN
MAYOR

J. E. HARRISON
CORPORATE OFFICER