

# **COLUMBIA SHUSWAP REGIONAL DISTRICT**

## **BYLAW NO. 5787**

A bylaw to provide for the retention and disposal of electronic records

The Board of the Columbia Shuswap Regional District, in open meeting assembled, HEREBY ENACTS as follows:

### **1. CITATION**

This bylaw may be cited as “Columbia Shuswap Regional District Electronic Records Retention and Disposal Bylaw No. 5787.”

### **2. INTERPRETATION**

In this bylaw:

“Designated Officer” means the person (or persons) designated and authorized to act on behalf of the organization to manage and maintain the electronic records management system. Said Designated Officer, or officers, are designated by the attached Schedule “A” (Designated Officers).

“electronic record” includes the electronic version of: books, documents, maps, drawings, photographs, letters, vouchers, 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;

“electronic records management system” includes a system used by the Columbia Shuswap Regional District to manage the electronic records of the Columbia Shuswap Regional District from electronic record creation through to electronic records disposal;

### **3. ELECTRONIC RECORDS MANAGEMENT SYSTEM ESTABLISHED**

The electronic records management system used by the Columbia Shuswap Regional District is authorized.

### **4. INTEGRITY AND AUTHENTICITY MAINTAINED**

The electronic records management system must maintain the integrity and authenticity of electronic records made or kept in the usual and ordinary course of business.

### **5. ELECTRONIC RECORDS RETENTION SCHEDULE**

The electronic records retention schedule must prescribe the period of time that electronic records are kept to meet the operational, legal, regulatory, financial or other requirements of the Columbia Shuswap Regional District (the “Electronic Records Retention Schedule”). The Electronic Records Retention Schedule must also provide instructions as to the manner and time of the disposition of an electronic record.

**6. DESIGNATED OFFICER**

The Designated Officer is designated and authorized to prepare, review, amend and manage the Electronic Records Retention Schedule.

**7. DISPOSAL ORDERED BY DESIGNATED OFFICER**

When the Designated Officer determines that the retention period for a given electronic record described in the Electronic Records Retention Schedule has ended, the Designated Officer may order the electronic record to be destroyed or otherwise disposed of in accordance with the instructions in the Electronic Records Retention Schedule.

**8. COMING INTO EFFECT**

This bylaw comes into effect upon adoption.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

READ a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

CERTIFIED a true copy of  
Bylaw No. 5787 as adopted.

\_\_\_\_\_  
Deputy Manager,  
Corporate Administration Services

## **COLUMBIA SHUSWAP REGIONAL DISTRICT**

### **ELECTRONIC RECORDS RETENTION AND DISPOSAL BYLAW NO. 5787**

#### **SCHEDULE "A"** **DESIGNATED OFFICERS**

As defined in Section 3 of Electronic Records Retention and Disposal Bylaw No. 5787, the Designated Officer, or officers, will act on behalf of the organization to manage and maintain the Columbia Shuswap Regional District's electronic records management systems.

This schedule names two designated officers, the Records Manager and the Records Coordinator, who will work closely together (as outlined below) to coordinate the management and maintenance of the electronic records management system.

#### **Records Manager**

The Deputy Manager of Corporate Administration Services will act as the Records Manager.

As designated by the Local Government Act (Section 236) and by Columbia Shuswap Regional District Bylaw No. 5301 (Powers, Duties and Responsibilities of Officers), the "Manager of Corporate Administration Services (Secretary)" is responsible for ensuring that records are maintained and kept safe. This means that the Records Manager is the only member of staff with the authority to approve destruction or disposal of records deemed appropriate for destruction.

The Records Manager may create policies or procedures to help dictate the implementation of the electronic records management system. Where policies or procedures are created by the Records Coordinator, the Records Manager's approval is required prior to the implementation of such policies or procedures.

#### **Records Coordinator**

The Electronic Records Management Facilitator will act as the Records Coordinator.

The Records Coordinator is responsible for the management and maintenance of the electronic records management system.

The Records Coordinator will not modify or destroy any records of the Regional District without written authorization from the Records Manager.

The Records Coordinator is responsible for creating and maintaining procedures and policy relating to the electronic records management system. Implementation of, and changes to, records management policies or procedures must be approved by the Records Manager.

The Records Coordinator will assist in training staff about the electronic records management system.