



THE DISTRICT OF NORTH VANCOUVER

RECORDS MANAGEMENT BYLAW

BYLAW 7385

Effective Date – April 22, 2003

CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of the bylaws below. The amending bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaw on this subject.

Original Bylaw

Bylaw 7385

Date of Adoption

April 22, 2003

Amending Bylaw

N/A

Date of Adoption

N/A

The bylaw numbers in the margin of this consolidation refer to the bylaws that amended the principal bylaw (Records Management Bylaw – Bylaw 7385). The number of any amending bylaw that has been repealed is not referred to in this consolidation.

THE CORPORATION OF THE DISTRICT OF NORTH VANCOUVER

BYLAW 7385

A bylaw to provide for the retention and disposition of records of the District of North Vancouver pursuant to section 198 of the *Local Government Act* (RSBC 1996, c.323)

The Council for The Corporation of The District of North Vancouver enacts the following:

Title

1. This bylaw may be cited as "**DISTRICT OF NORTH VANCOUVER RECORDS MANAGEMENT BYLAW**".

Definitions

2. In this Bylaw, unless the context otherwise requires
 - a) "records" mean any documents made or received and set aside during the course of practical corporate activity, and includes books, maps, drawings, photographs, letters, vouchers, reports, papers and other forms of recorded information;
 - b) "schedule" means the records classification system and retention schedule prepared under section 3, as amended from time to time.

Records Classification System and Retention Schedule

3. The Municipal Clerk, as the officer assigned responsibility for Corporate Administration, is hereby authorized to:
 - (a) prepare a records classification system and retention schedule for each District department, which establishes:
 - (i) the types of records that should be stored and those that may be disposed of once they are no longer required;
 - (ii) the time periods for which records should be maintained;
 - (iii) the types of records that should be retained permanently;
 - (iv) the types of records that should be retained in the District archives;
 - (v) the methods of storage, including the conversion of original records to a photographic, electronic, magnetic or other format; and
 - (b) review the retention and disposal of records in compliance with the schedule.

Amendment of Schedule

4. The power to prepare a schedule under section 3 includes the power to review and amend that schedule.

Destruction of Records

5. No District records shall be destroyed except in compliance with the schedule.

Amended by: