

The following is a consolidated copy of Bylaw No. 404 and may be cited as “Comox Valley Regional District Records Management Program Bylaw No. 404, 2015

Bylaw No.	Bylaw Name	Adopted	Purpose
404	Comox Valley Regional District Records Management Program Bylaw No. 404, 2015	January 26, 2016	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

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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 236 of the *Local Government Act* (SBC 2015 c.1) 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;
 - (iii) Access to records;
 - (iv) Disclosure of records;
 - (v) Retention, security and storage of records;
 - (vi) Disposition of records;
 - (vii) Preservation of records;
 - (viii) Vital records; and
 - (ix) Any other matter(s) the corporate legislative officer authorized to be included in the manual.

Compliance with records management program

3.
 - (1) All records in the custody and control of the employees of the Comox Valley Regional District, board of directors, and committees of the board that are created or received in the context of their functional responsibilities are the property of the Comox Valley Regional District.
 - (2) All departments of the Comox Valley Regional District shall ensure that all records in the custody and control of their respective departments are classified and scheduled in accordance with the records schedule.
 - (3) Any contract between an outside agency or contractor and the Comox Valley Regional District, for the provision of goods or services, must specify the conditions for the custody and control of the records resulting from such contract.

Amendment of records management program

4. The corporate legislative officer is authorized to review and amend the records and information management program as required.