

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 674

A bylaw to authorize the Records and Information Management Program

The Board of Directors of the Sunshine Coast Regional District, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as “*Sunshine Coast Regional District Records and Information Management Bylaw No. 674, 2013*”.

2. In this bylaw:

“**Regional District**” means the Sunshine Coast Regional District;

“**Corporate Officer**” means the person assigned responsibility for corporate administration under Section 198 of the *Local Government Act*;

“**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**” is the program used by the Regional District to manage the records life-cycle from record creation or receipt to final disposition;

“**Records Schedule**” means the records classification and retention schedule prepared under Paragraph 6, as amended from time to time.

3. The records and information management program, including the records schedule, currently used by the Regional District and established under the direction of the Corporate Officer, is authorized.

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

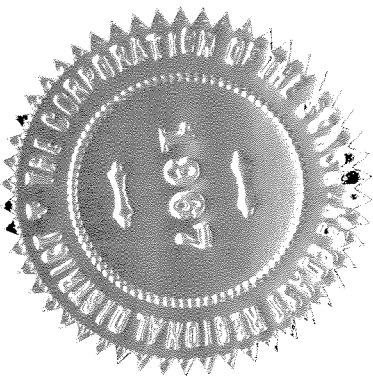
5. All records in the custody and control of the employees of the Regional District are the property of the Sunshine Coast Regional District. All records of the Regional District must comply with the records and information management program and this bylaw. All employees and management of the Regional District must comply with this bylaw.


6. The Corporate Officer is authorized to create and maintain a manual of policy and procedures (the “Manual”) that provides for the management of the records of the Regional District and includes:

- a. Creation or receipt of records;
- b. Organization of records
- c. Access to records;

- d. Disclosure of records;
 - e. Maintenance of records
 - f. Retention of records;
 - g. Security of records;
 - h. Storage of records;
 - i. Preservation of records;
 - j. Disposal of records; and
 - k. Any other matter(s) the Corporate Officer authorizes to be included in the Manual.
7. The records and information management program must comply with the Manual, applicable laws and any provincial, national or international standards adopted for use and contained in the Manual.
8. The records and information management program must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.
9. The Corporate Officer is authorized to review and amend the records and information management program as required.
10. 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. Sunshine Coast Regional District Records Retention and Scheduling Bylaw No. 357, 1991 is hereby repealed.

READ A FIRST TIME	this	9 th	day of	May, 2013
READ A SECOND TIME	this	9 th	day of	May, 2013
READ A THIRD TIME	this	23 rd	day of	May, 2013
ADOPTED	this	13 th	day of	June, 2013





Corporate Officer



Chair