

TOWN OF THREE HILLS
BYLAW NO. 1446-20
RECORDS MANAGEMENT BYLAW

BEING A BYLAW OF THE TOWN OF THREE HILLS, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE MANAGEMENT, RETENTION AND DISPOSITION OF TOWN OF THREE HILLS RECORDS.

WHEREAS under the authority of and subject to the provisions of the *Municipal Government Act*, RSA 2000, c.M-26 as amended, Council may pass a bylaw respecting the retention and disposition of records and information of the municipality;

AND WHEREAS under the authority and subject of the provisions of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c.F-25 as amended, the municipality is to allow any person a right of access to records in the custody and control of the municipality and is to control the manner in which the municipality may collect, use and disclose personal information from individuals;

AND WHEREAS all records in the custody and control of the employees of the Town of Three Hills, members of Council and committees of Council which are created or received in the context of their functional responsibilities, are the property of the Town of Three Hills;

NOW THEREFORE the Council of the Town of Three Hills, in the Province of Alberta, duly assembled, enacts as follows:

PART I: SHORT TITLE

1.1. This Bylaw may be referred to as the "Records Management Bylaw."

PART II: DEFINITIONS

- 2.1. "CAO" shall mean Chief Administrative Officer for the Town of Three Hills or his designate.
- 2.2. "Council" shall mean the body of elected representatives who govern the Town.
- 2.3. "Disposition" shall mean the disposal of records via destruction or transfer of records of enduring value to archives.
- 2.4. "MGA" shall refer to the *Municipal Government Act*, RSA 2000 c. M-26, as amended from time to time.
- 2.5. "Personal Information" shall mean personal information as that term is defined in the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c. F-25, as amended or replaced.
- 2.6. "Record" shall mean any recorded information, regardless of medium or characteristics, made or received and retained by an organization in pursuance of legal obligations or in the transaction of business.



- 2.6.1. Active Record – A readily accessible record related to current, ongoing or in-process activities and referred to on a regular basis to respond to day-to-day operational requirements.
 - 2.6.2. Inactive Record – A record no longer needed to conduct current business but preserved until it meets the end of its retention period.
 - 2.6.3. Transitory Record– A record in any media that has short-term value, is not part of an administrative or operational record series, is not regularly filed in a record information system, and is required only for a limited period of time for the completion of a routine action or the preparation of records, which include but are not limited to temporary information, duplicate documents, draft documents, publications, advertising material and blank information media can be destroyed immediately or after meeting its transitory need. Also known as a convenience copy or transitory record.
- 2.7. “Town” shall mean the Town of Three Hills.

PART III: RECORDS RETENTION AND DESTRUCTION POLICY

- 3.1. The CAO is hereby authorized to develop a policy to provide for the systematic control of the creation, use, maintenance, storage, security, retrieval and disposition of records created or received by the Town in the conduct of its operations with said policy to adhere to all provincial and federal standards relating to records management.
- 3.2. Destruction of the original minutes and bylaws of the Town may occur once these Records have been converted to electronic format, at Council’s discretion.
- 3.3. All Records in the custody of the Town are the property of the Town and must be managed in accordance with the policy as noted in Section 3.1.

PART IV: PERSONAL INFORMATION

- 4.1. If the Town uses Personal Information to make a decision that directly affects the individual, the Town must retain the Personal Information in accordance with the classification and retention schedule, which in any event, will not be less than one year.


PART V: EFFECTIVE DATE AND REPEAL

- 5.1. This Bylaw shall come into effect upon the passing of the third and final reading.

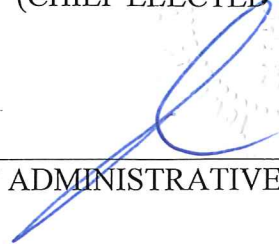
READ A FIRST TIME THIS 11TH DAY OF MAY 2020.

READ A SECOND TIME THIS 11TH DAY OF MAY 2020.

READ A THIRD TIME THIS 11TH DAY OF MAY 2020.



(CHIEF ELECTED OFFICIAL)



(CHIEF ADMINISTRATIVE OFFICER)

SEAL