

**BYLAW 32-2021
RECORDS RETENTION AND DISPOSITION BYLAW**

(CONSOLIDATED on September 6, 2022)

Pursuant to the Municipal Government Act, the chief administrative officer of the municipality must ensure the proper retention and disposition of all records and documents of the municipality; and

Pursuant to subsection 214(2) of the Municipal Government Act, a council may pass a bylaw respecting the destruction of records and documents of the municipality other than the original bylaws and minutes of Council meetings; and

Strathcona County Council finds it advisable to enact a bylaw to authorize the Chief Commissioner to provide for the retention and destruction of records;

Therefore Council enacts:

PART I – DEFINITIONS, AND INTERPRETATION

Definitions

1 In this bylaw:

- (a) "Chief Commissioner" means the chief administrative officer of the County, or delegate;
- (b) "Municipal Government Act" means the *Municipal Government Act*, RSA 2000, c M-26; and
- (c) "Strathcona County" means the municipal corporation of Strathcona County, a specialized municipality established under the authority of the *Municipal Government Act*, RSA 2000, c M-26 and Order in Council 761/95.

Interpretation

2 The following rules apply to interpretation of this bylaw:

- (a) headings, titles, and margin notes in this bylaw are for ease of reference only;
- (b) gender-specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires;
- (c) every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid by a Court, all other provisions of this bylaw remain valid and enforceable; and
- (d) references to bylaws and enactments in this bylaw include amendments and replacement bylaws and enactments, and regulations and orders thereunder.

PART II – RECORDS RETENTION AND DISPOSITION

- County Records
- 3 The Chief Commissioner may create rules for, and authorize, the storage, retention, and disposition of the records and documents of Strathcona County.
 - 4 The rules must ensure that:
 - (a) The use, storage, and disposition of electronic records and documents can be tracked; and
 - (b) If an individual's personal information will be used to make a decision that directly affects the individual, the personal information is retained for at least one year after using it.
 - 4.1 The Chief Commissioner may destroy original bylaws and minutes of Council meetings as permitted by the Municipal Government Act.

(S.2, Bylaw 52-2022, September 6, 2022)

PART III – GENERAL

- Repeal
- 5 Bylaw 32-2010 is repealed.

NOTE: Consolidation made under Section 69 of the Municipal Government Act, R.S.A. 2000, c.M-26 and Bylaw 21-2015 Section 8, and printed under the Chief Commissioner's authority.

Bylaw 32-2021, passed by Council July 6, 2021

Amendments

Bylaw 52-2022, September 6, 2022