

**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 21-006**

**Records Management**

**A BYLAW OF LETHBRIDGE COUNTY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE MANAGEMENT, RETENTION AND DISPOSITION OF LETHBRIDGE COUNTY RECORDS AND DOCUMENTS.**

**WHEREAS**, pursuant to the Municipal Government Act, a Council may by bylaw provide for the destruction of municipal records and documents; and

**WHEREAS** all records in the custody and control of the employees of Lethbridge County, members of Council and committees of Council which are created or received in the context of their functional responsibilities, are the property of Lethbridge County.

**NOW THEREFORE** pursuant to the provisions of the Municipal Government Act, the Council of Lethbridge County, duly assembled, hereby enacts as follows

**1.0 TITLE**

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

**2.0 DEFINITIONS**

2.1 *County* means Lethbridge County

2.2 *Disposition* means the destruction, permanent retention or transfer for archival preservation of a County Record once it has reached the end of its life cycle.

2.3 *Personal Information* means personal information as that term is defined in the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, as amended or replaced.

2.4 *Record* means any information however recorded, regardless of its form or characteristics. Records may be in paper or electronic format or a combination of both and may include, but not be limited to, correspondence, memoranda, books, documents, vouchers, maps, plans, photographs, drawings, diagrams, pictorial or graphic works, microforms, email and messages and any other thing on which information is recorded or stored.

**3.0 RECORDS DISPOSITION AND RETENTION**

3.1 The Chief Administrative Officer is hereby authorized to develop a policy to provide for the systematic control of the creation, use, maintenance, storage, security, retrieval, retention and disposition of records created or received by the County in the conduct of its operations with said policy to adhere to all provincial and federal standards relating to records management

3.2 All Records in the care and custody of Lethbridge County are the property of Lethbridge County.

3.3 Disposition and storage of all County Records must be in accordance with Lethbridge County Records Management Policy as noted in 3.1.

**4.0 PERSONAL INFORMATION**


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

**5.0 EFFECTIVE DATE AND REPEAL**

5.1 This Bylaw shall come into full force and effect at such time as it has received third reading and has been signed in accordance with the Municipal Government Act.

5.2 Bylaw No. 973 is hereby repealed with the final passing of this Bylaw.

READ a first time this 15<sup>th</sup> day of April 2021.

  
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Reeve  
  
\_\_\_\_\_  
Chief Administrative Officer

READ a second time this 15<sup>th</sup> day of April, 2021.

  
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Reeve  
  
\_\_\_\_\_  
Chief Administrative Officer

READ a third time this 15<sup>th</sup> day of April, 2021.

  
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Reeve  
  
\_\_\_\_\_  
Chief Administrative Officer