

CITY OF BURNABY

BYLAW NO. 11228

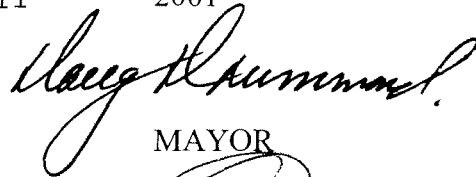
A BYLAW to provide for the retention and disposition
of records of the City

The Council of the City of Burnaby ENACTS as follows:

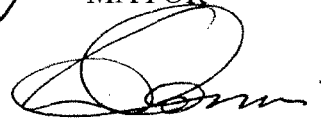
1. This Bylaw may be cited as **BURNABY RECORDS MANAGEMENT BYLAW, 2001.**
2. In this Bylaw, unless the context otherwise requires
 - (a) "records" mean any documents made or received and set aside during the course of practical corporate activity, and includes books, maps, drawings, photographs, letters, vouchers, reports, papers and other forms of recorded information;
 - (b) "schedule" means the records classification system and retention schedule prepared under section 3, as amended from time to time.
3. The City Clerk is hereby authorized to
 - (a) prepare a records classification system and retention schedule for each City department, which establishes
 - (i) the types of records that should be stored and those that may be disposed of once they are no longer required;
 - (ii) the time periods for which records should be maintained;
 - (iii) the types of records that should be retained permanently;
 - (iv) the types of records that should be retained in the City archives;

- (v) the methods of storage, including the conversion of original records to a photographic, electronic, magnetic or other format;
 - (b) review the retention and disposal of records in compliance with the schedule.
4. The power to prepare a schedule under section 3 includes the power to review and amend that schedule.
5. No City records shall be destroyed except in compliance with the schedule.

Read a first time this 9th day of April 2001
Read a second time this 9th day of April 2001
Read a third time this 9th day of April 2001
Reconsidered and adopted this 23rd day of April 2001



MAYOR



CLERK