



BYLAW C-7791-2018

A Bylaw of Rocky View County, in the Province of Alberta, to provide for the retention, management, and disposal of Rocky View County records and information.

WHEREAS the *Municipal Government Act*, s 214 allows Council to pass a bylaw respecting the destruction of records of the municipality;

AND WHEREAS it is the desire of the Council of Rocky View County to establish a program for the retention, management, and disposal of the County's records and information;

NOW THEREFORE the Council of Rocky View County, in the Province of Alberta, duly assembled, hereby enacts as follows:

TITLE

1 This Bylaw may be referred to as the "*Records and Information Management Bylaw*."

DEFINITIONS

2 In this Bylaw, unless the context otherwise requires:

- (a) "**Personal Information**" has the same meaning as in the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, as amended from time to time; and
- (b) "**Record**" means recorded information in the possession of Rocky View County, regardless of its characteristics or the manner in which it is stored.

RECORDS AND INFORMATION MANAGEMENT

- 3 The County Manager must provide for a Records and Information Management Program for the retention, management, and disposal of Records and information in the possession of Rocky View County.
- 4 All Records in the possession of Rocky View County must be retained, managed, and disposed of in accordance with the County's Records and Information Management Program.
- 5 If an individual's personal information is used by Rocky View County to make a decision directly affecting that individual, the County must retain the individual's Personal Information for at least one year after the decision is made.

SEVERABILITY

6 Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a court of competent jurisdiction, all other provisions will remain valid and enforceable.

REPEAL AND EFFECTIVE DATE

7 Bylaw C-7070-2011 is hereby repealed upon this Bylaw passing and coming into effect.

8 Bylaw C-7791-2018 is passed when it receives third reading and is signed by the Reeve/Deputy Reeve and the CAO or Designate in accordance with the *Municipal Government Act*.

READ A FIRST TIME IN COUNCIL this 24th day of July, 2018

READ A SECOND TIME IN COUNCIL this 24th day of July, 2018

UNANIMOUS PERMISSION FOR THIRD READING this 24th day of July, 2018

READ A THIRD TIME IN COUNCIL this 24th day of July, 2018

[Signature]
Reeve

[Signature]
CAO or Designate

July 24, 2018
Date Bylaw Signed