

## VANCOUVER BOARD OF PARKS AND RECREATION

### A By-law to provide for records management

THE BOARD OF PARKS AND RECREATION OF THE CITY OF VANCOUVER, in public meeting, enacts as follows:

#### Name of By-law

1. The name of this By-law, for citation, is the "Park Board Records Management By-law".

#### Definitions

2. In this By-law:

"general manager" means the individual appointed by the Park Board to be General Manager of the Park Board or a person duly authorized to carry out the powers and duties of the General Manager of the Park Board;

"record" means information, regardless of physical form or characteristics, recorded or stored graphically, mechanically, electronically, digitally, or otherwise;

"record schedule" means a description of a record including its title and classification, its life span from the date of its creation or acquisition to the date of its disposition or destruction, its active and dormant stages, the prescribed dates for its transfer from the Park Board to off-site storage or to the Archives, and the time and method of its disposition or destruction; and

"records committee" means the records committee appointed by Council for the city under the city's Records Management By-law No. 9067.

#### Functions of general manager

3. The general manager must:
  - (a) prepare a record schedule for each record the Park Board holds on the date of enactment of this By-law, or creates, acquires, or holds after the date of enactment of this by-law;
  - (b) submit each record schedule to the records committee for approval;
  - (c) manage each record in accordance with the record schedule approved by the records committee; and
  - (d) comply with the requirements of the City Clerk under the city's Records Management By-law.

