



Date: September 28, 2005

TO: Board Members – Parks and Recreation

FROM: General Manager – Parks and Recreation

SUBJECT: Records Management By-Law and Policy

RECOMMENDATION:

THAT the Records Retention and Destruction By-Law #5201 be repealed and replaced by a new Records Management By-Law , as discussed in this report.

BACKGROUND

The Records Retention and Destruction By-Law No. 5201 was adopted and enacted in August 1988. There is currently no other Board policy related to records management.

DISCUSSION

In November 2003, Council approved implementation of the Corporate Records Inventory and Classification Project. The primary objective of this project is to establish a standard, organization-wide record classification scheme and retention schedule. One of the deliverables of the project is an updated Records Management By-Law. Staff of the Park Board have worked with City staff on the Corporate Records Inventory and Classification Project. The proposed Records Management By-Law repeals the Records Retention and Destruction By-Law No. 5201 (enacted in 1988) and replaces it with one that is clearer and more comprehensive.

The new By-Law provides a general and comprehensive definition of “records” in keeping with the Freedom of Information and Protection of Privacy Act. It defines a “Record Schedule” so that it deals with more than just destruction, to cover the full life cycle of records and the conditions and actions required to maintain and protect the records. The new By-Law also requires the General Manager or her designate to prepare record schedules for all records the Park Board holds, to submit them to the City Record Committee, and to manage the Park Board records in accordance with approved record schedules. The General Manager or her designate will comply with the requirements of the City Clerk under the City’s Records Management By-law. The City Clerk has concurred with the proposed Record Management By-law and the City Record Committee has agreed to look after the records as outlined in the City’s Records Management By-Law.

SUMMARY

The implementation of the Corporate Records Inventory and Classification Project will provide a more effective and standardized records management system. In order to meet this goal, it is necessary to enact a new Records Management By-Law as set out in this report.

Prepared by:

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