

**BYLAW 32-2021  
RECORDS RETENTION AND DISPOSITION BYLAW**

Pursuant to the Municipal Government Act, the chief administrative officer of the municipality must ensure the proper retention and disposition of all records and documents of the municipality; and

Pursuant to subsection 214(2) of the Municipal Government Act, a council may pass a bylaw respecting the destruction of records and documents of the municipality other than the original bylaws and minutes of Council meetings; and

Strathcona County Council finds it advisable to enact a bylaw to authorize the Chief Commissioner to provide for the retention and destruction of records;

Therefore Council enacts:

**PART I – DEFINITIONS, AND INTERPRETATION**

Definitions

1 In this bylaw:

- (a) "Chief Commissioner" means the chief administrative officer of the County, or delegate;
- (b) "Municipal Government Act" means the *Municipal Government Act*, RSA 2000, c M-26; and
- (c) "Strathcona County" means the municipal corporation of Strathcona County, a specialized municipality established under the authority of the *Municipal Government Act*, RSA 2000, c M-26 and Order in Council 761/95.

Interpretation

2 The following rules apply to interpretation of this bylaw:

- (a) headings, titles, and margin notes in this bylaw are for ease of reference only;
- (b) gender-specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires;
- (c) every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid by a Court, all other provisions of this bylaw remain valid and enforceable; and
- (d) references to bylaws and enactments in this bylaw include amendments and replacement bylaws and enactments, and regulations and orders thereunder.

**PART II – RECORDS RETENTION AND DISPOSITION**

- County Records      3    The Chief Commissioner may create rules for, and authorize, the storage, retention, and disposition of the records and documents of Strathcona County.
  
- 4    The rules must ensure that:
  - (a) The use, storage, and disposition of electronic records and documents can be tracked; and
  - (b) If an individual’s personal information will be used to make a decision that directly affects the individual, the personal information is retained for at least one year after using it.

**PART III – GENERAL**

- Repeal                      5    Bylaw 32-2010 is repealed.

FIRST READING: \_\_\_\_\_

SECOND READING: \_\_\_\_\_

THIRD READING: \_\_\_\_\_

SIGNED THIS \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DIRECTOR, LEGISLATIVE AND LEGAL SERVICES