THE CITY OF WINNIPEG

BY-LAW NO. 8150/2002

A by-law of The City of Winnipeg to provide for the management, retention, safe-keeping, disposition and destruction of records.

WHEREAS *The City of Winnipeg Charter* provides that Council shall pass a by-law to provide for the management, retention, safe-keeping, disposition and destruction of records.

NOW THEREFORE THE CITY OF WINNIPEG, in Council assembled, enacts as follows:

1. This By-law shall be known as the "Records Management By-law".

2. In this By-law:

"**department**" means a department of the city, and includes a board, commission, association or other body, whether incorporated or unincorporated, all the members of which, or all the board of management or board of directors of which, are appointed by council;

"**photograph**" includes microfiche, microfilm or any other photographic reproduction on film or paper to produce a readable image of a record or information on videotape, disk or in a computer system;

"**record**" means any kind of recorded information that is created or received by, or in the custody or control of, the city, regardless of its physical form or its characteristics, and includes

(a) information recorded on paper, photographic film, microfilm, videotape or disk or in a computer system;

(b) a copy of the record; and

(c) a part of the record.

3. All original records listed in Schedule “A” to this by-law shall be retained for the minimum period of years specified therein and then shredded.

4. All original records listed in Schedule "B" to the by-law shall be retained permanently and archived by the City or be deposited for safe-keeping with the provincial or federal government's archives.

5. Any record not listed in either Schedule "A" or "B" shall be retained permanently unless the written approval of the Records Committee to destroy same is obtained.

6. Records shall not be photographed unless the Records Committee so recommends.

7. The Chief Administrative Officer shall appoint a city archivist who shall be responsible for carrying out the duties specified in The City of Winnipeg Charter.

8. Council, by resolution, shall appoint a Records Committee which shall be composed of the city archivist, or designate, who shall be the Chairman of the Committee and such other individuals, who may be employees or citizens, as council shall, from time to time designate.

9. In addition to the duties under Section 5, the Records Committee shall make recommendations to Council, and implement policies and procedures approved by Council, for the management, retention, safe-keeping, disposition and destruction of records in all departments.

10. By-law No. 6875/96 is repealed.

11. This by-law comes into force on January 1, 2003.

DONE AND PASSED, in Council assembled, this day of ,2002.

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Mayor

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City Clerk

Approved as to content and details:

_____
City Clerk

Certified as to form:

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City Solicitor/Manager of
Legal Services