THE CITY OF WINNIPEG

By-LAW NO. 166/2003

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

AND WHEREAS the City Archives and Records Control Branch is responsible for the stewardship of historical civic information including making records available in public programming activities, and for research.

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

Title

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

Definitions

2. In this By-law:

"archival" means records that have enduring historical or other value, as determined by the City Archivist, that warrant continued preservation.

"destruction" means the process of eliminating or deleting records, beyond any possible reconstruction.

"disposition" means the transfer of a city record to the City Archives or its destruction.

"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;

but does not include a personal or constituency record of a member of Council.
"records management" means the management of records from the time of creation through disposition.

"safekeeping" means the preservation of records.

Records Management Program

3. The Records Management Program as set out in Schedule "A" to the by-law is hereby adopted and shall apply to all records.

Retention, Disposal and Transfer of Records

4. All City records must be retained and disposed of in accordance with Schedules "B" and "C" to this by-law.

5. Any record not listed in Schedules "B" and "C" shall be retained until the written approval of the Records Committee to destroy or transfer to the City Archives is obtained.

6. The management and safe-keeping of all records transferred to the City Archives shall be the responsibility of the City Archivist.

Appointment of City Archivist and Records Committee

7. Council shall designate an employee as City Archivist who must;

1) establish and administer a system of records management to serve the current and long-term requirements and interests of the City; and

2) perform such other duties and functions and exercise such other powers as may be assigned to the City Archivist by Council.

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 as Council shall, from time to time designate. The Records Committee shall make recommendations to Council, and implement policies and procedures approved by Council, for the management, retention, safekeeping, disposition and destruction of records.

9. By-law No. 8150/02 is repealed.

10. This by-law comes into force on January 1, 2004.

DONE AND PASSED, in Council assembled, this day of December, 2003.

Mayor

City Clerk

Certified as to form:

for City Solicitor/
Manager of Legal Services