Schedule A
Records Management Program

1. Records Management

A records management program, as specified in this schedule, is established under the direction of the City Archivist for the purpose of managing:

(1) City records; and

(2) Records of the community and private sources in the custody and control of the City, and which in the opinion of the City Archivist are of archival value.

2. Micrographics and Electronic Image Management

Where a source record is converted to microfilm or an electronic form:

(1) The conversion process must meet standards as determined by the City Archivist; and

(2) The disposition of the source record must be carried out in accordance with schedules B and C.

3. Custody and Control of Records

(1) All records in the custody and control of employees of the City which are created or received in the context of their employment are subject to the provisions of this by-law.

(2) Records may be disposed of or transferred to another institution where, in the opinion of the City Archivist, such records:

(a) Have no archival value; or

(b) Have physically deteriorated beyond the point of reasonable conservation efforts; or

(c) Would be more appropriately preserved by another institution.

4. Access to Records

(1) General Access and Security Requirements

Subject to subsection 4(2), all records must:

(a) Be accessible in accordance with all applicable legislation; and

(b) Be handled and stored in a manner that ensures the security and integrity of such records.

(2) Archival Records

(a) The City Archivist may restrict access and use of archival records to protect the privacy of individuals named in such archival records, or to protect the records from loss or damage.

(b) The City Archivist may enter into an agreement with a private organization or person to acquire their records, and to restrict access to them in accordance with the terms and conditions of the agreement.

5. Disposition of Records

(1) Records identified for destruction must be destroyed in a manner that ensures the protection of confidentiality and completeness of destruction.

(2) Records transferred to the City Archives shall be managed and controlled by the City Archivist.

6. Preservation of Records

Records will be preserved in accordance with appropriate standards as determined by the City Archivist.