



**TOWN OF CARDSTON
IN THE PROVINCE OF ALBERTA**

BYLAW 1641

**RETENTION AND SCHEDULING OF MUNICIPAL
RECORDS BYLAW**

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TOWN OF CARDSTON IN THE PROVINCE OF ALBERTA

BYLAW 1641

RETENTION AND SCHEDULING OF MUNICIPAL RECORDS BYLAW

A BYLAW OF THE TOWN OF CARDSTON IN THE PROVINCE OF ALBERTA REGARDING THE DESTRUCTION OF RECORDS AND DOCUMENTS IN THE MUNICIPALITY

WHEREAS, pursuant to section 208 of the Municipal Government Act, R.S.A. 2000, c. M-26 (MGA), the chief administrative officer (CAO) of a municipality must ensure that all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe;

AND WHEREAS, pursuant to section 214 of the Municipal Government Act a council may pass a bylaw respecting the destruction of other records and documents of the municipality, and may authorize the destruction of the original bylaws and minutes of council meetings if the originals have been recorded by a method that will enable copies of the originals to be made;

NOW THEREFORE, the Council of the Town of Cardston, duly assembled, enacts as follows:

PART I - TITLE, PURPOSE, DEFINITIONS AND INTERPRETATION

TITLE

- 1) This bylaw shall be known as the “Retention and Scheduling of Municipal Records Bylaw” of the Town of Cardston.

PURPOSE

- 2) The Purpose of this Bylaw is to establish a retention schedule for municipal records, and determine when records can be destroyed within the Municipality of the Town of Cardston.

DEFINITIONS

- 3) In this bylaw:
 - 3.1. “Record” means a record or document as defined in the Freedom of Information and Protection of Privacy Act, being Chapter F-25; Statutes of Alberta and amendments thereto: “a record of information in any form and includes notes, images, audiovisual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records;”

**RULES FOR
INTERPRETATION**

- 4) The table of contents, marginal notes and headings in this bylaw are for reference purposes only.

PART II – GENERAL

**RECORDS
RETENTION
SCHEDULE**

- 5) Municipal records shall be retained for the period specified in the most current Recommended Records Retention Schedule published by Alberta Municipal Affairs in their guide: [Retention and Scheduling of Municipal Records](#).

**PERSONAL
INFORMATION**

- 6) If an individual’s personal information will be used by the municipality to make a decision that directly affects the individual, the municipality must retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.

**DISPOSITION OF
MUNICIPAL
RECORDS**

- 7) After a record has been retained for the required period of time, all copies of the record may be destroyed by any means as directed by the CAO or their designate.
- 8) Physical copies of permanent records may be destroyed if the records have been digitized and safely stored on a backed-up hard drive or a reliable cloud-based storage service, and copies of the original can be made pursuant to section 214 of the MGA.

EFFECTIVE DATE

- 9) This Bylaw shall come in force upon the date of its third and final reading.

REPEAL

- 10) Council Policy D-20: Disposition and Scheduling of inactive records Policy is hereby rescinded.



Received First Reading this 12 day of September, 2023

Received Second Reading this 10 day of October, 2023

Received Third & Final Reading this 10 day of October, 2023

Signed by the Mayor and the Chief Administrative Officer this 12 day of October, 2023

TOWN OF CARDSTON

MAYOR – *Maggie Kronen*

CHIEF ADMINISTRATIVE OFFICER – *Jeff Shaw*

