

CITY OF FORT SASKATCHEWAN

BYLAW NO. C15-99

BEING A BYLAW OF THE CITY OF FORT SASKATCHEWAN IN THE PROVINCE OF ALBERTA TO DOCUMENT THE POLICY PERTAINING TO THE RETENTION AND DESTRUCTION OF RECORDS BY THE CITY.

Whereas, Section 214(2) of the Municipal Government Act states that "A council may pass a bylaw respecting the destruction of records and documents of the municipality", and

Whereas, it is deemed desirable to effectively manage the information assets of the City through appropriate retention and destruction of records;

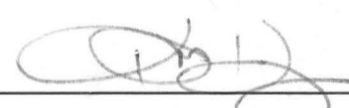
Now Therefore, the Council of the City of Fort Saskatchewan, in the Province of Alberta, duly assembled, enacts as follows:

1. That this bylaw may be cited as the "Records Retention Bylaw".
2. The retention and disposal schedule is attached to this bylaw as Appendix "A".
3. The Council may by resolution authorize the destruction of any other document not expressly identified in the Retention & Disposal Schedule Law.
4. Where there is a conflict between this bylaw and Provincial or Federal legislation, the Provincial or Federal legislation will apply and supersede this bylaw.
5. The Director of Legislative Services will be the final approving authority for any documents submitted for destruction.
6. This bylaw shall come into force as on and from the date of final reading.
7. That bylaw #C15-93 is hereby repealed.

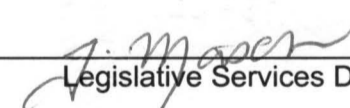
Read a first time in Council this 27th day SEPTEMBER A.D. 1999

Read a second time in Council this 27th day SEPTEMBER A.D. 1999

Read a third time in Council this 27th day SEPTEMBER A.D. 1999



Mayor



Legislative Services Director

September 28, 1999
Date signed

CITY OF FORT SASKATCHEWAN			
APPROVED	DATE	INT'L	
Dir. Leg. Svcs.	Legal & Form	27.9.99	
Dep't.	Content	28.9.99	
City Mgr.	Principle	27/9/99	