

April 18, 2018

To: Members
Executive Committee

Re: Records Retention and Disposal Schedules Bylaw 2012-18

RECOMMENDATION

1. That *Bylaw No. 2012-18 The Records Retention & Disposal Bylaw, 2012* be amended as follows:
 - a. Schedule A: City of Regina Administrative Records Retention Schedule attached to this report replace Appendix A of Bylaw 2012-18;
 - b. Schedule B: City of Regina Operational Records Retention Schedule attached to this report replace Appendix B of Bylaw 2012-18.
2. That the City Solicitor be instructed to prepare the required bylaw amendments.
3. That this report be forwarded to the April 30, 2018 City Council meeting for approval.

CONCLUSION

Periodic review and update of the Administrative and Operational Records Retention Schedules is essential to reflect the most current corporate structure, amend or add record categories, align the records retention schedule with the electronic document and records management system and improve security and privacy protection for corporate records.

BACKGROUND

Bylaw 2012-18 repealed Bylaw 2001-114 which established a records retention and disposal schedule for the City of Regina, pursuant to section 82(1)(a) of *The Urban Municipality Act, 1984*. *The Urban Municipality Act, 1984* was replaced by *The Cities Act, 2002*. Section 90(1) of *The Cities Act* states: “A council shall establish a records retention and disposal schedule, and all documents of the city must be dealt with in accordance with that schedule.” Furthermore, Section 101(1) (g) of *The Cities Act* states: “No council shall delegate... its duty to establish a records retention and disposal schedule pursuant to section 90.”

DISCUSSION

A records retention schedule is foundational for any comprehensive and efficient corporate information management strategy. A properly executed records retention schedule enables the

quick and appropriate disposal of records as well as reduces potential liability due to failure to comply with legislative requirements for information retention and preservation. The City of Regina is legally required to establish a records retention and disposal schedule in accordance with *The Cities Act, 2002*, Section 90(1) and Section 101(1).

In accordance with best practices in records and information management, periodic reviews and updates of existing retention and disposal schedules must be conducted to reflect the most current corporate structure, amend or add records categories, align the records retention schedule with the electronic document and records management system and improve security and privacy protection for corporate records.

The Administrative Records Retention Schedule (ARRS) as outlined in the attached Schedule A and Operational Records Retention Schedule (ORRS) as outlined in the attached Schedule B are function-based schedules. Originally based on the Provincial Archives of Saskatchewan's model for records retention, ARRS and ORRS have been modified to better reflect the needs of the City of Regina. While the provincial schedule has now been modified to a "big bucket" model of records retention, the complex functions performed by the City of Regina require a complex records management model that better reflects the type of records created by the City of Regina. An updated version of ARRS and ORRS will prevent inappropriate access, use or disclosure of information through the inclusion of an "Information Classification Security Level" column. This classification provides a clear description of the degree of security associated or attached to each record category. Information Classification Security Levels were developed jointly, by Corporate Information Governance and Information Technology Services.

The updated ARRS and ORRS also identify vital records which are crucial for business continuity. ARRS and ORRS were developed by Corporate Information Governance with input from all work units. All changes were made after consultation with both working areas and the Legal Department to ensure that records retentions satisfied all operational, legal and historical requirements.

RECOMMENDATION IMPLICATIONS

Financial Implications

An updated retention & disposal schedule ensures the City's compliance with *The Local Authority Access to Information and Protection of Privacy Act*. A defined retention schedule ensures records are retained for as long as necessary for business purposes, but also enables the disposition of records within an appropriate timeframe, thereby reducing storage costs.

Environmental Implications

None with respect to this report.

Strategic Implications

An updated retention and disposal schedule ensures that the City is in compliance with *The Cities Act*. ARRS and ORRS improve service and financial viability by reducing storage costs for records while improving transparency and accountability. ARRS and ORRS also help to improve internal processes by enabling timely disposals of records, enhancing privacy and security, and ensuring business continuity.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

The updated bylaw will be accessible internally via City Connect and ZyImage and to the public on the City's website regina.ca. Internal communications regarding the updated bylaw will be posted to City Connect and circulated to departmental records contacts via email. The new retention schedule will be highlighted in internal training sessions available through the Learning Calendar and delivered on request to business units.

DELEGATED AUTHORITY

Repealing and enacting bylaws requires City Council approval.

Respectfully submitted,



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Respectfully submitted,



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Office of the City Clerk