

## **Bylaw 4**

### **RETENTION AND DESTRUCTION OF RECORDS BYLAW**

Whereas it is deemed desirable to effectively manage the information assets of the Fort Saskatchewan Public Library through appropriate retention and destruction of records;

Now therefore, the Fort Saskatchewan Public Library Board, 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 shall be as outlined in Appendix "A", which may be amended from time to time by resolution of the Board.
3. The Board may by resolution authorize the destruction of any other document not expressly identified in the Retention & Disposal Schedule.
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 Library Director will be the final approving authority for any documents submitted for destruction.
6. This bylaw shall come into effect on December 8, 1999.

READ a first time                      December 8, 1999

READ a second time                      December 8, 1999

READ a third time                      December 8, 1999

SIGNED AND PASSED                      December 8, 1999

#### **Fort Saskatchewan Public Library Board**

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Chair

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Secretary