

#### Subdivision 1- Interpretation

- 2.15.1. 1. "Designated Officer" means the person designated and authorized to act on behalf of the organization to manage and maintain the records management system. The Designated Officer for the District of Kitimat is the Corporate Officer, as appointed per the Community Charter.

"Record" means books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

"Records Management System" means a system used by the District of Kitimat to manage the records of the District of Kitimat from record creation through to records disposal.

#### Subdivision 2 - Records Management System Established

- 2.15.2. 1. The Records Management System currently used by the District of Kitimat is authorized.

#### Subdivision 3 - Records Retention Schedule

- 2.15.3. 1. The Records Retention Schedule must prescribe the period of time that records are kept to meet the operational, legal, regulatory, financial or other requirements of the District of Kitimat (the "Records Retention Schedule"). The Records Retention Schedule must also provide instructions as to the manner and time of the disposition of a record.
2. The Records Retention Schedule shall be the retention schedule in the "LGMA Records Management Manual - Records Retention Schedule".

#### Subdivision 4 - Designated Officer

- 2.15.4 1. The Designated Officer is designated and authorized to prepare, review, amend and manage the Records Retention Schedule.

Subdivision 5 - Disposal Ordered by Designated Officer

- 2.15.5. 1. When the Designated Officer determines that the retention period for a given record described in the Records Retention Schedule has ended, the Designated Officer may order the record to be destroyed or otherwise disposed of in accordance with the instructions in the Records Retention Schedule.