

# Bylaw 2026-19 Records Management



# Records Management Bylaws

The Records Management Bylaw sets clear rules for how records are:

- ✓ Kept
- ✓ Protected
- ✓ Safely and legally destroyed
- ✓ Managed in compliance with Alberta's Privacy and Access legislation

Parkland County's Records Management Bylaw supports transparency, privacy, and responsible record-keeping

# Bylaw 2026-19 – Records Management Bylaw

The updates to Parkland County's Records Management Bylaw are focused on the following:

- Addressing modernization of records;
  - Simplifying the wording to make the bylaw easier to read and understand;
  - Adding additional information to provide clarity to processes;
  - Adding, deleting or updating definitions and terms to align current practices, and
  - Adding, deleting or updating definitions and terms required by changes to the Access to Information Act (ATIA) and Protection of Privacy Act (POPA)
- ✓ Clarity
  - ✓ Housekeeping
  - ✓ Legislation
  - ✓ Modernization



# Bylaw Process

Step	Date	Action
1	April 21, 2026	Introduced draft Bylaw 2026-19
2	May 12, 2026	Present Bylaw 2026-19– Records Management for first, second and third reading
3 <i>If needed</i>	May 12, 2026	Council Members may put forward motions to amend Bylaw 2026-19
4 <i>If needed</i>	May 26, 2026	Administration amends the Bylaw according to resolution(s) passed by Council
5 <i>If needed</i>	May 26, 2026	Present Bylaw 2026-19 – Records Management for second and third reading
6 <i>If needed</i>	May 26, 2026	Council Members may put forward motions to amend Bylaw 2026-19; or Give third reading to Bylaw 2026-19
7 <i>If needed</i>	May 26, 2026	Administration amends the bylaw according to resolution(s) passed by Council
8 <i>If needed</i>	TBD	Present Bylaw 2026-19 – Records Management Bylaw for third reading



# Questions?

