

# UB-6

## MOTION ON NOTICE

### 6. Policies for Record Retention

MOVER: Councillor Suzanne Anton

SECONDER: Councillor

WHEREAS:

- (a) It is in the public interest to support openness and transparency at Vancouver City Hall;
- (b) Documents such as letters, memos and emails are important records that should be accessible to the media and public via the Freedom of Information and Protection of Privacy Act;
- (c) Individual municipalities set their own policies regarding record retention; and
- (d) The use of private email by public sector staff conducting City business circumvents the spirit of freedom of information regulations and the public's right to openness and transparency in government.

THEREFORE BE IT RESOLVED

- 1. THAT staff are requested to report back with policies for record retention;
- 2. THAT, as an interim policy, all Councillors and staff are directed by Council to retain all documents (including emails) for 60 days; and
- 3. THAT, as a further interim policy, all staff are directed to conduct public business using public email.

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