

BYLAW NO. 2016-10

A BYLAW OF THE TOWN OF CRAIK TO REGULATE ARCHIVAL SEARCH REQUESTS

The Council of the Town of Craik, in the Province of Saskatchewan, enacts as follows:

THAT

1. All town council documents including minutes, correspondence, and reports prior to the second calendar year are considered to be archived.
2. Every archival search request must be directed to the Administrator who shall have the authority to accept or decline such request as well as determining the parameters of such a search.
3. In the event that the Administrator declines a request, he or she will inform the council along with the reason for declining the request.
4. The Administrator at his or her discretion may refer any request for access to Council for approval.
5. All archival search requests must be submitted using the approved search request form.
6. All requests require a minimum of two weeks' notice.
7. The Administrator will cause a search to be conducted based on the information provided. A report will be prepared and sent to the client
8. A search fee of \$35.00 per hour will be required for all search unless waived by Council. Photocopies, if required, are an extra charge


Rick Rogers, Mayor


Sarah Wells, Administrator





Certified a true copy of
Bylaw No. 2016-10
adopted by resolution of
Council on the
8th day of September, 2016 .

**TOWN OF CRAIK
ARCHIVES RESEARCH REQUEST FORM**

RESEARCHER

Name _____

Phone _____

Address _____

Email _____

Reason for Search _____

Information Requested _____

Is this research for the purpose of current or possible litigation Yes No

If yes, give details _____

1. Researcher will use information in records only for purpose described above
2. Researcher will not identify publicly any personal information in the records
3. Records when photocopied may be used for purpose of private research and require written permission from the Town of Craik before publication of any type
4. The researcher accepts full responsibility for any breach of personal privacy arising out of an infringement of these conditions including any financial liability against the Town of Craik
5. All research requests must be accompanied by a deposit of \$70.00 (may be waived by Council)

Signature of Researcher