

EDMONTON

ADMINISTRATIVE DIRECTIVE



TITLE

**LEGAL HOLDS -
PRESERVATION OF RECORDS RELATING TO LEGAL
ACTION**

NUMBER

A1458

DELEGATED AUTHORITY

**BYLAW 12005 THE CITY ADMINISTRATION
BYLAW 10(D)**

DEPARTMENT

CORPORATE SERVICES

STATEMENT

Upon reasonable anticipation that a lawsuit or some other legal action will be either brought by or against the City, the City must take steps to preserve the records in its control relevant to that lawsuit or other legal action.

PURPOSE

The purpose of this Directive is to ensure the City is meeting its obligations with respect to the preservation of records necessary for legal action and allow the City full opportunity to defend or initiate legal action. It also establishes guidelines for City employees to follow to preserve and gather records the City has that are needed for lawsuits or other legal actions that are or may be brought by or against it.

APPLICATION

This Directive applies to any individual employed by the City of Edmonton that reports directly or indirectly to the City Manager or the City Auditor, along with those individuals employed/contracted by the City on a personal services agreement.

LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

Code of Conduct Directive A1100C
Discipline of City Employees Directive A1102
Corporate Records and Information Management Directive A1410B
Fraud Directive A1454
Whistleblower Protection Directive A1455
Alberta Rules of Court

APPROVED: SIMON FARBROTHER

DATE: JULY 4, 2013

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Municipal Government Act, as amended