



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number 89-82
 To ~~establish~~ ~~schedules~~ of
 retention periods for documents,
 records and other papers of the
 municipality.

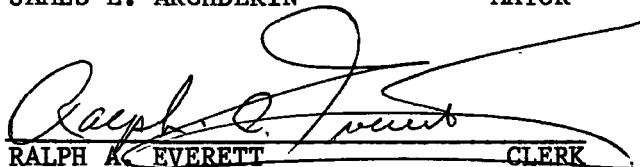
WHEREAS section 116 of the Municipal Act, (R.S.O. 1980, chapter 302, as amended) provides that a municipality shall not destroy any of its receipts, vouchers, instruments, rolls or other documents, records and papers except in accordance with a by-law passed by the municipality and approved by the auditor of the municipality establishing schedules of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the municipality;

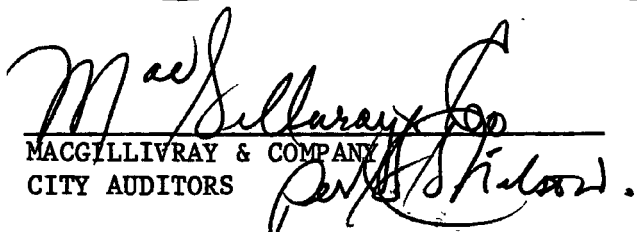
NOW THEREFORE the Council of The Corporation of the City of Brampton ENACTS as follows:

1. The retention periods for the records of The Corporation of the City of Brampton, as outlined in Schedule A, attached hereto and forming part of this by-law, are hereby adopted and established.
2. Any of the records set out in Schedule A may be destroyed after the retention period for each such record, as set out in Schedule A, has expired.
3. The Clerk of the Corporation shall cause to be made and shall keep a record of all documents destroyed.
4. This by-law shall not take effect until the auditors of the Corporation have approved this by-law by endorsing their name at the end hereof.
5. By-laws 20-80, 289-80 and 151-81 are hereby repealed.

READ a FIRST, SECOND and THIRD TIME and PASSED in Open Council this
 10th day of May, 1982.


 JAMES E. ARCHDEKIN MAYOR


 RALPH A. EVERETT CLERK


 MACGILLIVRAY & COMPANY
 CITY AUDITORS

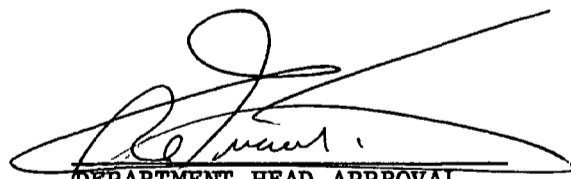
SCHEDULE "A" TO BY-LAW 89-82

		<u>1.</u>	<u>2.</u>	<u>3.</u>
<u>CLERK'S DEPARTMENT</u>				
1. AGENDAS	- General	2	-	D
1.1	- Council	2	-	MD
1.2	- General Committee	2	-	MD
1.3	- Planning Committee	2	-	MD
1.4	- Regional Council	2	-	D
2. AGREEMENTS	- General Correspondence	2	4	D
	- Separate File for each agreement as they occur	P	-	P
3. APPOINTMENTS	- To Boards & Commissions	2	3	D
4. ASSESSMENT	- General Correspondence	2	3	D
4.1	- Copies of Apportionment of Assessment Forms	2	-	D
4.2	- Copies of Alteration of School Support Forms	2	-	D
4.3	- Clerk's General Return	2	P	P
4.4	- Copies of Assessment Review Court Decisions	2	4	P
4.5	- School Support Lists	2	4	D
4.6	- Assessment Rolls	2	P	P
5. BY-LAWS	- General Correspondence	2	3	D
5.1	- City of Brampton	7	P	MR
5.2	- Town of Brampton	7	P	MR
5.3	- Township of Chinguacousy	7	P	MR
5.4	- Township of Toronto Gore	7	P	MR
5.5	- City of Mississauga	2	3	D
6. CAPITAL EXPENDITURES	- General Correspondence	2	3	D
	- Separate File for each capital expenditure in the year	2	P	P
7.1	DEPARTMENT CORRESPONDENCE	2	4	D
7.2	SUBJECT CORRESPONDENCE	2	4	D
7.3	COUNCIL CORRESPONDENCE	2	P	P

		<u>1.</u>	<u>2.</u>	<u>3.</u>
8.	COMMITTEE OF ADJUSTMENT			
	- General	2	-	D
8.1	- Applications and Decisions	3	P	P
9.	EASEMENTS			
	- Separate File for Each Easement	P	-	P
10.	ELECTIONS			
	- General	2	3	D
10.1	- Oaths, Officials, Polling Places, etc.	2	P	P
10.2	- Voters' List	2	P	P
11.	EXPROPRIATION	P	-	P
12.	INCORPORATION	P	-	P
13.	INSURANCE CLAIMS			
	- Separate File for each claim	2	P	P
14.	LAND DIVISION COMMITTEE			
	- General	2	-	D
14.1	- Notices, Applications & Decisions (Separate File "B" for each application)	3	P	P
15.	LEASES			
	- Separate File for each lease	P	-	P
16.	MINUTES			
16.1	- Regional Council	2	-	D
16.2	- Citizens' Advisory Committees	2	P	P
16.3	- Four Corners Board of Management Improvement Area (Core Area Committee)	2	P	P
16.4	- Metropolitan Toronto and Region Conservation Authority	2	-	D
16.5	- Credit Valley Conservation Authority	2	-	D
16.6	- Library Board	2	-	D
16.7	- Peel Board of Education	2	-	D
16.9	- Tri Municipal Committee	3	P	P
16.9	- Transit Committee	7	P	P
16.10	- L.A.C.A.C. (Brampton Heritage Board)	7	P	P
16.11	- Council	7	P	MR
16.12	- General Committee	7	P	MR

		<u>1.</u>	<u>2.</u>	<u>3.</u>
16.13	- Planning Committee	7	P	MR
17. OFFICIAL PLAN				
	- General	5	P	P
	- Separate File for any Amendments	5	P	P
18. ONTARIO HOME RENEWAL PROGRAM				
	- General	2	P	P
	- Separate File for Each Loan	2	P	P
19. PLANNING				
	- Rezoning applications and Draft Plans of Subdivision (by concession)	10	P	P
20. PROPERTY				
	- General Correspondence	2	3	D
20.1	- Property Acquisitions, (Separate File for each property)	7	P	P
20.2	- Property Conveyances (Separate File for each Property)	7	P	P
20.3	- Quit Claims (Separate File for each property)	7	P	P
21. RESOLUTIONS				
21.1	- Of Municipalities other than Brampton	2	-	D
21.2	- City of Brampton Council Meetings	2	P	P
21.3	- Township of Chinguacousy Council Meetings	2	P	P
21.4	- Town of Brampton Council Meetings	2	P	P
21.5	- Township of Toronto Gore Council Meetings	2	P	P
22. ROADS				
	- General	2	-	D
22.1	- Entire Road Acquisition & Assumption (Separate File for each road)	7	P	P
22.2	- Closings (Separate File for each closing)	7	P	P
22.3	- Road Widening Acquisition & Assumption (Separate File for each road widening)	7	P	P

		<u>1.</u>	<u>2.</u>	<u>3.</u>
23. SUBDIVISION RELEASES				
	- General Correspondence	2	1	D
23.1	- Compliance Letters & Releases (meets requirements)	2	1	D
23.2	- Compliance Letters & Releases (does not meet requirements)	2	1	D
24. TENDERS				
	- General Correspondence	2	4	D
24.1	- Public Works (Separate File for each tender)	5	P	P
24.2	- Parks & Recreation (Separate File for each tender)	5	P	P
24.3	- Fire Department Tenders (Separate File for each tender)	5	P	P
24.4	- Transit Tenders (Separate File for each tender)	5	P	P
25. DIVISION REGISTRAR				
	- General Correspondence	2	3	D
25.1	- Death Notice	2	-	D
25.2	- Marriage Applications	2	-	D
25.3	- Birth Registers	7	P	P
25.4	- Death Registers	7	P	P
25.5	- Marriage Registers	7	P	P



DEPARTMENT HEAD APPROVAL
R. A. EVERETT CITY CLERK


A. SOLSKI, COMMISSIONER OF
ADMINISTRATION & FINANCE

1. 2. 3.

PLANNING AND DEVELOPMENT DEPARTMENT

1. AGENDAS	2	-	D
2. BUDGET FILES	3	-	D
3. CORRESPONDENCE - General	3	3	D
4. COMMITTEE OF ADJUSTMENT FILES	5	P	P
5. LAND DIVISION COMMITTEE FILES	5	P	P
6. OFFICIAL PLAN	5	P	P
7. REZONING FILES	5	P	P
8. SUBDIVISION FILES	5	P	P
9. SITE PLAN APPROVAL FILES	4	P	P
10. BY-LAW SCHEDULES - MYLAR ORIGINALS	5	P	P
11. AGREEMENT SCHEDULES - MYLAR ORIGINALS	5	P	P
12. OFFICIAL PLAN SCHEDULES - MYLAR ORIGINALS	5	P	P
13. REPORT MAPS	7	3	D
14. BASE MAPS	5	P	P


DEPARTMENT HEAD APPROVAL
F. R. DALZELL, COMMISSIONER OF
PLANNING AND DEVELOPMENT

1. 2. 3.

CHIEF ADMINISTRATIVE OFFICER

1. AGENDAS		1	-	D
2. CORRESPONDENCE	- General	2	4	D

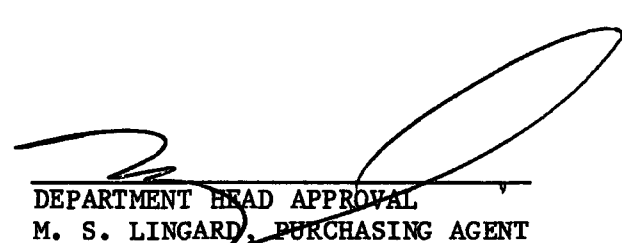



DEPARTMENT HEAD APPROVAL
J. GALWAY, CHIEF ADMINISTRATIVE
OFFICER

1. 2. 3.

SUPPLY AND SERVICE

1. TENDERS		1	P	P
2. TENDERS	- Public Works-Engineering	1	P	P
3. INQUIRIES		1	4	D
4. PURCHASE ORDERS	- copy filed numerically	1	4	D
5. PURCHASE ORDERS	- copy filed by supplier	1	4	D
6. PURCHASE ORDERS	- Supply & Service Dept. orders	1	4	D
7. PURCHASE REQUISITIONS	- Supply & Service copy	1	1	D
8. PURCHASE REQUISITIONS	- Stationary - Supply & Service copy	1	1	D
9. DEPARTMENTAL CORRESPONDENCE & QUOTATIONS		1	5	D
10. PRINTING SERVICES REQUISITIONS	- Supply & Service copy	1	1	D
11. CENTRAL STORES WORK ORDERS AND PARTS REQUISITIONS		1	1	D
12. CENTRAL STORES CORRESPONDENCE, STOCK CHECKS AND MEMOS		1	1	D


DEPARTMENT HEAD APPROVAL
M. S. LINGARD, PURCHASING AGENT


A. SOLSKI, COMMISSIONER OF
ADMINISTRATION & FINANCE

1. 2. 3.

PARKS AND RECREATION DEPARTMENT

1. AGENDAS	- Council	1	-	D
	- Committee	1	-	D
	- All Others	1	-	D
2. AGREEMENTS	- Subdivision	5	P	P
	- Peel Board of Education	P	-	-
	- Service Clubs, etc.	P	-	-
3. AFFILIATION FILES		2	3	D
4. BUDGET FILES	- Current & Capital	4	3	D
5. CAPITAL FILES	- Completed Projects	2	P	P
6. CAR ALLOWANCE		2	3	D
7. CHEQUE REQUISITIONS	- Copies	2	-	D
8. CORRESPONDENCE	- General	2	3	D
9. DEVELOPMENT FILES		5	P	P
10. DRAWINGS - ARCHITECTURAL				
	- Engineering	P	-	-
	- Facilities	P	-	-
	- Parks	P	-	-
11. GRANT FILES		2	P	P
12. INSURANCE CLAIMS	- Settled	2	5	D
13. MINUTES	- Council	2	-	D
	- Committee	2	-	D
14. RENTAL PERMITS	- Facility	2	2	D
	- Parks	2	2	D
15. PERSONNEL FILES		P	-	-
16. PURCHASE REQUISITIONS AND ORDERS				
	- Duplicates	2	-	D

	<u>1.</u>	<u>2.</u>	<u>3.</u>
17. REGISTRATION/RECEIPTS			
- Department's Copy	2	4	D
18. REVENUE REPORTS	3	4	D



DEPARTMENT HEAD APPROVAL
D. M. GORDON, COMMISSIONER OF
PARKS AND RECREATION

1. 2. 3.

BUILDINGS AND BY-LAW ENFORCEMENT DEPARTMENT

1. AGENDAS	2	-	D
2. BUILDING ADMINISTRATION			
- General Files	3	3	D
3. DEVELOPMENT FILES	5	P	P
4. MILEAGE SHEETS	2	2	D
5. CASH RECEIPTS	2	5	D
6. CASH JOURNAL	7	-	D
7. LICENSING			
- General Files	2	3	D
8. LICENCES			
- New Business	3	2	D
- Stationary Business	3	-	D
- Mobile Business	3	-	D
- Lottery	3	2	D
- Dog	3	-	D
9. DOG TAGS	2	-	D
10. LICENCE PLATES	2	-	D
11. ONTARIO HOME RENEWAL PROGRAM	2	4	D
12. PROPERTY STANDARDS			
- No Cause for Complaint	2	2	D
- Complaint	3	P	P
13. BY-LAW ENFORCEMENT			
- Minor Complaints	2	-	D
- Animal Control	2	-	D
14. COURT DOCKETS	3	-	D
15. VIOLATION SUMMARY SHEETS	3	4	D
16. NOTICES OF VIOLATION			
- Paid	2	5	D
- Voided or Withdrawn	2	5	D
- Inactive Summons	3	4	D

	<u>1.</u>	<u>2.</u>	<u>3.</u>
- Withdrawn Summons	2	5	D
17. COMPLIANCE LETTERS			
- Original	P	-	P
- Copy	2	-	D
18. INSPECTOR'S DAILY REPORTS	2	2	D
19. SUPERVISOR'S REPORTS	2	-	D
20. MONTHLY DEPARTMENTAL REPORTS	2	3	D
21. STATISTICS CANADA REPORTS	2	P	P
22. BUILDING PLANS			
- Residential, Commercial			
Industrial & Institutional	2	-	MD
23. CENTRAL BUILDING FILES	P	-	P
- Application for Permits			
- Building Permits			
- Plumbing Permits			
- Heating Permits			
- Occupancy Permits			
- Surveys			
- Violations and Work Orders			
- Supporting Documentation			
- Compliance Letters			



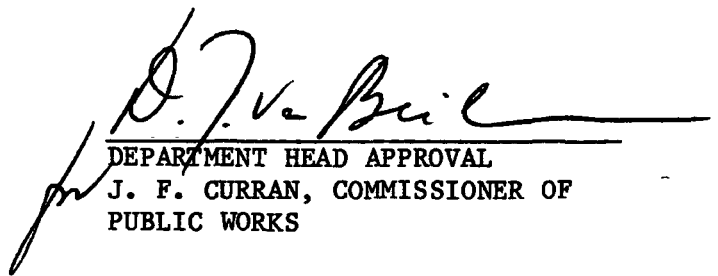
DEPARTMENT HEAD APPROVAL
L. T. KOEHLE, COMMISSIONER OF
BUILDINGS & BY-LAW ENFORCEMENT

1. 2. 3.

PUBLIC WORKS DEPARTMENT

1. SUBJECT CORRESPONDENCE	2	4	D
2. AGENDAS			
- Council	1	-	D
- Committee	1	-	D
3. MINUTES			
- Council	1	-	D
- Committee	1	-	D
4. ACCIDENT REPORTS			
- Police	3	7	D
- City	5	-	D
5. TRAFFIC DEPARTMENT WORK ORDERS	3	-	D
6. PUBLIC UTILITY CO-ORDINATING COMMITTEE APPLICATIONS	2	-	D
7. ROAD OCCUPANCY PERMITS	3	-	D
8. SUBDIVISION FILES (AFTER ACCEPTANCE)	2	5	D
9. SITE PLAN FILES (AFTER COMPLETION)	2	5	D
10. CONTRACT FILES (AFTER COMPLETION)	3	4	D
11. INSPECTORS DAILY REPORTS (AFTER COMPLETION)	3	4	D
12. DESIGN CALCULATIONS, REPORTS & STUDIES	P	-	P
13. SURVEY FIELD NOTES	P	-	P
14. PLANS & PROFILES	P	-	MR
15. CURRENT BUDGET MONTHLY REPORTS	2	-	D
16. PURCHASE REQUISITIONS & PURCHASE ORDERS - Department Copy	2	-	D
17. FUEL TICKETS	2	-	D
18. CREW CARDS	5	-	D
19. VEHICLE RECORDS (AFTER DISPOSAL OF VEHICLE)	2	-	D

	<u>1.</u>	<u>2.</u>	<u>3.</u>
20. TRAFFIC COUNT TAPES (AFTER TRANSLATION)	2	-	D
21. MANUAL & MACHINE TRAFFIC COUNT SUMMARIES	3	7	D
22. TRAFFIC SIGNAL LEGAL APPROVALS AND APPROVED DRAWINGS	3	-	P
23. ATTENDANCE RECORDS	2	-	D
24. PERSONNEL FILES	P	-	P
25. PARKING LOT & PARKING METER CASH REPORTS	2	4	D

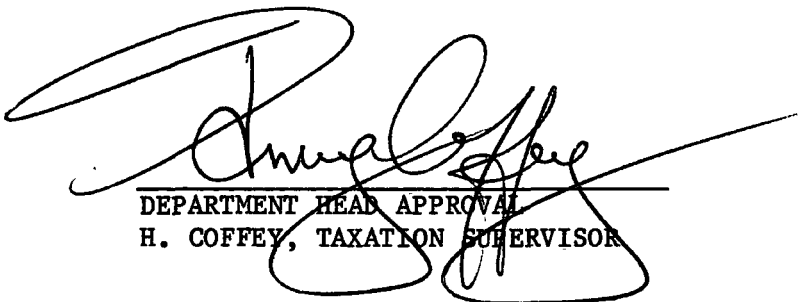

DEPARTMENT HEAD APPROVAL
J. F. CURRAN, COMMISSIONER OF
PUBLIC WORKS

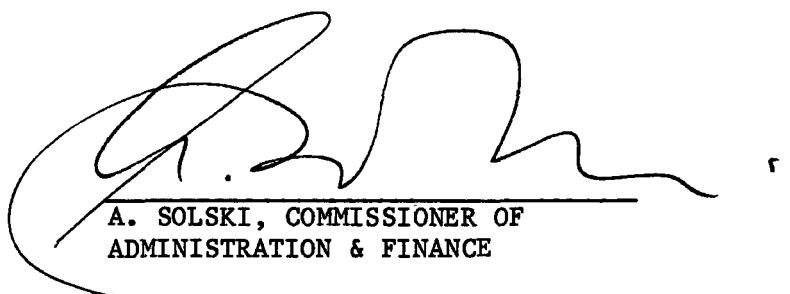
1. 2. 3.

TAX DEPARTMENT

1. APPORTIONMENTS	3	4	D
2. ASSESSMENT REVIEW COURT/COUNTY JUDGE/ ONTARIO MUNICIPAL BOARD			
- Decisions	3	P	P
- Working Papers	3	4	D
- 636's	3	4	D
- Treasurer's w/o's	3	4	D
3. ELDERLY EDUCATION ASSISTANCE AND TAX CREDIT ASSISTANCE	2	P	P
4. GENERAL CORRESPONDENCE			
- Mortgage info/Misc.	2	-	D
- Name & Address Change Information	2	-	D
5. GENERAL LEDGER RECONCILIATIONS			
- Tax Audits (Month end)	4	3	D
- Control Books	4	3	D
- Working Papers	4	3	D
6. GRANTS-IN-LIEU			
- Working Papers	4	3	D
- Section 304/Telephone Receipts	4	3	D
7. SECTION 42's/SECTION 43's			
- Section 42 Assessment Lists	3	P	P
- Section 42 Working Papers	2	5	D
- Section 43 Computer Printouts	2	5	D
- Section 43 Working Papers	2	5	D
8. TAX BILLING FILE			
- General Correspondence	3	4	D
9. TAX CERTIFICATES			
- Computer Printouts	2	5	D
- Correspondence	2	5	D
- Microfiche of Certificates Issued	2	P	P

	<u>1.</u>	<u>2.</u>	<u>3.</u>
10. TAX PAYMENT STUBS			
- O.C.R.	2	5	D
- Key Punch	3	4	D
11. TAX PAYMENTS/ADJUSTMENT LISTINGS (Month end)	4	P	P
12. TAX MASTERFILE MICROFICHE	5	P	P
13. TAX REGISTRATION FILES	5	P	P


DEPARTMENT HEAD APPROVAL
H. COFFEY, TAXATION SUPERVISOR


A. SOLSKI, COMMISSIONER OF
ADMINISTRATION & FINANCE

*KEY

1. Retention in years by Department
2. Retention in years in storage after retention period by Department has expired
3. Final Disposition
 - D - Destroy
 - MR - Microfilm and Retain Original
 - P - Permanent
 - MD - Microfilm and Destroy Original