



REPEALED BY BY-LAW 242-90

THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number 122-86

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;

AND WHEREAS the City has passed By-law 89-82 for this purpose, and now wishes to amend it;

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

1. By-law 89-82, as amended by By-laws 258-82 and 304-85, is hereby further amended, by adding to Schedule A thereto, as pages 9.3 and 9.4 thereof, Schedule A to this by-law.

READ a FIRST, SECOND and THIRD TIME and PASSED in open council, this 9th day of June, 1986.


KENNETH G. WHYLLANS MAYOR


LEONARD J. MIKULICH CLERK

MACGILLIVRAY & COMPANY
AUDITORS
PER:

APPROVED
AS TO FORM
LAW DEPT.
BRAMPTON
DATE 8/6/86

SCHEDULE A TO BY-LAW 89-82 (Con't)

(Schedule A to By-law)

ADMINISTRATION - HUMAN RESOURCES

	<u>1.</u>	<u>2.</u>	<u>3.</u>
1. Terminated Employee Personnel Files (Confidential)	-	-	P
2. Expired Union Contracts	-	-	P
3. Completed Grievances	-	-	P
4. Worker's Compensation Files (Confidential)	-	-	P
5. Purchase Orders/Requisitions	-	-	P
6. Applicant File Cards	-	-	P
7. Benefit Contracts (Expired)	-	-	P
8. Budgets	-	-	P
9. General Correspondence (Alphabetically)	-	-	P
10. Health and Safety	-	-	P
11. Inflation Restraint Files	-	-	P
12. Training and Development Files (Confidential)	-	-	P
13. Medical Files (Confidential)	-	-	P
14. Requisitions for Personnel	-	-	P
15. Re-Classification Files	-	-	P
16. General Statistics	-	-	P

COMMUNITY SERVICES - FIRE DEPARTMENT

	<u>1.</u>	<u>2.</u>	<u>3.</u>
1. General Correspondence	3	7	D
2. Fire Occurrence	3	10	D
3. Prevention Records	3	7	D