



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number 242 - 90

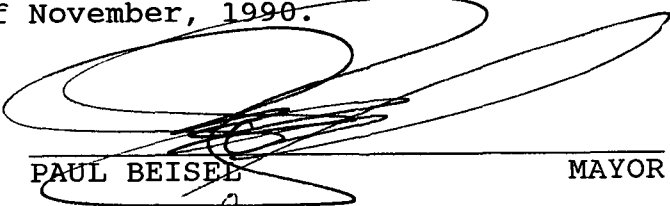
To establish schedules of retention periods for documents, records and other papers of the municipality

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:

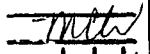
1. The retention periods for the records of The Corporation of the City of Brampton, as outlined in Schedule A, attached hereto and forming part of this by-law, are hereby adopted and established.
2. Any of the records set out in Schedule A may be destroyed after the retention period for each such record, 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 By-laws 89-82, 258-82, 304-85, 15-86, 122-86 and 197-90 are hereby repealed.

READ a FIRST, SECOND and THIRD TIME and PASSED in Open Council this 12th day of November, 1990.


PAUL BEISEL MAYOR


LEONARD J. MIKULICH CLERK


PEAT MARWICK THORNE
CITY AUDITORS Nov. 26, 90.

APPROVED
AS TO FORM
LAW DEPT.
BRAMPTON

DATE 16/11/90

CITY OF BRAMPTON

RETENTION BY-LAW BY RECORD SERIES

LEGEND: A = ARCHIVES, AS = ASSUMPTION, D = DESTROY, M = MICROFILM, P = PERMANENT, R = REVIEW
 T = TERMINATION (I.E. EMPLOYMENT, PROJECT), USUP = UNTIL SUPERSEDED, VR = VITAL RECORDS,
 Y = UNTIL OF AGE

<u>DEPT.</u>	<u>RECORD SERIES</u>	<u>TOTAL</u>	<u>ACTIVE</u>	<u>INACTIVE</u>	<u>DISPOS.</u>
PARK+REC	ACCIDENT INVESTIGATION REPORTS	7	2	5	D
HR	ACCIDENT INVESTIGATION REPORTS (WITH WCB FILES)	DEATH +5	-	-	D
ALL	ACCIDENT REPORTS	10	2	8	D
PW-TRAF	ACCIDENT STATISTICS REPORTS (FROM POLICE)	7	3	4	D
ACCTNG	ACCOUNTANTS' WORKING PAPERS	P	7	P	P
ALL	ACCOUNTING AND BOOKKEEPING RECORDS (DEPT. COPIES)	2	2	-	D
ACCTNG	ACCOUNTS PAYABLE VOUCHERS	8	2	6	D
ACCTNG	ACCOUNTS RECEIVABLE INVOICES - (ALPHABETICAL)	7	2	5	D
ACCTNG	ACCOUNTS RECEIVABLE LEDGERS	7	2	5	D
ACCTNG	ACCOUNTS SUMMARY SHEET - PAID	8	2	6	D
ALL	ACTS (RELEVANT TO EACH DEPARTMENT)	USUP	USUP	-	USUP
PARK+REC	ADMISSION TICKETS	7	2	5	D
PLAN+DEV	AERIAL PHOTOGRAPHY	P	USUP+1	P	A
PARK+REC	AFFILIATION FILES	10	USUP	10	D
ALL	AGENDAS - COPIES (ORIGINALS - SEE MIN. & AGENDAS)	2	2	-	D
CLERKS	AGREEMENTS	P	P	-	P
PARK+REC	AGREEMENTS	P	P	-	P
ACCTNG	ALLOWANCES - BOOTS, TOOLS, MILEAGE, ETC.	7	2	5	D
PW-BLDG	ANIMAL CONTROL FILES	7	2	5	D
ACCTNG	ANNUAL REPORTS	P	2	P	P
ALL	ANNUAL REPORTS (ARCHIVAL COPY)	P	-	A	A
ALL	ANNUAL REPORTS (DEPT. COPY)	P	P	-	P
ACCTNG	A/P EDITS (02-09,11)	4	2	2	D
ACCTNG	A/P EDITS (29)	P	2	P	P
FIRE	APPARATUS FILES	UNTIL LIFE OF APPARATUS OVER			

<u>DEPT.</u>	<u>RECORD SERIES</u>	<u>TOTAL</u>	<u>ACTIVE</u>	<u>INACTIVE</u>	<u>DISPOS.</u>
LAW	APPLICATIONS FOR SITE PLAN	1	1	-	D
CLERKS	APPLICATIONS TO PROVINCE RE: SPECIAL PURCHASES	6	2	4	D
CLERKS	APPOINTMENTS	6	2	4	D
TAX	APPORTIONMENTS	7	3	4	D
ACCTNG	A.R. INVOICES - DUPLICATES (NUMERICAL)	7	2	5	D
HR-SAF	ARBITRATION AWARDS - CITY OF BRAMPTON	P	2	5	P
HR	ARBITRATION AWARDS - MIN. OF LABOUR	3	3	-	D
PW-TRAF	AREA FILES (INCL. STREET SIGN RECORDS)	P	P	-	P
CLERKS	ARTIFACTS (EG. COUNCIL ACCOUTREMENTS)	A	T	A	A
CLERK-PROP	ASSESSMENT APPEALS	7	2	5	D
CLERK-PROP	ASSESSMENT CLERK'S GENERAL RETURN	P	2	P	P
CLERK-PROP	ASSESSMENT INFORMATION FILES	7	2	5	D
CLERK-PROP	ASSESSMENT REVIEW BOARD - DECISIONS	P	2	P	P
TAX	ASSESSMENT REVIEW BOARD - DECISIONS	7	2	5	D
CLERK-PROP	ASSESSMENT REVIEW BOARD - GENERAL	7	2	5	D
TAX	ASSESSMENT REVIEW BOARD - GENERAL	7	2	5	D
CLERKS	ASSESSMENT ROLLS	P	2	P	P
ALL	ASSOCIATIONS, SOCIETIES, INSTITUTES	5	2	3	D
ACCTNG	AUDITED FINANCIAL STATEMENTS	P	P	-	P
ACCTNG	BANK DEBIT AND CREDIT MEMOS	10	2	8	D
PAYROLL	BANK RECONCILIATIONS	7	3	4	D
ACCTNG	BANK RECONCILIATIONS	10	1	9	D
REV	BANK RECORDS - CEMETERY RECORDS	P	P	-	P
REV	BANK RECORDS - DEBIT & CREDIT	10	1	9	D
REV	BANK RECORDS - INSURANCE RECORDS	10	3	7	D
REV	BANK RECORDS - MISC. GAME REPORTS	2	2	-	P
REV	BANK RECORDS - PERPETUAL CARE	3	1	2	D
REV	BANK RECORDS - STRIP TICKETS	P	P	-	P
REV	BANK RECORDS - TERM DEPOSIT RECORDS	8	2	6	D
ACCTNG	BANK STATEMENTS	10	2	8	D
PLAN+DEV	BASE MAPS - ORIGINAL	P	USUP	P	P
HR	BENEFIT PLANS & PARTICIPATION	USUP+2	USUP+2	-	USUP+2

<u>DEPT.</u>	<u>RECORD SERIES</u>	<u>TOTAL</u>	<u>ACTIVE</u>	<u>INACTIVE</u>	<u>DISPOS.</u>
ALL	BIOGRAPHICAL FILES (MAYOR, CAO, COUNCIL MEMBERS)	P	2	A	A
CLERKS	BIRTH REGISTERS - VR	P	P	-	P
ALL	BRIEFS AND REPORTS TO COUNCIL	P	2	P	P
BUDGET	BUDGET ESTIMATES WORKING PAPERS, COMPUTER INPUT	7	2	5	D
PUBWORKS	BUDGET ESTIMATES WORKING PAPERS, COMPUTER INPUT	7	2	5	D
BUDGET	BUDGET - FINAL, BUDGET BOOK, COUNCIL MINUTES	P	3	P	P
PUBWORKS	BUDGET - FINAL, BUDGET BOOK, COUNCIL MINUTES	P	3	P	P
PUBWORKS	BUDGETS, CAPITAL & CURRENT	5	5	-	D
ALL	BUDGETS, FINANCIAL STATEMENTS (DEPT. COPIES)	2	2	-	D
FIRE	BUILDING AUDIT REPORTS	USUP	USUP	-	USUP
PLAN+DEV	BUILDING INVENTORY	UNTIL UPDATED,	HARD COPY	SUMMARIES	
PW-BLDG	BUILDING PLANS	P	P	-	M
PW-BLDG	BUILDING SPECIFICATIONS	P	P	-	P
TRANSIT	BUS FILES (SHELTERS, STOPS, SIGNS)	P	5	P	P
BUSDEV	BUSINESS DEVELOPMENT PLANS	P	2	A	A
PW-BLDG	BY-LAW ENFORCEMENT	2	2	-	D
PLAN+DEV	BY-LAW SCHEDULES (MYLAR ORIGINALS)	P	2	P	P
PUBWORKS	BY-LAWS - FILL	P	P	-	P
PUBWORKS	BY-LAWS - FOULING OF RIGHT-OF-WAY	P	P	-	P
PUBWORKS	BY-LAWS - GARBAGE	P	P	-	P
ALL	BY-LAWS - RELEVANT TO DEPARTMENT OPERATIONS	P	P	-	P
PUBWORKS	BY-LAWS - SNOW CLEARING	P	P	-	P
PUBWORKS	BY-LAWS - STORM SEWERS	P	P	-	P
CLERKS	BY-LAWS - VR	P	P	-	M
PUBWORKS	CAMS MONTH END REPORTS	7	2	5	D
PAYROLL	CANCELLED PAY CHEQUES & VOIDS	7	1	6	D
PUBWORKS	CAPITAL CONSTRUCTION REPORTS - GENERAL	7	2	5	D
PUBWORKS	CAPITAL CONSTRUCTION REPORTS - PLANS	P	T	P	P
PUBWORKS	CAPITAL/CURRENT CONTRACT FILES - BRIDGE CONST. FILES	P	T+2	P	P
PUBWORKS	CAPITAL/CURRENT CONTRACT FILES - CALCULATIONS, REPORTS	7	3	4	D
PUBWORKS	CAPITAL/CURRENT CONTRACT FILES - CONST. INSPEC. REPORT	7	3	4	D
PUBWORKS	CAPTIAL/CURRENT CONTRACT FILES - GENERAL CORR.	7	3	4	D
PUBWORKS	CAPITAL/CURRENT CONTRACT FILES - PAYMENT CERTIFICATES	7	3	4	D

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PUBWORKS	CAPITAL/CURRENT CONTRACT FILES - PLANS & PROFILES	P	P	-	P
PUBWORKS	CAPITAL/CURRENT CONTRACT FILES - RAILWAY GRADE SEP.	P	T+2	P	P
PUBWORKS	CAPITAL/CURRENT CONTRACT FILES - STUDIES, ESTIMATES	P	T	P	P
CLERKS	CAPITAL EXPENDITURES	P	2	P	P
PARK+REC	CAPITAL FILES (COMPLETED PROJECTS)	P	T+2	P	P
ACCTNG	CAPITAL PROJECTS	P	10	P	P
ACCTNG	CASH BOOKS	7	2	5	D
BLDG	CASH JOURNAL	7	7	-	D
ACCTNG	CASH PAYMENT JOURNAL	P	2	P	P
ACCTNG	CASH PAYMENT STUBS	2	2	-	D
BLDG	CASH RECEIPTS	7	2	5	D
ACCTNG	CASH RECEIPTS - GREEN	7	1	6	D
ACCTNG	CASH REGISTER TAPES	7	2	5	D
ACCTNG	CASHED CHEQUES	10	2	8	D
PAYROLL	CASHED PAY CHEQUES	10	2	8	D
ACCTNG	CEMETERY RECORDS - DEEDS	P	P	-	P
ACCTNG	CEMETERY RECORDS - INTERMENT	P	P	-	P
ACCTNG	CEMETERY RECORDS - REGISTER	P	P	-	P
PW-BLDG	CENTRAL BUILDING FILES - SURVEYS	P	P	-	P
HR-SAF	CERTIFICATION DOCUMENTS (LABOUR)	P	2	P	P
TRANSIT	CHARTERS	2	2	-	D
ACCTNG	CHEQUE COPIES - NUMERICAL - CAPITAL	3	2	1	D
ACCTNG	CHEQUE COPIES - NUMERICAL - REVENUE	3	2	1	D
ACCTNG	CHEQUE REGISTER	P	2	P	P
CLERKS	CHEQUE REQUISITIONS	2	2	-	D
CLERK-INS	CLAIM REPORTS - YEAR END SUMMARIES	P	2	P	P
CLERKS	COMMITTEE OF ADJUSTMENT FILES	P	2	P	P
TRES	COMMITTEE OF ADJUSTMENT FILES	P	7	P	P
ALL	COMMITTEES, TASK FORCES - FINAL REPORT	A	T+2	A	A
ALL	COMMITTEES, TASK FORCES - WORKING PAPERS	T+2	T+2	-	D

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FIRE	COMPANY OFFICER ELIGIBILITY LIST	USUP	USUP	-	USUP
PUBWORKS	COMPLAINTS & ENQUIRIES (BY COMPLAINANT'S NAME)	2	2	-	D
PUBWORKS	COMPLAINTS & ENQUIRIES (BY MUNICIPAL ADDRESS)	P	2	P	P
ALL	COMPLAINTS, ENQUIRIES & MISCELLANEOUS REQUESTS	6	2	4	D
PLAN+DEV	COMPLIANCE LETTERS	P	2	P	P
PW-BLDG	COMPLIANCE LETTERS	P	2	P	P
CLERKS	COMPLIANCE LETTERS AND SUBDIVISION RELEASES	P	2	P	P
PAYROLL	COMPUTER INPUT AND EDIT SHEETS	7	2	5	D
LAW	CONDOMINIUM APPLICATIONS, NOT PART OF SUBDIVISION	2	2	-	D
PLAN+DEV	CONDOMINIUM FILES (IN DEVELOPMENT FILES)	P	T+2	5	P
ALL	CONFERENCES AND SEMINARS	T+2	T	2	D
PUBWORKS	CONSERVATION & ENVIRONMENTAL CONTROL	P	2	P	P
PUBWORKS	CONTRACT FILES	T+7	T	7	D
PW-TRAF	CONTRACT FILES - PAVEMENT MARKING	7	2	5	D
PW-TRAF	CONTRACT FILES - TRAFFIC MAINTENANCE	7	2	5	D
PW-TRAF	CONTRACT FILES - TRAFFIC SIGNAL INSTALLATION	7	2	5	D
CLERK-INS	CONTRACTS & AGREEMENTS WITH CITY	T+2	T	2	D
ALL	CONTRACTS & AGREEMENTS (COPIES)	8	3	5	D
CLERKS	CONTRACTS & AGREEMENTS - IF NOT PART OF BY-LAW	P	T	P	P
CLERKS	CORRESPONDENCE - COUNCIL	P	2	P	P
ALL	CORRESPONDENCE - GENERAL	7	3	4	D
ACCTNG	COST RECORDS	7	2	5	D
ACCTNG	COST STATEMENTS	P	2	P	P
CLERKS	COUNCIL MINUTE BOOK - VR	P	P	-	M
ALL	COUNCIL MINUTES - COPIES	2	2	-	D
CLERKS	COUNCIL MINUTES - ROUGH NOTES	6	2	4	D
CLERKS	COUNCIL MOTIONS	P	2	P	P
TAX	COUNTY JUDGE/ONTARIO MUNICIPAL BOARD (INCL. 496'S)	7	3	4	D
LAW	COURT DOCKETS	T+3	T	3	D
PUBWORKS	CREW CARD AND SCHEDULES	7	2	5	D
TRANSIT	CREW CARD AND SCHEDULES	7	2	5	D
PUB-TRAF	CROSSING GUARDS PERSONNEL FILES	T+10	T	10	D
ALL	CULTURAL AFFAIRS & SOCIAL EVENTS - MAJOR	A	2	P	A

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ALL	CULTURAL AFFAIRS & SOCIAL EVENTS - MINOR	6	2	4	D
CLERKS	DEATH NOTICES	2	2	-	D
CLERKS	DEATH REGISTER - VR	P	P	-	P
REV	DEBENTURES - PAID COUPONS	8	1	7	D
REV	DEBENTURES - REGISTER	P	P	-	P
CLERKS	DEEDS (IF NOT PART OF BY-LAW)	P	P	P	P
ACCTNG	DEPOSIT SLIPS	7	2	5	D
PUBWORKS	DESIGN CALCULATIONS, REPORTS & STUDIES	P	2	P	P
PUBWORKS	DESIGN ESTIMATES	7	2	5	D
PUBWORKS	DESIGN FILES	P	P	P	P
CLERKS	DESTROYED RECORDS FILES	P	2	P	P
TREAS	DEVELOPMENT ACCOUNTING FILES	P	P	-	P
LAW	DEVELOPMENT AGREEMENTS	P	-	P	P
PLAN+DEV	DEVELOPMENT DESIGN AWARD	P	2	P	A
ALL	DEVELOPMENT FILES	P	P	P	P
PLAN+DEV	DEVELOPMENT FILES	P	T+2	5	P
PUBWORKS	DEVELOPMENT FILES - GENERAL CORRESPONDENCE	AS+7			
TRANSIT	DEVELOPMENT, SUBDIVISION, PLANNING	5	5	-	D
ALL	DIRECTIVES, INTER-OFFICE MEMOS	USUP	USUP	-	USUP
COMPSER	DOCUMENTATION (SOURCE CODE, PROGRAM & SYSTEM)	P	P	-	P
CLERKS	DOCUMENTS SUPPORTING ORIGINAL MINUTES	6	2	4	D
PW-BLDG	DOG TAGS/LICENCES	6	2	4	D
PLAN+DEV	DOWNTOWN REVITALIZATION AGREEMENT	P	2	P	P
PLAN+DEV	DOWNTOWN REVITALIZATION FILES	AFTER PROVINCIAL LOAN REPAID			
CLERKS	DRAINAGE APPLICATIONS	6	2	4	D
PARK+REC	DRAWINGS - ARCHITECTURAL	P	2	P	P
PUBWORKS	DRAWINGS - ENGINEERING, ARCHITECTURAL	P	2	P	P
PUBWORKS	DRIVER RECORDS	T+10			D
PUBWORKS	DRIVER SAFETY AWARDS	P	2	P	P
PW-TRAF	DRIVEWAY CURB CUTS	7	2	5	D
CLERKS	EASEMENTS - IF NOT PART OF BY-LAW	P	P	P	P
TAX	ELDERLY EDCTN. ASST. & TAX CREDIT ASST.	7	2	5	D
CLERKS	ELECTION RECORDS (AFTER SUCCESSOR TAKEN OFFICE)	90 DAYS		-	D

<u>DEPT.</u>	<u>RECORD SERIES</u>	<u>TOTAL</u>	<u>ACTIVE</u>	<u>INACTIVE</u>	<u>DISPOS.</u>
HR	EMPLOYEE CHANGES FILES	1	1	-	D
PAYROLL	EMPLOYEE EARNINGS RECORD (NCR)	P	2	P	P
HR	EMPLOYEE HEALTH & SAFETY RECORDS	T+10	T	10	D
PAYROLL	EMPLOYEE PAYROLL DEDUCTIONS	5	3	2	D
PAYROLL	EMPLOYEE PAYROLL REGISTERS	P	2	P	P
HR	EMPLOYEE RECORDS	T+10	T	10	D
HR	EMPLOYEE RECORDS (COMMISSIONERS, DEPARTMENT HEADS)	A	T	A	A
ALL	EMPLOYEE RECORDS (DEPT. COPIES)	TO HR AFTER	TERMINATION	OF	EMPLOYEE
PAYROLL	EMPLOYEE RECORDS - FULL TIME	P	-	5	P
PUBWORKS	ENCROACHMENT - SEE - PROPERTY FILES				
PUBWORKS	ENGINEER FILES	15	2	13	D
PUBWORKS	EQUIPMENT HISTORY	DISPOSAL+1			D
PUBWORKS	EQUIPMENT SPECIFICATIONS	DISPOSAL+1			D
CLERK-PROP	EXPROPRIATION FILES	P	5	P	P
LAW	EXPROPRIATION FILES	7+R	2	5	R
TRANSIT	FARE OVERPAYMENT RECEIPTS	2	2	-	-
TRANSIT	FARE SYSTEMS	P	2	P	P
CLERKS	FENCE VIEWERS FILES	P	2	P	P
ALL	FILE LISTS, RECORDS RETENTION, DISASTER PLAN	USUP	USUP	-	USUP
ACCTNG	FINAL BUDGETS - CAPITAL	P	P	P	P
ACCTNG	FINAL BUDGETS - OPERATING	P	P	P	P
FIRE	FIRE ACCESS ROUTES	USUP	USUP	-	USUP
FIRE	FIRE MARSHALL'S REPORTS	10	2	8	D
FIRE	FIRE PREVENTION INSPECTION REPORTS	P	10	P	P
PLAN+DEV	FIRE STATION SITE PLANS	USUP	USUP	-	USUP
FIRE	FIRE TRUCK INSPECTION REPORTS	6 MOS.	6 MOS.	-	D
PUBWORKS	FLEET FILES	DISPOSAL+1			D
PAYROLL	FRINGE BENEFITS - BILLINGS	7	3	4	D
PUBWORKS	FUEL REPORTS	7	2	5	D
PUBWORKS	FUEL TICKETS	5	2	3	D
ACCTNG	GAME REPORTS - MISCELLANEOUS	2	2	-	D
PAYROLL	GARNISHEES RE: EMPLOYEES SEE EMP. PAYROLL DEDUCTIONS	5	3	2	D
ACCTNG	GENERAL JOURNAL, REVENUE/CAPITAL/RESERVE & TRUST	P	2	P	P
ACCTNG	GENERAL LEDGER	P	2	P	P

<u>DEPT.</u>	<u>RECORD SERIES</u>	<u>TOTAL</u>	<u>ACTIVE</u>	<u>INACTIVE</u>	<u>DISPOS.</u>
TAX	GENERAL LEDGER RECONCILIATIONS	7	4	3	D
PAYROLL	GENERAL LEDGERS (PAYROLL COPIES)	7	3	4	D
PUBWORKS	GENERAL MAINTENANCE FILES (GARBAGE, STREET, ETC.)	7	2	5	D
PLAN+DEV	GEOGRAPHIC INFORMATION SYSTEM (GIS)	P	5	P	P
PARK+REC	GRANT FILES	P	2	P	P
ACCTNG	GRANTS AND SUBSIDIES	16	1	15	D
TAX	GRANTS IN LIEU	7	4	3	D
BUSDEV	GRAPHICS, ARTWORK, LOGOS, LETTERHEAD, ETC.	USUP	USUP	A	A
HR	GRIEVANCE FILES	P	7	P	P
PLAN+DEV	GROUP HOMES REGISTER	P	P	-	P
HR	HEALTH & SAFETY	P	P	-	P
ALL	HISTORICAL CORRESPONDENCE	A	-	A	A
FIRE	HONOUR GUARD	6	2	4	D
HR	HUMAN RIGHTS FILES	P	P	-	P
PUBWORKS	HYDRO FILES	7	2	5	D
HR	INFLATION RESTRAINT FILES	P	P	-	P
SUPP+SER	INQUIRIES (SEE QUOTATIONS)				
BUSDEV	INQUIRY FILES - MAJOR	P	T	P	P
BUSDEV	INQUIRY FILES - MINOR	T+5	T	5	D
CLERK-INS	INSPECTION OF PROPERTY REPORTS	5	2	3	D
PW-BLDG	INSPECTORS DAILY REPORTS	7	2	5	D
TRANSIT	INSPECTORS DAILY REPORTS	7	2	5	D
HR	INSPECTORS HEALTH & SAFETY REPORTS - LABOUR	10	5	5	D
CLERK-INS	INSURANCE CERTIFICATES	T	T	-	D
PARK+REC	INSURANCE CLAIMS	LIFE OF CLAIM			
CLERK-INS	INSURANCE CLAIMS - LIABILITY & AUTOMOBILE	T+6	T	6	D
CLERK-INS	INSURANCE CLAIMS - PROPERTY	T+4	T	4	D
PUBWORKS	INSURANCE CLAIMS UNDER LITIGATION	T+2	T+2	-	D
PUBWORKS	INSURANCE CLAIMS UNDER LITIGATION - MINORS	Y+2	Y+2	-	D
CLERK-INS	INSURANCE POLICIES - VR	P	2	VAULT	P
TRANSIT	INTERMUNICIPAL TRANSIT SERVICE AGREEMENTS	P	P	-	P
ALL	INTER-CITY MEMOS	6	2	4	D
ALL	INTER-OFFICE MEMOS - SEE - DIRECTIVES				
CLERK-PROP	INVENTORY RECORDS	6	2	4	D
PUBWORKS	INVOICES	AUDIT+1			

<u>DEPT.</u>	<u>RECORD SERIES</u>	<u>TOTAL</u>	<u>ACTIVE</u>	<u>INACTIVE</u>	<u>DISPOS.</u>
HR	JOB APPLICATIONS - OF THOSE HIRED	T+10	T	10	D
HR	JOB APPLICATIONS - OF THOSE NOT HIRED	2	2	-	D
PARK+REC	JOB APPLICATIONS - PART-TIME EMPLOYEES	T+6	T	6	D
HR	JOB DESCRIPTIONS	USUP + ONE PREVIOUS COPY			
HR	JOB EVALUATIONS	USUP + ONE PREVIOUS COPY			
HR	JOB POSTINGS	2	2	-	D
ACCTNG	JOURNAL ENTRY - COMPUTER EDITS	2	2	-	D
ACCTNG	JOURNALS	P	2	P	P
BLDG	JOURNALS - CASH	7	7	-	P
CLEKRS	JURORS LISTS	6	2	4	D
PAYROLL	LABOUR DISTRIBUTION PRINT OUTS	7	3	4	D
TRANSIT	LABOUR MANAGEMENT COMMITTEE	6	2	4	D
TRANSIT	LABOUR RELATIONS	T+1 THEN SENT TO HUMAN RESOURCES			
ALL	LABOUR RELATIONS (WORKING COPIES)	T+2	P	-	P
CLERKS	LAND DIVISION COMMITTEE FILES	P	P	-	P
PLAN+DEV	LAND DIVISION COMMITTEE - PLAN+DEV'S REPORTS	2	2	-	D
TREAS	LAND DIVISION FILES	P	2	P	P
CLERK-PROP	LAND ACQUISITION & DISPOSITION	P	T	P	P
PARK+REC	LANDSCAPE DEVELOPMENT PLANS	P	P	-	P
PLAN+DEV	LANDSCAPING FILES	7	2	5	D
TRANSIT	LEASED VEHICLE FILES	T	T	-	D
CLERK-PROP	LEASES (IF NOT PART OF BY-LAW)	T+2	T	2	D
LAW	LEGAL OPINIONS	7	2	5	D
PW-BLDG	LICENCE PLATES	2	2	-	D
PW-BLDG	LICENCES - DOG	T+3	T+3	-	D
PW-BLDG	LICENCES - LOTTERY	T+3	T+3	-	D
PW-BLDG	LICENCES - MOBILE BUSINESS	T+3	T+3	-	D
PW-BLDG	LICENCES - NEW BUSINESS	T+3	T+3	-	D
PW-BLDG	LICENCES - STATIONARY BUSINESS	T+3	T+3	-	D
PW-BLDG	LICENSING	T+3	T+3	-	D
CLERKS	LOCAL IMPROVEMENT FILES	P	T	P	A
PW-TRAF	LOCATION FILES (STREET FILES)	P	P	-	P
ACCTNG	LONG TERM INVESTMENTS - CURRENT MATURITIES	2	2	-	D
CLERK-INS	LOSS REPORTS - SEE - CLAIM REPORTS				

<u>DEPT.</u>	<u>RECORD SERIES</u>	<u>TOTAL</u>	<u>ACTIVE</u>	<u>INACTIVE</u>	<u>DISPOS.</u>
PUBWORKS	LOT LEVIES (AFTER ASSUMPTION "T")	T+3	T+3	-	D
CLERKS	LOW RISE REHABILITATION PROGRAM	T+10	T+10	-	D
ALL	MAIL/CORRESPONDENCE REGISTERS	P	2	P	P
CLERKS	MAIL REGISTER	P	2	M	M
ALL	MARKETING - SEE - PUBLIC AFFAIRS AND PROTOCOL				
CLERKS	MARRIAGE APPLICATIONS	2	2	-	D
CLERKS	MARRIAGE REGISTER - VR	P	P	-	P
SUPP+SER	MATERIAL TRANSFER REPORTS	6	2	4	D
HR	MEDICAL FILES	P	P	-	P
ALL	MILEAGE SHEETS/CAR ALLOWANCE	4	2	2	D
ACCTNG	MINISTRY OF TRANSPORTATION OF ONTARIO PROJECTS	7	5	2	D
CLERKS	MINUTES & AGENDAS - CITIZENS' ADVISORY COMMITTEES	P	3	P	P
CLERKS	MINUTES & AGENDAS - CORE AREA COMMITTEE	3	3	-	D
CLERKS	MINUTES & AGENDAS - HERITAGE BOARD (LACAC)	P	2	P	P
CLERKS	MINUTES & AGENDAS - MINOR COMMITTEES	2	2	-	D
CLERKS	MINUTES & AGENDAS - STANDING COMMITTEES	P	2	P	P
CLERKS	MINUTES - LIBRARY BOARD	P	2	P	P
FIRE	MINUTES - OFFICERS MEETINGS	10	2	8	D
CLERKS	MINUTES - PEEL REGIONAL COUNCIL	3	3	-	D
TRANSIT	MINUTES - TRANSIT COMMITTEE	P	P	-	P
CLERKS	MINUTES - TRI MUNICIPAL COMMITTEE	3	3	-	D
PUBWORKS	MMSY MONTH END REPORTS	7	2	5	D
ALL	MONTHLY DEPARTMENTAL REPORTS	6	2	4	D
CLERK-PROP	MORTGAGE FILES (IF NOT PART OF BY-LAW)	6	2	4	D
PUBWORKS	M.T.O. SUBSIDY RECORDS	7	2	5	D
BUSDEV	MUNDIALIZATION RECORDS	P	10	P	A
CLERKS	MUNDIALIZATION RECORDS	P	10	P	A
PW-TRAF	NEWSPAPER BOXES	7	2	5	D
CLERKS	NOMINATION PAPERS	AFTER SUCCESSOR TAKEN OFFICE + 90			
CLERKS	NOTICES OF CHANGE OF LAND TITLES (NOT IN BY-LAW)	6	2	4	D
PW-BLDG	NOTICES OF VIOLATION	T+7	T	7	D
CLERKS	OATHS/DECLARATION OF OFFICE	AFTER SUCCESSOR TAKEN OFFICE + 90			
ALL	OFFICE PROCEDURES - SEE - DIRECTIVES				
CLERKS	OFFICIAL PLAN FILES	P	P	-	P

<u>DEPT.</u>	<u>RECORD SERIES</u>	<u>TOTAL</u>	<u>ACTIVE</u>	<u>INACTIVE</u>	<u>DISPOS.</u>
PLAN+DEV	OFFICIAL PLAN FILES, AFTER DECISION + DEVELOPMENT	P	T+6	P	A
CLERKS	ONTARIO HOME RENEWAL PROGRAM	T+10	T+10	-	D
PW-BLDG	ONTARIO HOME RENEWAL PROGRAM	2	2	-	D
CLERKS	ONTARIO MUNICIPAL BOARD RECORDS	P	P	-	P
ACCTNG	OPERATING STATEMENTS - MONTHLY	7	2	5	D
ACCTNG	OPERATING STATEMENTS - YEAR END	P	5	P	P
HR	ORGANIZATION CHARTS	USUP	USUP	A	A
LAW	OUTSTANDING COLLECTIONS	T+2	T+2	-	R
PAYROLL	OVERTIME RECORDS	7	2	5	D
PAYROLL	O.M.E.R.S. PENSION STATEMENTS, PERIODS, REPORTS	P	3	P	P
PW-TRAF	PARKING LIAISON COMMITTEE	7	2	5	D
PW-TRAF	PARKING LOT & PARKING METER SPREADSHEET ANALYSIS	7	2	5	D
ACCTNG	PARKING LOT TICKETS	2	1/2	1 1/2	D
PARK+REC	PARKS AND RECREATION - MASTER PLAN	P	P	A	A
CLERKS	PART LOT CONTROL	P	2	P	P
PW-TRAF	PAVEMENT MARKING - GENERAL CONTRACT	7	2	5	D
TRANSIT	PAYROLL RECORDS	P	P	-	P
PAYROLL	PAYROLL SHEETS - ROUGH	5	2	3	D
PAYROLL	PAYROLL SUMMARY, BI-WEEKLY	7	2	5	D
HR	PERFORMANCE APPRAISALS - CENTRAL FILE	2	2	-	D
HR	PERFORMANCE APPRAISALS - PART OF EMPLOYEE RECORDS	T+10	T	10	D
PW-BLDG	PERMIT APPLICATIONS	P	P	-	P
PW-BLDG	PERMITS, BUILDING	P	P	-	P
CLERKS	PERMITS, BURIAL	P	P	-	P
PW-BLDG	PERMITS, DRAIN	P	P	P	P
PUBWORKS	PERMITS, FILL	7	2	5	D
PW-BLDG	PERMITS, HEATING	P	P	-	P
PW-BLDG	PERMITS, OCCUPANCY	P	P	-	P
PUBWORKS	PERMITS, OVERSIZE LOADS	7	2	5	D
HR	PERMITS, OVERTIME	USUP	USUP	A	A
PUBWORKS	PERMITS, PARADE	7	2	5	D
PW-BLDG	PERMITS, PAVING	7	2	5	D
PW-BLDG	PERMITS, PLUMBING	P	P	-	P

<u>DEPT.</u>	<u>RECORD SERIES</u>	<u>TOTAL</u>	<u>ACTIVE</u>	<u>INACTIVE</u>	<u>DISPOS.</u>
PUBWORKS	PERMITS, P.U.C.C. APPROVALS	7	2	5	D
PARK+REC	PERMITS, RENTAL	T+1	T+1	-	D
PUBWORKS	PERMITS, ROAD CUTS	7	2	5	D
PUBWORKS	PERMITS, ROAD OCCUPANCY	7	2	5	D
PUBWORKS	PERMITS, TRENCH	7	2	5	D
CLERKS	PETITIONS	6	2	4	D
PLAN+DEV	PLANNING COMMITTEE AGENDAS & MINUTES (COPIES)	5	5	-	D
PAYROLL	PLEDGE CARDS, CHARITY	7	2	5	D
ALL	POLICIES - SEE - STANDARDS ...				
BUSDEV	POPULATION PROJECTIONS	2	2	-	D
ACCTNG	POSTING AND DISTRIBUTION JOURNALS	7	2	5	D
ALL	PRESS RELEASES - SEE PUBLIC AFFAIRS AND PROTOCOL	P	2	A	A
SUPP+SER	PRINTING SERVICES REQUISITIONS	2	2	-	D
PUBWORKS	PRODUCTION CONTROL RECORDS - MONTHLY REPORTS	3	2	1	D
PUBWORKS	PRODUCTION CONTROL RECORDS - YEAR END	P	5	P	P
PARK+REC	PROGRAM POLICY FILES	P	USUP	A	A
ALL	PROGRAMS, PROJECTS, REVIEWS - FINAL REPORT	T+15	T+2	13	A
ALL	PROGRAMS, PROJECTS, REVIEWS - WORKING PAPERS	T+2	T+2	-	D
PUBWORKS	PROPERTY FILES	P	T	P	P
PW-BLDG	PROPERTY FILES	P	P	-	P
PW-BLDG	PROPERTY STANDARDS - COMPLAINT	P	2	P	P
PW-BLDG	PROPERTY STANDARDS - NO CAUSE FOR COMPLAINT	4	2	2	D
CLERK-PROP	PROPERTY - ACQUISITIONS	P	7	P	P
CLERK-PROP	PROPERTY - PROPERTY CONVEYANCES	P	7	P	P
CLERK-PROP	PROPERTY - QUIT CLAIMS	P	7	P	P
LAW	PROSECUTIONS FILES (AFTER FINE SET)	T+7	T	7	D
ALL	PUBLIC AFFAIRS AND PROTOCOL	P	2	A	A
MAYOR	PUBLIC AFFAIRS AND PROTOCOL (& PROCLAMATIONS)	P	2	A	A
ALL	PUBLIC RELATIONS - SEE - PUBLIC AFFAIRS AND PROTOCOL				
PUBWORKS	PUC APPLICATIONS	7	2	5	D
TRANSIT	PUBLIC VEHICLE LICENCE - ONT. HIGH TRANSP. BOARD	P	P	-	P
BUSDEV	PUBLICATIONS	A	2	A	A

<u>DEPT.</u>	<u>RECORD SERIES</u>	<u>TOTAL</u>	<u>ACTIVE</u>	<u>INACTIVE</u>	<u>DISPOS.</u>
SUPP+SER	PURCHASE ORDERS, BY NUMBER	5	2	3	D
SUPP+SER	PURCHASE ORDERS, BY SUPPLIER	6	2	4	D
ALL	PURCHASE ORDERS (DEPT. COPIES)	3	2	1	D
SUPP+SER	PURCHASE REQUISITIONS	3	2	1	D
ALL	PURCHASE REQUISITIONS - COPIES	3	2	1	D
SUPP+SER	QUOTATIONS	6	2	4	D
PUBWORKS	RAILWAY GRADE SEPARATION FILES	P	2	P	P
LAW	REAL ESTATE/DEVELOPMENT FILES	P	10	P	P
ACCTNG	RECEIPT BOOKS	7	2	5	D
CLERKS	RECEPTIONS AND SPECIAL EVENTS FILES	6	2	4	D
CLERKS	RECORDS TRANSFER & DESTRUCTION RECORDS (DEPT.)	2	2	-	D
ALL	REFERENCE MATERIAL (COMMERCIALY AVAILABLE)	5	5	-	D
PLAN+DEV	REFERENCE PLANS	P	USUP +1	P	A
PLAN+DEV	REGISTERED PLANS	P	USUP +1	P	A
SUPP+SER	RENTAL AND SERVICE AGREEMENTS	6	2	4	D
PLAN+DEV	REPORT MAPS - MYLAR	10	7	3	D
ALL	REPORTS - STATISTICAL	10	7	3	D
HR	REQUISITIONS FOR PERSONNEL	2	2	-	D
ACCTNG	REQUISITIONS - PAID	7	2	5	D
CLERKS	RESOLUTIONS - CITY & TOWN OF BRAMPTON	P	P	-	P
CLERKS	RESOLUTIONS - TOWN OF CHINGUACOUSY	P	P	-	P
CLERKS	RESOLUTIONS - TOWN OF TORONTO GORE	P	P	-	P
HR	RETIREMENT FILES	P	P	-	P
CLERKS	RETURNED NOTICES	6	2	4	D
ACCTNG	REVENUE REPORTS	8	1	7	D
ACCTNG	REVENUE REPORTS - DAILY	8	1	7	D
ACCTNG	REVENUE REPORTS - WEEKLY SUMMARY	8	1	7	D
REV	REVENUE SECTION CORRESPONDENCE	7	1	6	D
CLERKS	ROAD ACQUISITION FILES	P	7	P	P
CLERKS	ROAD CLOSING FILES	P	7	P	P
CLERKS	ROAD OPENING FILES	P	7	P	P
CLERKS	ROAD WIDENING FILES	P	7	P	P
ACCTNG	ROLL TICKETS - REGISTER	P	P	P	P

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PLAN+DEV	RURAL LAND USE - SETTLEMENTS	P	7	P	P
PW-TRAF	SAFETY COUNCIL	7	2	5	D
HR	SALARY SCHEDULES - MASTERFILE	12	7	5	D
PW-TRAF	SCHOOL CROSSING GUARDS - GENERAL CORRESPONDENCE	7	2	5	D
PW-TRAF	SCHOOL LOCATIONS	USUP	USUP	-	USUP
CLERKS	SCHOOL SUPPORT LISTS	6	2	4	D
TAX	SECTION 32'S/SECTION 33'S - 32 ASSESSMENT LISTS	P	3	P	P
TAX	SECTION 32'S/SECTION 33'S - 33 COMPUTER PRINTOUTS	7	2	5	D
TAX	SECTION 32'S/SECTION 33'S - WORKING PAPERS	7	2	5	D
PLAN+DEV	SEWER FILES (STORM SEWERS)	P	7	P	P
ACCTNG	SHORT TERM INVESTMENTS/RECORDS	7	2	5	D
PAYROLL	SICK LEAVE - ATTENDANCE SHEETS	7	3	4	D
HR	SICK LEAVE - SHORT & LONG TERM DISABILITY	T+7	T	7	D
PW-TRAF	SIGN INSTALLATION & MAINTENANCE WORK ORDERS	P (KEPT IN AREA FILES)			
TRANSIT	SIGNS - INSTALLATION, MAINTENANCE	P	5	P	P
FIRE	SITE PLAN APPROVAL FILES	2	2	-	D
PLAN+DEV	SITE PLAN APPROVALS - AGREEMENTS	P	P	-	P
PLAN+DEV	SITE PLAN APPROVALS - APPLICATIONS	5	2	-	D
PLAN+DEV	SITE PLAN APPROVALS - MAP	P	M	P	M
LAW	SITE PLAN DEVELOPMENTS	6	2	4	D
PUBWORKS	SITE PLAN FILES	AS	P	-	P
TREAS	SITE PLAN FILES	P	7	P	P
PUBWORKS	SITE PLANS - SEE - PROPERTY FILES				
PW-BLDG	SITE PLANS - SEE - PROPERTY FILES				
ALL	SPEECHES (MAYOR, CAO, COUNCIL MEMBERS)	P	2	A	A
ALL	STANDARDS, SPECIFICATIONS, POLICIES	USUP	USUP	-	A
FIRE	STATION LOG BOOKS	10	2	8	D
PAYROLL	STATISTICAL REPORTS	P	3	P	P
ALL	STATISTICAL REPORTS - MAJOR (INTERNAL)	P	2	A	A
ALL	STATISTICAL REPORTS - MINOR (INTERNAL)	4	2	2	D
SUPP+SER	STORES STOCK CHECKS AND MEMOS & STATIONARY	3	2	1	D
SUPP+SER	STORES WORK ORDERS AND PARTS REQUISITIONS	3	2	1	D
PW-TRAF	STREET SIGN INVENTORY REGISTER	P	P	-	P

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PW-TRAF	STREET SIGN WORK ORDERS	7	2	5	D
PAYROLL	STRENGTH REPORTS	7	3	4	D
PUBWORKS	SUBDIVISION FILES (AFTER ACCEPTANCE)	AS+7	-	-	D
ALL	SUGGESTION REVIEW COMMITTEE FILES (WITH CHAIRMAN)	P	2	P	P
PW-BLDG	SUPERVISOR'S REPORTS	2	2	-	D
TREAS	SUPPLIER'S CONTRACTS/SECURITY	8	4	4	D
ALL	SURVEYS & STUDIES - FINAL REPORT	A	T+2	A	A
ALL	SURVEYS & STUDIES - WORKING PAPERS	T+2	T+2	-	D
TAX	TAX ARREAR CARDS & COLLECTION NOTICES	6	2	4	D
TAX	TAX BILLING FILE - WORKING PAPERS	7	2	5	D
TAX	TAX CERTIFICATES FILES	7	2	5	D
TAX	TAX CERTIFICATES OR MICROFICHE ISSUED	P	2	P	P
ACCTNG	TAX FILE	7	5	2	D
TAX	TAX MASTERFILE MICROFICHE/TAX ROLL	P	5	P	P
TAX	TAX PAYMENT STUBS (KEY PUNCH & OCR)	7	3	4	D
TAX	TAX PAYMENTS/ADJUSTMENT LISTINGS (MONTH END)	P	4	P	P
TAX	TAX REGISTRATION RECORDS/TAX SALES RECORDS	P	5	P	P
TAX	TAX SALES - DEEDS	P	5	P	P
PAYROLL	TD-1 FORMS - PART-TIME	10	3	7	D
TRANSIT	TELEPHONE EQUIPMENT	USUP	USUP	-	D
CLERKS	TENDER FILES	P	7	P	P
SUPP+SER	TENDERS	P	2	P	P
SUPP+SER	TENDERS (MAJOR) SUCCESSFUL	P	2	P	P
SUPP+SER	TENDERS (MINOR) SUCCESSFUL	P	2	P	P
TRANSIT	TERMINAL FACILITIES	P	2	P	P
HR	TESTS (FOR VARIOUS POSITIONS)	USUP	USUP	-	USUP
TRANSIT	TICKETS - SALES AGENT RECEIPTS	2	2	-	D
TRANSIT	TICKETS - SALES CASH REPORTS	2	2	-	D
ALL	TIME SHEETS	5	2	3	D
PAYROLL	TIME SHEETS/CARDS	5	2	3	D
FIRE	TOUR REPORTS (OF FIRE HALL)	5	2	3	D
PW-TRAF	TRAFFIC BY-LAWS	P	P	-	P
PW-TRAF	TRAFFIC COUNT DATA	P	P	-	P

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PW-TRAF	TRAFFIC SIGNALS DATA	P	P	-	P
PW-TRAF	TRAFFIC SIGNALS FILE	P	USUP	P	P
PW-TRAF	TRAFFIC SIGNS FILE	P	USUP	P	P
PW-TRAF	TRAFFIC SIGNS & SIGNALS MAINTENANCE FILES	7	2	5	D
PW-TRAF	TRAFFIC STUDY DATA	P	P	-	P
HR	TRAINING AND ORIENTATION FILES	5	5	-	D
ACCTNG	TRANSFER JOURNALS	7	2	5	D
TRANSIT	TRAVELWAYS (1976 & PRIOR)	A	-	A	A
PAYROLL	TRIAL BALANCES	7	2	5	D
ACCTNG	TRIAL BALANCE, MONTHLY	2	2	-	D
ACCTNG	TRIAL BALANCE, YEAR END	7	2	5	D
PUBWORKS	TRUCK HIRE FILES	7	2	5	D
PAYROLL	T-4 SLIPS	P	5	P	P
PAYROLL	T-4 SUMMARIES	P	5	P	P
PAYROLL	UNEMPLOYMENT INSURANCE COMMISSION FILES	P	5	P	P
HR	UNION AGREEMENTS, CONTRACTS (FOR EACH BARG. UNIT)	P	7	P	P
PAYROLL	VACATION RECORDS	7	2	5	D
PUBWORKS	VEHICLE RECORDS	DISPOSAL OF VEHICLE	+1		
TRANSIT	VEHICLE RECORDS (AFTER DISPOSAL OF VEHICLE)	T	T	-	D
PUBWORKS	VEHICLE/EQUIPMENT DISTRIBUTION SHEETS & WORK ORDERS	11	11	-	D
SUPP+SER	VENDOR'S CONTRACTS	7	2	5	D
PW-BLDG	VIOLATION SUMMARY SHEETS - YEAR END	P	2	P	P
FIRE	VOLUNTEERS FILES (OVER 25 YEARS - ARCHIVES)	T+7	T	7	D
CLERKS	VOTERS LIST	6	2	4	D
PW-BLDG	WEED CONTROL REPORTS	USUP	USUP	-	USUP
PUBWORKS	WORK ORDERS	6	2	4	D
HR-SAF	WORKERS COMPENSATION CASE RECORDS	DEATH+5			
PAYROLL	WORKERS COMPENSATION PAYROLL RECORDS	P	4	P	P
PLAN+DEV	ZONING BY-LAW ENFORCEMENT FILES	P	5	P	P
PLAN+DEV	ZONING BY-LAWS	P	5	P	P
CLERKS	ZONING FILES	P	T	P	P
PLAN+DEV	ZONING FILES	P	5	P	P