



REPEALED BY BY-LAW 212-90

THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number 258-82

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;

WHEREAS the City passed By-law 89-82 and now wishes to amend this by-law;

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

1. By-law 89-82, as amended, is hereby further amended by adding thereto Schedule A to this by-law as part of Schedule A to By-law 89-82.

READ a FIRST, SECOND and THIRD TIME and PASSED in Open Council this 13th day of December , 1982.

KENNETH G. WHILLANS MAYOR

RALPH A. EVERETT CLERK

MACGILLIVRAY & COMPANY
CITY AUDITORS

PER:

SCHEDULE A TO BY-LAW 89-82

(Schedule A to By-law _____)

ACCOUNTING

	<u>Office</u>	<u>Record Centre</u>	<u>Final</u>
1. Financial Statements			
a) Working Papers			
(i) Town of Brampton	10	P	P
(ii) Twp. of Chinguacousy	10	P	P
(iii) Twp. of Toronto Gore	10	P	P
(iv) City of Brampton	10	P	P
b) Audited			
(i) Town of Brampton	10	P	P
(ii) Twp. of Chinguacousy	10	P	P
(iii) Twp. of Toronto Gore	10	P	P
(iv) City of Brampton	10	P	P
2. General Accounting Records			
a) General Ledger (Ledger, Cards (NCR & GL-23))			
(i) Town of Brampton	5	P ^Q	P
(ii) Twp. of Chinguacousy	5	P ^Q	P
(iii) Twp. of Toronto Gore	5	P	P
(iv) City of Brampton	5	P	P
b) Operating Statements			
(i) Monthly	2	5	D
(ii) Year-end	2	P	P
(iii) Monthly-Parks & Rec.	2	D	D
(iv) Monthly-Acct Summary-P.C.	2	D	D
c) Trial Balances			
(i) Monthly	2	D	D
(ii) Year-end	5	2	D
d) Journals			
(i) Revenue	4	P ^Q	P
(ii) Capital	4	P	P
(iii) Reserve & Trust	4	P	P
e) Purchase Requisitions			
(i) Stores (J.V. Back-up)	4	P	P
(ii) Printing	4	P	P
(iii) Stationery	4	P ^Q	P
f) Journal Entry-Computer Edits	2	D	D
g) G.L. Input - Master File	2	D	D
h) O/S Purchase Orders			
(i) Monthly	2	D	D
(ii) Year-end	5	P	P
3. Accounting Files			
a) Capital Projects - closed	10	P	P
b) M.T.C. Projects - closed	5	2	D
c) Tax File	5	2	D
d) Convention, Seminar & Training	5	2	D
e) General Correspondence	3	4	D

ACCOUNTS PAYABLE

	<u>Office</u>	<u>Record Centre</u>	<u>Final</u>
1. Accounts Payable Vouchers			
a) Revenue Fund	1	7	D
b) Capital Fund	1	7	D
2. Cheque Copies			
a) Revenue Fund → Yellow	1	2	D
b) Capital Fund - Pink	1	2	D
3. Computer Print-out			
a) A.P. Edits			
(i) 02	1	2	D
(ii) 03	1	2	D
(iii) 04	1	2	D
(iv) 06	1	2	D
(v) 07	1	2	D
(vi) 08	1	2	D
(vii) 09	1	2	D
(viii) 11	1	2	D
(xi) 29	1	P	P

PAYROLL DEPARTMENT

	<u>Office</u>	<u>Record Centre</u>	<u>Final</u>
1. TIME SHEETS			
- Full Time	2	3	D
- Part Time	2	3	D
- Non-Union Attendance	2	3	D
2. PAYROLL MASTERS - All Employees	2	P	P
3. FRINGE BENEFITS - (Billings)			
- O.H.I.P.	3	4	D
- London Life	3	4	D
- Healthguard	3	4	D
- Blue Cross	3	4	D
- Long Term Disability	3	4	D
4. TRIAL BALANCES	2	5	D
5. LABOUR DISTRIBUTION PRINT OUTS	3	4	D
6. CANCELLED PAY CHEQUES	1	6	D
7. EMPLOYEE PAYROLL DEDUCTIONS			
- Canada Savings Bonds	3	2	D
- Garnishees	3	2	D
- Credit Union	3	2	D
- Cupe Dues	3	2	D
- Fire Dues	3	2	D
- Transit Dues	3	2	D
- United Appeal	3	2	D
8. T4's	5	P	P
9. SICK LEAVE			
- Attendance Sheets	3	4	D
- Pay Outs	3	4	D
10. ONTARIO MUNICIPAL EMPLOYEES RETIREMENT SYSTEM			
- Annual Statements	3	P	P
- Waiting Periods	3	P	P
- Annual Reports	3	P	P
11. GENERAL			
- Computer Input Sheets	2	5	D
- Computer Edit Sheets	2	5	D
- Overtime Reports	2	5	D
- Vacation Reports	2	5	D
- LL (Employer) Healthguard Cheque Carbons	2	5	D
- Payroll Summaries	3	4	D
- General Ledgers (Payroll Copies)	3	4	D
- Bank Reconciliation	3	4	D
- Strength Reports	3	4	D
- Statistical Reports	3	P	P

ACCOUNTS RECEIVABLE

(REVENUE SECTION)

	<u>Office</u>	<u>Record Centre</u>	<u>Final</u>
1. Debentures			
(i) Register	P	-	P
(ii) Paid Coupons & Deventures	1	7	D
2. Bank Records			
(i) Statements	1	9	D
(ii) Cancelled Cheques	1	9	D
(iii) Debit & Credit Memos	1	9	D
(iv) Duplicate Deposit Slips	1	7	D
(v) Reconciliations (Monthly)	1	9	D
(iv) Cancelled & Void Cheques	1	9	D
(v)			
3. Accounts Receivable Records			
(i) Paid Invoices	2	5	D
(ii) Duplicate A.R. Invoices	2	5	D
(iii) Ledgers	2	5	D
4. Revenue Reports			
(i) Daily (Parks & Rec.)	1	7	D
(ii) Weekly Summaries	1	7	D
(iii) Cashier's Receipts - Green	1	7	D
(iv) Cashier's Receipts - Pink	1	7	D
5. Strip Tickets			
(i) Registered	P	-	-
6. Cemetery Records	P		
7. Insurance Records	3	7	D
8. Misc. Game Reports (Hockey & Lacrosse)	2	D	D
9. Term DepositeRecords	2	6	D
10. Revenue Section Correspondence	1	6	D
11. Perpetual Care (Prin. & Int. Maturity)	1	2	D

PAYROLL DEPARTMENT

	<u>Office</u>	<u>Record Centre</u>	<u>Final</u>
12. EMPLOYEE (Individual)			
- Cheque Registers (Computer)	2	P	P
- Earnings Record (NCR)	2	P	P
13. NCR PAYROLL JOURNALS	2	P	P
14. WORKMENS COMPENSATION RECORDS			
- Claims	4	P	P
- Billings	4	P	P
- Correspondence	4	P	P
15. UIC RECORDS	5	P	P
16. EMPLOYEE CHANGE SHEETS - WORK PAPERS	2	3	D