



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number 183 - 2015

To amend By-Law Number 272-2014, being a by-law to establish a Schedule of Retention Periods for the records of the Corporation of the City of Brampton


WHEREAS pursuant to Section 255 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended Council may enact by-laws to establish retention periods for municipal records;


AND WHEREAS it is necessary to update Schedule "A" to By-Law 272-2014, being a by-law to establish a schedule of retention periods, as a result of additions to the City Classification System, particularly related to the descriptions and trigger events of City records.

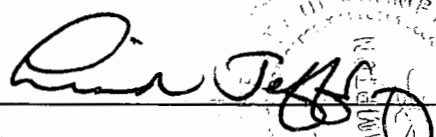
NOW THEREFORE the Council of The Corporation of the City of Brampton ENACTS as follows:

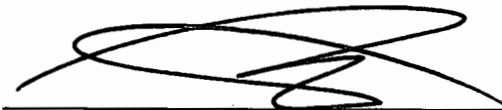
1. Schedule "A" to By-Law Number 272-2014 be replaced with the schedule attached to this by-law.

ENACTED THIS 12th day of August, 2015.

Approved as to form.
 12 Aug 15


Approved as to content.
 2015/08/11



 Linda Jeffrey, Mayor


 Peter Fay, City Clerk



Schedule A: Amended Records Retention By-Law 272-2014

City of Brampton
August 1, 2015



City of Brampton Retention and Disposition Schedule														
Title			Description	Class Code	Trigger Event	Active Retention	In-Active Retention	Disposition	Archival Notes	Vital Record Indicator	Personal Information Bank	Case File Indicator	Citation	Old Classification Codes
Primary	Secondary	Tertiary												
Assets and Real Property Management	City Assets		Records relating to the management and inventory control for parts, materials, supplies and stock items required for the maintenance or repair of City owned assets. Includes records relating to City exterior and interior appurtenances such as flagpoles, statues, sculptures and memorial, as well as records relating to the City's Asset Inventory Control Program.	AA.x	Disposal of asset, or inventory record is superseded	2	4	Selective Archival	Archive if related to planning and construction of statues, sculptures and memorials			Yes	2028	B67, F37, F38
Assets and Real Property Management	City Owned Building Files/ Reports		Includes material relating to the planning, design, construction, major repairs, alterations and demolition of City owned buildings. Also includes maps, and plans.	AB.x	Building is disposed of	2	Permanent	Do not Destroy/ Archive	Archive maps and plans	Yes		Yes	2004 2055 6001	B60
Assets and Real Property Management	Building Maintenance & Repairs		Includes records relating to property maintenance and repair of buildings and lands owned by the City, including noise barrier fencing and retaining walls. (includes records related to work orders, inspections, elevators, janitorial services, and roof maintenance).	AC.x	Fiscal year end	2	4	Confidentially Destroy				Yes	2113 2034 2073	B44
Assets and Real Property Management	Facilities Management		Includes records relating to the proposed use of City land and facilities; correspondence, descriptions, reports, drawings and other records dealing with the coordinating of physical space within City owned and leased buildings; and records regarding the selection, design and maintenance of owned and leased office equipment and furniture. Includes records relating to property maintenance and repair of buildings and lands owned by the City, including contracts related to various City of Brampton PM and DM service contracts for citywide facilities.	AD.x	Fiscal year end or end of contract	2	4	Confidentially Destroy				Yes	2107 2020 2050 2055 2082 3012 2063 2022 6000 6002	A40, B51, B64, B66
Assets and Real Property Management	Fleet Management		Includes records relating to the maintenance of all vehicles currently owned, operated and maintained by the City; ownership and licensing information; inspections and driver vehicle inspection reports (DVIR); mobile accessory equipment used in conjunction with vehicles; maintenance and history files; work orders on equipment such as generators, pumps, snow blowers, plows, sanders, etc. and protective equipment. Includes maintenance records for all City of Brampton vehicles, including fuel.	AE.x	Disposal of asset	2	4 (DVIR - 6 months)	Confidentially Destroy				Yes	2026 2027	D12, V01, V02, V04, V15, V30,
Assets and Real Property Management	Real Property Agreement Administration	Acquisitions & Disposals	Includes records relating to the acquisition and expropriation of lands for City purposes. Also includes records related to purchase and sale of City- owned assets (lands and buildings) and property by the City.	AF.a	Disposal of asset	2	8	Confidentially Destroy		Yes		Yes	2093 2040 2063 2107 2054 6000 6002 6003	L14, L15

City of Brampton Retention and Disposition Schedule

Title		Description	Class Code	Trigger Event	Active Retention	In-Active Retention	Disposition	Archival Notes	Vital Record Indicator	Personal Information Bank	Case File Indicator	Citation	Old Classification Codes
Primary	Secondary												
Assets and Real Property Management	Real Property Agreement Administration	Property Agreements	AF.b	Expiry of contract or renewal period, or superseded/obsolete	2	4	Confidentially Destroy		Yes		Yes	6000 6010	L09, L16, B50, X03
Assets and Real Property Management	Real Property Agreement Administration	Easements, Deeds and Encroachments	AF.c	Expiry of agreement	2	4	Confidentially Destroy		Yes	Yes	Yes	6000 6002	B30, L12, L19
Assets and Real Property Management	Uniforms and Clothing		AG.x	Superseded	2	4	Confidentially Destroy				Yes		n/a
Business & Administrative Services	Government Relations		BA.x	Fiscal year end or superseded	2	4	Selective Archival	Archive materials documenting relationships with other levels of government (i.e. correspondence, shared programs, agreements)			Yes		G60, G65, G70, G75
Business & Administrative Services	Boards & Working Committees		BB.x	Fiscal year end or superseded	2	4	Selective Archival	Archive agendas and minutes	Yes	Yes	Yes		A20, A22, G10, G15
Business & Administrative Services	Information Management	Transitory Records	BD.a	N/A	<2 years	N/A	Confidentially Destroy					6006	A04
Business & Administrative Services	Information Management	Reference Materials	BD.b	N/A	Only as long as required to meet business needs	N/A	Confidentially Destroy						P05

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Primary	Secondary	Tertiary												
Business & Administrative Services	Information Management	Certificate of Destruction	Includes material relating to the certificates of destructions under the Corporate Records Management Program.	BD.c	Fiscal year end	2	8	Confidentially Destroy					2062	A36
Business & Administrative Services	Information Management	Web Publishing	Includes snapshots of website content and copies of web pages created by the municipality for general public use. Includes information on social media sites such as Facebook and Twitter.	BD.d	Superseded	1	0	Confidentially Destroy				Yes		n/a
Business & Administrative Services	Information Management	Records Management	Includes material relating to the creation, implementation and ongoing maintenance of the Corporate Records Management Program; records associated with the design, production, review and request of forms; and records regarding services provided by courier, mail and postage firms; inter-office mail; internal printing etc.	BD.e	Fiscal year end or superseded	2	4	Confidentially Destroy				Yes	6004	A33, A35, A41
Business & Administrative Services	Community Records & Statistics		Includes records relating to statistical information, demographic and otherwise, which is used for planning purposes. May include census information, land use surveys, inventories, employment/unemployment trends, composition of the workforce, social statistics, etc.; and records relating to birth and death registrations and record of Marriage Licences issued.	BE.x	Last Administrative Use	2	Permanent	Do not Destroy / Archive	Archive all information	Yes	Yes	Yes		G95, P30
Business & Administrative Services	Program & Project Management		Includes project planning, administration, audits, project charters, terms of reference, methodologies, project plans, working papers or background files.	BF.x	Project end date	2	4	Confidentially Destroy				Yes	6014 6015	A02, A50
Business & Administrative Services	Elections Management	Election Administration	Included material relating to the assignment of wards and boundaries within the City of Brampton. Includes petitions to change wards and all related information; working files and papers for all municipal elections and by-elections; documents and materials related to an election or by-election such as nomination papers and D.R.O. Statements; campaign finance; and voter lists.	BG.a	Date of election results	2	4	Selective Archival	Archive files documenting new ward boundaries, nomination papers and voter lists	Yes		Yes		G51, G54
Business & Administrative Services	Elections Management	Ballots	Includes all election ballots.	BG.b	Date of election results	120 days	N/A	Confidentially Destroy						G52
Business & Administrative Services	Elections Management	Results/ Declaration of Office	Includes the election results and the declaration of office.	BG.c	Date of election results	2	Permanent	Do not Destroy						G50, G53

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Primary	Secondary	Tertiary												
Business & Administrative Services	Council & Standing Committees	Council & Standing Committees (General)	Includes records relating to the functioning and administrative aspects of Council.	BH.a	Fiscal Year End	2	13	Selective Archival	Archive agendas, minutes and decisions				2101 3010 3007 3002 2063 2046 2102 2011 2062	G20
Business & Administrative Services	Council & Standing Committees	Consent Applications and Committee of Adjustment	Includes records relating to the processing of Consent Applications and severances. Records may include agendas, minutes and decisions for the Land Division Committee and the Committee of Adjustment. May include records relating to charges imposed with respect to the C of A Application process. Records may include records, receipts, and calculations for all registered plans and additions.	BH.b	Date of Decision Made	2	13 (General); Permanent (Decisions and Minutes)	Do not Destroy / Archive	Archive all information	Yes				F87, F88, G31, G32
Business & Administrative Services	Council & Standing Committees	Council & Standing Committees (Meeting Documentation)	Includes records included in the agendas, resolutions, and minutes for Council Meetings, and ad-hoc & sub-committees of Council Meetings. Records may include Brampton Heritage Board materials, and closed session files.	BH.c	Fiscal Year End	2	Permanent (General); 2 (Administrative Records Files)	Do not Destroy; Confidentially Destroy		Yes				G20, G21, G22, G23, G25, G26, G33
Business & Administrative Services	Parking Administration		Includes Certificate Requesting Plate Denial (CRPD) signed and filed with Defaulted Fines Control Centre (DFCC); supporting documents and requests for the lifting of parking fines from the Ministry of Transportation computer; documentation substantiating the cancellation of parking tickets; First Attendance Facility Daily Case Summary; and reports and statistics of disputed parking tickets etc.	Bl.x	Last Administrative Use	2	N/A	Confidentially Destroy			Yes	Yes		L33, L34, L85, L91, L92
Business & Administrative Services	Licensing & Permits		Includes information relating to the licensing of lodging houses; stationary businesses; Lottery Schemes; Trades/Contractors/ Driving School Owners/Instructors; Tow Truck Plate Owners and Drivers; Taxi Plate Owners and Drivers; Permits; Licence Appeals; Refreshment Vehicles; Social & Special Event Permits; Marriage Licence Applications; and fill permits, and records related to the right-of way, such as ROA etc. Also includes complaints received. Includes building permit applications and issued buildings permits. Records may include building plans, correspondence and statistical reports. Records include signage and truss drawings.	BJ.x	Last Administrative Use	2	4 (General); 15 (Animal); Permanent (Building Permits)	Selective Archival	Archive building permits and plans	Yes	Yes	Yes	2055 2004	B11, B12, B13, B15, B17 F90, G96, S40, W10, W20, W25, W89, W90, W91, W92, W93, W94, W95, W96, W97, W98, W99

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Business & Administrative Services	Multi-lingual Services		Includes records relating to the Multilingual Services Program provided by the City	BK.x	Fiscal Year End	2	4	Confidentially Destroy				Yes		A09
Business & Administrative Services	IT Infrastructure Management		Includes records regarding the acquisition, installation, maintenance, operation and use of computers and peripheral hardware as well as records relating to network hardware and communication lines; also includes records related to the support of software either purchased or developed by the City. Includes network software, internet and intranet, and software licences.	BL.x	Superseded or obsolete	2	4	Confidentially Destroy		Yes		Yes		A46, A47
Business & Administrative Services	Telecommunications Administration		Includes records regarding the installation, maintenance, operation and use of telecommunication systems, e.g., voice messaging, fax, telephone, pagers, cell phones and other electronic communication devices.	BM.x	Superseded	2	4	Confidentially Destroy				Yes		A42
Business & Administrative Services	Systems Development		Includes records regarding the development of information systems projects, system development methodologies and system architecture.	BN.x	Architecture: Superseded or obsolete; Working Files: Fiscal Year End	2	4	Confidentially Destroy		Yes		Yes		A48
Business & Administrative Services	Customer Service Requests		Includes records regarding responses to complaints or service requests. Excludes Road Maintenance and Operations requests, see Traffic and Roadway Administration (General). IA.b	BO.x	Last Administrative Use	2	4	Confidentially Destroy			Yes			n/a
Business & Administrative Services	Training Materials Development		Includes records related to the development of physical and electronic training and awareness programs.	BP.x	Superseded or obsolete	2	3	Confidentially Destroy				Yes		H70
Communications & Public Affairs	Artwork, Visual Identity and Insignia		Includes records regarding the standards, which apply to graphic designs in the interest of establishing a Visual Identity Program. Includes logo and letterhead design, signage, vehicle identification, etc.; includes records regarding corporation insignia and seals office; and material relating to artwork, research and distribution of print media in relation to programs, projects and special events within the City of Brampton.	CA.x	Superseded or obsolete	2	3	Selective Archival	Archive logos. Letterhead design, corporation insignia and seals of office				1014 1033 2028	M06, M60
Communications & Public Affairs	Corporate Events		Includes material relating to the information, organization and hosting of special events held by the City of Brampton. (i.e.: Brampton Day). Records may include presentations; awards; speeches; public relations engagements and charitable campaigns.	CB.x	Fiscal Year End	2	3	Confidentially Destroy				Yes	3013 6015	M03, M42
Communications & Public Affairs	Internal Communications		Includes media monitoring and clippings from newspapers, information from journals and other printed media; background notes, draft and final versions of news releases issued; records relating to Public Relations Office service requests; and typed manuscripts, printed copies and related records regarding the publication of trade shows, current events etc.	CC.x	Fiscal Year End	2	N/A	Selective Archival	Archive final released communications				6025	M50, M51, MS4

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Primary	Secondary	Tertiary												
Communications & Public Affairs	Community Relations		Includes records regarding general complaints and commendations and inquiries about Council proceedings and congratulatory letters; material relating to projects initiated by the Brampton Fire Department to promote public awareness of fire safety and prevention; and general records relating to requests by production/movie companies to film movies, commercials, videos, documentaries, etc. within the City of Brampton.	CD.x	Fiscal Year End	2	3	Confidentially Destroy					6004	D20, D45, M04, M30, M40, M44, M48, M52, M53
Communications & Public Affairs	Economic Development		Includes material relating to Business Improvement Areas; Community improvements; Business Profiles; Partnerships and Alliances; Economic Research; and the Small Business and Enterprise Centre.	CE.x	Fiscal Year End	2	8	Confidentially Destroy				Yes		M11, M12, M14, M15, M38, M39, M43
Communications & Public Affairs	Tourism Development		Includes records relating to the promotion of tourism in the City of Brampton. May include material related to cultural fairs, festival, parades and other multicultural events.	CF.x	Fiscal Year End	2	8	Confidentially Destroy				Yes		M41, M49
Communications & Public Affairs	Sales & Promotion Management		Includes material relating to marketing and promoting the City of Brampton as an ideal location for businesses, services, residential development, etc. Also includes material relating to the marketing of City services such as Brampton Transit and Recreational Facilities. May also include material relating to paid advertising by companies, agencies and corporations on City of Brampton buildings, vehicles, etc.	CG.x	Last Administrative Use	2	4	Confidentially Destroy				Yes		M09, M10
Community and Social Services	Animal Services		Includes material relating to strays, medical and euthanasia records; day-to-day shelter operations; adoption records (including microchip); investigations, non-domestic animals ; and veterinary services.	DA.x	Fiscal Year End	2	4	Confidentially Destroy			Yes			S05, S09, S10, S15, S35, S45
Community and Social Services	Parks, Recreation and Culture		Includes records relating to the various facilities and programs offered by the City of Brampton, including theaters; libraries; information centers; museums; art galleries; cultural centers; community sports organizations; community organizations; facility bookings; arenas; fitness centers; recreational programs; golf courses; campgrounds; and waterparks. May also include records relating to the management, operation and maintenance of recreational facilities.	DB.x	Fiscal Year End	2	3	Selective Archival	Archive recreation guides		Yes		2107 2050 2055 3012 2063 2022 6000 6002	C15, C16, C30, C31, C32, R05, R21, R40, R41, R42, R43, R44, R45, R46, R47, R48, R49, R50, R51

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Primary	Secondary	Tertiary												
Community and Social Services	Social Services		Includes records relating to housing issues including housing costs, housing categories, government housing programs and the problems surrounding the homeless; records relating to health care centres, nursing homes, and other health care issues including non-smoking and/or smoke free areas, etc. in the municipality; and records relating to social service agencies for children, youth, adult and seniors, i.e. day care, home care, services to the handicapped, Children's Aid Society.	DC.x	Fiscal Year End	2	3	Selective Archival	Archive information related to government housing programs, nursing homes, health care centers, and social service agencies				2040 2057 2089 2090 2060 2086 2088 2097 2107 2107 2050 2055 3012 2063 2022 2111 2014 2109 3014 2008 2046 2048 2006 2007 3006 2021 2045	C20, C21, C50, C51, F64
Community and Social Services	Education		Includes material relating to information and correspondence with the Peel Board of Education the Dufferin Peel Roman Catholic Separate School Board as well as colleges and universities.	DD.x	Last Administrative Use	2	4	Confidentially Destroy						C25
Financial Management	Tax Management	General Tax Administration	Includes records relating to tax sales; tax records; tax levies paid to the Region of Peel and to school boards; taxes paid; tax arrears; assessment appeals; tax rates, etc.	EA.a	Fiscal Year End	2	4	Confidentially Destroy		Yes	Yes		6010 6012 2042 2043 1022 1030 2028 1035 2003	F92, F93, F94, F96, F97, F98, F99
Financial Management	Tax Management	Property Tax	Includes records related to assessment rolls and tax collector's roll. Includes Supplementary Assessment Paper Rolls.	EA.b	Fiscal Year End	2	Permanent	Do not Destroy / Archive	Archive all information	Yes	Yes			F70, F71
Financial Management	Insurance Administration	Case Files	Includes records related to accidents, incidents, case files, insurance claims, etc.	EB.a	Case Closed	2	4 (General), 23 (Minors), 48 (Mentally Challenged)	Confidentially Destroy		Yes	Yes	Yes	2052 2055 6013 5018	A24, A25, A28, A29, T40, V05

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Primary	Secondary	Tertiary												
Financial Management	Insurance Administration	Insurance Policies/Certificates	Includes records relating to the City's Insurance Coverage affecting liability. Records may include policies and amendments.	EB.b	Expiration of the Policy	2	48	Confidentially Destroy						A27
Financial Management	Accounts Payable Administration		Includes material relating to bills received as a demand for payment for goods and services purchased as well as supporting documentation such as invoices, purchase orders, directives, and credit card authorization and use, etc. Also includes Meals and Mileage.	EC.x	Last Administrative Use	2	5	Confidentially Destroy		Yes		Yes	6010 2060	F10, F11, F23, F24, F40, F41, F80
Financial Management	Accounts Receivable Administration		Includes all fees and revenues used to record financial transactions between the institution and customers. Records may include Cash in lieu; cash receipts; and revenue reports; etc.	ED.x	Fiscal Year End	2	4	Confidentially Destroy		Yes		Yes	6012 6013 1030	F15, F16, F22, F55, F56, L13
Financial Management	City Owned Parking Garage - Spitter Ticket		Includes City Owned Parking Garage - Spitter Ticket	EE.x	Date Produced	6 months	0	Confidentially Destroy						F17
Financial Management	Ledger Management	General Transaction Administration	Includes forms prepared by the Bank and sent to the depositor to show a record of all transactions taken place in the bank account (Current, Capital, Operating, Payroll and Tax, etc.). Includes bank statements, debit and credit card statements, debit and credit memos and cashed cheque listing, financial statements, bank reconciliation, and debentures etc.	EF.a	Fiscal Year End	2	4	Confidentially Destroy	Yes	Yes			2063 2055 1030	F20, F21, F45, F56
Financial Management	Ledger Management	Ledger Administration	Records of all accounts maintained annually. Includes records of all transactions (including payroll records) that are recorded in a Journal before being posted to the General Ledger and any General Ledger account analysis.	EF.b	Fiscal Year End	2	Permanent	Do not Destroy		Yes			2047 2050 2061 2014 2021 2066 1031 1030 6010	F55, F58, F59
Financial Management	Procurement Management		Includes material relating to purchasing through the securing of tenders, and proposals. Includes Requests for Proposals (RFP), contracts, and correspondence with vendors, suppliers of goods and services, their specifications, price lists and guides.	EG.x	Fiscal Year End, or expiry of contract plus warranty period	2	4	Confidentially Destroy				Yes	3011 1030	A43, F81, F82
Financial Management	Forecasting and Budgeting		Includes records related to grants, budgets, reserves, trust funds, Canada Savings Bonds, investments and capital projects. Also includes the Snow Removal Subsidy Program records.	EH.x	Fiscal Year End of last administrative use	2	4	Confidentially Destroy		Yes	Yes		3003 2104 1030 6010 6011 2019 2048 1002 2055 2096 2060 2063	F12, F13, F28, F48, F25, F57, F60, F65, F66

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Primary	Secondary												
Financial Management	Payroll Records		El.x	Fiscal Year End	2	73	Confidentially Destroy			Yes			F54
Human Resource Management	Individual Employee Administration	Employee Records	FA.a	Termination of Employment	2	18 (general); 2 (Disciplinary Letter); 73 (Firefighters)	Confidentially Destroy		Yes	Yes	Yes	1030 1021 2029 2055 6025 2050 2083 2063	H20, H23, H26, H28, H29, H31, H61, H62
Human Resource Management	Individual Employee Administration	Timesheets	FA.b	Fiscal Year End	2	4	Confidentially Destroy		Yes	Yes		2029 1021 1011 1035 1030 2116 2105 2117 1035 6023	F50
Human Resource Management	Individual Employee Administration	Pension Records	FA.c	Termination of Employment	2	58	Confidentially Destroy			Yes	Yes	1011	F47, H21
Human Resource Management	Labour Relations	Employee Relations/ Grievances	FB.a	Last Administrative Use	2	8	Confidentially Destroy			Yes	Yes		H40, H41
Human Resource Management	Labour Relations	Collective Bargaining	FB.b	Superseded or obsolete	2	13	Selective Archival	Archive Final Agreements	Yes		Yes	2054 6021 6022	H42, X05
Human Resource Management	Health, Safety and Wellness		FC.x	Resolution of issue/ assessment/ or investigation; Program is discontinued	2	8 (General; 38 (Hazardous Materials)	Confidentially Destroy			Yes	Yes	2073 2071 2079 2084 2068 2008 2080 2070 2072 2076	H49, H50, H51

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Primary	Secondary	Tertiary												
Human Resource Management	Disability Management		Includes records related to Workplace Safety Insurance Board (including claims), disability management, and employee medical files.	FD.x	Employment is terminated	4	45 (general employees); 75 (Firefighters)	Confidentially Destroy			Yes	Yes	5017 6019	H22, H27, H30, H32
Human Resource Management	Staffing and Recruitment		Includes records related to recruitment and job posting, job descriptions, volunteer administration, organizational structure, rates of pay by group, and position names, etc.	FE.x	Superseded or obsolete	2	N/A (general); 20 (organizational chart)	Selective Archival	Archive Organizational Structure diagrams		Yes	Yes	6017	H55, H60, H65, H67
Legal, Compliance & Security Management	By-Law Administration and Enforcement	By-Law Administration and Enforcement (General)	Includes records relating to infractions of by-laws, their prosecution, appeals and the follow-up of these cases. Includes records related to traffic, property standards, zoning, fire protection and prevention, licensing, parking, Police Laid Matters, animal control, by-law enforcement, complaints, occurrence logs, noise, signage, building codes, zoning and fill by-laws. Records may also include offences.	GA.a	Payment made, or case closed	2	4	Confidentially Destroy			Yes	Yes	2055 2046 2014 3002 3010 2102 2101	E06, E07, E12, L20, L21, L22, L23, L24, L25, L26, L27, L28, L29, L30, L31, L32, P42, S25
Legal, Compliance & Security Management	By-Law Administration and Enforcement	Complaints - Orders to Satisfy	Includes records relating to building complaints and orders to comply.	GA.b	Resolution of the Order	2	4	Confidentially Destroy						B14
Legal, Compliance & Security Management	Legal Affairs	Dispute Resolution, Litigation & Safekeeping	Records resulting from the provision of litigation services and support before, during, and after a trial or hearing, including threatened litigations. Records may include legal briefs, statements of claim, statements of defense, legal memoranda, court submissions and hearing packages, related, general agreements and correspondence.	GB.a	Issue is Resolved and Further Appeal is Barred	2	Permanent	Do not Destroy/ Archive	Archive precedent setting case files	Yes	Yes	Yes	6016 2054	L61, X00
Legal, Compliance & Security Management	Legal Affairs	Legal Advisory	Includes material of a general or administrative nature on legal matters between the City of Brampton and individuals, institutions, or groups of companies. Includes records related to criminal prosecution notification (marijuana grow operation); and provincial offences; the provision of expertise regarding legal matters, i.e. legal advice and opinions. Records may include research documentation, communications, analyses, reports, briefs, or related supporting documentation. May include records relating to details of municipal court operations (including property standards hearings), court dockets, audio recordings, transcripts and logbooks of proceedings. This record series can only be used by Legal.	GB.b	Fiscal Year End	2	13	Confidentially Destroy			Yes	Yes	2054	E05, L05, L17, L60, L11

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Primary	Secondary	Tertiary												
Legal, Compliance & Security Management	Legal Affairs	Ontario Municipal Board Case Files	Includes legal correspondence and background material for O.M.B. case files. May include applications, notices of appeal, OMB orders and notices, pleadings, case law, reports, correspondence and decision. This record series can only be used by Legal.	GB.c	Last Administrative Use	2	8 (Case Files); 25 (Non by-law Orders and Decisions); Permanent (By-law Orders and Decisions)	Confidentially Destroy; Do not Destroy	Archive precedent setting case files	Yes				L08
Legal, Compliance & Security Management	Legal Affairs	Inquests	Includes records relating to coroners' inquests. This record series can only be used by Legal.	GB.d	Last Administrative Use	2	4	Confidentially Destroy			Yes	Yes		L18
Legal, Compliance & Security Management	Legal Affairs	Development Law	Includes records relating to the approval process for plans of subdivisions and rezoning. Records may include draft plan approval comments of proposed residential subdivisions, commercial, institutional, industrial use and applications to amend the official plan and zoning by-laws as it pertains to transportation and roads; proposed plans for subdivision and the circulation of by-laws affecting the development; development application and reports; and development applications of lands for residential, commercial, industrial, institutional and business park purposes. This record series can only be used by Legal.	GB.e	Last Administrative Use	2	48	Selective Archival	Archive proposed plans for subdivision development applications and reports	Yes		Yes		P09, P12, P13, P15, P90
Legal, Compliance & Security Management	Legal Affairs	Easements, Deeds and Encroachments	Includes records relating to easements, quick claim deeds, and use of City property without permission. This record series can only be used by Legal.	GB.f	Completion of Registration	2	8	Confidentially Destroy		Yes	Yes	Yes	3005 2102 2101 3001	L12, L16, L19
Legal, Compliance & Security Management	Legal Affairs	Real Estate Acquisitions and disposals	Includes records relating to the acquisition, expropriation, purchase sale of City owned land, buildings and property by the City. This record series can only be used by Legal.	GB.g	Disposal of asset	2	18	Confidentially Destroy		Yes		Yes		L14, L15, X01, X02
Legal, Compliance & Security Management	Legislative Compliance Administration		Records resulting from the tracking and reporting of compliance requirements (e.g. human rights, employment equity, pay equity, accessibility, workplace harassment, etc.). Includes records relating to requests for access to information under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Case files include records of mediation, written representation to the Information and Privacy Commission (IPC) on appeal and Orders received. Records may include case management tracking documents, submissions to oversight authorities, and investigation reports with supporting documentation. The records for delivery of services through compliance programs should be classified according to the purpose of the program.	GC.x	Last Administrative Use	2	3	Selective Archival	Archive significant reports		Yes	Yes	2101 6020 6024 6018 2055 2063 6004 5016 6005 2064	A16, A17, A21, H35, H63, L01, L03

City of Brampton Retention and Disposition Schedule

Title			Description	Class Code	Trigger Event	Active Retention	In-Active Retention	Disposition	Archival Notes	Vital Record Indicator	Personal Information Bank	Case File Indicator	Citation	Old Classification Codes
Primary	Secondary	Tertiary												
Legal, Compliance & Security Management	Bylaws, Policy and Procedures Administration		Records resulting from development, acceptance and issuance of policies that govern the processes of the organization and how it conducts its business internally. Policies govern the conduct of internal business according to defined principles and standards. Records may include approved policies, consultation documentation and related correspondence. Also includes bylaws.	GD.x	Superseded or Obsolete	2	Permanent (Bylaws, Policies and procedures), 1 year (working files)	Do not Destroy; Confidentially Destroy		Yes			6004	A01, H10
Legal, Compliance & Security Management	Audit Administration	Internal Audit	Includes records relating to the internal audits, consulting engagements and risk assessments.	GE.a	Issuance of audit report or final communication to client	2	5	Confidentially Destroy			Yes	Yes	2063 2066 2046 2050 6014 6015	A05
Legal, Compliance & Security Management	Audit Administration	External Audit	Includes records relating to the administration of final audits.	GE.b	Completion of Audit	2	6	Confidentially Destroy				Yes	2063 2066 2046 2050 6030	F18
Legal, Compliance & Security Management	Business Continuity Planning		Includes records relating to Disaster Recovery and Emergency Planning including plans made for potential loss of City services during unforeseeable events such as fires, terrorism and theft etc.; protection of services and vital records along with computer backup and recovery tapes and staff contacts; and emergency and disaster planning for the City of Brampton.	GF.x	Superseded or obsolete	2	4	Selective Archival	Archive emergency and disaster planning material	Yes		Yes		A30, D50
Legal, Compliance & Security Management	Incident/ Accident Reports		Includes incident reports and reports of accidents that occur at municipal properties. Including vandalism reports.	GG.x	Fiscal Year End	2	21	Selective Archival	Business Continuity incidents.					A24
Legal, Compliance & Security Management	Security Administration	Security Administration (General)	Includes investigation, requests, logs, Request for access, and other records regarding the security and safety of offices / facilities, buildings, properties public / citizens and employees such as security passes and control of keys. Records include Management Tracking Document, Statistical Data, Operational Logs, Operational Briefs, Tour of Duty's, Runsheets, Requests and Operational Resource Assignments. Records include electronic Incident Report files and associated attachments (i.e. links, pictures). Records also include all digitally created Security CCTV video files that have been associated with an incident, and have been removed from the original source media and preserved for applicable use. Records may also contain supporting physical material and or evidence related to the incident.	GH.a	Superseded or obsolete; Incident investigation is complete; Date of Record Retrieval from Original Source	2	6	Confidentially Destroy			Yes	Yes	6008 2052 2089 2098 2085 2055	A06, B55

City of Brampton Retention and Disposition Schedule

Title			Description	Class Code	Trigger Event	Active Retention	In-Active Retention	Disposition	Archival Notes	Vital Record Indicator	Personal Information Bank	Case File Indicator	Citation	Old Classification Codes
Primary	Secondary	Tertiary												
Legal, Compliance & Security Management	Security Administration	Security Systems Management (General)	Records include software and system active database and archival database files. Access Control logs are limited by software at 365 days (1 Year), with active and archival files being held for a period up to 2 years. Applicable softwares and systems include CCTV Administration (not CCTV Video Files), Access Control, Intrusion Monitoring, Key Management, ID Credential, Environment Sensors and Duress Notification.	GH.b	Superseded or Obsolete	1-2 Years (See Descriptions)	0	Confidentially Destroy		Yes	Corporate Security			n/a
Legal, Compliance & Security Management	Security Administration	Security CCTV Recording - Public Conveyance	Records include digitally created Security Closed Circuit Television Video (CCTV) video files or audio from public conveyance/ vehicle assets. Records may also contain supporting physical material and/or evidence related to the incident.	GH.c	Date of recording	72 Hours: No incident reported; 1 year: If incident is reported; 2 years: After investigation is complete	0	Confidentially Destroy			Yes			A08
Legal, Compliance & Security Management	Security Administration	Security CCTV Recording - Property / Asset	Records include digitally created Closed Circuit Television Video (CCTV) Security video files or audio from physical structure assets.	GH.d	Date of recording	31 days No incident reported; 1 year: If incident is reported; 2 years: After investigation is complete	0	Confidentially Destroy			Yes		2055 2052	A07
Natural Resources, Environment & Conservation	Environmental Monitoring and Control	Environmental Planning	Includes correspondence, descriptions, environmental assessments (EA), reports and other records dealing with the Environmental Master Plan. Records may include hazardous materials.	HA.a	Last Administrative Use	2	18	Selective Archival	Archive reports regarding the Environmental Master Plan	Yes		Yes	2000 2032 6000 6003 1034	N01, N02, N09
Natural Resources, Environment & Conservation	Environmental Monitoring and Control	Natural Resource Planning	Includes general records relating to environment and natural resources. Includes records related to water quality and waste management.	HA.b	Fiscal year end	2	8	Confidentially Destroy		Yes			2036 2058 2033 2034 2035	N08, N20, P14

City of Brampton Retention and Disposition Schedule

Title			Description	Class Code	Trigger Event	Active Retention	In-Active Retention	Disposition	Archival Notes	Vital Record Indicator	Personal Information Bank	Case File Indicator	Citation	Old Classification Codes
Primary	Secondary	Tertiary												
Natural Resources, Environment & Conservation	Environmental Monitoring and Control	Environmental Monitoring and Control (General)	Includes material relating to weather monitoring, natural resources, noise control, pollution and any other environmental concerns.	HA.c	Fiscal year end	2	4	Confidentially Destroy						N05, N07
Natural Resources, Environment & Conservation	Environmental Monitoring and Control	Air Control	Includes material relating air pollution and control	HA.d	Fiscal year end	2	6	Confidentially Destroy				Yes		N06
Natural Resources, Environment & Conservation	Waterworks Administration		Includes records relating to storm sewers, sanitary sewers, water courses, grading, drainage, waterways, surface and subsurface contamination and testing.	HB.x	Fiscal year end	2	13 (General); Permanent (specifications)	Confidentially Destroy; Do not Destroy					3016 3019 2000 2032 2094 2038 3017 2093 2041	N10, N11, N12, N13, N30, T07
Natural Resources, Environment & Conservation	Environmental Management		Record series code HC.x Environmental Management has now been amalgamated with JB.c Plan Development.											
Natural Resources, Environment & Conservation	Conservation Administration		Includes records relating to the Toronto Region Conservation Authority; Credit Valley Conservation; and Energy Conservation within Brampton.	HD.x	Completion of project or report	2	5	Confidentially Destroy					2000 2032	N18, N40, N41, N42
Natural Resources, Environment & Conservation	Heritage Designations		Includes records regarding heritage and historical development including designation of buildings and districts and cemeteries.	HE.x	Approval of heritage status.	6	Permanent	Do not Destroy/ Archive	Archive inventory and designation files	Yes		Yes		P60
Natural Resources, Environment & Conservation	Environmental Maintenance		Include records dealing with the ground management and maintenance of municipal parks, trees and forestry areas. May include working copies of maps, plans, spraying, pruning, planting etc.	HF.x	Fiscal year end	2	3	Selective Archival	Archive maps and plans				2000 2032	R20, R22
Operations Management	Traffic and Roadway Administration	Major Road Construction and Design	Major Road Construction under Capital Construction Section-Includes material relating to the planning, design, construction and reconstruction of roads within the City of Brampton.	IA.a	Completion of project or end of warranty period	2	48 (General); Permanent (Specifications)	Confidentially Destroy; Do not Destroy; Selective Archival	Archive materials pertaining to planning, design and construction of roads	Yes			3000 2047 2101 2010	T21
Operations Management	Traffic and Roadway Administration	Grade Separations & Structures	Includes material relating to the planning, design, construction and reconstruction of bridges within the City of Brampton; routine & structural maintenance of bridges; Includes maintenance and reconstruction relating to grade separations (bridges), railway lines and highways over the roads.	IA.b	Completion of Project	2	48 (General); Life of Bridge (Case File)	Selective Archival	Archive materials pertaining to planning, design and construction of bridges	Yes		Yes		T24, T14, T25

City of Brampton Retention and Disposition Schedule

Title			Description	Class Code	Trigger Event	Active Retention	In-Active Retention	Disposition	Archival Notes	Vital Record Indicator	Personal Information Bank	Case File Indicator	Citation	Old Classification Codes
Primary	Secondary	Tertiary												
Operations Management	Traffic and Roadway Administration	Safety, Signage and Maintenance	Includes material relating to the immediate and long term planning of the City's road infrastructure; material relating to the repairs, construction and reconstruction of the City's roads (contracted & non-contracted); including road patrol shift reports and routine patrol records; curbs and medians; winter, spring and summer road maintenance program (contracted & non-contracted); Regional Roads; studies regarding traffic signals, traffic signs, traffic counts and speed limits; design, installation, maintenance, requests for signals, signal timing plans and changes; planning, administration, installation and maintenance of the street lighting network within the City; newspaper boxes, obstructions on the road allowances, crossing guards, pedestrian crosswalks and requests for changes/ amendments for posted speed limits; production installation and maintenance of regulatory (i.e. stop signs) & non-regulatory signage; inventory reports and sign crew daily work records; intersectional/ non-intersectional traffic accidents of a general nature.	IA.c	Completion of project, or Fiscal year end	2	8 (General) 10 (Signs)	Confidentially Destroy		Yes			2047	T03, T04, T11, T12, T15, T20, T35, T37, T05, T06, T16, T17, T19
Operations Management	Public Transportation Management	Transportation Development	Includes records relating to the development of transportation systems, including surface vehicles, subways, trains, roads, etc.	IB.a	Completion of project	2	48	Confidentially Destroy		Yes				P08, P40
Operations Management	Public Transportation Management	Lost & Found	Includes records relating to articles lost or found on Brampton Transit vehicles or property.	IB.b	Fiscal year end	1	0	Confidentially Destroy						T67
Operations Management	Public Transportation Management	Transit Services	Includes records relating to fares, ticket control, and any passes issued to special groups using Municipal transit. Records may also include charters and special services; transit shelters; transit stops; bus routes; transit vehicle technology; terminals and loops; scheduling and service; fuel and other daily operational files.	IB.c	Fiscal year end	2	4 (General); 13 (Zum / Acceleride Project Files)	Selective Archival	Archive bus routes		Yes			T50, T53, T55, T59, T60, T61, T62, T63, T64, T65, T66, V15
Operations Management	Parking Garages, Lots & Meters		Includes material relating to the planning, operations and maintenance of all City owned parking facilities and on-street meter parking.	IC.x	Fiscal year end	2	8	Confidentially Destroy		Yes				T38
Operations Management	Utility Administration		Includes general records relating to public utilities in the municipality including Bell Canada, Consumers Gas, Cable TV, Hydro One Brampton, and pipelines such as Trans Canada Pipelines. May also include records related to the location of utilities (including water mains).	ID.x	Fiscal year end	2	3	Confidentially Destroy						C35, T10
Operations Management	Fire and Emergency Services Administration	Prevention, incidents and investigations	Includes material relating to emergency management responses; fire incidents; occurrence reports; investigations and Fire Marshall's Reports; fire prevention; inspection reports; police presence at community events, security matters; fire access routes; and honour guard.	IE.a	Superseded or obsolete	2	4	Selective Archival	Archive Fire Marshall reports (significant cases)	Yes	Yes		2002 2026	D10, D11, D13, D55, D70

City of Brampton Retention and Disposition Schedule

Title		Description	Class Code	Trigger Event	Active Retention	In-Active Retention	Disposition	Archival Notes	Vital Record Indicator	Personal Information Bank	Case File Indicator	Citation	Old Classification Codes
Primary	Secondary												
Operations Management	Fire and Emergency Services Administration	Fire Station Operational Records	IE.b	Fiscal year end	2	0	Confidentially Destroy					2016 2042 2050	D60
Operations Management	Fire and Emergency Services Administration	Master Recordings	IE.c	Completion of Investigation	1	0	Confidentially Destroy			Yes			D25
Operations Management	Cemetery Records		IF.x	Fiscal year end	1	Permanent	Do not Destroy/ Archive	Archive all information	Yes	Yes			C40
Operations Management	Cemetery Maintenance		IG.x	Fiscal year end	2	4	Confidentially Destroy						R23
Planning	Residential Development		JA.x	Completion of project, or notice of decision	2 (General) USUP (Road "As Constructed" Data Storm Design)	48	Selective Archival	Archive reports, drawings, agreements and condo plans	Yes			2022 2025 2102 2101 3001 1202 3005	P20, P21, P36, T26
Planning	Planning and Development	Official Plans	JB.a	Notice of decision	2	Permanent	Do not Destroy/ Archive	Archive all information	Yes			3001 2101 2009	P25, P26, P27, P44, P75, R15, X07

City of Brampton Retention and Disposition Schedule

Title			Description	Class Code	Trigger Event	Active Retention	In-Active Retention	Disposition	Archival Notes	Vital Record Indicator	Personal Information Bank	Case File Indicator	Citation	Old Classification Codes
Primary	Secondary	Tertiary												
Planning	Planning and Development	Reference and Registered Plans	Includes Registered Plans of subdivision filed by plan number; and Reference Plans, which are plans that show a section or block of the registered plan of subdivision filed by plan number. Records may also include photographs of the City of Brampton filed by assigned numerical number according to geographical location. Plans are saved on EDDi Drawings & Plans Index as well as in hard-copy.	JB.b	Fiscal year end	N/A	Permanent	Do not Destroy/ Archive	Archive all information				2022 2025 2102 2101 3001 1202 3005	P28, P29, P47, P48
Planning	Planning and Development	Plan Development	Includes records relating to the processing of development applications, including draft plan approval comments of proposed residential plans of subdivisions, commercial, institutional, industrial use and applications to amend the Official Plan and Zoning By-laws, site plan applications, minor variances, consents, etc. as it pertains to transportation and roads; and records relating to proposed plans for subdivision and the circulation of by-laws affecting the development, approval process for building layout and provision of services to the land. May include correspondence, development application and reports. Also includes records relating to the planning, design, development and redevelopment of parks and open spaces. Includes Development Charges and charges imposed with respect to the Site Plan process.	JB.c	Notice of decision or Assumption (Subdivisions) or Certificate (Parks Construction)	2	48	Selective Archival	Archive development applications and reports		Yes		2000 2032, 2102	F85, F86, N14, N15, N16, N17, P07, P09, P12, P13, P46, P15, P42, R15, R17, X04, X08
Planning	Planning and Development	Strategic Planning	Includes records relating to the planning of strategies, initiatives, goals and objectives. May include general records relating to the mapping of the City of Brampton and surrounding areas.	JB.d	Approval of strategic plan	2	8	Confidentially Destroy					2062	A23, P50
Planning	Planning and Development	Part-Lot Control	Includes records relating to the exercise of land division control over part-lots in accordance with the Planning Act. Includes applications, exemptions, correspondence, and decisions.	JB.e	Final decision is made	2	8	Confidentially Destroy						P83
Planning	Planning and Development	Horizontal/ Vertical Control Network (Surveying) - ACRIS	Includes all original data for the Horizontal/ Vertical Control Network such as horizontal/ vertical control surveys, Horizontal Control Monument Records, geodetic leveling notes, precise leveling notes, V.C. Net Adjustments and H2C reference sketches.	JB.f	Completion of Survey	2	Permanent (Documentation); 4 (Subject Files)	Do not Destroy; Confidentially Destroy					2062	T23
Planning	Planning and Development	Development Applications	Includes records relating to the development of airport facilities and runways, i.e. terminals, etc.; and institutions i.e. schools, churches, colleges and hospitals.	JB.g	Decision made on the application	2	8	Confidentially Destroy						P08, P22

City of Brampton Retention and Disposition Schedule

Title			Description	Class Code	Trigger Event	Active Retention	In-Active Retention	Disposition	Archival Notes	Vital Record Indicator	Personal Information Bank	Case File Indicator	Citation	Old Classification Codes
Primary	Secondary	Tertiary												
Planning	Planning and Development	Temporary Buildings	Includes records relating to the temporary use (3 years or less) of land, buildings or structures for purposes otherwise prohibited by the current zoning by-law. Includes Sales Trailers and records of all the financial records relating to the erection and/or demolition of Sales Trailers used to sell homes in subdivisions.	JB.h	End of Temporary Use	2	4	Confidentially Destroy						F89, P43
Planning	Address Management		Includes records relating to the naming and renaming of street and City owned assets, including roads, parks and open spaces, pathways, and buildings. Also includes records relating to street address numbers including unit numbers. Records may include designations, the Street Index, and working files.	JC.x	Superseded	2	48	Selective Archival	Reason behind naming of street or park				2101 2102	B20