



ADMINISTRATION

City of Brampton File Classification and Records Retention By-Law 307-2010 Guide

Class Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
A01	POLICIES and PROCEDURES Includes original policies, procedures, manuals, guidelines and directives.	Original Active: USUP	Inactive: Archives					
	Corporate			N	OA	Y	AR	OFFICE OF THE CITY CLERK
	Departmental			N	XA	Y	AR	CORPORATE
A02	ADMINISTRATIVE RECORDS – POLICY, DECISION, PROJECT OR FINANCE RELATED – Includes project planning, administration, audits, project charters, terms of reference, methodologies, project plans, working papers or background files.	Original Active: T+2	Inactive: 4 subject to archival selection	N	RA	Y	R	CORPORATE
A04	TRANSITORY RECORDS - REFERENCE MATERIAL – Includes material in electronic (email, instant messages) voice messages, and paper form which include: <ul style="list-style-type: none"> • publications, periodicals, brochures, printed literature , catalogues, lists, telephone directories, advertising materials; vendor profiles, supplies, product descriptions, price lists, books, journals, magazines, newspapers, newsletters, bulletins; blank forms that have been revised or cancelled. • conferences, conventions, seminars, workshops and special functions. Information kits, presentation handouts. • professional associations, clubs, societies, boards, commissions, and organizations in which an employee of the institution has a membership or interest. Includes minutes, annual reports, membership information etc. • "All Staff" notices of holidays, special events or routine administrative matters. • duplicate copies of committee minutes, agenda, reports, studies. • broadly distributed materials (such as manuals, directives, bulletins and guidelines) used to communicate policies and practices for internal administration. • personal messages and records documenting activities such as invitations, meeting dates. • temporary or draft working papers such as rough notes or testing material that are of no value in the documentation of 	Retain until no longer useful and destroy	NOTE: Transitory records are not official corporate records and do not need to be retained. Material should be retained by the Office and discarded when no longer useful.	N	RA	N	N	CORPORATE

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A04	Cont'd the system, data collection or in showing how government policies, programs or decisions were developed and implemented; do not contain important research or background data. Discretion should be used, please see Record Series A02 or consult with the Records Office.							
A05	INTERNAL AUDIT - Includes records relating to the internal audits and control, risk and cultural assessments, and corporate effectiveness and efficiency initiatives.							INTERNAL AUDIT
	- Final Audit Report	Original Active: 2 Copy Active: 2	Inactive: 18 Inactive: 0	N	XA	N	N	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	XA	N	N	
	- Working Copies	Original Active: 2 Copy Active: 2	Inactive: 2 Inactive: 0	Y	XA	N	N	
A06	SECURITY - Includes investigation or vandalism reports, requests, logs, 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.	Original Active: T+2	Inactive: 4	Y	XA	Y	N	SECURITY
A07	AUDIO OR VIDEO RECORDINGS Video surveillance, Closed Circuit Television Video (CCTV) and Audio Recordings installed in property facilities for safety, security and quality control purposes.							
	CCTV	Original Active: 31 days	Inactive: 0	Y	XA	Y	N	SECURITY
	AUDIO			Y	XA	Y	N	CORPORATE FACILITY
	Specific incidents downloaded to digital media for investigation – no legal action. Incidents downloaded for legal matters – see Legal Services.	Extracted Information Active: 1	Inactive: 0	Y	XA	Y	N	SECURITY



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A08	VIDEO RECORDINGS – TRANSIT Closed Circuit Television Video (CCTV) installed on Transit vehicles for safety and security purposes.	Original Active: 3 days (72 hours)	Inactive: 0	Y	XA	Y	N	SECURITY
A09	MULTILINGUAL SERVICES Includes records relating to the Multilingual Services Program provided by the City	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	OFFICE OF THE CITY CLERK
A16	REQUESTS FOR INFORMATION – Includes records relating to the issue of access, general information both internal and external. Excludes: Formal FOI Access Requests -see A17	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	CORPORATE
A17	MFIPPA - ACCESS REQUESTS 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.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	XA	N	N	OFFICE OF THE CITY CLERK
A20	ADMINISTRATIVE COMMITTEES Includes records relating to the activities of staff committees, task forces, and staff meetings. Includes notices of meetings, agendas, minutes, etc. May also include copies of staff activity reports. Excludes: Council Agendas - see G21 Council Minutes - see G22 Standing Committees - see G24 Cross Functional Teams – see A22	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	CORPORATE
A21	ACCESSIBILITY Includes records relating to matters of accessibility. May include Audit Report etc...							OFFICE OF THE CITY CLERK
	- Accessibility Plan	Original USUP Copy Active: 2	Inactive: 2 Inactive: 0	N	RA	Y	R	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	

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A22	CROSS FUNCTIONAL TEAMS Include agendas, minutes, reports, studies, and correspondence relating to the activities of Cross-Functional Teams established by Management Team. File by subject of Cross-Functional Team, e.g., Zoning, Records Management, etc.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	CORPORATE
A23	STRATEGIC PLANNING Includes records relating to the planning of strategies, initiatives, goals and objectives.							CORPORATE
	- Plan	Original USUP Copy Active: 2	Inactive: 6 Inactive: 0	N	RA	N	N	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
A24	INSURANCE – GENERAL Includes records relating to general insurance matters and risk management information. This includes changes in legislation and risk management matters arising from all City departments. Note: Should an Accident / Incident result in a claim a file should be created under one of the following: A25 Insurance Claims A28 Insurance Claims – Minors A29 Insurance Claims – Mentally Challenged	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	RISK MGMT.
A25	INSURANCE CLAIMS Includes records relating to litigation and/or investigation. Includes liability and automobile, property. Includes material relating to all general insurance claims either by or against the municipality under any of the City's insurance policies.							RISK MGMT. T = Case Closed
	- Insurance Claims	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	XA	Y	N	
	- Personal Injury Claims	Original Active: T+2 Copy Active: 2	Inactive: 8 Inactive: 0	Y	XA	Y	N	



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		Active	Inactive	PIB	RD	Vital	Archival	
A25	- Case Files	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	XA	Y	N	RISK MGMT. T = Case Closed
	- Accident / Incident Reports	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	XA	Y	N	
A27	INSURANCE POLICIES/ CERTIFICATES Includes records relating to the City's Insurance coverage affecting liability. May include policies and amendments to same as well as any and all policies.	Original Active: T+2 Copy Active: 2	Inactive: 48 Inactive: 0	N	RA	Y	N	RISK MGMT. T = Expiration of Policy
A28	INSURANCE CLAIMS – Minors Includes records relating to litigation and/or investigations relating to minors (persons under the age of 18). Case Files	Original Active: T+2 Copy Active: 2	Inactive: 23 Inactive: 0	Y	XA	Y	N	RISK MGMT. T = Case Closed.
A29	INSURANCE CLAIMS – Mentally Challenged Includes records relating to litigation and/or investigations involving mentally challenged claimants. Case Files	Original Active: T+2 Copy Active: 2	Inactive: 48 Inactive: 0	Y	XA	Y	N	RISK MGMT. T = Case Closed
A30	DISASTER RECOVERY Includes records relating to plans made for potential loss of City services during unforeseeable events such as fires, terrorism and theft etc.... Includes protection of services and vital records along with computer backup and recovery tapes and staff contacts.							EMERGENCY MEASURES & CORPORATE SECURITY
	- Disaster Plan	Original Active: USUP+2 Copy Active: 2	Inactive: 0 Inactive: 0	N	RA	Y	N	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
A33	FORMS MANAGEMENT Includes records associated with the design, production, form review and requests. Excludes: Blank forms	Original Active: USUP Copy Active: 2	Inactive: 0 Inactive: 0	N	OA	N	N	COMMUNICATIONS



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		Active	Inactive	PIB	RD	Vital	Archival	
A35	<p>RECORDS MANAGEMENT Includes material relating to the creation, implementation and ongoing maintenance of the Corporate Records Management Program.</p> <p>Includes: Filing Classification System, the creation, implementation and ongoing maintenance of the City's Records Retention By-law, organization, disposition and retention of files, archives and archival material. Includes material relating to the ongoing operation of the City's Records Centre(s).</p>	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	Y	N	OFFICE OF THE CITY CLERK
A36	<p>RECORDS DESTRUCTIONS CERTIFICATES Includes material relating to the certificates of destructions under the Corporate Records Management Program.</p>	Original Active: 2 Copy Active: 2	Inactive: 48 Inactive: 0	N	OA	Y	N	OFFICE OF THE CITY CLERK
A40	<p>OFFICE EQUIPMENT/ FURNITURE Includes records regarding the selection, design and maintenance of owned and leased office equipment and furniture. i.e.: Photocopiers, Fax Machines, Printers.</p> <p>Excludes: Purchase Requisitions/Orders - see F80 Purchase Orders - see F80 Accounts Payable - see F10 Service Agreements - see F80 Asset Inventory Control - See F37</p>	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	SPACE PLANNING T = Completion of Project
A41	<p>OFFICE SERVICES Includes records relating to photocopying, faxes, mail and couriers, catering and in-house printing services.</p>	Original Active: 2 Copy Active: 2	Inactive: 0 Inactive: 0	N	RA	N	N	CORPORATE
A42	<p>TELECOMMUNICATIONS 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.</p> <p>Excludes: Fire Department Communications - see D20</p>	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	I.T.
A43	<p>VENDORS/ SUPPLIERS/ SUPPLIES Includes correspondence regarding vendors and suppliers of goods and services, their specifications, price lists and guides.</p> <p>Excludes: Purchase Requisitions - see F84 Purchasing - see F80 Tenders & Quotations - see F81</p>	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	PURCHASING & MATERIALS MGMT.

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A46	<p>COMPUTER HARDWARE 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.</p> <p>Includes: Hardware Agreements Hardware Management Hardware Operating Standards Configuration Management Operational Aspects</p> <p>Excludes: Purchase Orders – see F80 Tenders – see F81 Quotations – see F82</p>							I.T.
	- Working Files	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	I.T. T= Replacement of Hardware
A47	<p>COMPUTER SOFTWARE Includes records regarding the acquisition, installation, maintenance, operation, use and support of software either purchased or developed by the City. Includes network software, internet and intranet.</p> <p>Includes: Software Agreements Software Management Software Operating Standards</p> <p>Excludes: Purchase Orders – see F80 Tenders – see F81 Quotations – see F82</p>							I.T.
	- Request for Access Forms (RFA's)	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	XA	Y	N	
	- Working Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	



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A48	SYSTEMS DEVELOPMENT Includes records regarding the development of information systems projects, system development methodologies and system architecture.							I.T.
	- Computer System Architecture Documentation	Original Active: USUP Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
	- Working Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
A50	I.T. PROJECTS / SOLUTIONS Includes all projects from all business areas that are outside regular core business and time limited. Includes project charters, terms of reference, methodologies, project plans etc Includes: Initiation Planning Requirements Definition (SLDC) Procurement							I.T.
	- Working Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	

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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
B11	BUILDING PERMITS Includes building permit applications and issued buildings permits.							BUILDING T = Final Inspection
	- Building Permits Issued – Residential Single Family, Semi-Detached			N	RA	Y	N	
	- Permits	Original Active: T+2 Inactive: 5 Copy: 2 Inactive: 0						
	- Plans	Original Active: T+2 Inactive: 5 Copy: 2 Inactive: 0						
	- Correspondence	Original Active: T+2 Inactive: 5 Copy: 2 Inactive: 0						
	- Building Permits Issued – Residential Multiple Family			N	RA	Y	N	
	- Permits	Original Active: T+2 Inactive: LOF Copy: 2 Inactive: 0						
	- Plans	Original Active: T+2 Inactive: LOF Copy: 2 Inactive: 0						
	- Correspondence	Original Active: T+2 Inactive: LOF Copy: 2 Inactive: 0						
	- Building Permits Issued – Industrial			N	RA	Y	N	
	- Permits	Original Active: T+2 Inactive: LOF Copy: 2 Inactive: 0						
	- Plans	Original Active: T+2 Inactive: LOF Copy: 2 Inactive: 0						
	- Correspondence	Original Active: T+2 Inactive: LOF Copy: 2 Inactive: 0						
	- Building Permits Issued – Commercial			N	RA	Y	N	
	- Permits	Original Active: T+2 Inactive: LOF Copy: 2 Inactive: 0						

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		Active	Inactive	PIB	RD	Vital	Archival	
	- Plans	Original Active: T+2 Copy: 2	Inactive: LOF Inactive: 0					
	- Correspondence	Original Active: T+2 Copy: 2	Inactive: LOF Inactive: 0					
	- Building Permits Issued – Public Buildings			N	RA	Y	Y	
	- Permits	Original Active: T+2 Copy: 2	Inactive: LOF Inactive: 0					
	- Plans	Original Active: T+2 Copy: 2	Inactive: LOF Inactive: 0					
	- Correspondence	Original Active: T+2 Copy: 2	Inactive: LOF Inactive: 0					
	- Building Permits Issued – Heritage Properties			N	RA	Y	Y	
	- Permits	Original Active: T+2 Copy: 2	Inactive: P Inactive: 0					
	- Correspondence	Original Active: T+2 Copy: 2	Inactive: 5 Inactive: 0					
	- Building Permits – Temporary Structures			N	RA	N	N	
	- Permits	Original Active: T+2 Copy: 2	Inactive: 4 Inactive: 0					
	- Correspondence	Original Active: T+2 Copy: 2	Inactive: 5 Inactive: 0					
	- Building Permits Issued - Cancelled			N	RA	N	N	
	- Permits	Original Active: T+2 Copy: 2	Inactive: 4 Inactive: 0					
	- Correspondence	Original Active: T+2 Copy: 2	Inactive: 5 Inactive: 0					

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		Active	Inactive	PIB	RD	Vital	Archival	
B12	BUILDING PERMITS - SIGNS Includes material relating to Building Permits Issued – Signs							BUILDING T = Completion
	- Plans	Original Active: T+2 Copy: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
	- Correspondence	Active: T+2 Copy: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
B13	BUILDING PERMITS – DEMOLITIONS Includes material relating to Building Permits Issued Complete Demolitions	Original Active: T+1 Copy: 1	Inactive: 0 Inactive: 0	N	RA	N	N	BUILDING T = Demolition
B14	BUILDING COMPLAINTS & ORDERS TO COMPLY Includes records relating to building complaints and orders to comply.							BUILDING
	- Complaints & Orders	Original Active: 2 Copy: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
	- Correspondence	Original Active: 2 Copy: 2	Inactive: 2 Inactive: 0	N	RA	N	N	
B15	BUILDING PERMITS – TRUSS DRAWINGS Includes drawings showing the roofing details associated with each new house model.							BUILDING
	- Drawings	Original Active: 2 Copy: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
	- Correspondence	Original Active: 2 Copy: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
B17	BUILDING REPORTS Includes statistical reports related to Building Permits, which are generated in the Building Division.	Original Active: 2 Copy: 2	Inactive: 4 Inactive: 0	N	OA	N	N	BUILDING



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		Active	Inactive	PIB	RD	Vital	Archival	
B20	STREET NAMES & NUMBERS Includes records relating to road / street names, unit numbers and name changes.							PD&D
	- Designations	Original Active: 2	Inactive: 18	N	OA	N	Y	
		Copy: 2	Inactive: 0					
	- Street Index	Original Active: USUP	Inactive: 0	N	OA	N	N	
	Copy: 2	Inactive: 0						
	- Working File	Original Active: 2	Inactive: 4	N	RA	N	N	
	Copy: 2	Inactive: 0						
B44	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.							CORPORATE PROPERTY MGMT.
	- Work Orders	Original Active: 2	Inactive: 8	N	RA	N	N	
		Copy: 2	Inactive: 0					
	- Inspections	Original Active: 2	Inactive: 8	N	RA	N	N	
		Copy: 2	Inactive: 0					
	- Elevators	Original Active: 2	Inactive: 8	N	RA	N	N	
	Copy: 2	Inactive: 0						
	- Janitorial	Original Active: 2	Inactive: 8	N	RA	N	N	
	Copy: 2	Inactive: 0						
	- Roof Maintenance	Original Active: 2	Inactive: 8	N	RA	N	N	
	Copy: 2	Inactive: 0						
B50	PROPERTY MANAGEMENT Includes records relating to the management of properties owned by the city that are leased out.	Original Active: 2	Inactive: 4	N	RA	N	N	REAL ESTATE
		Copy Active: 2	Inactive: 0					
B51	BUILDING PORTFOLIO MANAGEMENT Includes records relating to life cycle management of City-owned facilities.	Original Active: 2	Inactive: 0	N	RA	N	N	ASSET MANAGEMENT
		Copy Active: 2	Inactive: 0					



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B55	SAFETY & SECURITY Includes records relating to security and the prevention of vandalism of City buildings and lands in the municipality.	Original Active: 2 Copy: 2	Inactive: 4 Inactive: 0	N	RA	N	N	EMERGENCY MEASURES & CORPORATE PROPERTY MANAGEMENT
B60	BUILDING FILES – (City Owned Buildings) Includes material relating to the planning, design, construction, major repairs, alterations and demolition of City owned buildings. Includes maps and plans							Physical Plant & Real Property Services T = Completion
	- Construction	Original Active: T+2 Copy Active: 2	Inactive: LOF Inactive: 0	N	RA	Y	R	
	- Design	Original Active: T+2 Copy Active: 2	Inactive: LOF Inactive: 0	N	RA	Y	R	
	- Legal Documents	Original Active: T+2 Copy Active: 2	Inactive: LOF Inactive: 0	N	RA	Y	R	
	- Post Construction							
	Drawings – As Built Drawings	Original Active: T+2 Copy Active: 2	Inactive: LOF Inactive: 0	N	RA	Y	R	
	Other Reports	Original Active: 2 Copy Active: 2	Inactive: 18 Inactive: 0	N	RA	Y	R	



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B60 Cont.	Deficiency & Commissioning Reports	Original Active: T+2	Inactive: 4	N	RA	N	R	
	Copy Active: 2	Inactive: 0						
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	R	
		Copy Active: 2	Inactive: 0					
B64	SPACE PLANNING Includes correspondence, descriptions, reports, drawings and other records dealing with the coordinating of physical space within City owned and leased buildings.	Original Active: 2	Inactive: 8	N	RA	N	N	SPACE PLANNING
		Copy: 2	Inactive: 0					
B65	BUILDING ACCESSIBILITY Includes records relating to the accessibility of existing City owned buildings for people with disabilities.	Original Active: 2	Inactive: 4	N	RA	N	N	Physical Plant & Real Property Services
		Copy: 2	Inactive: 0					
B66	PROPOSAL FOR USE OF CITY OWNED LAND & FACILITIES Includes records relating to the proposed use of City land and facilities.	Original Active: 2	Inactive: 4	N	RA	N	N	Physical Plant & Real Property Services
		Copy: 2	Inactive: 0					
B67	EXTERIOR / INTERIOR APPURTENANCES Includes records relating to City exterior and interior appurtenances such as flagpoles, statues, sculptures and memorials.	Original Active: 2	Inactive: 4	N	RA	N	N	Physical Plant & Real Property Services
		Copy: 2	Inactive: 0					

COMMUNITY & SOCIAL SERVICES

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C15	COMMUNITY ORGANIZATIONS Includes material relating to community organizations, clubs and their activities.	Original Active: 2	Inactive: 4	N	RA	N	N	COMMUNITY SERVICES
		Copy Active: 2	Inactive: 0					
C16	COMMUNITY SPORTS ORGANIZATIONS Includes material relating to all community youth, adult and family sports clubs and groups. Excludes: City Run Programs See: R46	Original Active: 2	Inactive: 4	N	RA	N	N	COMMUNITY SERVICES
		Copy Active: 2	Inactive: 0					
C20	HEALTH CARE Includes 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.	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
C21	HOSPITALS Includes records relating to hospitals within the City of Brampton.	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
C25	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.	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
C30	LIBRARIES & INFORMATION CENTRES Includes material relating to library and information services for the City of Brampton.	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
C31	MUSEUMS, ART GALLERIES & CULTURAL CENTRES Material relating to museums and art galleries with in the City of Brampton.	Original Active: 2	Inactive: 8	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
C32	THEATRES Material relating to theaters with the City of Brampton	Original Active: 2	Inactive: 8	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
C35	UTILITIES Includes general records relating to public utilities in the municipality including Bell Canada, Consumers Gas, Cable TV, Hydro One Brampton (formerly Brampton Hydro), and pipelines such as Trans Canada Pipelines. For records on utility stakeouts - see T10.	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					

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C40	CEMETERY RECORDS Includes material relating to burial permits, maps, plot ownership records (deeds), interment registers, and indexes for municipal cemeteries. Excludes: Maintenance - see R23 Revenues - see F15 Fees - see F16							COMMUNITY SERVICES
	- Case Files	Original Active: P Inactive: 0 Copy Active: 2 Inactive: 0		Y	XA	Y	Y	
	- Subject Files	Subject Files Active: 2 Inactive: 4 Copy Active: 2 Inactive: 0		N	RA	N	N	
C50	SOCIAL SERVICES Includes 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.	Original Active: 2 Inactive: 4 Copy Active: 2 Inactive: 0		N	RA	N	N	
C51	HOUSING Includes records relating to housing issues including housing costs, housing categories, government housing programs and the problems surrounding the homeless.							
	- Peel Non-Profit Housing	Original Active: 2 Inactive: 4 Copy Active: 2 Inactive: 0		N	RA	N	N	
	- Group Homes	Original Active: 2 Inactive: 4 Copy Active: 2 Inactive: 0		N	RA	N	N	
	- Homes for the Aged	Original Active: 2 Inactive: 4 Copy Active: 2 Inactive: 0		N	RA	N	N	

FIRE & EMERGENCY SERVICES

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D10	FIRE PREVENTION & INSPECTION REPORTS Includes material relating to Fire Prevention and Inspection Reports created by the Fire Department.							FIRE & EMERGENCY SERVICES
	- Case Files	Original Active: 2	Inactive: 8	N	XA	N	N	
		Copy Active: 2	Inactive: 0					
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
D11	FIRE ACCESS ROUTES Includes material relating to Fire Access Routes in the City.	Original Active: USUP +2	Inactive: 4	N	OA	N	N	BY-LAW ENFORCEMENT
		Copy Active: 2	Inactive: 0					
D12	FIRE TRUCK INSPECTION REPORTS Includes material relating to inspections of Fire Trucks.	Original Active: LOV	Inactive: LOV+2	N	RA	N	N	FIRE & EMERGENCY SERVICES
		Copy Active: 2	Inactive: 0					
D13	HONOUR GUARD Includes material to the Fire Department Honour Guard.	Original Active: 2	Inactive: 4	Y	RA	N	N	FIRE & EMERGENCY SERVICES
		Copy Active: 2	Inactive: 0					
D20	COMMUNICATIONS Includes material relating to the communication centre of the Fire Department . Exclude: Master Recordings (Brampton. Mississauga) - see D25	Original Active: 2	Inactive: 4	N	RA	N	N	FIRE & EMERGENCY SERVICES
		Copy Active: 2	Inactive: 0					
D25	MASTER RECORDINGS Includes material relating to the communication centre's CD Master Tapes.	Original Active: Digital	Inactive: 0	N	XA	N	N	FIRE & EMERGENCY SERVICES
		Extracted Info. Active: T+1	Inactive: 0					T= Completion of Investigation
		Copy Active: 2	Inactive: 0					
D45	COMMUNITY RELATIONS Includes material relating to projects initiated by the Brampton Fire Department to promote public awareness of fire safety and prevention.	Original Active: 2	Inactive: 4	N	RA	N	N	FIRE & EMERGENCY SERVICES
		Copy Active: 2	Inactive: 0					

FIRE & EMERGENCY SERVICES

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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
D50	EMERGENCY PLANNING Includes material relating to emergency and disaster planning for the City of Brampton.							EMERGENCY MEASURES & CORPORATE SECURITY
	- Emergency Plan	Original Active: USUP+2 Inactive: 4		N	RA	Y	N	
	- Subject Files	Original Active: 2 Inactive: 4		N	RA	N	N	
D55	FIRE AND RESCUE INCIDENTS Includes material relating to fire incidents, occurrence reports, investigations and Fire Marshall's Reports.							FIRE & EMERGENCY SERVICES
	- Case Files	Original Active: T+2 Inactive: 8		N	XA	N	N	T = Completion of Investigations
D60	FIRE STATIONS Includes material relating to the daily operations of Fire Stations, Station Log Books.	Original Active: 2 Inactive: 0		N	RA	N	N	FIRE & EMERGENCY SERVICES
D70	POLICE SERVICES Includes records concerning requests for police presence at events, security matters, etc.	Original Active: 2 Inactive: 4		N	RA	N	N	
D80	AMBULANCE SERVICES Includes records relating to ambulance services within the municipality.	Original Active: 2 Inactive: 4		N	RA	N	N	

ENFORCEMENT SERVICES

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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
E05	LEGAL AUTHORITY – FORM 101 Includes material relating to authorization for city staff to enter private properties to enforce under municipal by-laws. Includes animal control, parking, by-law enforcement, vehicle tag & tow reports, etc.	Original Active: 2 Copy Active: 2	Inactive: 0 Inactive: 0	N	XA	N	N	BY-LAW ENFORCEMENT
E06	PARKING ENFORCEMENT – OPERATIONS Includes correspondence of a general nature, dispatch logs, tow reports, alleviations (permission to park on the street) and parking enforcement manual.	Original Active: 2 Copy Active: 2	Inactive: 0 Inactive: 0	N	RA	N	N	BY-LAW ENFORCEMENT
E07	ENFORCEMENT – COMPLAINTS / OCCURRENCE LOGS Includes records relating to the process of investigating Enforcement requests.							BY-LAW ENFORCEMENT T = Compliance
	- Parking	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
	- Licensing	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
	- Municipal By-Law	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	

ENFORCEMENT SERVICES

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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
E12	BY-LAW ENFORCEMENT - OFFICERS' REPORTS Includes original officer's report filled out in the process of carrying out by-law enforcement (property standards, etc.) Includes daily officers report and occurrence logs. Excludes: Property Standard - See E15							BY-LAW ENFORCEMENT
	- Parking	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
	- Licensing	Original Active: 2	Inactive: 4	N	RA	N	N	
	Copy Active: 2	Inactive: 0						
	- Municipal By-Law	Original Active: 2	Inactive: 4	N	RA	N	N	
	Copy Active: 2	Inactive: 0						

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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
F10	ACCOUNTS PAYABLE 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.	Original Active: 2 Copy Active: 2	Inactive: 5 Inactive: 0	Y	RA	Y	N	FINANCE
F11	JOURNAL VOUCHERS Includes material relating to a form used in an internal control system to contain and verify all information about a bill to be processed or paid. A copy of the original bill or invoice is often attached.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	FINANCE
F12	CAPITAL PROJECTS Includes material relating to the control of active capital projects, major renovations and closed capital project files. Excludes: Construction – See B60 Maintenance & Repairs – See B44	Original Active: T+2 Copy Active: 2	Inactive: 8 Inactive: 0	N	RA	Y	N	FINANCE T = Completion of Project
F13	RESERVES & TRUST FUND ACCOUNTING Includes material relating to manual operations i.e. bank statements, cheque requisitions, cashed cheques and bank supporting documentation along with material relating to general year-end working papers relating to Current, Capital, Reserve and Trust funds.	Original Active: 2 Copy Active: 2	Inactive: 5 Inactive: 0	N	RA	Y	N	FINANCE
F15	ACCOUNTS RECEIVABLE Includes all fees and revenues used to record financial transactions between the institution and customers.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	Y	N	FINANCE
F16	CASH RECEIPTS/ REVENUE REPORTS Includes records of financial transactions of all money paid to the institution including receipts used for payment of items such as programs, registration, facilities bookings and rentals, parking fine payments etc...	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	RA	Y	N	FINANCE
F17	CITY OWNED PARKING GARAGE / SPITTER TICKETS Includes parking spitter tickets.	Original Active: 6mths Copy Active: 0	Inactive: 0 Inactive: 0	N	OA	N	N	FINANCE

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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
F18	EXTERNAL AUDIT Includes records relating to the administration of final audits. A supplementary document to the General Ledger. Also includes facility technical audits.							FINANCE
	- Final Audit	Original Active: 2 Copy Active: 2	Inactive: 6 Inactive: 0	N	RA	N	N	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
F20	BANK STATEMENTS 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.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	FINANCE
F21	BANK RECONCILIATION Includes Current, Capital, Payroll, U.S. and Tax records required to reconcile the City's accounting records with the statements issued by the bank. Includes PTP (preauthorized tax payment) listings.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	Y	N	FINANCE
F22	CASH IN LIEU Includes records relating to cash in lieu of parkland. Excludes: Real Estate – See L15							FINANCE
	- Case Files	Original Active: 2 Copy Active: 2	Inactive: 75 Inactive: 0	N	RA	Y	N	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
F23	PERSONAL EXPENSES Includes records relating to expenses incurred by employees. Includes Mileage Claims	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	FINANCE

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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
F24	CREDIT CARD AUTHORIZATION & USE Includes records relating to the issue and use of corporate credit cards.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	XA	N	N	FINANCE
F25	CAPITAL BUDGET Includes records relating to a plan of proposed acquisitions and replacements of long-term assets and their financing. Includes working papers and records relating to the estimates, analyses and approval of the capital budget.							FINANCE
	- Approved Budget	Original Active: 2 Copy Active: 2	Inactive: 48 Inactive: 0	N	OA	Y	N	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
F27	CURRENT BUDGET Includes records relating to a plan of proposed annual costs for day-to-day administrative needs. May include working papers and records relating to the estimates, analyses and approval of the operating budget.							FINANCE
	- Approved Budget	Original Active: 2 Copy Active: 2	Inactive: 48 Inactive: 0	N	OA	Y	N	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	

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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
F37	ASSET INVENTORY CONTROL PROGRAM Includes all records, documentation, and working papers relating to the City's Asset Inventory Control Program.							ASSET MANAGEMENT
	- Asset Inventory	Original Active: 2 Copy Active: 2	Inactive: 75 Inactive: 0	N	RA	Y	R	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
F40	CHEQUES – NEGOTIATED Includes all cheques issued by the City. Includes cancelled and voided cheques. For Reserves and Trust Funds see F13	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	FINANCE
F41	CHEQUES – RETURNED Includes all cheques returned. Including NSF, Cancelled, Stop Payments and Void Cheques.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	FINANCE
F45	DEBENTURES Includes records relating to a long-term debt instrument. Includes records relating to a log listing all debentures.	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	Y	R	FINANCE T = Maturity
F48	INVESTMENTS Includes records relating to a written promise by an institution to pay an amount upon maturity.	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	Y	N	FINANCE T = Maturity
F49	T4 SLIPS Includes records relating to T4 Slips issued.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	XA	Y	N	FINANCE

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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
F50	PAYROLL RECORDS Includes records relating to each employee's wages during each pay period including hours worked pay lists, time entries, vacations and all deductions made. Excludes Payroll Registers – see F54 Personal Expenses – see F23							FINANCE T = Termination
	- Fire Employee Files	Original Active: T+2	Inactive: 75	Y	XA	Y	N	
		Copy Active: 2	Inactive: 0					
	- Employee Files	Original Active: T+2	Inactive: 4	Y	XA	Y	N	
		Copy Active: 2	Inactive: 0					
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
F54	PAYROLL REGISTER Includes a summary of payroll transactions within a pay period. <i>NOTE: CLASSIFICATION NO LONGER USED AS OF JANUARY 1ST 2000.</i>	Original Active: 2	Inactive: 73	Y	XA	Y	R	FINANCE
		Copy Active: 2	Inactive: 0					
F55	GENERAL JOURNAL Includes records of all transactions that are recorded in a Journal before being posted to the General Ledger. <i>NOTE: CLASSIFICATION NO LONGER USED AS OF JANUARY 1ST 2000.</i>	Original Active: 2	Inactive: 4	N	RA	Y	N	FINANCE
		Copy Active: 2	Inactive: 0					



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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
F56	FINANCIAL STATEMENTS Includes annual statement of revenues and expenditures of the City and Boards. Includes Current, Capital, Reserves and Trust Funds. Includes statements of related boards and committees.							FINANCE
	- Original Statements	Original Active: 2	Inactive: 73	N	OA	Y	R	
		Copy Active: 2	Inactive: 0					
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
F57	CANADA SAVINGS BONDS Includes records relating general information on the sale of Canada Savings Bonds. Excludes: Employee Payroll Deductions – See F50	Original Active: 2	Inactive: 4	N	OA	N	N	
		Copy Active: 2	Inactive: 0					
F58	GENERAL LEDGER Includes records of all accounts maintained annually.	Original Active: 2	Inactive: 73	N	RA	Y	R	FINANCE
		Copy Active: 2	Inactive: 0					
F60	MONTHLY OPERATING REPORTS Can include monthly operating statements, trial balance, standard journals, transfer and cash journals, electronic transfer documentation and other monthly General Ledger transaction details. NOTE: CLASSIFICATION NO LONGER USED AS OF JANUARY 1ST 2000.	Original Active: 2	Inactive: 4	N	RA	Y	N	FINANCE
		Copy Active: 2	Inactive: 0					
F64	SNOW REMOVAL SUBSIDY PROGRAM Includes records relating to the subsidy for the snow removal given to Seniors and the Disabled.	Original Active: 2	Inactive: 4	Y	XA	N	N	WORKS & TRANS
		Copy Active: 2	Inactive: 0					
F65	GRANTS PAID OUT Includes records relating to contributions or donations by the City to other organizations for a specified purpose.	Original Active: 2	Inactive: 4	N	OA	N	N	FINANCE
		Copy Active: 2	Inactive: 0					



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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
F66	GRANTS RECEIVED Includes records relating to a contribution or donation by another governmental entity to the City for a specified purpose. Also includes community foundations or charitable donations to the City. Includes grants in lieu of taxes.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	OA	N	N	FINANCE
F70	ASSESSMENT ROLL Includes material relating to Assessment Rolls and Assessment Clerk's General Return.							OFFICE OF THE CITY CLERK
	- Paper Copy	Original Active: 1 Copy Active: 1	Inactive: 8 Inactive: 0	N	OA	Y	Y	
	- Microfiche	Original Active: 1 Copy Active: 1	Inactive: 50 Inactive: 0	N	OA	Y	Y	
	- CD	Original Active: 1 Copy Active: 1	Inactive: 50 Inactive: 0	N	OA	Y	Y	
F71	ASSESSMENT APPEALS Includes material relating to Assessment Appeals, Assessment Decisions and Assessment Review Board general information.							FINANCE T = Decision
	- Case Files	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	XA	N	N	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	



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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
F80	PURCHASE ORDERS Includes material relating to the purchase of goods and services under the value of \$2,500.00 NOTE: Internal requisitions may be destroyed after 1 year if not part of the purchase order.	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	FINANCE T = Expiry of Purchase Order
F81	TENDERS Includes material relating to purchasing through the securing of tenders, and proposals. This refers to successful tenders. Includes Requests for Proposals (RFP). Includes contracts.							FINANCE
	- Successful Tenders	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	N	XA	Y	N	T = Expiry of Contract
	- Unsuccessful Tenders	Original Active: 2 Copy Active: 2	Inactive: 0 Inactive: 0	N	XA	N	N	
F82	QUOTATIONS Includes material relating to purchasing through the securing of quotations. Quotations under \$5,000 held by the department							FINANCE
	- Successful Quotations	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	N	XA	Y	N	T = Expiry of Contract
	- Unsuccessful Quotations	Original Active: 2 Copy Active: 0	Inactive: 0 Inactive: 0	N	XA	N	N	
F85	DEVELOPMENT – CHARGES Includes records relating to charges imposed with respect to growth related net capital costs against land.	Original Active: 2 Copy Active: 2	Inactive: 48 Inactive: 0	N	RA	Y	N	FINANCE

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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
F86	SITE PLANS – FINANCIAL Includes records relating to charges imposed with respect to the Site Plan process. Also includes material relating to the financial aspect of the Site Plan files including Letters of Credit, Security, Insurance Certificates, copies of receipts and Development Agreement and all correspondence pertaining to each agreement.	Original Active: T+2 Copy Active: 2	Inactive: 48 Inactive: 0	N	RA	Y	N	FINANCE T = All Conditions Met
F87	CONSENT APPLICATIONS – FINANCIAL Includes records relating to charges imposed with respect to the C of A Application process.	Original Active: T+2 Copy Active: 2	Inactive: 8 Inactive: 0	Y	RA	Y	N	FINANCE T = All Conditions Met
F88	LEVY PAYMENTS Includes records, receipts, and calculations for all registered plans and additions.	Original Active: T+2 Copy Active: 2	Inactive: 48 Inactive: 0	N	RA	Y	N	FINANCE T = All Levies Paid
F89	SALES TRAILERS Includes records of all the financial records relating to the erection and/or demolition of Sales Trailers used to sell homes in subdivisions.	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	Y	N	FINANCE T = Expiry of Sales Trailer
F90	FILL PERMITS – FINANCIAL Includes records of all the financial information relating to the issuance of Fill Permits.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	Y	N	FINANCE
F91	TAX LEVIES PAID Includes records relating to tax levies paid to School Boards and the Region of Peel.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	OA	N	N	FINANCE
F92	TAX RATE Includes material relating to the adjustment of taxes under the Municipal Act.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	OA	Y	N	FINANCE
F93	TAX SALES Includes records relating to the collection of taxes through the Tax Sales Act.	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	FINANCE T = Completion of Sale
F94	TAX RECORDS Includes tax certificates issued.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	RA	Y	N	FINANCE



FINANCE

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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
F96	TAX ADJUSTMENTS Includes material relating to adjustment of property taxes under the Municipal Act.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	RA	Y	N	FINANCE
F97	TAX ARREARS Includes records relating to the official record of taxes not paid.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	RA	Y	N	FINANCE
F98	TAX & COLLECTOR'S ROLLS Includes all tax information currently created on an annual basis from the Assessment Roll.	Original Active: 2 Copy Active: 2	Inactive: 8 Inactive: 0	Y	RA	Y	N	FINANCE
F99	TAXES PAID Includes records relating to Federal and Provincial taxes, tax incentives and tax exemptions paid by the Municipality.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	Y	N	FINANCE

Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
G02	BY-LAWS Includes original by-laws passed by Council.							OFFICE OF THE CITY CLERK
	- Original By-laws	Original Active: P Copy Active: 2	Inactive: A Inactive: 0	N	OA	Y	Y	
	- Microfilm (Duplicate Copy of Microfilm to be stored off site)	Original Active: P Copy Active: P	Inactive: P Inactive: 0	N	OA	Y	Y	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
G10	BOARDS & COMMISSIONS Includes records relating to the Municipality's affiliated agencies, boards and commissions in general. Includes memberships Includes: Brampton Board of Trade	Original Active: 2 Copy Active: 2	Inactive: 0 Inactive: 0	N	RA	N	N	
G15	APPOINTMENTS Includes records relating to the appointment of officials both from the general public and from City staff to Boards and Committees.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	OFFICE OF THE CITY CLERK
G20	COUNCIL – GENERAL Includes records relating to the functioning and administrative aspects of Council, e.g., rough notes of Council Minutes.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	

Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
G21	COUNCIL AGENDAS Includes records included in the agendas for Council Meetings.							OFFICE OF THE CITY CLERK
	- Original Agendas	Original Active: 2	Inactive: M	N	OA	Y	Y	
	- Microfilm (Duplicate Copy of Microfilm to be stored off site)	Original Active: P	Inactive: P	N	OA	Y	Y	
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
G22	COUNCIL MINUTES Includes minutes of Council.							OFFICE OF THE CITY CLERK
	- Official Minutes	Original Active: 2	Inactive: M	N	OA	Y	Y	
	- Microfilm (Duplicate Copy of Microfilm to be stored off site)	Original Active: P	Inactive: P	N	OA	Y	Y	
	- Inaugural Video Recordings	Original Active: P	Inactive: P	N	OA	N	Y	
	- Regular Video Recordings	Original Active: 2	Inactive: 0	N	OA	N	R	
G23	RESOLUTIONS Includes final signed resolutions of Council.	Original Active: P	Inactive: A	N	OA	Y	Y	OFFICE OF THE CITY CLERK
		Copy Active: 2	Inactive: 0					

Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
G24	STANDING COMMITTEES Includes records relating to agendas and minutes for all Standing Committees. Excludes: Heritage Board See: G33							OFFICE OF THE CITY CLERK
	- Original Minutes and Agendas	Original Active: 2 Copy Active: 2	Inactive: M Inactive: 0	N	OA	Y	Y	
	- Microfilm (Duplicate Copy of Microfilm to be stored off site)	Original Active: P Copy Active: P	Inactive: P Inactive: 0	N	OA	Y	Y	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
G25	OTHER COMMITTEES Includes records relating to agendas and minutes for Ad-Hoc and Sub-committees of Council. For Staff Committees See: A20							OFFICE OF THE CITY CLERK
	- Original Minutes and Agendas	Original Active: 2 Copy Active: 2	Inactive: M Inactive: 0	N	OA	Y	Y	
	- Microfilm (Duplicate Copy of Microfilm to be stored off site)	Original Active: P Copy Active: P	Inactive: P Inactive: 0	N	OA	Y	Y	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	

Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
G26	CLOSED SESSION FILES Includes records relating to agendas, minutes for Closed Session Files.	Original Active: P Copy Active: 0	Inactive: M Inactive: 0	N	XA	Y	Y	OFFICE OF THE CITY CLERK
G31	COMMITTEE OF ADJUSTMENT Includes records relating to agendas, minutes and decisions for the Committee of Adjustment. May include reports, correspondence, etc. Includes severances, consents, and minor variances to zoning by-law. Starting in 1998 includes all Land Division matters.							OFFICE OF THE CITY CLERK
	- Committee of Adjustment Minor Variance Correspondence	Original Active: T+2 Copy Active: 2	Inactive: 8 Inactive: 0	Y	RA	Y	R	T = Decision
	- Decisions / Final Notice / OMB Orders	Original Active: P Copy Active: 2	Inactive: M Inactive: 0	N	RA	Y	R	
G32	CONSENT APPLICATIONS Includes records relating to the processing of Consent Applications. Includes severances. Previously LAND DIVISION - prior to January 1, 1998 includes records relating to the generation of agendas, minutes and decisions for the Land Division Committee. May include reports, correspondence, etc. Starting in 1998, Land Division matters are handled by Committee of Adjustment.							OFFICE OF THE CITY CLERK
	- Consent Application Files	Original Active: T+2 Copy Active: 2	Inactive: 8 Inactive: 0	Y	RA	Y	R	T = Decision
	- Decisions/ Final Notice/ OMB Orders	Original Active: P Copy Active: 2	Inactive: M Inactive: 0	N	RA	Y	R	

Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
G33	BRAMPTON HERITAGE BOARD Includes material of interest to the Brampton Heritage Board that cannot be filed elsewhere. For designations see - P60 Heritage Preservation							OFFICE OF THE CITY CLERK
	- Original Minutes & Agenda	Original Active: 2	Inactive: M	N	OA	Y	Y	
		Copy Active: 2	Inactive: 0					
	- Microfilm	Original Active: P	Inactive: P	N	OA	Y	Y	
		Copy Active: P	Inactive: 0					
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
G50	MUNICIPAL ELECTION RECORDS Includes documents and materials related to an election or by-election such as nomination papers and D.R.O. Statements							OFFICE OF THE CITY CLERK T = Official Results
	- Ballots	Original Active: T+ 90days	Inactive: 0	N	XA	Y	N	
	- Election Results	Original Active: 2	Inactive: 18	N	OA	Y	R	
		Copy Active: 2	Inactive: 0					
	- Declaration of Office	Original Active: P	Inactive: 0	N	OA	Y	Y	
		Copy Active: 2	Inactive: 0					
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					

Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
G51	MUNICIPAL ELECTION RECORDS – CAMPAIGN FINANCE Includes documents filed under the Municipal Elections Act (financial statement and auditor’s report) which the Clerk shall retain until the members of the council or local board elected at the next regular election have taken office. Includes by-elections.	Original Active: 2	Inactive: 6	N	OA	N	N	OFFICE OF THE CITY CLERK
G52	ELECTION RECORDS – VOTERS LISTS Included material relating to voters lists.							OFFICE OF THE CITY CLERK T = Official Results
	- Voters Lists	Original Active: T+90days	Inactive: 4	N	OA	N	N	
		Copy Active: 2	Inactive: 0					
	- Poll Lists	Original Active: T+90days	Inactive: 4	N	OA	N	N	
		Copy Active: 2	Inactive: 0					
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					

Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
G53	MUNICIPAL ELECTION RECORDS – WORKING FILES Includes working files and papers for all municipal elections and by-elections. Including the hiring or Personnel, Ward Maps etc...							OFFICE OF THE CITY CLERK
	- Election Personnel	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	XA	N	N	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
G54	WARDS & BOUNDARIES Included material relating to the assignment of wards and boundaries within the City of Brampton. Includes petitions to change wards and all related information. Exclude: Ward Maps See: G53	Original Active: 2 Copy Active: 2	Inactive: 18 Inactive: 0	N	OA	Y	Y	OFFICE OF THE CITY CLERK
G60	FEDERAL GOVERNMENT Includes material on Federal Government matters and dealings between Crown Corporations and the City, e.g., Canada Post Corporation, National Transport Agency, Canadian National Railways and C.P. Rail. Includes Federal Election Material.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
G65	PROVINCIAL GOVERNMENT Includes material on Provincial Government ministries, e.g. Ministry of Transportation and other provincial information.. Includes Provincial Election Material.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	

Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
G70	REGIONAL GOVERNMENT Includes material on the Regional Government of Peel and Regional Council.							
	- Regional Agendas & Minutes	Original Active: 1 Copy Active: 0	Inactive: 0	N	OA	N	N	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4	N	RA	N	N	
G75	MUNICIPAL GOVERNMENT – OTHER Includes general material on other municipal governments of interest to the City of Brampton.	Original Active: 2 Copy Active: 2	Inactive: 4	N	RA	N	N	
G95	VITAL STATISTICS Includes material relating to birth and death registrations and record of Marriage Licences issued.							OFFICE OF THE CITY CLERK
	- Birth & Death Register	Original Active: 2 Copy Active: 2	Inactive: P	Y	XA	N	Y	
	- Register of Marriage Licenses	Original Active: 2 Copy Active: 2	Inactive: 48	Y	XA	N	Y	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4	N	RA	N	N	
G96	MARRIAGE LICENSE APPLICATIONS Includes Marriage License applications and the receipt for payment.	Original Active: 2 Copy Active: 2	Inactive: 0	N	XA	N	N	OFFICE OF THE CITY CLERK

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		Active	Inactive	PIB	RD	Vital	Archival	
H10	POLICY FILES Includes records specifically related to policy matters including benefits, code of conduct, code of ethics and conflict of interest.							HUMAN RESOURCES
	- Original Policy	Original Active: USUP	Inactive: 0	N	OA	Y	N	
		Copy Active: 2	Inactive: 0					
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
H20	BENEFIT RECORDS Includes records relating to employee benefits and deductions, group insurance, medical and dental plans, pensions, employee counseling, tuition reimbursement, benefits consultants, credit union and retirement.							HUMAN RESOURCES
	- Benefit Policies	Original Active: USUP	Inactive: 4	N	OA	Y	N	
		Copy Active: 2	Inactive: 0					
	- Background / Working File	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
H21	PENSION RECORDS Includes records relating to OMERS, including remittance, statutory forms and employee pension data and government annuities.	Original Active: 2	Inactive: 4	N	RA	N	N	HUMAN RESOURCES
		Copy Active: 2	Inactive: 0					
H22	EMPLOYEE ASSISTANCE PROGRAM Includes records relating to the ongoing administration of the Employee Assistance Program.							HUMAN RESOURCES
	- Service Agreement	Original Active: USUP	Inactive: 4	N	OA	Y	N	
		Copy Active: 2	Inactive: 0					
	- Background / Working File	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					

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		Active	Inactive	PIB	RD	Vital	Archival	
H23	EMPLOYEE SERVICE AWARDS Includes material of a general nature relating to employee matters, including material on employee awards. May also include records showing employee name, number and commencement date.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	RA	N	N	HUMAN RESOURCES
H26	EMPLOYEE FILE OF REFERENCE Includes confidential records relating to personal and employment information for permanent full time staff. Excludes: Payroll – See F50							HUMAN RESOURCES T = Termination
	- Employee Case Files - Fire	Original Active: T+2 Copy Active: 2	Inactive: 75 Inactive: 0	Y	XA	Y	N	
	- Employee Case Files	Original Active: T+2 Copy Active: 2	Inactive: 48 Inactive: 0	Y	XA	Y	N	
H27	EMPLOYEE MEDICAL FILE Includes records regarding employee medical files, such as sick time, short and Long term disability, Workmen’s compensation Benefits claim files, release forms, medical surveillance programs and rehabilitation and employee accident reports.							HUMAN RESOURCES T = Termination
	- Employee Case Files - Fire	Original Active: T+2 Copy Active: 2	Inactive: 75 Inactive: 0	Y	XA	Y	N	
	- Employee Case Files	Original Active: T+2 Copy Active: 2	Inactive: 48 Inactive: 0	Y	XA	Y	N	
H28	EMPLOYEE FILE OF REFERENCE – CONTRACT Includes employee records for contract employees relating personal and employment information. Excludes: Payroll – See F50	Original Active: T+2 Copy Active: 2	Inactive: 18 Inactive: 0	Y	XA	Y	N	HUMAN RESOURCES T= Termination

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		Active	Inactive	PIB	RD	Vital	Archival	
H29	EMPLOYEE FILE OF REFERENCE – TEMP Includes employee records for temporary employees relating personal and employment information. Excludes: Payroll – See F50	Original Active: T+2	Inactive: 18	Y	XA	Y	N	HUMAN RESOURCES T = Termination
H30	WORKPLACE SAFETY INSURANCE BOARD (WSIB) Includes material relating to general administrative information, memos and statements from the Workplace Safety Insurance Board.							HUMAN RESOURCES T = Termination
	- Employee Case Files - Fire	Original Active: T+2	Inactive: 75	Y	XA	Y	N	
	- Employee Case Files - Permanent Staff	Original Active: T+2	Inactive: 48	Y	XA	Y	N	
	- Employee Case Files - Contract/ PT	Original Active: T+2	Inactive: 18	Y	XA	Y	N	
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
H31	EMPLOYEE FILE OF REFERENCE – PART-TIME Includes employee records for part time employees relating personal and employment information. Excludes: Payroll – See F50	Original Active: T+2	Inactive: 18	Y	XA	Y	N	HUMAN RESOURCES T = Termination

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		Active	Inactive	PIB	RD	Vital	Archival	
H35	HUMAN RIGHTS Includes records regarding Human Rights complaints, Human Rights investigations and Human Rights decisions / appeals as they relate to individuals.							HUMAN RESOURCES T = Termination
	- Fire Employee Files	Original Active: T+2 Inactive: 75 Copy Active: 2 Inactive: 0		Y	XA	Y	N	
	- Employee Case Files – Permanent Staff	Original Active: T+2 Inactive: 48 Copy Active: 2 Inactive: 0		Y	XA	Y	N	
	- Employee Case Files – Contract/ PT	Original Active: T+2 Inactive: 18 Copy Active: 2 Inactive: 0		Y	XA	Y	N	
	- External Case Files	Original Active: T+2 Inactive: 4 Copy Active: 2 Inactive: 0		Y	XA	Y	N	
	- Subject Files	Original Active: 2 Inactive: 4 Copy Active: 2 Inactive: 0		N	RA	N	N	
H40	LABOUR / EMPLOYEE RELATIONS Includes records on the administration of contracts, agreements and interpretations.							HUMAN RESOURCES T = Termination
	- Employee Case Files - Fire	Original Active: T+2 Inactive: 75 Copy Active: 2 Inactive: 0		Y	XA	Y	N	
	- Employee Case Files – Permanent Staff	Original Active: T+2 Inactive: 48 Copy Active: 2 Inactive: 0		Y	XA	Y	N	
	- Employee Case Files – Contract/ PT	Original Active: T+2 Inactive: 18 Copy Active: 2 Inactive: 0		Y	XA	Y	N	

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		Active	Inactive	PIB	RD	Vital	Archival	
	- Subject File	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
H41	GRIEVANCES Includes grievances forms, memos, and correspondence, supporting documentation, arbitrations and arbitrations awards.							HUMAN RESOURCES T = Termination
	- Employee Case Files - Fire	Original Active: T+2	Inactive: 75	Y	XA	Y	Y	
		Copy Active: 2	Inactive: 0					
	- Employee Case Files – Permanent Staff	Original Active: T+2	Inactive: 48	Y	XA	Y	N	
		Copy Active: 2	Inactive: 0					
	- Employee Case Files – Contract/ PT	Original Active: T+2	Inactive: 18	Y	XA	Y	N	
		Copy Active: 2	Inactive: 0					
	- Subject File	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
H42	COLLECTIVE BARGAINING Includes actual copy of agreement between municipal officials and unions. Also includes correspondence and collective bargaining issues between labour and management. May also include collective bargaining, correspondence, negotiations, amendment records and certifications.							HUMAN RESOURCES
	- Agreement	Original Active: USUP+2	Inactive: 18	N	OA	Y	N	
		Copy Active: USUP	Inactive: 0					
	- Seniority Record	Original Active: USUP	Inactive: 0	N	OA	Y	N	
		Copy Active: 0	Inactive: 0					

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		Active	Inactive	PIB	RD	Vital	Archival	
H49	OCCUPATIONAL HEALTH & SAFETY / WORKPLACE INSPECTIONS Includes records regarding workplace inspection forms as per required legislation of the Ontario Health and Safety Act.	Original Active: T+2	Inactive 10	N	RA	N	N	HUMAN RESOURCES T = Inspection Passed
H50	OCCUPATIONAL HEALTH & SAFETY / PROJECT FILES & STUDIES Included records regarding the occupational health and safety of all staff. Includes Health & Safety Training.	Original Active: 2	Inactive: 4	N	RA	N	N	HUMAN RESOURCES
H51	HEALTHY WORKPLACE Includes records relating to the healthy work place initiatives. Could include records relating to programs such as smoking cessation, nutrition management, physical fitness, mental health, stress management, eldercare, childcare and weight management.	Original Active: 2	Inactive: 4	N	RA	N	N	HUMAN RESOURCES
H55	ORGANIZATIONAL STRUCTURE Includes material relating to organizations structure organization charts, manpower planning, personnel forecasts and statistics.							HUMAN RESOURCES
	- Original Chart	Original Active: USUP	Inactive: 20	N	OA	Y	R	
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
H60	JOB DESCRIPTIONS Includes notes, memos, correspondence and detailed descriptions of job duties, experience and education requirements.	Original Active: USUP+2	Inactive: 0	N	OA	Y	N	HUMAN RESOURCES
H61	JOB EVALUATIONS Includes records dealing with assigning a value to job functions for purposes of objective comparison of different positions.	Original Active: USUP+2	Inactive: 0	N	RA	N	N	HUMAN RESOURCES
H62	SALARY ADMINISTRATION Includes records which indicate rates of pay by group, salaries earned and positions name.	Original Active: USUP+2	Inactive: 4	N	RA	Y	N	HUMAN RESOURCES
		Copy Active: 2	Inactive: 0					
		Copy Active: 2	Inactive: 0					

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		Active	Inactive	PIB	RD	Vital	Archival	
H63	EMPLOYMENT & PAY EQUITY Includes material relating to records regarding program intended to promote the principles of Employment Equity, correspondence, reference material regarding issues related to employment equity, and equal opportunity and dealing with fair wage issues.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	HUMAN RESOURCES
H65	RECRUITMENT & JOB POSTINGS Includes material relating to the recruitment including applications, resumes and interview notes.							HUMAN RESOURCES
	- Recruit / Competition Files	Original Active: 2 Copy Active: 2	Inactive: 0 Inactive: 0	N	XA	N	N	
	- Student / Seasonal	Original Active: 2 Copy Active: 2	Inactive: 0 Inactive: 0	N	XA	N	N	
	- Unsolicited Applications	Original Active: 6 months Copy Active: 0	Inactive: 0 Inactive: 0	N	XA	N	N	
	- Rescinded Offers of Employment	Original Active: 2 Copy Active: 2	Inactive: 0 Inactive: 0	Y	XA	N	N	
H67	VOLUNTEERS Includes material relating to records regarding volunteers with the City of Brampton.	Original Active: T+2 Copy Active: 2	Inactive: 0 Inactive: 0	Y	XA	N	N	T = End of Term
H70	TRAINING & ORIENTATION Includes material relating to internal courses, seminars, workshops and conferences. Excludes: Fleet training - See V30 Health & Safety training. – See H50	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	HUMAN RESOURCES

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		Active	Inactive	PIB	RD	Vital	Archival	
L01	LEGISLATION/REGULATIONS Includes records relating to bills, acts and regulations enacted by the Parliament of Canada (Federal Government) and the Ontario Legislature (Provincial Government), which affect or are of interest to the municipality.							LAW
	- Case Files	Original Active: T+2	Inactive: 4	N	RA	N	N	T = Bill Passed
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
L03	COMPLIANCE Include records relating to the processing of requests from lawyers regarding whether or not a property is in compliance with municipal by-laws and development agreements.	Original Active: 6 months	Inactive: 0	N	RA	N	N	
		Copy Active: 0	Inactive: 0					
L05	LEGAL OPINIONS Includes records relating to legal opinions provided by the municipality's legal staff and legal opinions provided to the municipality. Note: Original copy of opinion held by Legal Services, convenience copies filed by subject.	Original Active: 50	Inactive: 0	N	RA	N	N	LAW
		Copy Active: 2	Inactive: 0					

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		Active	Inactive	PIB	RD	Vital	Archival	
L08	ONTARIO MUNICIPAL BOARD (O.M.B) 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. NOTE: Final Order – Filed with By-Law							
	- Case Files	Original Active: T+2	Inactive: 8	N	RA	N	N	LAW T = Final Decision
	- Orders & Decisions – Subject to By-Law	Original Active: T+2	Inactive: M	N	OA	Y	Y	OFFICE OF THE CITY CLERK T = Final Decision
	- Orders & Decisions – Not Subject to By-Law	Original Active: T+2	Inactive: 25	N	OA	Y	Y	OFFICE OF THE CITY CLERK T = Final Decision
L09	NOTICES OF PROPERTY FOR SALE Includes material relating to information from landowners about surplus and available land. Excludes: Acquisitions – See L13	Original Active: 2	Inactive: 4	N	RA	N	N	REAL ESTATE
L11	PROPERTY STANDARDS HEARING Includes records relating to appeals, related correspondence and decisions on property standards issues.							OFFICE OF THE CITY CLERK
	- Case Files	Original Active: T+2	Inactive: 4	N	RA	N	N	T = Final Decision
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
L12	ENCROACHMENTS Includes material relating to the use of City Property by owners with or without city's permission. Note: Executed Agreement filed with By-Law	Original Active: T+2	Inactive: 4	N	RA	N	N	REAL ESTATE T = Execution of Agreement

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		Active	Inactive	PIB	RD	Vital	Archival	
L13	CASH IN LIEU Includes records relating to the evaluation report.							REAL ESTATE
	- Case Files	Original Active: 2 Copy Active: 2	Inactive: 48 Inactive: 0	N	RA	Y	Y	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
L14	DISPOSALS Includes records relating to the sale of City owned land, buildings and property by the City.							REAL ESTATE
	- Case Files	Original Active: T+2 Copy Active: 2	Inactive: 38 Inactive: 0	N	RA	N	N	T = Completion of Sale
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
L15	ACQUISITIONS Includes records relating to the acquisition, expropriation and purchase of land, buildings and property by the City							REAL ESTATE
	- Case Files	Original Active: T+2 Copy Active: 2	Inactive: 75 Inactive: 0	N	RA	Y	R	T = Completion of Acquisition
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
L16	RENTAL AGREEMENTS/LEASES Includes records relating to contracts and rental agreements / leases for buildings and lands within the City. Includes: Land Licenses	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	REAL ESTATE T = Expiration of Lease

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		Active	Inactive	PIB	RD	Vital	Archival	
L17	LEGAL AFFAIRS Includes material of a general or administrative nature on legal matters between the City of Brampton and individuals, institutions, or groups of companies	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	LAW
L18	INQUESTS Includes records relating to coroner's inquests.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	LAW
L19	EASEMENTS & QUICK CLAIM DEEDS Includes records relating easements and quick claim deeds.							REAL ESTATE
	- Case Files	Original Active: 2 Copy Active: 2	Inactive: 75 Inactive: 0	N	RA	Y	N	
	- Released, Abandoned & Temporary Easements	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	Y	N	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
L20	PROVINCIAL OFFENCES ACT - BUILDING CODE Includes records relating to infractions of the Building Code their prosecution, appeals and the follow-up of these cases PART III - POA	Original Active: T+2 Copy Active: 2	Inactive: 5 Inactive: 0	Y	RA	Y	N	PROSECUTIONS/ POA T = Until Payment Made or Case Closed
L21	PROVINCIAL OFFENCES ACT - FILL VIOLATIONS Includes records relating to infractions of the Fill Permit by-law their prosecution, appeals and the follow-up of these cases. PART III - POA	Original Active: T+2 Copy Active: 2	Inactive: 5 Inactive: 0	Y	RA	Y	N	PROSECUTIONS/ POA T = Until Payment Made or Case Closed
L22	PROVINCIAL OFFENCES ACT – ZONING Includes records relating to infractions of the Zoning by-law their prosecution, appeals and the follow-up of these cases. PART III - POA	Original Active: T+2 Copy Active: 2	Inactive: 5 Inactive: 0	Y	RA	Y	N	PROSECUTIONS/ POA T = Until Payment Made or Case Closed

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L23	PROVINCIAL OFFENCES ACT - PROPERTY STANDARDS Includes records relating to infractions of the Property Standards by-law their prosecution, appeals and the follow-up of these cases PART III - POA	Original Active: T+2 Copy Active: 2	Inactive: 5 Inactive: 0	Y	RA	Y	N	PROSECUTIONS/ POA T = Until Payment Made or Case Closed
L24	PROVINCIAL OFFENCES ACT – LICENSING Includes records relating to infractions of the Licensing by-law their prosecution, appeals and the follow-up of these cases. PART III - POA	Original Active: T+2 Copy Active: 2	Inactive: 5 Inactive: 0	Y	RA	Y	N	PROSECUTIONS/ POA T = Until Payment Made or Case Closed
L25	PROVINCIAL OFFENCES ACT - ANIMAL CONTROL Includes records relating to infractions of the Animal Control by-law their prosecution, appeals and the follow-up of these cases. PART III - POA	Original Active: T+2 Copy Active: 2	Inactive: 5 Inactive: 0	Y	RA	Y	N	PROSECUTIONS/ POA T = Until Payment Made or Case Closed
L26	PROVINCIAL OFFENCES ACT - GENERAL BY-LAWS Includes records relating to infractions of by-laws, their prosecution, appeals and the follow-up of these cases. PART III - POA	Original Active: T+2 Copy Active: 2	Inactive: 5 Inactive: 0	Y	RA	Y	N	PROSECUTIONS/ POA T = Until Payment Made or Case Closed
L27	PROVINCIAL OFFENCES ACT – NOISE BY-LAWS Includes records relating to infractions of Noise by-laws, their prosecution, appeals and the follow-up of these cases. PART III - POA	Original Active: T+2 Copy Active: 2	Inactive: 5 Inactive: 0	Y	RA	Y	N	PROSECUTIONS/ POA T = Until Payment Made or Case Closed
L28	PROVINCIAL OFFENCES ACT - SIGN BY-LAWS Includes records relating to infractions of Sign by-laws, their prosecution, appeals and the follow-up of these cases. PART III - POA	Original Active: T+2 Copy Active: 2	Inactive: 5 Inactive: 0	Y	RA	Y	N	PROSECUTIONS/ POA T = Until Payment Made or Case Closed

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L29	PROVINCIAL OFFENCES ACT - TRAFFIC BY-LAWS Includes records relating to infractions of Traffic by-laws, their prosecution, appeals and the follow-up of these cases. Includes offences under Part I & III - POA							PROSECUTIONS/ POA T = Until Payment Made or Case Closed.
	- Part I	Original Active: T+3 Inactive: 0 Copy Active: 2 Inactive: 0		Y	RA	Y	N	
	- Part III	Original Active: T+2 Inactive: 5 Copy Active: 2 Inactive: 0		Y	RA	Y	N	
L30	PROVINCIAL OFFENCES ACT – PARKING Includes records relating to infractions of Parking by-laws, their prosecution, appeals and the follow-up of these cases. Part II - POA	Original Active: T+3 Inactive: 0 Copy Active: 2 Inactive: 0		Y	RA	Y	N	PROSECUTIONS/ POA T = Until Payment Made or Case Closed.
L31	PROVINCIAL OFFENCES ACT - FIRE PROTECTION & PREVENTION ACT Includes records relating to infractions of Fire Protection & Prevention Act, their prosecution, appeals and the follow-up of these cases.							PROSECUTIONS/ POA T = Until Payment Made or Case Closed.
	- POA – Part I	Original Active: T+3 Inactive: 0 Copy Active: 2 Inactive: 0		Y	RA	Y	N	
	- POA – Part III	Original Active: T+2 Inactive: 5 Copy Active: 2 Inactive: 0		Y	RA	Y	N	

Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
L32	PROVINCIAL OFFENCES ACT - POLICE LAID MATTERS Includes records relating to infractions of by-laws, charges laid by police under our by-laws, their prosecution, appeals and the follow-up of these cases. Part III - POA							PROSECUTIONS/ POA T = Until Payment Made or Case Closed.
	- POA – Part I	Original Active: T+3 Copy Active: 2	Inactive: 0	Y	RA	Y	N	
	- POA – Part III	Original Active: T+2 Copy Active: 2	Inactive: 5	Y	RA	Y	N	
L33	PARKING TICKETS – ORIGINALS Includes original Certificate of Parking Infraction (CPI). Excludes: Tickets contested – See L30	Original Active: T+2 Copy Active: 2	Inactive: 0	Y	RA	Y	N	POA T = Until Payment Made or Case Closed.
L34	PARKING TICKETS – VOIDED OR CANCELLED Includes supporting documentation substantiating reasons for the cancellation of parking tickets; e.g. Permission to park on the Street, proof of handicapped permits etc..	Original Active: T+2 Copy Active: 2	Inactive: 0	Y	RA	Y	N	POA T = Until Payment Made or Case Closed.
L60	MUNICIPAL COURT RECORDS Includes records relating to details of court operations, court dockets, audio recordings and logbooks of proceeding and transcripts. Excludes- POA Matters	Original Active: 2 Copy Active: 3	Inactive: 5	N	RA	N	N	POA
L61	LITIGATION Includes records relating to litigation or potential litigation on behalf of the City, including matters before administrative tribunals and committees, affecting the municipality or a local board.							LAW
	- Case Files	Original Active: T+2 Copy Active: 2	Inactive: 4	Y	RA	Y	N	T = Final Disposition
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4	N	RA	N	N	

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		Active	Inactive	PIB	RD	Vital	Archival	
L85	1ST ATTENDANCE - POA PART II Includes First Attendance Facility Daily Case Summary, reports and statistics fo disputed parking tickets discussed at 1st Attendance meetings.	Original Active: T+3 Copy Active: 2	Inactive: 0 Inactive: 0	Y	RA	Y	N	PROSECUTIONS/ POA T = Until Payment Made or Case Closed.
L91	CERTIFICATE REQUESTING PLATE DENIAL -POA PART II Includes original Certificate Requesting Plate Denial (CRPD) signed and filed with Defaulted Fines Control Centre (DFCC) for failing to respond to payment of parking fines.	Original Active: T+3 Copy Active: 2	Inactive: 0 Inactive: 0	Y	RA	Y	N	POA T = Until Payment Made or Case Closed.
L92	PLATE DENIAL LIFTING - POA PART II Includes supporting documents and faxed requests for the lifting of parking fines from the Ministry of Transportation computer.	Original Active: 3 Copy Active: 2	Inactive: 0 Inactive: 0	Y	RA	Y	N	POA T = Until Payment Made or Case Closed.



MARKETING, MEDIA & PUBLIC RELATIONS

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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
M03	CHARITABLE CAMPAIGNS Includes material and correspondence from and relating to activities sponsored by charitable organizations such as United Way, the Cancer Society, the Heart and Stroke Foundation. Include staff participation in fundraising and charitable events.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	Economic Development & Corporate Comm.
M04	COMPLAINTS & COMMENDATIONS Includes records regarding general complaints and commendations and inquiries about Council proceedings and congratulatory letters. Excludes: By-law Enforcement Complaints - see E10 Property Standards Complaints - see E15	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
M06	ARTWORK Includes material relating to artwork (eg. mock-ups, typesetting, paste-ups, film work and finished art boards), research and distribution of print media in relation to programs, projects and special events within the City of Brampton.	Original Active: USUP Copy Active: 2	Inactive: 0 Inactive: 0	N	RA	N	N	
M09	SALE OF ADVERTISING SPACE Includes material relating to paid advertising by companies, agencies and corporations on City of Brampton buildings, vehicles, etc. Excludes: Agreements – See F81	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	T = Expiration of Agreement
M10	MARKETING & PROMOTIONS 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. Excludes Research Projects - see M15	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
M11	BRAMPTON BUSINESS IMPROVEMENT AREAS / DISTRICT Includes material relating to Business Improvement Areas.	Original Active: 2 Copy Active: 2	Inactive: 8 Inactive: 0	N	RA	N	N	Economic Development & Corporate Comm.
M12	BUSINESS PROFILES / POTENTIAL Includes profiles and information of businesses that have shown interest in moving to Brampton.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	Economic Development & Corporate Comm.

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		Active	Inactive	PIB	RD	Vital	Archival	
M14	SMALL BUSINESS & ENTREPRENEURSHIP Includes records that deal with the daily operations of the Small Business and Enterprise Centre. Includes referral programs, consultations and business plans							Economic Development & Corporate Comm.
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
	- Reference Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
M15	RESEARCH Includes material gathered through surveys, questionnaires and publications relating to research projects carried out by the City of Brampton for promotional purposes. Also Includes economic research used for analytical purposes.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
M30	AWARDS AND PRESENTATIONS Includes material relating to awards and presentations to citizens/ corporations to honour achievements. Excludes: Employee Awards – See H23							
	- Awards Presented to the City	Original Active: P Copy Active: 2	Inactive: 0 Inactive: 0	N	OA	N	R	
	- Awards Presented by the City	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	OA	N	N	

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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
M39	TWINNING Includes material relating to the twinning of Brampton with other cities.	Original Active: 2	Inactive: 18	N	OA	N	R	Economic Development & Corporate Comm.
		Copy Active: 2	Inactive: 0					
M40	PUBLIC RELATIONS & PROTOCOL Includes material on special ceremonies, speaking engagements, visits and tours by representatives from other cities and countries to Brampton and other public relations activities within the City.							Economic Development & Corporate Comm.
	- Event Files	Original Active: 2	Inactive: 18	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
M41	CULTURAL AFFAIRS & SOCIAL EVENTS Includes material to cultural fairs, festival, parades and other multicultural events.							
	- Event Files	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
M42	CORPORATE SPECIAL EVENTS Includes material relating to the information, organization and hosting of special events held by the City of Brampton. (Ie: Brampton Day)							
	- Event Files	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
M43	PARTNERSHIPS & BUSINESS ALLIANCES Includes records relating to the fostering of business alliances and partnerships with various companies and associations.	Original Active: 2	Inactive: 4	N	RA	N	N	Economic Development & Corporate Comm.
		Copy Active: 2	Inactive: 0					
M44	FILM STRATEGY Includes general records relating to requests by production/movie companies to film movies, commercials, videos, documentaries, etc. within the City of Brampton	Original Active: 2	Inactive: 4	N	RA	N	N	Economic Development & Corporate Comm.
		Copy Active: 2	Inactive: 0					

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		Active	Inactive	PIB	RD	Vital	Archival	
M48	MEDIA MONITORING & PUBLIC RELATIONS Includes records relating to monitoring of news stories affecting the City.	Original Active: 2	Inactive: 4	N	RA	N	N	Economic Development & Corporate Comm.
		Copy Active: 2	Inactive: 0					
M49	TOURISM Includes records relating to the promotion of tourism in the City of Brampton. Excludes: Marketing – See M10	Original Active: 2	Inactive: 4	N	RA	N	N	Economic Development & Corporate Comm.
		Copy Active: 2	Inactive: 0					
M50	NEWS ARTICLES Includes clippings from newspapers, information from journals and other printed media. Excludes – City of Brampton Ads - see relevant subject.	Original Active: 2	Inactive: 0	N	OA	N	N	Economic Development & Corporate Comm.
		Copy Active: 2	Inactive: 0					
M51	NEWS RELEASES Includes background notes, draft and final versions of news releases issued.	Original Active: 2	Inactive: 0	N	OA	N	N	Economic Development & Corporate Comm.
		Copy Active: 2	Inactive: 0					
M52	PUBLICATIONS Includes typed manuscripts, printed copies and related records regarding the publication of trade shows, current events, industrial directories, business directories and maps. May include annual reports of a non-financial nature.							
	- Publications	Original Active: USUP	Inactive: 0	N	OA	N	R	
		Copy Active: 2	Inactive: 0					
	- Subject Files	Subject Files Active: 2	Inactive: 4	N	RA	N	N	
		Copy: Active: 2	Inactive: 0					
M53	SPEECHES & PRESENTATIONS Includes background notes, draft and final versions of speeches, presentations and news conferences given by elected officials or City Staff. Excludes: Media coverage of speeches /presentations - See News Articles - M50 News Releases - See M51	Original Active: 2	Inactive: 4	N	OA	N	R	
		Copy Active: 2	Inactive: 0					
M54	INTERNAL SERVICE REQUESTS Includes records relating to Public Relations Office service requests including all related background material.	Original Active: 2	Inactive: 0	N	RA	N	N	Economic Development & Corporate Comm.
		Copy Active: 2	Inactive: 0					

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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
M60	VISUAL IDENTITY & INSIGNIA Includes records regarding the standards, which apply to graphic designs in the interest of establishing a Visual Identify Program. Includes logo and letterhead design, signage, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.							Economic Development & Corporate Comm.
	- Original	Original Active: USUP Inactive: 0		N	OA	N	R	
		Copy Active: 2 Inactive: 0						
	- Subject Files	Original Active: 2 Inactive: 4		N	RA	N	N	
		Copy Active: 2 Inactive: 0						

Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
N01	ENVIRONMENTAL ASSESSMENT Includes material relating to environmental assessments within the City of Brampton and outside of the City if they impact on land within Brampton's boundaries.							WORKS & TRANS.
	- Project Files	Original Active: T+ 2 Copy Active: 2	Inactive: 15 Inactive: 0	N	RA	N	N	T = Completion of Assessment
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
N02	ENVIRONMENTAL MASTER PLAN Includes correspondence, descriptions, reports and other records dealing with the Environmental Master Plan.							PD&D
	- Master Plan	Original Active: USUP Copy Active: 2	Inactive: 20 Inactive: 0	N	RA	Y	N	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
N05	ENVIRONMENTAL MONITORING & CONTROL Includes material relating to weather monitoring, natural resources, pollution and any other environmental concerns.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
N06	AIR CONTROL Includes material relating air pollution and control.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
N07	NOISE CONTROL Includes material relating to noise pollution and control, air traffic noise and noise walls. Excludes: Noise Complaints – See E10 Construction of Noise Walls – See T21	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	

Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
N08	WATER QUALITY Includes material relating to water quality.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
N09	HAZARDOUS MATERIALS Includes material relating to transportation, transfer, storage and destruction of hazardous substances.							WORKS & TRANS.
	- Case Files	Original Active: 2 Copy Active: 2	Inactive: 18 Inactive: 0	N	RA	N	N	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
N10	STORM SEWERS Includes general material relating to storm sewers. Construction of Storm Sewers – See T21	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	WORKS & TRANS.
N11	DRAINAGE & WATERWAYS Includes general material relating to drainage, streams, creeks, lakes & ponds. Excludes: Storm sewers – See N10 Construction – See T21	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	WORKS & TRANS.
N12	SANITARY SEWERS Includes general material relating to sanitary sewers.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	

NATURAL RESOURCES, ENVIRONMENT & CONSERVATION

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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
N13	SURFACE & SUBSURFACE CONTAMINATION & TESTING Includes material relating to contaminated sites within the City of Brampton. i.e. Landfill, Service Stations.							WORKS & TRANS.
	- Case Files	Original Active: 2 Copy Active: 2	Inactive: 28 Inactive: 0	N	RA	Y	N	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
N14	ENVIRONMENTALLY PROTECTED AREAS Includes material relating to protected areas identified in the City of Brampton Official Plan.							PD&D
	- Case Files	Original Active: 2 Copy Active: 2	Inactive: 28 Inactive: 0	N	RA	Y	N	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
N15	GREENBELTS Includes material relating to greenbelt areas in the City of Brampton.							PD&D
	- Case Files	Original Active: 2 Copy Active: 2	Inactive: 28 Inactive: 0	N	RA	Y	N	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	

Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
N16	WOODLOTS Includes material relating to the management of woodlots.							PD&D
	- Case Files	Original Active: 2 Copy Active: 2	Inactive: 28 Inactive: 0	N	RA	Y	N	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
N17	WETLANDS Includes material relating to wetlands such as bogs and marshes etc...							PD&D
	- Case Files	Original Active: 2 Copy Active: 2	Inactive: 28 Inactive: 0	N	RA	Y	N	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
N18	ENERGY CONSERVATION Includes material relating to energy conservation within the City of Brampton	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
N20	WASTE MANAGEMENT Includes material relating to the collection, disposal and recycling of waste for the City of Brampton. Includes information relating to incinerators, landfill sites, etc. (Blue Boxes)							WORKS & TRANS.
	- Historical Information Landfill Files	Original Active: 2 Copy Active: 2	Inactive: 48 Inactive: 0	N	RA	Y	R	
	- Subject Files	Subject Files Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	

Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
N30	GRADING & DRAINAGE Includes general material relating to grading and drainage within the City of Brampton For Fill & Topsoil Removal Permits see W20	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	WORKS & TRANS.
N40	CONSERVATION AUTHORITIES Includes general material relating to conservation authorities.	Original Active: 2 Copy Active: 2	Inactive: 0 Inactive: 0	N	OA	N	N	
N41	TORONTO REGION CONSERVATION AUTHORITY (TRCA) Includes material relating to the Toronto Region Conservation Authority (TRCA).							
	- Project File	Original Active: T+2 Copy Active: 2	Inactive: 5 Inactive: 0	N	RA	N	N	T = Completion of Project
	- Subject File	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
N42	CREDIT VALLEY CONSERVATION (CVC) Includes material relating to the Credit Valley Conservation (CVC).							
	- Project File	Original Active: T+2 Copy Active: 2	Inactive: 5 Inactive: 0	N	RA	N	N	T = Completion of Project
	- Subject File	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	

PLANNING AND DEVELOPMENT

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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
P02	RESEARCH Includes records relating to background information and research conducted on general planning issues, e.g. urban intensification, urban art. Broad in scope, should be narrow in application.	Original Active: USUP Inactive: 0 Copy Active: 2 Inactive: 0		N	RA	N	N	PD&D
P05	REFERENCE MATERIAL Includes records relating to material gathered and use for reference purposes only. Does not qualify as an official record.	Original Active: USUP Inactive: 0 Copy Active: 2 Inactive: 0		N	OA	N	N	PD&D
P07	DEVELOPMENT INQUIRIES / PRE-CONSULTATION Includes requests for information regarding developments and development pre-consultations. Includes concept plans.	Original Active: 2 Inactive: 4 Copy Active: 2 Inactive: 0		N	RA	N	N	PD&D
P08	AIRPORT DEVELOPMENT Includes records relating to the development of airport facilities and runways, i.e. terminals, etc	Original Active: 2 Inactive: 4 Copy Active: 2 Inactive: 0		N	RA	N	N	

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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
P09	DEVELOPMENT APPLICATIONS (PLANNING) - To Be Used By Planning Department Only. Includes records concerning development applications of lands for residential, commercial, industrial, institutional and business park purposes. Excludes: C of A – See G31 OPA – See P27 Levy Payment – See F88							
	- Development Case File							PD&D
	- Subdivision	Original Active: T+2 Inactive: 48 Copy Active: 2 Inactive: 0		N	RA	N	N	T = Assumption
	- Rezoning	Original Active: T+2 Inactive: 48 Copy Active: 2 Inactive: 0		N	RA	N	N	T = All Conditions Met
	- Drawings	Original Active: T+2 Inactive: 48 Copy Active: 2 Inactive: 0		N	RA	N	N	
	- Legal Documents (Agreements)	Original Active: P Inactive: 0 Copy Active: 2 Inactive: 0		N	RA	Y	Y	OFFICE OF THE CITY CLERK

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		Active	Inactive	PIB	RD	Vital	Archival	
P12	DEVELOPMENT CIRCULATIONS (Clerks) To Be Used By Clerk's Department Only. Includes records relating to proposed plans for subdivision and the circulation of by-laws affecting the development. May include correspondence, development application and reports.							OFFICE OF THE CITY CLERK
	- Development Case File							
	- Subdivision	Original Active: T+2 Inactive: 48 Copy Active: 2 Inactive: 0	N	RA	N	N		T = Assumption
	- Rezoning	Original Active: T+2 Inactive: 48 Copy Active: 2 Inactive: 0	N	RA	N	N		T = All conditions met
	- Legal Documents Excludes: Final OMB Orders/Decision – See L08	Original Active: P Inactive: 0 Copy Active: 2 Inactive: 0	N	RA	Y	Y		
	- Subject Files	Original Active: 2 Inactive: 4 Copy Active: 2 Inactive: 0	N	RA	N	N		
P13	DEVELOPMENT - LAW To Be Used Only By The Law Department. Includes records relating to the approval process for plans of subdivisions and rezoning.							LAW
	- Development Case File							
	- Subdivision	Original Active: T+2 Inactive: 48 Copy Active: 2 Inactive: 0	N	RA	N	N		T = Assumption
	- Rezoning	Original Active: T+2 Inactive: 48 Copy Active: 2 Inactive: 0	N	RA	N	N		T = All Conditions Met
	- Legal Documents	Original Active: P Inactive: 0 Copy Active: 2 Inactive: 0	N	RA	Y	Y		OFFICE OF THE CITY CLERK

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		Active	Inactive	PIB	RD	Vital	Archival	
P14	ENVIRONMENTAL/ NATURAL RESOURCES PLANNING (AGRICULTURE) Includes general records relating to environment and natural resources.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	OA	N	N	
P15	DEVELOPMENT (WORKS AND TRANSPORTATION) To Be Used Only By Works & Transportation Department Only. Includes 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.							WORKS & TRANS.
	- Development Case File							
	- Subdivision	Original Active: T+2 Copy Active: 2	Inactive: 48 Inactive: 0	N	RA	N	N	
	- Rezoning	Original Active: T+2 Copy Active: 2	Inactive: 48 Inactive: 0	N	RA	N	N	
	- Legal Documents – Subdivision Agreements	Original Active: P Copy Active: 2	Inactive: 0 Inactive: 0	N	RA	Y	Y	

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		Active	Inactive	PIB	RD	Vital	Archival	
P20	BLOCK PLANS							PD&D
	Includes records relating to the design principle and guidelines of block plan submissions. Includes Environmental Implementation Reports (EMI), Master Environment Service Plans and drawings of Block Plans.							
	- Case File	Original Active: 2	Inactive: 48	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
P21	SPINE SERVICING (BLOCK PLANS)							PD&D
	Includes records relating to the development of the 'Spine Services' in a Block Plan. May include comments, reports, drawings, agreements and reductions for Letters of Credit.							
	- Case Files	Original Active: T+2	Inactive: 48	N	RA	N	N	T = Execution of Agreement
		Copy Active: 2	Inactive: 0					
P21	- Drawings	Original Active: T+2	Inactive: 48	N	RA	N	N	T = Execution of Agreement
		Copy Active: 2	Inactive: 0					
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					

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		Active	Inactive	PIB	RD	Vital	Archival	
P22	INSTITUTIONAL DEVELOPMENT Includes records relating to the development of Schools, churches, colleges and hospitals. Excludes: Development Applications.	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
P25	OFFICIAL PLAN Includes records relating to the Official Plan of the municipality. Encompasses draft and final versions, working notes, background information, correspondence, notices, Ministerial approval, up to and including O.M.B. appeal and decisions. Includes records relating to the periodic review of the Official Plan as required by the Planning Act (Official Plan Review). Exclude: Official Plan Amendment - see P27							PD&D
	- Approved Plan	Original Active: USUP	Inactive: 75	N	RA	Y	R	
		Copy Active: 2	Inactive: 0					
	- Case File / Review	Original Active: T+2	Inactive: 48	N	RA	Y	R	T = Final Approval
		Copy Active: 2	Inactive: 0					
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
P26	SECONDARY PLANS Includes documented and related background studies constituting the development of a secondary plan. Excludes: Official Plan - see P25 Official Plan Amendment - see P27							PD&D
	- Case File	Original Active: T+2	Inactive: 48	N	RA	N	N	T = Incorporation into the Official Plan
		Copy Active: 2	Inactive: 0					
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					

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		Active	Inactive	PIB	RD	Vital	Archival	
P27	OFFICIAL PLAN AMENDMENT Includes records relating to the amendment of the Official Plan or secondary plan(s). Filed by Official Plan amendment number, includes all relevant documentary material up to an including O.M.B. appeal and decision, e.g. background reports, staff reports, notices, resolutions, Ministerial approval, etc. Excludes: Official Plan - see P25							PD&D T = Approval of Amendment
	- Amendments	Original Active: T+2 Inactive: A Copy Active: 2 Inactive: 0		N	RA	Y	R	OFFICE OF THE CITY CLERK
	- Subject Files – Planning	Original Active: T+2 Inactive: 48 Copy Active: 2 Inactive: 0		N	RA	Y	R	
	- Subject Files – Other Departments	Original Active: T+2 Inactive: 4 Copy Active: 2 Inactive: 0		N	RA	N	N	
P28	OFFICIAL PLAN – OTHER MUNICIPALITIES Includes records relating to the Official Plan of other municipalities or regions.	Original Active: 2 Inactive: 4 Copy Active: 2 Inactive: 0		N	OA	N	N	
P29	OFFICIAL PLAN – REGION OF PEEL Includes records relating to the Official Plan of the Region of Peel.	Original Active: 2 Inactive: 8 Copy Active: 2 Inactive: 0		N	RA	N	N	
P30	STATISTICS (Population) 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. Excludes: Vital Statistics - see G95	Original Active: USUP Inactive: 0 Copy Active: 2 Inactive: 0		N	OA	N	N	

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		Active	Inactive	PIB	RD	Vital	Archival	
P36	CONDOMINIUM PLANS Includes drawings of Peel Condo Corp.							PD&D
	- Drawings	Original Active: P	Inactive: 0	N	RA	N	N	
	- Subject Files	Original Active: T+2	Inactive: 48	N	RA	N	N	T= Completion of Project
		Copy Active: 2	Inactive: 0					
		Copy Active: 2	Inactive: 0					
P40	TRANSPORTATION DEVELOPMENT Includes records relating to the development of transportation systems, including surface vehicles, subways, trains, roads, etc.							WORKS & TRANS.
	- Project Files	Original Active: T+2	Inactive: 48	N	RA	Y	N	T = Completion of Project
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
		Copy Active: 2	Inactive: 0					
P42	ZONING BY-LAW REVIEW Includes records relating to the review of regulations in order to bring the by-law up-to-date. Includes omnibus amendments and new comprehensive by-law.							PD&D
	- Project Files	Original Active:USUP+2	Inactive: 48	N	RA	Y	N	
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
		Copy Active: 2	Inactive: 0					
P43	TEMPORARY USE 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.	Original Active: T+2	Inactive: 4	N	RA	N	N	PD&D
		Copy Active: 2	Inactive: 0					T = End of Temporary Use

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		Active	Inactive	PIB	RD	Vital	Archival	
P44	URBAN DESIGN GUIDELINES Includes records relating to design guidelines.	Original Active: USUP	Inactive: 0	N	RA	N	N	PD&D
		Copy Active: 2	Inactive: 0					
P46	SITE PLANS Includes records relating to the approval process for the layout of buildings and location/provision of services to individual land sites.							PD&D T = All Conditions Met
	- Drawings & Plans	Original Active: T+2	Inactive: 48	N	RA	Y	N	
		Copy Active: 2	Inactive: 0					
	- Correspondence	Original Active: T+2	Inactive: 48	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
P47	REGISTERED PLANS Includes Registered Plans of subdivision filed by plan number.	Original Active: P	Inactive: 0	N	OA	N	N	PD&D
		Copy Active: 2	Inactive: 0					
P48	REFERENCE PLANS Includes Reference Plans, which are plans that show a section or block of the registered plan of subdivision filed by plan number.	Original Active: P	Inactive: 0	N	OA	N	N	PD&D
		Copy Active: 2	Inactive: 0					
P49	AERIAL PHOTOGRAPHY Includes photographs of the City of Brampton filed by assigned numerical number according to geographical location.							PD&D
	- Original Image	Original Active: P	Inactive: 0	N	OA	N	R	
		Copy Active: 2	Inactive: 0					
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 4					

PLANNING AND DEVELOPMENT

City of Brampton File Classification and Records Retention By-law 163-2008 Guide

Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
P50	MAPPING Includes general records (other than registered and reference plans) related to the mapping of the City of Brampton and surrounding areas.							PD&D
	- Maps	Original Active: USUP	Inactive: 0	N	OA	N	N	
		Copy Active: 2	Inactive: 0					
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					

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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
P60	HERITAGE DESIGNATIONS Includes records regarding heritage and historical development, including designations of buildings, districts and cemeteries. For Brampton Heritage Board Minutes and Agendas - see G33							PD&D
	- Designations Files	Original Active: T+2 Inactive: P Copy Active: 2 Inactive: 0		N	RA	Y	Y	T = Approval of Designation
	- Inventory Working Files	Original Active: 2 Inactive: 28 Copy Active: 2 Inactive: 0		N	RA	Y	R	
	- Subject Files	Original Active: 2 Inactive: 4 Copy Active: 2 Inactive: 0		N	RA	N	N	
	- Inventory List	Original Active: P Inactive: 0 Copy Active: 2 Inactive: 0		N	RA	Y	Y	
P75	COMMUNITY IMPROVEMENTS Includes records relating to the planning, design, development, rehabilitation, etc. of a specific area in accordance with an approved Plan as authorized by the Planning Act. Exclude: Business Improvement Areas (BIAs) – see Residential Development Areas – see M11							PD&D
	- Case Files	Original Active: T+2 Inactive: 48 Copy Active: 2 Inactive: 0		N	RA	Y	Y	T = Completion of Program
	- Subject Files	Original Active: 2 Inactive: 4 Copy Active: 2 Inactive: 0		N	RA	N	N	

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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
P80	INTERIM CONTROL Includes records relating to the restriction of land use during policy review or study, by means of an interim control by-law, in accordance to the Planning Act. Excludes: Interim Control By-Law – See G02							PD&D
	- Case Files	Original Active: T+2 Inactive: 48 Copy Active: 2 Inactive: 0		N	RA	N	N	T = End of Interim Control
	- Subject Files	Original Active: 2 Inactive: 4 Copy Active: 2 Inactive: 0		N	RA	N	N	
P83	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. Excludes: Part Lot Control By-Law – See G02							PD&D
	- Case Files	Original Active: T+2 Inactive: 8 Copy Active: 2 Inactive: 0		N	RA	N	N	T = Approval of By-law
	- Subject Files	Original Active: 2 Inactive: 4 Copy Active: 2 Inactive: 0		N	RA	N	N	
P90	DEVELOPMENT NOTICES – OTHER MUNICIPALITIES Includes records relating to notices of planning matters from other municipalities (usually adjacent), i.e. request for comments on development applications.	Original Active: 2 Inactive: 4 Copy Active: 2 Inactive: 0		N	RA	N	N	OFFICE OF THE CITY CLERK



RECREATION & PARKS

City of Brampton File Classification and Records Retention By-law 163-2008 Guide

Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
R05	FACILITY BOOKINGS Include copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities. Also includes School Indemnity Forms and Liability Release Forms.	Original Active: 2	Inactive: 4	Y	RA	N	N	COMMUNITY SERVICES
		Copy Active: 2	Inactive: 0					
R15	PARKS & RECREATION MASTER PLAN – Includes correspondence, descriptions, reports and other records dealing with the design, planning, set-up, naming and landscaping of recreational facilities and municipal parks. Includes maps and plans. Includes Master Plan. Excludes: Official Plan - see P25							COMMUNITY DESIGN & PARKS PLANNING
	- Master Plan	Original Active: USUP	Inactive: 20	N	RA	Y	N	
		Copies Active: 2	Inactive: 0					
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copies Active: 2	Inactive: 0					
R17	PARKLAND, CONSTRUCTION Includes correspondence, descriptions, reports and other records dealing with the construction, set-up and landscaping of municipal parks. Includes maps and plans. (Capital Projects) Excludes: Parkland Design & Planning - see R15							COMMUNITY DESIGN & PARKS PLANNING
	- Project Files	Original Active: T+2	Inactive: 20	N	RA	Y	N	
		Copies Active: 2	Inactive: 0					
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copies Active: 2	Inactive: 0					
R20	PARKS MAINTENANCE Include records dealing with the ground management and maintenance of municipal parks. May include working copies of maps and plans. Excludes: Recreational Facilities Maintenance - see R21	Original Active: 2	Inactive: 4	N	RA	N	N	COMMUNITY SERVICES
		Copy Active: 2	Inactive: 0					



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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
R21	RECREATIONAL FACILITIES Includes records dealing with the management, operation and maintenance of municipal recreational facilities, including arenas, pools, fitness centres, etc.. Excludes: Parks Maintenance - see R20	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	COMMUNITY SERVICES
R22	TREES AND FOREST MAINTENANCE Includes records regarding the maintenance of trees and forestry areas. This will include spraying, pruning, planting, etc.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	COMMUNITY SERVICES
R23	CEMETERY MAINTENANCE Includes records regarding the maintenance of cemetery grounds in the City.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	COMMUNITY SERVICES
R25	PRO SHOPS Includes records relating to pro shops.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	COMMUNITY SERVICES
R40	RECREATIONAL PROGRAM RESEARCH & IMPLEMENTATION Includes records relating to studies, statistics, development and implementation of recreational programs to be offered by the City.							COMMUNITY SERVICES
	- Program Files	Original Active: USUP Copy Active: 2	Inactive: 0 Inactive: 0	N	RA	N	N	
	- Subject Files	Original Active: 2 Copies Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
R41	RECREATIONAL PROGRAMS Includes records relating to general information on programs offered by the City.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	OA	N	N	COMMUNITY SERVICES
R42	RECREATIONAL PROGRAMS – ARTS – PRE-SCHOOL/ YOUTH Includes information on programs such as supply lists, recipes, course profile, craft instructions, class lists, and responsibilities of pre-school instructor's manual.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	COMMUNITY SERVICES



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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
R43	RECREATIONAL PROGRAMS – DANCE – Includes information on programs such as costume design, dance recitals, schedules, costume order forms/costs, course waiting list, course rates, dance brochures/handbooks, dance syllabus, dance festivals, volunteers.							COMMUNITY SERVICES
	- Program Files	Original Active: USUP	Inactive: 0	Y	RA	N	N	
		Copy Active: 2	Inactive: 0					
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copies Active: 2	Inactive: 0					
R46	RECREATIONAL PROGRAMS – SPORTS – YOUTH/ ADULT Includes information on programs such as staff schedules, staff list, registration guidelines, mailing lists, brochure information, instructors' needs assessment, first aid inventory sheets, membership information, conditions and guidelines, membership sales. Excludes: Ice Sports – See R47							COMMUNITY SERVICES
	- Program Files	Original Active: USUP	Inactive: 0	Y	RA	N	N	
		Copy Active: 2	Inactive: 0					
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copies Active: 2	Inactive: 0					



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Class. Code	Record Series	Retention		Access				Official Record Holder	
		Active	Inactive	PIB	RD	Vital	Archival		
R47	RECREATIONAL PROGRAMS – ICE SPORTS Includes information on programs such as course profile, course status reports, registration guidelines, practice schedules, inspection checklist, safety procedure guidelines, summer programs, staff schedules, ice rental rates.							COMMUNITY SERVICES	
	- Program Files	Original Active: USUP	Inactive: 0	Y	RA	N	N		
	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N		
		Copies Active: 2	Inactive: 0						
R48	RECREATIONAL PROGRAMS SENIORS/ OLDER ADULTS Includes information on programs offered to Seniors and Older Adults.	Original Active: 2	Inactive: 4	N	RA	N	N	COMMUNITY SERVICES	
		Copy Active: 2	Inactive: 0						
R49	RECREATIONAL PROGRAMS – CAMPS – Includes records relating information on programs such as camp run by the City.	Original Active: 2	Inactive: 4	N	RA	N	N	COMMUNITY SERVICES	
		Copy Active: 2	Inactive: 0						
R50	RECREATIONAL PROGRAMS – AQUATICS Includes records relating to information on programs aquatics programs offered by the City.	Original Active: 2	Inactive: 4	N	RA	N	N	COMMUNITY SERVICES	
		Copy Active: 2	Inactive: 0						
R51	RECREATIONAL PROGRAMS – SPECIAL EVENTS Includes information on community events such as Ching. Spring Fling etc...	Original Active: 2	Inactive: 4	N	RA	N	N	COMMUNITY SERVICES	
		Copy Active: 2	Inactive: 0						

SHELTER & ANIMAL SERVICES

City of Brampton File Classification and Records Retention By-law 163-2008 Guide

Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
S05	SHELTER OPERATIONS Includes material relating to the day-to-day operations of the animal shelter that cannot be filed under a more specific secondary heading. Includes Officers run sheets.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	ANIMAL SHELTER
S09	ADOPTION RECORDS Includes material relating to the adoptions of animals from the animal shelter. May include microchip records.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	RA	N	N	ANIMAL SHELTER
S10	ANIMAL RECORDS Includes material relating to strays, medical and euthanasia records. Includes records on spaying and neutering.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	ANIMAL SHELTER
S15	INVESTIGATIONS Includes the original report filed on any animal investigations in the municipality. Also Includes records relating to dangerous animals, cruelty and animal tribunals. A copy is to be filed in the case file if Legal Action is taken -- see L25							
	- Tribunal Case Files	Original Active: LOA Copy Active: 2	Inactive: 2 Inactive: 0	Y	RA	N	N	ANIMAL SHELTER / OFFICE OF THE CITY CLERK
	- Cruelty to Animals	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	RA	N	N	ANIMAL SHELTER
S25	ANIMAL CONTROL – ENFORCEMENT Includes material relating to the enforcement of all animal by-laws. Includes Pit Bull Status Certificates. For complaints see Call Record/Disposition - S20 File by street name.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	ANIMAL SHELTER
S35	NON-DOMESTIC ANIMALS Includes records relating to general information of non-domestic animals such as skunks, raccoons, deer, exotics (snakes, monkeys), etc.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	ANIMAL SHELTER
S40	ANIMAL LICENSES Includes records relating to the issuance of dog and cat tags such as Applications, Dog Tag Receipts and Dog Tags log and microchip records.	Original Active: 15 Copy Active: 2	Inactive: 0 Inactive: 0	Y	RA	N	N	ANIMAL SHELTER

SHELTER & ANIMAL SERVICES

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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
S45	VETERINARIAN SERVICES Includes records relating to services performed by veterinarians for the Animal Shelter and any other type of clinics.							
	- Agreements	Original Active: P Copy Active: 2	Inactive: 0 Inactive: 0	N	RA	N	Y	OFFICE OF THE CITY CLERK
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	ANIMAL SHELTER

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Class. Code	Record Series	Retention		Disposition				Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
T03	TRAFFIC WARRANTS/ SURVEYS Includes material relating to studies regarding traffic signals, traffic signs, traffic counts and speed limits.							WORKS & TRANS.
	- Case Files	Original Active: 2	Inactive: 8	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
T04	TRAFFIC CONTROL SIGNALS & INTERSECTIONS Includes material relating to the design, installation, maintenance, requests for signals, signal timing plans and changes, as well as, material of a general nature.							WORKS & TRANS.
	- Case Files	Original Active: 2	Inactive: 8	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
T05	CURBS & MEDIANS Includes material relating to curbs and medians with the City of Brampton. Excludes: Curb Cuts - See W20	Original Active: 2	Inactive: 4	N	RA	N	N	WORKS & TRANS.
		Copy Active: 2	Inactive: 0					
T06	SERVICE REQUESTS & INQUIRIES Includes public service requests and inquiries regarding maintenance , repairs and construction of the City roads, as well as, daily customer service report summaries. Also includes Transit Services requests and inquiries.	Original Active: 2	Inactive: 4	N	RA	N	N	WORKS & TRANS.
		Copy Active: 2	Inactive: 0					

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Class. Code	Record Series	Retention		Disposition				Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
T07	WATER MAINS Includes general information relating to water mains. Excludes: Major Road Construction and Watermain Installation, see T21	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	WORKS & TRANS.
T10	UTILITY LOCATION RECORDS Includes records pertaining to utility stake outs required for excavation work performed on various Brampton streets and right-of-ways. For general information on Utilities in Brampton see file: C35	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	WORKS & TRANS.
T11	WINTER ROAD MAINTENANCE PROGRAM Includes material relating to the winter road maintenance program for contracted and non-contracted work. Also includes sand and salt usage reports. Excludes: Service Requests – see T06 Insp. Def. and road Patrol Records – see T19 Service Contract – see F81							WORKS & TRANS.
	- Project Files	Original Active: T+2 Copy Active: 2	Inactive: 8 Inactive: 0	N	RA	N	N	T = End of Contract
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	

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Class. Code	Record Series	Retention		Disposition				Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
T12	SUMMER ROAD MAINTENANCE PROGRAM Includes material relating to the spring and summer road maintenance program for both contracted and non-contracted work. Excludes : Service Requests – see T06 Service Contracts – see F81							WORKS & TRANS.
	- Project Files	Original Active: T+2 Copy Active: 2	Inactive: 8 Inactive: 0	N	RA	N	N	T = End of Contract
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
T14	BRIDGES Includes Material relating to the planning, design, construction and reconstruction of bridges within the City of Brampton. Also includes routine & structural maintenance of bridges, as well as, material of a general nature. Excludes: - New bridge structure construction as part of a major road construction – See T21 - Railway Grade Separations – see T24							WORKS & TRANS.
	- Case Files	Original Active: T+2 Copy Active: 2	Inactive:LOB Inactive: 0	N	RA	N	N	T = Completion of Bridge
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	

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Class. Code	Record Series	Retention		Disposition				Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
T15	STREET LIGHTING Includes material relating to the planning, administration, installation and maintenance of the street lighting network within the City of Brampton. Excludes: Service Requests – see T06 Utility Location Records – see T10							WORKS & TRANS.
	- Project Files	Original Active: T+2 Copy Active: 2	Inactive: 8 Inactive: 0	N	RA	N	N	T = Completion of Project
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
T16	REGIONAL ROADS Includes material relating to Regional Roads.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
T17	PROVINCIAL ROADS Includes material relating to Provincial Highways such as the 410, 401, 427 etc.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
T19	ROAD INSPECTION & DEFICIENCIES AND ROAD PATROL RECORDS Includes material relating to the immediate and long term planning of the City's road infrastructure. Also includes road patrol shift reports and routine patrol records. Excludes: Repairs, Construction and Reconstruction – See T20							WORKS & TRANS.
	- Project Files	Original Active: T+2 Copy Active: 2	Inactive: 8 Inactive: 0	N	RA	N	N	T = Completion of Project
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	

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Class. Code	Record Series	Retention		Disposition				Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
T20	ROAD MAINTENANCE & REPAIRS Includes material relating to the repairs, construction and reconstruction of the City's roads for both contracted and non-contracted work. Also includes daily material usage reports, i.e. asphalt and cement. Excludes: Bridges – see T14 Insp. Def. & Road Patrol Rec. – see T19 Major Road Construction – see T21 Service Contracts – see F81							WORKS & TRANS.
	- Project Files	Original Active: T+2 Copy Active: 2	Inactive: 8 Inactive: 0	N	RA	Y	N	T = Completion of Project
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	

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		Active	Inactive	PIB	RD	Vital	Archival	
T21	MAJOR ROAD CONSTRUCTION AND RECONSTRUCTION Includes material relating to the planning, design, construction and reconstruction of roads within the City's jurisdiction. Excludes <ul style="list-style-type: none"> - Regional Roads – see T16 - Development Construction Arterial Roads – see P15 - Service Contracts – see F81 							WORKS & TRANS. T = Completion of Project
	- Case Files (Bridge Construction on Road Repair)	Original Active: T+2 Copy Active: 2	Inactive:LOB Inactive: 0	N	RA	Y	N	
	- Project Files	Original Active: T+2 Copy Active: 2	Inactive: 48 Inactive: 0	N	RA	Y	N	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
T23	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.							WORKS & TRANS.
	- Documentation	Original Active: 2 Copy Active: 2	Inactive: P Inactive: 0	N	RA	Y	R	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	

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Class. Code	Record Series	Retention		Disposition				Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
T24	GRADE SEPARATIONS STRUCTURES Includes maintenance and reconstruction relating to grade separations, railway lines or highway over roadways. Excludes: New Bridge Construction included as part of a Major Road Construction See T21	Original Active: 2 Copy Active: 2	Inactive: 48 Inactive: 0	N	RA	Y	N	WORKS & TRANS.
T25	LEVEL CROSSINGS Include general records relating to railway crossings such as location details, signage, repairs and closures. Excludes: Level crossing construction see F12	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	WORKS & TRANS.
T26	ROAD "AS CONSTRUCTED" DATA/ STORM DESIGN Includes originals of sealed stamped drawings and storm design sheets for both City and developer constructed roads.	Original Active: USUP Copy Active: 2	Inactive: 0 Inactive: 0	N	RA	Y	N	WORKS & TRANS.
T35	TRAFFIC SAFETY Includes material relating to newspaper boxes, obstructions on the road allowances, crossing guards, pedestrian crosswalks and requests for changes/ amendments for posted speed limits.	Original Active: 2 Copy Active: 2	Inactive: 8 Inactive: 0	N	RA	N	N	WORKS & TRANS.
T37	SIGNAGE Includes Material relating to the production installation and maintenance of regulatory (i.e. stop signs) and non-regulatory signage. Also includes inventory reports and sign crew daily work records.							WORKS & TRANS.
	- Case Files	Original Active: 4 Copy Active: 2	Inactive: 8 Inactive: 0	N	RA	N	N	
	- Project Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
T38	PARKING FACILITIES & METERS Includes material relating to the planning, operations and maintenance of all City owned parking facilities and on-street meter parking. Excludes: Parking Enforcement – See E07 Spitter Tickets – See F17 Construction – See B61	Original Active: 2 Copy Active: 2	Inactive: 8 Inactive: 0	N	RA	N	N	WORKS & TRANS.

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		Active	Inactive	PIB	RD	Vital	Archival	
T40	TRAFFIC ACCIDENTS Includes material relating to intersectional/ non-intersectional Traffic Accidents of a general nature. Also includes quarterly motor vehicle collision summaries. Excludes: City Vehicle Accidents – See V05 If liability claim results – See A25							WORKS & TRANS.
	- Case Files	Original Active: 2 Copy Active: 2	Inactive: 8 Inactive: 0	N	RA	N	N	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	

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		Active	Inactive	PIB	RD	Vital	Archival	
T50	OTHER TRANSIT SYSTEMS Includes records relating to information requests and sharing of information with or about other transit properties. Includes GO Transit	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
T53	ACCELERIDE Includes records relating to the Acceleride Program.							TRANSIT T = Completion of Project
	- External Support	Original Active: T+2 Copy Active: 2	Inactive: 15 Inactive: 0	N	RA	N	N	
	- General	Original Active: T+2 Copy Active: 2	Inactive: 15 Inactive: 0	N	RA	N	N	
T55	OPERATIONS – DAILY WORKING FILES Includes records relating to control operations reports, incident reports etc...	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	TRANSIT
T59	SCHEDULING & SERVICE Includes records relating the scheduling & service.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	TRANSIT
T60	BUS ROUTES Includes records relating to the daily operations of Brampton Transit bus routes.	Original Active: USUP Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	TRANSIT
T61	TRANSIT STOPS Includes records relating to transit stops.							TRANSIT
	- Case Files	Original Active: USUP Copy Active: 2	Inactive: 0 Inactive: 0	N	RA	N	N	
	- Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	

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		Active	Inactive	PIB	RD	Vital	Archival	
T62	TRANSIT SHELTERS Includes records relating to general information regarding transit shelters. Excludes: Construction – See T21 Advertisement – See M09 Marketing – See M10	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	TRANSIT
T63	TERMINALS & LOOPS Includes records relating to general information regarding transit terminals and loops. Excludes: Construction – See T21	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	TRANSIT
T64	TRANSIT VEHICLE TECHNOLOGY Includes records relating to vehicle technology.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	TRANSIT
T65	CHARTERS & SPECIAL SERVICES Includes records relating to the use of Brampton Transit for charter purposes and for special groups i.e.: The Disabled.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	TRANSIT
T66	FARES & TRANSIT PASSES Includes records relating to fares, ticket control, and any passes issued to special groups using Brampton Transit.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	TRANSIT
T67	LOST & FOUND Includes records relating to articles lost or found on Brampton Transit vehicles or property.	Original Active: 2 Copy Active: 2	Inactive: 0 Inactive: 0	N	RA	N	N	TRANSIT

VEHICLES & EQUIPMENT

City of Brampton File Classification and Records Retention By-law 163-2008 Guide

Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
V01	FLEET MANAGEMENT Includes records regarding the maintenance of all vehicles currently owned, operated and maintained by the City of Brampton. Also includes ownership and licensing information, inspections and driver vehicle inspection reports (DVIR).							WORKS & TRANS.
	- Vehicle Files	Original Active: LOV	Inactive: 0	N	RA	Y	N	
		Copy Active: 2	Inactive: 0					
V01	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
V02	MACHINERY & EQUIPMENT Includes records regarding mobile accessory equipment used in conjunction with vehicles. Also includes maintenance and history files and work orders on equipment such as generators, pumps, snowblowers, plows, sanders, etc.							WORKS & TRANS.
	- Equipment Files	Original Active: LOE+1	Inactive: 0	N	RA	N	N	
		Copy Active: 2	Inactive: 0					
V02	- Subject Files	Original Active: 2	Inactive: 4	N	RA	N	N	
		Copy Active: 2	Inactive: 0					



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		Active	Inactive	PIB	RD	Vital	Archival	
V04	PROTECTIVE EQUIPMENT Includes records regarding protective equipment used by the municipality. ie: safety eye wear, hard hats etc...	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
V05	VEHICLE INCIDENT/ COLLISION CASE FILES Includes records regarding incident(s)/ collisions involving City of Brampton owned or leased vehicles. Excludes: Accident Claims - See A25 WSIB - See H30 Occupational Health & Safety – See H50 Employee Information – See Employee File of Reference	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	WORKS & TRANS.
V15	FUEL Includes material relating to fuel reports and fuel usage for City of Brampton vehicles and equipment. Excludes: Fuel Purchase – See F81	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	WORKS & TRANS.
V30	STAFF ORIENTATION AND TRAINING Includes material relating to permits for staff operating any City vehicles. Includes fleet training.							WORKS & TRANS.
	City Operator Permits	Original Active: T+ 2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	RA	N	N	T = Expiry of Permit
	Subject Files	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	
V31	VEHICLE EQUIPMENT DISPOSAL Includes material relating to the sale or other disposal of City owned vehicles.	Original Active: T+ 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	WORKS & TRANS. T = Disposal

PERMITS & LICENCES

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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
W10	LICENSE APPEALS Includes records relating to appeals by license holders.	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	XA	N	N	OFFICE OF THE CITY CLERK T = Decision
W20	PERMITS Includes all permits issued by the City. Excludes: Building Permits – See B11 Special Occasion Permits – See W25	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	RA	N	N	WORKS & TRANS.
W25	SOCIAL & SPECIAL EVENT PERMITS Includes Parade Permits and permits for holding social events such as the Santa Claus Parade, street dances, in the City of Brampton. Includes Liquor Licences.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	N	N	WORKS & TRANS./ OFFICE OF THE CITY CLERK
W89	REFRESHMENT VEHICLES Includes information relating to mobile food vendors. i.e. Hotdog Carts, Catering and Chip Trucks.	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	XA	N	N	BY-LAW ENFORCEMENT T = Expiration of Permit
W90	TAXI PLATE OWNERS Includes information on the owners of City-issued Taxi Plates, including ownership, insurance and license.							BY-LAW ENFORCEMENT
	- Plate Owners	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	XA	Y	N	T = Transfer of Plate
	- Priority List	Original Active: USUP+2 Copy Active: 2	Inactive: 0 Inactive: 0	Y	OA	Y	N	

PERMITS & LICENCES

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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
W91	TAXI CAB DRIVER Includes information on the licensed taxi driver, City license, cash receipt, driver's form, photocopies of driver's license, driver's abstract and criminal record searches as well as taxi tests and job letter. Some files may include correspondence on criminal convictions. Also includes complaints received.							BY-LAW ENFORCEMENT
	- Driver File	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	XA	Y	N	T = Expiration of Licence
W92	TOW TRUCK PLATE OWNERS Includes information on the owners of City-issued Tow Truck Plates.	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	XA	Y	N	BY-LAW ENFORCEMENT T = Transfer of Plate
W93	TOW TRUCK DRIVERS Includes information on the licensed tow truck driver. Also includes any returned licenses or correspondence. Also includes complaints received.	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	XA	Y	N	BY-LAW ENFORCEMENT T = Expiry of Licence
W94	DRIVING SCHOOL OWNERS / INSTRUCTORS Includes records relating to the licensing of Instructors/Vendors/ Operators and their plates for the following types: Driving Schools & Pedicabs.	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	XA	Y	N	BY-LAW ENFORCEMENT T = Expiry of Licence
W95	STATIONARY BUSINESS LICENCES – Includes information relating to the licensing of stationary businesses. Also includes complaints received.	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	XA	Y	N	BY-LAW ENFORCEMENT T = Expiry of Licence
W96	LOTTERY SCHEME LICENSES (CASE FILES) Includes records relating to the licensing for Bingos, Nevadas, raffles, bazaars, etc. Includes Financial Reports and Licenses.	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	Y	N	OFFICE OF THE CITY CLERK T = Expiry of Licence
W97	LOTTERY SCHEME LICENSES (GENERAL) Includes general information and correspondence not pertaining to specific case files.	Original Active: 2 Copy Active: 2	Inactive: 4 Inactive: 0	N	OA	N	N	OFFICE OF THE CITY CLERK

PERMITS & LICENCES

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Class. Code	Record Series	Retention		Access				Official Record Holder
		Active	Inactive	PIB	RD	Vital	Archival	
W98	LODGING HOUSES LICENSES Includes information on registration letters, cash receipt, business registration, application form, fire inspection, property standards inspection reports, insurance, and other related correspondence.	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	N	RA	Y	N	BY-LAW ENFORCEMENT T = Expiry of Licence
W99	TRADES/ CONTRACTORS' LICENCES – Includes records relating to the licensing of all contractors and trades.	Original Active: T+2 Copy Active: 2	Inactive: 4 Inactive: 0	Y	XA	Y	N	OFFICE OF THE CITY CLERK T = Expiry of Licence



SAFEKEEPING

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		Active	Inactive	PIB	RD	Vital	Archival	
X00	GENERAL Includes agreements of a general nature kept for safekeeping that cannot be filed under a more specific subject heading.	Original Active: P	Inactive: 0	N	RA	Y	R	OFFICE OF THE CITY CLERK
		Copy Active: 2	Inactive: 0					