

Repealed by 89-82



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number 151-81

TO AMEND BY-LAW 20-80 WHICH ESTABLISHED
SCHEDULES OF RETENTION PERIODS FOR DOCUMENTS,
RECORDS AND OTHER PAPERS OF THE MUNICIPALITY


WHEREAS Section 249(1) of THE MUNICIPAL ACT (R.S.O. 1970, Chapter 284, as amended) provides that the council of a municipality may pass a by-law, approved by the auditor of the municipality, establishing schedules of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the municipality:

WHEREAS the City passed By-law 20-80 and now wishes to amend this by-law:
NOW THEREFORE the Council of The Corporation of the City of Brampton
ENACTS as follows:

1. By-law 20-80, as amended, is hereby further amended by deleting therefrom Schedule 'A', as added thereto by By-law 289-80, and substituting therefor Schedule 'A' to this by-law.

READ a FIRST, SECOND and THIRD time and PASSED in OPEN COUNCIL
this 13th day of July 1981.


James E. Archdekin, Mayor


R. D. Tufts, Acting Clerk

MacGillivray & Company
City Auditors

SCHEDULE A
TO BY-LAW NO. 151-81

<u>CLERK'S DEPARTMENT</u>			<u>1.</u>	<u>2.</u>	<u>3.</u>
1.	AGENDAS	- General	2	-	D
	1.1	- Council	2	-	MD
	1.2	- General Committee	2	-	MD
	1.3	- Planning Committee	2	-	MD
	1.4	- Regional Council	2	-	D
2.	AGREEMENTS	- General Correspondence	2	3	D
		- (Separate File for each agreement as they occur)	P	-	MR
3.	APPOINTMENTS	- To Boards and Commissions	2	3	D
4.	ASSESSMENT	- General Correspondence	2	3	D
	4.1	- Copies of Apportionment of Assessment Forms	2	-	D
	4.2	- Copies of Alteration of School Support Forms	2	-	D
	4.3	- Clerk's General Returns	2	P	P
	4.4	- Copies of Assessment Review Court Decisions	2	-	D
	4.5	- School Support Lists	2	-	D
	4.6	- Assessment Rolls	2	P	MR
5.	BY-LAWS	- General Correspondence	2	3	D
	5.1	- City of Brampton	7	P	MR
	5.2	- Town of Brampton	7	P	MR
	5.3	- Township of Chinguacousy	7	P	MR
	5.4	- Township of Toronto Gore	7	P	MR
	5.5	- City of Mississauga	2	3	D
6.	CAPITAL EXPENDITURES	- General Correspondence	2	3	D
		- Separate File for Each Capital Expenditure in the year	2	P	MR
7.1	DEPARTMENT CORRESPONDENCE		2	4	MD
7.2	SUBJECT CORRESPONDENCE		2	3	D
7.3	COUNCIL CORRESPONDENCE		2	P	P

		1.	2.	3.
8.	COMMITTEE OF ADJUSTMENTS - General	2	-	D
	8.1 - Notices	2	-	D
	8.2 - Applications and Decisions	2	P	P
9.	EASEMENTS - Separate File for each Easement	P	-	MR
10.	ELECTIONS - General	2	3	D
	10.1 - Oaths, Officials, Polling Places, etc.	2	P	P
	10.2 - Voters' List	2	P	P
11.	EXPROPRIATION -	P	-	MR
12.	INCORPORATION -	P	-	MR
13.	INSURANCE CLAIMS - Separate File for Each Claim	2	3	D
14.	LAND DIVISION COMMITTEE - General	2	-	D
15.	LEASES - Separate File for Each Lease	P	-	MR
16.	MINUTES			
	16.1 - Regional Council	2	-	D
	16.2 - Citizens' Advisory Committee	2	P	P
	16.3 - Four Corners Board of Management - Improvement Area (Core Area Committee)	2	P	P
	16.4 - Metropolitan Toronto and Region Conservation Authority	2	-	D
	16.5 - Credit Valley Conservation Authority	2	-	D
	16.6 - Library Board	2	-	D
	16.7 - Peel Board of Education	2	-	D
	16.8 - Tri-Municipal Committee	2	-	D
	16.9 - Transit Committee	7	P	P
	16.10 - L.A.C.A.C. (Brampton Heritage Board)	7	P	P
	16.11 - Council	7	P	MR
	16.12 - General Committee	7	P	MR
	16.13 - Planning Committee	7	P	MR
17.	OFFICIAL PLAN - General	5	P	P
	- Separate File for any Amendments	5	P	P
18.	ONTARIO HOME RENEWAL PROGRAM - General	2	P	P
	- Separate File for Each Loan	2	P	P

			<u>1.</u>	<u>2.</u>	<u>3.</u>
19.	PLANNING	- Rezoning Applications and Draft Plans of Subdivision (by concession)	10	P	MR
20.	PROPERTY	- General Correspondence	2	3	D
	20.1	- Property Acquisitions (Separate File for Each Property)	7	P	P
	20.2	- Property Conveyances (Separate File for Each Property)	7	P	P
	20.3	- Quit Claims (Separate File For Each Property)	7	P	P
21.	RESOLUTIONS				
	21.1	- Of Municipalities other than Brampton	2	-	D
	21.2	- City of Brampton Council Meetings	2	-	D
	21.3	- Township of Chinguacousy Council Meetings	2	-	D
	21.4	- Town of Brampton Council Meetings	2	-	D
	21.5	- Township of Toronto Gore Council Meetings	2	-	D
22.	ROADS	- General	2	-	D
	22.1	- Entire Road Acquisition & Assumption (Separate File for Each Road)	7	P	P
	22.2	- Closings (Separate File for Each Closing)	7	P	P
	22.3	- Road Widening Acquisition & Assumption (Separate File For Each Road Widening)	7	P	P
23.	SUBDIVISION RELEASES	- General Correspondence	2	1	D
	23.1	- Compliance Letters & Releases (Meets Requirements)	2	1	D
	23.2	- Compliance Letters & Releases (Does not meet requirements)	2	1	D
24.	TENDERS	- General Correspondence	2	3	D
	24.1	- Public Works (Separate File for each Tender)	5	5	D
	24.2	- Parks & Recreation (Separate File for each Tender)	5	5	D
	24.3	- Fire Department Tenders (Separate File for each Tender)	5	5	D
	24.4	- Transit Tenders (Separate File for each Tender)	5	5	D

DIVISION REGISTRAR

	<u>1.</u>	<u>2.</u>	<u>3.</u>
1. VITAL STATISTICS - General Correspondence	2	3	D
1.1 - Death Notices	2	-	D
1.2 - Marriage Applications	2	-	D
1.3 - Birth Registers	7	P	MR
1.4 - Death Registers	7	P	MR
1.5 - Marriage Registers	7	P	MR

PLANNING AND DEVELOPMENT DEPARTMENT

1. AGENDAS	2	-	D
2. BUDGET FILES	3	-	D
3. CORRESPONDENCE - General	3	3	D
4. COMMITTEE OF ADJUSTMENT FILES	5	2	MD
5. LAND DIVISION COMMITTEE FILES	5	2	MD
6. OFFICIAL PLAN	5	P	P
7. REZONING FILES	5	5	MD
8. SUBDIVISION FILES	5	5	MD
9. SITE PLAN APPROVAL FILES	4	3	MD
10. BY-LAW SCHEDULES - MYLAR ORIGINALS	5	P	P
11. AGREEMENT SCHEDULES - MYLAR ORIGINALS	5	P	P
12. OFFICIAL PLAN SCHEDULES - MYLAR ORIGINALS	5	P	P
13. REPORT MAPS	7	3	D
14. BASE MAPS	5	P	P

CHIEF ADMINISTRATIVE OFFICER

		<u>1.</u>	<u>2.</u>	<u>3.</u>
1.	AGENDAS	1	-	D
2.	CORRESPONDENCE - General	2	4	D

SUPPLY AND SERVICES

1.	Tenders	1	6	D
2.	Tenders - Public Works Engineering	1	6	D
3.	Inquiries	1	4	D
4.	Purchase Orders - Blue File Copy	1	4	D
5.	Purchase Orders - Goldenrod Copy	1	4	D
6.	Purchase Orders - Green Copy	1	1	D
7.	Purchase Requisitions - Pink Copy	1	1	D
8.	Purchase Requisitions - Stationary - Pink Copy	1	1	D
9.	Departmental Correspondence & Quotations	1	5	D
10.	Printing Services Requisitions - Buff Ledger Card	1	1	D
11.	Central Stores Work Orders and Parts Requisitions	1	1	D
12.	Central Stores Correspondence, Stock Checks & Memos	1	1	D

BRAMPTON HYDRO-ELECTRIC COMMISSION

1.	CASH AND BANK RECORDS			
1.1	- Cash Stubs Misc. Cash Documents - Sales Slips	1	-	D
1.2	- Collectors Receipt Books, etc	1	-	D
1.3	- Cash Count Sheets	1	-	D
1.4	- Detail Daily Cash Receipt Listing	1	-	D
1.5	- Cash Register Tapes	1	-	D
1.6	- Bank Slips - NSF Cheques, Misc. Charges and Credits, etc	6	-	D
1.7	- Bank Deposit Slip Copies	1	-	D
1.8	- Bank Statements and Pass Books	6	-	D

2.	DISBURSEMENT RECORDS	1.	2.	3.
2.1	- General Account or Accounts Payable Vouchers and Attachments	10	-	D
2.2	- Payroll			
	a) Payroll Registers or Journals	10	-	D
	b) Earnings Records	6	-	D
	c) Payroll Deduction Authorization Forms re Bonds, Union Dues, Etc.	2	-	D
2.3	- Customer Deposit Refund Vouchers	6	-	D
2.4	- Cancelled Cheques	6	-	D
2.5	- Purchase Requisitions and Purchase Orders	6	-	D
2.6	- Unsealed Quotations			
	a) Successful Tenders - Major	6	-	D
	b) Successful Tenders - Minor	2	-	D
	c) Unsuccessful Tenders	2	-	D
3.	BILLING AND ACCOUNTS RECEIVABLE RECORDS			
3.1	- Consumers Accounts Receivable Cycle Balance Controls and/or A/R Controls or Listings	1	-	D
3.2	- Consumers Accounts Receivable Ledger Cards and/or Billing Registers	6	-	D
3.3	- Miscellaneous Accounts Receivable Ledger Cards or Listings	6	-	D
3.4	- Meter Reading Slips, Sheets, or Cards	2	-	D
3.5	- Billing Recaps or proof Sheets	1	-	D
3.6	- Service Contracts or Records (After Final Bill Paid)	1	-	D
3.7	- Installed Load Check Records	2	-	D
3.8	- Meter Change Orders, Connect, Disconnect and Reconnect Service Orders, Water Heater Orders, Request for Service Forms and Similar Records	1	-	D
3.9	- Miscellaneous Accounts Receivable Invoice Copies	6	-	D

		<u>1.</u>	<u>2.</u>	<u>3.</u>
4.	STORES, LABOUR AND EQUIPMENT ACCOUNTING RECORDS			
4.1	- Stores Requisitions, Issues, Receiving and Return Forms, and Similar Documents	1	-	D
4.2	- Quantity and Value Stock Records (Perpetual Inventory or Bin Cards, Costed Inventories, File Maintenance and Activity Reports, etc.)	1	-	D
4.3	- Packing Slips, Way-bills, etc.	1	-	D
4.4	- Inventory Count Sheets	6	-	D
4.5	- Labour and Equipment Reports	10	-	D
5.	OTHER RECORDS			
5.1	- Routine Correspondence	6	-	D
5.2	- Insurance Policies	6	-	D
5.3	- Reconcilliations; Bank and Accounts Payable	6	-	D
5.4	- Minute Book	P	-	P
5.5	- All Books of Original Entry Including Cash Receipts, Disbursement, Work Order Journals, Etc.	P	-	P
5.6	- All Books of Secondary Entry Such as General Ledger, Property and Debenture Ledgers, Meter and Transformer Records, Etc.	P	-	P
5.7	- Auditors Annual Reports and Audited Statements	P	-	P
5.8	- Easements, Leases, Deeds and Agreements	P	-	P
5.9	- Rate Approval Data, Cost of Power Correspondence, Budget and Debenture Approvals, and Similar Data	P	-	P
5.10	- Union Agreements, Pension and other Employee Benefit Policies or Agreements	P	-	P
5.11	- Office Furniture, Vehicle, Equipment and Other Miscellaneous Asset Records or Schedules	P	-	P
5.12	- Sealed Tenders from successful and unsuccessful Tenderers	P	-	P

<u>PARKS AND RECREATION</u>			<u>1.</u>	<u>2.</u>	<u>3.</u>
1.	AGENDAS	- Council	1	-	D
		- Committee	1	-	D
		- All Others	1	-	D
2.	AGREEMENTS	- Subdivision	5	P	P
		- Peel Board of Education	P	-	-
		- Service Clubs, etc	P	-	-
3.	AFFILIATION FILES		2	3	D
4.	BUDGET FILES	- Current & Capital	4	1	D
5.	CAPITAL FILES	- Completed Projects	2	3	MD
6.	CAR ALLOWANCE		2	3	D
7.	CHEQUE REQUISITIONS	- Copies	2	-	D
8.	CORRESPONDENCE	- General	2	4	D
9.	DEVELOPMENT FILES		5	P	P
10.	DRAWINGS - ARCHITECTURAL	- Engineering	P	-	-
		- Facilities	P	-	-
		- Parks	P	-	-
11.	GRANTS FILES		2	3	MD
12.	INSURANCE CLAIMS	- Settled	2	5	D
13.	MINUTES	- Council	2	-	D
		- Committee	2	-	D
14.	RENTAL PERMITS	- Facility	2	2	D
		- Parks	2	2	D
15.	PERSONNEL FILES		P	-	-
16.	PURCHASE REQUISITIONS AND ORDERS	- Duplicates	2	-	D

		1.	2.	3.
17.	RECEIPTS - Department's Copy	1	1	D
18.	REGISTRATION - Records, Receipts & Idemnity	1	3	D
19.	REVENUE REPORTS	3	1	D
<u>BUILDING & BY-LAW ENFORCEMENT</u>				
1.	AGENDAS	2	-	D
2.	BUILDING ADMINISTRATION - General Files	3	3	D
3.	DEVELOPMENT FILES	5	5	D
4.	MILEAGE SHEETS	1	2	D
5.	CASH RECEIPTS	2	5	D
6.	CASH JOURNAL	7	-	D
7.	LICENCING - General Files	2	3	D
8.	LICENCES - New Business	3	2	D
	- Stationary Business	3	-	D
	- Mobile Business	3	-	D
	- Lottery	3	2	D
	- Dog	3	-	D
9.	DOG TAGS	1	-	D
10.	LICENCE PLATES	1	-	D
11.	ONTARIO HOME RENEWAL PROGRAM	2	3	D
12.	PROPERTY STANDARDS			
	- No Cause for Complaint	1	2	D
	- Complaint	3	P	P
13.	BY-LAW ENFORCEMENT			
	- Minor Complaints	2	-	D
	- Animal Control	2	-	D
14.	COURT DOCKETS	3	-	D

	<u>1.</u>	<u>2.</u>	<u>3.</u>
15. VIOLATION SUMMARY SHEETS	3	4	D
16. NOTICES OF VIOLATION			
- Paid	1	6	D
- Voided or Withdrawn	1	6	D
- Inactive Summons	3	4	D
- Withdrawn Summons	1	6	D
17. Compliance Letters			
- Original	P	-	P
- Copy	2	-	D
18. INSPECTOR'S DAILY REPORTS	1	2	D
19. SUPERVISOR'S REPORTS	2	-	D
20. MONTHLY DEPARTMENTAL REPORTS	2	3	D
21. STATISTICS CANADA REPORTS	2	P	MR
22. BUILDING PLANS - Residential, Commercial Industrial & Institutional	2	-	MD
23. CENTRAL BUILDING FILES	P	-	P
- Application for permits			
- Building Permits			
- Plumbing Permits			
- Heating Permits			
- Occupancy Permits			
- Surveys			
- Violations and Work Orders			
- Supporting Documentation			
- Compliance Letters			

<u>PUBLIC WORKS</u>		<u>1.</u>	<u>2.</u>	<u>3.</u>
1.	SUBJECT CORRESPONDENCE	2	4	D
2.	AGENDAS - Council	1	-	D
	- Committee	1	-	D
3.	MINUTES - Council	1	-	D
	- Committees	1	-	D
4.	ACCIDENT REPORTS - Police	3	7	D
	- City	5	-	D
5.	TRAFFIC DEPARTMENT WORK ORDERS	3	-	D
6.	PUBLIC UTILITY CO-ORDINATING COMMITTEE APPLICATIONS	2	-	D
7.	ROAD OCCUPANCY PERMITS	3	-	D
8.	SUBDIVISION FILES (AFTER ACCEPTANCE)	2	5	D
9.	SITE PLAN FILES (AFTER COMPLETION)	2	5	D
10.	CONTRACT FILES (AFTER COMPLETION)	3	4	D
11.	INSPECTORS DAILY REPORTS (AFTER COMPLETION)	3	4	D
12.	DESIGN CALCULATIONS, REPORTS AND STUDIES	P	-	P
13.	SURVEY FIELD NOTES	P	-	P
14.	PLANS & PROFILES	P	-	MR
15.	CURRENT BUDGET MONTHLY REPORTS	2	-	D
16.	PURCHASE REQUISITIONS & PURCHASE ORDERS - DEPARTMENT COPY	2	-	D
17.	FUEL TICKETS	2	-	D
18.	CREW CARDS	5	-	D
19.	VEHICLE RECORDS (AFTER DISPOSAL OF VEHICLE)	1	-	D
20.	TRAFFIC COUNT TAPES (AFTER TRANSLATION)	1	-	D

PUBLIC WORKS (cont'd)

	<u>1.</u>	<u>2.</u>	<u>3.</u>
21. MANUAL & MACHINE TRAFFIC COUNT SUMMARIES	3	7	D
22. TRAFFIC SIGNAL LEGAL APPROVALS & APPROVED DRAWINGS	3	-	P
23. ATTENDANCE RECORDS	2	-	D
24. PERSONNEL FILES	P	-	P
25. PARKING LOT & PARKING METER CASH REPORTS	2	-	D

*KEY

1. Retention in years by Department
2. Retention in years in storage after retention period by Department has expired.
3. Final Disposition -
 - D - Destroy
 - MR - Microfilm and Retain Original
 - P - Permanent
 - MD - Microfilm and Destroy Original

P/ July 13th 19 81



BY-LAW

No. 151-81

To amend By-law 20-80 which established schedules of Retention periods for documents, records and other papers of the municipality.