

THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number 163-2008

A by-law to adopt a new Records Retention By-law to establish a Schedule of retention Periods for the records of the Corporation of the City of Brampton and repeal Records Retention By-law 242-90, as amended.

WHEREAS Section 255 of the <u>Municipal Act, 2001</u> permits a municipality subject to the approval of the Municipal Auditor, to establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved;

AND WHEREAS Records Retention By-law 242-90, as amended, established retention periods for official records of the City;

AND WHEREAS it is now appropriate to adopt an updated records retention by-law for the City;

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

- 1. The classes of records listed in Schedule A to this by-law shall be retained and preserved in the manner and for the retention periods set out in Section A.
- 2. By-law 242-90, as amended, is hereby repealed.
- 3. This by-law shall come into effect upon approval of the retention periods by the Municipal Auditor.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 25th DAY OF June, 2008

Approved as to content

Karimit, Director of Council

and Administrative Services

and City Clerk,

Management and Administrative

Services

K. Zammit, City Clerk

Approved as to form.

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Schedule "A" 70 B/L 163-2008

I. INTRODUCTORY NOTES

A. General

- 1. There are three major categories of records:
 - a. Paper Records (e.g., letters, reports, computer printouts, photographs)
 - b. Physical Media Records (e.g., microfilm, video, audio tapes, CD, DVD)
 - c. Electronic Records (e.g., emails, database files, MS Word files, Adobe Acrobat files)

Records and information management encompasses the three categories of records listed above.

- 2. The Records Retention By-law is managed by Records Services, City Clerk's Office, and includes three parts:
 - a. Introductory Notes, Definitions, Abbreviations and Terms, and Access to information Codes
 - b. Records Retention Schedule 1 Paper and Other Physical Media
 - c. Records Retention Schedule 2 Discontinued Records

The Introductory Notes, Definitions, Abbreviations and Terms, and Access to Information Codes establish the general parameters for interpretation of the Records Retention By-law.

Records Retention Schedule 1 – Paper and Other Physical Media, sets out the records retention periods and dispositions based on the City's File Classification System (FCS). The schedule currently only applies to paper and other physical media records.

Records Retention Schedule 2 – Discontinued Records, sets out records retention periods and dispositions for records no longer part of the City's FCS.

- 3. Retention for active and inactive retention periods in this by-law are in years, unless expressed otherwise. The inactive retention period of a record is that period during which a record is no longer required for current use but must be kept for legal, fiscal, operational or historical purposes. The final disposition of records not identified for permanent retention is destruction, unless otherwise noted (i.e., review for archival purposes).
- 4. The retention period of an official record, in paper or physical format, is calculated from the close date of the record as entered in the records management system. It includes a period of time the record is retained in the department after closure (active) plus a period of time in the Records Centre (inactive). Duplicate records are retained within the department only.
- 5. This Schedule does not apply to publications, reference material, and other non-records that have no documentary value to the City.
- 6. Records Services, City Clerk's Office, will provide assistance to determine if material is an official record, non-record, or duplicate.
- 7. In addition to providing day-to-day assistance to users in all aspects of the records management program, from records creation to final disposition of records, Records Services is also responsible for identifying and assessing records and items of historical value and transferring City archival materials to the Region of Peel Archives.
- 8. Records Services is responsible for identification of records, held in the Records Centres, which have fulfilled their retention requirements in accordance with this Schedule and obtaining departmental approvals prior to their destruction.

B. <u>Microfilm Program</u>

- 1. The Microfilm Program is an integral part of the records management program at the City. The purpose of the program is to minimize the bulk of paper records retained on-site and to alleviate records storage problems. Departments doing their own microfilming should consult with Records Services to ensure that the "National Standard of Canada on Microfilm and Electronic Image as Documentary Evidence" is being adhered to and the required retention periods are being applied.
- 2. Microfilmed records follow the same classification and retention periods specified for their paper counterparts. For more information on this subject, users should refer to the Corporate Micrographic Policy and/or contact the Records Services.

C. Other Physical Media Records

1. For the purpose of this by-law other physical media are defined as physical formats of electronic records that are accessible by using a device that does not need specific hardware, software or security access. Examples include: video, audiotape, CD, DVD. These records may be part of a business transaction or contain business records of the corporation. Records maintained in other physical media format should be classified and managed in accordance with records program standards.

D. Records Destruction - Paper & Other Physical Media Records

1. Official Records:

Necessary approvals must be obtained in advance before destruction of any official records specified in Schedule 1 - Paper and Other Media Records takes place. Only Records Services has the authority to destroy official records after the necessary approvals are obtained.

2. Duplicate Records:

Duplicate records do not require formal approval for destruction. The retention period of a duplicate record is only a guideline. With few exceptions noted in Schedule 1, Paper & Other Media Records under the Finance sections, duplicate records may be destroyed before the retention period is fulfilled. However, before premature destruction takes place users must check with their section or division head beforehand to ensure that the purpose of the duplicate record has been served. They should also consult with Records Services to ensure that the originals of these records are available with the official holders.

3. Microfilmed Records:

Paper originals of microfilmed records may be destroyed, with necessary approvals, following microfilming and quality assurance check. Some records may be retained in their original form due to their enduring historical significance. Examples of such records include by-laws, agendas and minutes of

Council.

4. Other Media Records:

Video, audiotape, CD, DVD, etc. may be official records and should follow the retention periods

specified for the appropriate classification. Necessary approvals must be obtained in advance before

destruction.

5. Litigation Records: Active records pertaining to existing or potential

litigation cases should be retained and maintained within the department until the matter is resolved, or transferred to the Legal Services Division at the

discretion of the latter.

6. Non-records: Non-records can be destroyed by users without

approval.

II. DEFINITIONS

Term Definition

Active Records: This term refers to the time frame a record is actively used

in the department and retained in the department (e.g.,

usually up to 2 years after a file is closed).

Archival Records: Archival records are records of enduring significance that

have historical value for both the City and individuals engaged in historical research. Some examples of archival records include: Council minutes, by-laws, City of Brampton official plans, financial statements, vital statistics, aerial photographs, City publications, etc. Records identified as "archival" in this Schedule, whether in paper or microfilm form, will be assessed for archival value by Records

form, will be assessed for archival value by Records
Services after the retention period, after which they may be
offered to the Region of Peel Archives. Peel Archives is the
central depository of the City's archival records. Materials
which are not selected by Peel Archives may be destroyed
or retained within the City, as will be decided by Records

Services.

City-Wide Access: Where this term appears, it means that access to a records

series (usually having a long or permanent retention) will be available through Records Services to <u>all</u> City departments

after a specified number of years (e.g., 25 years).

Computer Reports /

Printouts:

These records provide back-up to information stored on systems and databases. Reports that can be easily

reproduced are considered duplicate information and may be discarded when they have no operational value. Reports that capture a snapshot and that cannot be reproduced are considered "official records" for the department responsible for producing them. Copies distributed to other departments

can be discarded any time.

Duplicate Record:

A copy of a record containing information which is identical to that contained in the original record. Examples include:

- Part of a multiple-part form
- extra copies of records retained solely for user
- convenience (also called convenience copies)
- a photocopied document/report
- a computer printout received from a department responsible for producing it
- a reader file

Term

Definition

- a copy of a published report
- a copy of microfilm.

NOTE:

If information is added to a duplicate record, it is considered an official/original record and should be retained for the official record retention period. A duplicate record may replace an official/original record should the latter be lost, damaged or stolen.

A duplicate record with source documents attached to it is considered an official record. (See also General, Records Destruction, Duplicate Records).

Electronic Records

Records maintained in a machine-sensitive data medium that can be related back to the supporting source documents and which is supported by a system capable of producing accessible and readable copy. Electronic records must be managed systematically throughout their life cycles from creation through active reference to inactivity and preservation or destruction.

Note: When electronically generated documents are produced in hard copy and subsequently signed and used for legal or official municipal purposes, the electronic version may be considered a copy and can be discarded when it is no longer useful. Otherwise, the electronic version is the official record.

Inactive Records:

This term refers to the time frame a record will be retained in the Records Centre or other secure location until it has fulfilled its retention requirements.

Non-record:

Certain materials have no documentary value to the City and should be discarded as soon as practicable. Nonrecord materials include, but are not restricted to:

- Books/library materials that are no longer needed, including magazines, newspapers, newsletters, etc.
- Obsolete computer user manuals and related reference materials
- Obsolete policy and procedure manuals
- Suppliers literature, brochures and other promotional materials that are no longer useful
- Government publications that have been superseded
- Rough working papers, notes, reports, budgets, etc., that have been produced and submitted in final form
- Blank forms that have been superseded or eliminated.

NOTE:

Prior to discarding blank forms bearing preprinted serial numbers or codes, users must check with their section/division head beforehand to ensure that audit and control requirements have been met.

Official Holder:

An official holder is a user (a section, division or department), which maintains records of a specific classification that is essential to its day-to-day operations or program delivery, and whose contents are intact. For example, the official holder of "Insurance Claims" is Risk

Term

Definition

Management Section only, since this Section is responsible for managing all insurable claims for the Corporation. Other sections within the City may maintain similar, but incomplete records for this classification, but these sections are not considered official holders. Where responsibility for maintaining the official copy of a record is clear, as in the above example, the "official holder" is identified in this bylaw. Where the "official holder" is not identified, every user who maintains an official copy of a record in any record classification listed in the Schedule is considered an "official holder" of that record.

Official Record:

An original or "authentic" record generated or received by a department. An official record may not always be original (e.g., copies of outgoing correspondence).

Personal Information Bank:

In accordance with the *Municipal Freedom of Information & Protection of Privacy Act*, personal information under the control of the City that is organized or intended to be retrieved by the individual's name or by an identifying number, symbol or other particular assigned to the individual.

Physical Media Records:

Information that is eye-readable (paper documents, maps, photographs) and other media for which the equipment is readily available and does not require specific hardware, a software application or security access. Examples: microfilm, videotapes, some DVD's and CD's.

Record:

Documentary material regardless of physical form or characteristics. It includes, but is not restricted to:

- Correspondence/Memoranda
- Forms
- Reports
- Record Books
- Computer Printouts
- Email
- Maps
- Drawings/Plans
- Photographs
- Films
- Microfilms
- Sound Recordings
- Paper/Magnetic Tapes
- Video recordings
- Computer Discs/Tapes/Systems

or any other documentary materials that:

- are made or received in pursuance of municipal law,
- or in connection with the transaction of municipal public business;
- contain information of the organization, function, procedure, policies and/or activities, or other information of value to the City;
- are of historic value.

Record Classification:

A group of identical or related records that are used and filed as a unit, and that permit evaluation as a unit for retention scheduling purposes. This by-law is based on

Term

Definition

records classification, as set out in the City's File Classification System (FCS).

Vital Records

Vital records are those records that are essential to the continuation or resumption of City business, fulfillment of obligations to ratepayers, employees, federal, provincial and regional governments and other outside interests, and to recreating the financial and legal status of the City in case of emergency. Briefly, these are records, which are needed to enable the City to recover from a disaster situation with minimum dislocation, cost and risk.

Some examples of vital records include:

- Council minutes
- by-laws and their attachments
- tax rolls
- contracts
- deeds
- leases
- accounts receivable
- accounts payable
- general ledger
- payroll records
- systems

Records identified as "vital" in this by-law, whether in paper, microfilm or electronic form, should be protected by departments holding these records.

III. ABBREVIATIONS and TERMS

Access = Freedom of Information code

Active = Period that the record is to be maintained in the Department

AR = Archive - Records of significance that have historical value

CD = Compact Disc

Copy = Copy or Duplicate Record

D = Destroy

DVD = Digital Video Disc

FCS = File Classification System

Final Disp = Determines various methods of preserving or disposing of the

record.

Inactive = Period that the records is to be maintained in a Records Centre

LOA = Retention period equals Life of Animal

LOB = Retention period equals Life of Bridge

LOF = Retention period equals Life of Facility

LOV = Retention period equals Life of Vehicle

MFIPPA = Municipal Freedom of Information and Protection of Privacy Act

OA = Open Access – Information Available to the Public

Official = Original Record or Record identified as Original Copy by the

Official Record Holder

P = Permanent

PIB = Personal Information Bank

RA = Review Access - Information to be reviewed before granting

Access

RD = Routine Disclosure Terms

T = Termination of Event (this condition applies to a department

responsible for the creation of the record series)

USUP = Until Superseded (this condition applies to a department

responsible for the creation of the record series)

Vital = Records that are essential to the continuation or resumption of

City business.

XA = Restricted Access – Information restricted

IV. ACCESS TO INFORMATION CODES

The Records Retention Schedule incorporates an access code for each classification to provide better control over staff and public access to records information, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

OA = Open Access: Records are regarded as public records and are available for review by the public.

RA = Review Access: Records may contain some information that is subject to an exemption(s) pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*. Approval of department manager and/or Freedom of Information Co- ordinator should be obtained prior to disclosing the records to the public.

XA = Restricted Access: Records containing "personal information" should be disclosed only to individuals, staff, or groups designated in the City's Personal Information Bank Register and any other policy/procedure relating to the use of certain records. All other requests for disclosure of personal information must be processed pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*.

Requests for access to confidential business records not containing personal information must be processed pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*.



File	CLASSIFICATION	RET	TENTI	NC	Final Disp.	Access Code	NOTES
Code		In-Dep	ot	Records Centre	Disp.	Code	
Α	ADMINISTRATION					·	
A01	CORPORATE POLICIES					· 	Official Holder: Management Studies & Business Services.
	APPROVED POLICY	Original Copy	USUP 2	0	D D	ОА	Vital, Archival Review
	SUBJECT / BACKGROUND FILE	Original Copy	2	4 .	D D	- RA	30000000000000000000000000000000000000
A04	REFERENCE MATERIAL	Original Copy	2	0	D D	OA	
A05	INTERNAL AUDIT	Сору					Official Holder: Internal Audit
	FINAL AUDIT REPORT	Original Copy	2	18	D D	XA	
	SUBJECT FILES	Original	2	4 0	D D	XA	
	WORKING FILES	Copy Original	2	2	D	XA	
A06	SECURITY	Сору	2	0	D		Official Holder: Emergency Measures &
	SECURITY LOG	Original Copy	2	2 0	D D	XA	Corporate Security PIB, Vital
	DATA FILE (Regardless of Media)	Extracted	1 days	0		ХА	PIB, Vital
	WORKING COPY	Info Original Copy	2	4	D D	RA	
A07	DEPARTMENTAL POLICIES / PROCEDURES	1					
	APPROVED POLICY/ PROCEDURE	Original Copy	USUP 2	0	D D	RA	Vital, Archival Review
	SUBJECT / BACKGROUND / ISSUE FILE	Original Copy	2 2	4 0	D D	RA	
A09	MULTILINGUAL SERVICES	Original Copy	2	4 0	D D	RA	Official Holder: Office of the City Clerk
A10	ASSOCIATIONS & ORGANIZATIONS	Original Copy	2	0	D D	OA	
A11	CONFERENCES & SEMINARS	Original Copy	2	0	D D	OA	
A16	REQUESTS FOR INFORMATION – GENERAL	Original Copy	2	4	D D	RA	
A17	MFIPPA - ACCESS REQUESTS	1					Official Holder: Office of the City Clerk
	CASE FILES	Original Copy	2	4 0	D D	XA	PIB
	DIRECTORY OF RECORDS		JSUP 2	0 0	D D	OA	
	FOI MANUAL	Original l	JSUP	0	D D	OA	
		Сору	2	0	ע		



File	CLASSIFICATION	R	RETENTION				NOTES
Code	<u> </u>	In-E	Dept	Records Centre	Disp.	Code	
A20	ADMINISTRATIVE COMMITTEES	Original	2	4	D	RA	
A20	ADMINIOTHATIVE COMMITTEES	Сору	2	0	D		Official Halada of Office of
A21	ACCESSIBILITY						Official Holder: Office of the City Clerk
	ACCESSIBILITY PLAN	Original	USUP	2	D	RA	Vital, Archival Review
	ACCESSIBILITY FEAR	Сору	2	0	D	na .	
	SUBJECT FILES	Original	2	4	D	RA	
		Copy Original	2	0 4	D D		
A22	CROSS FUNCTIONAL TEAM	Сору	2	0	D	RA	
A23	STRATEGIC PLANNING					<u></u>	
7.20				Y			
	PLAN	Original	USUP	6	D	RA	
		Copy Original	2	0 4	D		
	SUBJECT FILES	Copy	2	0	D	RA	
		Original	2	4	D		
A24	INSURANCE - GENERAL	Сору	2	0	D	RA	
A25	INSURANCE CLAIMS						Official Holder: Finance, Insurance
		Original	T+2	4	D	· · · · · · · · · · · · · · · · · · ·	T = Closure of Claim PIB, Vital
	INSURANCE CLAIMS	Original Copy	2	0	D	XA	FID, VIIdi
		Original	T+2	8	D		PIB, Vital
	PERSONAL INJURY CLAIMS	Сору	2	Ō	D	XA	
		Original	T+2	4	D	•	PIB, Vital
	CASE FILES	Сору	2	0	D	XA	
	ACCIDENT / INCIDENT DEPORTS	Original	2	4	D	V.A	PIB, Vital
	ACCIDENT / INCIDENT REPORTS	Сору	2	0	D	XA	
A27	INSURANCE POLICIES / CERTIFICATES	Original Copy	T+2 2	48 0	D D	RA	Official Holder: Finance, Insurance Vital
						`	T= Expiration of Policy
A28	INSURANCE CLAIMS - MINORS						Official Holder: Finance, Insurance
	CASE FILE	Original Copy	2	23 0	D D	XA	PIB, Vital
A29	INSURANCE CLAIMS – MENTALLY CHALLE	1					Official Holder: Finance, Insurance
		Original	2	48	D		PIB, Vital
	CASE FILE	Copy	2	0	D	XA	
A30	DISASTER RECOVERY			. 1			Official Holder: Emergency Measures & Corporate Security
	DISASTER PLAN		USUP+2		D	RA	Vital
	DIONOTENTEAN	Сору	2	0	D	ПА	
	SUBJECT FILE	Original	2	4	D	RA	
_		Copy Original	2 USUP	0	D D		Official Holder: Economic
A33	FORMS MANAGEMENT	Copy	2	0	D	OA	Development & Corporate
		Original	2	4	D		Communications Official Holder: Office of
A35	RECORDS MANAGEMENT	Copy	2	0	D	RA	the City Clerk
							Vital



File	CLASSIFICATION	R	ETENTI	ON	Final Disp.	Access Code	NOTES
Code		In-D	ept	Records Centre	ызр.	Code	
400		Original	2	48	D		Official Holder: Office of
A36	RECORDS DESTRUCTION CERTIFICATES	Сору	2	0	D	OA	the City Clerk, Vital
A40	OFFICE FOLUDIATION / FURNITURE	Original	T+2	4	D		Official Holder: Space
A40	OFFICE EQUIPMENT / FURNITURE	Сору	2	0	D	RA	Planning
							T= Completion of Project
A44	OFFICE OF DVIOTO	Original	2	0	D		
A41	OFFICE SERVICES	Сору	2	0	ם	RA	
140		Original	2	4	D	RA	Official Holder:
A42	TELECOMMUNICATIONS	Сору	2	0	D	, na	Information Technology
A43	VENDOR / SUPPLIERS / SUPPLIES	Original	2	4	D	RA	Official Holder: Purchasing & Materials
743	VENDOR / SOFFEILING / SOFFEILS	Сору	2	0	D		Management
A46	COMPUTER HARDWARE						Official Holder: Information Technology
		Original	T+2	4	D		Vital ·
	WORKING FILES	Сору	2	0	D	RA	T = Replacement of Hardware
A47	COMPUTER SOFTWARE						Official Holder: Information Technology
	DECLIFOR FOR ACCESS FORMS (DEALS)	Original	2	4	D		PIB, Vital
	REQUEST FOR ACCESS FORMS (RFA's)	Сору	2	0	D	XA	
	WORKING FILE	Original	2	4	D	RA	Name
	WORKING FILE	Сору	2	0	D		
A48	SYSTEM DEVELOPMENT						Official Holder: Information Technology
		Original	USUP	6	D		Vital
	COMPUTER SYSTEM ARCHITECTURE DOCUMENTATION	Сору	2	0	D	RA	
		Original	2	4	D		от потительной потительной потительной потительной потительной потительной потительной потительной потительной
	WORKING FILES	Сору	2	0	D	RA	
A 50	I.T. PROJECTS / SOLUTIONS						Official Holder: Information Technology
		Original	2	4	D	***************************************	
	WORKING FILES	Сору	2	0	D	RA	



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File	CLASSIFICATION	RETEN	OITI	N	Final	Access	NOTES					
Code	CLASSIFICATION	In-Dept		Records Centre	Disp.	Code						
В	BUILDING & LANDS											
B11	BUILDING PERMITS						Official Holder: Building					
	DOILDING FERMITS						T = Final Inspection					
	BUILDING PERMIT ISSUED - RESIDENTIAL - SING	GLE FAMILY, SI	EMI -	DETACHE	D							
	PERMITS	Original Copy	T+2 2	5 0	D D	RA	Vital					
	PLANS	Original	T+2	5	D	RA	Vital					
		Copy Original	2 T+2	5	D D		Vital					
	CORRESPONDENCE	Сору	2	0	D	RA						
	BUILDING PERMITS ISSUED - RESIDENTIAL - MU	JLTIPLE FAMIL	Y									
	PERMITS	Original	T+2		D	RA	Vital					
	FERWITO	Copy Original	2 T+2	0 LOF	D D		Vital					
	PLANS	Copy	2	0	D	RA	Vitai					
		Original	T+2		D		Vital					
	CORRESPONDENCE	Сору	2	0	D	RA						
	BUILDING PERMITS ISSUED - INDUSTRIAL											
	PERMITS	Original	T+2	LOF	D	RA	Vital					
		Copy Original	2 T+2	0 LOF	D		Vital					
	PLANS	Сору	2	0		RA	Vital					
	CORRESPONDENCE	Original Copy	T+2 2	LOF 0	D	RA	Vital					
	BUILDING PERMITS ISSUED - COMMERCIAL	Сору										
	SOLDING I ENIMITO ISSUED SOMMETOIAL	Original	T+2	LOF	D		Vital					
	PERMITS	Copy	2	0		RA	Vitai					
		Original	T+2	LOF	D		Vital					
	PLANS	Сору	2	0	D	RA						
,	CORRESPONDENCE	Original	T+2	LOF	D	RA	Vital					
	CORREST ONDENCE	Сору	2	0	D							
	BUILDING PERMITS ISSUED - PUBLIC BUILDINGS	6										
	PERMITS	Original	T+2	LOF	A	RA	Vital, Archival					
	I LI HYDI I O	Copy	2	0	D		Vital Archivel					
	PLANS	Original Copy	T+2 2	LOF 0	A	RA	Vital, Archival					
		Original	T+2	LOF	A		Vital, Archival					
	CORRESPONDENCE	Сору	2	0	D	RA						
	BUILDING PERMITS ISSUED – HERITAGE PROPE	RTIES		,								
	DEDMITO	Original	T+2	Р	Α		Vital, Archival					
ļ	PERMITS	Сору	2	0	D	RA						
j	CORRESPONDENCE	Original Copy	T+2 2	5	A	RA	Vital, Archival					
,	BUILDING PERMITS ISSUED – TEMPORARY STRU	JCTURES			4	·						
	DEDINTO	Original	T+2	4	D		· .					
	PERMITS	Сору	2	0	D	RA						
	CORRESPONDENCE	Original Copy	T+2 2	5 0	D D	. RA						
							<u> </u>					



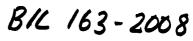
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File	CLASSIFICATION	RETEN	TIOI	٧	Final Disp.	Access Code	NOTES
Code		In-Dept		Records Centre	Disp.	Code	
	BUILDING PERMITS ISSUED - CANCELLED						
	PERMITS		T+2 2	4 0	D D	RA	
	CORRESPONDENCE	Original Copy	T+2 2	5 0	D D	RA	
B12	BUILDING PERMIT – SIGNS	Copy					Official Holder: Building
	PLANS	Original Copy	T+2 2	4 0	D	RA	T = Completion
	CORRESPONDENCE		T+2 2	4 0	D D	RA	
B13	BUILDING PERMITS - DEMOLITIONS	Original Copy	T+1 1	0	D D	RA	Official Holder: Building T = Demolition
B14	BUILDING COMPLAINTS & ORDERS TO COM	PLY					Official Holder: Building
	COMPLAINTS & ORDERS	Original Copy	2	4 0	D D	RA	
	CORRESPONDENCE	Original Copy	2	2	D	RA	
B15	BUILDING PERMITS - TRUSS DRAWINGS				!		Official Holder: Building
	DRAWINGS	Original Copy	2	4 0	D D	RA	
	CORRESPONDENCE	Original Copy	2	4 0	D D	RA	
B17	BUILDING REPORTS	Original Copy	2	4 0	D D	ОА	Official Holder: Building
B20	STREET NAME & NUMBERING	Official Holder: PD&D					
	DESIGNATIONS	Original Copy	2	18 0	D D	ОА	Archival Review
	STREET INDEX	Сору	SUP 2	0	D D	OA	
	WORKING FILE	Original Copy	2	0	D D	RA	
B44	MAINTENANCE & REPAIRS	-			v		Official Holder: Corporate Property Management
	WORK ORDERS	Original Copy	2	0	D D	RA	
	INSPECTIONS	Original Copy	2	0	D	RA	
	ELEVATORS	Original Copy	2	0	D	RA	
	JANITORIAL	Original Copy Original	2 2	8 0 8	D D	RA	
	ROOF MAINTENANCE	Copy Original	2	0 4	D	RA	Real Estate
B50	PROPERTY MANAGEMENT	Сору	2	0	D	RA	
B51	BUILDING PORTFOLIO MANAGEMENT	Original Copy	2	0	D D	RA	Asset Management
B55	SAFETY & SECURITY	Original Copy	2	. 0	D D	RA	Official Holder: Emergency Measures & Corporate Security



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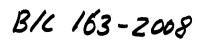
File	CLASSIFICATION	RETE	NTIC	N	Final	Access	NOTES
Code		In-Dept		Records Centre	Disp.	Code	
B60	BUILDING FILES – (City Owned Buildings)						Official Holder: Physical Plant & Real Property Services
						······································	T = Completion
	CONSTRUCTION	Original	T+2		M	BA	Vital, Archival Review
	CONSTRUCTION	Сору	2	0	D		
	DESIGN	Original	T+2		М	RA	Vital, Archival Review
	DESIGN	Сору	2	0	D		
	LEGAL DOCUMENTO	Original	T+2	LOF	M	RA	Vital, Archival Review
	LEGAL DOCUMENTS	Сору	2	0	D	RA	
	POST CONSTRUCTION				A	•	
		Original	T+2	LOF	D		Vital, Archival Review
	DRAWINGS – AS BUILT DRAWINGS	Сору	2	0	D		
		Original	2	18	D		Vital, Archival Review
	OTHER REPORTS	Сору	2	0	D	RA	
ľ		Original	T+2	4	D		Archival Review
	DEFICIENCY & COMMISSIONING REPORTS	Сору	2	0	D	RA	
ľ		Original	2	4	D		Archival Review
{	SUBJECT FILES	Сору	2	0	D	RA	
		Original	2	8	D		Official Holder: Space
B64	SPACE PLANNING	Сору	· 2	0	D	RA	Planning
		Original	2	4	D		Official Holder: Physical
B65	BUILDING ACCESSIBILITY	Сору	2	0	D	RA	Plant & Real Property Services
		Original	2	4	D		Official Holder: Physical
	PROPOSAL FOR USE OF LAND & FACILITIES	Сору	2	0	D	RA	Plant & Real Property Services
		Original	2	4	D		
B67	EXTERIOR / INTERIOR APPURTENANCES	Сору	2	0	D	RA	







File	CLASSIFICATION	RI	ETENTI	ON	Final	Access Code	NOTES
Code		In-De	ept	Records Centre	Disp.	Code	
С	COMMUNITY & SOCIAL SERVICE	ES					
		Original	2	4	D		Official Holder: Community
C15	COMMUNITY ORGANIZATIONS	Сору	2	0	D	RA	Services
		Original	2	4	D		Official Holder: Community
6	COMMUNITY SPORTS ORGANIZATIONS	Сору	2	0	ם	RA	Services
COO	LIEAL TH CARE	Original	2	4	D	- DA	
C20	HEALTH CARE	Сору	2	0	D	RA	
C21	HOSPITALS	Original	2	4	D	RA	
CZI	HOSPITALS	Сору	2	0	D	na .	
C25	EDUCATION	Original	2	4	D	RA	
C25	EDUCATION	Сору	2	0	D	nA	
C30	LIBRARIES & INFORMATION CENTRES	Original	2	4	D	RA	
<u>C30</u>	LIBRARIES & INFORMATION CENTRES	Сору	2	0	D	11/4	
C31	MUSEUMS, ART GALLERIES & CULTURAL	Original	2	8	D	RA	
	CENTRES	Сору	2	0	D	110	
600	TUEATREO	Original	2	8	D		
C32	THEATRES	Сору	2	0	D	RA	
C25	LITH ITIES	Original	2	4	D	DA.	
C35	UTILITIES	Сору	2	0	D	RA	,
C40	CEMETERY RECORDS						Official Holder: Community Services
		Original	P	0	Α		PIB, Vital, Archival
	CASE FILES	Сору	2	0	D	XA	
		Original	2	4	D		
	SUBJECT FILES	Сору	2	0	D	RA	
050		Original	2	4	D		
C50	SOCIAL SERVICES	Сору	2	0	D	RA	
C51	HOUSING						
]		Original	2	4	D		
[PEEL NON-PROFIT HOUSING	Сору	2	0	D	RA	
·		Original	2	4	D		
	GROUP HOMES	Сору	2	0	D	RA	
		Original	2	4	D		
	HOMES FOR THE AGED	Сору	2	0	D	RA	





File	CLASSIFICATION	RETEN	ITION	Final	Access	NOTES
Code		In-Dept	Record Centr		Code	
D	FIRE & EMERGENCY SERVICES	S				
D10	FIRE PREVENTION & INSPECTION REPORT	S	44-7-W	1 22 7 4		Official Holder: Fire & Emergency Services
	CASE FILE	Original 2 Copy 2		D D	XA	
	SUBJECT FILE	Original 2 Copy 2		D D	RA	
D11	FIRE ACCESS ROUTES	Original USUI		D D	ОА	Official Holder: By-Law Enforcement
D12	FIRE TRUCK INSPECTION REPORTS	Original LO Copy 2	0	D	RA	Official Holder: Fire & Emergency Services
D13	HONOUR GUARD	Original 2 Copy 2		D	RA	Official Holder: Fire & Emergency Services PIB
D20	COMMUNICATIONS CENTRE	Original 2 Copy 2		D D	RA	Official Holder: Fire & Emergency Services
D25	MASTER RECORDINGS	11,220				Official Holder: Fire & Emergency Services
	DIGITAL (on electronic system)	Original Digit		D D	XA	
	EXTRACTED INFO	Original T+		D D	XA	T = Completion of Investigation
D45	FIRE / LIFE SAFETY EDUCATION	Original 2 Copy 2	4	D D	RA	Official Holder: Fire & Emergency Services
ספת	EMERGENCY PLANNING					Official Holder: Emergency Measures & Corporate Security
	EMERGENCY PLAN	Original USUP Copy 2		D D	RA	Vital
	SUBJECT FILES	Original 2 Copy 2		D D	RA	
D55	FIRE & RESCUE INCIDENTS					Official Holder: Fire & Emergency Services
	CASE FILES	Original T+2 Copy 2		D	XA	T = Completion of Investigation
D60	FIRE STATIONS	Original 2 Copy 2		D D	RA	Official Holder: Fire & Emergency Services
D70	POLICE SERVICES	Original 2 Copy 2		D D	RA	
D80	AMBULANCE SERVICES	Original 2 Copy 2	4 0	D D	RA	



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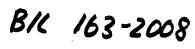
File	CLASSIFICATION	RI	ETENTI	ON	Final Disp.	Access Code	NOTES
Code		In-D	In-Dept I		ызр.	Code	
E	BY-LAW ENFORCEMENT						
	LEGAL MITHODITY FORMAN	Original	2	0	D		Official Holder: By-Law
E05	LEGAL AUTHORITY - FORM 101	Сору	2	0	D	XA _	Enforcement
		Original	2	0	D		Official Holder: By-Law
= 06	PARKING BY-LAW ENFORCEMENT - OPERATIONS	Сору	2	0	D	RA	Enforcement
E07	BY-LAW ENFORCEMENT - COMPLAINTS / C		Official Holder: By-Law Enforcement T = Compliance				
		Original	T+2	1 4	D]	i = Compilance
	PARKING	Сору	2	0	D	RA	
	LICENSING	Original	T+2	4	D		
		Сору	2	0	D	RA	
		Original	T+2	4	D		
	MUNICIPAL BY-LAW	Сору	2	0	D	RA	
E12	BY-LAW ENFORCEMENT - OFFICERS' REP	ORTS					Official Holder: By-Law Enforcement
	,	Original	2	4	D		
	PARKING	Сору	2	0	D	RA	
		Original	2	4	D		
	LICENSING	Сору	2	0	D	RA	
		Original	2	4	D		
	MUNICIPAL BY-LAW	Сору	2	0	D	RA	



In-Dept Records Centre Pisate Records Record	D RA D RA D RA D RA	Official Holder: Finance PIB, Vital Official Holder: Finance
F10 ACCOUNTS PAYABLE	RA CO RA CO RA CO RA	PIB, Vital
F10 ACCOUNTS PAYABLE Copy 2	RA CO RA CO RA CO RA	PIB, Vital
Copy 2	D RA D RA	
F12 CAPITAL PROJECTS	RA RA	Official Holder. Finance
F12 CAPITAL PROJECTS	D RA	
F13 RESERVES & TRUST FUND ACCOUNTING))	Official Holder: Finance
F13	I	Vital
F13 RESERVES & TRUST FUND ACCOUNTING Copy 2 0 D F15 ACCOUNTS RECEIVABLE Copy 2 0 D F16 CASH RECEIPTS / REVENUE REPORTS Copy 2 0 D F17 CITY OWNED PARKING GARAGE / SPITTER TICKETS Copy 0 0 D F18 EXTERNAL AUDIT Copy 2 0 D F19 BANK STATEMENTS Copy 2 0 D F20 BANK STATEMENTS Copy 2 0 D F21 BANK RECONCILIATION Copy 2 0 D F22 CASH IN LIEU CASE FILES Copy 2 0 D F23 PERSONAL EXPENSES Copy 2 0 D F24 CREDIT CARD AUTHORIZATION Copy 2 0 D F25 CAPITAL BUDGET Copy 2 0 D F26 Copy 2 0 D F27 Copy 2 0 D F28 CAPITAL BUDGET Copy 2 0 D F29 Copy 2 0 D F20 Copy 2 0 D F21 Copy 2 0 D F22 CAPITAL BUDGET Copy 2 0 D F23 Copy 2 0 D F24 Copy 2 0 D F25 CAPITAL BUDGET Copy 2 0 D F26 Copy 2 0 D F27 Copy 2 0 D F28 Copy 2 0 D F29 Copy 2 0 D F20 Copy 2 0 D F21 Copy 2 0 D F22 Copy 2 0 D F23 Copy 2 0 D F24 CREDIT CARD AUTHORIZATION Copy 2 0 D F25 CAPITAL BUDGET Copy 2 0 D F26 Copy 2 0 D F27 Copy 2 0 D F28 Copy 2 0 D F29 Copy 2 0 D F20 Copy 2 0 D F21 Copy 2 0 D F22 Copy 2 0 D F23 Copy 2 0 D F24 Copy 2 0 D F25 Copy 2 0 D F26 Copy 2 0 D F27 Copy 2 0 D F28 Copy 2 0 D F29 Copy 2 0 D F20 Copy 2 0 D F21 Copy 2 0 D F22 Copy 2 0 D F23 Copy 2 0 D F24 Copy 2 0 D F25 Copy 2 0 D F26 Copy 2 0 D F27 Copy 2 0 D F28 Copy 2 0 D F29 Copy 2 0 D F20 Copy 2 0 D F20 Copy 2 0 D F21 Copy 2 0 D F22 Copy 2 0 D F23 Copy 2 0 D	l l	T ≈ Completion of Project Official Holder: Finance
F15 ACCOUNTS RECEIVABLE Copy 2 0 D	D RA	Vital
F16 CASH RECEIPTS / REVENUE REPORTS Copy 2 0 0 D	Д А	Official Holder: Finance Vital
F16		Official Holder: Finance
F17 CITY OWNED PARKING GARAGE / SPITTER Copy 0 0 0 D		PIB, Vital
F17 CITY OWNED PARKING GARAGE / SPITTER TICKETS Copy 0 0 0 0 D		Official Holder: Finance
F18 EXTERNAL AUDIT	OA	
FINAL AUDIT		Official Holder: Finance
SUBJECT FILES Original 2 4 D	l l	
SUBJECT FILES Copy 2 0 D) RA	
F20 BANK STATEMENTS Original 2 4 D		
F20 BANK STATEMENTS Copy 2 0 D		Official Holder: Finance
Part		Omeiai i folder. I mance
Copy 2		Official Holder: Finance
CASE FILES) RA	Vital
CASE FILES		Official Holder: Finance
SUBJECT FILES Original 2 4 D		Vital
SUBJECT FILES Copy 2 0 D		
Personal expenses		
Copy 2 0 D		Official Holder: Finance
F24 CREDIT CARD AUTHORIZATION Copy 2 0 D F25 CAPITAL BUDGET APPROVED BUDGET Original 2 48 D Copy 2 0 D Original 2 4 D	RA	
F25 CAPITAL BUDGET APPROVED BUDGET Copy 2 0 D Copy 2 0 D Copy 2 0 D Original 2 4 D		Official Holder: Finance PIB
Original 2 48 D Copy 2 0 D Original 2 4 D	,	Official Holder: Finance
APPROVED BUDGET Copy 2 0 D Original 2 4 D		
Original 2 4 D		Vital
SUBJECT FILES Copy 2 0 D	DA	
F27 CURRENT BUDGET		Official Holder: Finance
Original 2 48 D) T	Vital
APPROVED BUDGET Copy 2 0 D		3 1001
SUBJECT FILES Original 2 4 D	i	
Copy 2 0 D	RA	Official Holder: Asset
F37 ASSET INVENTORY CONTROL PROGRAM		Management
ASSET INVENTORY Original 2 75 D		Vital, Archival Review
Copy 2 U D	RA	
SUBJECT FILES Original 2 4 D Copy 2 0 D	. 17	



File	CLASSIFICATION	RE	TENTI	ON	Final	Access	NOTES
Code	SEASON ISATION	In-De	ept	Records Centre	Disp.	Code	
E40	CHECKES NECOTIATED	Original	2	4	D	RA	Official Holder: Finance
F40	CHEQUES – NEGOTIATED	Сору	2	0	D	l na	
F41	CHEQUES – RETURNED	Original	2	4	D	RA	Official Holder: Finance
	CHEGOLO - NETOTINED	Copy	2	0	D	100	Official Holdon Finance
	DEBENTURES	Original Copy	T+2 2	0	A D	RA	Official Holder: Finance Vital, Archival T= Maturity
		Original	T+2	4	D		Official Holder: Finance
F48	INVESTMENTS	Сору	2	0	D	RA	Vital T= Maturity
F49	T4 SLIPS	Original Copy	2	0	D D	XA	Official Holder: Finance PIB, Vital
F50	PAYROLL RECORDS				,		Official Holder: Finance T = Termination
		Original	T+2	75	D		PIB, Vital
	FIRE EMPLOYEE FILES	Сору	2	0	D	XA	
		Original	T+2	4	D		PIB, Vital
	EMPLOYEE FILES	Сору	2	0	D	XA	
	SUBJECT FILES	Original	2	4	D	DΛ	
	30BJECT FILES	Сору	2	0	D	RA	
F54	PAYROLL REGISTERS	Original Copy	2	73 0	D D	XA	Official Holder: Finance PIB, Vital, Archival Review
	Note: Hard copy not produced since 2000	Original	2	4	D		Official Holder: Finance
F55	GENERAL JOURNAL	Сору	2	0	D	RA	Vital
	Note: Hard copy not produced since 2000	*40.1		L			Official Holder: Finance
F56	FINANCIAL STATEMENTS						
		Original	2	73	Α		Vital, Archival
	ORIGINAL STATEMENTS	Сору	2	0	D	OA	
	OUR IFOT FU FO	Original	2	4	D		
	SUBJECT FILES	Сору	2	0	D	RA	
F57	CANADA SAVINCE BONDS	Original	2	4	D	OA	
137	CANADA SAVINGS BONDS	Сору	2	0	D	OA	
F58	GENERAL LEDGER	Original	2	73	D	RA	Official Holder: Finance Vital, Archival Review
	GENETIAL LEDGET	Copy	2	0	D		Official Holder: Finance
F60	MONTHLY OPERATION STATEMENTS	Original Copy	2	0	D D	RA	Official Holder: Finance
		Original	2	4	D		Official Holder: Works &
F64	SNOW REMOVAL SUBSIDY PROGRAM	Сору	2	0	D	XA	Transportation, PIB
		Original	2	4	D		Official Holder: Finance
F65	GRANTS PAID OUT	Сору	2	0	D	OA	Siliolar Floradi. Filiando
F66	GRANTS RECEIVED	Original	2	4	D	OA	Official Holder: Finance
		Сору	2	0	D		Official Holder: Office of
F70	ASSESSMENT ROLLS						the City Clerk
	PAPER COPY	Original	1	8	Α	OA	Vital, Archival
		Сору	1	0	D		
	MICROFICHE	Original	1	50	A	OA	Vital, Archival
ļ		Copy	1	0	D	J.,	Vital Av-E:I
1	CD	Original	1	50	A	OA	Vital, Archival
		Сору	1	0	D	<u> </u>	





File	CLASSIFICATION	R	ETENTI	ON	Final Disp.	Access Code	NOTES
Code		In-D	In-Dept Records Centre		ыэр.	Oode	
F71	ASSESSMENT APPEALS	, , , , , , , , , , , , , , , , , , , ,					Official Holder: Finance
	CASE FILES	Original	T+2	4	D	XA	PIB
	CASE FILES	Сору	2	0	D	^^	
	SUBJECT FILES	Original	2	4	D	RA	
		Copy Original	2 T+2	0 4	D		Official Holder: Finance
F80	PURCHASE ORDERS	Сору	2	0	D	RA	T = Expiry of Purchase Order
F81	TENDERS/ RFP's	I		1,400		1	Official Holder: Finance
		Original	T+2	4	D		Vital
	SUCCESSFUL BIDS	Сору	2	0	D	XA	T = Expiry of Contract
	LINGUOGEOGE UN DIDO	Original	2	0	D		
	UNSUCCESSFUL BIDS	Сору	2	0	D	XA	
F82	QUOTATIONS						Official Holder: Finance
	CHOCEOCEM CHOTATIONS	Original	T+2	4	D		Vital
	SUCCESSFUL QUOTATIONS	Сору	2	0	D	XA	T = Expiry of Contract
	LINGUIGOSOSCIU QUOTATIONO	Original	2	0	D	V.A	and the second s
	UNSUCCESSFUL QUOTATIONS	Сору	2	0	D	XA	
F85	DEVELOPMENT – CHARGES	Original	2	48	D	RA	Official Holder: Finance Vital
	DEVELOT MENT - CHANGES	Сору	2	0		100	
F86	SITE PLANS - FINANCIAL	Original Copy	T+2 2	48 0	D D	RA	Official Holder: Finance Vital
		Original	T+2	8	D		T = All Conditions Met Official Holder: Finance
F87	CONSENT APPLICATIONS - FINANCIAL	Copy	2	0	D	RA	Vital
•		Original	T+2	48			T = All Conditions Met Official Holder: Finance
F88	LEVY PAYMENTS	Сору	2	0	D	RA	Vital
		Original	T+2	4	D		T = All Levies Paid Official Holder: Finance
F89	SALES TRAILERS	Сору	2	0	D	RA	Vital T = Expiry of Sales Trailer
		Original	2	4	D		Official Holder: Finance
F90	FILL PERMITS – FINANCIAL	Сору	2	0	D	RA	Vital
F01	TAY I EVIEO DAID	Original	2	4	D		Official Holder: Finance
F91	TAX LEVIES PAID	Сору	2	0	D	OA	
F92	TAX RATE	Original	2	4	D	OA	Official Holder: Finance Vital
		Copy	2	0			
F93	TAX SALES	Original Copy	T+2 2	0	D D	RA	Official Holder: Finance
							T = Completion of Sale
F94	TAX RECORDS	Original Copy	2	4 0	D D	RA	Official Holder: Finance PIB, Vital
		Original	2	4	D	•	Official Holder: Finance
566	TAX ADJUSTMENTS	Сору	2	0	D	RA	PIB, Vital
		Original	2	4	D		Official Holder: Finance
F97	TAX ARREARS	Сору	2	0	D	RA	PIB, Vital
EOC	TAV & COLLECTORIO DOLLO	Original	2	8	D		Official Holder: Finance
F98	TAX & COLLECTOR'S ROLLS	Сору	2	0	D	RA	PIB, Vital
E00	TAVEC DAID	Original	2	4	D		Official Holder: Finance
F99	TAXES PAID	Сору	2	0	D	RA	Vital



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File	CLASSIFICATION	RET	ENTI	ON	Final Disp.	Access Code	NOTES
Code		In-Dep	In-Dept Records Centre		Disp.	Code	
G	GOVERNMENT & COUNCIL						
G02	BY-LAWS				<u></u>		Official Holder: Office of the City Clerk
	ORIGINAL BY-LAWS	Original Copy	P 2	A 0	M	OA	Vital, Archival
	MICROFILM	Original Copy	P	P 0 ·	A	OA	Vital, Archival (Duplicate Copy of Microfilm to be stored off
	SUBJECT FILES	Original Copy	2	4 0	D D	RA	site)
G10	BOARDS & COMMISSIONS	Original Copy	2	0	D D	RA	
G15	APPOINTMENTS	Original Copy	2	0	D D	RA	Official Holder: Office of the City Clerk
G20	COUNCIL - GENERAL	Original	2	0	D D	RA	Official Holder: Office of
G21	COUNCIL - AGENDAS						the City Clerk
	ORIGINAL AGENDAS	Original Copy	2	M 0	M D	OA	Vital, Archival
	MICROFILM	Original Copy	P	P 0	P	ОА	Vital, Archival (Duplicate Copy of Microfilm to be stored off site)
	SUBJECT FILES	Original Copy	2	4 0	D D	RA	
G22	COUNCIL MINUTES	•					Official Holder: Office of the City Clerk
	OFFICIAL MINUTES	Original Copy	2	M 0	M D	ОА	Vital, Archival
	MICROFILM	Original Copy	P	P 0	P	OA	Vital, Archival (Duplicate Copy of Microfilm to be stored off site)
	INAUGURAL VIDEO RECORDINGS	Original Copy	P P	P 0	P P	OA	Archival
	REGULAR VIDEO RECORDINGS	Original Copy	0	0	D D	OA	Archival Review
G23	RESOLUTIONS	Original Copy	P 2	A 0	A D	RA	Official Holder: Office of the City Clerk Vital, Archival
G24	STANDING COMMITTEES						Official Holder: Office of the City Clerk
	ORIGINAL MINUTES & AGENDAS	Original Copy	2	M 0	M D	OA	Vital, Archival
	MICROFILM	Original Copy	P	0 0	P	OA	Vital, Archival (Duplicate Copy of Microfilm to be stored off site)
ľ	SUBJECT FILES	Original Copy	2	4 0	D D	RA	



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File	CLASSIFICATION	R	ETENTI	ON	Final	Access	NOTES
Code	CLASSII ICATION	In-D	ept	Records Centre	Disp.	Code	
G25	OTHER COMMITTEES						Official Holder: Office of the City Clerk
	ODICINAL MINISTER & ACENDAR	Original	2	М	М	OA	Vital, Archival
	ORIGINAL MINUTES & AGENDAS	Сору	2	0	D	UA	
	MICROFILM	Original	P	Р	Ω.	OA	Vital, Archival
	THICK I LIVI	Сору	Р	0	P		(Duplicate Copy of Microfilm to be stored off site)
	OUR IFOT THE	Original	2	4	D	DA	
	SUBJECT FILES	Сору	2	0	D	RA	
G26	CLOSED SESSION AGENDAS & MINUTES	Original Copy	P 2	0 0	M D	XA	Official Holder: Office of the City Clerk Vital, Archival
							(Duplicate Copy of Microfilm to be stored off site)
G31	COMMITTEE OF ADJUSTMENT						Official Holder: Office of the City Clerk
	COMMITTEE OF ADJUSTMENT MINOR VARIANCE	Original	T+2	8	D		Vital, Archival Review
	APPLICATIONS	Сору	2	0	D	RA	T = Decision
	DECICIONO / FINAL NOTICE / OND ODDEDO	Original	Р	М	М	5.	Vital, Archival Review
	DECISIONS / FINAL NOTICE / OMB ORDERS	Сору	2	0	D	RA	
G32	CONSENT APPLICATIONS	1,					Official Holder: Office of the City Clerk
	CONSENT APPLICATION FILES	Original	T+2	8	D	RA	Vital, Archival Review
	OSTOLIVI AL, EIGATION ILLO	Сору	2	0	D		
		Original	Р	M	M		T = Decision Vital, Archival Review
	DECISIONS/ FINAL NOTICE/ OMB ORDERS	Сору	2	0	D	RA	,
G33	BRAMPTON HERITAGE BOARD					J	Official Holder: Office of the City Clerk
		Original	2	M	М		Vital, Archival
	ORIGINAL AGENDA & MINUTES	Сору	2	0	D	OA	
	MICROFILM	Original	Р	Р	Р		Vital, Archival
	MICHOFILM	Сору	Р	0	Р	OA	(Duplicate Copy of Microfilm to be stored off site)
	SUBJECT FILES	Original	2	4	D	RA	•
	OCENTE TILES	Сору	2	0	D		
G50	MUNICIPAL ELECTION RECORDS						Official Holder: Office of the City Clerk
	BALLOTS	Original	T+90 DAYS	0	D	XA	Vital
		Сору	2	.0	D	·····	T = Official Results
	ELECTION RESULTS	Original	2	18	D	OA	Vital, Archival Review
		Copy	2	0	D		Vilal Arabi
	DECLARATION OF OFFICE	Original	Р	0	P D	OA	Vital, Archival
		Copy Original	2	0 4	D		
	SUBJECT FILES	Copy	2	0	D	RA	
		Original	2	6	D		Official Holder: Office of
G51	MUNICIPAL ELECTION RECORDS – CAMPAIGN FINANCE	Сору	2	0	D	OA	the City Clerk

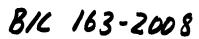


File	CLASSIFICATION	R	ETENTI	ON	Final	Access Code	NOTES
Code	,	In-D	ept	Records Centre	Disp.	Code	
G52	ELECTION RECORDS – VOTERS LISTS						Official Holder: Office of the City Clerk
[·	T = Official Results
	VOTERS LISTS	Original	T+90 DAYS	4	D	OA	
	VOTETIO EIGTO	Сору	2	0	D		
	POLLUETS	Original	T+90 DAYS	4	D	OA	
	POLL LISTS	Сору	2	0	D	UA	
		Original	2	4	D		
	SUBJECT FILES	Сору	2	0	D	RA	
G 53	MUNICIPAL ELECTION RECORDS – WORKI	NG FILES				ł. ,	Official Holder: Office of the City Clerk
		Original	2	4	D		PIB
	ELECTION PERSONNEL	Сору	2	0	D	XA	
		Original	2	4	D		
	SUBJECT FILES	Сору	2	0	D	RA	
054	WARRA A ROUNDARINA	Original	2	18	Α		Official Holder: Office of
G54	WARDS & BOUNDARIES	Сору	2	0	D	OA	the City Clerk
							Vital, Archival
G60	FEDERAL GOVERNMENT	Original	2	4	D	RA	
400	TESCHAL GOVERNMENT	Сору	2	0	D	'''	
G65	PROVINCIAL GOVERNMENT	Original	2	4	D	RA	
		Сору	2	0			
G70	REGIONAL GOVERNMENT						
	REGIONAL AGENDAS & MINUTES	Original	1	0	D		
	HEGIONAL AGENDAS & MINUTES	Сору	0	0	D	OA	
	SUBJECT FILES	Original	2	4	D	RA	
	SUBJECT FILES	Сору	2	0	D	RA	
G 75	MUNICIPAL GOVERNMENT - OTHER	Original	2	4	D	RA	
G/5	MONICIPAL GOVERNMENT - OTHER	Сору	2	0	D	na .	
G95	VITAL STATISTICS						Official Holder: Office of the City Clerk
	DIDTIL & DEATH DECICEDATION	Original	2	Р	Α		PIB, Archival
	BIRTH & DEATH REGISTRATION	Сору	2	0	D	XA	
	DEGISTED OF MARRIAGE LIGENOES	Original	2	48	D	V.	PIB, Archival
	REGISTER OF MARRIAGE LICENCES	Сору	2	0	D	XA	
	SUBJECT FILES	Original	2	4	D	RA	
		Сору	2	0	D		
G96	MARRIAGE LICENCE APPLICATIONS	Original	2	0	D	XA	Official Holder: Office of
U90	MAINIAGE LICENCE AFFLICATIONS	Сору	2	0	D		the City Clerk



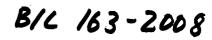
B/C 163-2008

File	CLASSIFICATION	R	ETENTIC	NC	Final Disp.	Access	NOTES
Code		In-Dept Records Centre		Disp.			
Н	HUMAN RESOURCES						
H10	POLICY FILES						Official Holder: Human Resources
	ORIGINAL POLICY	Original Copy	USUP 2	0	D D	OA	Vital
	SUBJECT FILES	Original Copy	2	0	D D	RA	
H20	BENEFIT RECORDS						Official Holder: Human Resources
	BENEFIT POLICIES	Original Copy	USUP 2	0	D D	OA	Vital
	BACKGROUND / WORKING FILES	Original Copy	2	4 0	D D	RA	
H21	PENSION RECORDS	Original Copy	2	0	D D	RA	Official Holder: Human Resources
H22	EMPLOYEE ASSISTANCE PROGRAM			p-1			Official Holder: Human Resources
	SERVICE AGREEMENTS	Original Copy	USUP 2	4 0	D D	OA	Vital
	BACKGROUND / WORKING FILE	Original Copy	2	4 0	D D	RA	
H23	EMPLOYEE SERVICE AWARDS	Original Copy	2	0	D	RA	PIB
6	EMPLOYEE FILE OF REFERENCE						Official Holder: Human Resources, PIB, Vital
	EMPLOYEE CASE FILES – FIRE	Original	T+2	75	D	XA	T = Termination
	EMPLOYEE CASE FILES	Copy Original	2 T+2	0 48	D D	XA	
H27	EMPLOYEE MEDICAL FILE	Сору	2	0	D	^^	Official Holder: Human
П21	EMPLOYEE MEDICAL FILE			······		y	Resources, PIB, Vital T = Termination
	EMPLOYEE CASE FILES - FIRE	Original Copy	T+2 2	75 0	D	XA	
		Original	T+2	48	D		
	EMPLOYEE CASE FILES	Сору	2	0	D	XA	
H28	EMPLOYEE FILE OF REFERENCE - CONTRACT	Original Copy	T+2 2	18 0	D D	XA	Official Holder: Human Resources, PIB, Vital
H29	EMPLOYEE FILE OF REFERENCE - TEMP	Original Copy	T+2	18	D	XA	T = Termination Official Holder: Human Resources, PIB, Vital
				_			T = Termination Official Holder: Human
H30	WORKPLACE SAFETY INSURANCE BOARD						Resources T = Termination
	EMPLOYEE CASE FILES – FIRE	Original Copy	T+2 2	75 0	D	XA	PIB, Vital
	EMPLOYEE CASE FILES - PERMANENT STAFF	Original Copy	T+2 2	48 0	D D	XA	PIB, Vital
	EMPLOYEE CASE FILES - CONTRACT/ PT	Original Copy	T+2 2	18 0	D D	XA	PIB, Vital
		1				i	





File	CLASSIFICATION	R	ETENTI	ON	Final Disp.	Access Code	NOTES
Code		In-D	ept	Records Centre	Disp.	Code	
1104	EMPLOYEE EN E OF DEFENDE PART	Original	T+2	18	D		Official Holder: Human
H31	EMPLOYEE FILE OF REFERENCE – PART	Сору	2	0	D	XA	Resources, Vital
							Official Holder: Human Resources
						,	
5	HUMAN RIGHTS	Original	T+2	75	D		T = Termination PIB, Vital
	EMPLOYEE CASE FILES - FIRE	Copy	2	0	D	XA	FID, Vital
		ООРУ					PIB, Vital
	EMPLOYEE CASE FILES - PERMANENT STAFF	Original	T+2	48	D	XA	TIB, Vital
		Сору	2	0	D		
	EMPLOYEE CASE FILES - CONTRACT/ PT	Original	T+2	18	D	XA	PIB, Vital
		Copy		0		•	DID Vital
	EXTERNAL CASE FILES	Original Copy	T+2	0	D D	XA	PIB, Vital
		Original	2	4	D		annin da
,	SUBJECT FILES	Copy	2	0	D	RA	
		Сору					Official Holder: Human
H40	LABOUR / EMPLOYEE RELATIONS						Resources
						·	T = Termination
	EMPLOYEE CASE FILES - FIRE	Original	T+2	75	D	XA	PIB, Vital
		Copy	2	0	D		DID Vital
	EMPLOYEE CASE FILES - PERMANENT STAFF	Original Copy	T+2 2	48	D	XA	PIB, Vital
		Original	T+2	18	D	······	PIB, Vital
_	EMPLOYEE CASE FILES - CONTRACT/ PT	Сору	2	0	D	XA	112, 110
		Original	2	4	D		
	SUBJECT FILES	Сору	2	0	D	RA	
H41	GRIEVANCES						Official Holder: Human Resources
		Original	T+2	75	D		T = Termination PIB, Vital
	EMPLOYEE CASE FILES - FIRE	Сору	2	0	D	XA	,
		Original	T+2	48	D		PIB, Vital
	EMPLOYEE CASE FILES – PERMANENT STAFF	Сору	2	0	D	XA	,
		Original	T+2	18	D		PIB, Vital
	EMPLOYEE CASE FILES - CONTRACT/ PT	Сору	2	0	D	XA	
		Original	2	4	D		
	SUBJECT FILES	Сору	2	. 0	D	RA	
H42	COLLECTIVE BARGAINING	1		1			Official Holder: Human Resources
	AGREEMENT	Original	USUP+2		D	OA	Vital
		Copy	2	0	D		
	SENIORITY LIST	Original	USUP 2	0	D	OA	Vital
	444	Copy Original	T+2	10	D		Official Holder: Human
H49	OCCUPATIONAL HEALTH & SAFETY /	Copy	2	0	D	RA	Resources
	WORKPLACE INSPECTIONS	3567		-	-		T = Inspection Passed
H50	OCCUPATIONAL HEALTH & SAFETY PROJECT FILES & STUDIES	Original Copy	2	4	D D	RA	Official Holder: Human Resources
H55	ORGANIZATIONAL STRUCTURE						Official Holder: Human Resources
	ODIONAL OLIGI	Original	USUP	20	D		Vital, Archival Review
	ORIGINAL CHART	Сору	2	0	D	OA	
	SIIB IECT EII ES	Original	2	4	D	D.	
Ì	SUBJECT FILES	Сору	2	0	D	RA	





RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

CITY OF BRAMPTON

File	CLASSIFICATION	R	ETENTIC	ON	Final	Access Code	NOTES
Code			In-Dept Record Centr		Disp.	Code	
		Original	USUP+2	0	D		Official Holder: Human
H60	JOB DESCRIPTIONS	Сору	2	0	D	OA	Resources, Vital
		Original	USUP+2	0	D	-	Official Holder: Human
H61	JOB EVALUATIONS	Сору	2	0	D	RA	Resources
		Original	USUP+2	4	D		Official Holder: Human
2	SALARY ADMINISTRATION	Сору	2	0	D	RA	Resources, Vital
H63	EMPLOYMENT & PAY EQUITY	Original	2	4	D	RA	Official Holder: Human Resources
		Сору	2	0	D		
H65	RECRUITMENT & JOB POSTINGS						Official Holder: Human Resources
	RECRUITMENT / COMPETITION FILES	Original	2	o	D	XA	
		Сору	2	0	D		
	OTUPENTO (OTUPENTO)	Original	2	0	D		HOME TO SERVICE THE SERVICE TH
	STUDENTS / SEASONAL	Сору	2	0	D	XA	
	LINOCHOLTED ADDITIONS	Original	6months	0	D		
	UNSOLICITED APPLICATIONS	Сору	2	0	D	XA	
-	DESCINDED OFFEDS OF EMPLOYMENT	Original	2	0	D	V.	PIB
	RESCINDED OFFERS OF EMPLOYMENT	Сору	2	0	D	XA	
H67	VOLUNTEEDO	Original	T+2	0	D	V.A	PIB
וסח	VOLUNTEERS	Сору	2	0	D	XA	T = End of Term
1170	TRAINING & ORIGINATION	Original	2	4	D		Official Holder: Human
H70	TRAINING & ORIENTATION	Сору	2	0	D	RA	Resources



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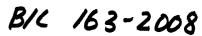
RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

CITY OF BRAMPTON

File Code	CLASSIFICATION	R	ETENTIC	N	Final Disp.	Access Code	NOTES
Code		In-C	ept	Records Centre	J13 p .		
L	LAW		•				
L01	LEGISLATIONS / REGULATIONS						Official Holder: Law
	CASE FILES	Original Copy	T+2 2	4 0	D D	RA	T = Bill Passed
	SUBJECT FILES	Original Copy	2 2	4 0	D D	RA	
L03	COMPLIANCE	Original Copy	6months 0	0	D D	RA	
L05	LEGAL OPINIONS	Original Copy	50 2	0	D D	RA	Official Holder: Law
L08	ONTARIO MUNICIPAL BOARD (O.M.B) CASE	FILES					T = Final Decision
	CASE FILES	Original Copy	T+2 2	8	D D	RA	Official Holder: Law
	ORDERS & DECISIONS - SUBJECT TO BY-LAW	Original Copy	T+2 2	М О	M D	OA	Official Holder: Office of the City Clerk, Vital, Archival
	ORDERS & DECISIONS – NOT SUBJECT TO BY- LAW	Original Copy	T+2 2	25 0	D D	OA	Official Holder: Office of the City Clerk, Vital, Archival
L09	NOTICES OF PROPERTY FOR SALE	Original Copy	2	4 0	D D	RA	Official Holder: Real Estate
	PROPERTY STANDARDS HEARING						Official Holder: Office of the City Clerk
	CASE FILES	Original Copy	T+2 2	4 0	D D	RA	T = Final Decision
	SUBJECT FILES	Original Copy	2 2	4 0	D D	RA	
L12	ENCROACHMENTS	Original Copy	T+2 2	0	D D	RA	Official Holder: Real Estate T = Execution of Agreement
L13	CASH IN LIEU				- <u>-</u> -		Official Holder: Real Estate, Vital, Archival
	CASE FILES	Original Copy	2	48 0	D D	RA	
	SUBJECT FILES	Original Copy	2	4 0	D D	RA	
L14	DISPOSALS						Official Holder: Real Estate
	CASE FILES	Original Copy	T+2 2	38 0	D D	RA	T = Completion of Sale
	SUBJECT FILES	Original Copy	2	0	D D	RA	
L15	ACQUISITIONS		AAAAN MARKA MA		***************************************		Official Holder: Real Estate
	CASE FILES	Original Copy	T+2 2	75 0	D D	RA	Vital, Archival Review T = Completion of Acquisition
	SUBJECT FILES	Original Copy	2	4 0	D D	RA	
L16	RENTAL AGREEMENTS / LEASES	Original Copy	T+2 2	4 0	D D	RA	Official Holder: Real Estate
							T = Expiration of Lease



File	CLASSIFICATION	RI	ETENTI	ON	Final	Access	NOTES
Code	CEASON ICATION	In-Dept Records Centre		Disp.	Code		
L17	LEGAL AFFAIRS	Original	2	4	D	RA	
L17	LEGAL AFFAINS	Copy	2	0	D	110	
L18	INQUESTS	Original Copy	2	4	D D	RA	
	EASEMENTS & QUIT CLAIM DEEDS					<u> </u>	Official Holder: Real Estate
	LASLINENTS & GOTT CLAIM DELDS	T 0 :-:1		T ====================================		<u> </u>	
	CASE FILES	Original	2	75 0	D D	RA	Vital
		Copy Original	2	4	D	<u> </u>	Vital
ı	RELEASED, ABANDONED & TEMPORARY	Copy	2	0	D	RA	Vitai
	EASEMENTS						
	SUBJECT FILES	Original	2	4	D D	RA	
1.00		Copy Original	2 T+2	5	D		Official Holder:
L20	PROVINCIAL OFFENCES – BUILDING CODE	Copy	2	0	D	RA	Prosecutions / POA PIB, Vital
	,						T = Until Payment Received or Case Closed
		Original	T+2	5	D		Official Holder:
L21	PROVINCIAL OFFENCES – FILL VIOLATIONS	Сору	2	0	D	RA	Prosecutions / POA PIB, Vital
						}	T = Until Payment Received or Case Closed
	144	Original	T+2	5	D		Official Holder:
L22	PROVINCIAL OFFENCES - ZONING	Сору	2	0	D	RA	Prosecutions / POA PIB, Vital
					·		T = T = Until Payment Received or Case Closed
	PROVINCIAL OFFINEES PROPERTY	Original	T+2	5	D		Official Holder:
E23	PROVINCIAL OFFENCES – PROPERTY STANDARDS	Сору	2	0 .	D	RA	Prosecutions / POA PIB, Vital
							T = Until Payment Received or Case Closed
104	PROVINCIAL OFFENCES LIGENSING	Original	T+2	5	D		Official Holder:
L24	PROVINCIAL OFFENCES – LICENSING	Сору	2	0	D	RA	Prosecutions / POA PIB, Vital
							T = Until Payment Received or Case Closed
		Original	T+2	5	D		Official Holder:
L25	PROVINCIAL OFFENCES – ANIMAL CONTROL	Сору	2	0	D	RA	Prosecutions / POA PIB, Vital
!		<u> </u>					T = Until Payment Received or Case Closed
		Original	T+2	5	D		Official Holder:
L26	PROVINCIAL OFFENCES – GENERAL BY- LAWS	Сору	2	0	D	RA	Prosecutions / POA PIB, Vital
							T = Until Payment Received or Case Closed
		Original	T+2	5	D		Official Holder:
L27	PROVINCIAL OFFENCES – NOISE BY-LAWS	Сору	2	0	D	RA	Prosecutions / POA PIB, Vital
							T = Until Payment Received or Case Closed
		Original	T+2	5	D		Official Holder:
L28	PROVINCIAL OFFENCES – SIGN BY-LAWS	Сору	2	0	D	RA	Prosecutions / POA PIB, Vital
							T = Until Payment Received or Case Closed





File	CLASSIFICATION	Ri	ETENTI	ON	Final	Access	NOTES
Code	CLASSII IOATION	In-D	ept	Records Centre	Disp.	Code	
L29	PROVINCIAL OFFENCES – TRAFFIC BY-LAW	'S	-				Official Holder: Prosecutions / POA
							T = Until Payment Received or Case Closed
		Original	T+3	0	D	T	PIB, Vital
	POA – PART I	Сору	2	0	D	- RA	
	DOA DARTIII	Original	T+2	5	D	RA	PIB, Vital
	POA – PART III	Сору	2	0	D	nA .	
L30	PROVINCIAL OFFENCES - PARKING	Original	T+3 2	0	D D	RA	Official Holder: Prosecutions / POA PIB, Vital
		<u> </u>					T = Until Payment Received or Case Closed Official Holder:
L31	PROVINCIAL OFFENCES – FIRE PROTECTION	N & PREVI	ENTION	ACT			Prosecutions / POA
							T = Until Payment Received or Case Closed
	DOA BARTI	Original	T+3	0	D	. Бл	PIB, Vital
	POA – PART I	Сору	2	0	D	RA	
	DOA DADTIII	Original	T+2	5	D	- DA	PIB, Vital
	POA – PART III	Сору	2	0	D	RA	
L32	PROVINCIAL OFFENCES - POLICE LAID MAT	TTERS				·	Official Holder Prosecutions / POA
'	·					'	T = Until Payment Received or Case Closed
		Original	T+3	0	D	<u> </u>	PIB, Vital
	POA – PART I	Сору	2	0	D	RA	
		Original	T+2	5	D		PIB, Vital
	POA – PART III	Сору	2	0	D	RA	
		Original	T+2	0	D		Official Holder: POA
L33	PARKING TICKETS - ORIGINALS	Сору	2	0	D	RA	PIB, Vital
					·		T = Until Payment Received or Case Closed
L34	PARKING TICKETS – VOIDED OR	Original	T+2	0	D	RA	Official Holder: POA PIB, Vital
204	CANCELLED	Сору	2	0	Đ	101	T = Until Payment Received or Case Closed
		Original	2	5	D		Official Holder: POA
L60	MUNICIPAL COURT RECORDS	Сору	2	0	D		
L61	LITIGATION	<u> </u>	• • •	l.,			Official Holder: Law
	0.005 50.50	Original	T+2	4	D		PIB, Vital
	CASE FILES	Сору	2	0	D	RA	T = Final Disposition
	ALID FOT EN EQ	Original	2	4	D		
	SUBJECT FILES	Сору	2	0	D	RA	
L85	1 ST ATTENDANCE – POA PART II	Original	T+3	0	D	RA	Official Holder: Prosecutions / POA
F03	I ATTENDANCE - FUA PARTII	Сору	2	0	D	n#	Prosecutions / POA PIB, Vital T = Until Payment
						L	Received or Case Closed
L91	CERTIFICATE DEGLISCTING BLATE BENEAL	Original	T+3	0	D	RA	Official Holder: POA, Vital
L91	- POA PART II	Сору	2	0	D	на	T = Until Payment Received or Case Closed
L92	DI ATE DENIAL LISTING BOARDT!	Original	3	0	D	RA	Official Holder: POA, Vital
FA5	PLATE DENIAL LIFTING – POA PART II	Сору	2	0	D	HA	T = Until Payment Received or Case Closed



File	CLASSIFICATION	RI	ETENTI	ON	Final	Access	NOTES
Code	OLAGON IGATION	In-D	ept	Records Centre	Disp.	Code	
М	MARKETING, MEDIA & PUBLIC	RELATI	ONS				,
M03	CHARITABLE CAMPAIGNS	Original	2	4	D	RA	Official Holder: Economic Development & Corporate
IVIUS	CHARITABLE CAMPAIGNS	Сору	2	0	D	I DA	Communications
MU4	COMPLAINTS & COMMENDATIONS	Original	2	4	D	RA	
		Copy Original	2 USUP	0	D D		
M06	ARTWORK	Copy	2	0	D	RA	
		Original	T+2	4	D	 	T = Expiration of
M09	SALE OF ADVERTISING SPACE	Сору	2	0	D	RA	Agreement
M10	MARKETING & PROMOTIONS	Original	2	4	D	RA	
	MARKETING & PROMOTIONS	Сору	2	0	D	110	05
M11	BRAMPTON BUSINESS IMPROVEMENT	Original Copy	2	8	D D	RA	Official Holder: Economic Development & Corporate
	AREAS / DISTRICT						Communications
M12	BUSINESS PROFILES / POTENTIAL	Original	2	0	D D	RA	Official Holder: Economic Development & Corporate
		Сору		"	D		Communications Official Holder: Economic
M14	SMALL BUSINESS & ENTREPRENEURSHIP						Development & Corporate Communications
	SUBJECT FILES	Original	2	4	D	RA	***************************************
	SUBJECT FILES	Сору	2	0	D	nA	
	REFERENCE FILES	Original	2	0	D D	RA	,
		Copy Original	2	4	D		
M15	RESEARCH	Copy	2	0	D	RA	
NISO	AWARDS & PRESENTATIONS					!	
		Original	Р	0 1	Р		Archival Review
	AWARDS PRESENTED TO THE CITY	Сору	2	0	D.	OA	Alomian Hoview
		Original	2	4	D		
	AWARDS PRESENTED BY THE CITY	Сору	2	0	D	OA	
M39	TWINNING	Original	2	18	D	04	Official Holder: Economic
MISS	IWINNING	Сору	2	0	D	OA	Development & Corporate Communications, Archival Review
M40	PUBLIC RELATIONS & PROTOCOL	1.2118-7					Official Holder: Economic Development & Corporate
		Original	2	18	D		Communications
	EVENT FILES	Сору	2	0	D	RA	
	SUBJECT EILES	Original	2	4	D		THE
	SUBJECT FILES	Сору	2	0	D	RA	
M41	CULTURAL AFFAIRS & SOCIAL EVENTS						
	EVENT EU EO	Original	2	4	D		
	EVENT FILES	Сору	2	0	D	RA	
	SUBJECT FILES	Original	2	4	D	RA	
		Copy Original	2	0 4	D D		
m42	CORPORATE SPECIAL EVENTS	Copy	2	0	D	OA	
		Original	2	4	D		Official Holder: Economic
M43	PARTNERSHIPS & BUSINESS ALLIANCES	Сору	2	0	D	RA	Development & Corporate Communications
		Original	2	4	D		Official Holder: Economic
	FILM STRATEGY	Сору	2	0	D	RA	Development & Corporate
M44	·	1					
M44 M48	MEDIA MONITORING & PUBLIC RELATIONS	Original	2	4	D	RA	Official Holder: Economic Development & Corporate

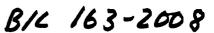




RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

CITY OF BRAMPTON

File	CLASSIFICATION	Ri	ETENTI	ON	Final	Access Code	NOTES
Code		In-D	ept	Records Centre	Disp.		
		Original	2	4	D		Official Holder: Economic
M49	TOURISM	Сору	2	0	D	RA	Development & Corporate Communications
M50	NEWS ARTICLES	Original	2	0	D	OA	Official Holder: Economic Development & Corporate
IVISO	NEWS ARTICLES	Copy	2	Ö	D		Communications
		Original	2	0	D		Official Holder: Economic
M51	NEWS RELEASES	Сору	2	0	D	OA	Development & Corporate Communications.
M52	PUBLICATIONS						
		Original	USUP	0	D		Archival Review
	PUBLICATIONS	Сору	2	0	D	OA	
		Original	2	4	D	D.4	
	SUBJECT FILES	Сору	2	0	D	RA	
1450		Original	2	4	D	0.4	Archival Review
M53	SPEECHES & PRESENTATIONS	Сору	2	0	D	OA	
	INTERNAL OFFICE PEOUSOTO	Original	2	0	D		Official Holder: Economic
M54	INTERNAL SERVICE REQUESTS	Сору	2	0	D	RA	Development & Corporate Communications.
M60	VISUAL IDENTITY & INSIGNIA						Official Holder: Economic Development & Corporate Communications.
	OBIONAL	Original	USUP	0	D	ОА	Archival Review
	ORIGINAL	Сору	2	0	D		
ĺ		Original	2	4	D		
	SUBJECT FILES	Сору	2	0	D	RA	





CITY OF BRAMPTON

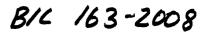
File	CLASSIFICATION	RETEN	TION	Final	Access Code	NOTES
Code		In-Dept	Records Centre	Disp.	Code	
N	NATURAL RESOURCES, EN	/IRONMENT &	CONSE	RVAT	ION	
N01	ENVIRONMENTAL ASSESSMENT					Official Holder: Works & Transportation
	PROJECT FILES	Original T+2 Copy 2	2 15 0	D D	RA	T = Completion of Assessment
	SUBJECT FILES	Original 2 Copy 2	0	, D D	RA	
N02	ENVIRONMENTAL MASTER PLAN					Official Holder: PD&D
	MASTER PLAN	Original USU Copy 2	P 20 0	D D	RA	Vital
	SUBJECT FILES	Original 2 Copy 2	4 0	D D	RA	
N05	ENVIRONMENTAL MONITORING &	Original 2 Copy 2	4 0	D D	RA	A article with
N06	AIR CONTROL	Original 2 Copy 2	4 0	D D	RA	
N07	NOISE CONTROL	Original 2 Copy 2	4 0	D D	RA	
N08	WATER QUALITY	Original 2 Copy 2	4 0	D D	RA	
N09	HAZARDOUS MATERIALS					Official Holder: Works & Transportation
	CASE FILES	Original 2 Copy 2	18	D D	RA	
	SUBJECT FILES	Original 2 Copy 2	4 0	D D	RA	
N10	STORM SEWERS	Original 2 Copy 2	4 0	D D	RA	Official Holder: Works & Transportation
N11	DRAINAGE & WATERWAYS	Original 2 Copy 2	4 0	D D	RA	Official Holder: Works & Transportation
N12	SANITARY SEWERS	Original 2 Copy 2	4	D.	RA	
N13	SURFACE & SUBSURFACE CONTAMINA		l			Official Holder: Works & Transportation
	CASE FILES	Original 2 Copy 2	28	D D	RA	Vital
	SUBJECT FILES	Original 2 Copy 2	0	D D	RA ·	
N14	ENVIRONMENTALLY PROTECTED AREA	s				Official Holder: PD&D
	CASE FILES	Original 2 Copy 2	28 0	D D	RA	Vital
	SUBJECT FILES	Original 2 Copy 2	0	D D	RA	
N15	GREENBELTS		<u> </u>			Official Holder: PD&D
	CASE FILES	Original 2 Copy 2	28	D D	RA	Vital
	SUBJECT FILES	Original 2 Copy 2	4	D D	RA	·



File	CLASSIFICATION	R	RETENTION			Access Code	NOTES
Code		In-D	In-Dept		Disp.	Code	
N16	WOODLOTS						Official Holder: PD&D
		Original	2	28	D		Vital
	CASE FILES	Сору	2	0	D	RA	
	No. And Control of Con	Original	2	4	D		
	SUBJECT FILES	Сору	2	0	D	RA	
N17	WETLANDS		Official Holder: PD&D				
		Original	2	28	D		Vital
	CASE FILES	Сору	2	0	D	RA	
		Original	2	4	D		***************************************
	SUBJECT FILES	Сору	2	0	D	RA	
	ENERGY CONSERVATION	Original	2	4	D	RA	
N18		Сору	2	0	D		
N20	WASTE MANAGEMENT						
	HISTORICAL INFORMATION LANDFILL FILES	Original	2	48	D	· RA	Official Holder: Works & Transportation, Vital, Archival Review
		Сору	2	0	D		
	SUBJECT FILES	Original	2	4	D	, RA	
		Сору	2	0	D		
Noo	GRADING & DRAINAGE	Original	2	4	D	RA	Official Holder: Works & Transportation
N30		Сору	2	0	D		
N40	CONSERVATION AUTHORITIES	Original	2	0	D	OA	
1140		Сору	2	0	D		
1	TORONTO REGION CONSERVATION AUTHORITY (TRCA)						
	BBO IFOT FILES	Original	T+2	5	D		T = Completion of Project
	PROJECT FILES	Сору	2	0	D	RA	
	CUDIECT EU FO	Original	2	4	D	RA	
	SUBJECT FILES	Сору	2	0	D		·
N42	CREDIT VALLEY CONSERVATION (CVC)						
	PROJECT FILES	Original	T+2	5	D	RA	T = Completion of Project
		Сору	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
		Сору	2	0	D		



File	CLASSIFICATION	RETENTION			Final	Access	NOTES
Code	CLASSIFICATION	In-Dept		Records Centre	Disp.	Code	
Р	PLANNING & DEVELOPMENT						
P02	RESEARCH	Original Copy	USUP 2	0	D D	RA	Official Holder: PD&D
0,5	REFERENCE MATERIAL	Original	USUP	0	D	OA	Official Holder: PD&D
	THE ETIENOE MATERIAL	Copy Original	2	4	D D		Official Holder: PD&D
P07	PRE-CONSULTATION	Сору	2	0	D	RA	
P08	AIRPORT DEVELOPMENT	Original Copy	2	0	D D	RA	
P09	DEVELOPMENT APPLICATIONS (PLANNING)						
	DEVELOPMENT CASE FILES						Official Holder: PD&D
	SUBDIVISION	Original Copy	T+2 2	48 0	D D	RA	T = Assumption
	REZONING	Original Copy	T+2 2	48 0	D D	RA	T = All conditions met
		Original	T+2	48	D		
	DRAWINGS	Сору	2	0	D	RA	Official Holder: Office of the City Clerk, Vital
	LEGAL DOCUMENTS (AGREEMENTS)	Original Copy	P 2	0	P D	RA	
							Archival
P12	DEVELOPMENT CIRCULATIONS (OFFICE OF		Official Holder: Office of				
	DEVELOPMENT CASE FILES					Y	the City Clerk
	SUBDIVISION	Original Copy	T+2 2	48	D D	RA RA	T = Assumption
		Original	T+2	48	D		
	REZONING	Сору	2	0	D		T = All conditions met
	LEGAL DOCUMENTS (AGREEMENTS)	Original	Р	0	Р	RA	Vital, Archival
		Сору	2	0	D		
	SUBJECT FILES	Original Copy	2	0	D D	RA	
P13	DEVELOPMENT LAW	3000					
	DEVELOPMENT CASE FILES	Official Holder: Law					
•		T O-:-:	T.0 [40		1	
	SUBDIVISION	Original Copy	T+2 2	48	D D	RA	T = Assumption
		Original	T+2	48	D		
	REZONING	Сору	2	0	D	RA	T = All conditions met
		Original	Р	0	Р		Official Holder: Office of
	LEGAL DOCUMENTS (AGREEMENTS)	Сору	2	0	D	RA	the City Clerk, Vital, Archival
D4.6	ENVIDONMENTAL/MATURAL DESCURSES	Original	2	4	D	O4.	
B 14	ENVIRONMENTAL/NATURAL RESOURCES PD&D (AGRICULTURE)	Сору	2	0	D	OA	
P15	DEVELOPMENT (WORKS & TRANSPORTATION)						
	DEVELOPMENT CASE FILES		Official Holder: Works & Transportation				
	SUBDIVISION		T+2	48	D	RA RA	T = Assumption T = All conditions met
		Copy	2	0	D		
			T+2	48 0	D D		
}		Copy Original	P		Р		Official Holder: Office of
		()rininai	р,	0 1	_		Childial Holder, Limbe of





File Code	CLASSIFICATION	R	RETENTION			Access	NOTES
		In-D	ept	Records Centre	Disp.	Code	
P20	BLOCK PLANS		Official Holder: PD&D				
		Original	2	48	D		
	CASE FILES	Сору	2	0	D	RA	
	DRAWINGS	Original	2	48	D	RA	
		Copy	2	0	D		
	SUBJECT FILES	Original Copy	2	0	D D	RA	
P21	SPINE SERVICING (BLOCK PLANS)	Сору 2 0 0					Official Holder: PD&D
				T		· · · · · · · · · · · · · · · · · · ·	
	CASE FILES	Original	T+2	48	D	. RA	T = Execution of Agreement
		Сору	2	0	D		
	DRAWINGS	Original	T+2	48	D	RA	T = Execution of Agreement
	DHAWINGS	Сору	2	0	D		Agreement
	SUBJECT FILES	Original	2	4	D	RA	
	CODUCTTILES	Сору	2	0	D	117	
P22	INCTITUTIONAL DEVELOPMENT	Original	2	4	D	RA	
F Z Z	INSTITUTIONAL DEVELOPMENT	Сору	2	0	D	110	0/5:111111
P25	OFFICIAL PLAN		Official Holder: PD&D				
		Original	USUP	75	D		Vital, Archival Review
	APPROVED PLAN	Сору	2	0	D	RA.	
	CASE FILE / REVIEW	Original	T+2	48	D	RA	Vital, Archival Review
		Сору	2	0	D		T = Final Approval
	SUBJECT FILES	Original	2	4	D	- DA	
	SUBJECT FILES	Сору	2	0	D	RA	
P26	SECONDARY PLANS		Official Holder: PD&D				
		Original	T+2	48	D		T = Incorporation into the
	CASE FILES	Сору	2	0	D .	RA	Official Plan
		Original	2	4	D		
	SUBJECT FILES	Сору	2	0	D	RA	
B07	SEICIAL DI AN AMENDMENT						Official Holder: PD&D
P27	OFFICIAL PLAN AMENDMENT	-AN AMENDMEN!					
	AMENDMENTS	Original	T+2	A	D	RA	Amendment Vital, Archival Review
		Сору	2	0	D		
	SUBJECT FILES - PD&D	Original	T+2	48	D		Vital, Archival Review
		Сору	2	0	D	RA	
		Original	T+2	4	D		
	SUBJECT FILES - OTHER DEPARTMENTS	Сору	2	0	D	RA	
P28	OFFICIAL PLAN – OTHER MUNICIPALITIES	Original	2	4	D	OA	
. 20		Copy	2	0	D		
<u>P2</u> 9	OFFICIAL PLAN - REGION OF PEEL	Original	2	8	D	RA	
		Copy Original	2 USUP	0	D D		
P30	STATISTICS (POPULATION)	Copy	2	0	D	OA	,
P36	CONDOMINIUM PLANS	•		<u> </u>			Official Holder: PD&D
	DRAWINGS	Original	Р	0	Р		
		Сору	2	0	D	RA	
	OUD IFOT THE	Original	T+2	48	D		
	SUBJECT FILES	Сору	2	0	D	RA	T = Completion of Project



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File	CLASSIFICATION	RE*	RETENTION			Access Code	NOTES		
Code		In-Dep	In-Dept		Disp.	Code			
							Official Holder: Works & Transportation		
P40	TRANSPORTATION DEVELOPMENT								
		Original	T+2	48	D		Vital		
	PROJECT FILES	Сору	2	0	D	- RA	T = Completion of Project		
	SUBJECT FILES	Original Copy	2	4	D D	RA			
P42	ZONING BY-LAW REVIEW	Official Holder: PD&D							
		Original U	JSUP+2	48	D		Vital		
	PROJECT FILES	Сору	2	0	D	RA			
		Original	2	4	D				
	SUBJECT FILES	Сору	2	0	D	RA			
D40	TEMPODADY UST	Original	T+2	4	D		Official Holder: PD&D		
P43	TEMPORARY USE	Сору	2	0	D	RA	T = End of Temporary Use		
P44	URBAN DESIGN GUIDELINES		USUP	0	D	RA	Official Holder: PD&D		
	OTIDATO DEGICAL GOIDELINES	Сору	2	0	D		Official Haldam DD0D		
P46	SITE PLANS						Official Holder: PD&D		
	DRAWINGS & PLANS	Original	T+2	48	D	RA	Vital		
	DRAWINGS & FLANS	Сору	2	0	D	l na	T = All Conditions Met		
	CORRESPONDENCE	Original	T+2	48	D	D4			
	CORRESPONDENCE	Сору	2	0	_ D	RA			
	REGISTERED PLANS	Original	Р	0	Р	OA	Official Holder: PD&D		
	HEGISTERED FLANS	Сору	2	0	D		0// : 1// 1/		
P48	REFERENCE PLANS	Original	Р	0	Р	OA	Official Holder: PD&D		
		Сору	2	0	D		Official Holder: PD&D		
P49	AERIAL PHOTOGRAPHY								
	ORIGINAL IMAGE	Original	Ρ.	0	Р	OA	Archival Review		
		Сору	2	0	D		·		
	SUBJECT FILES	Original	2	4	D	RA			
		Сору	2	0	D		Official Holder: PD&D		
P50	MAPPING						Official Holder. FD&D		
	MAPS		USUP	0	D				
	IVIAFO .	Сору	2	0	D	OA			
	SUBJECT FILES	Original	2	4	D	RA			
		Сору	2	0	D	1171	000 1 111 11 5 5 5 5		
P60	HERITAGE DESIGNATIONS						Official Holder: PD&D		
	DESIGNATION FILES	Original	T+2	Р	Α	RA	Vital, Archival		
1		Сору	2	0	D		T = Approval of designation		
	INVENTORY WORKING FILES	Original	2	28	D	RA	Vital, Archival Review		
		Сору	2	0	D				
	SUBJECT FILES	Original	2	4	D	RA			
		Сору	2	0	D				
	INVENTORY LIST	Original	Р	0	Р		Vital, Archival		
		Сору	2	0	D	RA			



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File	CLASSIFICATION	RI	ETENTI	ON	Final	Access	NOTES
Code		In-Dept Records Centre		Disp.	Code		
P75	COMMUNITY IMPROVEMENTS						Official Holder: PD&D
		Original	T+2	48	Α		Vital, Archival
	CASE FILES	Сору	2	0	D	RA	T = Completion of Program
		Original	2	4	D		
	SUBJECT FILES	Сору	2	0	D	RA	
P80	INTERIM CONTROL		•				Official Holder: PD&D
		Original	T+2	48	D		T = End of Interim Control
	CASE FILES	Сору	2	0	D	RA	
		Original	2	4	D		
	SUBJECT FILES	Сору	2	0	D	RA	
P83	PART LOT CONTROL		241		- -		Official Holder: PD&D
	0.05 54 50	Original	T+2	8	D		
	CASE FILES	Сору	2	0	D	RA	T = Approval of By-law
	SUDICATEURS	Original	2	4	Đ		
	SUBJECT FILES	Сору	2	0	D	RA	
P90	DEVELOPMENT NOTICES - OTHER	Original	2	4	D	RA	Official Holder: Office of
	MUNICIPALITIES	Сору	2	0	D	ПА	the City Clerk



File Code	CLASSIFICATION	R	ETENTI	ON	Final Disp.	Access Code	NOTES
Code		In-D	ept	Records Centre	отър.	Jour	
R	RECREATION & PARKS						
R05	FACILITY BOOKINGS	Original Copy	2	0	D D	RA	Official Holder: Community Services, PIB
H15	PARKS & RECREATION MASTER PLAN						Official Holder: Community Design & Parks Planning
	MASTER PLAN	Original Copy	USUP 2	20 0	D D	RA	Vital
	SUBJECT FILES	Original Copy	2	4 0	D D	RA	
R17	PARKLAND CONSTRUCTION						Official Holder: Community Design & Parks Planning
	PROJECT FILES	Original Copy	T+2 2	20 0	D D	RA	Vital T = Completion of Project
	SUBJECT FILES	Original Copy	2	4 0	D D	RA	
R20	PARKS MAINTENANCE	Original Copy	2	4 0	D D	RA	Official Holder: Community Services
R21	RECREATION FACILITIES	Original Copy	2	0	D D	RA	Official Holder: Community Services
R22	TREES & FOREST MAINTENANCE	Original Copy	2	0	D D	RA	Official Holder: Community Services
R23	CEMETERY MAINTENANCE	Original Copy	2	0	D D	RA	Official Holder: Community Services
	PRO SHOPS	Original Copy	2	0	D D	RA	Official Holder: Community Services
R40	RECREATIONAL PROGRAM RESEARCH & IM	PLEMEN	TATION				Official Holder: Community Services
	PROGRAM FILES	Original Copy	USUP 2	0	D D	RA	
	SUBJECT FILES	Original Copy	2	0	D D	RA	
R41	RECREATIONAL PROGRAMS	Original Copy	2	0	D D	OA	Official Holder: Community Services
R42	RECREATIONAL PROGRAMS – ARTS / PRE- SCHOOL / YOUTH	Original Copy	2	0	D D	RA	Official Holder: Community Services
R43	RECREATIONAL PROGRAMS - DANCE						Official Holder: Community Services
	PROGRAM FILES	Original Copy	USUP 2	0	D D	RA	PIB
	SUBJECT FILES	Original Copy	2	0	D D	RA	
R46	RECREATIONAL PROGRAMS – SPORTS / YOU	JTH / ADU					Official Holder: Community Services
	PROGRAM FILES	Original Copy	USUP 2	0 0	D D	RA	PIB
	SUBJECT FILES	Original Copy	2	0	D D	RA	
R47	RECREATIONAL PROGRAMS – ICE SPORTS						Official Holder: Community Services
	PROGRAM FILES	Original Copy	USUP 2	0	D D	RA '	
	SUBJECT FILES	Original Copy	2 2	4 0	D D	RA	



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File	CLASSIFICATION		RETENTION				NOTES
Code			In-Dept Re		Disp.	Code	
R48	RECREATIONAL PROGRAMS - SENIORS /	Original	2	4	D	RA	Official Holder: Community Services
N40	OLDER ADULTS	Сору	2	0	D	1 17	Community Services
		Original	2	4	D		Official Holder:
R49	RECREATIONAL PROGRAMS - CAMPS	Сору	2	0	D	RA	Community Services
	RECREATIONAL PROGRAMS - AQUATICS	Original	2	4		RA	Official Holder: Community Services
1100	TESTEATIONAL TROUTAGE AGOATIOS	Сору	2	0	D	1	Johnnamy Johnson
		Original	2	4	D		Official Holder:
R51	RECREATIONAL PROGRAMS - SPECIAL EVENTS	Сору	2	0	D	RA	Community Services



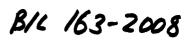
B/L 163-2008

	CLASSIFICATION		Final Disp.	Access Code	NOTES		
Code		In-De	ept	Records Centre	Disp.	Code	_
S	SHELTER & ANIMAL SEI	RVICES					
		Original	2	4	D	<u>-</u>	Official Holder: Animal
S05	SHELTER OPERATIONS	Сору	2	0	D	RA	Shelter
		Original	2	4	D		Official Holder: Animal
509	ADOPTION RECORDS	Сору	2	0	D	RA	Shelter, PIB
		Original	2	4	D	5.	Official Holder: Animal
S10	ANIMAL RECORDS	Сору	2	0	D	RA	Shelter
S15	INVESTIGATIONS			- 			
		Original	LOA	2	D		Official Holder: Animal
l	TRIBUNAL CASE FILES	Сору	2	0	D	RA	Shelter, Office of the City Clerk, PIB
		Original	2	4	D		Official Holder: Animal
	CRUELTY TO ANIMALS	Сору	2	0 .	D	RA	Shelter, PIB
		Original	2	4	D		Official Holder: Animal
S25	ANIMAL CONTROL - BY-LAW ENFORCEMENT	Сору	2	0	D	RA	Shelter
		Original	2	4	D		
S35	NON-DOMESTIC ANIMALS	Сору	2	0	D	RA	
		Original	15	0	D		Official Holder: Animal
S40	ANIMAL LICENSES	Сору	2	0	D	RA	Shelter, PIB
S45	VETERINARIAN SERVICES						
Ì		Original	Р	0	Р		Official Holder: Office of
İ	AGREEMENT	Сору	2	0	D	RA	the City Clerk, Archival
		Original	2	4	D		Official Holder: Animal
	SUBJECT FILES	Сору	2	0	D	RA	Shelter



File	CLASSIFICATION	R	ETENTI	ON	Final	Access	NOTES
Code	CLASSITICATION	In-D	ept	Records Centre	Disp.	Code	
T	TRANSPORTATION & ROADS						
Т03	TRAFFIC WARRANTS / SURVEYS						Official Holder: Works & Transportation
	CASE FILES	Original	2	8	D	RA	
		Сору	2	0	D		
	SUBJECT FILES	Original Copy	2	0	D D	RA	
T04	TRAFFIC CONTROL SIGNALS & INTERSE	CTIONS	·	<u> </u>	J	J	Official Holder: Works & Transportation
		Original	2	8	D	T	
	CASE FILES	Сору	2	0	D	RA	•
		Original	T+2	8	D		
	PROJECT FILES	Сору	2	0	D	RA	T = Termination of Maintenance Contract
		Original	2	4	D		
	SUBJECT FILES	Сору	2	0	D	RA	
Too	CERVICE REQUEST AND INCHIBIES	Original	2	4	D	RA	Official Holder: Works & Transportation
T06	SERVICE REQUEST AND INQUIRIES	Сору	2	0	D		·
T07	WATERMAINS	Original	2	4	D	RA	Official Holder: Works & Transportation
		Copy Original	2	0	D D		Official Holder: Works &
T10	UTILITY LOCATION RECORDS	Copy	2	0	D	RA	Transportation
<u>-</u> 11	WINTER ROAD MAINTENANCE PROGRAM	Л		Antes.	· · · · · · · · · · · · · · · · · · ·	10-b-T-0-	Official Holder: Works & Transportation
		Original	T+2	8	D		— — — — — — — — — —
	PROJECT FILES	Сору	2	0	D	RA	T = End of Contract
	SUBJECT FILES	Original	2	4	D	RA	
	CODUCT FILES	Сору	2	0	D		Official Holder Montes 9
T12	SUMMER ROAD MAINTENANCE PROGRA	М					Official Holder: Works & Transportation
	DDO IFOT FILES	Original	T+2	8	D		T
	PROJECT FILES	Сору	2	0	D	RA	T = End of Contract
	SUBJECT FILES	Original	2	4	D	RA	
	00000111220	Сору		0		117	Official Halder Wards 0
T14	BRIDGES						Official Holder: Works & Transportation
		Original	T+2	LOB	D		
	CASE FILES	Сору	2	0	D	RA	T = Completion of Bridge
	SUBJECT FILES	Original	2	4	D	RA	
	OCCUPATION OF THE PROPERTY OF	Сору	2	0	D	ПА	000
T15	STREET LIGHTING			· p			Official Holder: Works & Transportation
	PROJECT FILES	Original Copy	T+2 2	8 0	D D	RA	T = Completion of Project
		Original	2	4	D		
	SUBJECT FILES	Copy	2	0	D	RA	
-		Original	2	4			
	REGIONAL ROADS	1	-			RA	





File	CLASSIFICATION	R	ETENTI	ON	Final Disp.	Access Code	NOTES
Code		In-D	ept	Records Centre	Dish.	Code	
T17	PROVINCIAL ROADS	Original	2	4	D	RA	
	PROVINCIAL HOADS	Сору	2	0	D		Official Halden Marks 9
T19	ROAD INSPECTIONS, DEFICIENCIES AND RO	OAD PATR		ORDS			Official Holder: Works & Transportation
	PROJECT FILES	Original	T+2	8	D	RA	T = Completion of Project
		Copy	2	0	D		
	SUBJECT FILES	Original Copy	2	0	D D	RA	
T20	ROAD REPAIRS, CONSTRUCTION AND					1	Official Holder: Works & Transportation
	RECONSTRUCTION	Original	T+2	1 8	D		T = Completion of
	PROJECT FILES	Copy	2	0	D	RA	Project, Vital
		Original	2	4	D		
	SUBJECT FILES	Сору	2	0	D	RA	
T21	MAJOR ROAD CONSTRUCTION AND RECON	STRUCTIO	ON				Official Holder: Works & Transportation
	CASS Ell E (Diideo Construction on Donal Desert)	Original	T+2	LOB	D	D A	T = Completion of
	CASE FILE (Bridge Construction on Road Repair)	Сору	2	0	D	RA	Project, Vital
	PROJECT FILES	Original	T+2	48	D	RA	Vital
	- HOSEOTTIELS	Сору	2	0	D	110	
	SUBJECT FILES	Original Copy	2	0	D D	RA	
T23	HORIZONTAL / VERTICAL CONTROL NETWO	1					Official Holder: Works & Transportation
		Original	2	Р	Р		Vital
	DOCUMENTATION	Сору	2	0	D	RA	
	SUBJECT FILES	Original	2	4	D	RA	
	SUBJECT FILES	Сору	2	0	D	l na	
T24	GRADE SEPARATION STRUCTURES	Original	2	48	D	RA	Official Holder: Works & Transportation, Vital
	GHADE GEL AHATTON GTTGGT GTTEG	Copy	2	0	D D		
T25	LEVEL CROSSINGS	Original	2	4	D D	RA	Official Holder: Works & Transportation
		Copy	2 USUP	0	D		Official Holder: Works &
T26	ROAD "AS CONSTRUCTED" DATA/ STORM	Copy	2	0	D	RA	Transportation, Vital
	DESIGN						Official Holder: Works &
T35	TRAFFIC SAFETY	Original Copy	2	8	D D	RA	Transportation
T37	SIGNAGE	Сору					Official Holder: Works & Transportation
		Original	4	8	D		
	CASE FILES	Copy	2	0	D	RA	
		Original	2	4	D		
	SUBJECT FILES	Сору	2	0	D	RA	
		Original	2	8	D		Official Holder: Works &
TOO	PARKING FACILITIES & METERS	Сору	2	0	D	RA	Transportation
T38							Official Holder: Works &
0	TRAFFIC ACCIDENTS						Transportation
		Original	2	8	D		Transportation
	TRAFFIC ACCIDENTS CASE FILES	Original Copy	2	8	D D	RA	ransportation
						RA RA	Transportation .



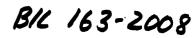


File	CLASSIFICATION	R	ETENTI	ON	Final Disp.	Access Code	NOTES
Code		In-D	ept	Records Centre	Disp.	Code	
		Original	2	4	D	-	
T50	OTHER TRANSIT SYSTEMS	Сору	2	0	D	RA	
T53	ACCELERIDE						Official Holder: Transit T = Completion of Project
	EXTERNAL SUPPORT	Original	T+2	15	D D	RA	
		Copy	2	0 15	D		
	GENERAL	Original Copy	T+2 2	0	D	RA	
		Original	2	4	D	<u> </u>	Official Holder: Transit
T55	OPERATIONS – DAILY WORKING FILES	Сору	2	0	D	RA	Omolar Holder. Transit
		Original	2	4	D		Official Holder: Transit
T59	SCHEDULING & SERVICE	Сору	2 .	0	D	RA	
		Original	USUP	4	D		Official Holder: Transit
T60	BUS ROUTES	Сору	2	0	۵	RA	
T61	TRANSIT STOPS						Official Holder: Transit
		Original	USUP	0	D		
	CASE FILES	Сору	2	0	D	RA	
	CUB IECT EU EC	Original	2	4	D	DΛ	
	SUBJECT FILES	Сору	2	0	D	RA	
T62	TRANSIT SHELTERS	Original	2	4	D	RA	Official Holder: Transit
102	TRANSIT SHELTERS	Сору	2	0	D		
T63	TERMINALS & LOOPS	Original	2	4	D	RA	Official Holder: Transit
	TETIMINALS & EGGT G	Copy	2	0	D		Official Holder: Transit
4	TRANSIT VEHICLE TECHNOLOGY	Original Copy	2	0	D D	RA	Official Holder: Transit
		Original	2	4	D		Official Holder: Transit
T65	CHARTERS & SPECIAL SERVICES	Сору	2	0	D	RA	Cda rioladi, Tialion
	A 100	Original	2	4	D		Official Holder: Transit
T66	FARES & TRANSIT PASSES	Сору	2	0	D	RA	
		Original	2	0	D		Official Holder: Transit
T67	LOST & FOUND	Сору	2	0	D	RA	



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File	CLASSIFICATION	R	ETENTI	ON	Final	Access	NOTES
Code		In-Dept		Records Centre	Disp.	Code	
v	VEHICLES & EQUIPMENT						
6 01	FLEET MANAGEMENT						Official Holder: Works & Transportation
	VEHICLE FILES	Original Copy	LOV 2	0	D D	RA	Vital
	SUBJECT FILES	Original Copy	2	0	D D	· RA	
V02	MACHINERY & EQUIPMENT						Official Holder: Works & Transportation
	EQUIPMENT FILES	Original Copy	LOE+1 2	0	D D	RA	
	SUBJECT FILES	Original Copy	2	4 0	D D	RA	
V04	PROTECTIVE EQUIPMENT	Original Copy	2	4 0	D D	RA	
V05	VEHICLE INCIDENT / COLLISION CASE FILES	Original Copy	2	0	D D	RA	Official Holder: Works & Transportation
V15	FUEL	Original Copy	2	4 0	D D	RA	Official Holder: Works & Transportation
V30	STAFF ORIENTATION & TRAINING						Official Holder: Works & Transportation
	CITY OPERATOR PERMITS	Original Copy	T+2 2	4 0	D D	RA	PIB T = Expiry of Permit
	SUBJECT FILES	Original Copy	2	4 0	D D	RA	
V31	VEHICLE EQUIPMENT DISPOSAL	Original Copy	T+2 2	0	D D	RA	Official Holder: Works & Transportation
				<u>_</u>			T = Disposal

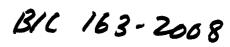




File Code	CLASSIFICATION	R	ETENTIO	NC	Final Disp.	Access Code	NOTES
Code		ìn-E	ept	Records Centre	Disp.	Code	
W	PERMITS & LICENCES						
W10	LICENSE APPEALS	Original Copy	T+2 2	0	D D	XA	Official Holder: Office of the City Clerk PIB
W20	PERMITS	Original Copy	2	4 0	D D	RA	T = Decision Official Holder: Works & Transportation, PIB
W25	SOCIAL & SPECIAL EVENT PERMITS	Original Copy	2	4 0	D D	RA	Official Holder: Works & Transportation/ Office of the City Clerk
W89	REFRESHMENT VEHICLES	Original Copy	T+2 2	0	D D	ХА	Official Holder: By-Law Enforcement, PIB
W90	TAXI PLATE OWNERS	1					T = Expiration of Permit Official Holder: By-Law Enforcement
	PLATE OWNERS	Original Copy	T+2 2	0	D D	XA	PIB, Vital T = Transfer of Plate
MINT -	PRIORITY LIST	Original Copy	USUP+2 2	0	D D	OA	PIB, Vital Official Holder: By-Law
W91	TAXI CAB DRIVERS					7	Enforcement
	DRIVER FILE	Original Copy	T+2 2	0	D D	XA	PIB, Vital T = Expiry of Licence
W92	TOW TRUCK PLATE OWNERS	Original Copy	T+2 2	0	D D	XA	Official Holder: By-Law Enforcement, PIB, Vital
W93	TOW TRUCK DRIVERS	Original Copy	T+2 2	0	D D	XA	T = Transfer of Plate Official Holder: By-Law Enforcement, PIB, Vital T = Expiry of Licence
W94	DRIVING SCHOOL OWNERS / INSTRUCTORS	Original Copy	T+2 2	4 0	D D	XA	Official Holder: By-Law Enforcement, PIB, Vital T = Expiry of Licence
W95	STATIONARY BUSINESS LICENCES	Original Copy	T+2	4 0	D D	XA	Official Holder: Office of the City Clerk PIB, Vital
W96	LOTTERY SCHEME LICENCES (CASE FILES)	Original Copy	T+2 2	4 0	D D	RA	T = Expiry of Licence Official Holder: Office of the City Clerk, Vital
W97	LOTTERY SCHEME LICENCES (GENERAL)	Original Copy	2	0	D D	OA	T = Expiry of Licence Official Holder: Office of the City Clerk
W98	LODGING HOUSES LICENCES	Original Copy	T+2	4	D D	RA	Official Holder: By-Law Enforcement, PIB, Vital
W99	TRADES / CONTRACTORS' LICENSES	Original Copy	T+2 2	4 0	D D	XA	T = Expiry of Licence Official Holder: Office of the City Clerk PIB, Vital
	<i>,</i>						T = Expiry of Licence

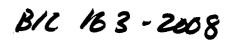


File Code	CLASSIFICATION	RE	RETENTION				NOTES
		In-De	pt	Records Centre	Disp.	Code	
X	SAFEKEEPING						
		Original	Р	0	Р		Official Holder: Office of
X00	SAFEKEEPING GENERAL	Сору	2	0	D	RA	the City Clerk, Vital, Archival Review



FLOWER CITY

File	CLASSIFICATION	RE	TENTI		Final	NOTES	
Code	CLASSIFICATION	In-De	pt	Records Centre	Disp.	110120	
A	ADMINISTRATION		<u> </u>				
		Original	2	4	D		
A00	GENERAL	Сору	. 2	0	D		
	PROJECT CHARTERS	Original	2	6	D		
	FRODECT CHARTERS	Сору	2	0	D		
A03	SPECIAL STUDIES	Original	2	6	D D		
		Copy Original	2	0 4	D		
A18	ACCESS TO INFORMATION - PRIVACY	Copy	2	0	D		
	4	Original		4 '			
A19	ACCESS TO INFORMATION – DIRECTORY	Сору	2	0	D		
	OF RECORDS	Original	2	2	D		
A34	LIBRARY MANAGEMENT	Сору	. 2	0	D		
		Original	2	4	D		
A37	RECORDS RETENTION	Сору	2	0	D		
		Original	2	4	D		
A38 .	RECORDS CENTRE OPERATIONS	Сору	2	0	D	<u>;</u>	
		Original	2	4	D		
A39	ARCHIVES MANAGEMENT	Сору	2	0	D		
		Original	2	2	D	·	
A49	E-BUSINESS	Сору	2	0	D ·		
В	BUILDING & LANDS			•			
		Original	2	4	D		
	GENERAL	Сору	2	0	D	_	
B10	PROPERTY FILES						
		Original	2	LOF	D		
	Drawings	Сору	2	0	D	•	
		Original	2	13	D		
	Correspondence	Сору	2	0	D		
D16		Original	2	18	D		
B16	SPECIFICATIONS & REPORTS	Сору	2	0	D		
B30	EACEMENTS & OLUT OLAIM DEEDS	Original	2	75	D		
D30	EASEMENTS & QUIT CLAIM DEEDS	Сору	2	0	D		
B40	PROPERTY & LEASE MANAGEMENT	Original	2	4	D		
	PROPERTY & LEASE WANAGEWENT	Сору	2	0	D		
B61	BUILDING CONSTRUCTION						
		Original	2	LOF	D		
	DRAWINGS	Сору	2	0	D	·	
		Original	2	18	D	<u> </u>	
	CORRESPONDENCE	Сору	2	0	D		
B62	BUILDING PLANNING			I			
		Original	2	LOF	D	<u> </u>	
_	DRAWINGS	Сору	2	0	D		
		Original	2	18	D		
	CORRESPONDENCE	Сору	2	0	D		
		Original	1	0	D		
B63	BUILDING DEMOLITION	Сору	2	0	D		
С	COMMUNITY & SOCIAL SERVIC	ES		1			
		Original	2	4	D		
C00	GENERAL	Copy	2	0	D		
		UOPY	_	"	_		







File				Final	I a second	
Code	CLASSIFICATION				Disp.	NOTES
	·	In-D	ept	Records Centre		
		T O si esim al				
C36	CITIZENS COMMITTEES	Original Copy	2	0	D D	
		Original	2	2	D	
C70	WILDLIFE CONTROL	Сору	2	0	D	
	FIDE & FMEDOENOV OFDVIOEO			l		
	FIRE & EMERGENCY SERVICES					
D00	GENERAL	Original	2	4	D	
	GENERAL	Copy	2	0	D	· · · · · · · · · · · · · · · · · · ·
D05	FIRE & EMERGENCY SERVICES	Original Copy	2	0	D D	
		Original		2	D	
D30	DAILY OPERATIONS REPORTS	Сору	2	0	D	
		Original	2	2	D	
D35	CALEDON CALL REPORTS COPIES	Сору	2	0	D	
E	ENFORCEMENT SERVICES					•
	EM GROEWEN GERMOES	 				
E00	GENERAL	Original Copy	2	0	D D	
		Original	T+3	0	D	
E08	PARKING TICKETS – ORIGINALS	Сору	2	0	D	
		Original	T+3	0	D	
E09	PARKING TICKETS - VOIDED OR CANCELLED	Сору	2	0	D	
		Original	T+2	4	D	
E10	ENFORCEMENT - BYLAW COMPLAINTS (MUNICIPAL)	Сору	2	0	D	
		Original	T+2	4	D	· · · · · · · · · · · · · · · · · · ·
	ENFORCEMENT - COMPLIED	Сору	2	0	D	
E15	ENFORCEMENT – PROPERTY STANDARDS	Original	2	4	D	
	THE ENT OF A STATE OF	Copy Original	2	0 4	D D	
E20	ENFORCEMENT - ZONING	Сору	2	0	D	
		Original	2	4	D	
E25	INSPECTION REPORTS – GROUP HOMES	Сору	2	0	D	
	FIRE OREVENTION INCREATION DEPORTS	Original	2	4	D	
E30	FIRE PREVENTION INSPECTION REPORTS	Сору	2	0	D	
F	FINANCE					
		Original	2		D	
F00	GENERAL	Copy	2	0	D	
. vi		Original	2	4	D	
F06	FUND ACCOUNTING	Сору	2 ·	0	D	
E14		Original	2	2	D	
F14	DEVELOPMENT SUB LEDGER	Сору	2	0	D	·
F19	INTERNAL AUDIT	Original	2	18	D	
	-	Copy Original	2	0 48	D D	
6 6	CAPITAL BUDGET – APPROVED	Copy	2	0	D	
		Original	2	48	D	
F28	OPERATING BUDGET – APPROVED	Сору	2	0	D	·
F42	CHEQUE REGISTERS	Original	2	2	· D	
. 72	OHEGOE HEGIOTERS	Copy	2	0	D	
F46	DEBENTURE REGISTER	Original Copy	T+2 2	4 0	D D	
		Original	2	4	D	
F51	PAYROLL - HOURS WORKED	Сору	2	0	D	
		Original	2	4	D	
F52	PAYROLL – WAGE RATES & EARNINGS	Сору	2	0	D	
		L	1			



BRANCPTON.CA		ON SCHEDUL	E 2 – Disco	ntinue	d Records
File Code	CLASSIFICATION	RETEN	TION	Final Disp.	NOTES
		In-Dept	Records Centre		
F53	PAYROLL - WAGES	Original 2	4	D	
	TATIOLE WALLS	Copy 2	0	D	
F83	UNSUCCESSFUL TENDERS	Original 2 Copy 2	0	D	-
		Original T+2		D	
	PURCHASE REQUISITIONS	Copy 2	0	D	
G	GOVERNMENT & COUNCIL				
G00	GENERAL	Original 2 Copy 2	4 0	D	
		Copy 2 Original 2	4	D	
G01	BY-LAWS – WORKING FILES	Copy 2	0	D	
		Original 2	4	D	
G03	BY-LAWS OTHER MUNICIPALITIES	Copy 2	0	D	
C07	AD HOC COMMITTEES	Original 2	4	D	
G27	AD-HOC COMMITTEES	Copy 2	0	D	
G55	BI-ELECTIONS - MISCELLANEOUS	Original 2	4	D	
	DI-ELECTIONS - WINGCLEAREOUS	Copy 2	0	D	
G71	REGION OF PEEL	Original 2 Copy 2	0	D D	
		СОРУ			
Н	HUMAN RESOURCES				
H00	GENERAL	Original 2	4	D	
1100	GENERAL	Copy 2	0	D	
6 5	ATTENDANCE & VACATION	Original 2	2	D	4
		Copy 2 Original 2	0 2	D D	
H25	SENIORITY RECORDS	Copy 2	0	D	
		Original 2	4	D	
H51	HEALTHY WORKPLACE	Copy 2	0	D	
		Original 2	4	D	
H64	PAY EQUITY	Copy 2	0	D	
H66	UNSOLICITED APPLICATION FOR EMPLOYMENT	Original 1	0	D	
		Сору 0	0	D	
L	LEGAL SERVICES				
1.55	OFNEDAL	Original 2	4	D	
L00	GENERAL	Copy 2	0	D	
L10	FENCE VIEWING	Original T+2		D	
	- LIGHT TETTING	Copy 2	0	D	
L50	ANIMAL ENFORCEMENT CHARGES	Original T+2 Copy 2	5	D D	
		Original T+2		D	
L62	ENFORCEMENT CHARGES	Copy 2	0	D	
		Original T+3	0	D	
186	COURT DOCKETS – POA PART II	Copy 2	0	D	
L87	APPEALS / MOTIONS / RE-OPENINGS - POA	Original T+3		D	
	PART II	Copy 2	0 .	D	
L88	EXTENSIONS TO PAY FINE – POA PART II	Original T+3		D	
	ZALINGO TOTAL TIME FOR FART II	Copy 2	0	D	
L90	CERTIFICATE REQUESTING CONVICTION -	Original T+3 Copy 2	0	D D	
M	MARKETING, MEDIA & PUBLIC				
	RELATIONS	Original 2	4	D	
МОО	GENERAL	Copy 2	0	D	
		Z Z		U	





File	CI ASSISICATION	RETENTION		Final	NOTES	
Code	CEACON ICATION	In-Dep	t	Records Centre	Disp.	The state of the s
MOE	ADVEDTISING / PROMOTION	Original	2	4	D	
M05	ADVERTISING / PROMOTION	Сору	2	0	D	
M13	BUSINESS PROFILES – CURRENT	Original	2	4	D	
IVIIS	BUSINESS PROFILES - CORNEIN	Сору	2	0	D	
	MAYOR'S INITIATIVES	Original	2	2	D	
		Сору	2	0	D	
N	NATURAL RESOURCES, ENVIRO		& C	ONSEF	RVATI	ON
N00	GENERAL	Original Copy	2	0	D	
P	PLANNING & DEVELOPMENT					
P00	GENERAL	Original	2	4	D	
- 00	GLIVENAL	Сору	2	0	D	
P03	STUDIES	Original	2	48	D	
	0.00,00	Copy	2	0	D	
P04	SPECIAL PROJECTS	Original	2	48	D	
		Copy Original	2 T+2	0 48	D D	
P10	DEVELOPMENT (CONSTRUCTION)	Copy	2	0	D	
		Original	T+2	48		
P11	DEVELOPMENT – LANDSCAPE & PARKS (COMMUNITY SERVICES)	Сору	2	0	D	
D04	DADKO & ODEN CDAGE	Original	2	8	D	
P81	PARKS & OPEN SPACE	Сору	2	0	D	
	RECREATIONAL DEVELOPMENT	Original Copy	2	8	D D	
R R00	RECREATION & PARKS GENERAL	Original	2	4	D	
HUU	GENERAL	Copy	2	0	D	
R10	PARKS BUILDINGS, DESIGN & PLANNING	Original	T+2 2	13 0	D D	
	, , , , , , , , , , , , , , , , , , , ,	Copy Original	Z T+2	13	D	
R12	PARKS BUILDINGS, CONSTRUCTION	Copy	2	0	D	
		Original	2	4	D	
R44	RECREATIONAL PROGRAMS - PRESCHOOL	Copy	2	0	D	
		Original	2	4	D	
R45	RECREATIONAL PROGRAMS – SPECIAL	Copy	2	0	D	
	NEEDO	,				
	NEEDS	Original				
R60	PROGRAM REGISTRATION	Original	2	2	D	
	PROGRAM REGISTRATION	Original Copy				
R60		Сору	2	2	D D	
	PROGRAM REGISTRATION	Copy	2 2	0 4	D D	
S	PROGRAM REGISTRATION SHELTER & ANIMAL SERVICES	Copy Original Copy	2	2	D D	
S	PROGRAM REGISTRATION SHELTER & ANIMAL SERVICES	Copy	2 2 2	2 0	D D D	
S 800	PROGRAM REGISTRATION SHELTER & ANIMAL SERVICES GENERAL DANGEROUS ANIMALS	Copy Original Copy Original	2 2 2 2	2 0 4 0 12	D D D D	
S	PROGRAM REGISTRATION SHELTER & ANIMAL SERVICES GENERAL	Copy Original Copy Original Copy	2 2 2 2 2	2 0 12 0	D D D D	
\$ \$00 \$6 \$20	PROGRAM REGISTRATION SHELTER & ANIMAL SERVICES GENERAL DANGEROUS ANIMALS CALL RECORD / DISPOSTION	Copy Original Copy Original Copy Original	2 2 2 2 2 2 2	2 0 4 0 12 0 2	D D D D D	
S S00	PROGRAM REGISTRATION SHELTER & ANIMAL SERVICES GENERAL DANGEROUS ANIMALS	Copy Original Copy Original Copy Original Copy	2 2 2 2 2 2 2	2 0 12 0 2 0	D D D D D D	
\$ \$00 \$6 \$20 \$30	PROGRAM REGISTRATION SHELTER & ANIMAL SERVICES GENERAL DANGEROUS ANIMALS CALL RECORD / DISPOSTION DOMESTIC ANIMALS	Copy Original Copy Original Copy Original Copy Original Copy Original	2 2 2 2 2 2 2 2	2 0 4 0 12 0 2 0 2	D D D D D D D	
\$ \$00 \$6 \$20	PROGRAM REGISTRATION SHELTER & ANIMAL SERVICES GENERAL DANGEROUS ANIMALS CALL RECORD / DISPOSTION	Copy Original Copy Original Copy Original Copy Original Copy Original	2 2 2 2 2 2 2 2 2	2 0 12 0 2 0 2	D D D D D D D D	
\$ \$00 \$6 \$20 \$30	PROGRAM REGISTRATION SHELTER & ANIMAL SERVICES GENERAL DANGEROUS ANIMALS CALL RECORD / DISPOSTION DOMESTIC ANIMALS	Copy Original Copy Original Copy Original Copy Original Copy Original Copy Original	2 2 2 2 2 2 2 2 2 2 2	2 0 12 0 2 0 2 0 2	D D D D D D D D D D D D D D D D D D D	
\$ 500 \$6 \$20 \$30 \$50	PROGRAM REGISTRATION SHELTER & ANIMAL SERVICES GENERAL DANGEROUS ANIMALS CALL RECORD / DISPOSTION DOMESTIC ANIMALS ANIMAL EDUCATION	Copy Original Copy Original Copy Original Copy Original Copy Original Copy Original	2 2 2 2 2 2 2 2 2 2 2	2 0 12 0 2 0 2 0 2	D D D D D D D D D D D D D D D D D D D	





Title Code CLASSIFICATION In-Dept Records Centre Dispose	NOTES .
T13 BOULEVARDS / PEDESTRIAN ACCESS & Copy 2 0 D T18 ROAD PATROL RECORDS Original 2 4 D CONSTRUCTION PROJECT - TRAFFIC Copy 2 0 D T36 SIGNALIZATION Copy 2 0 D T39 TRAFFIC ACCIDENTS - CASE FILES Original 2 4 D Copy 2 0 D Copy 2 0 D	
T18 ROAD PATROL RECORDS Original 2 4 D	
T18 ROAD PATROL RECORDS Original 2 4 D	
CONSTRUCTION PROJECT - TRAFFIC Copy 2 0 D	
T36 SIGNALIZATION Original 2 4 D	
T36 SIGNALIZATION Copy 2 0 D T39 TRAFFIC ACCIDENTS – CASE FILES Original 2 4 D Copy 2 0 D	
T39 TRAFFIC ACCIDENTS - CASE FILES Original 2 4 D Copy 2 0 D	
T39 TRAFFIC ACCIDENTS – CASE FILES Copy 2 0 D	·
T41 SIGNALIZATION - CASE FILES Copy 2 0 D	
V VEHICLES & EQUIPMENT	
V00 GENERAL Original 2 4 D	
Copy 2 0 B	· · · · · · · · · · · · · · · · · · ·
V03 TRANSPORTABLE ACCESSORY Original 2 4 D Copy 2 0 D	
EQUIPMENT	
W PERMITS & LICENCES	
W00 GENERAL Original 2 4 D	· .
Copy 2 0 B	
W05 LICENSING COMMITTEE / MEETINGS Original 2 4 D Copy 2 0 D	
Original 2 4 D	
6 SPECIAL OCCASION PERMITS Copy 2 0 D	
Original 2 4 D	
W27 INDOOR FACILITIES PERMITS / RENTAL Copy 2 0 D	
CONTRACTS Original 2 4 D	-
W28 OUTDOOR FACILITIES PERMITS / RENTAL CONTRACTS Copy 2 0 D	
X SAFEKEEPING	
X01 FIRE ALARM CONNECTION AGREEMENTS Conv. D.	
Copy	
X02 LAND REGISTRATION Comp.	
Copy D Original D	
X03 SALES TRAILERS Copy D	
Original D	
X04 REZONING AGREEMENTS Copy D	
VOE DEZONING CITE DI ANI ACREEMENTS	
Сору	
X07 SITE PLAN AGREEMENTS Original D	
Copy D Original D	
SUBDIVISION AGREEMENTS Copy Copy D	
Original D	
X12 HERITAGE AGREEMENTS Copy D	
Original D	
X35 SAFEKEEPING - MASTER AGREEMENTS Copy D	
YOO MICPOELLM	
X99 MICROFILM Copy D	