



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 Municipal Act, 2001 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;

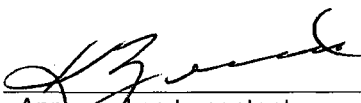
AND WHEREAS Records Retention By-law 242-90, as amended, established retention periods for official records of the City;

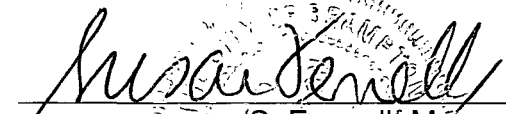

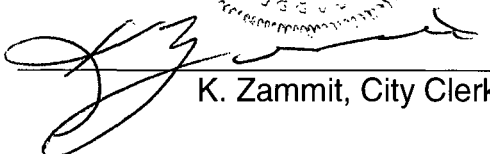
AND WHEREAS it is now appropriate to adopt an updated records retention by-law for the City;

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 By-law 242-90, as amended, is hereby repealed.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
K. Zammit, Director of Council
and Administrative Services
and City Clerk,
Management and Administrative
Services



S. Fennell, Mayor

K. Zammit, City Clerk

Approved as to
form.

08/06/25
WCC

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. Microfilm Program

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 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: <ul style="list-style-type: none"> - 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
	<ul style="list-style-type: none"> - a copy of a published report - a copy of microfilm. <p>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.</p> <p>A duplicate record with source documents attached to it is considered an official record. (See also General, Records Destruction, Duplicate Records).</p>
Electronic Records	<p>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.</p> <p>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.</p>
Inactive Records:	<p>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.</p>
Non-record:	<p>Certain materials have no documentary value to the City and should be discarded as soon as practicable. Non-record materials include, but are not restricted to:</p> <ul style="list-style-type: none"> - 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. <p>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.</p>
Official Holder:	<p>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</p>

Term	Definition
	<p>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 by-law. 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.</p>
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 <i>Municipal Freedom of Information & Protection of Privacy Act</i> , 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:	<p>Documentary material regardless of physical form or characteristics. It includes, but is not restricted to:</p> <ul style="list-style-type: none"> - 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 <p>or any other documentary materials that:</p> <ul style="list-style-type: none"> - 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.
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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*.

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES
		In-Dept	Records Centre			
A	ADMINISTRATION					
A01	CORPORATE POLICIES					Official Holder: Management Studies & Business Services. Vital, Archival Review
	APPROVED POLICY	Original	USUP	0	D	OA
		Copy	2	0	D	
	SUBJECT / BACKGROUND FILE	Original	2	4	D	RA
Copy		2	0	D		
A04	REFERENCE MATERIAL	Original	2	0	D	OA
		Copy	2	0	D	
A05	INTERNAL AUDIT					Official Holder: Internal Audit
	FINAL AUDIT REPORT	Original	2	18	D	XA
		Copy	2	0	D	
	SUBJECT FILES	Original	2	4	D	XA
		Copy	2	0	D	
	WORKING FILES	Original	2	2	D	XA
Copy		2	0	D		
A06	SECURITY					Official Holder: Emergency Measures & Corporate Security PIB, Vital
	SECURITY LOG	Original	2	2	D	XA
		Copy	2	0	D	
	DATA FILE (Regardless of Media)	Original	31 days	0		XA
		Extracted Info	1	0		
	WORKING COPY	Original	2	4	D	RA
Copy		2	0	D		
A07	DEPARTMENTAL POLICIES / PROCEDURES					
	APPROVED POLICY/ PROCEDURE	Original	USUP	0	D	RA
		Copy	2	0	D	
	SUBJECT / BACKGROUND / ISSUE FILE	Original	2	4	D	RA
Copy		2	0	D		
A09	MULTILINGUAL SERVICES	Original	2	4	D	RA
		Copy	2	0	D	
A10	ASSOCIATIONS & ORGANIZATIONS	Original	2	0	D	OA
		Copy	2	0	D	
A11	CONFERENCES & SEMINARS	Original	2	0	D	OA
		Copy	2	0	D	
A16	REQUESTS FOR INFORMATION – GENERAL	Original	2	4	D	RA
		Copy	2	0	D	
A17	MFIPPA – ACCESS REQUESTS					Official Holder: Office of the City Clerk
	CASE FILES	Original	2	4	D	XA
		Copy	2	0	D	
	DIRECTORY OF RECORDS	Original	USUP	0	D	OA
		Copy	2	0	D	
	FOI MANUAL	Original	USUP	0	D	OA
Copy		2	0	D		

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES	
		In-Dept	Records Centre				
A20	ADMINISTRATIVE COMMITTEES	Original	2	4	D	RA	
		Copy	2	0	D		
A21	ACCESSIBILITY					Official Holder: Office of the City Clerk	
	ACCESSIBILITY PLAN	Original	USUP	2	D	RA	Vital, Archival Review
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			
A22	CROSS FUNCTIONAL TEAM	Original	2	4	D	RA	
		Copy	2	0	D		
A23	STRATEGIC PLANNING						
	PLAN	Original	USUP	6	D	RA	
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			
A24	INSURANCE - GENERAL	Original	2	4	D	RA	
		Copy	2	0	D		
A25	INSURANCE CLAIMS					Official Holder: Finance, Insurance	
	INSURANCE CLAIMS	Original	T+2	4	D	XA	T = Closure of Claim PIB, Vital
		Copy	2	0	D		
	PERSONAL INJURY CLAIMS	Original	T+2	8	D	XA	PIB, Vital
		Copy	2	0	D		
	CASE FILES	Original	T+2	4	D	XA	PIB, Vital
Copy		2	0	D			
ACCIDENT / INCIDENT REPORTS	Original	2	4	D	XA	PIB, Vital	
	Copy	2	0	D			
A27	INSURANCE POLICIES / CERTIFICATES	Original	T+2	48	D	RA	Official Holder: Finance, Insurance
		Copy	2	0	D		Vital
						T= Expiration of Policy	
A28	INSURANCE CLAIMS - MINORS					Official Holder: Finance, Insurance	
	CASE FILE	Original	2	23	D	XA	PIB, Vital
		Copy	2	0	D		
A29	INSURANCE CLAIMS – MENTALLY CHALLENGED					Official Holder: Finance, Insurance	
	CASE FILE	Original	2	48	D	XA	PIB, Vital
		Copy	2	0	D		
A30	DISASTER RECOVERY					Official Holder: Emergency Measures & Corporate Security	
	DISASTER PLAN	Original	USUP+2	0	D	RA	Vital
		Copy	2	0	D		
	SUBJECT FILE	Original	2	4	D	RA	
Copy		2	0	D			
A33	FORMS MANAGEMENT	Original	USUP	0	D	OA	Official Holder: Economic Development & Corporate Communications
		Copy	2	0	D		
A35	RECORDS MANAGEMENT	Original	2	4	D	RA	Official Holder: Office of the City Clerk
		Copy	2	0	D		Vital

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES	
		In-Dept	Records Centre				
A36	RECORDS DESTRUCTION CERTIFICATES	Original	2	48	D	Official Holder: Office of the City Clerk, Vital	
		Copy	2	0	D		
A40	OFFICE EQUIPMENT / FURNITURE	Original	T+2	4	D	Official Holder: Space Planning T= Completion of Project	
		Copy	2	0	D		
A41	OFFICE SERVICES	Original	2	0	D	RA	
		Copy	2	0	D		
A42	TELECOMMUNICATIONS	Original	2	4	D	Official Holder: Information Technology	
		Copy	2	0	D		
A43	VENDOR / SUPPLIERS / SUPPLIES	Original	2	4	D	Official Holder: Purchasing & Materials Management	
		Copy	2	0	D		
A46	COMPUTER HARDWARE					Official Holder: Information Technology	
		WORKING FILES	Original	T+2	4	D	RA Vital T = Replacement of Hardware
	Copy	2	0	D			
A47	COMPUTER SOFTWARE					Official Holder: Information Technology	
		REQUEST FOR ACCESS FORMS (RFA's)	Original	2	4	D	XA PIB, Vital
			Copy	2	0	D	
		WORKING FILE	Original	2	4	D	RA
	Copy	2	0	D			
A48	SYSTEM DEVELOPMENT					Official Holder: Information Technology	
		COMPUTER SYSTEM ARCHITECTURE DOCUMENTATION	Original	USUP	6	D	RA Vital
			Copy	2	0	D	
		WORKING FILES	Original	2	4	D	RA
	Copy	2	0	D			
A50	I.T. PROJECTS / SOLUTIONS					Official Holder: Information Technology	
		WORKING FILES	Original	2	4	D	RA
	Copy	2	0	D			

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES
		In-Dept	Records Centre			
B	BUILDING & LANDS					
B11	BUILDING PERMITS					Official Holder: Building T = Final Inspection
	BUILDING PERMIT ISSUED – RESIDENTIAL - SINGLE FAMILY, SEMI - DETACHED					
	PERMITS	Original	T+2	5	D	RA Vital
		Copy	2	0	D	
	PLANS	Original	T+2	5	D	RA Vital
		Copy	2	0	D	
	CORRESPONDENCE	Original	T+2	5	D	RA Vital
		Copy	2	0	D	
	BUILDING PERMITS ISSUED – RESIDENTIAL - MULTIPLE FAMILY					
	PERMITS	Original	T+2	LOF	D	RA Vital
		Copy	2	0	D	
	PLANS	Original	T+2	LOF	D	RA Vital
		Copy	2	0	D	
	CORRESPONDENCE	Original	T+2	LOF	D	RA Vital
		Copy	2	0	D	
	BUILDING PERMITS ISSUED - INDUSTRIAL					
	PERMITS	Original	T+2	LOF	D	RA Vital
		Copy	2	0	D	
	PLANS	Original	T+2	LOF	D	RA Vital
		Copy	2	0	D	
	CORRESPONDENCE	Original	T+2	LOF	D	RA Vital
		Copy	2	0	D	
	BUILDING PERMITS ISSUED - COMMERCIAL					
	PERMITS	Original	T+2	LOF	D	RA Vital
		Copy	2	0	D	
	PLANS	Original	T+2	LOF	D	RA Vital
		Copy	2	0	D	
	CORRESPONDENCE	Original	T+2	LOF	D	RA Vital
		Copy	2	0	D	
	BUILDING PERMITS ISSUED – PUBLIC BUILDINGS					
	PERMITS	Original	T+2	LOF	A	RA Vital, Archival
		Copy	2	0	D	
	PLANS	Original	T+2	LOF	A	RA Vital, Archival
		Copy	2	0	D	
	CORRESPONDENCE	Original	T+2	LOF	A	RA Vital, Archival
		Copy	2	0	D	
	BUILDING PERMITS ISSUED – HERITAGE PROPERTIES					
	PERMITS	Original	T+2	P	A	RA Vital, Archival
		Copy	2	0	D	
	CORRESPONDENCE	Original	T+2	5	A	RA Vital, Archival
		Copy	2	0	D	
	BUILDING PERMITS ISSUED – TEMPORARY STRUCTURES					
	PERMITS	Original	T+2	4	D	RA
		Copy	2	0	D	
	CORRESPONDENCE	Original	T+2	5	D	RA
		Copy	2	0	D	

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES
		In-Dept	Records Centre			
	BUILDING PERMITS ISSUED - CANCELLED					
	PERMITS	Original	T+2	4	D	RA
		Copy	2	0	D	
	CORRESPONDENCE	Original	T+2	5	D	RA
Copy		2	0	D		
B12	BUILDING PERMIT – SIGNS					Official Holder: Building T = Completion
	PLANS	Original	T+2	4	D	RA
		Copy	2	0	D	
	CORRESPONDENCE	Original	T+2	4	D	RA
Copy		2	0	D		
B13	BUILDING PERMITS - DEMOLITIONS	Original	T+1	0	D	RA
		Copy	1	0	D	
B14	BUILDING COMPLAINTS & ORDERS TO COMPLY					Official Holder: Building
	COMPLAINTS & ORDERS	Original	2	4	D	RA
		Copy	2	0	D	
	CORRESPONDENCE	Original	2	2	D	RA
Copy		2	0	D		
B15	BUILDING PERMITS – TRUSS DRAWINGS					Official Holder: Building
	DRAWINGS	Original	2	4	D	RA
		Copy	2	0	D	
	CORRESPONDENCE	Original	2	4	D	RA
Copy		2	0	D		
B17	BUILDING REPORTS	Original	2	4	D	OA
		Copy	2	0	D	
B20	BUILDING REPORTS					Official Holder: PD&D
	DESIGNATIONS	Original	2	18	D	OA
		Copy	2	0	D	
	STREET INDEX	Original	USUP	0	D	OA
		Copy	2	0	D	
	WORKING FILE	Original	2	4	D	RA
		Copy	2	0	D	
	B44	MAINTENANCE & REPAIRS				
WORK ORDERS		Original	2	8	D	RA
		Copy	2	0	D	
INSPECTIONS		Original	2	8	D	RA
		Copy	2	0	D	
ELEVATORS		Original	2	8	D	RA
		Copy	2	0	D	
JANITORIAL		Original	2	8	D	RA
		Copy	2	0	D	
ROOF MAINTENANCE		Original	2	8	D	RA
		Copy	2	0	D	
B50		PROPERTY MANAGEMENT	Original	2	4	D
	Copy		2	0	D	
B51	BUILDING PORTFOLIO MANAGEMENT	Original	2	0	D	RA
		Copy	2	0	D	
B55	SAFETY & SECURITY	Original	2	4	D	RA
		Copy	2	0	D	

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION				Final Disp.	Access Code	NOTES	
		In-Dept	Records Centre						
B60	BUILDING FILES – (City Owned Buildings)							Official Holder: Physical Plant & Real Property Services T = Completion	
	CONSTRUCTION	Original	T+2	LOF	M	RA		Vital, Archival Review	
		Copy	2	0	D				
	DESIGN	Original	T+2	LOF	M	RA		Vital, Archival Review	
		Copy	2	0	D				
	LEGAL DOCUMENTS	Original	T+2	LOF	M	RA		Vital, Archival Review	
		Copy	2	0	D				
	POST CONSTRUCTION								
	DRAWINGS – AS BUILT DRAWINGS	Original	T+2	LOF	D	RA		Vital, Archival Review	
		Copy	2	0	D				
	OTHER REPORTS	Original	2	18	D	RA		Vital, Archival Review	
		Copy	2	0	D				
	DEFICIENCY & COMMISSIONING REPORTS	Original	T+2	4	D	RA		Archival Review	
		Copy	2	0	D				
SUBJECT FILES	Original	2	4	D	RA		Archival Review		
	Copy	2	0	D					
B64	SPACE PLANNING	Original	2	8	D	RA		Official Holder: Space Planning	
		Copy	2	0	D				
B65	BUILDING ACCESSIBILITY	Original	2	4	D	RA		Official Holder: Physical Plant & Real Property Services	
		Copy	2	0	D				
B66	PROPOSAL FOR USE OF LAND & FACILITIES	Original	2	4	D	RA		Official Holder: Physical Plant & Real Property Services	
		Copy	2	0	D				
B67	EXTERIOR / INTERIOR APPURTENANCES	Original	2	4	D	RA			
		Copy	2	0	D				

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES	
		In-Dept	Records Centre				
C	COMMUNITY & SOCIAL SERVICES						
C15	COMMUNITY ORGANIZATIONS	Original	2	4	D	RA	Official Holder: Community Services
		Copy	2	0	D		
C16	COMMUNITY SPORTS ORGANIZATIONS	Original	2	4	D	RA	Official Holder: Community Services
		Copy	2	0	D		
C20	HEALTH CARE	Original	2	4	D	RA	
		Copy	2	0	D		
C21	HOSPITALS	Original	2	4	D	RA	
		Copy	2	0	D		
C25	EDUCATION	Original	2	4	D	RA	
		Copy	2	0	D		
C30	LIBRARIES & INFORMATION CENTRES	Original	2	4	D	RA	
		Copy	2	0	D		
C31	MUSEUMS, ART GALLERIES & CULTURAL CENTRES	Original	2	8	D	RA	
		Copy	2	0	D		
C32	THEATRES	Original	2	8	D	RA	
		Copy	2	0	D		
C35	UTILITIES	Original	2	4	D	RA	
		Copy	2	0	D		
C40	CEMETERY RECORDS						Official Holder: Community Services
	CASE FILES	Original	P	0	A	XA	PIB, Vital, Archival
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			
C50	SOCIAL SERVICES	Original	2	4	D	RA	
		Copy	2	0	D		
C51	HOUSING						
	PEEL NON-PROFIT HOUSING	Original	2	4	D	RA	
		Copy	2	0	D		
	GROUP HOMES	Original	2	4	D	RA	
		Copy	2	0	D		
	HOMES FOR THE AGED	Original	2	4	D	RA	
Copy		2	0	D			

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES
		In-Dept	Records Centre			
D	FIRE & EMERGENCY SERVICES					
D10	FIRE PREVENTION & INSPECTION REPORTS					Official Holder: Fire & Emergency Services
	CASE FILE	Original 2	8	D	XA	
		Copy 2	0	D		
	SUBJECT FILE	Original 2	4	D	RA	
		Copy 2	0	D		
D11	FIRE ACCESS ROUTES	Original USUP+2	4	D	OA	Official Holder: By-Law Enforcement
		Copy 2	0	D		
D12	FIRE TRUCK INSPECTION REPORTS	Original LOV	LOV+2	D	RA	Official Holder: Fire & Emergency Services
		Copy 2	0	D		
D13	HONOUR GUARD	Original 2	4	D	RA	Official Holder: Fire & Emergency Services PIB
		Copy 2	0	D		
D20	COMMUNICATIONS CENTRE	Original 2	4	D	RA	Official Holder: Fire & Emergency Services
		Copy 2	0	D		
D25	MASTER RECORDINGS					Official Holder: Fire & Emergency Services
	DIGITAL (on electronic system)	Original Digital	0	D	XA	
		Copy 0	0	D		
	EXTRACTED INFO	Original T+1	0	D	XA	T = Completion of Investigation
		Copy 2	0	D		
D45	FIRE / LIFE SAFETY EDUCATION	Original 2	4	D	RA	Official Holder: Fire & Emergency Services
		Copy 2	0	D		
D50	EMERGENCY PLANNING					Official Holder: Emergency Measures & Corporate Security
	EMERGENCY PLAN	Original USUP+ 2	4	D	RA	Vital
		Copy 2	0	D		
	SUBJECT FILES	Original 2	4	D	RA	
		Copy 2	0	D		
D55	FIRE & RESCUE INCIDENTS					Official Holder: Fire & Emergency Services
	CASE FILES	Original T+2	8	D	XA	T = Completion of Investigation
		Copy 2	0	D		
D60	FIRE STATIONS	Original 2	0	D	RA	Official Holder: Fire & Emergency Services
		Copy 2	0	D		
D70	POLICE SERVICES	Original 2	4	D	RA	
		Copy 2	0	D		
D80	AMBULANCE SERVICES	Original 2	4	D	RA	
		Copy 2	0	D		

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES	
		In-Dept	Records Centre				
E	BY-LAW ENFORCEMENT						
E05	LEGAL AUTHORITY – FORM 101	Original	2	0	D	XA	Official Holder: By-Law Enforcement
		Copy	2	0	D		
E06	PARKING BY-LAW ENFORCEMENT - OPERATIONS	Original	2	0	D	RA	Official Holder: By-Law Enforcement
		Copy	2	0	D		
E07	BY-LAW ENFORCEMENT – COMPLAINTS / OCCURRENCE LOGS					Official Holder: By-Law Enforcement T = Compliance	
	PARKING	Original	T+2	4	D		RA
		Copy	2	0	D		
	LICENSING	Original	T+2	4	D		RA
		Copy	2	0	D		
	MUNICIPAL BY-LAW	Original	T+2	4	D		RA
		Copy	2	0	D		
	E12	BY-LAW ENFORCEMENT – OFFICERS' REPORTS					Official Holder: By-Law Enforcement
PARKING		Original	2	4	D	RA	
		Copy	2	0	D		
LICENSING		Original	2	4	D	RA	
		Copy	2	0	D		
MUNICIPAL BY-LAW		Original	2	4	D	RA	
		Copy	2	0	D		

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES
		In-Dept	Records Centre			
F	FINANCE					
F10	ACCOUNTS PAYABLE	Original	2	5	D	RA Official Holder: Finance PIB, Vital
		Copy	2	0	D	
F11	JOURNAL VOUCHERS	Original	2	4	D	RA Official Holder: Finance
		Copy	2	0	D	
F12	CAPITAL PROJECTS	Original	T+2	8	D	RA Official Holder: Finance Vital T = Completion of Project
		Copy	2	0	D	
F13	RESERVES & TRUST FUND ACCOUNTING	Original	2	5	D	RA Official Holder: Finance Vital
		Copy	2	0	D	
F15	ACCOUNTS RECEIVABLE	Original	2	4	D	RA Official Holder: Finance Vital
		Copy	2	0	D	
F16	CASH RECEIPTS / REVENUE REPORTS	Original	2	4	D	RA Official Holder: Finance PIB, Vital
		Copy	2	0	D	
F17	CITY OWNED PARKING GARAGE / SPITTER TICKETS	Original	6mths	0	D	OA Official Holder: Finance
		Copy	0	0	D	
F18	EXTERNAL AUDIT					Official Holder: Finance
	FINAL AUDIT	Original	2	6	D	RA
		Copy	2	0	D	
	SUBJECT FILES	Original	2	4	D	RA
		Copy	2	0	D	
	F20	BANK STATEMENTS	Original	2	4	D
Copy			2	0	D	
F21	BANK RECONCILIATION	Original	2	4	D	RA Official Holder: Finance Vital
		Copy	2	0	D	
F22	CASH IN LIEU					Official Holder: Finance
	CASE FILES	Original	2	75	D	RA Vital
		Copy	2	0	D	
	SUBJECT FILES	Original	2	4	D	RA
		Copy	2	0	D	
	F23	PERSONAL EXPENSES	Original	2	4	D
Copy			2	0	D	
F24	CREDIT CARD AUTHORIZATION	Original	2	4	D	XA Official Holder: Finance PIB
		Copy	2	0	D	
F25	CAPITAL BUDGET					Official Holder: Finance
	APPROVED BUDGET	Original	2	48	D	OA Vital
		Copy	2	0	D	
	SUBJECT FILES	Original	2	4	D	RA
		Copy	2	0	D	
	F27	CURRENT BUDGET				
APPROVED BUDGET		Original	2	48	D	OA Vital
		Copy	2	0	D	
SUBJECT FILES		Original	2	4	D	RA
		Copy	2	0	D	
F37		ASSET INVENTORY CONTROL PROGRAM				
	ASSET INVENTORY	Original	2	75	D	RA Vital, Archival Review
		Copy	2	0	D	
	SUBJECT FILES	Original	2	4	D	RA
		Copy	2	0	D	

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES	
		In-Dept	Records Centre				
F40	CHEQUES – NEGOTIATED	Original	2	4	D	Official Holder: Finance	
		Copy	2	0	D		RA
F41	CHEQUES – RETURNED	Original	2	4	D	Official Holder: Finance	
		Copy	2	0	D		RA
F43	DEBENTURES	Original	T+2	4	A	Official Holder: Finance Vital, Archival T = Maturity	
		Copy	2	0	D		RA
F48	INVESTMENTS	Original	T+2	4	D	Official Holder: Finance Vital T = Maturity	
		Copy	2	0	D		RA
F49	T4 SLIPS	Original	2	4	D	Official Holder: Finance PIB, Vital	
		Copy	2	0	D		XA
F50	PAYROLL RECORDS	Official Holder: Finance					
		T = Termination					
		PIB, Vital					
		FIRE EMPLOYEE FILES	Original	T+2	75	D	XA
			Copy	2	0	D	
		EMPLOYEE FILES	Original	T+2	4	D	XA
Copy	2		0	D			
SUBJECT FILES	Original	2	4	D	RA		
	Copy	2	0	D			
F54	PAYROLL REGISTERS	Original	2	73	D	Official Holder: Finance PIB, Vital, Archival Review	
		Copy	2	0	D		XA
Note: Hard copy not produced since 2000							
F55	GENERAL JOURNAL	Original	2	4	D	Official Holder: Finance Vital	
		Copy	2	0	D		RA
Note: Hard copy not produced since 2000							
F56	FINANCIAL STATEMENTS	Official Holder: Finance					
		Vital, Archival					
		ORIGINAL STATEMENTS	Original	2	73	A	OA
			Copy	2	0	D	
		SUBJECT FILES	Original	2	4	D	RA
			Copy	2	0	D	
F57	CANADA SAVINGS BONDS	Original	2	4	D	OA	
		Copy	2	0	D		
F58	GENERAL LEDGER	Original	2	73	D	Official Holder: Finance Vital, Archival Review	
		Copy	2	0	D		RA
F60	MONTHLY OPERATION STATEMENTS	Original	2	4	D	Official Holder: Finance	
		Copy	2	0	D		RA
F64	SNOW REMOVAL SUBSIDY PROGRAM	Original	2	4	D	Official Holder: Works & Transportation, PIB	
		Copy	2	0	D		XA
F65	GRANTS PAID OUT	Original	2	4	D	Official Holder: Finance	
		Copy	2	0	D		OA
F66	GRANTS RECEIVED	Original	2	4	D	Official Holder: Finance	
		Copy	2	0	D		OA
F70	ASSESSMENT ROLLS	Official Holder: Office of the City Clerk					
		Vital, Archival					
		PAPER COPY	Original	1	8	A	OA
			Copy	1	0	D	
		MICROFICHE	Original	1	50	A	OA
			Copy	1	0	D	
CD	Original	1	50	A	OA		
	Copy	1	0	D			

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION			Final Disp.	Access Code	NOTES
		In-Dept	Records Centre				
F71	ASSESSMENT APPEALS						Official Holder: Finance
	CASE FILES	Original	T+2	4	D	XA	PIB
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			
F80	PURCHASE ORDERS	Original	T+2	4	D	RA	Official Holder: Finance
		Copy	2	0	D		T = Expiry of Purchase Order
F81	TENDERS/ RFP's						Official Holder: Finance
	SUCCESSFUL BIDS	Original	T+2	4	D	XA	Vital
		Copy	2	0	D		T = Expiry of Contract
	UNSUCCESSFUL BIDS	Original	2	0	D	XA	
Copy		2	0	D			
F82	QUOTATIONS						Official Holder: Finance
	SUCCESSFUL QUOTATIONS	Original	T+2	4	D	XA	Vital
		Copy	2	0	D		T = Expiry of Contract
	UNSUCCESSFUL QUOTATIONS	Original	2	0	D	XA	
Copy		2	0	D			
F85	DEVELOPMENT – CHARGES	Original	2	48	D	RA	Official Holder: Finance
		Copy	2	0	D		Vital
F86	SITE PLANS - FINANCIAL	Original	T+2	48	D	RA	Official Holder: Finance
		Copy	2	0	D		Vital
F87	CONSENT APPLICATIONS – FINANCIAL	Original	T+2	8	D	RA	Official Holder: Finance
		Copy	2	0	D		Vital
F88	LEVY PAYMENTS	Original	T+2	48	D	RA	Official Holder: Finance
		Copy	2	0	D		Vital
F89	SALES TRAILERS	Original	T+2	4	D	RA	Official Holder: Finance
		Copy	2	0	D		Vital
F90	FILL PERMITS – FINANCIAL	Original	2	4	D	RA	Official Holder: Finance
		Copy	2	0	D		Vital
F91	TAX LEVIES PAID	Original	2	4	D	OA	Official Holder: Finance
		Copy	2	0	D		
F92	TAX RATE	Original	2	4	D	OA	Official Holder: Finance
		Copy	2	0	D		Vital
F93	TAX SALES	Original	T+2	4	D	RA	Official Holder: Finance
		Copy	2	0	D		T = Completion of Sale
F94	TAX RECORDS	Original	2	4	D	RA	Official Holder: Finance
		Copy	2	0	D		PIB, Vital
F96	TAX ADJUSTMENTS	Original	2	4	D	RA	Official Holder: Finance
		Copy	2	0	D		PIB, Vital
F97	TAX ARREARS	Original	2	4	D	RA	Official Holder: Finance
		Copy	2	0	D		PIB, Vital
F98	TAX & COLLECTOR'S ROLLS	Original	2	8	D	RA	Official Holder: Finance
		Copy	2	0	D		PIB, Vital
F99	TAXES PAID	Original	2	4	D	RA	Official Holder: Finance
		Copy	2	0	D		Vital

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION			Final Disp.	Access Code	NOTES
		In-Dept	Records Centre				
G	GOVERNMENT & COUNCIL						
G02	BY-LAWS						Official Holder: Office of the City Clerk
	ORIGINAL BY-LAWS	Original	P	A	M	OA	Vital, Archival
		Copy	2	0	D		
	MICROFILM	Original	P	P	A	OA	Vital, Archival
		Copy	P	0	A		
	SUBJECT FILES	Original	2	4	D	RA	
		Copy	2	0	D		
G10	BOARDS & COMMISSIONS	Original	2	0	D	RA	
		Copy	2	0	D		
G15	APPOINTMENTS	Original	2	4	D	RA	Official Holder: Office of the City Clerk
		Copy	2	0	D		
G20	COUNCIL – GENERAL	Original	2	4	D	RA	
		Copy	2	0	D		
G21	COUNCIL - AGENDAS						Official Holder: Office of the City Clerk
	ORIGINAL AGENDAS	Original	2	M	M	OA	Vital, Archival
		Copy	2	0	D		
	MICROFILM	Original	P	P	P	OA	Vital, Archival
		Copy	P	0	P		
	SUBJECT FILES	Original	2	4	D	RA	
		Copy	2	0	D		
G22	COUNCIL MINUTES						Official Holder: Office of the City Clerk
	OFFICIAL MINUTES	Original	2	M	M	OA	Vital, Archival
		Copy	2	0	D		
	MICROFILM	Original	P	P	P	OA	Vital, Archival
		Copy	P	0	P		
	INAUGURAL VIDEO RECORDINGS	Original	P	P	P	OA	Archival
		Copy	P	0	P		
	REGULAR VIDEO RECORDINGS	Original	2	0	D	OA	Archival Review
		Copy	0	0	D		
G23	RESOLUTIONS	Original	P	A	A	RA	Official Holder: Office of the City Clerk
		Copy	2	0	D		
G24	STANDING COMMITTEES						Official Holder: Office of the City Clerk
	ORIGINAL MINUTES & AGENDAS	Original	2	M	M	OA	Vital, Archival
		Copy	2	0	D		
	MICROFILM	Original	P	P	P	OA	Vital, Archival
		Copy	P	0	P		
	SUBJECT FILES	Original	2	4	D	RA	
		Copy	2	0	D		

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES	
		In-Dept	Records Centre				
G25	OTHER COMMITTEES					Official Holder: Office of the City Clerk	
	ORIGINAL MINUTES & AGENDAS	Original	2	M	M	OA	Vital, Archival
		Copy	2	0	D		
	MICROFILM	Original	P	P	P	OA	Vital, Archival (Duplicate Copy of Microfilm to be stored off site)
		Copy	P	0	P		
SUBJECT FILES	Original	2	4	D	RA		
	Copy	2	0	D			
G26	CLOSED SESSION AGENDAS & MINUTES	Original	P	M	M	XA	Official Holder: Office of the City Clerk Vital, Archival (Duplicate Copy of Microfilm to be stored off site)
		Copy	2	0	D		
G31	COMMITTEE OF ADJUSTMENT					Official Holder: Office of the City Clerk	
	COMMITTEE OF ADJUSTMENT MINOR VARIANCE APPLICATIONS	Original	T+2	8	D	RA	Vital, Archival Review T = Decision
		Copy	2	0	D		
	DECISIONS / FINAL NOTICE / OMB ORDERS	Original	P	M	M	RA	Vital, Archival Review
Copy		2	0	D			
G32	CONSENT APPLICATIONS					Official Holder: Office of the City Clerk	
	CONSENT APPLICATION FILES	Original	T+2	8	D	RA	Vital, Archival Review T = Decision
		Copy	2	0	D		
	DECISIONS/ FINAL NOTICE/ OMB ORDERS	Original	P	M	M	RA	Vital, Archival Review
		Copy	2	0	D		
G33	BRAMPTON HERITAGE BOARD					Official Holder: Office of the City Clerk	
	ORIGINAL AGENDA & MINUTES	Original	2	M	M	OA	Vital, Archival
		Copy	2	0	D		
	MICROFILM	Original	P	P	P	OA	Vital, Archival (Duplicate Copy of Microfilm to be stored off site)
		Copy	P	0	P		
SUBJECT FILES	Original	2	4	D	RA		
	Copy	2	0	D			
G50	MUNICIPAL ELECTION RECORDS					Official Holder: Office of the City Clerk	
	BALLOTS	Original	T+90 DAYS	0	D	XA	Vital T = Official Results
		Copy	2	0	D		
	ELECTION RESULTS	Original	2	18	D	OA	Vital, Archival Review
		Copy	2	0	D		
	DECLARATION OF OFFICE	Original	P	0	P	OA	Vital, Archival
		Copy	2	0	D		
SUBJECT FILES	Original	2	4	D	RA		
	Copy	2	0	D			
G51	MUNICIPAL ELECTION RECORDS – CAMPAIGN FINANCE	Original	2	6	D	OA	Official Holder: Office of the City Clerk
		Copy	2	0	D		

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION			Final Disp.	Access Code	NOTES	
		In-Dept	Records Centre					
G52	ELECTION RECORDS – VOTERS LISTS						Official Holder: Office of the City Clerk T = Official Results	
	VOTERS LISTS	Original	T+90 DAYS	4	D	OA		
		Copy	2	0	D			
	POLL LISTS	Original	T+90 DAYS	4	D	OA		
		Copy	2	0	D			
	SUBJECT FILES	Original	2	4	D	RA		
Copy		2	0	D				
G53	MUNICIPAL ELECTION RECORDS – WORKING FILES						Official Holder: Office of the City Clerk	
	ELECTION PERSONNEL	Original	2	4	D	XA	PIB	
		Copy	2	0	D			
	SUBJECT FILES	Original	2	4	D	RA		
		Copy	2	0	D			
	G54	WARDS & BOUNDARIES	Original	2	18	A		OA
Copy			2	0	D			
G60	FEDERAL GOVERNMENT	Original	2	4	D	RA		
		Copy	2	0	D			
G65	PROVINCIAL GOVERNMENT	Original	2	4	D	RA		
		Copy	2	0	D			
G70	REGIONAL GOVERNMENT							
	REGIONAL AGENDAS & MINUTES	Original	1	0	D	OA		
		Copy	0	0	D			
	SUBJECT FILES	Original	2	4	D	RA		
		Copy	2	0	D			
	G75	MUNICIPAL GOVERNMENT - OTHER	Original	2	4	D	RA	
Copy			2	0	D			
G95	VITAL STATISTICS						Official Holder: Office of the City Clerk	
	BIRTH & DEATH REGISTRATION	Original	2	P	A	XA	PIB, Archival	
		Copy	2	0	D			
	REGISTER OF MARRIAGE LICENCES	Original	2	48	D	XA		
		Copy	2	0	D			
	SUBJECT FILES	Original	2	4	D	RA		
Copy		2	0	D				
G96	MARRIAGE LICENCE APPLICATIONS	Original	2	0	D	XA	Official Holder: Office of the City Clerk	
		Copy	2	0	D			

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

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

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES	
		In-Dept	Records Centre				
H31	EMPLOYEE FILE OF REFERENCE – PART TIME	Original	T+2	18	D	Official Holder: Human Resources, Vital	
		Copy	2	0	D		
H35	HUMAN RIGHTS					Official Holder: Human Resources T = Termination	
	EMPLOYEE CASE FILES – FIRE	Original	T+2	75	D	PIB, Vital	
		Copy	2	0	D		
	EMPLOYEE CASE FILES – PERMANENT STAFF	Original	T+2	48	D	PIB, Vital	
		Copy	2	0	D		
	EMPLOYEE CASE FILES – CONTRACT/ PT	Original	T+2	18	D	PIB, Vital	
		Copy	2	0	D		
	EXTERNAL CASE FILES	Original	T+2	4	D	PIB, Vital	
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
		Copy	2	0	D		
	H40	LABOUR / EMPLOYEE RELATIONS					Official Holder: Human Resources T = Termination
EMPLOYEE CASE FILES – FIRE		Original	T+2	75	D	PIB, Vital	
		Copy	2	0	D		
EMPLOYEE CASE FILES – PERMANENT STAFF		Original	T+2	48	D	PIB, Vital	
		Copy	2	0	D		
EMPLOYEE CASE FILES – CONTRACT/ PT		Original	T+2	18	D	PIB, Vital	
		Copy	2	0	D		
SUBJECT FILES		Original	2	4	D	RA	
		Copy	2	0	D		
H41		GRIEVANCES					Official Holder: Human Resources T = Termination
		EMPLOYEE CASE FILES – FIRE	Original	T+2	75	D	PIB, Vital
			Copy	2	0	D	
	EMPLOYEE CASE FILES – PERMANENT STAFF	Original	T+2	48	D	PIB, Vital	
		Copy	2	0	D		
	EMPLOYEE CASE FILES – CONTRACT/ PT	Original	T+2	18	D	PIB, Vital	
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
		Copy	2	0	D		
	H42	COLLECTIVE BARGAINING					Official Holder: Human Resources
		AGREEMENT	Original	USUP+2	18	D	Vital
			Copy	2	0	D	
SENIORITY LIST		Original	USUP	0	D	Vital	
		Copy	2	0	D		
H49		OCCUPATIONAL HEALTH & SAFETY / WORKPLACE INSPECTIONS	Original	T+2	10	D	Official Holder: Human Resources
	Copy		2	0	D		
H50	OCCUPATIONAL HEALTH & SAFETY PROJECT FILES & STUDIES	Original	2	4	D	Official Holder: Human Resources	
		Copy	2	0	D		
H55	ORGANIZATIONAL STRUCTURE					Official Holder: Human Resources	
	ORIGINAL CHART	Original	USUP	20	D	Vital, Archival Review	
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
		Copy	2	0	D		

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES
		In-Dept	Records Centre			
H60	JOB DESCRIPTIONS	Original	USUP+2	0	D	Official Holder: Human Resources, Vital
		Copy	2	0	D	
H61	JOB EVALUATIONS	Original	USUP+2	0	D	Official Holder: Human Resources
		Copy	2	0	D	
H62	SALARY ADMINISTRATION	Original	USUP+2	4	D	Official Holder: Human Resources, Vital
		Copy	2	0	D	
H63	EMPLOYMENT & PAY EQUITY	Original	2	4	D	Official Holder: Human Resources
		Copy	2	0	D	
H65	RECRUITMENT & JOB POSTINGS					Official Holder: Human Resources
	RECRUITMENT / COMPETITION FILES	Original	2	0	D	XA
		Copy	2	0	D	
	STUDENTS / SEASONAL	Original	2	0	D	XA
		Copy	2	0	D	
	UNSOLICITED APPLICATIONS	Original	6months	0	D	XA
		Copy	2	0	D	
	RESCINDED OFFERS OF EMPLOYMENT	Original	2	0	D	XA
		Copy	2	0	D	
	H67	VOLUNTEERS	Original	T+2	0	D
Copy			2	0	D	
H70	TRAINING & ORIENTATION	Original	2	4	D	Official Holder: Human Resources
		Copy	2	0	D	

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES	
		In-Dept	Records Centre				
L	LAW						
L01	LEGISLATIONS / REGULATIONS					Official Holder: Law	
	CASE FILES	Original	T+2	4	D	RA	T = Bill Passed
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
		Copy	2	0	D		
L03	COMPLIANCE	Original	6months	0	D	RA	
		Copy	0	0	D		
L05	LEGAL OPINIONS	Original	50	0	D	RA	Official Holder: Law
		Copy	2	0	D		
L08	ONTARIO MUNICIPAL BOARD (O.M.B) CASE FILES						T = Final Decision Official Holder: Law
	CASE FILES	Original	T+2	8	D	RA	
		Copy	2	0	D		
	ORDERS & DECISIONS – SUBJECT TO BY-LAW	Original	T+2	M	M	OA	Official Holder: Office of the City Clerk, Vital, Archival
		Copy	2	0	D		
	ORDERS & DECISIONS – NOT SUBJECT TO BY-LAW	Original	T+2	25	D	OA	Official Holder: Office of the City Clerk, Vital, Archival
		Copy	2	0	D		
L09	NOTICES OF PROPERTY FOR SALE	Original	2	4	D	RA	Official Holder: Real Estate
		Copy	2	0	D		
L11	PROPERTY STANDARDS HEARING						Official Holder: Office of the City Clerk
	CASE FILES	Original	T+2	4	D	RA	T = Final Decision
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
		Copy	2	0	D		
L12	ENCROACHMENTS	Original	T+2	4	D	RA	Official Holder: Real Estate T = Execution of Agreement
		Copy	2	0	D		
L13	CASH IN LIEU						Official Holder: Real Estate, Vital, Archival
	CASE FILES	Original	2	48	D	RA	
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
		Copy	2	0	D		
L14	DISPOSALS						Official Holder: Real Estate
	CASE FILES	Original	T+2	38	D	RA	T = Completion of Sale
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
		Copy	2	0	D		
L15	ACQUISITIONS						Official Holder: Real Estate
	CASE FILES	Original	T+2	75	D	RA	Vital, Archival Review T = Completion of Acquisition
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
		Copy	2	0	D		
L16	RENTAL AGREEMENTS / LEASES	Original	T+2	4	D	RA	Official Holder: Real Estate T = Expiration of Lease
		Copy	2	0	D		

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES	
		In-Dept	Records Centre				
L17	LEGAL AFFAIRS	Original	2	4	D	RA	
		Copy	2	0	D		
L18	INQUESTS	Original	2	4	D	RA	
		Copy	2	0	D		
L19	EASEMENTS & QUIT CLAIM DEEDS					Official Holder: Real Estate	
	CASE FILES	Original	2	75	D	RA	Vital
		Copy	2	0	D		
	RELEASED, ABANDONED & TEMPORARY EASEMENTS	Original	2	4	D	RA	Vital
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			
L20	PROVINCIAL OFFENCES – BUILDING CODE	Original	T+2	5	D	RA	Official Holder: Prosecutions / POA PIB, Vital T = Until Payment Received or Case Closed
		Copy	2	0	D		
L21	PROVINCIAL OFFENCES – FILL VIOLATIONS	Original	T+2	5	D	RA	Official Holder: Prosecutions / POA PIB, Vital T = Until Payment Received or Case Closed
		Copy	2	0	D		
L22	PROVINCIAL OFFENCES – ZONING	Original	T+2	5	D	RA	Official Holder: Prosecutions / POA PIB, Vital T = T = Until Payment Received or Case Closed
		Copy	2	0	D		
L23	PROVINCIAL OFFENCES – PROPERTY STANDARDS	Original	T+2	5	D	RA	Official Holder: Prosecutions / POA PIB, Vital T = Until Payment Received or Case Closed
		Copy	2	0	D		
L24	PROVINCIAL OFFENCES – LICENSING	Original	T+2	5	D	RA	Official Holder: Prosecutions / POA PIB, Vital T = Until Payment Received or Case Closed
		Copy	2	0	D		
L25	PROVINCIAL OFFENCES – ANIMAL CONTROL	Original	T+2	5	D	RA	Official Holder: Prosecutions / POA PIB, Vital T = Until Payment Received or Case Closed
		Copy	2	0	D		
L26	PROVINCIAL OFFENCES – GENERAL BY-LAWS	Original	T+2	5	D	RA	Official Holder: Prosecutions / POA PIB, Vital T = Until Payment Received or Case Closed
		Copy	2	0	D		
L27	PROVINCIAL OFFENCES – NOISE BY-LAWS	Original	T+2	5	D	RA	Official Holder: Prosecutions / POA PIB, Vital T = Until Payment Received or Case Closed
		Copy	2	0	D		
L28	PROVINCIAL OFFENCES – SIGN BY-LAWS	Original	T+2	5	D	RA	Official Holder: Prosecutions / POA PIB, Vital T = Until Payment Received or Case Closed
		Copy	2	0	D		

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES
		In-Dept	Records Centre			
L29	PROVINCIAL OFFENCES – TRAFFIC BY-LAWS					Official Holder: Prosecutions / POA T = Until Payment Received or Case Closed PIB, Vital
	POA – PART I	Original	T+3	0	D	RA
		Copy	2	0	D	
	POA – PART III	Original	T+2	5	D	RA
	Copy	2	0	D		
L30	PROVINCIAL OFFENCES - PARKING	Original	T+3	0	D	RA
		Copy	2	0	D	
L31	PROVINCIAL OFFENCES – FIRE PROTECTION & PREVENTION ACT					Official Holder: Prosecutions / POA T = Until Payment Received or Case Closed PIB, Vital
	POA – PART I	Original	T+3	0	D	RA
		Copy	2	0	D	
	POA – PART III	Original	T+2	5	D	RA
	Copy	2	0	D		
L32	PROVINCIAL OFFENCES – POLICE LAID MATTERS					Official Holder Prosecutions / POA T = Until Payment Received or Case Closed PIB, Vital
	POA – PART I	Original	T+3	0	D	RA
		Copy	2	0	D	
	POA – PART III	Original	T+2	5	D	RA
	Copy	2	0	D		
L33	PARKING TICKETS - ORIGINALS	Original	T+2	0	D	RA
		Copy	2	0	D	
L34	PARKING TICKETS – VOIDED OR CANCELLED	Original	T+2	0	D	RA
		Copy	2	0	D	
L60	MUNICIPAL COURT RECORDS	Original	2	5	D	Official Holder: POA
		Copy	2	0	D	
L61	LITIGATION					Official Holder: Law
	CASE FILES	Original	T+2	4	D	RA
		Copy	2	0	D	
	SUBJECT FILES	Original	2	4	D	RA
Copy		2	0	D		
L85	1ST ATTENDANCE – POA PART II	Original	T+3	0	D	RA
		Copy	2	0	D	
L91	CERTIFICATE REQUESTING PLATE DENIAL – POA PART II	Original	T+3	0	D	RA
		Copy	2	0	D	
L92	PLATE DENIAL LIFTING – POA PART II	Original	3	0	D	RA
		Copy	2	0	D	

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES		
		In-Dept	Records Centre					
M	MARKETING, MEDIA & PUBLIC RELATIONS							
M03	CHARITABLE CAMPAIGNS	Original	2	4	D	RA	Official Holder: Economic Development & Corporate Communications	
		Copy	2	0	D			
M04	COMPLAINTS & COMMENDATIONS	Original	2	4	D	RA		
		Copy	2	0	D			
M06	ARTWORK	Original	USUP	0	D	RA		
		Copy	2	0	D			
M09	SALE OF ADVERTISING SPACE	Original	T+2	4	D	RA	T = Expiration of Agreement	
		Copy	2	0	D			
M10	MARKETING & PROMOTIONS	Original	2	4	D	RA		
		Copy	2	0	D			
M11	BRAMPTON BUSINESS IMPROVEMENT AREAS / DISTRICT	Original	2	8	D	RA	Official Holder: Economic Development & Corporate Communications	
		Copy	2	0	D			
M12	BUSINESS PROFILES / POTENTIAL	Original	2	4	D	RA	Official Holder: Economic Development & Corporate Communications	
		Copy	2	0	D			
M14	SMALL BUSINESS & ENTREPRENEURSHIP						Official Holder: Economic Development & Corporate Communications	
	SUBJECT FILES	Original	2	4	D	RA		
		Copy	2	0	D			
	REFERENCE FILES	Original	2	4	D	RA		
Copy		2	0	D				
M15	RESEARCH	Original	2	4	D	RA		
		Copy	2	0	D			
M30	AWARDS & PRESENTATIONS							
	AWARDS PRESENTED TO THE CITY	Original	P	0	P	OA		Archival Review
		Copy	2	0	D			
	AWARDS PRESENTED BY THE CITY	Original	2	4	D	OA		
Copy		2	0	D				
M39	TWINNING	Original	2	18	D	OA	Official Holder: Economic Development & Corporate Communications, Archival Review	
		Copy	2	0	D			
M40	PUBLIC RELATIONS & PROTOCOL						Official Holder: Economic Development & Corporate Communications	
	EVENT FILES	Original	2	18	D	RA		
		Copy	2	0	D			
	SUBJECT FILES	Original	2	4	D	RA		
Copy		2	0	D				
M41	CULTURAL AFFAIRS & SOCIAL EVENTS							
	EVENT FILES	Original	2	4	D	RA		
		Copy	2	0	D			
	SUBJECT FILES	Original	2	4	D	RA		
Copy		2	0	D				
M42	CORPORATE SPECIAL EVENTS	Original	2	4	D	OA		
		Copy	2	0	D			
M43	PARTNERSHIPS & BUSINESS ALLIANCES	Original	2	4	D	RA	Official Holder: Economic Development & Corporate Communications	
		Copy	2	0	D			
M44	FILM STRATEGY	Original	2	4	D	RA	Official Holder: Economic Development & Corporate Communications	
		Copy	2	0	D			
M48	MEDIA MONITORING & PUBLIC RELATIONS	Original	2	4	D	RA	Official Holder: Economic Development & Corporate Communications	
		Copy	2	0	D			

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES
		In-Dept	Records Centre			
M49	TOURISM	Original	2	4	D	Official Holder: Economic Development & Corporate Communications
		Copy	2	0	D	
M50	NEWS ARTICLES	Original	2	0	D	Official Holder: Economic Development & Corporate Communications
		Copy	2	0	D	
M51	NEWS RELEASES	Original	2	0	D	Official Holder: Economic Development & Corporate Communications.
		Copy	2	0	D	
M52	PUBLICATIONS	Original	USUP	0	D	Archival Review
		Copy	2	0	D	
		Original	2	4	D	
		Copy	2	0	D	
M53	SPEECHES & PRESENTATIONS	Original	2	4	D	Archival Review
		Copy	2	0	D	
M54	INTERNAL SERVICE REQUESTS	Original	2	0	D	Official Holder: Economic Development & Corporate Communications.
		Copy	2	0	D	
M60	VISUAL IDENTITY & INSIGNIA	Original	USUP	0	D	Official Holder: Economic Development & Corporate Communications. Archival Review
		Copy	2	0	D	
		Original	2	4	D	
		Copy	2	0	D	

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES
		In-Dept	Records Centre			
N	NATURAL RESOURCES, ENVIRONMENT & CONSERVATION					
N01	ENVIRONMENTAL ASSESSMENT					Official Holder: Works & Transportation
	PROJECT FILES	Original	T+2	15	D	T = Completion of Assessment
		Copy	2	0	D	
	SUBJECT FILES	Original	2	4	D	RA
		Copy	2	0	D	
N02	ENVIRONMENTAL MASTER PLAN					Official Holder: PD&D
	MASTER PLAN	Original	USUP	20	D	RA
		Copy	2	0	D	
	SUBJECT FILES	Original	2	4	D	RA
		Copy	2	0	D	
N05	ENVIRONMENTAL MONITORING & CONTROL	Original	2	4	D	RA
		Copy	2	0	D	
N06	AIR CONTROL	Original	2	4	D	RA
		Copy	2	0	D	
N07	NOISE CONTROL	Original	2	4	D	RA
		Copy	2	0	D	
N08	WATER QUALITY	Original	2	4	D	RA
		Copy	2	0	D	
N09	HAZARDOUS MATERIALS					Official Holder: Works & Transportation
	CASE FILES	Original	2	18	D	RA
		Copy	2	0	D	
	SUBJECT FILES	Original	2	4	D	RA
		Copy	2	0	D	
N10	STORM SEWERS	Original	2	4	D	RA
		Copy	2	0	D	
N11	DRAINAGE & WATERWAYS	Original	2	4	D	RA
		Copy	2	0	D	
N12	SANITARY SEWERS	Original	2	4	D	RA
		Copy	2	0	D	
N13	SURFACE & SUBSURFACE CONTAMINATION & TESTING					Official Holder: Works & Transportation
	CASE FILES	Original	2	28	D	RA
		Copy	2	0	D	
	SUBJECT FILES	Original	2	4	D	RA
		Copy	2	0	D	
N14	ENVIRONMENTALLY PROTECTED AREAS					Official Holder: PD&D
	CASE FILES	Original	2	28	D	RA
		Copy	2	0	D	
	SUBJECT FILES	Original	2	4	D	RA
		Copy	2	0	D	
N15	GREENBELTS					Official Holder: PD&D
	CASE FILES	Original	2	28	D	RA
		Copy	2	0	D	
	SUBJECT FILES	Original	2	4	D	RA
		Copy	2	0	D	

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES	
		In-Dept	Records Centre				
N16	WOODLOTS					Official Holder: PD&D	
	CASE FILES	Original	2	28	D	RA	Vital
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			
N17	WETLANDS					Official Holder: PD&D	
	CASE FILES	Original	2	28	D	RA	Vital
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			
N18	ENERGY CONSERVATION	Original	2	4	D	RA	
		Copy	2	0	D		
N20	WASTE MANAGEMENT						
	HISTORICAL INFORMATION LANDFILL FILES	Original	2	48	D	RA	Official Holder: Works & Transportation, Vital, Archival Review
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			
N30	GRADING & DRAINAGE	Original	2	4	D	RA	Official Holder: Works & Transportation
		Copy	2	0	D		
N40	CONSERVATION AUTHORITIES	Original	2	0	D	OA	
		Copy	2	0	D		
1	TORONTO REGION CONSERVATION AUTHORITY (TRCA)						
	PROJECT FILES	Original	T+2	5	D	RA	T = Completion of Project
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			
N42	CREDIT VALLEY CONSERVATION (CVC)						
	PROJECT FILES	Original	T+2	5	D	RA	T = Completion of Project
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION			Final Disp.	Access Code	NOTES
		In-Dept	Records Centre				
P	PLANNING & DEVELOPMENT						
P02	RESEARCH	Original	USUP	0	D	RA	Official Holder: PD&D
		Copy	2	0	D		
P05	REFERENCE MATERIAL	Original	USUP	0	D	OA	Official Holder: PD&D
		Copy	2	0	D		
P07	PRE-CONSULTATION	Original	2	4	D	RA	Official Holder: PD&D
		Copy	2	0	D		
P08	AIRPORT DEVELOPMENT	Original	2	4	D	RA	
		Copy	2	0	D		
P09	DEVELOPMENT APPLICATIONS (PLANNING)						Official Holder: PD&D
	DEVELOPMENT CASE FILES						
	SUBDIVISION	Original	T+2	48	D	RA	T = Assumption
		Copy	2	0	D		
	REZONING	Original	T+2	48	D	RA	T = All conditions met
		Copy	2	0	D		
	DRAWINGS	Original	T+2	48	D	RA	
		Copy	2	0	D		
LEGAL DOCUMENTS (AGREEMENTS)	Original	P	0	P	RA	Official Holder: Office of the City Clerk, Vital Archival	
	Copy	2	0	D			
P12	DEVELOPMENT CIRCULATIONS (OFFICE OF THE CITY CLERK)						Official Holder: Office of the City Clerk
	DEVELOPMENT CASE FILES						
	SUBDIVISION	Original	T+2	48	D	RA	T = Assumption
		Copy	2	0	D		
	REZONING	Original	T+2	48	D	RA	T = All conditions met
		Copy	2	0	D		
	LEGAL DOCUMENTS (AGREEMENTS)	Original	P	0	P	RA	Vital, Archival
		Copy	2	0	D		
SUBJECT FILES	Original	2	4	D	RA		
	Copy	2	0	D			
P13	DEVELOPMENT LAW						Official Holder: Law
	DEVELOPMENT CASE FILES						
	SUBDIVISION	Original	T+2	48	D	RA	T = Assumption
		Copy	2	0	D		
	REZONING	Original	T+2	48	D	RA	T = All conditions met
		Copy	2	0	D		
LEGAL DOCUMENTS (AGREEMENTS)	Original	P	0	P	RA	Official Holder: Office of the City Clerk, Vital, Archival	
	Copy	2	0	D			
P14	ENVIRONMENTAL/NATURAL RESOURCES PD&D (AGRICULTURE)	Original	2	4	D	OA	
		Copy	2	0	D		
P15	DEVELOPMENT (WORKS & TRANSPORTATION)						Official Holder: Works & Transportation
	DEVELOPMENT CASE FILES						
	SUBDIVISION	Original	T+2	48	D	RA	T = Assumption
		Copy	2	0	D		
	REZONING	Original	T+2	48	D	RA	T = All conditions met
		Copy	2	0	D		
LEGAL DOCUMENTS (SUBDIVISION AGREEMENTS)	Original	P	0	P	RA	Official Holder: Office of the City Clerk, Vital, Archival	
	Copy	2	0	D			

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES	
		In-Dept	Records Centre				
P20	BLOCK PLANS					Official Holder: PD&D	
	CASE FILES	Original	2	48	D	RA	
		Copy	2	0	D		
	DRAWINGS	Original	2	48	D	RA	
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			
P21	SPINE SERVICING (BLOCK PLANS)					Official Holder: PD&D	
	CASE FILES	Original	T+2	48	D	RA	T = Execution of Agreement
		Copy	2	0	D		
	DRAWINGS	Original	T+2	48	D	RA	T = Execution of Agreement
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			
P22	INSTITUTIONAL DEVELOPMENT	Original	2	4	D	RA	
		Copy	2	0	D		
P25	OFFICIAL PLAN					Official Holder: PD&D	
	APPROVED PLAN	Original	USUP	75	D	RA	Vital, Archival Review
		Copy	2	0	D		
	CASE FILE / REVIEW	Original	T+2	48	D	RA	Vital, Archival Review
		Copy	2	0	D		T = Final Approval
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			
P26	SECONDARY PLANS					Official Holder: PD&D	
	CASE FILES	Original	T+2	48	D	RA	T = Incorporation into the Official Plan
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			
P27	OFFICIAL PLAN AMENDMENT					Official Holder: PD&D	
	AMENDMENTS	Original	T+2	A	D	RA	T = Approval of Amendment
		Copy	2	0	D		Vital, Archival Review
	SUBJECT FILES - PD&D	Original	T+2	48	D	RA	Vital, Archival Review
		Copy	2	0	D		
	SUBJECT FILES – OTHER DEPARTMENTS	Original	T+2	4	D	RA	
Copy		2	0	D			
P28	OFFICIAL PLAN – OTHER MUNICIPALITIES	Original	2	4	D	OA	
		Copy	2	0	D		
P29	OFFICIAL PLAN – REGION OF PEEL	Original	2	8	D	RA	
		Copy	2	0	D		
P30	STATISTICS (POPULATION)	Original	USUP	0	D	OA	
		Copy	2	0	D		
P36	CONDOMINIUM PLANS					Official Holder: PD&D	
	DRAWINGS	Original	P	0	P	RA	
		Copy	2	0	D		
	SUBJECT FILES	Original	T+2	48	D	RA	T = Completion of Project
Copy		2	0	D			

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION			Final Disp.	Access Code	NOTES
		In-Dept	Records Centre				
P40	TRANSPORTATION DEVELOPMENT						Official Holder: Works & Transportation
	PROJECT FILES	Original	T+2	48	D	RA	Vital T = Completion of Project
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			
P42	ZONING BY-LAW REVIEW						Official Holder: PD&D
	PROJECT FILES	Original	USUP+2	48	D	RA	Vital
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			
P43	TEMPORARY USE	Original	T+2	4	D	RA	Official Holder: PD&D T = End of Temporary Use
		Copy	2	0	D		
P44	URBAN DESIGN GUIDELINES	Original	USUP	0	D	RA	Official Holder: PD&D
		Copy	2	0	D		
P46	SITE PLANS						Official Holder: PD&D
	DRAWINGS & PLANS	Original	T+2	48	D	RA	Vital T = All Conditions Met
		Copy	2	0	D		
	CORRESPONDENCE	Original	T+2	48	D	RA	
Copy		2	0	D			
P47	REGISTERED PLANS	Original	P	0	P	OA	Official Holder: PD&D
		Copy	2	0	D		
P48	REFERENCE PLANS	Original	P	0	P	OA	Official Holder: PD&D
		Copy	2	0	D		
P49	AERIAL PHOTOGRAPHY						Official Holder: PD&D
	ORIGINAL IMAGE	Original	P	0	P	OA	Archival Review
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			
P50	MAPPING						Official Holder: PD&D
	MAPS	Original	USUP	0	D	OA	
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			
P60	HERITAGE DESIGNATIONS						Official Holder: PD&D
	DESIGNATION FILES	Original	T+2	P	A	RA	Vital, Archival T = Approval of designation
		Copy	2	0	D		
	INVENTORY WORKING FILES	Original	2	28	D	RA	Vital, Archival Review
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			
INVENTORY LIST	Original	P	0	P	RA	Vital, Archival	
	Copy	2	0	D			

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES	
		In-Dept	Records Centre				
P75	COMMUNITY IMPROVEMENTS					Official Holder: PD&D	
	CASE FILES	Original	T+2	48	A	RA	Vital, Archival T = Completion of Program
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			
P80	INTERIM CONTROL					Official Holder: PD&D	
	CASE FILES	Original	T+2	48	D	RA	T = End of Interim Control
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			
P83	PART LOT CONTROL					Official Holder: PD&D	
	CASE FILES	Original	T+2	8	D	RA	T = Approval of By-law
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			
P90	DEVELOPMENT NOTICES – OTHER MUNICIPALITIES	Original	2	4	D	RA	Official Holder: Office of the City Clerk
		Copy	2	0	D		

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES
		In-Dept	Records Centre			
R	RECREATION & PARKS					
R05	FACILITY BOOKINGS	Original 2	4	D	RA	Official Holder: Community Services, PIB
		Copy 2	0	D		
R15	PARKS & RECREATION MASTER PLAN					Official Holder: Community Design & Parks Planning
	MASTER PLAN	Original USUP	20	D	RA	Vital
		Copy 2	0	D		
	SUBJECT FILES	Original 2	4	D	RA	
		Copy 2	0	D		
R17	PARKLAND CONSTRUCTION					Official Holder: Community Design & Parks Planning
	PROJECT FILES	Original T+2	20	D	RA	Vital T = Completion of Project
		Copy 2	0	D		
	SUBJECT FILES	Original 2	4	D	RA	
		Copy 2	0	D		
R20	PARKS MAINTENANCE	Original 2	4	D	RA	Official Holder: Community Services
		Copy 2	0	D		
R21	RECREATION FACILITIES	Original 2	4	D	RA	Official Holder: Community Services
		Copy 2	0	D		
R22	TREES & FOREST MAINTENANCE	Original 2	4	D	RA	Official Holder: Community Services
		Copy 2	0	D		
R23	CEMETERY MAINTENANCE	Original 2	4	D	RA	Official Holder: Community Services
		Copy 2	0	D		
R25	PRO SHOPS	Original 2	4	D	RA	Official Holder: Community Services
		Copy 2	0	D		
R40	RECREATIONAL PROGRAM RESEARCH & IMPLEMENTATION					Official Holder: Community Services
	PROGRAM FILES	Original USUP	0	D	RA	
		Copy 2	0	D		
	SUBJECT FILES	Original 2	4	D	RA	
		Copy 2	0	D		
R41	RECREATIONAL PROGRAMS	Original 2	4	D	OA	Official Holder: Community Services
		Copy 2	0	D		
R42	RECREATIONAL PROGRAMS – ARTS / PRE-SCHOOL / YOUTH	Original 2	4	D	RA	Official Holder: Community Services
		Copy 2	0	D		
R43	RECREATIONAL PROGRAMS - DANCE					Official Holder: Community Services
	PROGRAM FILES	Original USUP	0	D	RA	PIB
		Copy 2	0	D		
	SUBJECT FILES	Original 2	4	D	RA	
		Copy 2	0	D		
R46	RECREATIONAL PROGRAMS – SPORTS / YOUTH / ADULT					Official Holder: Community Services
	PROGRAM FILES	Original USUP	0	D	RA	PIB
		Copy 2	0	D		
	SUBJECT FILES	Original 2	4	D	RA	
		Copy 2	0	D		
R47	RECREATIONAL PROGRAMS – ICE SPORTS					Official Holder: Community Services
	PROGRAM FILES	Original USUP	0	D	RA	
		Copy 2	0	D		
	SUBJECT FILES	Original 2	4	D	RA	
		Copy 2	0	D		

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES
		In-Dept	Records Centre			
R48	RECREATIONAL PROGRAMS – SENIORS / OLDER ADULTS	Original	2	4	D	Official Holder: Community Services
		Copy	2	0	D	
R49	RECREATIONAL PROGRAMS - CAMPS	Original	2	4	D	Official Holder: Community Services
		Copy	2	0	D	
R50	RECREATIONAL PROGRAMS – AQUATICS	Original	2	4	D	Official Holder: Community Services
		Copy	2	0	D	
R51	RECREATIONAL PROGRAMS – SPECIAL EVENTS	Original	2	4	D	Official Holder: Community Services
		Copy	2	0	D	

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES	
		In-Dept	Records Centre				
S	SHELTER & ANIMAL SERVICES						
S05	SHELTER OPERATIONS	Original	2	4	D	RA	Official Holder: Animal Shelter
		Copy	2	0	D		
S09	ADOPTION RECORDS	Original	2	4	D	RA	Official Holder: Animal Shelter, PIB
		Copy	2	0	D		
S10	ANIMAL RECORDS	Original	2	4	D	RA	Official Holder: Animal Shelter
		Copy	2	0	D		
S15	INVESTIGATIONS						
	TRIBUNAL CASE FILES	Original	LOA	2	D	RA	Official Holder: Animal Shelter, Office of the City Clerk, PIB
		Copy	2	0	D		
	CRUELTY TO ANIMALS	Original	2	4	D	RA	Official Holder: Animal Shelter, PIB
Copy		2	0	D			
S25	ANIMAL CONTROL - BY-LAW ENFORCEMENT	Original	2	4	D	RA	Official Holder: Animal Shelter
		Copy	2	0	D		
S35	NON-DOMESTIC ANIMALS	Original	2	4	D	RA	
		Copy	2	0	D		
S40	ANIMAL LICENSES	Original	15	0	D	RA	Official Holder: Animal Shelter, PIB
		Copy	2	0	D		
S45	VETERINARIAN SERVICES						
	AGREEMENT	Original	P	0	P	RA	Official Holder: Office of the City Clerk, Archival
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	Official Holder: Animal Shelter
Copy		2	0	D			

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES	
		In-Dept	Records Centre				
T	TRANSPORTATION & ROADS						
T03	TRAFFIC WARRANTS / SURVEYS					Official Holder: Works & Transportation	
	CASE FILES	Original	2	8	D	RA	
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			
T04	TRAFFIC CONTROL SIGNALS & INTERSECTIONS					Official Holder: Works & Transportation	
	CASE FILES	Original	2	8	D	RA	
		Copy	2	0	D		
	PROJECT FILES	Original	T+2	8	D	RA	T = Termination of Maintenance Contract
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
		Copy	2	0	D		
	T06	SERVICE REQUEST AND INQUIRIES	Original	2	4	D	RA
Copy			2	0	D		
T07	WATERMAINS	Original	2	4	D	RA	Official Holder: Works & Transportation
		Copy	2	0	D		
T10	UTILITY LOCATION RECORDS	Original	2	4	D	RA	Official Holder: Works & Transportation
		Copy	2	0	D		
T11	WINTER ROAD MAINTENANCE PROGRAM					Official Holder: Works & Transportation	
	PROJECT FILES	Original	T+2	8	D	RA	T = End of Contract
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
Copy		2	0	D			
T12	SUMMER ROAD MAINTENANCE PROGRAM					Official Holder: Works & Transportation	
	PROJECT FILES	Original	T+2	8	D	RA	T = End of Contract
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
		Copy	2	0	D		
	T14	BRIDGES					Official Holder: Works & Transportation
CASE FILES		Original	T+2	LOB	D	RA	T = Completion of Bridge
		Copy	2	0	D		
SUBJECT FILES		Original	2	4	D	RA	
	Copy	2	0	D			
T15	STREET LIGHTING					Official Holder: Works & Transportation	
	PROJECT FILES	Original	T+2	8	D	RA	T = Completion of Project
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
		Copy	2	0	D		
	T16	REGIONAL ROADS	Original	2	4	D	RA
Copy			2	0	D		

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION			Final Disp.	Access Code	NOTES
		In-Dept	Records Centre				
T17	PROVINCIAL ROADS	Original	2	4	D	RA	
		Copy	2	0	D		
T19	ROAD INSPECTIONS, DEFICIENCIES AND ROAD PATROL RECORDS						Official Holder: Works & Transportation
	PROJECT FILES	Original	T+2	8	D	RA	T = Completion of Project
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
		Copy	2	0	D		
	T20	ROAD REPAIRS, CONSTRUCTION AND RECONSTRUCTION					
PROJECT FILES		Original	T+2	8	D	RA	T = Completion of Project, Vital
		Copy	2	0	D		
SUBJECT FILES		Original	2	4	D	RA	
		Copy	2	0	D		
T21		MAJOR ROAD CONSTRUCTION AND RECONSTRUCTION					
	CASE FILE (Bridge Construction on Road Repair)	Original	T+2	LOB	D	RA	T = Completion of Project, Vital
		Copy	2	0	D		
	PROJECT FILES	Original	T+2	48	D	RA	Vital
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
		Copy	2	0	D		
	T23	HORIZONTAL / VERTICAL CONTROL NETWORK (SURVEYING) - ACRIIS					
DOCUMENTATION		Original	2	P	P	RA	Vital
		Copy	2	0	D		
SUBJECT FILES		Original	2	4	D	RA	
		Copy	2	0	D		
T24		GRADE SEPARATION STRUCTURES	Original	2	48	D	RA
	Copy		2	0	D		
T25	LEVEL CROSSINGS	Original	2	4	D	RA	Official Holder: Works & Transportation
		Copy	2	0	D		
T26	ROAD "AS CONSTRUCTED" DATA/ STORM DESIGN	Original	USUP	0	D	RA	Official Holder: Works & Transportation, Vital
		Copy	2	0	D		
T35	TRAFFIC SAFETY	Original	2	8	D	RA	Official Holder: Works & Transportation
		Copy	2	0	D		
T37	SIGNAGE						Official Holder: Works & Transportation
	CASE FILES	Original	4	8	D	RA	
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
		Copy	2	0	D		
	T38	PARKING FACILITIES & METERS	Original	2	8	D	RA
Copy			2	0	D		
T40	TRAFFIC ACCIDENTS						Official Holder: Works & Transportation
	CASE FILES	Original	2	8	D	RA	
		Copy	2	0	D		
	SUBJECT FILES	Original	2	4	D	RA	
		Copy	2	0	D		

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES
		In-Dept	Records Centre			
T50	OTHER TRANSIT SYSTEMS	Original	2	4	D	RA
		Copy	2	0	D	
T53	ACCELERIDE					Official Holder: Transit T = Completion of Project
	EXTERNAL SUPPORT	Original	T+2	15	D	RA
		Copy	2	0	D	
	GENERAL	Original	T+2	15	D	RA
Copy		2	0	D		
T55	OPERATIONS – DAILY WORKING FILES	Original	2	4	D	RA
		Copy	2	0	D	
T59	SCHEDULING & SERVICE	Original	2	4	D	RA
		Copy	2	0	D	
T60	BUS ROUTES	Original	USUP	4	D	RA
		Copy	2	0	D	
T61	TRANSIT STOPS					Official Holder: Transit
	CASE FILES	Original	USUP	0	D	RA
		Copy	2	0	D	
	SUBJECT FILES	Original	2	4	D	RA
Copy		2	0	D		
T62	TRANSIT SHELTERS	Original	2	4	D	RA
		Copy	2	0	D	
T63	TERMINALS & LOOPS	Original	2	4	D	RA
		Copy	2	0	D	
T64	TRANSIT VEHICLE TECHNOLOGY	Original	2	4	D	RA
		Copy	2	0	D	
T65	CHARTERS & SPECIAL SERVICES	Original	2	4	D	RA
		Copy	2	0	D	
T66	FARES & TRANSIT PASSES	Original	2	4	D	RA
		Copy	2	0	D	
T67	LOST & FOUND	Original	2	0	D	RA
		Copy	2	0	D	

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES
		In-Dept	Records Centre			
V	VEHICLES & EQUIPMENT					
V01	FLEET MANAGEMENT					Official Holder: Works & Transportation
	VEHICLE FILES	Original	LOV	0	D	Vital
		Copy	2	0	D	
	SUBJECT FILES	Original	2	4	D	RA
		Copy	2	0	D	
V02	MACHINERY & EQUIPMENT					Official Holder: Works & Transportation
	EQUIPMENT FILES	Original	LOE+1	0	D	RA
		Copy	2	0	D	
	SUBJECT FILES	Original	2	4	D	RA
		Copy	2	0	D	
V04	PROTECTIVE EQUIPMENT	Original	2	4	D	RA
		Copy	2	0	D	
V05	VEHICLE INCIDENT / COLLISION CASE FILES	Original	2	4	D	Official Holder: Works & Transportation
		Copy	2	0	D	
V15	FUEL	Original	2	4	D	Official Holder: Works & Transportation
		Copy	2	0	D	
V30	STAFF ORIENTATION & TRAINING					Official Holder: Works & Transportation
	CITY OPERATOR PERMITS	Original	T+2	4	D	RA
		Copy	2	0	D	
	SUBJECT FILES	Original	2	4	D	RA
		Copy	2	0	D	
V31	VEHICLE EQUIPMENT DISPOSAL	Original	T+2	4	D	Official Holder: Works & Transportation
		Copy	2	0	D	
						T = Disposal

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

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

RECORDS RETENTION SCHEDULE 1 – Paper and Other Physical Media

File Code	CLASSIFICATION	RETENTION		Final Disp.	Access Code	NOTES
		In-Dept	Records Centre			
X	SAFEKEEPING					
X00	SAFEKEEPING GENERAL	Original	P	0	P	Official Holder: Office of the City Clerk, Vital, Archival Review
		Copy	2	0	D	

RECORDS RETENTION SCHEDULE 2 – Discontinued Records

File Code	CLASSIFICATION	RETENTION		Final Disp.	NOTES	
		In-Dept	Records Centre			
A	ADMINISTRATION					
A00	GENERAL	Original	2	4	D	
		Copy	2	0	D	
●	PROJECT CHARTERS	Original	2	6	D	
		Copy	2	0	D	
A03	SPECIAL STUDIES	Original	2	6	D	
		Copy	2	0	D	
A18	ACCESS TO INFORMATION - PRIVACY	Original	2	4	D	
		Copy	2	0	D	
A19	ACCESS TO INFORMATION – DIRECTORY OF RECORDS	Original	2	4	D	
		Copy	2	0	D	
A34	LIBRARY MANAGEMENT	Original	2	2	D	
		Copy	2	0	D	
A37	RECORDS RETENTION	Original	2	4	D	
		Copy	2	0	D	
A38	RECORDS CENTRE OPERATIONS	Original	2	4	D	
		Copy	2	0	D	
A39	ARCHIVES MANAGEMENT	Original	2	4	D	
		Copy	2	0	D	
A49	E-BUSINESS	Original	2	2	D	
		Copy	2	0	D	
B	BUILDING & LANDS					
●	GENERAL	Original	2	4	D	
		Copy	2	0	D	
B10	PROPERTY FILES					
		Drawings	Original	2	LOF	D
			Copy	2	0	D
		Correspondence	Original	2	13	D
			Copy	2	0	D
		B16	SPECIFICATIONS & REPORTS	Original	2	18
Copy	2			0	D	
B30	EASEMENTS & QUIT CLAIM DEEDS	Original	2	75	D	
		Copy	2	0	D	
B40	PROPERTY & LEASE MANAGEMENT	Original	2	4	D	
		Copy	2	0	D	
B61	BUILDING CONSTRUCTION					
		DRAWINGS	Original	2	LOF	D
			Copy	2	0	D
		CORRESPONDENCE	Original	2	18	D
			Copy	2	0	D
		●	BUILDING PLANNING			
DRAWINGS	Original			2	LOF	D
	Copy			2	0	D
CORRESPONDENCE	Original			2	18	D
	Copy			2	0	D
B63	BUILDING DEMOLITION			Original	1	0
		Copy	2	0	D	
C	COMMUNITY & SOCIAL SERVICES					
C00	GENERAL	Original	2	4	D	
		Copy	2	0	D	

RECORDS RETENTION SCHEDULE 2 – Discontinued Records

File Code	CLASSIFICATION	RETENTION		Final Disp.	NOTES
		In-Dept	Records Centre		
C36	CITIZENS COMMITTEES	Original	2	4	D
		Copy	2	0	D
C70	WILDLIFE CONTROL	Original	2	2	D
		Copy	2	0	D
FIRE & EMERGENCY SERVICES					
D00	GENERAL	Original	2	4	D
		Copy	2	0	D
D05	FIRE & EMERGENCY SERVICES	Original	2	4	D
		Copy	2	0	D
D30	DAILY OPERATIONS REPORTS	Original	2	2	D
		Copy	2	0	D
D35	CALEDON CALL REPORTS COPIES	Original	2	2	D
		Copy	2	0	D
E ENFORCEMENT SERVICES					
E00	GENERAL	Original	2	4	D
		Copy	2	0	D
E08	PARKING TICKETS – ORIGINALS	Original	T+3	0	D
		Copy	2	0	D
E09	PARKING TICKETS – VOIDED OR CANCELLED	Original	T+3	0	D
		Copy	2	0	D
E10	ENFORCEMENT – BYLAW COMPLAINTS (MUNICIPAL)	Original	T+2	4	D
		Copy	2	0	D
E11	ENFORCEMENT - COMPLIED	Original	T+2	4	D
		Copy	2	0	D
E15	ENFORCEMENT – PROPERTY STANDARDS	Original	2	4	D
		Copy	2	0	D
E20	ENFORCEMENT – ZONING	Original	2	4	D
		Copy	2	0	D
E25	INSPECTION REPORTS – GROUP HOMES	Original	2	4	D
		Copy	2	0	D
E30	FIRE PREVENTION INSPECTION REPORTS	Original	2	4	D
		Copy	2	0	D
F FINANCE					
F00	GENERAL	Original	2	4	D
		Copy	2	0	D
F06	FUND ACCOUNTING	Original	2	4	D
		Copy	2	0	D
F14	DEVELOPMENT SUB LEDGER	Original	2	2	D
		Copy	2	0	D
F19	INTERNAL AUDIT	Original	2	18	D
		Copy	2	0	D
F36	CAPITAL BUDGET – APPROVED	Original	2	48	D
		Copy	2	0	D
F28	OPERATING BUDGET – APPROVED	Original	2	48	D
		Copy	2	0	D
F42	CHEQUE REGISTERS	Original	2	2	D
		Copy	2	0	D
F46	DEBENTURE REGISTER	Original	T+2	4	D
		Copy	2	0	D
F51	PAYROLL - HOURS WORKED	Original	2	4	D
		Copy	2	0	D
F52	PAYROLL – WAGE RATES & EARNINGS	Original	2	4	D
		Copy	2	0	D

RECORDS RETENTION SCHEDULE 2 – Discontinued Records

File Code	CLASSIFICATION	RETENTION		Final Disp.	NOTES
		In-Dept	Records Centre		
F53	PAYROLL - WAGES	Original	2	4	D
		Copy	2	0	D
F83	UNSUCCESSFUL TENDERS	Original	2	2	D
		Copy	2	0	D
	PURCHASE REQUISITIONS	Original	T+2	4	D
		Copy	2	0	D
G	GOVERNMENT & COUNCIL				
G00	GENERAL	Original	2	4	D
		Copy	2	0	D
G01	BY-LAWS – WORKING FILES	Original	2	4	D
		Copy	2	0	D
G03	BY-LAWS OTHER MUNICIPALITIES	Original	2	4	D
		Copy	2	0	D
G27	AD-HOC COMMITTEES	Original	2	4	D
		Copy	2	0	D
G55	BI-ELECTIONS – MISCELLANEOUS	Original	2	4	D
		Copy	2	0	D
G71	REGION OF PEEL	Original	2	4	D
		Copy	2	0	D
H	HUMAN RESOURCES				
H00	GENERAL	Original	2	4	D
		Copy	2	0	D
H05	ATTENDANCE & VACATION	Original	2	2	D
		Copy	2	0	D
H25	SENIORITY RECORDS	Original	2	2	D
		Copy	2	0	D
H51	HEALTHY WORKPLACE	Original	2	4	D
		Copy	2	0	D
H64	PAY EQUITY	Original	2	4	D
		Copy	2	0	D
H66	UNSOLICITED APPLICATION FOR EMPLOYMENT	Original	1	0	D
		Copy	0	0	D
L	LEGAL SERVICES				
L00	GENERAL	Original	2	4	D
		Copy	2	0	D
L10	FENCE VIEWING	Original	T+2	4	D
		Copy	2	0	D
L50	ANIMAL ENFORCEMENT CHARGES	Original	T+2	5	D
		Copy	2	0	D
L62	ENFORCEMENT CHARGES	Original	T+2	5	D
		Copy	2	0	D
L86	COURT DOCKETS – POA PART II	Original	T+3	0	D
		Copy	2	0	D
L87	APPEALS / MOTIONS / RE-OPENINGS – POA PART II	Original	T+3	0	D
		Copy	2	0	D
L88	EXTENSIONS TO PAY FINE – POA PART II	Original	T+3	0	D
		Copy	2	0	D
L90	CERTIFICATE REQUESTING CONVICTION – POA PART II	Original	T+3	0	D
		Copy	2	0	D
M	MARKETING, MEDIA & PUBLIC RELATIONS				
M00	GENERAL	Original	2	4	D
		Copy	2	0	D

RECORDS RETENTION SCHEDULE 2 – Discontinued Records

File Code	CLASSIFICATION	RETENTION		Final Disp.	NOTES
		In-Dept	Records Centre		
M05	ADVERTISING / PROMOTION	Original	2	4	D
		Copy	2	0	D
M13	BUSINESS PROFILES – CURRENT	Original	2	4	D
		Copy	2	0	D
	MAYOR'S INITIATIVES	Original	2	2	D
		Copy	2	0	D
N	NATURAL RESOURCES, ENVIRONMENT & CONSERVATION				
N00	GENERAL	Original	2	4	D
		Copy	2	0	D
P	PLANNING & DEVELOPMENT				
P00	GENERAL	Original	2	4	D
		Copy	2	0	D
P03	STUDIES	Original	2	48	D
		Copy	2	0	D
P04	SPECIAL PROJECTS	Original	2	48	D
		Copy	2	0	D
P10	DEVELOPMENT (CONSTRUCTION)	Original	T+2	48	D
		Copy	2	0	D
P11	DEVELOPMENT – LANDSCAPE & PARKS (COMMUNITY SERVICES)	Original	T+2	48	D
		Copy	2	0	D
P81	PARKS & OPEN SPACE	Original	2	8	D
		Copy	2	0	D
	RECREATIONAL DEVELOPMENT	Original	2	8	D
		Copy	2	0	D
R	RECREATION & PARKS				
R00	GENERAL	Original	2	4	D
		Copy	2	0	D
R10	PARKS BUILDINGS, DESIGN & PLANNING	Original	T+2	13	D
		Copy	2	0	D
R12	PARKS BUILDINGS, CONSTRUCTION	Original	T+2	13	D
		Copy	2	0	D
R44	RECREATIONAL PROGRAMS - PRESCHOOL	Original	2	4	D
		Copy	2	0	D
R45	RECREATIONAL PROGRAMS – SPECIAL NEEDS	Original	2	4	D
		Copy	2	0	D
R60	PROGRAM REGISTRATION	Original	2	2	D
		Copy	2	0	D
S	SHELTER & ANIMAL SERVICES				
S00	GENERAL	Original	2	4	D
		Copy	2	0	D
	DANGEROUS ANIMALS	Original	2	12	D
		Copy	2	0	D
S20	CALL RECORD / DISPOSTION	Original	2	2	D
		Copy	2	0	D
S30	DOMESTIC ANIMALS	Original	2	2	D
		Copy	2	0	D
S50	ANIMAL EDUCATION	Original	2	2	D
		Copy	2	0	D
T	TRANSPORTATION & ROADS				
T00	GENERAL	Original	2	4	D
		Copy	2	0	D

RECORDS RETENTION SCHEDULE 2 – Discontinued Records

File Code	CLASSIFICATION	RETENTION		Final Disp.	NOTES
		In-Dept	Records Centre		
T13	BOULEVARDS / PEDESTRIAN ACCESS & PATHWAYS	Original	2	4	D
		Copy	2	0	D
T18	ROAD PATROL RECORDS	Original	2	4	D
2	CONSTRUCTION PROJECT - TRAFFIC	Original	2	4	D
		Copy	2	0	D
T36	SIGNALIZATION	Original	2	4	D
		Copy	2	0	D
T39	TRAFFIC ACCIDENTS – CASE FILES	Original	2	4	D
		Copy	2	0	D
T41	SIGNALIZATION – CASE FILES	Original	2	4	D
		Copy	2	0	D
V	VEHICLES & EQUIPMENT				
V00	GENERAL	Original	2	4	D
		Copy	2	0	D
V03	TRANSPORTABLE ACCESSORY EQUIPMENT	Original	2	4	D
		Copy	2	0	D
W	PERMITS & LICENCES				
W00	GENERAL	Original	2	4	D
		Copy	2	0	D
W05	LICENSING COMMITTEE / MEETINGS	Original	2	4	D
		Copy	2	0	D
6	SPECIAL OCCASION PERMITS	Original	2	4	D
		Copy	2	0	D
W27	INDOOR FACILITIES PERMITS / RENTAL CONTRACTS	Original	2	4	D
		Copy	2	0	D
W28	OUTDOOR FACILITIES PERMITS / RENTAL CONTRACTS	Original	2	4	D
		Copy	2	0	D
X	SAFEKEEPING				
X01	FIRE ALARM CONNECTION AGREEMENTS	Original			D
		Copy			D
X02	LAND REGISTRATION	Original			D
		Copy			D
X03	SALES TRAILERS	Original			D
		Copy			D
X04	REZONING AGREEMENTS	Original			D
		Copy			D
X05	REZONING – SITE PLAN AGREEMENTS	Original			D
		Copy			D
X07	SITE PLAN AGREEMENTS	Original			D
		Copy			D
8	SUBDIVISION AGREEMENTS	Original			D
		Copy			D
X12	HERITAGE AGREEMENTS	Original			D
		Copy			D
X35	SAFEKEEPING – MASTER AGREEMENTS	Original			D
		Copy			D
X99	MICROFILM	Original			D
		Copy			D