



THE CORPORATION OF THE CITY OF BRAMPTON

# BY-LAW

Number 304-85

To establish schedules of retention periods for documents, records and other papers.

WHEREAS section 116 of the Municipal Act, (R.S.O. 1980, chapter 302, as amended) provides that a municipality shall not destroy any of its receipts, vouchers, instruments, rolls or other documents, records and papers except in accordance with a by-law passed by the municipality and approved by the auditor of the municipality establishing schedules of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the municipality;

WHEREAS the City has passed By-law 89-82 for this purpose, and now wishes to amend it;

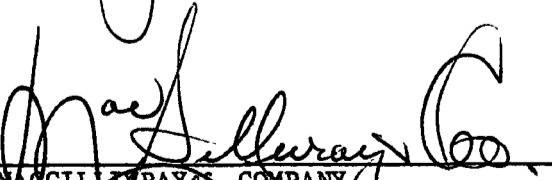

NOW THEREFORE the council of The Corporation of the City of Brampton ENACTS as follows:

1. By-law 89-82, as amended by By-law 258-82, is hereby further amended, by adding to Schedule A thereto, as pages 9.1 and 9.2 thereof, Schedule A to this by-law.
2. By-law 217-85 is hereby repealed.

READ a FIRST, SECOND and THIRD TIME, and PASSED, in OPEN COUNCIL, this 16th day of October, 1985.

  
KENNETH G. WHILLANS MAYOR

  
LEONARD J. MIKULICH CLERK

  
MACGILLIVRAY & COMPANY  
AUDITORS  
PER: 

APPROVED AS TO FORM LAW DEPT. BRAMPTON  
DATE 85/10/16

SCHEDULE A TO BY-LAW 89-82 (con't)

(SCHEDULE A TO BY-LAW 304-85 )

COMMUNITY SERVICES DEPARTMENT - TRANSIT DIVISION

		<u>1</u>	<u>2</u>	<u>3</u>
1.	Agenda/Minutes			
	- Council/Council Committees	2	-	D
	- Committees - HELP, L-Mgt.	2	-	D
	- Others	2	-	D
2.	Reports to Council/Committees	P	-	P
3.	Contracts/Agreements			
	- GO Transit	P	-	P
	- School Board	P	-	P
	- Advertising	P	-	P
	- Radio System	P	-	P
	- Miscellaneous	2	-	D
4.	Budget Files			
	- Purchase Requisitions & Orders	2	-	D
	- Goods Received Notes	2	-	D
	- Invoices	2	-	D
	- Annual Budget Current & Capital	4	3	D
	- Petty Cash	2	-	D
	- Parts Inventory	2	-	D
	- Cheque Requisitions	2	-	D
5.	Capital Budget Files	4	3	D
6.	Facilities			
	- Four Corners	P	-	-
	- City Centre	P	-	-
	- Shoppers World	P	-	-
	- Bus Loops	P	-	-
	- Transit Centre	P	-	-
	- Hale Road	P	-	-
	- Stops	2	-	D
	- Shelters	2	-	D
7.	Car Allowance			
	- Income Tax Department	2	4	D
8.	Correspondence			
	- Travelways (1976 & prior)	P	-	P
	- Bulletins/Memos	4	3	D
	- M.T.C.	4	3	D
	- T.A.T.O.A.	2	-	D
	- General, Miscellaneous	2	-	D
	- Day Files	1	-	D
	- Complaints	2	-	D
	- Charters	2	-	D
	- Management Meetings	2	-	D
9.	Labour Relations			
	- Union Correspondence	P	-	P
	- Collective Agreement	P	-	P
10.	Development/Subdivision Planning Files	P	-	P
11.	Insurance Policy & Correspondence	4	3	D
12.	Personnel			
	- Employee Files	P	-	P
	- Job Postings	2	-	D
	- Attendance Records, Overtime	2	-	D
	- Sick Leave Credits	2	P	P

13. Revenue Reports	- Fares	2	5	D
	- Tickets	2	5	D
14. Co-ordinators/Inspectors		2	-	D
15. Accident/Incidents Reports		4	3	D
16. Operator Crew Schedules		7	-	D
17. System Statistics	- Ridership	P	-	-
	- Route & Operating	P	-	-
	- Maintenance Monthly Cost	2	-	-
	Summaries			
	- Operations Monthly Reports	2	-	D
18. Vehicle Records		P	-	P
19. Payroll Records		P	-	P
20. Compensation Claims		4	3	D
21. Department Policies & Procedures		P	-	P
22. Transit Studies		P	-	P
23. Current Files		P	-	P