



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number 307.2010

A By-law to amend By-law Number 163-2008, being a by-law to Establish a Schedule of Retention Periods for the records of the Corporation of the City of Brampton.

WHEREAS pursuant to Section 255 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, Council may enact by-laws to establish retention periods for municipal records;

AND WHEREAS it is necessary to update the Administration Section of Schedule "A" to By-law 163-2008, being a by-law to establish a schedule of retention periods, as a result of additions to the City Classification System, particularly related to transit audio and video records;

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

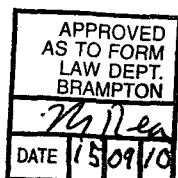
1. That the Administration Section of Schedule "A" to By-law Number 163-2008, be repealed and replaced with the schedule attached to this by-law.
2. This by-law shall come into effect upon approval by the Municipal Auditor.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 15TH day of September, 2010.

Approved as to content
Peter Fay, Director of Council
and Administrative Services and
City Clerk

S. Fenriell, Mayor

Peter Fay, City Clerk





ADMINISTRATION

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

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



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



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



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



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



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



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



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