

ADMINISTRATION

Chapter 163 RECORDS - RETENTION MANAGEMENT

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**Article 1
INTERPRETATION**

163.1.1 Records - defined

Records are defined as documentary materials regardless of physical format which are created or received in connection with the transaction of The Corporation of the City of Brantford business and/or contain information on the organization, functions, procedures, policies or activities of the Corporation.

**Article 2
RECORDS**

163.2.1 Property - of Corporation

Records are the property of The Corporation of the City of Brantford.

163.2.2 Retention periods - established - Schedule 'A'

The retention periods for the records of The Corporation of the City of Brantford as outlined in Schedule 'A' of this Chapter, are hereby adopted and established as the retention periods for such records. By-law 75-95, 19 June, 1995.

163.2.3 Retention period - amending - By-law 75-95

The retention periods for the records of The Corporation of the City of Brantford as outlined in Schedule 'A' forming part of this Chapter amend the retention periods set out in By-law 75-95 and are established as the retention periods for such records. By-law 40-97, 24 March, 1997; By-law 177-2001, 3 December, 2001.

**Article 3
AUTHORITY - CLERK**

163.3.1 Destruction - retention period - expiry

The Clerk has the authority to destroy all of the records provided that they have been retained until the retention period as outlined in Schedule 'A' of this Chapter has expired. By-law 75-95, 19 June, 1995.

**Article 4
ENACTMENT**

163.4.1 Effective date - endorsement - auditors

This Chapter shall not take effect until the auditors of the Corporation have approved this Chapter by endorsing their names at the end thereof. By-law 75-95, 19 June, 1995; By-law 40-97, 24 March, 1997; By-law 177-2001, 3 December, 2001.

RECORDS RETENTION MANAGEMENT

SCHEDULE

Schedule 'A' - Records retention

Retention Schedules are subject to frequent change. Schedule 'A', forming part of this Chapter, has been excluded from the published City of Brantford Municipal Code, but may be inspected at all reasonable hours in the office of the Clerk.