

# UTILITIES - SERVICES

## Chapter 646 RECORDS - P.U.C. - RETENTION DESTRUCTION

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#### Article 1 GENERAL PROVISIONS

- 646.1.1 Permissive - not mandatory**  
This Chapter is to be construed as permissive and not mandatory.

**646.1.2 Standards - higher - upheld**

In the event of any conflict between this Chapter and any statute or regulation of the Government of Canada or the Government of the Province of Ontario or other government or agency having jurisdiction and without limiting the generality of the foregoing, the more restrictive regulation or provision shall prevail.

**Article 2  
RETENTION****646.2.1 Receipts - rolls - documents - records**

All receipts, vouchers, instruments, rolls and other documents, records and papers shall be retained in reasonably safe and secure locations for periods according to the Schedule of Retention and Destruction of Records.

**646.2.2 Destruction - upon expiry**

Any or all receipts, vouchers, instruments, rolls and other documents, records and papers may be destroyed after expiry of the retention period described in the Schedule of Retention and Destruction of Records.

**646.2.3 Photography - microfilm - original - destroyed**

The retention of any or all receipts, vouchers, instruments, rolls and other documents, records and papers may be by means of photographing onto approved archival quality microfilm, after the testing of which process the original documents may be destroyed.

**646.2.4 Art works - changes - other factors - exception**

If changes in the art or other factors cause the retention of any documents or records beyond the period stipulated in this Chapter to be required or to be expedient, then such documents or records shall be retained according to such requirements or according to their importance or significance. By-law 140-85, 2 July, 1985.

## RECORDS - PUC

### SCHEDULE

#### **Schedule 'A' - Retention - destruction of records**

Retention schedules are subject to frequent change. The Schedule of Retention and Destruction of Records forming a 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.