



Report to: General Committee

Report Date: 2007-10-01

SUBJECT: Records Retention – Mayor’s Files
PREPARED BY: Sheila Birrell, Town Clerk. Ext. 4729

RECOMMENDATION:

That By-Law No. 2001-101, “A By-Law Establishing Schedules of Retention Periods for all Records Kept by the Town of Markham” be amended to provide Retention Periods for the Mayor’s records as outlined on Schedule “A”.

And that Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

To recommend revisions to the retention period for certain of the Mayor’s records.

BACKGROUND:

Following a review of the Mayor’s records, it was determined that revisions to the retention periods are necessary.

The following legend outlines potential disposition of records:

LEGEND

PUF	=	Permanent Until Finalized
PUS	=	Permanent Until Superseded
PUT	=	Permanent Until Terminated
PUE	=	Permanent Until Expired
RUO	=	Retain Until Obsolete
PA	=	Permanent In Archives
PT	=	Permanent In Town Office
S	=	Shred
R	=	Recycle

OPTIONS/ DISCUSSION:

A number of amendments being proposed is to have them coincide with the new four year terms of office. Photographs taken at major events will now be digitized, indexed and maintained permanently. Previously the retention period for records such as budgets, purchasing, equipment and supplies, invitations and others were scheduled to be retained for two years. Staff is recommending a one year retention period.

OPTIONS/DISCUSSION: (cont'd.)

A report that went forward to Council in June 2006 recommended that awards presented to the Town be recognized and placed on the website and a record of the award and date be logged. Reference to that process has been included in the Records Retention By-Law. There is a five-year retention for these awards in the Civic Centre, with ultimate placement either at the Markham Museum or the offsite archival storage of those awards with archival value and the balance being disposed of after the five years have expired. The Mayor's Office will be provided with a storage area on the lake level. The unit will be equipped with a lock.

FINANCIAL CONSIDERATIONS AND TEMPLATE: (external link)

N/A

ENVIRONMENTAL CONSIDERATIONS:

N/A

ACCESSIBILITY CONSIDERATIONS:

N/A

ENGAGE 21ST CONSIDERATIONS:

N/A

BUSINESS UNITS CONSULTED AND AFFECTED:

N/A

RECOMMENDED BY:

Sheila Birrell
Town Clerk


Andy Taylor
Commissioner of
Corporate Services**ATTACHMENTS:**

Schedule "A" – List of Records and Retention Periods

Schedule "A"

<u>Record</u>	<u>Current Retention</u>	<u>Proposed Retention</u>	<u>Disposition</u>
Administration – General	02	02	R
Attendance Records	05	05	S
*Awards	05	05	S
*Awards of Municipal Significance	PA	PA	PA
Biographies & Historic Events	10	10	PA
Boards and Committees	03	03	S
Budgets – Capital & Operational	05	01	S
General Correspondence & Complaints	02	04	S
Governmental Correspondence	02	04	S
Interdepartmental Correspondence	05	04	S
Invitations	01	01	R
Issues and Task Forces	03	04	S
Office Equipment and Supplies	02	01	R
Policies and Guidelines	PUS	PUS	R
Projects and Studies	02	04	S
Purchasing General	02	01	R
Service and Sports Groups	03	04	S
Special Events	03	04	R

*A listing of all awards presented to the Town is maintained on the website.