



BY-LAW 2007-229

A by-law to amend By-law 2001-101,
being a by-law to establish schedules of retention periods
for all records kept by the Town of Markham

WHEREAS Section 255 (3) of the *Municipal Act*, 2001 provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved;

AND WHEREAS Council passed By-law 2001-101, being a by-law to establish schedules of retention periods for all records kept by the Town of Markham;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF MARKHAM ENACTS AS FOLLOWS:

1. That Schedule "A" of By-law 2001-101, being a by-law to establish schedules of retention periods for all records kept by the Town of Markham, be amended as follows:

Delete the following record retention periods from the Mayor's Office Section:

| <u>Mayor's Office:</u> | Retention | Disposition |
|--------------------------------------|-----------|-------------|
| Administration - General | 02 | R |
| Attendance Records | 05 | S |
| Awards | 05 | S |
| Awards of Municipal Significance | | PA |
| Biographies & Historic Events | 10 | PA |
| Boards & Committees | 03 | S |
| Budgets - Capital & Operational | 05 | S |
| General Correspondence & Complaints | 02 | S |
| Governmental Correspondence | 02 | S |
| Internal Departmental Correspondence | 05 | S |
| Invitations | 01 | S |
| Issues & Task Forces | 03 | S |
| Office Equipment & Supplies | 02 | R |
| Policies & Guidelines | PUS | R |
| Projects & Studies | 02 | S |
| Purchasing - General | 02 | R |
| Service & Sports Groups | 03 | S |
| Special Events | 03 | S |

Add the following record retention periods to the Mayor's Office Section:

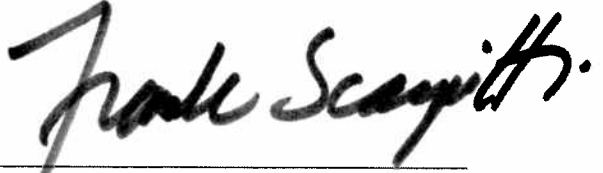
| | Retention | Disposition |
|-------------------------------------|------------------|--------------------|
| <u>Mayor's Office:</u> | | |
| Administration – General | 02 | R |
| Attendance Records | 05 | S |
| *Awards | 05 | S |
| *Awards of Municipal Significance | PA | PA |
| Biographies & Historic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

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

2. That this by-law comes into force and takes effect on its passing.

READ A FIRST, SECOND, AND THIRD TIME AND PASSED THIS
13TH DAY OF NOVEMBER, 2007.


SHEILA BIRRELL, TOWN CLERK


FRANK SCARPITTI, MAYOR