



**Report**  
**Staff Report**  
The Corporation of the City of Brampton  
10/22/2025

**Date:** 2025-10-07

**Subject:** Records Retention By-law 272-2014 – Housekeeping Amendments

**Contact:** Angelique Chulan, Manager, Information Governance, City Clerk's Office

**Report number:** Legislative Services-2025-750

**RECOMMENDATIONS:**

1. That the report from Angelique Chulan, Manager, Information Governance, City Clerk's Office to the Committee of Council Meeting of October 22, 2025 re: **Records Retention By-law 272-2014 – Housekeeping Amendments**, be received; and,
2. That the Records Retention By-law 272-2014, as amended, be further amended generally in accordance with the changes set out in Appendix 1 to this report.

**OVERVIEW:**

- The City's Records Retention By-law 272-2014 was developed to reflect current legal and regulatory requirements, best practices, and business requirements, to manage the City's records and information, and is a requirement of the *Municipal Act, 2001*.
- This report recommends changes to the Records Retention By-law 272-2014, to update the schedule of retention periods to enable staff to properly classify information.

**BACKGROUND:**

To remain relevant in a rapidly changing environment, the Records and Information Management program must adapt to ongoing advancements in technology and the implementation of new processes that are reshaping how information is managed. Information is a valuable corporate asset and demonstrates the City's activities, policies, procedures, operations and decisions. The [Information Management Administrative Directive](#) provides the foundational rules on staff responsibilities for managing information effectively. Additionally, the Records Retention By-law identifies business rules that govern how information is managed and how long information is to be kept.

The current Records Retention By-law was amended and passed in 2023 and forms the foundation of the Records and Information Management program, such as:

- Providing a streamlined yet comprehensive schedule which reflects the current legislative obligations, as well as the business policies of the City of Brampton;
- Allowing for an automated retention and disposition process for electronic corporate records and information;
- Identifying and allowing for better protection of personal information; and,
- Facilitating eDiscovery and responses under the *Municipal Freedom of Information and Protection of Privacy Act*.

### **CURRENT SITUATION:**

To support the ongoing management of physical and electronic information, modifications to the Records Retention By-law are necessary to align with legislative changes and departmental needs.

Key updates include:

- Retention timeframe and citation table updated to reflect legislative changes and business requirements;
- Addition of three new record series for improved classification;
- Description fields revised and minor edits applied to enhance clarity;
- Removal of the old classification code field as the codes are no longer applicable;
- Format revised to better align with the *Accessibility for Ontarians with Disabilities Act, 2005* compliance standards.

The updated Records Retention By-law will allow for the ability to incorporate retention rules to various systems of information which ensures that the City is compliant with business requirements and applicable legislation.

### **CORPORATE IMPLICATIONS:**

**Financial Implications:** There is no financial impact resulting from the adoption of the recommendations in this report.

### **STRATEGIC FOCUS AREA:**

This report directly aligns with the “Government and Leadership” strategic priority. Its focus is on corporate governance through a transparent, accountable, accessible and efficient Records and Information Management program, which supports municipal government operations and administration.

**CONCLUSION:**

The Records and Information Management program continues to ensure complete governance of corporate information. These proposed amendments are part of a continuous improvement plan to ensure the Records Retention By-law meets legislative requirements and the business needs of the City.

Authored by:

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**Attachments:**

- Attachment 1 – Appendix 1: City of Brampton Retention and Disposition Schedule (Updates in Red)
- Attachment 2 – By-law 2025 to Amend the Records Retention By-law - 272-2014 (Including Schedule)