

**Date:** 2023-08-22

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

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

**Report Number:** Legislative Services-2023-739

**Recommendations:**

1. That the report titled **Records Retention By-Law 272-2014 Housekeeping Amendments**, dated August 22, 2023, to the Committee of Council meeting of September 20, 2023, 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 A 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*.
- Some changes are required to enable staff to properly classify information, namely:
  - Description of records;
  - Trigger events (i.e. when a record reaches an inactive state);
  - Retention timeframes (increasing or decreasing timeframes resulting from business and legislative requirements);
  - Accountability (column added to identify division responsible for maintaining records);
  - Citations (legal requirements identifying retention requirements);
  - Addition of new series to account for new record types.

## **Background:**

The Records and Information Management program is evolving and needs to stay relevant and up-to-date with how information is being managed as changes in technology and new processes are being put in place. Information is a valuable corporate asset and demonstrates the City's activities, policies, procedures, operations and decisions. The [Information Management Administrative Directive](#) was approved in January 2023 by the Corporate Leadership Team and provides the foundational rules on staff responsibilities as it pertains to managing information. The Records Retention By-Law identifies the business rules that governs how information is managed and how long information is to be kept. This will be a foundational document for the Information and Data Governance Program.

The current Records Retention By-Law was passed in 2021 and forms the basis for the Information Management Program, such as:

- Providing a streamlined yet comprehensive schedule which reflects the current legislative obligations, as well as the business requirements 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;
- Facilitating eDiscovery and responses under the *Municipal Freedom of Information and Protection of Privacy Act*; and,
- Identifying and allowing for information of historical value to be captured and transferred to Peel Archives.

## **Current Situation:**

As the City currently is dispositioning physical and electronic information, modifications are required to reflect changes in legislation and those identified by various departments. The modifications capture new information that the city is responsible for maintaining. The addition of a column for Accountability ensures that the divisions are aware of which records they need to maintain and manage from creation to final disposition.

The Information Management Program continues to see the majority of managed records maintained in electronic format. 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: nil

Other Implications: nil

**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.

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**Attachments:**

Appendix A: Records Retention By-Law 272-2014