

**Authority:** Item 13, Audit, Finance & Administration  
Committee Report 12-009 (CL12007)  
CM: November 14, 2012

**Bill No. 254**

## **CITY OF HAMILTON**

### **BY-LAW NO. 12-**

#### **TO AMEND BY-LAW NO. 11-040 TO ESTABLISH RETENTION PERIODS FOR RECORDS OF THE CITY OF HAMILTON**

**WHEREAS** the Council of the City of Hamilton enacted by-law 11-040 being a By-law to Establish Retention Periods for Records of the City of Hamilton, on January 26, 2011, pursuant to section 255, of the Municipal Act, 2001;

**AND WHEREAS** the Council of the City of Hamilton, in adopting item 13 of Report 12-009 of the Audit, Finance & Administration Committee, at its meeting held on the 12th day of November, 2012, recommended that Records Retention By-law 11-040 be amended as hereinafter provided;

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

1. That the following file classifications in Schedule A to Records Retention By-law 11-040 be amended as follows:
  - (a) **AD12 – Accessibility of Records – Information Requests**  
Total Retention changed from T+2 years to T+3 years
  - (b) **CO06 – Council/Standing Committee Meeting Recordings**  
Scope Notes deleted and replaced as follows:  
Records associated with audio and visual recordings of Council Meeting and Standing Committee Meetings – maintained as a resource tool only – not considered the official records of Council/Committee proceedings

- (c) **EM03 – Emergency Calls**  
Total Retention reduced from C+5 years to C+2 years
- (d) **ES09 – Water Works and ES10 – Drains**  
Archival record amended by adding “Specifications are kept permanently”
- (e) **FA1801 – Quotations, Tenders and Proposals**  
Scope Notes deleted and replaced as follows:
  - Records associated with obtaining and evaluating proposals from external agencies for goods and services to be purchased by the municipality. This record series includes records on Requests for Proposals (RFP), Requests for Information (RFI) and supporting documentation of awarded or cancelled contracts

2. That Schedule A to Records Retention By-law 11-040 be amended by adding the following file classification:

- (a) **TS0301 – Accessible Transportation**  
Scope notes: Records associated with the provision of Accessible Transportation Services including DARTS, Taxi Scrip and the HSR Support Person programs including confidential client information, incident reports, and general correspondence. incorporate records associated with Accessible Transportation.  
Total retention: T+7, T=Termination of Service

2. This By-law comes into force on the day it is passed.

**PASSED** this 14<sup>th</sup> day of November, 2012.

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R. Bratina  
Mayor

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R. Caterini  
City Clerk