

**CITY OF HAMILTON**

**BY-LAW NO. 23-**

**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 (“Records Retention By-law 11-040”), 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 10 of Report 23-001 of the Audit, Finance & Administration Committee, at its meeting held on the 19<sup>th</sup> day of January, 2023, amends the Records Retention By-law 11-040, as hereinafter provided;

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

1. That Schedule “A” to Records Retention By-law 11-040 as amended be further amended by amending column 6 on Page 4 (Council Legislative Services) as shown in Schedule “A” to this By-law.
2. This By-law comes into force on the day it is passed.

**PASSED** this 25<sup>th</sup> day of January, 2023.

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A. Horwath  
Mayor

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A. Holland  
City Clerk

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Department	Remarks
CO	06		Meeting Recordings	Records associated with audio and visual recordings of Council Meetings, Standing Committee Meetings, Subcommittee and Advisory Committee Meetings - maintained as a resource tool only - not considered the official records of Council/Committee proceedings.	T		P	N	Y*	Clerks	T=Term of Office *Only applied to Inaugural Meeting of Council  Subject to archival review at end of term of Council