



By-law 2017-151

A by-law establishing schedules of retention periods
for all records kept by the City of Markham

WHEREAS, Section 254 of the *Municipal Act*, as amended, provides that the Council of a Municipality shall retain and preserve its records in a secure and accessible manner and establish retention periods during which the records must be kept by the Municipality;

Now therefore the Council of The Corporation of the City of Markham hereby enacts as follows:

1. The retention periods for all records as stipulated in the table attached hereto as Schedule A and forming part of this by-law, are hereby adopted.
2. Any of the records set out in Schedule A, may be destroyed after the prescribed retention period for each record has expired.
3. That By-law 2001-101 as amended is hereby repealed.

Read a first, second, and third time and passed on December 12, 2017.

"Kimberley Kitteringham"

Kimberley Kitteringham
City Clerk

"Frank Scarpitti"

Frank Scarpitti
Mayor