



BY-LAW 2007-272

A by-law to amend By-law 2001-101,
being a by-law to establish schedules of retention periods
for all records kept by the Town of Markham

WHEREAS Section 255 (3) of the *Municipal Act*, 2001 provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved;

AND WHEREAS Council passed By-law 2001-101, being a by-law to establish schedules of retention periods for all records kept by the Town of Markham;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF MARKHAM ENACTS AS FOLLOWS:

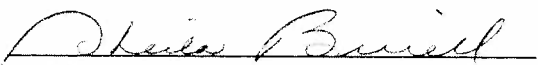
1. That Schedule "A" of By-law 2001-101, being a by-law to establish schedules of retention periods for all records kept by the Town of Markham, be amended as follows:

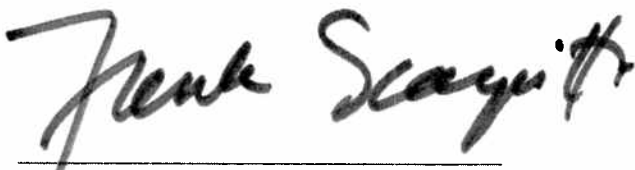
**Add the following record retention period to the CAO's OFFICE,
Human Resources Section:**

<u>Human Resources:</u>		
<u>Administration:</u>	<u>Retention</u>	<u>Disposition</u>
Employee History File (EHF) – Fire Fighters - Permanent	PT	S

2. That this by-law comes into force and takes effect on its passing.

READ A FIRST, SECOND, AND THIRD TIME AND PASSED THIS
11TH DAY OF DECEMBER, 2007.


SHEILA BIRRELL, TOWN CLERK


FRANK SCARPITTI, MAYOR