

THE REGIONAL MUNICIPALITY OF PEEL

BY-LAW NUMBER 58-2023

**A by-law to amend By-law 1-2007, titled the
“Records Retention By-law”.**

WHEREAS, the Council of The Regional Municipality of Peel (“Regional Corporation”) on March 29th, 2007 passed By-law 1-2007 to provide for the preservation and destruction of records of the Regional Corporation, referred to as the “Records Retention By-law”;

AND WHEREAS, the Council of the Regional Corporation on September 25th, 2014 passed By-law 70-2014 to amend By-law 1-2007 to delete and replace Schedule “A” to By-law 1-2007;

AND WHEREAS, the Council of the Regional Corporation on April 26th, 2018 passed By-law 26-2018 to amend By-law 1-2007 to once more delete and replace Schedule “A” to By-law 1-2007;

AND WHEREAS, the Council of the Regional Corporation has, by resolution adopted on December 7th, 2023, authorized the enactment of the by-law herein to further amend By-law 1-2007;

NOW THEREFORE, the Council of the Regional Corporation enacts as follows:

1. That Section 1 of By-law 1-2007 is hereby amended by adding the following definition in alphabetical order:

“records appraisal” means the formal process of determining whether records have permanent archival value, as decided by the Regional Archivist. Records appraisal is distinguished and distinct from “monetary appraisal,” which estimates fair market value. “Archival value” refers to the ongoing usefulness or significance of records, based on the administrative, legal, fiscal, evidential, or historical information they contain, justifying their continued preservation. When undertaking a records appraisal, various factors may be considered, including but not limited to the records’ provenance and content, their authenticity and reliability, their order and completeness, their format, their condition, and costs to preserve them, and their intrinsic value.

2. That Section 7 of By-law 1-2007 is hereby deleted in its entirety and replaced with the following:

“7. The Regional Archivist or designate has the authority to review any disposition list(s) and conduct a records appraisal of records scheduled for disposition, including records not previously identified for archival selection. When such an appraisal determines that a record or a group of records has

archival value, the Regional Archivist or designate may stop a disposition or remove records from a disposition and transfer them to the Peel Archives.”

- 3. That Schedule “A” of By-law 1-2007, as amended by By-laws 70-2014 and 26-2018, is hereby deleted and replaced with a revised Schedule “A” as attached hereto.
- 4. This By-law takes effect on the date it is passed.

READ THREE TIMES AND PASSED IN OPEN COUNCIL this 7th day of December, 2023.

Regional Clerk

Regional Chair