



Town of Whitby

By-law # 8199-25

Records Classification and Retention By-law Amendment

Being a By-law to amend Records Classification and Retention By-law # 7707-20.

Whereas the Council of The Corporation of the Town of Whitby has passed By-law # 7707-20 to establish classification structures and retention periods for records of The Corporation of the Town of Whitby; and,

Whereas Council considered Report CLK 04-25 regarding amendments to classification structures and retention periods for records of The Corporation of the Town of Whitby at the Committee of the Whole meeting on June 9, 2025; and,

Whereas the Council of The Corporation of the Town of Whitby deems it necessary to revise the classification structures and retention periods for records of The Corporation of the Town of Whitby.

Now therefore, the Council of The Corporation of the Town of Whitby hereby enacts as follows:

1. General

- 1.1. That Schedule A – Functional Areas, Records Classification & Retention Schedule to Records Classification and Retention By-law # 7707-20 be repealed and replaced with Schedule A attached hereto.

2. Effective Date

- 2.1. This by-law shall come into force and effect on the date of its passing.

By-law read and passed this 23rd day of June, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk