

Corporation of the Township of Douro-Dummer

By-law Number 2024-06

Being a by-law to establish schedules of Retention Periods for records for the Township of Douro-Dummer (Records Retention By-law) and Repeal By-law 2012-41

Whereas the Ontario Municipal Act 2001, S. 0. 2001, c. 25, as amended, states that a record of a municipality may only be destroyed in accordance with this section;

And whereas the Ontario Municipal Act, 2001, S. 0. 2001, c. 25, as amended, states that a record of a municipality may be destroyed if a retention period for the record has been established and that the retention period has expired or the record is a copy of the original record;

And whereas the Ontario Municipal Act, 2001, S. 0. 2001, c. 25, as amended, states 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 in accordance with the Act;

And whereas the Ontario Municipal Act, 2001, S. 0. 2001, c. 25, as amended, authorizes a municipality to delegate its powers and duties to a person;

Now Therefore the Council for The Corporation of the Township of Douro-Dummer enacts as follows:

1. That the retention period for the records of the Township of Douro-Dummer shall be The Ontario Municipal Records Management System (TOMRMS) schedule as updated annually and as attached to this By-law as Schedule "A".
2. That authority for establishing and amending retention periods for the records of The Corporation of the Township of Douro-Dummer shall be delegated to the Clerk.
3. That By-law No. 2012-41 be hereby repealed.

4. **Definitions**

"Auditor" shall mean the person or firm appointed by Council from time to time to perform the annual audit of the records of the Township of Douro-Dummer;

"Archival Selection" shall mean to evaluate and appraise a record for permanent retention due to its historical value;

"Classification" (as in records classification) shall mean the systematic identification and arrangement of records into categories according to logically structured conventions, methods and procedural rules represented in the classification scheme;

"Destroy" shall mean the process of eliminating or deleting data, documents and records so that the recorded information no longer exists;

"Disposition" shall mean the documented process that changes the status of the record, including retention; destruction, loss; or transfer of custody or ownership;

"Electronic Records" shall mean a set of recorded information that is recorded or stored on any medium in or by a computer system or similar device and that can be read, perceived by a person or a computer system or other similar device;

"Expungement" shall mean a process to eliminate completely, to wipe out, to destroy, or to obliterate an electronic record;

"Medium/Media" shall mean the physical material which serves as a functional unit, in or on which information or data is normally recorded, in which information or data can be retained and carried, from which information or data can be retrieved, and which is non-volatile in nature;

"Official Records" shall mean recorded information in any format or medium that documents the Township's business activities, rights, obligations, or responsibilities or recorded information that was created, received, distributed or maintained by the Township in compliance with a legal obligation;

"Orphan Data" shall mean data that is not machine readable because the data exists with no identifiable computer application or system that can retrieve it, or the data is machine readable but does not have sufficient content, context or structure to render it understandable;

"Records" shall mean any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise, including correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, microfiche, sound records, videotapes, e-mail, machine readable records, and any other documentary material regardless of physical form or characteristics, and including "official records" and "transitory records";

"Records Management" shall mean the field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the forms of records;

"Responsible Department" shall mean the department with the primary responsibility for retaining the record as noted in the retention table;

"Retention Period" shall mean the period of time during which the Township must keep records before they may be disposed;

"Retention Schedule" shall mean a document that describes the Township's records at a series level, and indicates the length of time that each series shall be retained before its final disposition. It specifies those records to be preserved for their archival or legal value, and authorizes on a continuing basis the destruction of the remaining records after the lapse of a specified retention period of the occurrence of specified actions or events. Records retention schedules serve as the legal authorization for the disposal of the Township's records;

"Transitory Records" shall mean records kept solely for convenience of reference and of limited value in documenting the planning or

implementation of Municipal policies or programs. A transitional record may be deleted or otherwise destroyed on the same day the transitional record was created or received. Examples of transitional records include:

- i. Copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
- ii. Information copies of widely distributed materials, such as minutes, agendas, and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
- iii. Preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document and which do not record decisions;
- iv. Duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
- v. Voice-mail messages;
- vi. Video recordings of meetings; save for Open Council and Committee meetings set out in Schedule "A";
- vii. E-mail messages and other communications that do not relate to Township business;
- viii. Copies of publications, such as published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
- ix. Duplicate stocks of obsolete publications, pamphlets or blank forms;
- x. Unsolicited advertising materials, including brochures, company profiles and price lists.

"Vital Record" shall mean a record of any form or format containing information that is essential to continue the immediate operation of the Township and that is necessary to recreate its legal and financial position and to preserve its claims and rights and those of its stakeholders.

5. **Retention Schedule**

- a) The Records Retention Schedule attached hereto as Schedule "A", forms part of this By-law.
- b) The Clerk shall administer this By-law and shall ensure that the retention periods set out in Schedule "A" attached hereto comply with all relevant legal requirements for records retention.
- c) In determining the retention periods for any records, the Clerk shall consider, in consultation with other Township employees where appropriate:
 - i. The operational nature of the records, including the period of time during which the Township uses the record to perform its functions;
 - ii. The legal nature of the records, including the period of time necessary to comply with statutory or regulatory requirements imposed by agreements, permits or other similar documents, or to ensure that the records are available in case of investigation or litigation;
 - iii. The fiscal nature of the records, including the period of time necessary for audit or tax purposes; and
 - iv. The historical nature of the records, including the long-term value of the records for documenting past events or the origins and history of the Township.

6. Deferral of Record Disposition in the Event of Litigation

In the event that the Township of Douro-Dummer is served with any subpoena or request for documentation, or staff members of the Township become aware of a potential governmental investigation, or audit, or the potential of any litigation against or concerning the Township of Douro-Dummer, they must notify the Clerk and any disposal of documents must be suspended until the Clerk, with the advice of Council and/or legal advice, determines otherwise. The Clerk shall take such steps as necessary to promptly notify all staff of any suspension in the further disposal of documents.

7. Responsibilities of Staff and Elected Officials

All Township Employees who create, work with or manage records shall:

- a) Comply with the retention periods as specified in Schedule "A" attached hereto;
- b) Ensure that official records in their custody or control are protected from inadvertent destruction or damage; and
- c) Ensure that transitional records in their custody or control are destroyed when they are no longer needed for short-term reference.

Records created or accumulated by elected officials outside of Township business are not corporate records when these records are stored and managed separately from Municipal Records using non-Municipal equipment and not handled by Municipal staff.

8. Responsibilities of the Clerk

The Clerk shall:

- a) Develop and administer policies and establish and administer procedures for the Township's Records Management Program;
- b) Amend Schedule "A" and obtain approval of the changes from the municipal auditor if required;
- c) Ensure that official records are preserved and disposed of in accordance with Schedule "A" attached hereto; and,
- d) Ensure that all disposition notices prepared pursuant to Subsection (a) of Section 9 of this By-law and all certificates of disposition prepared pursuant to Subsection (f) of Section 9 of this By-law are preserved.

9. Disposition of Records

- a) The departments, in conjunction with the Clerk's office, will identify records scheduled for disposition and prepare a notice of disposition list. If there are any records that need to be retained beyond the disposition date, notice must be provided by the department manager to the Clerk's office in writing and include the reasons for which further retention is requested.
- b) Prior to destruction of an information database or orphan data, the following documents are required:
 - i. A written description containing, to the extent that such information is available, the following:
 1. The title of the system;
 2. The identification of the responsible department in charge of the creation or use of the data;
 3. A brief description of the system's purpose;
 4. Where possible, a contents list of the information being destroyed; or

5. A brief description of any sub-systems, their purpose and relationship to the main system or other sub-systems;
and
 6. The name of the technical contact person who's responsible for documenting the system;
- ii. The written approval of the manager/director of the department; and
 - iii. Where applicable to satisfy the provisions of the Federal Income Tax Act, Excise Tax Act, Employment Insurance Act or Canada Pension Plan, an exemption from the Minister of National Revenue from the requirement to keep records in an electronically readable format.
 - iv. After the destruction of an information database or orphan data, the signing authority must provide a destruction certificate to the Clerk's office to provide an audit trail.
- c) Where appropriate and considering the principles governing the disposition of official records, the Clerk shall re-schedule the disposition of any records listed in the notice referred to in Subsection (a) of this Section for up to one year later than the scheduled disposition date.
 - d) Re-scheduling the disposition of any records beyond a one-year period requires written notice from the department manager/director to the Clerk for each additional year.
 - e) If no notice is received under Subsection (d) of Section 9 of this By-law before the scheduled disposition date, the records shall be deemed to be authorized for disposition by the department manager/director.
 - f) When official records have been disposed of pursuant to this By-law, the Clerk shall obtain written confirmation of such disposition.

10. Principles Governing the Destruction of Official Records

- a) The following principles govern the destruction of official records:
 - i. When there are not further business or legal reasons for retaining official records, they shall be destroyed or expunged as appropriate;
 - ii. Official records pertaining to, pending or actual investigation or litigation shall not be destroyed;
 - iii. Official records disposed of at the end of a retention period, as well as drafts and copies of records disposed of on a regular basis, shall be destroyed in a way that preserves the confidentiality of any information they contain;
- b) Official records in the custody or control of the Township shall not be destroyed unless such records are older than the retention period set out in Schedule "A" attached hereto, and have been identified in a disposition notice prepared pursuant to Section 6 of this By-law.
- c) Copies of official records do not require formal approval for destruction and may be destroyed at any time if the original records are being retained in accordance with Schedule "A" attached hereto.

11. Citing of By-law

This By-law may be cited as the "Records Retention By-law".

Passed in open Council this 20th day of February, 2024.



Mayor, Heather Watson



Clerk, Martina Chait-Hartwi

Schedule "A"

The Ontario Municipal Records Management System (TOMRMS) schedule as updated annually and provided by:

The Information Professionals
An IMC Affiliated Company

Legend:

P – Permanent; * - Maximum Copy Retention; **S** – Superseded; **E** – **Event**

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BY-LAW 2024-06 – TOWNSHIP OF DOURO-DUMMER RECORDS RETENTION BY-LAW – SCHEDULE A

PRIMARY HEADING: ADMINISTRATION

Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
A01	Associations and Organizations	<p>Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff members belong or with which they communicate in the course of their duties such as, AMCTO, MISA, Ontario Farm Drainage Association, etc. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.</p> <p>Excludes:</p> <ul style="list-style-type: none">• Membership Fees - see F01	Originating	<p>1 year for general information.</p> <ul style="list-style-type: none">• If holding information as Chair or Secretary to be held per Association By-laws.
A02	Staff Committees and Meetings	<p>Includes records regarding the activities of staff committees and meetings. Includes notices of meetings, agenda, minutes, etc. May also include copies of staff activity reports.</p> <p>Excludes:</p> <ul style="list-style-type: none">• Council Minutes and Agenda - see C03-C04• Standing Committees - see C05-C06• Health & Safety Committee Meetings – see H04	Originating	4 years**

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
A03	Computer Systems and Architecture	<p>Includes records relating to the design of computer systems, system changes and/or software and network architecture, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions and product evaluations. May also include requests for significant modification, fixes and upgrades.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Reports - file by subject • Acquisitions - see F18 	IT	V - Superseded + 6 years
A04	Conferences and Seminars	<p>Includes invitations, approvals, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff, or sponsored by the municipality.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Speeches and Presentations - see M08 • Accommodation & Travel Arrangements – see A13 • Employee and Council Expenses - see F09 • Ceremonies and Events - see M02 • Invoices - see F01 • Rental Agreements - see L14 	Originating	<p>1 year**</p> <p>Archival review if sponsored by the Municipality</p>

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A05	Consultants	Records contained should be filed in other classification categories. For: <ul style="list-style-type: none"> • Reports - file by subject • Consulting relationship management and evaluation – see A15 • Project based monitoring of consultant activities – see project file • Procurement, Quotations and Tenders - see F18 • Invoices - see F01 	Originating	2 years**
A06	Inventory Control	Includes inventory statements and reports, and all other records regarding the control of supplies, furnishings and office and small equipment stock levels. Excludes: <ul style="list-style-type: none"> • Assets - see F06 • Controlled Drug Substances – see S18 • Petroleum Products – see E24 	Originating	6 years + V
A07	Office Equipment and Furniture	Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc. Excludes: <ul style="list-style-type: none"> • Computer Hardware and Software - see A03 • Service Agreements - see L14 • Assets - see F06 	Originating	Disposal of item

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A08	Office Services	Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the inter-office mail system, internal printing, and management of forms and templates.	Originating	1 year
A09	Policies and Procedures	Includes policy and procedure manuals, work instructions, protocols, guidelines and directives relating to administrative, governance and operational processes.	Originating	V + Permanent
A10	Records Management	Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, classification structures, feasibility studies, and records centre operations. Excludes: <ul style="list-style-type: none"> • Retention By-Law - see C01 • Policies and Procedures - see A09 • Records Disposition - see A11 	Clerk's	V + Superseded
A11	Records Disposition	Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	Clerk's	V + Permanent

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
A12	Telecommunications Systems	Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communications systems, and 911 emergency systems. Excludes: <ul style="list-style-type: none">• Licenses - see P09• Assets - see F06• Long Distance Call Records – see F01• Agreements - see L04 or L14	Originating	Superseded
A13	Travel and Accommodation	Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants. Excludes: <ul style="list-style-type: none">• Employee and Council expenses – see F09	Originating	1 year
A14	Uniforms and Clothing	Includes records regarding uniforms and special clothing used by municipal staff members, such as police uniforms, fire-fighters' clothing and safety clothing used by utilities operators	Originating	Superseded**

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A15	Vendors and Suppliers	<p>Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidders' information sheets.</p> <p>Excludes:</p> <ul style="list-style-type: none">• Purchase Orders and Requisitions - see F17• Office Equipment - owned and leased - see A07• Fleet Management - see V01	Originating	2 years
A16	Intergovernmental Relations	<p>Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (such as telephone numbers, contact names, etc.). May include correspondence to and from Boards and Commissions. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.</p> <p>Excludes:</p> <ul style="list-style-type: none">• Legislation – see L10/L11	Originating	5 years**

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A17	Information Access and Privacy	<p>Includes documents regarding the municipality's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and records regarding the handling of requests under the Act. Includes routine disclosure requests and processing, notices of disclosure, responses to FOI request made to the municipality, access request transfers to another institution, FOI requests made by the municipality, notices of appeal and privacy breach investigation/processing. Also includes lists of Personal Information Banks (PIBs).</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Copies of the Act - see L11 • Non MFIPPA Complaints and Inquiries - see M04 	Clerk's	2 years
A18	Security	<p>Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes, control of keys and closed-circuit television (CCTV) output.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Vandalism Reports - see P05 • Computer Security - see A03 	Originating	V + 5 years

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A19	Facilities Construction and Renovations	Includes records for the planning and construction of municipal facilities such as fire stations, pools, and office buildings. Includes site meetings, consultant's reports, cost reports, and design, inspections and site safety certification of equipment such as scaffolds and safety platforms for construction sites controlled by the municipality. Excludes: • As-Builts and drawings – see A27	Originating	Permanent (Until Property is sold = E) Event + 2
A20	Building and Property Maintenance	Includes records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, bus terminals, garages, libraries, and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts, office cleaning and pest control as well as licenses for devices such as elevators. Excludes: • Parks Management - see R04 • Building Systems – see A26	Originating	5 years Setup tests and manuals = Equipment removed + 1 year
A21	Facilities Bookings	Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	Originating	2 year

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A22	Accessibility of Services	Includes records relating to the accessibility of Municipal buildings, services and information to disabled persons. Includes multi-year accessibility plan, efforts to remove barriers and notices of availability of these services. Excludes: <ul style="list-style-type: none">• Report on services – see A25	Clerk's	5 years
A23	Information Systems Production Activity & Control	Includes records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports	IT	2 years
A24	Access Control & Passwords	Records related to the management of and access to programs. Includes individual access, password management, etc.	IT	Superseded

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A25	Performance Management/ Quality Assurance	<p>Includes records regarding the performance of the Municipality as a whole and quality assurance programs such as the Ontario Municipal Benchmarking Initiative (OMBI), Excellence Canada (formerly the National Quality Institute), Benchmarking, and Balanced Score Cards. Types of records included are key performance indicators, annual reports submitted to a Ministry such as the Leaf and Yard Waste System Annual Waste Reduction Reports, Waste Recycling Sites Annual Report, drinking water system annual report, Long-Term Care Home Licensee Annual Report, Personal Health Information Annual Report, Housing Services Annual Report, Funding Agencies Annual Report, and other information related to the efficiency and effectiveness of municipal operations as designated by a Ministry.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Employee performance appraisal - see H03 • Council Goals & Objectives - see C08 • Financial Regulatory reporting, FIR and MPMP – see F27 	CAO	6 years

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A26	Building Structure Systems	Includes records regarding building systems that are part of the building structure such as HVAC, ventilation, fire and life systems, electrical safety, elevators, furnace, and emergency lighting. Includes manufacturer's operation/technical manuals and warranties; inspection and testing reports; approved life safety studies, approved compliance equivalencies, inspection log books and remedial action for building systems.	Originating	Superseded or life of system/ asset
A27	Drawings	Includes architectural and engineering drawings and As-Built drawings and supporting documentation such as specifications required to interpret the drawings and identify the current state of a facility or infrastructure for assessment, rehabilitation and warranty support purposes.	Originating	Superseded or life of system/ asset

PRIMARY HEADING: COUNCIL AND BY-LAWS

Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
C00	Council & By-laws – General	Records regarding Council and By-Laws which cannot be classified elsewhere - use only if no other heading is available.	Clerk's	1
C01	By-Laws	Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws. Also includes any background documentation required to explain or justify the By-Law.	Clerk's	V + Permanent

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
C02	By-Laws - Other Municipalities	Includes final versions of by-laws of other municipalities which are of interest.	Clerk's	Superseded
C03	Council Agenda	Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.	Clerk's	Superseded + 5 years
C04	Council Minutes	Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes and voting records. Excludes: <ul style="list-style-type: none"> • Council Committees - see C05, C06 • Reports to Council - see C11 	Clerk's	V + Permanent Working notes = 6 years
C04.0 1	Recorded Open Council Meetings	Includes the downloaded video livestream of Open Council meetings.	Clerk's	1
C05	Council Committee Agenda	Includes notices of meetings and agenda for the committees of Council as well as working notes used in agenda preparation.	Clerk's	Superseded + 5 years
C05.0 1	Council Committee Terms of Reference	Includes Terms of Reference of the committees of Council.	Clerk's	Superseded + 1
C06	Council Committee Minutes	Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to.	Clerk's	6 years**
C06.0 1	Recorded Open Committee Meetings	Includes the downloaded video livestream of Open Committee meetings.	Clerk's	1

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C07	Elections	Includes returned notices, lists of officials, initial MPAC and amended voters' lists, change of name applications, nominations, notices, ballots, election results, preliminary voters' lists, objections lists, candidate compliance reports, third party campaign financial and auditor reports, election report, election coordination documentation, oaths taken by council members and information on ward boundaries. Includes advertising.	Clerk's	Day action took effect or voting day + 4 years Ballot = 120 days after voting or resolution of recount
C08	Goals and Objectives	Includes records concerning strategic planning, goals and objectives such as shared services and mission statements such as the municipal sustainability plan housing plan, and growth plan submissions prepared for the Ministry. Excludes: • Environmental Planning – see D03 • Official Plan – see D08	Originating	10 years**
C09	Motions and Resolutions	Includes final signed versions of resolutions and motions of Council.	Clerk's	V+ Permanent Copy = 1 year
C10	Motions and Resolutions - Other Municipalities	Includes final versions of motions and resolutions of other municipalities which are of interest.	Clerk's	Superseded
C11	Reports to Council	Includes all departmental reports to Council such as staff reports, the Treasurer's agreements, investments and funds disposition reports. Filed by subject.	Clerk's	Permanent
C12	Appointments to Boards and Committees	Includes records regarding appointments by Council of staff and council members to roles on council committees and boards.	Clerk's	Permanent

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C13	Accountability Transparency & Governance	Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports (including Integrity Commissioner reports, Ombudsman investigations and reports), closed meeting investigations and initiatives., registry of lobbyists, etc.	Clerk's	2 years

PRIMARY HEADING: DEVELOPMENT AND PLANNING

Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
D01	Demographic Studies	Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc. Excludes: • Vital Statistics - see L12	Planning	End of Study + 10 years**
D02	Economic Development	Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections, etc. Excludes: • Demographic Studies - see D01 • Residential Development - see D04 • Tourism Development - see D06 • Industrial/Commercial Development - see D2	Planning/ CAO	10 years**

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
D03	Environment Planning	<p>Includes records regarding general types of environmental studies with a long-range planning emphasis, such as salt usage impact, storm drainage and flood control, parks and open spaces, water sustainability and conservation, pollution prevention and waste management planning. Also contains information on invasive species and source water protection such as risk assessments, well development and purging, risk management plans, site condition reports and information prepared for Phase One and Phase Two environmental assessments.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Environmental Monitoring - see E05, E13 - E15 • Waste Management - see E07 • Source Water Protection Committee – see E20 	Planning	15 years**
D04	Residential Development	Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	Planning	10 years**
D05	Natural Resources Planning	<p>Includes records regarding planning for the management and preservation of forests, natural features, the characteristics of various minerals as well as mineral deposits, and other natural resources information.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Tree maintenance – see E04 	Planning	5 years**

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		<ul style="list-style-type: none"> Natural Resource management and preservation – see E18 		
D06	Tourism Development	Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.	Planning	10 years**
D07	Condominium Plans	Includes records regarding the pre-consultation and the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.	Planning	V+ Permanent Applications = 2 years after final decision
D08	Official Plans	Includes the official plan, and exemptions and amendments to the official plan. Also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts.	Planning	V + Permanent
D09	Official Plan Amendment Applications	Includes the pre-consultation and applications to amend the official plan or secondary plans, staff reports, meeting minutes and written comments on the application, notices, resolutions and decisions.	Planning	Final decision or reflected in revised official plan + 5 years
D10	Severances	Includes records regarding the granting of severances to parcels of land including application for severance.	Planning	Permanent
D10.01	Preliminary Severance Reviews	Includes records regarding preliminary severance review's applications, supporting documents and decisions.	Planning	2 years

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D11	Site Plan Control	Includes records regarding approval for the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways. Excludes: <ul style="list-style-type: none"> • Systems for Servicing Land - see relevant subject. • Site Plan Agreements - see L04 	Planning	Permanent Application = 2 years after final decision
D12	Subdivision Plans	Includes records regarding the pre-consultation and the approval of plans of subdivisions (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans. Also includes notices of approval. Excludes: <ul style="list-style-type: none"> • Subdivision Agreements - see L04 	Planning	V+ Permanent Application = 2 years after final decision
D13	Variance Applications	Includes records regarding the pre-consultation and the granting of minor variances in land use including zoning applications from existing zoning regulations. Excludes: <ul style="list-style-type: none"> • Budget Variances - see F05 	Planning	V+ Permanent
D14	Zoning	Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities.	Planning	Final decision + 2 years

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		<p>Excludes:</p> <ul style="list-style-type: none"> • Zoning By-Laws - see C01 • Variances - see D13 		Zoning By-law Amendment Applications - Reflected in Zoning By-law Consolidation + 5 years
D15	Easements	<p>Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private property.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Original Agreements - see L04 	Planning	Termination of right + 6 years **
D16	Encroachments	<p>Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Original Agreements - see L04 • Original Encroachment By-Laws - see C01 	Planning	Termination of right + 6 years **
D17	Annexation/ Amalgamation	<p>Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on county restructuring.</p>	Clerk's	Permanent
D18	Community Improvement	<p>Includes records, studies, statistics and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement Programs, Community Area</p>	Planning	Completion of project + 6 years**

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		Improvement Programs, BIA, BIC, PRID, etc. May also include records on housing rehabilitation programs, ie. RRAP, CMHC. Excludes: • Economic Development - see D02		
D19	Municipal Addressing	Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings, and copies of related by-laws.	Planning	V+ Superseded + 10 years**
D20	Reference Plans	Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence.	Planning	Permanent
D21	Industrial/ Commercial Development	Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc. Excludes: • Agricultural Development – see D23	Planning	10 years**
D22	Digital Mapping	Includes all records used to produce maps and updates in a digital format as in a GIS.	Planning	Superseded Excludes actual data residing on these systems
D23	Agricultural Development	Includes all records regarding development of agricultural growth.	Planning	10 years**
D24	Official Plan Background	Includes reports pertaining to amendments and changes to the Official Plan.	Planning	Final Decision + 5 years
D25	Deeming Process	Includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-	Planning	Final Decision + 2 years

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		laws, correspondence, etc. A Deeming By-law application is applied for in order to allow for two or more neighbouring lots on a registered plan of subdivision to merge. Only applicable to parcels of land contained within a plan of subdivision that has been registered for at least 8 years.		
D26	Development Charges Study	Includes records related to the development of and the final Development Charges Study as required under the Development Charges Act. Includes advertising, public meeting notices, responses, stakeholder lists, public meeting information, background information and supporting documentation, consultant reports, notices regarding adoption of the Development Charges By-law, and other records related to requirements for the development of the Development Charges By-law.	Treasury	Study = Permanent Supporting Documents = 25 Year
D27	Part Lot Control	Includes records regarding applications and background material for Part Lot Control exemptions, council decisions, by-law, correspondence, etc. A Part Lot Control application is applied for to allow the conveyance of a portion of a lot without requiring approval of a land division committee (typically used to separately convey semi-detached and townhouse units). Only applicable to parcels of land contained with a registered plan of subdivision.	Planning	Final Decision + 5 years

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PRIMARY HEADING: ENVIRONMENTAL SERVICES

Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
E01	Sanitary Sewers	Includes records regarding the design, construction and maintenance of sanitary sewers such as underground conduits that carry off waste matter. Excludes: <ul style="list-style-type: none">• Waste Management - see E07• Storm Sewers - see E02• Treatment Plants - see E03• MOE Approvals – see E21• Drawings/As Bults and specifications – see A27	Public Works	V + Project completed & no outstanding issues + 2 years Specifications = life of the asset as per A27
E02	Storm Sewers	Includes records regarding the design, construction and maintenance of storm sewers such as underground conduits that carry off drainage water. Excludes: <ul style="list-style-type: none">• Drawings/ As Bults and specifications – see A27	Public Works	Project completed & no outstanding issues + 2 years Specifications = life of the asset as per A27

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
E03	Treatment Plants – Wastewater Treatment and Collection Systems	<p>Includes records regarding the operation of sewage treatment and pumping stations and lagoons. Includes wastewater treatment facility/collection, identification reports, operator-in-charge records, treatment unit instructions, equipment operating status records and equipment design, construction and maintenance records (work orders) as well as the operations and maintenance manuals. Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts & site-specific collection-related work (i.e. sewer rodding, lateral inspections, etc.). Also includes facility classification certificate and license to operate. May include records pertaining to Wastewater Treatment Facility and/or Collection upgrades design, construction and commissioning.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Private Sewage Disposal Systems – see E12 • Drawings/ As Built and specifications – see A27 	Public Public Works	<p>Report made or equipment decommissioned + 5 years</p> <p>Specifications = life of the asset as per A27</p> <p>Plans = cease to apply + 2 years</p>
E04	Tree Maintenance	Includes records of tree removal, planting, trimming, pruning and preservation measures taken	Parks	5 years

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E05	Air Quality Monitoring	<p>Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity from pollution sources such as smoke, dust, smog or gaseous impurities. Also includes claims and compliance orders.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Water Quality – see E13 to E15 • By-Law Enforcement - see P01 • Complaints and Inquiries - see M04 • Land Quality Monitoring – see E23 	Public Public Works	V + Later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5 + 5 years**
E06	Utilities	<p>Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Site Plans - see D11 	Public Works	5 years**

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E07	Waste Management	<p>Includes records regarding the collection and disposal of waste. Includes site operating plans, landfill site records, facility inspections and stack testing, recycling, energy from waste, source separation, collection services, recycling site vicinity maps, hazardous waste collection, hauled sewage waste collection and composting records. Also includes transportation manifests, transfer compliance records and records of site condition, daily waste reception and inspection records, dust suppression records and closure reports.</p> <p>Excludes:</p> <ul style="list-style-type: none">• Sanitary Sewers - see E01• Environment Planning - see D03• Private Sewage Disposal Systems – see E12• Annual reports on blue boxes, recycling program, etc. – see A25	Public Works	<p>V + 10 years or cease to apply + 10 years**</p> <p>Post landfill site closure documentation = closure + 25 years</p>

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E08	Water Public Works – Drinking Water Plant	<p>Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines, hydrants and related facilities and equipment as well as operational plans. Includes water meter registration numbers. Includes point of entry water treatment record, operator in charge shift monitoring and inspection records, water treatment facility/distribution and equipment design, construction, manuals, process adjustment records and maintenance records (work orders). Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts & site-specific distribution-related work (i.e. water meters, curb stops, etc.) May include records pertaining to Water Treatment Facility and/or Distribution upgrades design, construction and commissioning and operations manuals for equipment. Also includes notices of potential problems and disinfection equipment continuous performance records.</p> <p>Excludes:</p> <ul style="list-style-type: none">• Water Pumping Stations – see E03• Drawings/ As Built and specifications – see A27	Public Works	Superseded + 15 years Specifications =Permanent as per A27

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E09	Drains	<p>Includes records regarding the design, construction and maintenance of drains (channel or pip) carrying surplus liquid such as rainwater or liquid waste, usually to a sewer. Also includes engineer reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, bylaws and grants.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Drawings/ As Built and specifications – see A27 	Public Works	<p>Superseded + 5 years**</p> <p>Specifications = Permanent as per A27</p>
E10	Pits and Quarries	<p>Includes records regarding the design, construction, maintenance and monitoring of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • License/permits – see P09 	Public Works	<p>Superseded + 5 years**</p> <p>Township Owned Assets (Specifications) = life of the pit or quarry</p>

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E11	Nutrient Management	Includes the records regarding the control of storing/spreading /using waste materials such as liquid manure and sewage bio-solids on land, near waterways, runoff etc. Includes the agricultural management strategy/plan, the Greenhouse Nutrient Feedwater Strategy, Site Characterization Plan, documentation relating to the storage and distribution of nutrient material, non-agricultural source material (NASM) plans and sampling results. Also includes broker transfer and hauled sewage disposal site records. Excludes: • Strategy/plan review – see A25	Public Works	Superseded + 5 years** or expiry of plan + 2 years
E12	Private Sewage Disposal Systems	Includes records regarding the design, construction, maintenance and monitoring of private sanitary sewers and septic systems.	Building Department	Superseded + 7 years** Specifications = life of system

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E13	Water Monitoring	<p>Includes records regarding the routine monitoring of water quality, water quantity for source water protection purposes, as well as warning notice checks and posting of them and responses to interference with quality or quantity such as and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), water taking logs, methodology and reports. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water. Includes records of Ministry of the Environment drinking water and waste water Compliance Inspection Reports, data request items, inspection responses and related documents.</p> <p>Excludes:</p> <ul style="list-style-type: none">• Air Quality Monitoring – see E05• Land Quality Monitoring – see E23• By-Law Enforcement - see P01• Complaints and Inquiries - see M04• Annual reports – see A25	Parks	Created, approved or plan no longer in force + 15 years

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E14	Water Sampling	<p>Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis – adverse samples, notices to Ministry – Spills Action Centre and local Health Unit. Includes hydrocarbon records, drinking Water and Wastewater routine sampling and Determination results, systems effluent information records, sewer overflow reports, CoC and laboratory related communications or documentation (LSN, Scope of Accreditation & Procedures/Requirements). Includes phosphorous content records, Hydrocarbon records of Upset Condition and Spill Reports for Wastewater Treatment and/or Collection systems to Ministry of the Environment and local Health Unit.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Air Quality Monitoring – see E05 • By-Law Enforcement - see P01 • Complaints and Inquiries - see M04 • Facilities Routine water use, monitoring & testing – see P21 	Parks	Created, approved or plan no longer in force + 15 years child care facility plumbing flush and water testing = 6 years

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E15	Chemical Sampling of Water	<p>Includes chemical samples collected and tested, inorganic and organics, samples collected and tested every 60 months and lead, sodium and fluoride samples collected and tested annually, and engineer evaluation and corrective action reports and pesticide parameter test results.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Air Quality Monitoring – see E05 • By-Law Enforcement - see P01 • Complaints and Inquiries - see M04 • Facilities Routine water use, monitoring & testing – see P21 	Parks	Created, approved or plan no longer in force + 15 years
E16	Backflow Prevention and Cross Connection Control	<p>Includes records relating to backflow prevention and cross connection control By-law program. Records will include: cross connection surveys, test reports and test results, inspection reports, list of approved and installed backflow prevention devices/assemblies, compliance tracking and notifications; plumbing drawings/schematics; correspondence, forms, copies of work orders, job reports, copies of invoices, fees structures and any other type of media related directly to backflow prevention and cross connection control.</p>	Public Works	Superseded + 15 years

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E17	Energy Management	Includes all records relating to the municipality’s Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and greenhouse gas emissions. Also includes conservation and demand measures information and management of energy consumption and conservation at municipal buildings and facilities.	Administration	End of reporting period to which relates + 7 years
E18	Natural Heritage	Includes records regarding green lands, municipal forests and forestry including tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks, harbours and beaches and plans to manage, control or eradicate invasive species or prevent release. Excludes: <ul style="list-style-type: none"> • Natural Resources Planning – see D05 • Tree Maintenance – see E04 • Conservation district plans – see R01 • Archaeological and heritage site investigation reports – see R01 	Public Works and Parks	End of plan or designated year + 3 years

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E19	Renewable Energy	Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g., wind, water, biomass, biogas, biofuel, solar energy, geothermal energy and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts. Also includes reports on hazards to birds and bats monitoring and locations of wind turbines as well as land requirement transfers.	Building Department and Administration	Created, approved or facility no longer in force + 15 years

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
E20	Source Water Protection	<p>Includes Risk Management Official and Inspector appointment certificates and the Risk Management Official’s Annual Report, fee schedules for risk management applications, plans, issuing of notices or compliance orders or the acceptance of an assessment. Also includes modelling analysis, vulnerability assessments, source protection area assessment reports and comments, technical studies and Significant Drinking Water Threat (SDWT) verification surveys. Includes Source Water Protection Committee’s Terms of Reference and Meeting Minutes</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Risk Management Plans and/or Assessments - see D03 • Prohibition Notices and Orders - P20 • Contracts and Agreements - Simple (Not Under Seal) - L14 • Soil Contamination – E23 • Nutrient Management – E11 	Planning	Created, approved or plan no longer in force + 15 years
E21	MOE Environmental Compliance Approvals	Includes Environmental Compliances issued by MOE to the municipality for municipal drinking water systems, municipal & private sewage Public Works and waste disposal sites, air quality, noise, storm-water management, storm sewers, culverts, etc.	Building Department	Cease to apply + 3 years

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
E22	Private/Small Water Systems	Includes records and correspondence regarding the design, construction, operation and maintenance of private water systems and development agreements for private waterPublic Works. Includes operating manuals, maintenance orders, maintenance logs, warning notice checks and system audit reports.	Building Department	E + 15 years (as long as equipment in use)
E23	Land Quality Monitoring	Includes records regarding the routine monitoring of land/soil quality and site condition reports as well as responses to interference with quality or contamination. Excludes: <ul style="list-style-type: none">• Water Quality – see E13 to E15• By-Law Enforcement - see P01• Complaints and Inquiries - see M04• Air Quality Monitoring – see E05• Natural Heritage – E18	Building Department	Superseded + 7 years

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E24	Gasoline Storage & Dispensing	<p>Includes gasoline storage tank and municipal gasoline dispensing records. Routine monitoring and dispensing records relate to loading and dispensing throughput volume; vapour control equipment operation, daily/weekly visual inspection/deficiency remedy actions and maintenance; Free Oil Layer and Separated Solid Layers Measurements and removal records measurements; tank bottom water removal; temporary tank removal; Loss of Product / Inventory Control and Reconciliation Records; excavation and nearby construction potentially affecting the storage tank system integrity; vapour barrier equipment downtime record; pumping equipment tests; pumping connection leak records; storage leak tests; gasoline levels measurement, and loss and gain records; and piping system pressure tests. System records relate to drawings and specifications for system; installation record; tank and piping systems locates; storage tank and Stage II vapour recovery system commissioning inspection and testing records; and storage tank component inspection reports and compliance documents (including warnings and notices of violations).</p> <p>Excludes:</p> <ul style="list-style-type: none">• Underground storage abandonment record – see L07• Major spills – see E23	Originating	<p>Use = 7 years</p> <p>Tank install, inspection = system removed + 5 years</p>

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PRIMARY HEADING: FINANCE AND ACCOUNTING

Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
F01	Accounts Payable	Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay account, rebates, levies payable, reports, telephone bills and membership fees. Excludes: <ul style="list-style-type: none"> • Cancelled Cheques - see F07 • Employee and council expenses – see F09 	Treasury	V + Close of fiscal tax year end + 7 years For welfare & child care payments E = provincial government year end + 7 years
F02	Accounts Receivable	Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Includes correspondence related to tax collection and supporting documentation. Excludes: <ul style="list-style-type: none"> • Write-offs - see F23 • Tax Assessments, Rolls and Tax Arrears - see F22 	Treasury	V + Close of fiscal tax year end + 7 years
F03	Audits	Includes records regarding internal and external financial audits of accounts. Excludes: <ul style="list-style-type: none"> • Operational audits - see relevant subject. • Audited Financial Statements - see Financial Statements, F10 	Treasury	7 years

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
F04	Banking	Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records. Excludes: • Banking Statements - see F07	Treasury	Close of fiscal tax year end + 7 years
F05	Budgets and Estimates	Includes departmental and corporate budgets and plans, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.	Treasury	7 years**
F05.0 1	Final Budgets	Includes official yearly budgets and revised budgets approved by Council.	Treasury	V + Permanent
F06	Assets	Includes records regarding current and fixed assets. Includes fixed asset inventory including records of initial expenditure, depreciation, amortization, and disposal. Also includes supporting information required for Public Sector Accounting (PSAB) purposes. Excludes: • Land Acquisition and Sale - see L07	Treasury	V + Disposal of asset + 10 years**
F07	Cheques	Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements. Excludes: • Banking - see F04	Treasury	V + 7 Years

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
F08	Debentures and Bonds	Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors. Excludes: • Debenture Registers - see Subsidiary Ledgers, Registers and Journals, F14	Treasury	V + Debentures surrendered for exchange/ cancellation + 7 years
F09	Employee and Council Expenses	Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc. May also include employee time sheets combined with travel and expense statements. Excludes: • Attendance - see H01 • Honoraria and fees to Council – see F1	Treasury	Close of fiscal tax year + 7 years
F10	Financial Statements	Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements. Excludes: • All working notes, calculations and background documentation, see F26	Treasury	Permanent

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
F11	Grants and Loans	Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies such as the Road and Farm Tax Rebate, Waste Management Improvement Program etc. Also includes submissions, acknowledgements, and reports such as market value of assistance report.	Treasury	V + Repayment of loan + 7 years
F12	Investments	Includes records regarding the municipality's investments, term deposits, and promissory notes	Treasury	V + Closure of account + 7 years
F13	Journal Vouchers	Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Treasury	V + Close of fiscal tax year + 7 years
F14	Subsidiary Ledgers, Registers, and Journals	Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers. Excludes: • Documents and vouchers used to support entries - see relevant subject in this Primary	Treasury	V + Close of fiscal tax year + 7 years**
F15	General Ledgers and Journals	Includes all records in the Books of Original Entry.	Treasury	V + Permanent

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
F16	Payroll	<p>Includes all records of payments of salary, wages and deductions to employees including vacation entitlement and pay, alternative vacation entitlements, notice of garnishment and termination or severance pay. Includes time sheets and vacation taken, pay lists, Blue Cross reconciliations, T4 Slips, Record of Earnings for pension contribution purposes, Records of Employment (ROE) and Statistics Canada reports. Also includes honoraria and fees to Council.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Payroll Registers - Subsidiary Ledgers, Registers and Journals - see F14 • Non-payroll related government and statistical reporting – see F27 	Treasury	V + Close of fiscal tax year + 7 years
F17	Purchase Orders and Requisitions	<p>Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Quotations and Tenders - see F18 	Treasury	Close of fiscal tax year + 7 years

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F18	Quotations and Tenders	Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process. Excludes: <ul style="list-style-type: none"> • Successful quotations and tenders - see Contracts and Agreements, L04 	Treasury	V + E+7 years** Unsuccessful bids - retain for 1 year from contract award
F19	Receipts	Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the municipality.	Treasury	7 years
F20	Reserve Funds	Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	Treasury	V + 7 years
F21	Revenues	Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees. Excludes: <ul style="list-style-type: none"> • Accounts Receivable - see F02 • Tax Rolls - see F22 	Treasury	7 years Records related to mortgages must be kept for 10 years.

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F22	Tax Rolls and Records	Includes taxation records of long-term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls. Excludes: <ul style="list-style-type: none"> • Accounts Receivable - see F02 • Mortgage Companies - see F02 • Correspondence related to tax issues that are not of a long-term importance - see F02 	Clerk's	V + Permanent Tax rolls = when no longer required for planning purposes
F23	Write Offs	Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. Excludes: <ul style="list-style-type: none"> • Accounts Receivable - see F02 	Treasury	7 years Court services write-offs – 37 years
F24	Trust Funds	Includes records regarding funds established by the municipality for money held in trust, such as bequests, cemetery trust funds, cemetery care and maintenance programs, Homes for the Aged Residents (including authorization, receipts and statements of withdrawal) and Ontario Home Renewal Program such as fund accounting records, bank statements, banking instructions and fund audit records.	Originating	V + Fiscal year or last day of residence + 7 years
F25	Security Deposit	Includes development deposits, letters of credit, certificates of insurance when required and records of monies held as security (i.e. bonds).	Treasury	V + Closure of account + 7 years

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F26	Working Papers - Financial	Includes all working notes, calculations, reconciliations, end of year payment in lieu of taxes statements to school, and background documentation used to calculate financial statements such as the Monthly Trial Balance. Excludes: • Financial Statements - see F10	Treasury	After completion of audit + 1 year
F27	Regulatory Reporting – Financial	Includes regulatory, financial information returns and government reporting such as HST returns, tax rebate filings, and the Ministry of Municipal Affairs Financial Information Return (FIR) and the Municipal Performance Measurement Program (MPMP) that collects municipal services data on an annual basis as a part of the FIR. Excludes: • Performance management & quality assurance – see A25	Treasury	7 years
F28	Grant to Organization	Includes grants disbursed to various organizations.	Treasury	Permanent
F29	Verified Banking Information	Includes verified banking information of municipal suppliers for direct deposits.	Treasury	Completion (no longer valid) + 1

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PRIMARY HEADING: HUMAN RESOURCES

Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
H01	Attendance and Scheduling	Includes records regarding the planning of employee attendance. This includes dates and times of hours worked and as well as of on-call schedules and any changes made to on-call scheduling including cancellations, and driver daily logs and record of on-duty and off-duty time. Includes statements related to public holiday substitution dates. Excludes: <ul style="list-style-type: none"> • Individual Time Sheets - see F16 • Vacation Time and Pay – see F16 	Originating	5 years Driver’s daily logs = 6 months Public vehicle and trip reports – 1 year
H02	Benefits Program	Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on Employer Health Tax. Excludes: <ul style="list-style-type: none"> • Payroll - see F16 • Individual Pension and Benefit records – see H10 	Treasury	V + Superseded

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
H03	Employee Records	<p>Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, leave documentation, training reports, correspondence with the employee, and employee assistance. Also includes agreements on extended hours and averaging hours of work, annual summary of hours worked. Includes full-time, part-time, student employees and volunteers. Includes CVOR operator safety record, certificates and licences such as lifeguard, instructor, first aid and retirement home staff certificates; and training records such as working at heights and service station operations training and training certificates for employees related to legislation such as the Safe Drinking Water Act, Environmental Protection Act, Occupational Health and Safety Act and the Ontario Water Resources Act.</p> <p>Excludes:</p> <ul style="list-style-type: none">• Grievances – see H14• Harassment – see H15• Health & Safety Training - see H04	Personnel	<p>V + Date employee ceased to be employed by employer + 7 years</p> <p>Firefighter employment terms = 25 years</p>

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
H04	Health and Safety	<p>Includes records regarding the occupational health and safety of staff. Includes lists of designated substances and assessments, designated substance assessments, fire drill records, ventilation and air quality inspection, fire hydrant flushing, first aid records, non-lost time accident reports, traffic protection plans, portable fire extinguisher maintenance records, chimney test and inspection records, fire safety inspections, safety inspections, Workplace Safety & Insurance Board reports, WSIB certificates, and information on health and safety programs training for staff. Also includes Health & Safety Committee meeting minutes.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Accidents of the Public - see P05 • Lost-time reports and claims – see H13 	Personnel and Originating Department	<p>V + 3 years</p> <p>Accident reports for construction projects retained with project 1 year after project completion</p>
H05	Human Resource Planning	<p>Includes records of succession planning, executive placement, retirement programs, staff turnover rates, staffing level plans, annual hire/promotion targets, recruitment freezes, employment equity, performance management, volunteer plans, employee information reporting and related records.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Employee Records - see H03 	Personnel	Day last used + 1 year (Human Rights special program designation minimum of 5 years)**
H06	Job Descriptions	Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Personnel	Superseded plus 5 years

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
H07	Labour Relations	Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations. Excludes: • Collective Agreement – see L04	Personnel	Expiry of contract period + 10 years**
H08	Organization Design	Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts. Excludes: • Job Descriptions - see H06	Originating	Superseded**
H09	Salary Planning	Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, compensation ranges, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity and compliance. Excludes: • Employee Records - see H03	Personnel	5 years
H10	Pension and Benefits Records	Includes records detailing obligations to individuals under OMERS. Includes pension and benefit information of current and retired personnel, including registration/enrolment and records. Excludes: • Deductions for pensions – see F16 • General information on pension plans - H02 • Payments made to OMERS - F01	Personnel	V+ Termination of Employee + 7 years (employee departure)

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H11	Recruitment	Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications. Excludes: • Successful applications – see H03	Personnel	1 year
H12	Training and Development	Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation and course content delivery materials and attendance records for specific courses. Excludes: • Individual Employee Training Records - see H03	Personnel	Date when that particular course ceases to be offered + 2 years** Salt use training materials – 7 years Drinking water training materials– 5 years Only courses developed and presented by the Municipality are subject to archival selection
H13	Claims	Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice, accident report. Excludes: • Non-lost-time incidents or accidents - See H04 • Self-insured STD – See H04	Personnel	Resolution of claim + 3 years Hazardous exposure claims = longer of 40 years or 20 years after last record made

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
H14	Grievances	Includes records dealing with grievance complaints filed against the municipality such as the initial complaint, investigation, reports and final resolution including arbitration and arbitration awards. Excludes: • Harassment & Violence – see H15	Personnel	Resolution of claim + 10 years
H15	Harassment and Violence	Includes records dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution. Excludes: • Grievances – see H14 • Abuse investigation records not involving staff – P08	Personnel	Resolution of complaint + 3 years
H16	Criminal Background Checks	Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers. Also includes annual Criminal Offence Declaration.	Personnel	Date employee ceased to be employed by employer + 7 years
H17	Employee Medical Records – Hazardous Materials	Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.	Personnel	E+40 years or 20 years after last record of exposure
H18	Employee Medical Records	Includes doctor's notes, correspondence, and health reports related to an employee's medical situation.	Personnel	When STD/LTD claims are resolved + 3 years

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
H19	Disability Management	Includes all records related to occupational and non-occupational injuries and illnesses. Also includes accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation.	Personnel	Day issued or earlier as may be specified by Commission + 5 years
H20	Confined Spaces	Includes records relating to the assessment of confined spaces and written plan and procedures for the control of hazards in confined spaces. Also includes confined space atmospheric tests and a record of each worker's entries and exists. Excludes: <ul style="list-style-type: none"> • Health & Safety – see H03 • Staff training – see H12 	Personnel	1 year or the period necessary to ensure 2 most recent records retained
H21	Employee Recognition	Includes all records and correspondence related to employee awards and honours granted by the Municipality. Includes: organized employee events such as staff barbecues, retirement celebrations, service awards, recognition parties, etc.	Personnel	5 years
H22	Employee Certifications	Includes records regarding individual employee certification, credentialing and mandatory training required by legislation or professional standards as a condition of employment. Includes applications, confirmation of mandatory training, certificate renewals and appointment renewals such as fire fighter mandatory training, water quality analyst certificates, sewage Public Works operator certificates and commissioner of oaths appointment.	Personnel	Certification expired + 2 years

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PRIMARY HEADING: JUSTICE

Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
J01	Certificates of Offence (Part I)	Includes Part 1 Certificates of Offence excluding Accident and Careless Driving offences. Records identified as POA schedule # CD-4R1. Excludes: • Part 1 accident and careless driving matters – see J02	Court Services	Completion + 2 years
J02	Informations (Part III)/ Accident and Careless Driving Part 1	Includes all Part 3 Informations and Part 1 Informations Certificates of Offence relating to accident and careless driving matters. Records identified as POA schedule # CD-2.	Court Services	Completion + 6 years
J03	Control Lists/ Justice Reports	Includes certificate control lists and reports from Municipal and Provincial agencies such as Police, M.T.O. and M.N.R. etc.	Court Services	4 years
J04	Court Dockets	Includes registers of court activity including POA (trial) dockets, Fail To Respond (FTR) dockets and Walk In Guilty (WIG) dockets detailing case dispositions (completed dockets). Also includes statistics on court activities and disposition of fines.	Court Services	3 years Statement of defence – not set to trial = 5 years
J05	Transcripts and Records of Court Proceedings	Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes and log books.	Court Services	6 years**

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
J06	Enforcements & Suspensions	Includes records regarding the suspension of licenses issued by Provincial Government agencies such as RICO-4015 Preliminary Enforcement Report and RICO-4017 Enforcement Review Journal and fine collection efforts. Also includes audit reports provided by the provincial database.	Court Services	8 years
J07	Appeals & Transfers	Includes records of appeals and of transfers to and from other Courts. Excludes: • Appeals & Hearings (Municipal) – L01	Court Services	7 years
J08	Statistics/ Payment Tracking	Includes reports and other statistical data, including all RICO reports such as RICO-2100 New Offence Register, FICO-0100 Forms to be Printed Control List, RICO-4400 Cases Disposed to Criminal Court, daily courtroom utilization report and verification report, and all RICO and RICM cash payments and receipt reports, analysis, adjustments.	Court Services	8 years
J09	Disclosure	Includes information requested by individuals in preparation for court cases.	Court Services	6 years
J10	Certificates of Conviction Part 2	Includes Court and POA records including Part 2 - Certificates of Conviction.	Court Services	6 years

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PRIMARY HEADING: LEGAL AFFAIRS

Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
L01	Appeals and Hearings	Includes zoning appeals, development and educational charges appeals, official plan appeals, and Committee of Adjustment appeals. Records include notices of appeal, all transcripts and related documentation regarding appeals, hearings, legal proceedings and final judgments. Also includes orders issued by regulatory bodies and boards. Excludes: <ul style="list-style-type: none"> • Litigation - see Claims - L02-L03 • Harassment & Violence – see H15 	Clerk's	V + Permanent After Resolution of appeal
L02	Claims Against the Municipality	Includes all litigation and insurance claims made by other parties against the municipality. Excludes: <ul style="list-style-type: none"> • Appeals and Hearings - see L01 	Clerk's	V+ Resolution of claim and all appeals + 2 years Ultimate limitation = 15 years
L03	Claims By the Municipality	Includes all litigation and insurance claims made against other parties by the municipality. Excludes: <ul style="list-style-type: none"> • Appeals and Hearings - see L01 	Clerk's	V+ Resolution of claim and all appeals + 2 years

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
L04	Contracts and Agreements - Under By-Law	<p>Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, child care centres/home child care agency licensee agreements, development front-ending agreements, and subdivision agreements. Also includes agreements regarding tax arrears payment extension, easements, encroachments, area ways, laneways and records transfer.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Office Equipment Maintenance Agreements - see L14 • Contracts regarding Land - see L07 • Insurance Policies - see L06 • Line fence agreements – see P01 	Clerk's	V + Permanent
L05	Insurance Appraisals	Includes appraisals of municipal property for insurance purposes.	Clerk's	V + After a new appraisal has been done + 15 years
L06	Insurance Policies	<p>Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Employee Group Insurance – see H02 • Third Party Contracts - see L04 • Insurance Claims – see L03 	CAO	V + Expiry of policy + 15 years

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
L07	Land Acquisition and Sale	Includes records regarding real estate transactions and conveyance of land such as lot sales, alley closings and allowances whether through voluntary transactions or expropriation. Includes leases, deed including underground storage abandonment record, expropriation plans, purchase letters and appraisals. Excludes: • Tax sales – see F22	Clerk's	V+ Property disposition + 10 years Renewable energy projects agreements terms may not be more than 50 years Append abandoned petroleum storage tank to deed
L08	Opinions and Briefs	Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	Clerk's	Superseded**
L09	Precedents	Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.	Clerk's	Superseded**
L10	Federal Legislation	Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.	Originating	Superseded
L11	Provincial Legislation	Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.	Originating	Superseded

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
L12	Vital Statistics	Includes registers of births, deaths and marriages. Registers include license or permit serial numbers, date of issue and name of the parties. Excludes: <ul style="list-style-type: none"> • Population Statistics - see Demographic Studies - D01 	Clerk's	Permanent Marriage licences 2 years
L13	Prosecutions	Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation. Excludes: <ul style="list-style-type: none"> • By-Law Enforcement - see P01 • Appeals and Hearings - see L01 	Originating	Delivery of judgement + 7 years
L14	Contracts and Agreements – Simple	Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle lease, purchase agreements, waste removal agreements, apprenticeship training contracts, vehicle leases, housing service managers and long-term care home licensee agreements relating to funding, service accountability and charges between licensees and authorized persons or residents. Also includes consents required under The Canadian Anti-Spam Legislation (CASL) Excludes: <ul style="list-style-type: none"> • Contracts and Agreements Under By-Law – L04 • Line Fences agreements – see P01 	Clerk's	Expiry of contract + 5 years** Long term care service providers = expiry + 7 years Road construction projects (T04) = P + V

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PRIMARY HEADING: MEDIA AND PUBLIC RELATIONS

Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
M01	Advertising	<p>Includes records regarding public advertising in magazines, newspapers, radio, television, and transit.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • News Releases - see M06 • Recruitment - see H11 • Elections - see C07 	Originating	1 years**
M02	Ceremonies and Events	<p>Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day and Winter Carnival. Also includes records regarding the set-up and running of special events.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Permit to hold event – see P11 	Originating	5 years**
M03	Charitable Campaigns/Fund Raising	<p>Includes records regarding the raising of funds and donations for the municipality, for municipality run programs or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Receipts - see F19 	Originating	1 year

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
M04	Complaints Commendations and Inquiries	Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints related to services provided by the municipality. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. May also include compliance letters issued in response to a lawyer’s request. Excludes: <ul style="list-style-type: none"> • Accessibility of Records (Freedom of Information) requests - see A17 • Grievances or harassment/violence complaints by or against employees – see H14, H15 • Employee recognition – see H21 	Originating	5 years**
M05	News Clippings	Includes clippings from newspapers, information from journals and other printed media. May also include information related to online media coverage, radio or television clips. Excludes: <ul style="list-style-type: none"> • Clippings used as reference material - see relevant subject. 	Originating	1 years**
M06	News Releases	Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	Originating	1 years**

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M07	Publications	Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, program and services pamphlets, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature as well as copies of social networking sites (website, Facebook, etc.) published by the municipality.	Originating	Superseded** Superseded + 3 years if publication is subject to copyright or trademark
M08	Speeches and Presentations	Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials. Excludes: <ul style="list-style-type: none"> • Media coverage of speeches/presentations - see M05 • News Releases - see M06 	Originating	3 years**
M09	Visual Identity and Insignia	Includes records regarding branding and the standards which apply to graphic designs as part of a Visual Identity Program. Includes trademarks, logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.	Clerk's	Superseded + 5 years**

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
M10	Website & Social Media Content	Includes records of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook & Twitter. Excludes: • Published website content – see M07	Originating	Superseded + 2 years
M11	Public Relations and Public Awareness	Includes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters, etc. Also includes issues regarding internal/external communications. Includes programs designed for public awareness and engagement.	Originating	5 years**
M12	Intellectual Property	Include certificates of copyright, applications for patents and trademark registration. Also includes monitoring and enforcement of authorized use of copyright, trademarks and patents including copyright use permission requests.	Clerk's	Copyright, patent or trademark expired or last use + 5 years

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PRIMARY HEADING: PROTECTION AND ENFORCEMENT SERVICES

Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
P01	By-law Enforcement	Includes records of municipal efforts to enforce bylaws such as parking tickets and fence-line disputes. Includes order to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs, line fence agreements, etc. Excludes: <ul style="list-style-type: none"> • Health & Fire Inspections - see P07 • Investigations – see P08 • Environmental Monitoring - Industrial/Commercial - see E05 • Prosecutions - see L13 • Animal Control Enforcement - see P14 • Lottery license Enforcement - see P09 	Originating	V + 6 years**
P02	Daily Occurrence Logs	Includes daily occurrences logs maintained by the Chief Building Official.	Originating	5 years**
P03	Emergency Planning and Response	Includes records regarding the planning, testing, rehearsal of and response to emergency, safety and contingency measures. May also include records of previous disasters including emergency command centre operation, response reports, press clippings, pandemic planning, etc.	Originating	V + S** or expiry of plan + 5 years if Canadian Environmental Protection Act applies

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P04	Hazardous Materials	<p>Includes information and reports on chemicals and substances that pose fire or environmental hazards such as PCBs, refrigerants and halocarbons, also includes Material Safety Data Sheets (MSDS) and records dealing with toxic substances control, halocarbon charging records, halocarbon leak tests and release reports, transportation and effects as well as records of pesticide use and environmental spills.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Staff Safety Training - see H04 • Personal exposure - see H17 • Manifests - see E07 	Originating	V + Superseded + 5 years
P05	Incident/ Accident Reports	<p>Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Security - see A18 • Accidents of Municipal Staff - see H04 • Compensation claims and vehicle accidents - see L02 or L03 • Long Term Care Home medication incidents – see S18 • Private Child Care Centre incidents – see S14 • Municipal Child Care Centre incidents – see S10 	Originating	V + 5 years

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
P06	Building and Structural Inspections	Includes building and structural tests and inspection reports relating to work platforms; plumbing and sprinkler systems; fire alarm circuits, power supply and system; fire suppression systems; electrical; and other structural inspections. Also includes inspections of marijuana grow operations after appropriate notification from a police force. Excludes: • By-Law Enforcement – see P01	Building	V + Inspections = 2 years initial fire system test report = life of system
P07	Health and Fire Safety Inspections	Includes Fire Marshall's, Public Health and related health and safety violation and verification inspection reports conducted or performed on private, public and commercial properties. Excludes: • Internal Health & Safety Inspections – see H04 • Routine building and structural inspections – see P06	Public Health and Fire Department	Superseded but, minimum 1 year
P08	Investigations	Includes records of investigation pertaining to law enforcement, or the origin or cause of traffic accidents, serious occurrences and abuse allegations, ambulance and fire response scrutiny. Excludes: • By-law Enforcement – see P01 • Harassment & Violence staff investigations – see H15	Originating	V + 10 years**

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
P09	Licences	Includes records regarding licences administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, cemetery, crematorium, funeral establishment licenses, businesses, lotteries, accessible transportation operation and quarries, etc. Excludes: • Marriage Licences – see L12	Clerk's	Expiry of licence + 2 years
P10	Building Permits	Includes permits issued to builders, contractors, and residents giving them permission to build or renovate. Also includes permits for construction of cell towers and the structure for wind-powered turbines. Excludes: • All other permits – see P11	Building	V + Permanent
P11	Permits - Other	Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to hold special events, temporary road closure, drinking water Public Works permits, transport oversize loads, erect signs, park on the street, etc. Excludes: • Building Permits – see P10 • Encroachment Permits – see D16 • Burial Permits – see S09 • Road and lane opening/closings – see T09	Originating	Expiry of permit + 2

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
P12	Warrants	Includes all warrants issued for By-Law enforcement purposes.	Court Services By-law Services	Execution of warrant + 2 years Court services search warrants – 40 years
P13	Criminal Records	Includes all documentation relating to individuals with a history of criminal activity. Excludes: • Staff Police Background Checks – see H16 • Investigations – see P08 • Prosecutions – see L13	Court Services By-law Services	Occurrence/ investigation closed or disposition of charge + 5 years
P14	Animal Control	Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Also includes records of distrained animals and pound animal records. Excludes: • Dog Licenses – see P09	Originating	Date animal was last in the pound + 2 years
P15	Community Protection Programs	Includes records on community protection and crime prevention such as Community Policy, Victim Services Neighbourhood Watch and Block Parents. Also includes programs aimed at public education on fire, water and traffic safety and similar programs. Records include correspondence and brochures. Also includes video surveillance footage of high incident and public spaces.	Originating	Superseded + 2 years** Surveillance video 72 hours unless requisitioned for use If requisitioned for use (MFIPPA or other investigation) = Superseded + 2 years
P16	Emergency Services	Includes records regarding police, land ambulance, fire and rescue services	Originating	Superseded + 5 years

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
P17	EMS and Fire Significant Incident & Impact Reports	Includes reports and statements documenting significant and noteworthy incidents events that occur when responding to an EMS or Fire, the role of the attending responders in the incident, and the actual or potential impact of these incidents.	EMS	Superseded + 5 years
P18	EMS and Fire Accident Response Reports	Includes records relating to emergency services provided such as ambulance paramedical services and patient transport, and fire suppression and emergency call response. Includes ambulance call reports (ACR), emergency response reporting, fire call reports and fire cause identification. Excludes: • Investigations – see P08	EMS	Superseded + 5 years
P19	EMS and Fire Statistics	Includes records relating to performance plans and the associated statistical reporting of performance, calls and accidents involving emergency medical services, traffic and work-related issues	EMS and Fire Department	Superseded + 2 years
P20	Prohibition Notices & Orders	Includes prohibition orders, notices and correspondence related to prohibition under regulations such as Source Drinking Water Protection. May also contain building code applications denied because of prohibition.	Clerk's and Originating	15 years

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P21	Facilities Routine Water Use, Monitoring and Testing	Includes records regarding the testing of swimming pool or splash pad water for chlorine and pH levels, water outlet inspections, the number of bathers per day, any rescues or breakdowns of equipment. Also includes routine testing, monitoring and flushing of water systems in recreational camps, child care and long-term care facilities	Parks & Recreation Child Care Facility	Pools and recreational camps = 1 year Child care facility plumbing flush and water testing = 6 years

PRIMARY HEADING: RECREATION AND CULTURE

Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
R01	Heritage Preservation	Includes records regarding heritage and historical development, including designations and registers of buildings, districts, and cemeteries as well as archaeological digs, archeological and heritage assessments, and heritage conservation district studies and plans. May also include heritage registries. Excludes: <ul style="list-style-type: none"> • Historical Designation By-Laws - see C01 • Natural heritage preservation – see E18 	Clerk's	V + End of plan year or removal of designation + 3 years**

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
R02	Library Services	Includes circulation lists, recommendations for additions to library collections, information searches, inter-library loan requests and more general records regarding the operation of libraries. May include subscription renewals of magazines and receipts from book sales. May also include copy logs.	Library	5 years
R03	Museum and Archival Services	Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records. May also include copy logs. Excludes: • Record Centre Operations - see A10	Clerk's	V + Superseded + 3 years**
R04	Parks Management	Includes correspondence, descriptions, reports and other records dealing with the management design, set-up, landscaping and maintenance of specific municipal parks. Includes maps and plans. Also includes information dealing with maintenance of playground equipment. Excludes: • Building and Property Maintenance – see A20	Parks & Recreation	Park maintenance = 5 years** Playground equipment maintenance = 15
R05	Category Removed	Records Contained should be filed in other Categories		

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
R06	Recreational Programming	Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs.	Parks & Recreation	Program development & evaluation = 3 years** Program registration = 1 year Attendance fee collection = 6 years

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PRIMARY HEADING: SOCIAL AND HEALTH CARE SERVICES

Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
S01	Children's Day Care and Day Nursery Services	<p>Includes general program information regarding childcare programs such as municipal and private day care and day nursery services. Also includes general resource information used in counselling children and parents involved in these programs as well as records regarding operations, waiting lists, drinking water testing requirements and fire drills requirements.</p> <p>Excludes:</p> <ul style="list-style-type: none">• Children’s services not related to day care and nursery schools – see S07• Day care and nursery school enrolment records – see S10• Home day care program clients – see S15• Medical client records - see S06• Day care and day nursery facility operation records – see applicable category• Water, Plumbing and flushing records – see P21• Fire drill records – see H04	Community Services	Superseded (review after 3 years)

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
S02	Elderly and Supportive Assistance Services	<p>Includes general program information regarding programs intended to improve the quality of life for senior citizens and the disabled such as home care, day programs, housing and transit subsidies. Includes general resource and long-term care facility information used in counselling seniors considering moving to a long-term care facility, Meals on Wheels program and adult day programs. May also include waiting and vacancy lists for Long-Term Care homes or other programs and Indigent Elderly Patient reports.</p> <p>Excludes:</p> <ul style="list-style-type: none">• Long Term Care Facility Residents - see S03• Long Term Care Operations – see S18• Disability Support Clients– see S11	Community Services	Superseded (review after 3 years)

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
S03	Long Term Care Facility Clients	<p>Includes records regarding individual residents of retirement residences and homes for the aged long-term care homes including resident care plans and conferences, applications for funding, weight monitoring, adverse drug reaction and use of physical restraint and monitoring records and use of targeted substances. Also includes testing for tuberculosis upon admission.</p> <p>Excludes:</p> <ul style="list-style-type: none">• General program information - see S02• Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P04• Serious occurrences and abuse allegations involving municipal staff – see H15	Community Services	Discharged + 10 years

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
S04	Community and Social Assistance Services	<p>Includes general program information regarding assistance programs and support available to residents and the homeless within the municipality. Includes general resource information used in counselling recipients regarding community support services, life skills, services to obtain housing and maintain housing, emergency assistance, social assistance options and information pertaining to Employment Support Programs.</p> <p>Excludes:</p> <ul style="list-style-type: none">• Ontario Public Works Case Records – see S05• Social Housing Programs – see S12• Housing and Homelessness research and initiatives – see S12• Social and health care planning and management – see S18 <p>Programs for the elderly and persons with disabilities – see S02</p>	Community Services	Superseded (review after 3 years)

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S05	Ontario Public Works Clients	<p>Includes records regarding funding for individual Ontario Public Works social assistance recipients and residents in subsidized housing. May include Income Reporting Cards.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • General program information – see S04 	Community Services	<p>Date of last entry + 5 years</p> <p>Outstanding overpayment = overpayment resolved + 5 years</p> <p>Fraud investigation = fraud resolved + 5 years</p> <p>Outstanding family support issues = 10 years</p>
S06	Medical Case Clients	<p>Includes case records regarding communicable diseases, venereal diseases, dental care, maternal care, respiratory, gastrointestinal or infectious disease outbreaks, medication errors, etc. Includes reportable diseases reports and medical screening.</p>	Public Health	<p>Discharged as a client + 15 years</p> <p>Note: reportable diseases may be longer</p>

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S07	Children's Services	<p>Includes general program information regarding programs benefiting developmentally handicapped children, abused children and other children's programs. Also includes general resource information used in counselling children and parents involved in these programs. May include general CAS (Children's Aid Society) information as well.</p> <p>Excludes:</p> <ul style="list-style-type: none">• Medical client case records – see S06• Day care and day nursery programs – see S01	Community Services	Superseded (review after 3 years)
S08	Public Health	<p>Includes records regarding public health programs such as health and safety education, school health programs, infection control, family planning and disease control including immunization.</p> <p>Excludes:</p> <ul style="list-style-type: none">• Medical Client case files – see S06	Public Health	Superseded (review after 5 years)

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S09	Cemetery Interment	<p>Includes cemetery license, burial permits, maps, plot ownership records, deemed cancellations, death certificates and warrants to bury, interment or scattering rights certificates, created remains and body disposal registers, and indexes for municipal cemeteries and abandoned cemeteries.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Building and Property Maintenance - see A20 • Promotional materials – see M07 • Price lists and cemetery operation – see S20 	Clerk's	<p>Permanent** Transfer to archives if no longer managed</p> <p>Burial permits = 2 years</p>
S10	Day Care and Day Nursery Clients	<p>Application for enrolment for day care and day nurseries, child's name, home address, date of birth, names, addresses, phone numbers of parents, place at which they can be reached, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Handicapped children services – see S07 • Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P08 • Serious occurrences and abuse allegations involving municipal staff – see H15 	Community Services	Last participated date + 3 years

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S11	Disabilities Support Clients	<p>Includes records dealing with applications for and provision of services and funding support to persons with mental or physical disabilities including service and support profiles, and accessible transportation eligibility application and approval, behaviour support plans, intrusive behaviour intervention and crisis situation incident reporting. Also includes personal support plans and records for individuals as well as summary reports relating to support services provided for people with disabilities.</p> <p>Excludes:</p> <ul style="list-style-type: none">• Children’s program information – see S07• Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P08• Serious occurrences and abuse allegations involving municipal staff – see H15	Community Services	No longer receiving support + 7 years

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S12	Housing Services	<p>Includes records and correspondence related to housing programs such as municipally owned and managed properties, the non-profit housing corporations, Strong Communities Rent Supplement program, landlords, and other housing providers. Records include Service Manager’s Housing Plan and Housing Provider annual reports as well as unsuccessful applications for social housing. Also includes records and correspondence related to affordable housing initiatives developed by the Federal Government, the Provincial Government and/or the municipality such as programs include construction of new rental housing/units, rent supplements, home ownership, home repairs and home modification initiatives.</p> <p>Excludes:</p> <ul style="list-style-type: none">• Resources used to assist potential tenants – see S04	Community Services	10 years

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S13	Housing Tenant Clients	<p>Includes information regarding social housing applications, and records regarding housing tenants such as personal identification, income verification documentation, rent calculations and notices, leases and consent forms.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P04 • Serious occurrences and abuse allegations involving municipal staff – see H15 	Community Services	No longer resides + 5 years
S14	Home Child Care Program Administration	Provider files (eligibility requirements), correspondence, inspections, serious occurrence reporting, health unit reporting, Director’s directions, attendance records & financial reconciliation information.	Community Services	3 years
S15	Home Child Care Program Clients	<p>Client records include the completed and signed enrolment form and information pertaining to the child as prescribed by the Ministry under the Child Care and Early Years Act, 2014 and eligibility requirements for the program. May also include referral letters from third party agencies, custody documents and medical referrals.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Day care and day nursery clients – see S10 	Community Services	Last participated date + 3 years

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S16	Social and Health Care Planning and Management	Includes records related to social, health care and coordinated care initiatives planning, process definition, and program monitoring and evaluation. Includes records related to research, action plans, governance, evaluations, statistical information, and action plans. Includes records related to Long-Term Care facility capacity and service planning and copies of records required for reporting purposes. Also includes program marketing plans and presentations.	Community Services	7 years
S17	Client Care Coordination	Includes records regarding individual clients and their care coordination planning. Excludes: <ul style="list-style-type: none">• Public health medical client information – see S06	Community Services	No longer receiving support + 10 years

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S18	Long Term Care Operations	<p>Includes records relating to administration/organization, health and wellness concerns and initiatives, outbreaks/health related issues, programming for residents, and volunteer programming within the Long-Term Care facility. Also includes vacancy lists, client satisfaction surveys, quarterly and annual evaluations of facility programs and responses to client behaviour and violence zero tolerance, staff training, complaints review, reports required for regulatory reporting purposes such as the health care organization annual quality improvement plans, and patient and caregiver complaints summary reporting, controlled drug substances records, and drug record book identifying narcotics received by the Long-Term Care facility outside of the routine medications which are dispensed to residents.</p> <p>Excludes:</p> <ul style="list-style-type: none">• Complaints – see MO4• Serious occurrence and abuse allegations investigation – see P04• Food preparation & Service monitoring – see S19	Community Services	4 years

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S19	Food Preparation and Service	Includes records relating to food production for residents of municipally managed Long-Term Care Homes and visitors (non-residents) as well as Child Care Centres. Includes the approved menu cycle and menu substitutions, records relating to food quality such as temperature and inspection records, client responses to food quality and private lab inspection reports.	Community Services	1 year
S20	Cemetery Operations	Includes records relating to the business operation of a municipal cemetery including price lists and removed markers records. Excludes: • Burial permits, interment records, etc. – see S09	Cemetery	Contract fulfilled or no longer applies + 6 years

PRIMARY HEADING: TRANSPORTATION

Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
T01	Illumination	Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Also includes records on power consumption.	Public Works	V + Removal of the equipment + 6 years Specifications = P
T02	Parking	Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.	Public Works	Closure of lot or space + 6

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Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
T03	Public Transit Operations	<p>Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records, route administration and planning, fare policies, intergovernmental transit co-ordination.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Accessible transportation application and approval - see S11 • Driver scheduling – H01 	Public Works	Closure of route/ shelter/ stop + 1 year**, 2-year minimum retention
T04	Road Construction	<p>Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Design and Planning - see T05 • Routine maintenance and minor improvements to road systems - see Road Maintenance – see T06 • Drawings – see A27 	Public Works	<p>Project finished + 1 year**</p> <p>Warranty= End of Warranty plus 2 Years</p> <p>Specifications = P</p>
T05	Road Design and Planning	<p>Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycle ways, footpaths, walkways, etc.</p>	Public Works	<p>Project finished + 1 year**</p> <p>Warranty= End of Warranty plus 2 Years</p> <p>Specifications = P</p>

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T06	Road Maintenance and Salt Usage	<p>Includes records and studies regarding the inspection and maintenance of roads. Minor repair maintenance includes the installation of culverts, minor repairs to the road surfaces, curbs and side-walks, cycle-ways, footpaths, walkways, etc. Routine maintenance includes grading, ploughing and sanding of roads, and snow removal and cleaning.</p> <p>Also includes Salt Management Plan and revisions, yearly review, reports, other records, studies, and information regarding salt usage and contamination from salt used on roads. Includes training program materials and records of training for all personnel when managing or performing winter maintenance activities involving the use of road salts.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Non-salt usage training records - see H03 	Public Works	Project finished + 1 year salt plans, usage, training and reports = 7 years Specifications = P
T07	Signs and Signals	<p>Includes records and studies regarding the manufacture, installation, servicing and maintenance of signs and signals.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Visual Identity Program - see M09 • Sign Permits – see P11 	Public Works	V + Removal of sign/signal + 1 year Speed Warrant Studies, Signal Warrants and Traffic Signal/Timing Plans Specifications = P

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T08	Traffic	Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes records regarding impacts of temporary road closures for special events. Excludes: • Permits for temporary closure – see P11	Public Works	Project finished + 1 year** Temporary road closures = 2 years Traffic Count Specifications = P
T09	Roads and Lanes Openings/ Closures	Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications. As well as records related to requests to open road and street allowances. Excludes: • Temporary road closures - see T08 • Land Sales - see L07 • Road Closing By-Laws - see C01	Public Works	Project finished + 1 year**
T10	Field Survey/Road Survey Books	Includes engineering field survey notes as well as books.	Public Works	Project finished + 1 year
T11	Bridges	Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	Public Works	Project finished + 1 year Specifications = P

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PRIMARY HEADING: VEHICLES AND EQUIPMENT

Class Code	Secondary Heading	Scope Notes	Responsible Dept.	Total Retention (# of years after current year)
V01	Fleet Management	<p>Includes records of summary fleet information and fleet records for each vehicle (including attached devices such as Fire–Fighting Chassis Mounted Aerial Devices) leased or owned, operated and maintained by the municipality. This includes plate permits, CVOR certificates, operating manuals, routine/daily inspections, vehicle history files, ignition interlock device installation, and vehicle maintenance, registration and disposal.</p> <p>Excludes:</p> <ul style="list-style-type: none">• Insurance Policies - see L06• Accident Claims - see L02, L03• Leases/Contracts - see L14	Originating	<p>V + Termination of lease) + 2 years</p> <p>Public vehicles trip record = 1 year</p> <p>Daily Inspection Logs = 2 years or 6 months after vehicle ceases to be operated</p>
V02	Mobile Equipment	<p>Includes records and operating manuals regarding mobile (motorized) equipment used in conjunction with vehicles. Also includes routine inspections, maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc.</p>	Originating	<p>V + Disposal of equipment + 1 year</p>
V03	Transportable Equipment	<p>Includes operating manuals and records regarding transportable equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.</p>	Originating	<p>Disposal of equipment + 1 year</p>

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V04	Protective Equipment	<p>Includes operating manuals and records regarding protective equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as portable fire extinguishers, rescue equipment, breathing apparatus, breathing tanks, down alarms, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Uniforms and Clothing - see A14 	Originating	Disposal of equipment + 1 year
V05	Ancillary Equipment	<p>Includes records regarding fixed equipment, which is non-vehicle and non-office in nature. Includes equipment such as work or suspended platforms, lifting devices not attached to a structure, appliances such as autoclaves and dishwashers, garbage compactors, industrial shredders etc. Includes correspondence, equipment user and procedural manuals, warranty, routine inspections, maintenance, licences and history records. Includes setup tests and manuals.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Gasoline storage tanks – see E24 • Mechanical & operational systems integral to building structure – see A26 • Private/small water systems – see E22 	Originating	Disposal of equipment + 1 year Set-up tests = until superseded