

The Township of Cavan Monaghan

By-law No. 2019-77

Being a by-law to establish schedules of Retention Periods for records for the Township of Cavan Monaghan (Records Retention By-law)

Whereas the Ontario Municipal Act 2001, S. O. 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. O. 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. O. 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. O. 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 Cavan Monaghan enacts as follows:

1. That the retention period for the records of the Township of Cavan Monaghan shall be The Ontario Municipal Records Management System (TOMRMS) schedule as updated annually
2. That authority for establishing and amending retention periods for the records of The Corporation of the Township of Cavan Monaghan shall be delegated to the Clerk subject to approval of the Municipal Auditor of such retention periods.
3. That this By-law shall come into force on the day it receives the approval of the Municipal Auditor.
4. That By-law No. 2001-49 and By-law No. 2010-37 be hereby repealed.

1.0 Definitions

- a. **“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 Cavan Monaghan;
- b. **“Archival Selection”** shall mean to evaluate and appraise a record for permanent retention due to its historical value;
- c. **“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;
- d. **“Destroy”** shall mean the process of eliminating or deleting data, documents and records so that the recorded information no longer exists;
- e. **“Disposition”** shall mean the documented process that changes the status of the record, including retention; destruction, loss; or transfer of custody or ownership;
- f. **“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;
- g. **“Expungement”** shall mean a process to eliminate completely, to wipe out, to destroy, or to obliterate an electronic record;
- h. **“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;
- i. **“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;
- j. **“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;
- k. **“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”;
- l. **“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;
- m. **“Responsible Department”** shall mean the department with the primary responsibility for retaining the record as noted in the retention table;
 - n. **“Retention Period”** shall mean the period of time during which the Township must keep records before they may be disposed;
 - o. **“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 or the occurrence of specified actions or events. Records retention schedules serve as the legal authorization for the disposal of the Township’s records;
 - p. **“Transitional 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. E-mail messages and other communications that do not relate to Township business;
 - vii. Copies of publications, such as published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
 - viii. Duplicate stocks of obsolete publications, pamphlets or blank forms;
 - ix. Unsolicited advertising materials, including brochures, company profiles and price lists.
 - q. **“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.

2.0 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.

3.0 Deferral of Record Disposal in the Event of Litigation

In the event that the Township of Cavan Monaghan 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 Cavan Monaghan, 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.

4.0 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 Council business are not corporate records where these records are stored and managed

separately from Municipal Records using non-Municipal equipment and not handled by Municipal staff.

5.0 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 6 of this By-law and all certificates of disposition prepared pursuant to Subsection (f) of Section 6 of this By-law are preserved.

6.0 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/director 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 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 taking into account 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 5 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.

7.0 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.

8.0 Citing of By-law

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



Mayor, Scott McFadden



Clerk, Elana Arthurs

Municipal Auditor

Date

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

The Information Professionals
An IMC Affiliated Company

Schedule "A" to By-law No. 2019-77

Code	Subject	Retention and Remarks
Administration		
A01	<p>Associations and Organizations 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 Drayton & Community Citizens Association, 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> <ul style="list-style-type: none"> • Associate Membership Files • Government – Federal Correspondence • Government – Provincial Correspondence <p>Excludes:</p> <ul style="list-style-type: none"> • Membership Fees - see F01 	1
A02	<p>Staff Committees and Meetings 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 	4**
A03	<p>Computer Systems and Architecture Information 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> <ul style="list-style-type: none"> • Computer Systems - Information <p>Excludes:</p> <ul style="list-style-type: none"> • Reports - file by subject • Acquisitions - see F18 	S+6
A04	<p>Conferences and Seminars 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> <ul style="list-style-type: none"> • Conferences & Seminars Information <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 	1** archival review if sponsored by the Municipality

P - Permanent

C - Current Year

All numbers in retention columns refer to years unless otherwise specified

S – Superseded

** - Subject to Archival Selection

E - Event

	<ul style="list-style-type: none"> • Ceremonies and Events - see M02 • Invoices - see F01 • Rental Agreements - see L14 	
A05	<p>Consultants Category removed. Records contained should be filed in other classification categories.</p> <ul style="list-style-type: none"> • Acknowledgement to Vendors <p>For:</p> <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 	2**
A06	<p>Inventory Control Includes inventory statements and reports, and all other records regarding the control of supplies, furnishings and office and small equipment stock levels.</p> <ul style="list-style-type: none"> • Inventory Records <p>Excludes:</p> <ul style="list-style-type: none"> • Assets - see F06 • Controlled Drug Substances – see S18 • Petroleum Products – see E24 	6
A07	<p>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.</p> <ul style="list-style-type: none"> • Office – Equipment & Supplies Information <p>Excludes:</p> <ul style="list-style-type: none"> • Computer Hardware and Software - see A03 • Service Agreements - see L14 • Assets - see F06 	S
A08	<p>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.</p>	1
A09	<p>Policies and Procedures Includes policy and procedure manuals, work instructions, protocols, guidelines and directives relating to administrative, governance and operational processes.</p> <ul style="list-style-type: none"> • Policies 	15**
A10	<p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Retention By-Law - see C01 • Policies and Procedures - see A09 • Records Disposition - see A11 	S
A11	<p>Records Disposition Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of</p>	P

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	records. <ul style="list-style-type: none"> • Destroyed Records File 	
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 	S
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 	1
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.	S**
A15	Vendors and Suppliers 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. Excludes: <ul style="list-style-type: none"> • Purchase Orders and Requisitions - see F17 • Office Equipment - owned and leased - see A07 • Fleet Management - see V01 	2
A16	Intergovernmental Relations 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. Excludes: <ul style="list-style-type: none"> • Legislation – see L10/L11 	5**
A17	Accessibility of Records (F.O.I.) 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). <ul style="list-style-type: none"> • Municipal Freedom of Information – Access Requests Excludes: <ul style="list-style-type: none"> • Copies of the Act - see L11 • Non MFIPPA Complaints and Inquiries - see M04 	2
A18	Security Includes reports, requests, logs, and other records regarding the security of	5

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	<p>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 	
A19	<p>Facilities Construction and Renovations</p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • As-Builts and drawings – see A27 	Project finished and no outstanding issues + 2**
A20	<p>Building and Property Maintenance</p> <p>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.</p> <ul style="list-style-type: none"> • Cemeteries • Facilities & Property Management (municipally owned) <p>Excludes:</p> <ul style="list-style-type: none"> • Parks Management - see R04 • Building Systems – see A26 	<p>5</p> <p>Setup tests and manuals = Equipment removed + 1 year</p> <p>Architectural and engineering drawing as built = S</p>
A21	<p>Facilities Bookings</p> <p>Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.</p> <ul style="list-style-type: none"> • Parks – Rental Schedules 	1
A22	<p>Accessibility of Services</p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Report on services – see A25 	5
A23	<p>Information Systems Production Activity & Control</p> <p>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.</p>	4
A24	<p>Access Control & Passwords</p> <p>Records related to the management of and access to programs. Includes individual access, password management, etc.</p>	S
A25	<p>Performance Management/ Quality Assurance</p> <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</p>	6

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	<p>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 	
A26	<p>Building Structure Systems</p> <p>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.</p> <ul style="list-style-type: none"> • Mechanics Lien File – After Work Complete 	Superseded or life of system/ asset
A27	<p>Drawings</p> <p>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.</p> <ul style="list-style-type: none"> • Engineering Drawings & Surveys 	Superseded or life of system/ asset

Code	Subject	Retention and Remarks
Council, Boards and By-laws		
C01	<p>By-laws</p> <p>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.</p> <ul style="list-style-type: none"> • By-laws (Original) • Consolidated User Fees and Charges • Development Charges By-law • Fire Protection Agreements with other Municipalities • Maintenance and Occupancy By-law • O.M.B. Records (Kept with By-law) • Procedural By-law • Property Standards By-law • Water and Waste Water User Fees 	P
C02	<p>By-Laws - Other Municipalities</p> <p>Includes final versions of by-laws of other municipalities which are of interest.</p>	S
C03	<p>Council Agenda</p> <p>Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.</p> <ul style="list-style-type: none"> • Agendas (Council Meetings) 	5
C04	<p>Council Minutes</p> <p>Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes and voting records.</p>	P Working

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S – Superseded

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E - Event

	<ul style="list-style-type: none"> • Council Minute Book • Documents Supporting Original Minutes Excludes: <ul style="list-style-type: none"> • Council Committees - see C05, C06 • Reports to Council - see C11 	<p>notes = 6</p> <p>Copies = 2</p>
C05	Council Committee Agenda Includes notices of meetings and agenda for the committees of Council as well as working notes used in agenda preparation. <ul style="list-style-type: none"> • Agendas (Committee Meetings) • Planning Advisory Committee Agendas • Committee of Adjustment Agendas 	5
C06	Council Committee Minutes Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to. <ul style="list-style-type: none"> • Committee Minutes • Library Board Minutes • Committee of Adjustment Minutes • Planning Advisory Committee Minutes 	P
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 <ul style="list-style-type: none"> • Election Reports • Electors (List of) • Elector Records • Nomination Papers • Oaths of Office (By-law) • Voters List • Ward Boundaries Information 	Day action took effect or voting day + 4 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. <ul style="list-style-type: none"> • Corporate Strategic Plan Excludes: <ul style="list-style-type: none"> • Environmental Planning – see D03 • Official Plan – see D08 	S+5**
C09	Motions and Resolutions Includes final signed versions of resolutions and motions of Council.	P Copy=1
C10	Motions and Resolutions - Other Municipalities Includes final versions of motions and resolutions of other municipalities which are of interest.	S
C11	Reports to Council	P

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	Includes all departmental reports to Council such as staff reports, the Treasurer's agreements, investments and funds disposition reports. Filed by subject. <ul style="list-style-type: none"> • Briefs and Reports to Council • Department Organization Reports – Reports to Council 	
C12	Appointments to Boards and Committees Includes records regarding appointments by Council of staff and council members to roles on council committees and boards. <ul style="list-style-type: none"> • Appointment (See By-law) • Committee Appointments – Correspondence 	P
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.	2

Code	Subject	Retention and Remarks
Development and Planning		
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. <ul style="list-style-type: none"> • Census Reports Excludes: <ul style="list-style-type: none"> • Vital Statistics - see L12 	10**
D02	Economic Development Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections, etc. <ul style="list-style-type: none"> • Economic Development General Resources Excludes: <ul style="list-style-type: none"> • Demographic Studies - see D01 • Residential Development - see D04 • Tourism Development - see D06 • Industrial/Commercial Development - see D21 	10**
D03	Environment Planning 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. <ul style="list-style-type: none"> • Drainage Records (Re: Tile) • Tile Drainage Excludes: <ul style="list-style-type: none"> • Environmental Monitoring - see E05, E13 - E15 	15**

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	<ul style="list-style-type: none"> • Waste Management - see E07 • Source Water Protection Committee – see E20 	
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.	10**
D05	Natural Resources Planning 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. Excludes: <ul style="list-style-type: none"> • Tree maintenance – see E04 • Natural Resource management and preservation – see E18 	5**
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.	10**
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. <ul style="list-style-type: none"> • Condominium Approvals 	P 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. <ul style="list-style-type: none"> • Official Plans 	P
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. <ul style="list-style-type: none"> • Official Plan Amendments 	Final decision or reflected in revised official plan + 5
D10	Severances Includes records regarding the granting of severances to parcels of land including application for severance. <ul style="list-style-type: none"> • Municipal Consent Files (Re: Severances) • Severances • Land Division Committee Applications & Decisions 	Land titles registration + 6
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 	P 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"	P Application = 2 years after final decision

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	<p>revisions, applications, registered plans, and changes to approved plans. Also includes notices of approval.</p> <ul style="list-style-type: none"> • Subdivision Plans <p>Excludes:</p> <ul style="list-style-type: none"> • Subdivision Agreements - see L04 	
D13	<p>Variance Applications Includes records regarding the pre-consultation and the granting of minor variances in land use including zoning applications from existing zoning regulations.</p> <ul style="list-style-type: none"> • Committee of Adjustment Applications • Committee of Adjustment Notices & Decisions <p>Excludes:</p> <ul style="list-style-type: none"> • Budget Variances - see F05 	P
D14	<p>Zoning Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities.</p> <ul style="list-style-type: none"> • Zoning Amendments and Applications • Zoning Compliance Letters <p>Excludes:</p> <ul style="list-style-type: none"> • Zoning By-Laws - see C01 • Variances - see D13 	Final decision + 2
D15	<p>Easements 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> <ul style="list-style-type: none"> • Easements (Part of By-law) <p>Excludes:</p> <ul style="list-style-type: none"> • Original Agreements - see L04 	Termination of right + 6**
D16	<p>Encroachments 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 	Termination of right + 6**
D17	<p>Annexation/ Amalgamation 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> <ul style="list-style-type: none"> • Annexation Files (Re: County Restructuring) 	P
D18	<p>Community Improvement Includes records, studies, statistics and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs, BIA, BIC, PRID, etc. May also include records on housing rehabilitation programs, ie. RRAP, CMHC.</p> <ul style="list-style-type: none"> • Local Improvement Files <p>Excludes:</p>	Completion of project + 6**

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	<ul style="list-style-type: none"> Economic Development - see D02 	
D19	<p>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.</p> <ul style="list-style-type: none"> Notice of Change to Address Notices of Change to Land Titles Notice of Change of Ownership of Land Ownership/ Address Changes 	S+10**
D20	<p>Reference Plans Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence</p> <ul style="list-style-type: none"> Land Surveys Reference Plans 	P
D21	<p>Industrial/ Commercial Development Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc. Excludes:</p> <ul style="list-style-type: none"> Agricultural Development – see D23 	10**
D22	<p>Digital Mapping Includes all records used to produce maps and updates in a digital format as in a GIS.</p>	<p>S**</p> <p>Excludes actual data residing on these systems</p>
D23	<p>Agricultural Development Includes all records regarding development of agricultural growth.</p>	10**
D24	<p>Official Plan Background Includes reports pertaining to amendments and changes to the Official Plan.</p>	Final Decision + 5
D25	<p>Deeming Process Includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-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.</p>	Final Decision + 2
D26	<p>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</p> <ul style="list-style-type: none"> Development Charges – Background Study & Information <p>Excludes:</p> <ul style="list-style-type: none"> By-law Schedule of Development Charges – See C01 	10**
D27	<p>Part Lot Control Includes records regarding applications and background material for Part Lot Control exemptions, council decisions, by-law, correspondence, etc. A Part Lot</p>	Final Decision + 5

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	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.	
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Code	Subject	Retention and Remarks
Environmental Services		
E01	<p>Sanitary Sewers Includes records regarding the design, construction and maintenance of sanitary sewers such as underground conduits that carry off waste matter.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Waste Management - see E07 • Storm Sewers - see E02 • Treatment Plants - see E03 • MOE Approvals – see E21 • Drawings/As Built and specifications – see A27 	Project completed & no outstanding issues + 2 Specifications = life of the asset as per A27
E02	<p>Storm Sewers Includes records regarding the design, construction and maintenance of storm sewers such as underground conduits that carry off drainage water.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Drawings/ As Built and specifications – see A27 	Project completed & no outstanding issues + 2 Specifications = life of the asset as per A27
E03	<p>Treatment Plants – Wastewater 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 	Report made or equipment decommissioned + 5 Specifications = life of the asset as per A27 Plans = cease to apply + 2
E04	<p>Tree Maintenance Includes records of tree removal, planting, trimming, pruning and preservation measures taken.</p>	5
E05	<p>Air Quality Monitoring 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, dusk, smog or gaseous impurities. Also includes claims and compliance orders.</p>	Later of: date of offence or: day evidence of offence first came to attention of

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	<ul style="list-style-type: none"> • Radon Test Results <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 	person appointed under s. 5 + 5**
E06	<p>Utilities</p> <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 	5**
E07	<p>Waste Management</p> <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> <ul style="list-style-type: none"> • Waste Management Reports <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 	10 or cease to apply + 10** Post landfill site closure documentation = closure + 25
E07A	<p>MOECC Approvals</p> <p>Includes Certificates of approval for Transfer Stations and closed landfills.</p>	P
E08	<p>Water Works – Drinking Water Plant</p> <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.)</p> <p>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> <ul style="list-style-type: none"> • Water Conservation Reports and Analysis <p>Excludes:</p> <ul style="list-style-type: none"> • Water Pumping Stations – see E03 • Drawings/ As Built and specifications – see A27 	15 Specifications =Permanent as per A27
E09	<p>Drains</p> <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,</p>	E+5** Specifications =Permanent as per A27

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	bylaws and grants. Excludes: <ul style="list-style-type: none"> • Drawings/ As Builts and specifications – see A27 	
E10	Pits and Quarries Includes records regarding the design, construction, maintenance and monitoring of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence. Excludes: <ul style="list-style-type: none"> • License/permits – see P09 	5** Specifications = life of the pit or quarry
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. <ul style="list-style-type: none"> • Nutrient Management plans Excludes: <ul style="list-style-type: none"> • Strategy/plan review – see A25 	5** 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.	7** Specifications = life of system
E13	Water Monitoring 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. <ul style="list-style-type: none"> • Erosion Records • Weed Control Reports Excludes: <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 	Created, approved or plan no longer in force + 15
E14	Water Sampling 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,	15 child care facility plumbing flush and water testing

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	<p>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 	= 6
E15	<p>Chemical Sampling of Water</p> <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 	15
E16	<p>Backflow Prevention and Cross Connection Control</p> <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>	15
E17	<p>Energy Management</p> <p>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.</p>	End of reporting period to which relates + 7
E18	<p>Natural Heritage</p> <p>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.</p> <p>Excludes:</p> <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 	End of plan or designated year + 3
E19	<p>Renewable Energy</p> <p>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</p>	Created, approved or facility no longer in force + 50**

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	transfers.	
E20	<p>Source Water Protection 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 	Created, approved or plan no longer in force + 15
E21	<p>MOE Environmental Compliance Approvals Includes Environmental Compliances issued by MOE to the municipality for municipal drinking water systems, municipal & private sewage works and waste disposal sites, air quality, noise, storm-water management, storm sewers, culverts, etc.</p> <ul style="list-style-type: none"> • Ministry of the Environment Certificates (Certificates of Approval) 	Cease to apply + 3
E22	<p>Private/Small Water Systems Includes records and correspondence regarding the design, construction, operation and maintenance of private water systems and development agreements for private waterworks. Includes operating manuals, maintenance orders, maintenance logs, warning notice checks and system audit reports.</p>	S+15 maintenance = as long as equipment in use
E23	<p>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.</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 • Air Quality Monitoring – see E05 • Natural Heritage – E18 	7
E24	<p>Gasoline Storage & Dispensing 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</p>	Use = 7 Tank install, inspection = system removed + 5

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warnings and notices of violations. Excludes:	
<ul style="list-style-type: none"> • Underground storage abandonment record – see L07 • Major spills – see E23 	

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Finance and Accounting		
F01	<p>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.</p> <ul style="list-style-type: none"> • Accounts Payable Invoice copies (paid) • Accounts Payable Journals • Paid (Voided) Cheque Report • Paid Invoices (See: Posting Summary Trace Sheets) • Posting Summary Trace Reports (Invoices/ Cheque Run) • Purchasing Card and Credit Card Statements <p>Excludes:</p> <ul style="list-style-type: none"> • Cancelled Cheques - see F07 • Employee and council expenses – see F09 	<p>close of fiscal tax year end+7</p> <p>For welfare & child care payments E = provincial government year end + 7</p>
F02	<p>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.</p> <ul style="list-style-type: none"> • Accounts Receivable • Accounts Receivable Journals • Final Tax Billing and Summary • Mortgage Listings • Posting Summary Trace Reports (Accounts Receivable) • Tax Adjustments (e.g. Supps, Omits RFR, etc.) • Tax Certificates <p>Excludes:</p> <ul style="list-style-type: none"> • Write-offs - see F23 • Tax Assessments, Rolls and Tax Arrears - see F22 	<p>Close of fiscal tax year end + 7</p>
F03	<p>Audits Includes records regarding internal and external financial audits of accounts.</p> <ul style="list-style-type: none"> • Auditors Reports and Management Letters <p>Excludes:</p> <ul style="list-style-type: none"> • Audited Financial Statements - see Financial Statements, F10 	<p>6</p>
F04	<p>Banking Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records.</p> <ul style="list-style-type: none"> • Bank Debit and Credit Memos • Bank Reconciliations 	<p>Close of fiscal tax year end + 7</p>

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	<ul style="list-style-type: none"> • Bankruptcy Notice Files • Bank Statements • Cash Receipts and Deposit Slips <p>Excludes:</p> <ul style="list-style-type: none"> • Banking Statements - see F07 	
F05	<p>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.</p> <ul style="list-style-type: none"> • Budget Estimates Working Papers • Budget Reports • Final Budgets – Capital • Final Budgets – Operating <p>Excludes:</p> <ul style="list-style-type: none"> • Capital Forecast – see F06 	6**
F06	<p>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.</p> <ul style="list-style-type: none"> • Assets – Permanent Files • Disposals and Surplus Assets • Master Asset Register • Capital Forecast <p>Excludes:</p> <ul style="list-style-type: none"> • Land Acquisition and Sale - see L07 	Disposal of asset + 10**
F07	<p>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.</p> <ul style="list-style-type: none"> • Cancelled Cheques • Cheque Register • Cheque Stubs <p>Excludes:</p> <ul style="list-style-type: none"> • Banking - see F04 	Close of fiscal tax year end + 7
F08	<p>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.</p> <ul style="list-style-type: none"> • Bond Deduction Records • Debenture Register • Debenture Summaries • Debenture Working Papers • Paid Debenture & Coupons on Maturity <p>Excludes:</p>	Debentures surrendered for exchange/cancellation + 6

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	<ul style="list-style-type: none"> • Debenture Registers - see Subsidiary Ledgers, Registers and Journals, F14 	
F09	<p>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.</p> <ul style="list-style-type: none"> • Mileage and Expense Statements • Mileage Records <p>Excludes:</p> <ul style="list-style-type: none"> • Attendance - see H01 • Council Wages and Benefits – see F16 	Close of fiscal tax year + 7
F10	<p>Financial Statements Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements</p> <ul style="list-style-type: none"> • Financial Statements (Audited) <p>Excludes:</p> <ul style="list-style-type: none"> • all working notes, calculations and background documentation, see F26 	P
F11	<p>Grants and Loans Includes records regarding revenue generated in the form of loans and subsidies such as Ontario Municipal Partnership Fund (OMPF), Federal Gas Tax Grant and other Provincial/ Federal Grant Application Programs etc.</p> <ul style="list-style-type: none"> • Grants & Subsidies • Loans • Municipal Tax Credits 	Repayment of loan + 6
F12	<p>Investments Includes records regarding the municipality's investments, term deposits, and promissory notes.</p> <ul style="list-style-type: none"> • Investment Files 	Closure of account + 6
F13	<p>Journal Vouchers Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.</p>	Close of fiscal tax year + 6
F14	<p>Subsidiary Ledgers, Registers, and Journals Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Documents and vouchers used to support entries - see relevant subject in this Primary. 	Close of fiscal tax year + 7**
F15	<p>General Ledgers and Journals Includes all records in the Books of Original Entry.</p> <ul style="list-style-type: none"> • General Journal • General Ledger 	P
F16	<p>Payroll 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, extended Health Care reconciliations, T4 Slips, Record of Earnings for pension contribution purposes, Records of Employment (ROE) and</p>	Close of fiscal tax year + 6

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	<p>Statistics Canada reports. Also includes wages and fees to Council.</p> <ul style="list-style-type: none"> • Canada Pension Plan (C.P.P.) • Council Wage and Benefit Records • Employment Insurance Deductions (E.I.) • Employee Payroll History File and Records • Employee Record of Employment (R.O.E.) • Garnishes • Income Tax Deductions • OMERS Pension Deductions • Payroll Journal • Salary & Wage Information • Timesheets, including Approved Overtime • T-4 Slips • T-4 Summaries <p>Excludes:</p> <ul style="list-style-type: none"> • Benefits EHC Programs/ Info – see H02 • Employee Time, Vacation & Absentee Records – see H03 • Non-payroll related government and statistical reporting – see F27 • OMERS Pension Program Information – see H10 	
F17	<p>Purchase Orders and Requisitions Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services.</p> <ul style="list-style-type: none"> • Boards and Authorities • Purchase Orders • Tax Levy Requisitions – County, O.R.C.A., and School Boards <p>Excludes:</p> <ul style="list-style-type: none"> • Procurement By-law (Purchasing Policy) – see C01 • Quotations and Tenders - see F18 	Close of fiscal tax year + 7
F18	<p>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.</p> <ul style="list-style-type: none"> • Tenders (Successful) • Tender Files • Tender Purchase Quotation • Tenders (Unsuccessful) <p>Excludes:</p> <ul style="list-style-type: none"> • successful quotations and tenders - see Contracts and Agreements, L04 	E+7** Unsuccessful bids - retain for 1 year from contract award
F19	<p>Receipts Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the municipality.</p> <ul style="list-style-type: none"> • Charitable Donations 	7
F20	<p>Reserve Funds Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and</p>	6

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	information systems, etc.	
F21	<p>Revenues Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees.</p> <ul style="list-style-type: none"> • Receipts Register and Bank Deposit Reports • Posting Summary Trace Reports (Deposits) <p>Excludes:</p> <ul style="list-style-type: none"> • Accounts Receivable - see F02 • Tax Rolls - see F22 	7 Mortgage related = 10
F22	<p>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 and tax collector's rolls.</p> <ul style="list-style-type: none"> • Assessment Roll • Municipal Tax Sales • Property Deeds and Registration • School Support Lists (See: Assessment Roll) • Tax Arrear Listing • Tax Registration Records • Tax Roll – Billing Register <p>Excludes:</p> <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 	P tax rolls = when no longer required for planning purposes
F23	<p>Write Offs Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Accounts Receivable - see F02 	6 Court services write-offs – 37 years
F24	<p>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, bank statements, banking instructions and fund audit records.</p>	Closure of account or last day of residence + 7
F25	<p>Security Deposit Includes development deposits, letters of credit, certificates of insurance when required and records of monies held as security (i.e. bonds).</p>	Closure of account + 6
F26	<p>Working Papers – Financial Includes all working notes, calculations, reconciliations, and background documentation used to calculate financial statements such as the Trial Balance.</p> <ul style="list-style-type: none"> • Trial Balances <p>Excludes:</p> <ul style="list-style-type: none"> • Financial Statements - see F10 	After completion of audit + 1
F27	<p>Regulatory Reporting – Financial Includes regulatory, financial information returns and government reporting such</p>	6

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	<p>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.</p> <ul style="list-style-type: none"> • Government Reports • HST Reconciliations • Financial Information Return <p>Excludes:</p> <ul style="list-style-type: none"> • Performance management & quality assurance – see A25 	
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Code	Subject	Retention and Remarks
Human Resources		
H01	<p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Individual Time Sheets - see F16 • Vacation Pay – see F16 	3**
H02	<p>Benefits Program Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, and general information on Employer Health Tax.</p> <ul style="list-style-type: none"> • Employee Assistance Program (E.A.P.) • Extended Health Care Plan (E.H.C.) • General information on pension plans • Insurance Coverage Information – Municipal Risk Management <p>Excludes:</p> <ul style="list-style-type: none"> • Payroll - see F16 • Pension records – see H10 	S
H03	<p>Employee Records Includes records regarding the employment history of all 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 operator safety record, certificates and licences such as first aid and 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> <ul style="list-style-type: none"> • Employee Time, Vacation & Absentee Records • Employee Personnel History File • Employee Time & Absentee Records 	<p>Date employee ceased to be employed by employer + 3</p> <p>Drinking Water system training record = 5</p> <p>Confined space training = cease to</p>

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	<ul style="list-style-type: none"> • Individual Employee Salary and Benefit Records • Job Applications (Those Hired) • Occupational Health & Safety – Reports • Personnel Files (After Termination) • Terminated Employee Records <p>Excludes:</p> <ul style="list-style-type: none"> • Employee Equity Information – see H05 • Employee Record of Employment – see F16 • Grievances – see H14 • Harassment – see H15 • Health & Safety Training - see H04 • Volunteer Fire Fighters – see H03A 	<p>perform work and at least 5 years</p> <p>Salt program training = 7</p> <p>Long-term care home staff = termination + 7</p>
H03A	<p>Employee Records – Firefighters</p> <p>Includes records regarding the employment history of volunteer firefighters. Includes initial resumes and applications, performance evaluations, training reports, correspondence with the volunteer firefighter, and employee assistance.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Grievances – see H14 • Harassment – see H15 • Health & Safety Training – see H04 	<p>Date employee ceased to be employed by employer +25**</p>
H04	<p>Health and Safety</p> <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> <ul style="list-style-type: none"> • Fire Station Log Books • Occupational Health & Safety – Reports <p>Excludes:</p> <ul style="list-style-type: none"> • Accidents of the Public - see P05 • Lost-time reports and claims – see H13 	<p>E+3</p> <p>E=date of occurrence</p>
H05	<p>Human Resource Planning</p> <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> <ul style="list-style-type: none"> • Employee Equity Information <p>Excludes:</p> <ul style="list-style-type: none"> • Employee Records - see H03 • Organizational Chart – see H08 	<p>5**</p>
H06	<p>Job Descriptions</p> <p>Includes job descriptions and specifications as well as background information used in their preparation or amendment.</p> <ul style="list-style-type: none"> • Job Descriptions 	<p>S+2**</p>

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H07	<p>Labour Relations Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.</p> <ul style="list-style-type: none"> Labour Distribution Sheets <p>Excludes:</p> <ul style="list-style-type: none"> Collective Agreement – see L04 	Expiry of contract period + 10**
H08	<p>Organization Design Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.</p> <ul style="list-style-type: none"> Organizational Chart <p>Excludes:</p> <ul style="list-style-type: none"> Job Descriptions - see H06 	S**
H09	<p>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.</p> <ul style="list-style-type: none"> Job Evaluation and Pay Equity Review Job Information Questionnaires (J.I.Q.) Salary Grid <p>Excludes:</p> <ul style="list-style-type: none"> Employee Records - see H03 	S
H10	<p>Pension Records Includes records detailing obligations to individuals under OMERS. Includes pension and benefit information of current and retired personnel, including registration/enrolment and records.</p> <ul style="list-style-type: none"> O.M.E.R.S Pension <p>Excludes:</p> <ul style="list-style-type: none"> Deductions for pensions – see F16 Payments made to OMERS - F01 	Termination of employee + 6
H11	<p>Recruitment Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.</p> <ul style="list-style-type: none"> Job Applications (Those Interview but Not Hired) Job Applications (Those not Hired) <p>Excludes:</p> <ul style="list-style-type: none"> Successful applications – see H03 	1
H12	<p>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.</p> <ul style="list-style-type: none"> Training and Development <p>Excludes:</p> <ul style="list-style-type: none"> Individual Employee Training Records - see H03 	<p>E+2**</p> <p>E=date when that particular course ceases to be offered</p> <p>salt use training</p>

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		<p>materials – 7 years</p> <p>drinking water training materials– 5 years</p> <p>Only courses developed and presented by the Municipality are subject to archival selection</p>
H13	<p>Claims</p> <p>Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice, accident report</p> <ul style="list-style-type: none"> • Insurance Claims • Notices of Claim • W.C.B. Claims • W.C.B. Payment Records <p>Excludes:</p> <ul style="list-style-type: none"> • Non lost-time incidents or accidents - See H04 	<p>Resolution of claim + 3</p> <p>Hazardous exposure claims = longer of 40 years or 20 years after last record made</p>
H14	<p>Grievances</p> <p>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.</p> <ul style="list-style-type: none"> • Grievance Files <p>Excludes:</p> <ul style="list-style-type: none"> • Harassment & Violence – see H15 	<p>Resolution of claim + 10</p>
H15	<p>Harassment and Violence</p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Grievances – see H14 • Abuse investigation records not involving staff – P08 	<p>Resolution of complaint + 3</p>
H16	<p>Criminal Background Checks</p> <p>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.</p>	<p>Date employee ceased to be employed by employer + 7</p>
H17	<p>Employee Medical Records – Hazardous Materials</p> <p>Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.</p>	<p>E+40</p> <p>or 20 years after last</p>

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		record of exposure
H18	Employee Medical Records Includes doctor's notes, correspondence, and health reports related to an employee's medical situation. <ul style="list-style-type: none"> O.H.I.P. Medical Files (See: Personnel Files) 	When STD/LTD claims are resolved + 3
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. <ul style="list-style-type: none"> Occupational Health & Safety – Reports 	Day issued + 5 Day issued or earlier as may be specified by commission
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 	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 barbeques, retirement celebrations, service awards, recognition parties, etc.	5
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 works operator certificates and commissioner of oaths appointment.	Certification expired + 2

Code	Subject	Retention and Remarks
Justice		
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: <ul style="list-style-type: none"> Part 1 accident and careless driving matters – see J02 	Completion + 2
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.	Completion + 6
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.	4

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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.	3 Statement of defence – not set to trial = 5
J05	Transcripts and Records of Court Proceedings Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes and log books. <ul style="list-style-type: none">• Assessment Review Court Records• Court Cases• Court Decisions	6**
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.	8
J07	Appeals & Transfers Includes records of appeals and of transfers to and from other Courts. <ul style="list-style-type: none">• Assessment Appeal Files Excludes: <ul style="list-style-type: none">• Appeals & Hearings (Municipal) – L01	7
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.	8
J09	Disclosure Includes information requested by individuals in preparation for court cases.	6
J10	Certificates of Conviction Part 2 Includes Court and POA records including Part 2 - Certificates of Conviction.	6

Code	Subject	Retention and Remarks
Legal Affairs		
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. <ul style="list-style-type: none">• Assessment Appeal Files• Notice of Application to O.M.B.• O.M.B. Hearing Files• Zoning By-law Appeals and Amendments Excludes:	P

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	<ul style="list-style-type: none"> • Litigation - see Claims - L02-L03 • Harassment & Violence – see H15 	
L02	<p>Claims Against the Municipality</p> <p>Includes all litigation and insurance claims made by other parties against the municipality.</p> <ul style="list-style-type: none"> • Statement of Claims (Against and by) <p>Excludes:</p> <ul style="list-style-type: none"> • Appeals and Hearings - see L01 	<p>Resolution of claim and all appeals + 2</p> <p>Ultimate limitation = 15 years</p>
L03	<p>Claims by the Municipality</p> <p>Includes all litigation and insurance claims made against other parties by the municipality.</p> <ul style="list-style-type: none"> • Statement of Claims (Against and by) <p>Excludes:</p> <ul style="list-style-type: none"> • Appeals and Hearings - see L01 	<p>Resolution of claim and all appeals + 2</p>
L04	<p>Contracts and Agreements - Under By-Law</p> <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> <ul style="list-style-type: none"> • Agreements (User) • Agreements (Part of By-law) • Major Tenders (Successful) • Minor Successful Tenders • Development – Site Plan Control Agreements • Site Plan Approval Applications & Agreements <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 	<p>Act or omission on which claim is based took place + 15**</p>
L05	<p>Insurance Appraisals</p> <p>Includes appraisals of municipal property for insurance purposes.</p>	<p>S + 15</p>
L06	<p>Insurance Policies</p> <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 	<p>Expiry of policy + 15</p>
L07	<p>Land Acquisition and Sale</p> <p>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</p>	<p>Property disposition + 10**</p>

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	<p>abandonment record, expropriation plans, purchase letters and appraisals.</p> <ul style="list-style-type: none"> • Exchange of Lands File • Expropriation Files • Land Appraisal Files • Land Purchases • Purchase of Land Files • Real Estate Files (Not part of By-law) • Real Estate Supporting Files • Sale of Lands Files <p>Excludes:</p> <ul style="list-style-type: none"> • Tax sales – see F22 	
L08	<p>Opinions and Briefs Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.</p> <ul style="list-style-type: none"> • Legal Opinions 	S**
L09	<p>Precedents Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.</p>	S**
L10	<p>Federal Legislation Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.</p>	S
L11	<p>Provincial Legislation Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.</p> <ul style="list-style-type: none"> • Legislation – Last 10 Years • Municipal Freedom of Information – Manual 	S
L12	<p>Vital Statistics Includes registers of births, deaths and marriages. Registers include license or permit serial numbers, date of issue and name of the parties.</p> <ul style="list-style-type: none"> • Birth Register (Older Records) • Death Register (Older Records) • Marriage Register • Vital Statistics <p>Excludes:</p> <ul style="list-style-type: none"> • Population Statistics - see Demographic Studies - D01 	<p>P</p> <p>Marriage licence applications 2 years</p>
L13	<p>Prosecutions Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation.</p> <ul style="list-style-type: none"> • Prosecution Files (Re: Building Infractions) <p>Excludes:</p> <ul style="list-style-type: none"> • By-Law Enforcement - see P01 • Appeals and Hearings - see L01 	Delivery of judgement + 7
L14	<p>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,</p>	<p>Expiry of contract + 2**</p> <p>Long term</p>

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	<p>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)</p> <ul style="list-style-type: none"> • Agreements (User) • Agreements (Not part of By-law after term) • Contracts (Not part of By-law & after termination) • Contracts Files (on completion) • Leases (Expired, Not Part of By-law) • Rental Agreements <p>Excludes:</p> <ul style="list-style-type: none"> • Contracts and Agreements Under By-Law – L04 • Line Fences agreements – see P01 	<p>care service providers = expiry + 7</p>
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Code	Subject	Retention and Remarks
Media and Public Relations		
M01	<p>Advertising</p> <p>Includes records regarding public advertising in magazines, newspapers, radio, television, and transit.</p> <ul style="list-style-type: none"> • Advertisements <p>Excludes:</p> <ul style="list-style-type: none"> • News Releases - see M06 • Recruitment - see H11 • Elections - see C07 	1**
M02	<p>Ceremonies and Events</p> <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> <ul style="list-style-type: none"> • Receptions & Special Events Files <p>Excludes:</p> <ul style="list-style-type: none"> • permit to hold event – see P11 	5**
M03	<p>Charitable Campaigns/Fund Raising</p> <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 	1
M04	<p>Complaints, Commendations and Inquiries</p> <p>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.</p> <ul style="list-style-type: none"> • Building Compliance Letter 	5**

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	<ul style="list-style-type: none"> Inquiries from Public <p>Excludes:</p> <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 	
M05	<p>News Clippings</p> <p>Includes clippings from newspapers, information from journals and other printed media. May also include information related to online media coverage, radio or television clips.</p> <ul style="list-style-type: none"> Newspaper Clippings <p>Excludes:</p> <ul style="list-style-type: none"> Clippings used as reference material - see relevant subject. 	1**
M06	<p>News Releases</p> <p>Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.</p> <ul style="list-style-type: none"> Newsletters to Residents 	1**
M07	<p>Publications</p> <p>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.</p> <ul style="list-style-type: none"> Publications 	S** S+3 if publication is subject to copyright or trademark
M08	<p>Speeches and Presentations</p> <p>Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Media coverage of speeches/presentations - see M05 News Releases - see M06 	1**
M09	<p>Visual Identity and Insignia</p> <p>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.</p>	S+5**
M10	<p>Website & Social Media Content</p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Published website content – see M07 	S
M11	<p>Public Relations and Public Awareness</p> <p>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.</p>	5**
M12	<p>Intellectual Property</p> <p>Include certificates of copyright, applications for patents and trademark registration. Also includes monitoring and enforcement of authorized use of</p>	Copyright, patent or trademark

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copyright, trademarks and patents including copyright use permission requests.	expired or last use + 5 years
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Code	Subject	Retention and Remarks
Protection and Enforcement Services		
P01	<p>By-law Enforcement</p> <p>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.</p> <ul style="list-style-type: none"> • By-law Enforcement Officer Report • By-law Infraction & Violation Receipts • Fence Viewers Awards • Fence Viewers File • Prosecution Files (Re: Building Infractions) • Stop Work Orders • Zoning By-law Enforcement Files – Infractions <p>Excludes:</p> <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 	6**
P02	<p>Daily Occurrence Logs</p> <p>Includes daily occurrences logs maintained by the Chief Building Official.</p>	5**
P03	<p>Emergency Planning and Response</p> <p>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, etc.</p> <ul style="list-style-type: none"> • Emergency Plan 	S** or expiry of plan + 5 if Canadian Environmental Protection Act applies
P04	<p>Hazardous Materials</p> <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 	S+5
P05	<p>Incident/ Accident Reports</p> <p>Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties.</p>	5

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	<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 	
P06	<p>Building and Structural Inspections</p> <p>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.</p> <ul style="list-style-type: none"> • Inspection Reports (Building) • Non-Occupancy Agreement Files (Re: By-law) • Plumbing Reports <p>Excludes:</p> <ul style="list-style-type: none"> • By-Law Enforcement – see P01 	<p>Inspections = 5 initial fire system test report = life of system</p>
P07	<p>Health and Fire Safety Inspections</p> <p>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.</p> <ul style="list-style-type: none"> • Fire Marshall's Reports • Fire Prevention Inspection Reports • Fire Truck Inspection Reports <p>Excludes:</p> <ul style="list-style-type: none"> • Internal Health & Safety Inspections – see H04 • Routine building and structural inspections – see P06 	<p>S, minimum 1 year</p>
P08	<p>Investigations</p> <p>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.</p> <ul style="list-style-type: none"> • Accident Reports <p>Excludes:</p> <ul style="list-style-type: none"> • By-law Enforcement – see P01 • Harassment & Violence staff investigations – see H15 	<p>10**</p>
P09	<p>Licences</p> <p>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.</p> <ul style="list-style-type: none"> • Duplicate Dog Licences • License Application (Re: Lottery) • Licenses (After Expired) (Re: Lottery) • Vendor's Licence 	<p>Expiry of licence + 2</p>

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	<p>Excludes:</p> <ul style="list-style-type: none"> • Marriage Licences – see L12 	
P10	<p>Building Permits</p> <p>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.</p> <ul style="list-style-type: none"> • Building Maintenance Files (Permits) • Building and Demolition Permits (Issued) • Permits Issued (Re: Building) <p>Excludes:</p> <ul style="list-style-type: none"> • All other permits – see P11 	P
P11	<p>Permits – Other</p> <p>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 works permits, transport oversize loads, erect signs, park on the street, etc.</p> <ul style="list-style-type: none"> • Duplicate Rental Permits (Re: Park) • Entrance Applications & Permits • Street Cut/Trench/Drain Permits <p>Excludes:</p> <ul style="list-style-type: none"> • Building Permits – see P10 • Encroachment Permits – see D16 • Burial Permits – see S09 • Road and lane opening/closings – see T09 	Expiry of permit + 2
P12	<p>Warrants</p> <p>Includes all warrants issued for By-Law enforcement purposes.</p> <ul style="list-style-type: none"> • Warrants 	<p>Execution of warrant + 2</p> <p>Court services search warrants – 40 years</p>
P13	<p>Criminal Records</p> <p>Includes all documentation relating to individuals with a history of criminal activity.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Staff Police Background Checks – see H16 • Investigations – see P08 • Prosecutions – see L13 	Occurrence/ investigation closed or disposition of charge + 5
P14	<p>Animal Control</p> <p>Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Also includes records of distraised animals and pound animal records.</p> <ul style="list-style-type: none"> • Animal Control Files • Livestock Affidavits • Small Animal Control Officer Reports <p>Excludes:</p>	E+2

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	<ul style="list-style-type: none"> • Dog Licenses – see P09 	
P15	<p>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.</p>	S+2**
P16	<p>Emergency Services Includes records regarding police, land ambulance, fire and rescue services</p> <ul style="list-style-type: none"> • Fire Department Members • Fire Protection Agreements with other Municipalities 	S+5
P17	<p>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.</p> <ul style="list-style-type: none"> • Building Fire Reports • Fire Reports 	10
P18	<p>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.</p> <ul style="list-style-type: none"> • Accident Reports • Fire Reports <p>Excludes:</p> <ul style="list-style-type: none"> • Investigations – see P08 	10
P19	<p>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</p>	S+2
P20	<p>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.</p> <ul style="list-style-type: none"> • Orders under Building Code Act (Completed) 	15
P21	<p>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.</p>	<p>Pools and recreational camps = 1</p> <p>Child care facility plumbing flush and water testing = 6</p>

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Recreation and Culture		
R01	<p>Heritage Preservation</p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Historical Designation By-Laws - see C01 • Natural heritage preservation – see E18 	P
R02	<p>Library Services</p> <p>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.</p> <ul style="list-style-type: none"> • Library Board Minutes 	5
R03	<p>Museum and Archival Services</p> <p>Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records. May also include copy logs.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Record Centre Operations - see A10 	S + 3**
R04	<p>Parks Management</p> <p>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.</p> <ul style="list-style-type: none"> • Parkland Maintenance Records <p>Excludes:</p> <ul style="list-style-type: none"> • Building and Property Maintenance – see A20 	Park maintenance = 5** Playground equipment maintenance = 15
R05	Category removed. Records contained should be filed in other classification categories.	
R06	<p>Recreational Programming</p> <p>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.</p> <ul style="list-style-type: none"> • Arena Files – Financial, Fees • Parks – Summer Program Files 	6 Program registration = 1

Code	Subject	Retention and Remarks
Social and Health Care Services		
S01	<p>Children's Day Care and Day Nursery Services</p> <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</p>	S+3

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	<p>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 	
S02	<p>Elderly and Supportive Assistance Services</p> <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 	S+3
S03	<p>Long Term Care Facility Clients</p> <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 	Discharged + 10
S04	<p>Community and Social Assistance Services</p> <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 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 • Programs for the elderly and persons with disabilities – see S02 	S+3
S05	<p>Ontario Works Clients</p> <p>Includes records regarding funding for individual Ontario Works social assistance</p>	After resolution = 5

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	<p>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 	<p>outstanding family support issues = 10</p>
S06	<p>Medical Case Clients</p> <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.</p>	<p>Discharged as a client + 15 years</p> <p>Note: reportable diseases may be longer</p>
S07	<p>Children's Services</p> <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 	<p>S+3</p>
S08	<p>Public Health</p> <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 	<p>S</p>
S09	<p>Cemetery Interment</p> <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 	<p>P</p> <p>Transfer to archives if no longer managed</p> <p>Burial permits = 2</p>
S10	<p>Day Care and Day Nursery Clients</p> <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 	<p>Last participated date + 3</p>
S11	<p>Disabilities Support Clients</p> <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</p>	<p>No longer receiving support + 7</p>

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	<p>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 	
S12	<p>Housing Services</p> <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 	10
S13	<p>Housing Tenant Clients</p> <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 	No longer resides + 5
S14	<p>Home Child Care Program Administration</p> <p>Provider files (eligibility requirements), correspondence, inspections, serious occurrence reporting, health unit reporting, Director’s directions, attendance records & financial reconciliation information.</p>	3
S15	<p>Home Child Care Program Clients</p> <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 	Last participated date + 3
S16	<p>Social and Health Care Planning and Management</p> <p>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.</p>	7
S17	<p>Client Care Coordination</p>	No longer

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	Includes records regarding individual clients and their care coordination planning. Excludes: <ul style="list-style-type: none"> Public health medical client information – see S06 	receiving support + 10
S18	Long Term Care Operations 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. Excludes: <ul style="list-style-type: none"> complaints – see MO4 serious occurrence and abuse allegations investigation – see P04 Food preparation & Service monitoring – see S19 	4
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.	1
S20	Cemetery Operations Includes records relating to the business operation of a municipal cemetery including price lists and removed markers records. Excludes: <ul style="list-style-type: none"> burial permits, interment records, etc. – see S09 	Contract fulfilled or no longer applies + 6 years

Code	Subject	Retention and Remarks
Transportation Services		
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. <ul style="list-style-type: none"> Streetlighting 	Removal of the equipment + 6 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. <ul style="list-style-type: none"> Fire Access Route Files 	Closure of lot or space + 6
T03	Public Transit Operations 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. Excludes:	Closure of route/ shelter/ stop + 1**, 2-year minimum retention

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	<ul style="list-style-type: none"> • Accessible transportation application and approval - see S11 • Driver scheduling – H01 	
T04	<p>Road Construction</p> <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> <ul style="list-style-type: none"> • Road Construction Records • Road Cuts • Road Widening Files – Deeds 10' Strips <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 • As-Builts – see A25 	<p>Project finished + 1**</p> <p>Specifications = P</p>
T05	<p>Road Design and Planning</p> <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> <ul style="list-style-type: none"> • Design Estimates • Road Studies – Various Types 	<p>Project finished + 6</p> <p>Specifications = P</p>
T06	<p>Road Maintenance and Salt Usage</p> <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> <ul style="list-style-type: none"> • Monthly Road Reports • Road Management Reports • Roads – Snow Removal Agreements • Road Tour Reports <p>Excludes:</p> <ul style="list-style-type: none"> • Non salt usage training records - see H03 	<p>7</p> <p>Specifications = P</p>
T07	<p>Signs and Signals</p> <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 	<p>Removal of sign/signal + 1</p>
T08	<p>Traffic</p> <p>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</p>	<p>Project finished + 1**</p>

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	temporary road closures for special events. <ul style="list-style-type: none"> • Monthly Road Reports • Road Closing Files Excludes: <ul style="list-style-type: none"> • Permits for temporary closure – see P11 	Temporary road closures = 2 years
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: <ul style="list-style-type: none"> • Temporary road closures - see T08 • Land Sales - see L07 • Road Closing By-Laws - see C01 	Project finished + 6
T10	Field Survey/Road Survey Books Includes engineering field survey notes as well as books. <ul style="list-style-type: none"> • Engineering Drawings & Surveys 	Project finished + 6
T11	Bridges Includes engineering field survey notes as well as books.	Project finished + 6 Specifications = P

Code	Subject	Retention and Remarks
Vehicles and Equipment		
V01	Fleet Management 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. <ul style="list-style-type: none"> • Vehicle & Equipment Maintenance Records Excludes: <ul style="list-style-type: none"> • Insurance Policies - see L06 • Accident Claims - see L02, L03 • Leases/Contracts - see L14 	Disposal of equipment + 2
V02	Mobile Equipment 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.	Disposal of equipment + 1
V03	Transportable Equipment 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.	Disposal of equipment + 1
V04	Protective Equipment	Disposal of

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	<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> <ul style="list-style-type: none"> • Fire Apparatus Files • Fire Equipment Inventory Files • Fire Truck Inspection Reports <p>Excludes:</p> <ul style="list-style-type: none"> • Uniforms and Clothing - see A14 	equipment + 3
V05	<p>Ancillary Equipment 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 	Disposal of equipment + 1 Set-up tests = until superseded

Code	Subject	Retention and Remarks
Annual Reporting		
Y00	<p>Annual Reporting</p> <ul style="list-style-type: none"> • Annual Reports (see department) • Building Reports Annual 	S+7

Code	Subject	Retention and Remarks
Forms		
Z00	<p>Forms Includes any forms, handouts, information packages, etc. for either internal or external use. Also includes tender templates and specifications.</p>	S

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