

# The Corporation of the Town of Minto

## By-law No. 2024-006

To provide a schedule of retention periods for the records of the Corporation of the Town of Minto and to repeal By-law No. 2017-103

**WHEREAS** Section 255 of the Municipal Act 2001, S.O. 2001, c. 25, as amended, provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254 thereof.

**AND WHEREAS** the Council of the Town of Minto deems it desirable to establish retention periods for the records of the municipality by enactment of this by-law.

**NOW THEREFORE**, the Council of The Corporation of the Town of Minto enacts as follows:

1. **THAT** authority for establishing and amending retention periods for the records of The Corporation of the Town of Minto shall be delegated to the Municipal Clerk.
2. **THAT** the Records Retention Schedule attached hereto as Schedule “A” be adopted and the Municipal Clerk be authorized to amend the schedule from time to time.

**NOW THEREFORE** the Council of The Corporation of the Town of Minto enacts as follows:

### 1. DEFINITIONS

- a) Auditor means the person or firm appointed by the Council of the Town of Minto from time to time to perform the annual audit of the records of the Town of Minto.
- b) Classification (as in records classification) means the systematic identification and arrangement of records into categories according to logically structured conventions, methods, and procedural rules, represented in a classification scheme.
- c) Destroy means the process of eliminating or deleting data, documents and records so that the recorded information no longer exists. NOTE See also the definition for expungement.
- d) Disposition with respect to records – means a range of processes; associated actions; implementation; retention; destruction; loss; or transfer of custody or ownership that are documented in disposition authorities or other instruments.
- e) Expungement means a process to eliminate completely, to wipe out, to destroy, or to obliterate an electronic record NOTE: See also the definition for destruction.
- f) Files has the same meaning as “records” and may be used inter-changeably.
- g) Medium/media means 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.
- h) Official records means recorded information in any format or medium that documents the company's business activities, rights, obligations or responsibilities or recorded information that was created, received distributed or maintained by the company in compliance with a legal obligation”
- i) Orphan Data means 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.
- j) Records means 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, FileHold, e-mail, machine readable records, and any other documentary material regardless of physical form or characteristics, and including “official records” and “transitory records”.

- k) Retention period means the period of time during which records must be kept by the Town before they may be disposed of.
- l) Retention schedule means a control document that describes the company’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 values 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 company’s records.
- m) Town means The Corporation of the Town of Minto
- n) Transitory records means records kept solely for convenience of reference and of limited value in documenting the planning or implementation of Town policy or programs, such as:
  - 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) voicemail messages.
  - vi) e-mail messages and other communications that do not relate to Town 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.

## **2. 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 Town employees where appropriate:
  - i) The operational nature of the records, including the period of time during which the Town uses the records to perform its functions.
  - ii) The legal nature of the records, including the period of time necessary to comply with statutory or regulatory requirements or requirements imposed by agreements, permits or 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 to 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 Town.

### **3. EMPLOYEE RESPONSIBILITIES**

All Town employees who create, work with or manage records shall:

- i. Comply with the retention periods as specified in Schedule “A” attached hereto.
- ii. Ensure that official records in their custody or control are protected from inadvertent destruction or damage; and,
- iii. Ensure that transitory records in their custody or control are destroyed when they are no longer needed for short-term reference.

### **4. CLERKS RESPONSIBILITIES**

The Clerk shall:

- i. Develop and administer policies and establish and administer procedures for the Town 's records management program.
- ii. Periodically review and make recommendations with respect to this by-law, including Schedule “A” attached hereto.
- iii. Ensure that official records are preserved and disposed of in accordance with Schedule “A” attached hereto; and,
- iv. Ensure that all disposition notices prepared pursuant to Subsection (a) of Section 5 of this by-law and all certificates of disposition prepared pursuant to Subsection (f) of Section 5 of this by-law are preserved.

### **5. DISPOSITION OF RECORDS**

- a) The Clerk shall notify the appropriate Town department head or manager in writing of the scheduled disposition of records, including a list of the records eligible for disposition and the scheduled disposition date.
- b) The Town department head or manager shall notify the Clerk in writing, before the scheduled disposition date, whether any of the records included in the disposition notice need to be retained past the scheduled disposition date, and the reason why such further retention is necessary.
- c) 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:
    - a. the title of the system.
    - b. the identification of the business unit responsible for the creation or use of the data.
    - c. a brief description of the system's purpose.
    - d. where possible, a contents list of the information being destroyed; or
    - e. a brief description of any sub-systems, their purpose and relationship to the main system or other sub-systems; and
    - f. the name of the technical contact person who is responsible for documenting the system.
  - ii) the written approval of the signing authority; 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 Records Manager to provide an audit trail.

- d) 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 (b) of this Section for up to one year later than the scheduled disposition date.
- e) Re-scheduling the disposition of any records beyond a one-year period requires written notice from the Town department head or manager to the Clerk for each additional year.
- f) If no notice is received under Subsection (b) of Section 5 of this by-law before the scheduled disposition date, the records shall be deemed to be authorized for disposition by the Town department head or manager.
- g) When official records have been disposed of pursuant to this by-law, the Clerk shall obtain written confirmation of such disposition.

## **6. PRINCIPLES GOVERNING THE DESTRUCTION OF OFFICIAL RECORDS**

- a) The following principles govern the destruction of official records:
  - i) When there are no 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 Town 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 Subsection (a) of Section 5 of this by-law.
- c) Copies of official records may be destroyed at any time if the original records are being retained in accordance with Schedule “A” attached hereto.

## **7. APPROVAL OF BY-LAW**

- a) This by-law shall not take effect until the Town’s auditor has approved it in writing.

## **8. CITING OF BY-LAW**

- a) This by-law may be cited as the “Records Retention By-law”.

## **9. REPEAL**

That By-law 2017-103 is repealed upon the approval of this By-law.

Read a first, second and third time and passed in open Council this 23<sup>rd</sup> day of January 2024.

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Dave Turton, Mayor

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Annilene McRobb, Clerk

PRIMARY HEADING: ADMINISTRATION

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
A01	Associations and Organizations	Originating	1 year	best practice/business need
A02	Staff Committees and Meetings	Originating	4 years**	best practice/business need
A03	Computer Systems and Architecture	Treasury	Superseded + 6 years	best practice/business need
A04	Conferences and Seminars	Originating	1 year**  archival review if sponsored by the Municipality	best practice/business need
A05	Consultants	Originating	2 years**	best practice/business need
A06	Inventory Control	Originating	6 years	best practice/business need
A07	Office Equipment and Furniture	Originating	disposal of item	best practice/business need
A08	Office Services	Originating	1 year	best practice/business need
A09	Policies and Procedures	Originating	Superseded + 15 years**  Long term care = permanent	g046 g059 g060 g062 g125 g148 g155
A10	Records Management	Clerk's	Superseded	best practice/business need
A11	Records Disposition	Clerk's	Permanent	best practice/business need (P) based on CAN/CGSB-72.34-2017: Electronic Record as Documentary Evidence
A12	Telecommunications Systems	Originating	Superseded	best practice/business need

**Legend:**  
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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
A13	Travel and Accommodation	Originating	1 year	best practice/business need
A14	Uniforms and Clothing	Originating	Superseded **	best practice/business need
A15	Vendors and Suppliers	Originating	2 years	best practice/business need
A16	Intergovernmental Relations	Originating	5 years**	best practice/business need
A17	Information Access and Privacy	Clerk's	2 years	g071
A18	Security	Originating	5 years	best practice/business need
A19	Facilities Construction and Renovations	Originating	project finished and no outstanding issues + 2 years**  ** work elevating platforms – keep inspections, tests, repairs, modifications and maintenance performed	g059 g073
A20	Building and Property Maintenance	Originating	5 years Setup tests and manuals = Equipment removed + 1 year	g049 g099 g123 g160
A21	Facilities Bookings	Originating	1 year	best practice/business need
A22	Accessibility of Services	Clerk's	Permanent	g010
A23	Information Systems Production Activity & Control	IT	2 years	best practice/business need
A24	Access Control & Passwords	IT	Superseded	best practice/business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
A25	Performance Management/ Quality Assurance	CAO	6 years	g110
A26	Building Structure Systems		Superseded or life of system/ asset	g046 g100
A27	Drawings		Superseded or life of system/ asset	g073 g141

**PRIMARY HEADING: COUNCIL AND BY-LAWS**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
C01	By-Laws	Clerk's	Permanent	g090 g131
C02	By-Laws - Other Municipalities	Clerk's	Superseded	best practice/business need
C03	Council Agenda	Clerk's	Superseded + 5 years	best practice/business need
C04	Council Minutes	Clerk's	Permanent working notes = 6 years copies = 2	g131
C05	Council Committee Agenda	Clerk's	Superseded	best practice/business need
C06	Council Committee Minutes	Clerk's	6 years **	g015
C07	Elections	Clerk's	day action took effect or voting day + 4 years Ballot = 120 days after voting or resolution of recount	g069 g070
C08	Goals and Objectives	Originating	10 years**	g052 g159
C09	Motions and Resolutions	Clerk's	Permanent  copy = 1 year	g131
C10	Motions and Resolutions - Other Municipalities	Clerk's	Superseded	best practice/business need
C11	Reports to Council	Clerk's	Permanent	best practice/business need – also included in Council Minutes
C12	Appointments to Boards and Committees	Clerk's	Permanent	g131

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
C13	Accountability Transparency & Governance	Clerk's	2 years	g059

**PRIMARY HEADING: DEVELOPMENT AND PLANNING**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
D01	Demographic Studies	Planning	10 years **	best practice/business need
D02	Economic Development	Planning	10 years **	best practice/business need
D03	Environment Planning	Planning	15 years **	g008 g016 g068 g146 g156
D04	Residential Development	Planning	10 years **	best practice/business need
D05	Natural Resources Planning	Planning	5 years **	best practice/business need
D06	Tourism Development	Planning	10 years **	best practice/business need
D07	Condominium Plans	Planning	Permanent Applications = 2 years after final decision	best practice/business need
D08	Official Plans	Clerk's	Permanent	g090
D09	Official Plan Amendment Applications	Planning	Final decision or reflected in revised official plan + 5 years	
D10	Severances	Planning	land titles registration + 6 years	g133
D11	Site Plan Control	Planning	Permanent  Application = 2 years after final decision	best practice/business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
D12	Subdivision Plans	Planning	Permanent  Application = 2 years after final decision	best practice/business need
D13	Variance Applications	Planning	Permanent	best practice/business need
D14	Zoning	Planning	Final decision + 2 years	best practice/business need
D15	Easements	Planning	Termination of right + 6 years **	g133
D16	Encroachments	Planning	Termination of right + 6 years **	g133
D17	Annexation/ Amalgamation	Clerk's	Permanent	best practice/business need
D18	Community Improvement	Planning	Completion of project + 6 years **	best practice/business need
D19	Municipal Addressing	Planning	Superseded + 10 years **	best practice/business need
D20	Reference Plans	Planning	Permanent	best practice/business need
D21	Industrial/ Commercial Development	Planning	10 years **	best practice/business need
D22	Digital Mapping	Planning	Superseded Excludes actual data residing on these systems	best practice/business need
D23	Agricultural Development	Planning	10 years **	best practice/business need
D24	Official Plan Background	Planning	Final Decision + 5 years	best practice/business need
D25	Deeming Process	Planning	Final Decision + 2 years	best practice/business need
D26	Development Charges Study	Planning	10 years **	g128

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
D27	Part Lot Control	Planning	Final Decision + 5 years	best practice/business need

PRIMARY HEADING: ENVIRONMENTAL SERVICES

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E00	Environmental Services	Originating	1 year	best practice/business need
E01	Sanitary Sewers	Works	project completed & no outstanding issues + 2 years Specifications = life of the asset as per A27	best practice/business need g059 g073 g089
E02	Storm Sewers	Works	project completed & no outstanding issues + 2 years Specifications = life of the asset as per A27	best practice/business need g059 g073
E03	Treatment Plants - Wastewater	Works	report made or equipment decommissioned + 5 years Specifications = life of the asset as per A27  Plans = cease to apply + 2 years	g008 g059 g073 g082 g089 g152
E04	Tree Maintenance	Works	5 years	best practice/business need g089

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E05	Air Quality Monitoring	Engineering	later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5 + 5 years **	g008 g089
E06	Utilities	Works	5 years **	best practice/business need
E07	Waste Management	Works	10 years or cease to apply + 10 years **  post landfill site closure documentation = closure + 25 years	g008 g037 g038 g039  g041 g042 g073 g089 g112 g117 g121 g138
E08	Water Works – Drinking Water Plant	Works	Superseded + 15 years  Specifications =Permanent as per A27	g073 g082 g089 g108 g111
E09	Drains	Works	Superseded + 5 years** Specifications =Permanent as per A27	g073 g082
E10	Pits and Quarries	Works	Superseded + 5 years** Specifications = life of the pit or quarry	g073 g082
E11	Nutrient Management	Works	Superseded + 5 years** or expiry of plan + 2 years	g129
E12	Private Sewage Disposal Systems	Works	Superseded + 7 years** Specifications = life of system	g037 g082 g129

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E13	Water Monitoring	Engineering	created, approved or plan no longer in force + 15 years	g008 g016 g082 g089 g108 g110 g111 g115
E14	Water Sampling	Engineering Child Care Facility	created, approved or plan no longer in force + 15 years child care facility plumbing flush and water testing = 6 years	g008 g016 g082 g089 g108 g110 g111 g115
E15	Chemical Sampling of Water	Engineering	created, approved or plan no longer in force + 15 years	g008 g016 g089 g108 g111 g110
E16	Backflow Prevention and Cross Connection Control	Engineering	Superseded + 15 years	g008 g082 g089 g108 g110 g111
E17	Energy Management	Engineering	End of reporting period to which relates + 7 years	best practice/business need
E18	Natural Heritage	Works	end of plan or designated year + 3 years	g057 g072 g089
E19	Renewable Energy	Engineering	created, approved or facility no longer in force + 15 years	g060
E20	Source Water Protection	Engineering	created, approved or plan no longer in force + 15 years	best practice/business need g016 g060

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E21	MOE Environmental Compliance Approvals	Engineering	Cease to apply + 3 years	g038 g089 g115 g144
E22	Private/Small Water Systems	Engineering	E + 15 years  ( as long as equipment in use)	g108 g115 g116
E23	Land Quality Monitoring	Engineering	Superseded + 7 years	g082 g156
E24	Gasoline Storage & Dispensing		use = 7 years  tank install, inspection = system removed + 5 years	g045 g140 g141 g147 g158

**Primary Heading: Finance and Accounting**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F01	Accounts Payable	Treasury	close of fiscal tax year end +7 years  For welfare & child care payments E = provincial government year end + 7 years	g005 g006 g007 g032 g034 g051 g053 g055 g062 g086 g096
F02	Accounts Receivable	Treasury	close of fiscal tax year end + 7 years	g006 g007 g032 g034 g053 g055 g062
F03	Audits	Treasury	6 years	g032 g069
F04	Banking	Treasury	close of fiscal tax year end + 7 years	g007 g026 g053 g062

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F05	Budgets and Estimates	Treasury	6 years **	best practice/business need
F06	Assets	Treasury	Disposal of asset + 10 years **	g006 g007
F07	Cheques	Treasury	6 years	g006 g007 g034 g086
F08	Debentures and Bonds	Treasury	Debentures surrendered for exchange/cancellation + 6 years	g007
F09	Employee and Council Expenses	Treasury	close of fiscal tax year + 7 years	g006 g007
F10	Financial Statements	Treasury	Permanent	g069
F11	Grants and Loans	Treasury	repayment of loan + 6 years	g006 g007
F12	Investments	Treasury	Closure of account + 6 years	g006
F13	Journal Vouchers	Treasury	close of fiscal tax year + 6 years	g006 g007 g032 g034 g055
F14	Subsidiary Ledgers, Registers, and Journals	Treasury	close of fiscal tax year + 7 years **	g001 g005 g006 g007 g026 g032 g034 g053 g055 g086
F15	General Ledgers and Journals	Treasury	Permanent	g001 g006 g007 g032 g034 g055 g131

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F16	Payroll	Treasury	Close of fiscal tax year + 6 years	g001 g005 g007 g019 g032 g034
F17	Purchase Orders and Requisitions	Treasury	Close of fiscal tax year + 7 years	g006 g007 g032 g053 g062
F18	Quotations and Tenders	Treasury	E+7 years **  Unsuccessful bids - retain for 1 year from contract award	g006 g007 g032 g053 g062
F19	Receipts	Treasury	7 years	g006 g007 g032 g097
F20	Reserve Funds	Treasury	6 years	g069
F21	Revenues	Treasury	7 years Records related to mortgages must be kept for 10 years.	g026 g032 g053 g062 g095
F22	Tax Rolls and Records	Clerk's	Permanent  tax rolls = when no longer required for planning purposes	g007 g068 g095 (20-year limitation) g161 best practice/business need (P)
F23	Write Offs	Treasury	6 years Court services write-offs – 37 years	g006 g007 g027

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F24	Trust Funds	Originating	fiscal year + 7 years  trust accounts for residents, statements, accounts and records = Permanent	g047 g051 g062 g097
F25	Security Deposit	Treasury	Closure of account + 6 years	g006 g007
F26	Working Papers - Financial	Treasury	After completion of audit + 1 year	best practice/business need
F27	Regulatory Reporting – Financial		6 years	best practice/business need

**Primary Heading: Human Resources**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H01	Attendance and Scheduling	Personnel	3 years  driver’s daily logs = 6 months  public vehicle and trip reports – 1 year	g035 g050 g151
H02	Benefits Program	Personnel	Superseded	best practice/business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H03	Employee Records	Personnel	<p>date employee ceased to be employed by employer + 5 years</p> <p>Drinking Water system training record = 5 years</p> <p>confined space training = cease to perform work and at least 5 years</p> <p>salt program training = 7 years</p> <p>Long-term care home staff = shall retain</p> <p>Firefighter employment terms = 25 years</p>	<p>g035</p> <p>g045</p> <p>g065</p> <p>g103</p> <p>g139</p> <p>g148</p>
H04	Health and Safety	Personnel	<p>3 years</p> <p>Accident reports for construction projects retained with project 1 year after project completion</p>	<p>g045</p> <p>g059</p> <p>g076</p> <p>g078</p> <p>g123</p> <p>g125</p>
H05	Human Resource Planning	Personnel	<p>day last used + 1 year (Human Rights special program designation minimum of 5 years)**</p>	<p>g054</p>
H06	Job Descriptions	Personnel	Superseded**	best practice/business need
H07	Labour Relations	Personnel	<p>Expiry of contract period + 10 years</p> <p>**</p>	g013
H08	Organization Design	Originating	Superseded**	best practice/business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H09	Salary Planning	Personnel	5 years	best practice/business need
H10	Pension and Benefits Records	Personnel	E + 6 years (employee departure)	g001 g088
H11	Recruitment	Personnel	1 year	g071
H12	Training and Development	Personnel	<p>Date when that particular course ceases to be offered + 2 years **</p> <p>salt use training 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> <p>Long term care training and orientation = permanent</p>	g043 g045 g062 g139 g148
H13	Claims	Personnel	<p>Resolution of claim + 3 years</p> <p>Hazardous exposure claims = longer of 40 years or 20 years after last record made</p>	g078 g125
H14	Grievances	Personnel	Resolution of claim + 10 years	g013 g054
H15	Harassment And Violence	Personnel	Resolution of complaint + 3 years	g054 g059 best practice/business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H16	Criminal Background Checks	Personnel	date employee ceased to be employed by employer + 7 years	best practice/business need
H17	Employee Medical Records – Hazardous Materials	Personnel	E+40 years  or 20 years after last record of exposure	g078 g079 g103
H18	Employee Medical Records	Personnel	When STD/LTD claims are resolved + 3 years	g078 best practice/business need
H19	Disability Management	Personnel	day issued or earlier as may be specified by Commission + 5 years	g010 g054
H20	Confined Spaces	Personnel	1 year or the period necessary to ensure 2 most recent records retained	g075
H21	Employee Recognition	Personnel	5 years	best practice/business need
H22	Employee Certifications	Personnel	certification expired + 2 years	g059 g077

**Primary Heading: Justice**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
J01	Certificates of Offence (Part I)	Court Services	completion + 2 years	g024 MOU
J02	Informations (Part III)/ Accident and Careless Driving Part 1	Court Services	completion + 6 years	g022 g023 MOU
J03	Control Lists/ Justice Reports	Court Services	4 years	MOU
J04	Court Dockets	Court Services	3 years  statement of defence – not set to trial = 5 years	g025 g093 g150 MOU

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
J05	Transcripts and Records of Court Proceedings	Court Services	6 years **	g029 g093 MOU
J06	Enforcements & Suspensions	Court Services	8 years	MOU
J07	Appeals & Transfers	Court Services	7 years	MOU
J08	Statistics/ Payment Tracking	Court Services	8 years	MOU
J09	Disclosure	Court Services	6 years	MOU
J10	Certificates of Conviction Part 2	Court Services	6 years	MOU

**PRIMARY HEADING: LEGAL AFFAIRS**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
L01	Appeals and Hearings	Clerk's	Permanent  after Resolution of appeal	g059 g060 g068 g089 g090
L02	Claims Against the Municipality	Clerk's	Resolution of claim and all appeals + 2 years  ultimate limitation = 15 years	g047 g056 g059 g060 g089 g162
L03	Claims By the Municipality	Clerk's	Resolution of claim and all appeals + 2 years	g056 g057 g072
L04	Contracts and Agreements - Under By-Law	Clerk's	act or omission on which claim is based took place + 15 years **	g060 g068
L05	Insurance Appraisals	Clerk's	After a new appraisal has been done + 15 years	g060
L06	Insurance Policies	Clerk's	Expiry of policy + 15 years	g060

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
L07	Land Acquisition and Sale	Clerk's	Property disposition + 10 years  renewable energy projects agreements terms may not be more than 50 years  append abandoned petroleum storage tank to deed	g041 g095 g133 g153
L08	Opinions and Briefs	Clerk's	Superseded**	best practice/business need
L09	Precedents	Clerk's	Superseded**	best practice/business need
L10	Federal Legislation	Originating	Superseded	best practice/business need
L11	Provincial Legislation	Originating	Superseded	best practice/business need
L12	Vital Statistics	Clerk's	Permanent  Marriage licences 2 years	best practice/business need (P)
L13	Prosecutions	Originating	Delivery of judgement + 7 years	g059 (2 year limitation) g060 (15 year limitation) best practice/business need
L14	Contracts and Agreements – Simple	Clerk's	Expiry of contract + 2 years **  Long term care service providers = Permanent	g041 g042 g053 g059 g062 g130

**Primary Heading: Media and Public Relations**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
M01	Advertising	Originating	1 years**	best practice/business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
M02	Ceremonies and Events	Originating	5 years **	best practice/business need
M03	Charitable Campaigns/Fund Raising	Originating	1 year	best practice/business need
M04	Complaints Commendations and Inquiries	Originating	5 years **  Long term care complaints permanent	g054 g121 g154 g160
M05	News Clippings	Originating	1 years**	best practice/business need
M06	News Releases	Originating	1 years**	best practice/business need
M07	Publications	Originating	Superseded**  Superseded + 3 years if publication is subject to copyright or trademark	g134
M08	Speeches and Presentations	Originating	3 years **	best practice/business need
M09	Visual Identity and Insignia	Clerk's	Superseded + 5 years **	g134 g136
M10	Website & Social Media Content	Originating	Superseded + 2 years	g059
M11	Public Relations and Public Awareness	Originating	5 years **	best practice/business need
M12	Intellectual Property	Clerk's	copyright, patent or trademark expired or last use + 5 years	g134 g135 g136

**Primary Heading: Protection and Enforcement Services**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
P01	By-law Enforcement	Originating	6 years **	g059 g089
P02	Daily Occurrence Logs	Originating	5 years **	best practice/business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
P03	Emergency Planning and Response	Originating	S** or expiry of plan + 5 years if Canadian Environmental Protection Act applies	g144
P04	Hazardous Materials	Originating	5 years	g038 g076 g121 g140 g142 g143 g149
P05	Incident/ Accident Reports	Originating	5 years	g011
P06	Building and Structural Inspections	Building	inspections = 2 years initial fire system test report = life of system	g015 g045 g046 g073 g123
P07	Health and Fire Safety Inspections	Public Health	Superseded but, minimum 1 year	g045
P08	Investigations	Originating	10 years **	g059 g089 best practice/business need
P09	Licences	Clerk's	Expiry of licence + 2 years	g017
P10	Building Permits	Building	Permanent	g090
P11	Permits - Other	Originating	Expiry of permit + 2	g017
P12	Warrants	Court Services  By-law Services	Execution of warrant + 2 years  Court services search warrants – 40 years	g028 g059
P13	Criminal Records	Court Services  By-law Services	Occurrence/ investigation closed or disposition of charge + 5 years	best practice/business need
P14	Animal Control	Originating	date animal was last in the pound + 2 years	g012

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
P15	Community Protection Programs	Originating	Superseded + 2 years ** Surveillance video 72 hours unless requisitioned for use If requisitioned for use (MFIPPA or other investigation) = Superseded + 2 years	g071 best practice/business need
P16	Emergency Services	Originating	Superseded + 5 years	g011
P17	EMS and Fire Significant Incident & Impact Reports	EMS	Superseded + 5 years	g011
P18	EMS and Fire Accident Response Reports	EMS	Superseded + 5 years	g011
P19	EMS and Fire Statistics	EMS	Superseded + 2 years	best practice/business need
P20	Prohibition Notices & Orders	Legal	15 years	g016
P21	Facilities Routine Water Use, Monitoring and Testing	Parks & Recreation  Child Care Facility	pools and recreational camps = 1 year  child care facility plumbing flush and water testing = 6 years	g049 g109

**Primary Heading: Recreation and Culture**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
R01	Heritage Preservation	Clerk's	End of plan year or removal of designation + 3 years **	g081
R02	Library Services	Clerk's	5 years	g134
R03	Museum and Archival Services	Clerk's	Superseded + 3 years **	g134
R04	Parks Management	Parks & Recreation	park maintenance = 5 years ** Playground equipment maintenance = 15	g060 best practice/business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
R05	intentionally left blank			
R06	Recreational Programming	Parks & Recreation	program development & evaluation = 3 years **  program registration = 1 year  attendance fee collection = 6 years	best practice/business need g071 g006

Primary Heading: Social and Health Care Services

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
S01	Children's Day Care and Day Nursery Services	Community Services	Superseded (review after 3 years)	g125
S02	Elderly and Supportive Assistance Services	Community Services	Superseded (review after 3 years)	best practice/business need
S03	Long Term Care Facility Clients	Community Services	Permanent	g061 g097
S04	Community and Social Assistance Services	Community Services	Superseded (review after 3 years)	best practice/business need
S05	Ontario Works Clients	Community Services	date of last entry + 5 years  outstanding overpayment = overpayment resolved + 5 years  Fraud investigation = fraud resolved + 5 years  outstanding family support issues = 10 years	g019 g084 g085

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
S06	Medical Case Clients	Public Health	discharged as a client + 15 years  Note: reportable diseases may be longer	g060  college of physicians & surgeons of Ontario recommendation
S07	Children's Services	Community Services	Superseded (review after 3 years)	best practice/business need
S08	Public Health	Public Health	Superseded (review after 5 years)	best practice/business need
S09	Cemetery Interment	Clerk's	Permanent** Transfer to archives if no longer managed  Burial permits = 2 years	g048 g101
S10	Day Care and Day Nursery Clients	Community Services	Last participated date + 3 years	g126
S11	Disabilities Support Clients	Community Services	no longer receiving support + 7 years	g155
S12	Housing Services	Community Services	10 years	g052 g163
S13	Housing Tenant Clients	Community Services	no longer resides + 5 years	g053 g163
S14	Home Child Care Program Administration	Community Services	3 years	g125
S15	Home Child Care Program Clients	Community Services	Last participated date + 3 years	g126
S16	Social and Health Care Planning and Management	Community Services	7 years	best practice/business need
S17	Client Care Coordination	Community Services	no longer receiving support + 10 years	g019 g053 g084 g085 g126 g155
S18	Long Term Care Operations	Community Services	Permanent	g003 g064 g163
S19	Food Preparation and Service	Community Services	1 year	g063

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
S20	Cemetery Operations	Cemetery	Contract fulfilled or no longer applies + 6 years	g047

Primary Heading: Transportation

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
T01	Illumination	Works	Removal of the equipment + 6 years Specifications = P	best practice/business need
T02	Parking	Works	Closure of lot or space + 6	best practice/business need
T03	Public Transit Operations	Works	Closure of route/ shelter/ stop + 1 year**, 2 year minimum retention	best practice/business need g094
T04	Road Construction	Works	project finished + 1 year** Specifications = P	g073
T05	Road Design and Planning	Works	project finished + 1 year** Specifications = P	g073
T06	Road Maintenance and Salt Usage	Works	project finished + 1 year salt plans, usage, training and reports = 7 years Specifications = P	g073 g139
T07	Signs and Signals	Works	Removal of sign/signal + 1 year	g073
T08	Traffic	Works	project finished + 1year**  Temporary road closures = 2 years	best practice/business need
T09	Roads and Lanes Openings/ Closures	Works	project finished + 1year**	best practice/business need
T10	Field Survey/Road Survey Books	Works	project finished + 1 year	best practice/business need
T11	Bridges	Works	project finished + 1 year Specifications = P	g073

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Primary Heading: Vehicles and Equipment

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
V01	Fleet Management	Originating	termination of lease) + 2 years  public vehicles trip record = 1 year Daily Inspection Logs = 2 years or 6 months after vehicle ceases to be operated	g050 g074 g094 g130
V02	Mobile Equipment	Originating	Disposal of equipment + 1 year	g074 best practice/business need
V03	Transportable Equipment	Originating	Disposal of equipment + 1 year	g074 best practice/business need
V04	Protective Equipment	Originating	Disposal of equipment + 1 year	g074 g075 best practice/business need
V05	Ancillary Equipment	Originating	Disposal of equipment + 1 year Set-up tests = until superseded	g074 g157

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