

The Corporation of the Town of Minto

By-law No. 2017-103

to provide for the classification, retention and destruction of the records of
The Corporation of the Town of Minto

WHEREAS Section 254 of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, requires municipalities to retain and preserve the records of the municipality and its local boards in a secure and accessible manner;

AND WHEREAS subsection 255 (3) of the *Municipal Act* 2001, S.O. 2001, Chapter 25 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;

AND WHEREAS Section 255 of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, permits municipalities and its local boards to destroy records if a retention period for the record has been established under this section and the retention period has expired or the record is a copy of the original record;

AND WHEREAS the Council of The Corporation of the Town of Minto adopted By-law 2000-018 being a by-law to establish record retention periods for records of the Town of Minto;

AND WHEREAS the Council of The Corporation of the Town of Minto deems it expedient to repeal By-law 2000-018 and grant the C.A.O Clerk, delegated authority to establish the retention schedule for the records of The Corporation of the Town of Minto;

AND WHEREAS the Council of The Corporation of the Town of Minto deems it expedient to retain, preserve and destroy municipal records:

1. **THAT** the Records Retention Program Policy attached hereto as Schedule “A” be adopted and the C.A.O. Clerk be authorized to amend the policy from time to time with approval from Council as needed.
2. **THAT** the Corporation will classify, retain and destroy records in accordance with this by-law and the Records Classification & Retention Schedule attached as Schedule” B” be adopted and that the C.A.O. Clerk is authorized to amend the schedule from time to time with approval from Council as may be needed.

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

SHORT TITLE: RECORDS CLASSIFICATION AND RETENTION BY-LAW

1. DEFINITIONS

In this by-law:

- a. “Corporation” means The Corporation of the Town of Minto.
- b. “Functional” refers to a classification method for organizing records based on the actual business function, activity or transaction type associated with the records. The Records Retention Schedule attached as Schedule ‘B’ is the Corporation’s functional classification system.
- c. “Record” means information however recorded or stored, whether imprinted form, on film, by electronic means or otherwise, and includes documents, financial

statements, minutes, accounts, correspondence, memoranda, plans, maps, drawing, photographs and films”.

d. “Transitory Record” means records, regardless of format, that have temporary usefulness and are not required to meet statutory obligations, set policy, establish guidelines or procedures, certify a transaction, become a receipt or provide evidence of a legal, financial, operational or other decisions of the municipality.

2. The Corporation will classify, retain and destroy records in accordance with this by-law and the Records Classification & Retention Schedule attached as Schedule B.
3. When records exist which fall outside of those listed in the Records Classification & Retention Schedule, functional classification based on an analysis of the Corporation’s business activities and legislative responsibilities shall be the guiding principle for classifying, retaining, and destroying those records in cooperation with the Deputy Clerk or designate.
4. Electronic records may be stored in databases, shared drives, servers or SharePoint sites. Records classifications and retention periods indicated in the Records Classification & Retention Schedule apply equally to paper and electronic records.
5. Unless otherwise specified in the Records Classification & Retention Schedule, or unless required for legal purposes or as otherwise provided by law, transitory records may be destroyed at any time.
6. By-law No. 00-18 being “A by-law to provide for the retention of documents and for the destruction of certain documents” passed on the 22nd day of March 2000 is hereby repealed.
7. This By-law shall come into force and takes effect on the date of its final passing.

Read a first, second, third time and passed in open Council this 19th day of December, 2017.

Mayor George A. Bridge

C.A.O. Clerk Bill White

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| Section: Administration | Policy Number: 1.38 |
| Policy: Records Retention | Effective Date: 12-19-2017 |
| Date Last Revised: | Current Revision Date: |

Schedule “A” of By-law 2017-103



1.0 POLICY STATEMENT:

The Records Retention Program is one of the cornerstones of a records management system. It defines responsibilities and provides a standard for the maintaining and disposal of records as required by applicable legislation.

The Retention Schedule defines the processing of all records, regardless of the format and medium of the records, from the creation to the destruction or the transfer to the Corporation or the County of Wellington Archives.

2.0 APPLICATION:

Retention provisions are based upon the informational content of the record rather than on its medium.

3.0 PURPOSE:

The retention provisions described in this policy apply to all records created, received or maintained by employees of the Town of Minto in the course of carrying out their corporate duties regardless of the medium or format.

4.0 DEFINITION(S):

Active Record shall mean the records that are referred to and used on a regular basis and are generally stored in a department.

Active Retention shall mean the period of time that records are considered active with a higher frequency of use, stored nearby and are readily accessible to the users.

Alternate Format Records shall mean original records that have been microfilmed or available electronically and is deemed to be an original copy.

Archival Record shall mean a record of enduring significance that has historical value for the Town and individuals engaging in historical research.

Archival Review shall mean the period of time during which a record is determined as having potential archival value.

Archival Value shall mean the evidential and informational value of records, which is determined during appraisal and justifies the records preservation.

Town shall mean The Corporation of the Town of Minto.

Clerk shall mean the CAO/Clerk of The Corporation of the Town of Minto.

Code shall mean the reference number for each records series, based on the corporate records classification system (TOMRMS).

Computer System shall mean a device or a group of interconnected or related devices, one or more of which:

- a) contains computer programs or other data; and
- b) pursuant to computer programs, performs logic and control, and may perform any other function.

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Copy shall mean a record that is a duplicate of an original.

Current shall mean the year in which the record was prepared.

Data shall mean the representations of information or of concepts, in any form, that are recorded or stored on any medium in or by a computer system or other similar device and that can be read or perceived by a person or a computer system or other similar device, including a display of that data.

Department Head shall mean a Director or respective designate of The Corporation who is responsible for a specific department.

Duties and Responsibilities of Department Heads shall mean in addition to other duties assigned in this policy, Department Heads shall:

- a) Co-operate with the Records Manager in carrying out the policies and procedures established by the Town of Minto for the efficient and economical management of records and in carrying out the requirements of this ordinance;
- b) Adequately document the transaction of government business and the services, programs and duties for which the Department Head and applicable staff are responsible; and
- c) Maintain the records in the care of the Department head and carry out their preservation, electronic storage, destruction or other disposition only in accordance with the policies and procedures of the records management policy of The Town of Minto and the requirements of the applicable bylaw.

Dispose shall mean to destroy a record or remove it from the official records keeping system.

File shall mean a collection of related records.

Inactive Retention shall mean a period of time that records not currently active shall be kept in a lower cost storage location.

Non-records shall mean extra copies of documents kept solely for convenience reference or records not usually included within the scope of the official records of the Town of Minto. See Transitory Records for further information.

Official Holder shall mean the functional unit of The Corporation that creates the record(s) and/or is responsible for retaining/maintaining the official/original record(s).

Official Record shall mean a record that has operational, legal, fiscal, vital or historical value and that is legally recognized as evidence of a business transaction or establishes facts.

Original shall mean a record that was first produced or is a source document or is received by a department.

Orphan Data shall mean data that:

- a) is not machine readable by any of the Town’s computer systems in place during the disposal year, because the data exists with no identifiable computer application that can retrieve the data; or
- b) is machine readable but does not have sufficient content, context or structure to render it understandable by an experienced Town employee who is knowledgeable about the business function or functions to which the data relates.

Permanent shall mean a record that is preserved and/or never destroyed or removed from the official records keeping system.

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Record shall mean any unit of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, sound recordings, videotapes, machine readable records, and any other documentary material, regardless of physical form or characteristics, made or received in the course of the conduct of the affairs of the Town, and retained by the Town for the purposes of future reference.

Records Centre shall mean a low-cost facility for the controlled maintenance, retrieval, and disposal of semi-active or inactive records.

Records Series shall mean a group of records that relate to a particular function or operation, that are filed together, and need to be retained for the same period of time.

Retention Period shall mean the period of time during which a specific records series must be kept before records in that records series may be disposed of and is calculated from the close date of the record. It includes a period of time the record is retained in the department after closure (active) plus a period of time in the Records Centre (inactive).

Retention Schedule shall mean a schedule/timetable that identifies the length of time a specific record series must be retained for before it may be disposed of.

Superseded shall mean the record shall be retained until such time as they have been replaced with more current information.

TOMRMS shall mean The Ontario Municipal Records Management System which is The Corporations standardized file classification system.

Transitory Record shall mean a record that is:

- a) retained solely for convenience of reference;
- b) required solely for the completion of a routine action, or the preparation of another record;
- c) of insignificant or of no value in documenting Town of Minto business transactions;
- d) not an integral part of a Town record;
- e) not filed regularly with the Town of Minto's records or records keeping system;
- f) not required to meet statutory obligations or to sustain administrative or operational functions;
- g) about social events that are not special Town events;
- h) not related to Town business;
- i) a publication, telephone directory, catalogue, pamphlet or periodical that does not form part of any record

Vital Record shall mean a record that is essential to the continuation or resumption of Town business in the event of a disaster. A vital record allows the Town to continue to fulfill its obligation to taxpayers, employees, other levels of government and outside interested parties. Examples of vital records include: accounts receivable, accounts payable, payroll records, tax rolls, contracts, infrastructure drawings, etc.

Working Papers shall mean rough notes, work preparation materials and instructions, calculations, preliminary drafts, rough research notes and similar materials used in the preparation of correspondence, statistical tables, reports or other records. Preliminary drafts of letters, memoranda, reports, etc. which do not form significant stages in the preparation of a final document and do not record official decisions.

5.0 SPECIFIC POLICY REQUIREMENTS:

a) General Principles:

The following general principles shall govern the destruction of records:

1. No record shall be destroyed unless first classified according to the current records classification system.

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2. No record shall be destroyed unless the retention period has expired or the record is a copy of the original record.
3. All records shall be destroyed in a manner that preserves the confidentiality of any information contained in such records.
4. No official record shall be destroyed without the appropriate authorization.
5. Any records pertaining to pending/actual litigation, an investigation or a request under privacy legislation shall not be destroyed until such records are no longer required for this purpose.

b) Responsibility

As the “Official Records Keeper” under the Municipal Act, the C.A.O. Clerk or designate is responsible for keeping a copy of all disposal reports on a permanent basis and for authorizing the establishment of retention schedule. The Deputy Clerk shall serve as “Records Manager” for the Town of Minto

It is the responsibility of all employees of the Corporation of the Town of Minto to follow the rules of the Records Retention Program who are expected to manage records created, received and controlled within their department or unit regardless of format in good operational order in accordance with the approved file classification.

Employees are expected to follow this policy and best records management practices.

c) Duties and Responsibilities of the Records Manager:

In addition to other duties assigned in this policy, the Records Manager shall:

1. Administer the records management program and provide assistance to department heads in its implementation;
2. Plan, formulate and prescribe records disposition policies, systems, standards and procedures;
3. In co-operation with department heads identify essential records and establish a disaster plan for each municipal office and department to ensure maximum availability of the records in order to re-establish operations quickly and with minimum disruption and expense;
4. Develop procedures to ensure the permanent preservation of the historically valuable records of the municipality;
5. Establish standards for filing and storage equipment and for recordkeeping supplies;
6. Study the feasibility of, and if appropriate, establish a uniform filing system and a forms design and control system for The Town of Minto;
7. Monitor records retention schedules and administrative rules;
8. Disseminate to Council and Department Heads information concerning the retention schedule;
9. Ensure that the maintenance, preservation, micro filming, destruction or other disposition of the records of The Town of Minto are carried out in accordance with the policies and procedures of the records management program;
10. Maintain records on the volume of records destroyed under approved records control schedules or through records destruction authorization requests, the volume of records stored electronically, and the estimated cost and space savings as the result of such disposal or disposition;
11. Bring to the attention of the Clerk and Chief Administrative Officer non-compliance by Department Heads or other municipal personnel with the policies and procedures of the records management program.

d) Organization

The Corporation organizes records according to the approved corporate classification system which is based on the Town of Minto’s business activities.

e) Records Ownership

All records created, received, used or maintained by officers and employees in the course of their duties on behalf of The Corporation are the property of the Town of Minto.

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Employees leaving their positions with the Town shall leave all records for their successors. This applies to both temporary and permanent departures, including transfers within the organization.

f) Implementation

The Town`s Record Retention Schedule shall be reviewed on a regular basis to ensure legal compliance. The Official Records Keeper shall consult with the Records Manager, and may consult with Town Legal Counsel and the Town Auditor as the case may be to review and establish the retention schedule.

As part of the regular process for the disposal of records and prior to any destruction of records, such destruction shall be authorized in writing by the appropriate Department Head. Such authorization shall note the code, subject of the records, the title of the record, period of time the records relate to and shall identify the Retention Schedule under which the disposal was authorized.

Upon the Official Records Keeper being satisfied that the retention period as set out in the appropriate Retention Schedule has expired, and disposal has been properly authorized by the department, the Official Records Keeper shall:

- a) order the record(s) to be destroyed, in a manner which complies with *the Municipal Freedom of Information and Protection of Privacy Act, 1989*; or
- b) set aside the record(s) for long-term or permanent retention; or
- c) transfer the record(s) to the custody and control of the Archives program operated by the Town Clerk`s Office or the Wellington County Archives.

Copy/duplicate records do not require formal approval for destruction.

The Records Retention Program does not apply to records made outside the course of Town business.

g) Orphan Data – Electronic Systems

Prior to the destruction of any orphan data, a written description is required documenting the orphan data containing, to the extent that such information is obtainable, the following:

- a. The title of the orphan data;
- b. The identification of the department/section that is responsible for the creation or use of the orphan data;
- c. A brief description of the orphan data`s purpose;
- d. The format/software the orphan data is stored in;
- e. A brief description of any sub data, their purpose and relationship to the main data or other sub data;
- f. The written approval, authorizing the orphan data`s disposal from the department head or designate who is responsible for the business function to which the orphan data relates.

Records created for long-term space savings no matter what the form shall be deemed to be the original for the purposes of this policy if so indicated in the Retention Program and retained subject to the approved retention schedule.

h) Records Protection

It is the intention of The Corporation to protect their records for the duration of their scheduled retention through appropriate storage.

i) Records Storage

It is the intention of The Corporation to store records in a manner that:

- a) prevents loss through misplacement, deterioration, accidental destruction, and/or theft;
- b) prevents unauthorized or inappropriate access; and
- c) ensures continued readability.

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j) Records Disposal

It is the intention of The Corporation to destroy records as feasible in accordance with the approved retention schedule and in a secure and confidential manner based on informational content and format.

Subject to the *Municipal Freedom of Information and Protection of Privacy Act*, the following applies to the retention and disposal of all transitory, duplicate or copy records created or received by Town employees:

- a) A copy of a record may be destroyed at any time if the original is subject to a retention period established by the Records Retention Schedule.
- b) A transitory record may be deleted or otherwise destroyed unless otherwise specified in the schedule or unless required for legal or legislated purposes when their value ceases as determined by the individual work unit.

A transitory record shall be destroyed if the original record does not possess archival value and if there is no further business or legal requirement to retain the record in an original format.

k) Suspension of Policy

In the event of a notice of litigation, notice of claim, audit or investigation for which the Town may have relevant records, the suspension of this policy shall come into effect for all records applicable to the issue.

l) Compliance

Compliance with the records retention program will be reviewed on a regular basis.

m) Rationale and Legislative Authority:

The Municipal Act provides that a record of a municipality may be destroyed if a retention period for the record has been established and the retention period has expired; or the record is a copy of the original record.

By-law 2017-103 provides that the Town C.A.O. Clerk or designated is granted delegated authority to establish the retention schedule for the records of The Corporation of the Town of Minto

Schedule “B” of By-law 2017-103

| File Code | Series Title | Series Description | Retention (years) |
|--|---|--|-------------------|
| A- ADMINISTRATION | | | |
| Includes records regarding routine administration and office services function | | | |
| A00 | Administration - general | Includes administrative records which cannot be classified elsewhere. Use only if no other heading is available | 1 |
| A01 | 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 AMCTO, FCM, AMO etc <ul style="list-style-type: none"> | 1 |
| A02 | 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. <ul style="list-style-type: none"> | 4** |
| A03 | Computer Systems and Architecture Information | Includes records relating to the design of computer systems and/or software, 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. | S+6 |
| A04 | 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 | 1** |
| A05 | Consultants | Includes correspondence, proposals, resumes and other documents regarding the selection, appointment and monitoring of consultants. May include similar records regarding legal solicitors and engineering firms. | 2** |
| A06 | Inventory Control | Includes inventory statements and reports, and all other records regarding the control of supplies, fuel and office and small equipment stock levels. <ul style="list-style-type: none"> | 6 |

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
C - Current Year; ** - Subject to Archival Selection

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| A07 | Office Equipment and Furniture | Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc. • | E |
| A08 | Office Services | Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the inter-office mail system, internal printing, and management of forms and templates. | 1 |
| A09 | Policies and Procedures | Includes policy and procedure manuals, guidelines and directives. | P** |
| A10 | Records Management | Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, feasibility studies, and records centre operations. | S |
| A11 | Records Disposition | Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records. | P |
| A12 | Tele-communications 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. | 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. | 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. | 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. | 5** |

Legend: **P** - Permanent; ***** - Maximum Copy Retention; **S** - Superseded; **E** - **Event**
C - Current Year; ****** - Subject to Archival Selection

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| 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 and records regarding the handling of requests under the Act. | 2 years |
| A18 | Security | Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes and control of keys. | 5 |
| A19 | Facilities Construction and Renovations | Includes records for the planning and construction of municipal facilities such as fire stations, pools, and office buildings. Includes site meetings, consultant's reports, and cost reports. Also includes architectural and engineering drawings. | E + 2** As built = until superseded |
| A20 | Building and Property Maintenance | Includes records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, bus terminals, garages, libraries, and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts and office cleaning. | 5 Setup tests and manuals = Equipment removed + 1 year |
| A21 | Facilities Bookings | Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities. | 1 |
| A22 | Accessibility of Services | Includes records relating to the accessibility of Municipal buildings, services and information to disabled persons. | 5 |
| A23 | Information Systems Production Activity & Control | Includes records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports and system changes. | 2 |
| A24 | Access Control & Passwords | Records related to the management of and access to programs. Includes individual access, password management, etc. | S |
| A25 | Performance Management/ Quality Assurance | Includes records regarding the performance of the Municipality as a whole and quality assurance programs such as the Ontario Municipal Benchmarking Initiative (OMBI), National Quality Institute (NQI), Benchmarking, Balanced Score Cards, Municipal Performance Measurement Programs. Key performance indicators, customer service results, etc. would also be included. Types of records included would be reports, statistical analysis, program documentation, correspondence, awards for outstanding organizational achievements, work plans, etc. | S** |

Legend: **P** - Permanent; ***** - Maximum Copy Retention; **S** - Superseded; **E** - Event
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| File Code | Series Title | Series Description | Retention (years) |
|---|--|---|--|
| C- COUNCIL, BOARDS AND BY LAWS | | | |
| Includes records regarding the establishment of policy and By-Laws, and the operations of Council and of Boards for which Council is responsible. | | | |
| C00 | Council and By-Laws –general | Includes records regarding Council, Boards and by-laws which cannot be classified elsewhere. Use only if no other heading is available. | 1 |
| C01 | By-Laws | Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws. | P** |
| C02 | By-Laws - Other Municipalities | Includes final versions of by-laws of other municipalities which are of interest. | S |
| C03 | Council Agenda | Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation. | S+5 |
| C04 | Council Minutes | Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes. | 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. | S |
| C06 | Council Committee Minutes | Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to. | 6** |
| C07 | Elections | Includes returned notices, lists of officials, voters' lists, nominations, election results, preliminary voters lists, oaths taken by council members and information on ward boundaries. Includes advertising. | E+4 Ballot = 120 days after voting or resolution of recount |
| C08 | Goals and Objectives | Includes records concerning strategic planning, goals and objectives, and mission statements such as the municipal sustainability plan | S** |
| C09 | Motions and Resolutions | Includes final signed versions of resolutions and motions of Council. | P** |
| 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 | Includes all reports to Council. Filed by subject. | P** |
| C12 | Appointments to Boards and Committees | Includes records regarding appointments by Council of staff and council members. | 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., etc. | 2 |

Legend: **P** - Permanent; * - Maximum Copy Retention; **S** - Superseded; **E** - Event
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| File Code | Series Title | Series Description | Retention (years) |
|--|--------------------------------------|---|--|
| D- DEVELOPMENT AND PLANNING | | | |
| Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning, | | | |
| D00 | Development and Planning - general | Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available. | 1 |
| 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. | 10** |
| D02 | Economic Development | Includes records regarding the growth of the economy. Includes studies, statistics, projections, etc. | 10** |
| D03 | Environment Planning | Includes records regarding general types of environmental studies with a long range planning emphasis, such as storm drainage and flood control planning, parks and open spaces planning, and waste management planning. Also contains information on source water protection such as risk assessments and risk management plans. | E+5** |
| 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 | Includes records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral deposits, and other natural resources information. | 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 approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications. | P Applications = 2 years after final decision |
| D08 | Official Plans | Includes the official plan 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. | P** |
| D09 | Official Plan Amendment Applications | Includes applications to amend the official plan or secondary plans, staff reports, notices, resolutions and decisions. | E+5 |
| D10 | Severances | Includes records regarding the granting of severances to parcels of land including application for severance. | E+6 |
| D11 | Site Plan Control | Includes records regarding 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. | P |

Legend: **P** - Permanent; ***** - Maximum Copy Retention; **S** - Superseded; **E** - **Event**
C - Current Year; ****** - Subject to Archival Selection

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| D12 | Subdivision Plans | Includes records regarding the approval of plans of subdivisions (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans. | P |
| D13 | Variances | Includes records regarding the granting of variances in land use including zoning applications from existing zoning regulations. | P |
| D14 | Zoning | Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities. | E+2 |
| D15 | 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. | E+6** |
| D16 | Encroachments | Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation. | E+6** |
| D17 | 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** |
| D18 | Community Improvement Projects | 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. | E+6** |
| D19 | Municipal Addressing | Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings, and copies of related by-laws. | S+10** |
| D20 | Reference Plans | Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence. | P |
| D21 | Industrial/ Commercial Development | Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc. | 10** |
| D22 | Digital Mapping | Includes all records used to produce maps and updates in a digital format. | S |
| D23 | Agricultural Development | Includes all records regarding development of agricultural growth. | 10** |
| D24 | Background Reports for Official Plan | Includes reports pertaining to amendments and changes to the Official Plan. | E+5 |
| D25 | 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 | E+2 |

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| | | been registered for at least 8 years. | |
| D26 | Development Charges Study | Includes records related to the development of and the final Development Charges Study as required under the Development Charges Act. Includes advertising, public meeting notices, responses, stakeholder lists, public meeting information, background information and supporting documentation, consultant reports, notices regarding adoption of the Development Charges By-law, and other records related to requirements for the development of the Development Charges By-law | 10** |
| D27 | Part Lot Control | Includes records regarding applications and background material for Part Lot Control exemptions, council decisions, by-law, correspondence, etc. A Part Lot Control application is applied for to allow the conveyance of a portion of a lot without requiring approval of a land division committee (typically used to separately convey semi-detached and townhouse units). Only applicable to parcels of land contained within a registered plan of subdivision | E+5 |

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| File Code | Series Title | Series Description | Retention (years) |
|--|------------------------|--|--|
| E- ENVIRONMENTAL SERVICES | | | |
| Includes Records regarding provision of public works and other environmental services other than roads. Includes water works, sewers, treatment plants, waste management and environmental monitoring. Also includes tree removal and pruning. | | | |
| E00 | Environmental Services | Includes records regarding environmental services which cannot be classified elsewhere. | 1 |
| E01 | Sanitary Sewers | Includes records regarding the design, construction and maintenance of sanitary sewers. | C+1 Specifications = permanent |
| E02 | Storm Sewers | Includes records regarding the design, construction and maintenance of storm sewers. | C+1** Specifications = permanent |
| E03 | Treatment Plants | Includes records regarding the operation of sewage treatment and pumping stations and lagoons. Includes wastewater treatment facility/collection and equipment design, construction and maintenance records (work orders). 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.)) | 5 Specifications = permanent Plans = cease to apply + 2 |
| E04 | Trees | Includes records of tree removal, planting, trimming, pruning and preservation. | 5 |
| E05 | Air Quality Monitoring | Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity. | E+5** |
| E06 | Utilities | Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc. | 5** |
| E07 | Waste Management | Includes records regarding the collection and disposal of waste. Includes landfill site records, recycling, energy from waste, source separation, collection services and composting. | 10 or cease to apply + 10** *** if National Guidelines apply, retention = P |
| E08 | Water Works | Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines, hydrants and related facilities and equipment. Includes water meter registration numbers. Includes water treatment facility/distribution and equipment design, construction 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.)) | 15 Specifications = P |
| E09 | Drains | Includes records regarding the design, construction and maintenance of drains. Also includes engineer reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, bylaws and grants. | E+5** Specifications = P |
| E10 | Pits and Quarries | Includes records regarding the design, construction and maintenance of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence. | 5** Specifications = P |

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| E11 | Nutrient Management | NUTRIENT MANAGEMENT Includes the records regarding the control of storing/spreading /using waste materials such as liquid manure and sewage biosolids on land, near waterways, runoff etc. Includes documentation relating to the storage and distribution of nutrient material, non-agricultural source material (NASM) plans and sampling results. | 5** or expiry of plan + 2 years |
| E12 | Private Sewage Disposal Systems | Includes records regarding the design, construction and maintenance of sanitary sewers and septic systems. | 5** Specifications =P |
| E13 | Water Monitoring | Includes records regarding the routine monitoring of water quality, water quantity, annual reports, and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), as well as responses to interference with quality or quantity. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water. Includes H/C records of Ministry of the Environment DW and WW Compliance Inspection Reports, data request items, inspection responses and related documents. | E+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 H/C records Water and Wastewater routine sampling results, CoC and laboratory related communications or documentation (LSN, Scope of Accreditation & Procedures/Requirements). Includes H/C records of Upset Condition and Spill Reports for Wastewater Treatment and/or Collection systems to Ministry of the Environment and local Health Unit. | E+15 |
| E15 | Chemical Sampling of Water | 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 reports. Lead sampling documents include all Community Lead Sampling Program – specific documents and guidance. | E+15 |
| E16 | Backflow Prevention and Cross Connection Control | 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. | 15 |
| E17 | Energy Management | Includes all records relating to the municipality's Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and green house gas emissions. Also includes management of energy consumption and conservation at municipal buildings and facilities. | E+7 |
| E18 | Natural Heritage | Includes records regarding greenlands, municipal | E + 3 |

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| | | forests and forestry including tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks. | |
| E19 | Renewable Energy | Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g., wind, water, biomass, biogas, biofuel, solar energy, geothermal energy, tidal forces and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts. | E + 15 |
| E20 | 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 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 | E+15 |
| E21 | 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. | Cease to apply + 2 years |

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| File Code | Series Title | Series Description | Retention (years) |
|---|----------------------------------|---|-------------------|
| F- FINANCE AND ACCOUNTING | | | |
| - Includes Records regarding the management of funds. | | | |
| F00 | Finance and Accounting – general | Includes records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available. | 1 |
| F01 | Accounts Payable | Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay account, rebates, levies payable, reports, telephone bills and membership fees. | E+7 |
| F02 | Accounts Receivable | Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Includes correspondence related to tax collection and supporting documentation.. | E+7 |
| F03 | Audits | Includes records regarding internal and external financial audits of accounts. | 6 |
| F04 | Banking | Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records. | 6 |
| F05 | Budgets and Estimates | Includes departmental and corporate budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances. | 6** |
| F06 | Assets | Includes records regarding current and fixed assets. Includes inventories as well as records of initial expenditure, depreciation, amortization, and disposal. | E+6** |
| F07 | Cheques | Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements. | 6 |
| F08 | Debentures and Bonds | Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors. | E+6 |
| F09 | Employee and Council Expenses | Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc. May also include employee time sheets combined with travel and expense statements. | E+7 |
| F10 | Financial Statements | Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements | P** |
| F11 | Grants and Loans | Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies. Also includes submissions, acknowledgements, and reports. Such as the Road and Farm Tax Rebate, Waste Management Improvement Program etc. | E+6 |
| F12 | Investments | Includes records regarding the municipality's investments, term deposits, and promissory notes. | E+6 |

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| F13 | Journal Vouchers | Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries. | E+6 |
| F14 | Subsidiary Ledgers Registers and Journals | Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers | E+7** |
| F15 | General Ledgers and Journals | Includes all records in the Books of Original Entry. | P |
| F16 | Payroll | Includes all records of payments of salary, wages and deductions to employees. Includes time sheets, pay lists, Blue Cross reconciliations, T4 Slips and Statistics Canada reports. Also includes honoraria and fees to Council. | E+6 |
| F17 | Purchase Orders and Requisitions | Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services. | E+6 |
| F18 | Quotations and Tenders | Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process. | 6** |
| F19 | Receipts | Includes receipts issued for payment of items such as licenses, rentals and taxes. | 6 |
| F20 | Reserve Funds | Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc. | 6 |
| F21 | Revenues | Includes records regarding the generation of revenues other than taxes such as development charges. | 6 Mortgage related = 10 |
| F22 | Taxes and Records | Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls. | P |
| F23 | Write Offs | Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. | 6 Court services write-offs – 37 years |
| F24 | Trust Funds | Includes records regarding funds established by the municipality for money held in trust, such as bequests, Homes for the Aged Residents and Ontario Home Renewal Program. | E + 7 |
| F25 | Security Deposit | Includes development deposits, letters of credit, proof of insurance when required and records of monies held as security (ie. bonds). | E+6 |
| F26 | Working Papers | Includes all working notes, calculations and background documentation used to calculate financial statements such as the Monthly Trial Balance. | E+1 |

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| File Code | Series Title | Series Description | Retention (years) |
|--|---------------------------|---|---|
| H- Human Resources | | | |
| Includes Records regarding the municipality's relationship with it employees. Includes records regarding general staff programs as well as information on specific employees. | | | |
| H00 | Human Resources – general | Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available. | 1 |
| H01 | Attendance and Scheduling | Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, etc. | 3** |
| H02 | Benefits | Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on EHT. | S |
| H03 | Employee Records | Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, training reports, correspondence with the employee, and employee assistance. Includes full-time, part-time, student employees and volunteers. | E+3** Drinking Water system training record – 5 years Long-term care home staff: E + 7 Firefighter employment terms = 25 |
| H04 | Health and Safety | Includes records regarding the occupational health and safety of staff. Includes accident reports, Workplace Safety & Insurance Board reports and information on health and safety programs for staff. | 3 |
| H05 | Human Resource Planning | Includes records of succession planning, executive placement, retirement programs, staff turnover rates, annual hire/promotion targets, recruitment freezes, employment equity, performance management, and related records. | 1** |
| H06 | Job Descriptions | Includes job descriptions and specifications as well as background information used in their preparation or amendment. | S** |
| H07 | Labour Relations | Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations. | E+10** |
| H08 | Organization | Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts. | S** |
| H09 | Salary Planning | Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity. | 5 |
| H10 | Pension Records | Includes records detailing obligations to individuals under OMERS. Includes pension information of retired personnel, including registration and records. | E+6 |
| H11 | Recruitment | Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications. | 1** |

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| H12 | Training and Development | Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation materials. | E+2** |
| H13 | Claims | Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. | E+3 Hazardous exposure claims = longer of 40 years or 20 years after last record made |
| H14 | Grievances | Includes records dealing with grievance complaints filed against the municipality such as the initial complaint, investigation, reports and final resolution. | E+10 |
| H15 | Harassment And Violence | Includes records dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution. | E+3 |
| H16 | Criminal Background Checks | Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers. Also includes annual Criminal Offence Declaration. | E+7 |
| H17 | Employee Medical Records – Hazardous Materials | Includes records of exposure to asbestos and other hazardous materials. | E+40 or 20 years after last record of exposure |
| H18 | Employee Medical Records | Includes doctor’s notes, correspondence, and health reports related to an employee’s medical situation | E+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. | E + 5 |
| 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. | E+1 and 2 most recent records retained |

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| File Code | Series Title | Series Description | Retention (years) |
|---|--|--|--|
| J- JUSTICE | | | |
| Includes records regarding POA and Court activities | | | |
| J00 | Justice general | Includes Court & POA Records which cannot be classified elsewhere. Use only if no other heading is available. | 4 |
| J01 | Certificates of Offence (Part I) | Includes Court and POA records including Part 1 Certificates of Offence. | 2 |
| J02 | Control Lists Information (Part III) | Includes Court and POA records including all Part 3 Information and Part 1 Certificates of Offence relating to accident and careless driving matters only. | 6 |
| J03 | Control Lists | Includes reports from Municipal and Provincial agencies such as Police, M.T.O. and M.N.R. etc. | 4 |
| 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. | 6 |
| J06 | Enforcements & Suspensions | Includes records regarding the suspension of licenses issued by Provincial Government agencies 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. | 7 |
| J08 | Statistics | Includes reports and other statistical data, including all RICO reports (including ISCUS/Courtroom Utilization Reports). Also includes financial reports regarding write-offs | 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 |

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| File Code | Series Title | Series Description | Retention (years) |
|--|---|--|---|
| L- LEGAL AFFAIRS | | | |
| Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters. | | | |
| L00 | Legal Affairs – general | Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available. | 1 |
| L01 | Appeals and Hearings | Includes all transcripts and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgments. Includes zoning appeals, official plan appeals, and Committee of Adjustment appeals. Also includes orders issued by regulatory bodies and boards. | P |
| L02 | Claims Against the Municipality | litigation made by other parties against the municipality. | E+1 |
| L03 | Claims By the Municipality | litigation made against other parties by the municipality. | E+1 |
| L04 | Contracts and Agreements - Under By-Law | Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, and subdivision agreements. Also includes agreements regarding easements, encroachments, area ways and laneways. | E+15** |
| L05 | Insurance Appraisals | Includes appraisals of municipal property for insurance purposes. | E+15 |
| L06 | Insurance Policies | Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance. | E+15 |
| L07 | Land Acquisition and Sale | Includes records regarding real estate transactions and conveyance of land such as lot sales, alley closings and allowances whether through voluntary transactions or expropriation. Includes leases, deeds and expropriation plans, purchase letters and appraisals. | E+10** |
| L08 | Opinions and Briefs | Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws. | S** |
| L09 | Precedents | Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters. | S** |
| L10 | Federal Legislation | Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality. | S |
| L11 | Provincial Legislation | Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality. | S |
| L12 | Vital Statistics | Includes registers of births, deaths and marriages. | P |
| L13 | Prosecutions | Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation. | E+7 |
| L14 | Contracts and Agreements – Simple | Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle lease and purchase agreements. Also includes consents required under The Canadian Anti Spam Legislation (CASL) | E+2** Long term care service providers = expiry + 7 |

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| File Code | Series Title | Series Description | Retention (years) |
|---|---|---|--|
| M- MEDIA AND PUBLIC RELATIONS | | | |
| Includes records regarding the municipality's relationship with the media and the general public. | | | |
| M00 | Media and Public Relations general | Includes records regarding media and public relations which cannot be classified elsewhere. | 1 |
| M01 | Advertising | Includes records regarding public advertising in magazines, newspapers, radio, television, and transit. | 1** |
| M02 | Ceremonies and Events | 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. | 5** |
| M03 | Charitable Campaigns/Fund Raising | 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. | 1 |
| M04 | Complaints Commendations and Inquiries | Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints. 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. | 1** |
| M05 | News Clippings | Includes clippings from newspapers, information from journals and other printed media. | 1** |
| M06 | News Releases | Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs. | 1** |
| M07 | Publications | Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, 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. | S** S+3 if publication is subject to copyright or trademark |
| M08 | Speeches and Presentations | Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.. | 3** |
| M09 | Visual Identity and Insignia | Includes records regarding the standards which apply to graphic designs in the interest of establishing a Visual Identity Program. Includes logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office. | S+5** |
| M10 | Website & Social Media Content | Includes records of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook & Twitter | S |
| M11 | Public Relations and Public Awareness Campaigns | 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. | 5** |

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| File Code | Series Title | Series Description | Retention (years) |
|---|--|---|---|
| P- PROTECTION AND ENFORCEMENT SERVICES | | | |
| Includes records regarding the operational functions of law enforcement, licensing, public protection and fire prevention within the community. | | | |
| P00 | Protection & Enforcement Services –general | Includes records regarding protection and enforcement services which cannot be classified elsewhere. | 1 |
| P01 | By-law Enforcement | Includes records of municipal efforts to enforce bylaws such as parking tickets, order to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs etc. | 6** |
| P02 | Daily Occurrence Logs | Includes daily occurrences logs maintained by the Chief Building Official | 5** |
| P03 | Emergency Planning | Includes records regarding the planning and rehearsal of emergency measures. May also include records of previous disasters including reports, press clippings, etc. | S** or E + 5 if Canadian Environmental Protection Act applies |
| P04 | Hazardous Materials | Includes information and reports on chemicals and substances that pose fire hazards. Also includes records dealing with toxic substances control, transportation and effects. | S+5 7 years or tank removal + 7 years if Canadian Environmental Protection Act applies |
| P05 | Incident/ Accident Reports | Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties | E+1 and 2 most recent records retained |
| P06 | Building and Structural Inspections | Includes inspection reports such as building, plumbing, fire prevention, and other structural inspections. Also includes inspections of marijuana grow operations after appropriate notification from a police force. | E+2 for inspections maintenance and testing related to the fire code |
| P07 | Health Inspections | Includes health inspection reports conducted or performed by Health & Safety Committee on private, public and commercial properties and Fire Marshall's or Public Health Inspections. | S |
| P08 | Investigations | Includes records of investigation pertaining to law enforcement, traffic accidents, ambulance and fire fighting activities. | 10** |
| P09 | Licences | Includes records regarding licences administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, businesses, lotteries and quarries, etc. | E+2 |
| P10 | Building Permits | Includes permits issued to builders, contractors, and residents giving them permission to build or renovate. | P |
| P11 | Permits Other | Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to hold special events, transport oversize loads, erect signs, park on the street, etc. | E+2 |

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| P12 | Warrants | Includes all issued warrants. | E + 2 Court services search warrants – 40 years |
| P13 | Criminal Records | Includes all documentation relating to individuals with a history of criminal activity. • | E+5 |
| P14 | Animal Control | Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Excludes: • Dog Licenses - see P09. | E+2 |
| P15 | Community Protection Programs | Includes records on community protection and crime prevention such as Community Policy, Victim Services Neighbourhood Watch and Block Parents. Records include correspondence and brochures. Also includes video surveillance footage. | S+2** Surveillance video 72 hours unless requisitioned for use If requisitioned for use (MFIPPA or other investigation) = S+2 |
| P16 | Emergency Services | Includes records regarding police, land ambulance, fire and rescue services. | S+2 |
| P17 | EMS Incident & Impact Reports | Records associated with emergency medical services incident reporting. | S+5 |
| P18 | EMS Accident Reports | Records associated with emergency medical services accident reporting | S+5 |
| P19 | EMS Accident Statistics | Records associated with statistical reporting of accidents involving emergency medical services, traffic and work-related issues | S+2 |
| P20 | Prohibition Notices & Orders | Includes prohibition orders, notices and correspondence related to prohibition under regulations such as Source Drinking Water Protection. May also contain building code applications denied because of prohibition. | 15 |

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| File Code | Series Title | Series Description | Retention (years) |
|---|---------------------------------|--|---|
| R- RECREATION AND CULTURE | | | |
| Includes records regarding the provision of recreational and cultural services to the community | | | |
| R00 | Recreation and Culture -general | Includes records regarding recreation and cultural services which cannot be classified elsewhere. Use only if no other heading is available. | 1 |
| R01 | Heritage Preservation | Includes records regarding heritage and historical development, including designations of buildings, districts, and cemeteries as well as archaeological digs and studies | E** |
| R02 | Library Services | Includes circulation lists, recommendations for additions to library collections, information searches, inter-library loan requests and more general records regarding the operation of libraries. May include subscription renewals of magazines and receipts from book sales. | 5 |
| R03 | Museum and Archival Services | Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records. | 1** |
| R04 | Parks Management | Includes correspondence, descriptions, reports and other records dealing with the management design, set-up, landscaping and maintenance of specific municipal parks. Includes maps and plans. Also includes information dealing with maintenance of playground equipment. | 5** Playground equipment maintenance = P |
| R05 | Recreational Facilities | Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities, such as arenas, rinks, pools, and fitness centres. Includes floor plans, architectural and engineering drawings. More specific information is filed by subject.. | 5 As built = until superseded |
| R06 | Recreational Programming | Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs. | 1** |

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| File Code | Series Title | Series Description | Retention (years) |
|--|---|--|--|
| S- SOCIAL AND HEALTH CARE SERVICES | | | |
| Includes records regarding social services and health care programs. | | | |
| S00 | Social and Health Care Services - general | Includes records regarding social and health care services provided to individual residents which cannot be classified elsewhere. Use only if no other heading is available. | 1 |
| S01 | Children's Day Nursery Services | Includes general program information regarding childcare programs such as municipal and private day care and day nursery services. Also includes general resource information used in counselling children and parents involved in these programs as well as records regarding drinking water testing and fire drills. | E+2 Water testing and reporting records = 6 years |
| S02 | Elderly Assistance | Includes general program information regarding programs intended to improve the quality of life for senior citizens such as home care, housing and transit subsidies. Includes any homes for the aged as well as general resource information used in counselling seniors considering moving to homes for the aged. May include Indigent Elderly Patient reports | 7 Menus = 1 Fire drills = 2 |
| S03 | Long Term Care Facility Residents | Includes records regarding individual residents of homes for the aged. | E+10 |
| S04 | Social Assistance Programs | Includes general program information regarding social assistance programs available to residents. Also includes general resource information used in counselling recipients of social assistance and information pertaining to Employment Support Programs and Community Support Services. Also includes records regarding subsidized housing. | 10 |
| S05 | Ontario Works Case Records | Includes records regarding individual social assistance recipients. May include Income Reporting Cards. | E+5 |
| S06 | Medical Case Records | Includes case records regarding communicable diseases, venereal diseases, dental care, maternal care, etc. | E+1 |
| S07 | Children's Services | 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 | 3 |
| S08 | Public Health | Includes records regarding public health programs such as health and safety education, school health programs, family planning and disease control including immunization. | 5 |
| S09 | Cemetery Records | Includes burial permits, maps, plot ownership records, interment registers, and indexes for municipal cemeteries and abandoned cemeteries. | p** Transfer to archives if no longer managed Burial permits = 2 |
| S10 | Day Nursery Case Records | Application for enrolment, child's name, home address, date of birth, names, addresses, phone numbers of parents, place at which they can be reached, etc. | Last participated date + 3 |

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| File Code | Series Title | Series Description | Retention (years) |
|--|--------------------------------|--|-----------------------------|
| T- TRANSPORTATION SERVICES | | | |
| Includes records regarding the development and improvement of transportation systems (roads and public transit). | | | |
| T00 | Transportation - general | Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available. | 1 |
| 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. | E+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. | E+6 |
| T03 | Public Transit | Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records regarding the construction of bus shelters and similar facilities, route administration and planning, fare policies, intergovernmental transit co-ordination and access for the disabled. | E+1** |
| T04 | Road Construction | 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, bridges, etc. | E+1** Specifications = P |
| T05 | Road Design and Planning | 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. | E+1** Specifications = P |
| T06 | Road Maintenance | Includes records and studies regarding the inspection and maintenance of roads. Includes the installation of culverts, minor repairs to the road surfaces, curbs and side-walks, cycle-ways, footpaths, walkways, etc. Also includes grading, ploughing and sanding of roads, and snow removal and cleaning. | E+1 Specifications = P |
| T07 | Signs and Signals | Includes records and studies regarding the manufacture and installation of signs and signals. | E+1 |
| T08 | Traffic | Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes temporary road closures for special events. | E+1** |
| T09 | Roads and Lanes 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. | E+1** |
| T10 | Field Survey/Road Survey Books | Includes engineering field survey notes as well as books. | E+1 |
| T11 | Bridges | Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance. | E+1 Specifications = P |

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| File Code | Series Title | Series Description | Retention (years) |
|---|----------------------------------|--|---|
| V- VEHICLES AND EQUIPMENT | | | |
| Includes records regarding municipal vehicles and equipment. Includes records on fleet management, mobile equipment, and protective equipment and related maintenance activities. | | | |
| V00 | Vehicles and Equipment - general | Includes records regarding vehicles and equipment which cannot be classified elsewhere. Use only if no other heading is available. | 1 |
| V01 | Fleet Management | Includes records of all vehicles currently leased or owned, operated and maintained by the municipality. This includes vehicle history files, and vehicle maintenance, registration and disposal. | E+2 Daily Inspection Logs = 6 months from last entry |
| V02 | Mobile Equipment | Includes records regarding mobile equipment used in conjunction with vehicles. Also includes maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc. | E+1 |
| V03 | Transportable Equipment | Includes records regarding transportable equipment used by the municipality. Also includes maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment. | E+1 |
| V04 | Protective Equipment | Includes records regarding protective equipment used by the municipality. Also includes maintenance and history files on equipment such as breathing apparatus, breathing tanks, down alarms, etc. | E+1 |
| V05 | Ancillary Equipment | Records regarding fixed equipment, which is non-vehicle and non-office in nature. Includes equipment such as appliances, water heaters, garbage compactors, furniture (non-office), industrial shredders etc. Includes correspondence, equipment user and procedural manuals, warranty, maintenance and history records. Includes setup tests and manuals. | E+1 Set-up tests = until superseded |

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