

	<b>The Corporation of the Township of Hamilton</b>
	<b>By-law Number 2020- 52</b>

**A By-law to Adopt the Records Classification/Retention Schedule  
for the Corporation of the Township of Hamilton**

**Whereas** it is legislated that the Corporation of the Township of Hamilton adhere to the requirements of the Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act regarding record maintenance, accessibility, and retention; and

**Whereas** a new Records Information Management Policy was adopted by Council on September 15, 2020;

**Now Therefore be it resolved that** the Council of The Corporation of the Township of Hamilton enacts as follows:

1. THAT the Records Classification/Retention Schedule for the Township of Hamilton is hereby adopted in the form attached hereto as Schedule 'A'.
2. THAT By-law 2013-29, "the Records Retention Program Policy & Retention Schedule for the Township of Hamilton ", is repealed in its entirety.
3. THAT this By-law shall come into force and take effect on its passing.

This By-law given a first, second and third reading and finally passed this 15<sup>th</sup> day of September, 2020.

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William Cane, Mayor

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K. Surerus, Municipal Clerk



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## 1. Record Primary Classifications

Primary Classification Code	Classification Title	Description
<b>A</b>	<b>Administration</b>	Includes records regarding routine administration and office services functions.
<b>B</b>	<b>Buildings, Properties, Cemeteries and Parks</b>	Includes records relating to the maintenance, construction, inspection, operation, and renovation of municipally owned buildings, facilities, properties, cemeteries, and parks. Excludes Waterworks facilities.
<b>C</b>	<b>Council, Boards, and Bylaw</b>	Includes records regarding the establishment of policy and by-laws, and the operations of Council and of Boards for which Council is responsible.
<b>D</b>	<b>Development and Planning</b>	Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning, etc. Subjects are grouped according to long range vs. developmental planning.
<b>E</b>	<b>Environmental Services</b>	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.
<b>F</b>	<b>Finance and Accounting</b>	Includes records regarding the management of funds.
<b>H</b>	<b>Human Resources</b>	Includes records regarding the municipality's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.
<b>J</b>	<b>Justice</b>	Includes records regarding POA and Court activities
<b>L</b>	<b>Legal Affairs</b>	Includes records regarding legal matters as well as contracts and agreements, insurance, and real estate matters.
<b>M</b>	<b>Media and Public Relations</b>	Includes records regarding the municipality's relationship with the media and the general public.
<b>P</b>	<b>Protection and Enforcement Services</b>	Includes records regarding the operational functions of law enforcement, licensing, public protection, and fire prevention within the community.
<b>R</b>	<b>Recreation and Culture</b>	Includes records regarding the provision of recreational and cultural services to the community.
<b>S</b>	<b>Social and Health Care</b>	Includes records regarding social services and health care programs.
<b>T</b>	<b>Transportation Services</b>	Includes records regarding the development and improvement of transportation systems (roads and public transit).
<b>V</b>	<b>Vehicles and Equipment</b>	Includes records regarding municipal vehicles and equipment. Includes records on fleet management, mobile equipment, and protective equipment and related maintenance activities.



## 2. Record Classifications and Retention Schedule

### 2.1. A - Administration Records

Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
A01	<b>Associations and Organizations</b> Includes correspondence, minutes, agenda, notices, and reports regarding organizations and associations to which staff members belong or with which they communicate in the course of their duties such as AMCTO, MISA, MFOA, Good Roads Association of Ontario, etc. <b>Excludes:</b> Membership Fees (F01)	Originating	1	
A02	<b>Staff Committees and Meetings</b> Includes records regarding the activities of staff committees and meetings. Includes notices of meetings, agenda, minutes, etc. Also includes Health & Safety Committee meeting minutes. May also include copies of staff activity reports. <b>Excludes:</b> Council Minutes and Agenda (C03, C04)	Originating	4*	
A03	<b>Computer Systems and Architecture</b> Includes records relating to the design of computer systems, system changes and/or software and network architecture, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions and product evaluations. May also include requests for significant modification, fixes, and upgrades. <b>Excludes:</b> Reports (file by subject), Acquisitions (F18).	Finance	E+6	E = Assessment /project is complete and system not installed OR system is superseded <b>V</b>
A04	<b>Conferences and Seminars</b> 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. Also includes travel and accommodation arrangements including itineraries, hotel and car rental reservations, authorizations to travel, etc. <b>Excludes:</b> Employee and Council Expenses (F01, F09), Ceremonies and Events (M02), Invoices (F01), Rental Agreements (L14)	Originating	1*	



Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
A06	<b>Inventory Control and Maintenance</b> Includes inventory statements and reports, and all other records regarding the control and maintenance of supplies, furnishings, and small equipment stock levels, and owned and leased office equipment and furniture such as chairs, desks, photocopiers, and printers. <b>Excludes:</b> Assets (F06), Computer Hardware and Software (A03), Service Agreements (L04, L14), Petroleum Products (E24)	Originating	6	
A08	<b>Office Services</b> Includes records regarding the management of forms and templates.	Clerk's	1	
A09	<b>Policies and Procedures</b> Includes policy and procedure manuals, work instructions, protocols, guidelines, and directives relating to administrative, governance, and operational processes.	Originating	S+15*	V
A10	<b>Records Management</b> Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, classification structures, needs assessment studies, , and records centre operations. <b>Excludes:</b> Retention By-Law (C01), Policies and Procedures (A09), Records Disposition (A11), RIM Program Audits (A25), Archives Management (A13)	Clerk's	5	V
A11	<b>Records Disposition</b> Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	Clerk's	P	
A12	<b>Telecommunications Systems</b> Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, fire communications systems, and 911 emergency systems. <b>Excludes:</b> Licenses (P09), Assets (F06), Long Distance Call Records (F01), Agreements (L04, L14)	Originating	S	V
A13	<b>Archival Management</b> Includes information regarding the management of the corporate archives. Specific records include holding registers, conservation activity, and archival operations. <b>Excludes:</b> Archival programming, heritage committee holdings (R03)	Clerk's	5	Holding Registers, Accession files = P
A14	<b>Uniforms and Clothing</b> Includes records regarding uniforms and special clothing used by municipal staff members, such as fire-fighters' clothing and safety clothing used by utilities operators.	Originating	S*	



Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
A17	<b>Information Access and Privacy</b> Includes documents regarding the municipality's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and records regarding the handling of requests under the Act. Includes routine disclosure requests and processing, notices of disclosure, responses to FOI request made to the municipality, access request transfers to another institution, FOI requests made by the municipality, notices of appeal and privacy breach investigation/processing. Also includes lists of Personal Information Banks (PIBs), Privacy Impact Assessments. <b>Excludes:</b> Non MFIPPA Complaints and Inquiries (M04)	Clerk's	2	
A18	<b>Security</b> Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes, control of keys and closed-circuit television (CCTV) output. <b>Excludes:</b> Vandalism Reports (P05), Computer Security (A03)	Originating	5	V
A21	<b>Facilities Bookings</b> Includes records relating to bookings issued for the rental of recreational and administrative facilities for specific activities. <b>Excludes:</b> Copies of required permits and insurance (L04, L14)	Originating	2	V
A22	<b>Accessibility of Services</b> Includes records relating to the accessibility of Municipal buildings, services, and information to disabled persons. Includes multi-year accessibility plan, efforts to remove barriers and notices of availability of these services. <b>Excludes:</b> Report on services (A25)	Clerk's	5	
A23	<b>Information Systems Production Activity and Control</b> 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.	Finance	2	V
A24	<b>Access Control and Passwords</b> Records related to the management of and access to internal and external programs. Includes individual access, password management, etc. to Great Plains, iCompass, computer network / systems. Also includes third-party applications such as ARIS, Municipal Connect (MPAC), Grants Ontario.	Finance Clerk	S	V



Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
A25	<b>Municipal Performance Management / Internal Operational Audits</b> Includes records regarding the performance of the Municipality as a whole and quality assurance programs such as the Ontario Municipal Benchmarking Initiative (OMBI), Excellence Canada (formerly the National Quality Institute), Benchmarking, and Balanced Score Cards. Types of records included are key performance indicators, annual reports submitted to a Ministry such as the, drinking water system annual report, funding Agencies Annual Report, and other information related to the efficiency and effectiveness of municipal operations as designated by a Ministry or internal policies and procedures. <b>Excludes:</b> Employee performance appraisal (H03), Council Goals & Objectives (C08), Financial Regulatory reporting, FIR and MPMP (F27)	CAO	6	
A27	<b>Specifications and Drawings</b> Includes architectural and engineering drawings, As-Built drawings and supporting documentation such as specifications required to interpret the drawings and identify the current state of municipally owned facilities, properties, or infrastructure for assessment, rehabilitation, renovation, and warranty support purposes.	Originating	E+2	E = Life of asset V

## 2.2. B – Buildings, Properties, Cemeteries, and Parks Records

Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
B01	<b>Facilities Construction and Renovations</b> Includes records for the planning and construction of municipal facilities. Includes site meetings, consultant's reports, cost reports, and design, inspections, and site safety certification of equipment such as scaffolds and safety platforms for construction sites controlled by the municipality. <b>Excludes:</b> As-Built, drawings, and specifications (A27)	Originating	E + 10*	E = project finished and no outstanding issues V



Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
B02	<b>Building and Property Maintenance</b> Includes records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, garages, libraries, and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts, office cleaning and pest control as well as licenses for devices such as elevators. <b>Excludes:</b> Parks Management (B05), Building Structure Systems (B03)	Originating	5	
B03	<b>Building Structure Systems</b> Includes records and inspections regarding building systems that are part of the building structure such as HVAC, ventilation, fire and life systems, electrical safety, elevators, furnace, and emergency lighting. Includes manufacturer's operation/technical manuals and warranties; inspection and testing reports; approved life safety studies, approved compliance equivalencies, inspection logbooks, set-up tests and manuals, and remedial action for building systems.	Originating	E+2	E = Life of system/asset <b>V</b>
B04	<b>Private Sewage and Disposal Systems</b> Includes records regarding the design, construction, maintenance and monitoring of private sanitary sewers, septic systems, and holding tanks at municipal facilities. <b>Excludes:</b> Specifications (A27)	Public Works Parks & Recreation	7*	<b>V</b>
B05	<b>Parks Management</b> 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. <b>Excludes:</b> Building and Property Maintenance (B02)	Parks & Recreation	5*	Playground equipment maintenance = 15
B06	<b>Energy Management</b> 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 retrofit project files and reports and records pertaining to the benchmarking of energy cost and consumption and greenhouse gas emissions. Also includes conservation and demand measures information and management of energy consumption and conservation at municipal buildings and facilities.	Finance	E+7	E = End of reporting period





Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
<b>B07</b>	<b>Cemetery Operations</b> Includes records relating to the business operation of a municipally managed cemetery including price lists. <b>Excludes:</b> Burial Permits (P11), interment and removed marker records (B08)	Clerk	5	
<b>B08</b>	<b>Cemetery Interment</b> Includes cemetery license, burial permits, maps, plot ownership records, deemed cancellations, death certificates and warrants to bury, interment or scattering rights certificates, cremated remains and body disposal registers, removed marker records, and indexes for municipal cemeteries and abandoned cemeteries. <b>Excludes:</b> Building and Property Maintenance (B02), Promotional materials (M07), Price lists and cemetery operation (B07), Burial Permits (P11)	Clerk's	P*	<b>V</b>

### 2.3. C - Council, Boards, and Bylaws

Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
<b>C01</b>	<b>By-laws</b> Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws. Also includes any background documentation required to explain or justify the By-Law.	Clerk's	P*	<b>V</b>
<b>C03</b>	<b>Council Agenda</b> Includes notices of meetings and agenda of Council meetings.	Clerk's	P*	
<b>C04</b>	<b>Council Minutes</b> Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes and voting records. <b>Excludes:</b> Council Committees and Boards Agendas and Minutes (C05), Reports to Council (C11)	Clerk's	P*	<b>V</b>
<b>C05</b>	<b>Council Committees and Local Boards Agenda and Minutes</b> Includes notices of meetings, agendas, and minutes for the committees of Council. Also includes copies of Local Board Minutes that members of Council belong to. <b>Excludes:</b> Council Agendas and Minutes (C03, C04), Staff Committee Agendas and Minutes (A02)	Clerk's	6*	



Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
<b>C07</b>	<b>Elections</b> Includes returned notices, lists of officials, initial MPAC and amended voters' lists, change of name applications, nominations, notices, ballots, election results, preliminary voters' lists, objections lists, candidate compliance reports, third party campaign financial and auditor reports, election report, election coordination documentation, oaths taken by council members and information on ward boundaries. Includes advertising.	Clerk's	E + 4	E = day action took effect or voting day  Ballots = 120 days after voting or resolution of recount <b>PIB</b>
<b>C08</b>	<b>Strategic Planning, Goals and Objectives</b> Includes records concerning strategic planning, goals, and objectives such as shared services and mission statements such as the municipal sustainability plan, growth plan submissions prepared for the Ministry, corporate and departmental strategic plans . <b>Excludes:</b> Environmental Planning (D03), Official Plan (D08).	Originating	15*	<b>V</b>
<b>C09</b>	<b>Motions and Resolutions</b> Includes final signed versions of resolutions and motions of Council.	Clerk's	P*	<b>V</b>
<b>C11</b>	<b>Reports to Council</b> Includes all departmental reports to Council.	Clerk's	P*	<b>V</b>
<b>C12</b>	<b>Appointments to Boards and Committees</b> Includes records regarding appointments by Council of staff and council members to roles on council committees and boards.	Clerk's	P*	<b>V</b>
<b>C13</b>	<b>Accountability, Transparency, and Governance</b> Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports (including Integrity Commissioner reports, Ombudsman investigations and reports), closed meeting investigations and initiatives, registry of lobbyists, etc.	Clerk's	2	



## 2.5. D - Development and Planning

Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
D01	<b>Demographic Studies</b> 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. <b>Excludes:</b> Vital Statistics (L12)	Planning	10*	
D02	<b>Economic Development</b> Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections, etc. <b>Excludes:</b> Demographic Studies (D01), Residential Development (D04), Industrial / Commercial / Agricultural Development (D21)	Planning	10*	
D03	<b>Environmental Planning</b> Includes records regarding general types of environmental studies with a long-range planning emphasis, such as salt usage impact, storm drainage and flood control, parks and open spaces, water sustainability and conservation, pollution prevention. Also contains information on invasive species and source water protection such as risk assessments, well development and purging, risk management plans, site condition reports and information prepared for Phase One and Phase Two environmental assessments. Includes Salt Management Plan and applicable revisions and yearly reviews. <b>Excludes:</b> Environmental Monitoring (E05, E13, E14, E15), Source Water Protection Committee (E20)	Planning Public Works	15	
D04	<b>Residential Development</b> Includes records regarding the availability of housing and need for affordable housing.	Planning	10*	
D05	<b>Natural Resources Planning</b> Includes records regarding planning for the management and preservation of forests, natural features, the characteristics of various minerals as well as mineral deposits, and other natural resources information. <b>Excludes:</b> Natural Resource management and preservation (E18)	Planning	10*	
D07	<b>Condominium Plans</b> Includes records regarding the pre-consultation and the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.	Planning	P	Applications = 10 years after final decision <b>V</b>



Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
D08	<b>Official Plans</b> Includes the official plan, and exemptions and amendments to the official plan. Also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts.	Clerk's	P*	V
D09	<b>Official Plan Amendment Applications</b> Includes the pre-consultation and applications to amend the official plan or secondary plans, staff reports, meeting minutes and written comments on the application, notices, resolutions, and decisions.	Planning	E + 10	E= Final decision
D10	<b>Severances</b> Includes records regarding the granting of severances to parcels of land including applications for severance.	Planning	P	
D11	<b>Site Plan Control</b> Includes records regarding approval for the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence, site plan approval permits. Also includes correspondence regarding parking areas, drainage, and driveways. <b>Excludes:</b> Systems for Servicing Land (relevant subject), Site Plan Agreements (L04)	Planning	P	Application 2 years after final decision
D12	<b>Subdivision Plans</b> Includes records regarding the pre-consultation and the approval of plans of subdivisions (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans. Also includes notices of approval. <b>Excludes:</b> Subdivision Agreements (L04)	Planning	P	Application 10 years after final decision. V
D13	<b>Variance Applications</b> Includes records regarding the pre-consultation and the granting of minor variances in land use including zoning applications from existing zoning regulations. <b>Excludes:</b> Budget Variances (F05)	Planning	P	
D14	<b>Zoning</b> Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities. <b>Excludes:</b> Zoning By-Laws (C01), Variances (D13)	Planning	E+5	E = Final Decision



Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
D15	<b>Easements</b> Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water that cross private property. <b>Excludes:</b> Original Agreements (L04)	Planning	E + 6*	E = Termination of Right <b>V</b>
D16	<b>Encroachments</b> Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation. <b>Excludes:</b> Original Agreements (L04), Original Encroachment By-Laws (C01)	Planning	E+6*	E = Termination of Right <b>V</b>
D17	<b>Annexation / Amalgamation</b> 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.	Clerk's	P*	
D18	<b>Community Improvement</b> Includes records, studies, statistics, and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs, , etc. May also include records on housing rehabilitation programs. <b>Excludes:</b> Economic Development (D02)	Planning	E+6*	E = Completion of Project
D19	<b>Municipal Addressing</b> 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.	Building	S+10*	
D20	<b>Reference Plans</b> Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence.	Planning	P	
D21	<b>Industrial / Commercial / Agricultural Development</b> Includes records regarding promotion and development of industry, commerce, and agriculture. Records include studies, statistics, projections, etc.	Planning	10*	
D22	<b>Mapping</b> Includes all records used to produce maps and updates in a digital format as in a GIS. Also includes aerial photographs, cartographic materials, GIS layers, etc.	Building	S	Excludes actual data residing on these systems



Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
D24	<b>Official Plan Background</b> Includes reports pertaining to amendments and changes to the Official Plan.	Planning	E+10	E = Final Decision
D25	<b>Deeming Process</b> Includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-laws, correspondence, etc. A Deeming By-law application is applied for in order to allow for two or more neighbouring lots on a registered plan of subdivision to merge. Only applicable to parcels of land contained within a plan of subdivision that has been registered for at least 8 years.	Planning	E+2	E = lodging with subdivision approval authority
D26	<b>Development Charges Study</b> 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.	Finance?	10*	
D27	<b>Part Lot Control</b> Includes records regarding applications and background material for Part Lot Control exemptions, council decisions, by-law, correspondence, etc. A Part Lot Control application is applied for to allow the conveyance of a portion of a lot without requiring approval of a land division committee (typically used to separately convey semi-detached and townhouse units). Only applicable to parcels of land contained with a registered plan of subdivision.	Planning	E+5	E= Final decision

**2.6. E - Environmental Services**

Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
E02	<b>Storm Sewers and Drains</b> Includes records regarding the design, construction and maintenance of storm sewers and drains such as underground conduits that carry off drainage water, channel or pips drains carrying surplus liquid to sewers. Also includes engineer reports, petitions, assessments, general specifications, and correspondence. <b>Excludes:</b> Drawings / As-Built and specifications (A27).	Public Works	E+2*	E = Project completed & no outstanding issues
E05	<b>Air Quality Monitoring</b> Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity from pollution sources such as smoke, dusk, smog, or gaseous impurities. Also includes claims and compliance orders. <b>Excludes:</b> Water Quality (E13, E14, E15), By-Law Enforcement (P01), Complaints and Inquiries (M04), Land Quality Monitoring (E23)	Parks & Recreation	5*	
E06	<b>Utilities</b> Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc. <b>Excludes:</b> Site Plans (D11)	Public Works	5*	
E08	<b>Water Works (Drinking Water Plant)</b> Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines, hydrants and related facilities and equipment as well as operational plans. Includes water meter registration numbers. Includes point of entry water treatment record, operator in charge shift monitoring and inspection records, water treatment facility/distribution and equipment design, construction, manuals, process adjustment records and maintenance records (work orders). Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts & site-specific distribution-related work (i.e. water meters, curb stops, etc.). May include records pertaining to Water Treatment Facility and/or Distribution upgrades design, construction and commissioning and operations manuals for equipment. Also includes notices of potential problems and disinfection equipment continuous performance records. <b>Excludes:</b> Drawings/ As-Built and specifications (A27)	Water	15	<b>V</b>



Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
E10	<b>Pits and Quarries</b> Includes records regarding the design, construction, maintenance and monitoring of all pits and quarries. Includes engineer's reports, assessments, general specifications, and correspondence. <b>Excludes:</b> Licenses/permits (P09)	Public Works	5*	Specifications are kept for the life of the pit or quarry.
E13	<b>Water Monitoring</b> Includes records regarding the routine monitoring of water quality, water quantity for source water protection purposes, as well as warning notice checks and posting of them and responses to interference with quality or quantity such as and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), water taking logs, methodology and reports. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top-soil, and storm water. Includes records of Ministry of the Environment drinking water and wastewater Compliance Inspection Reports, data request items, inspection responses and related documents. <b>Excludes:</b> Air Quality Monitoring (E05), Land Quality Monitoring (E23), By-Law Enforcement (P01), Complaints and Inquiries (M04), Annual reports (A25)	Water Public Works	E+15	E = created, approved or plan no longer in force <b>V</b>
E14	<b>Water Sampling</b> Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis – adverse samples, notices to Ministry – Spills Action Centre and local Health Unit. Includes hydrocarbon records, drinking Water and Wastewater routine sampling and Determination results, systems effluent information records, sewer overflow reports, CoC and laboratory related communications or documentation (LSN, Scope of Accreditation & Procedures/Requirements). Includes phosphorous content records, Hydrocarbon records of Upset Condition and Spill Reports for Wastewater Treatment and/or Collection systems to Ministry of the Environment and local Health Unit. <b>Excludes:</b> Air Quality Monitoring (E05), By-Law Enforcement (P01), Complaints and Inquiries (M04)	Water	E+15	E = created, approved or plan no longer in force <b>V</b>
E15	<b>Chemical Sampling of Water</b> Includes chemical samples collected and tested, inorganic and organics, samples collected and tested every 60 months and lead, sodium and fluoride samples collected and tested annually, and engineer evaluation and corrective action reports and pesticide parameter test results. <b>Excludes:</b> Air Quality Monitoring (E05), By-Law Enforcement (P01), Complaints and Inquiries (M04)	Water	E + 15	E = created, approved or plan no longer in force <b>V</b>





Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
E16	<b>Backflow Prevention and Cross Connection Control</b> 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.	Water	15	V
E18	<b>Natural Heritage</b> Includes records regarding green lands, and records relating to the management and preservation of parks, harbours and beaches and plans to manage, control, or eradicate invasive species or prevent release. <b>Excludes:</b> Natural Resources Planning (D05), Conservation district plans (R01), Archaeological and heritage site investigation reports (R01)	Planning  Parks and Recreation	E + 3	E = end of plan or designation year
E19	<b>Renewable Energy</b> Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g., wind, water, biomass, biogas, biofuel, solar energy, geothermal energy and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts. Also includes reports on hazards to birds and bats monitoring and locations of wind turbines as well as land requirement transfers.	CAO	E + 15	E = created, approved or facility no longer in force
E20	<b>Source Water Protection</b> Includes Risk Management Official and Inspector appointment certificates and the Risk Management Official's Annual Report, fee schedules for risk management applications, plans, issuing of notices or compliance orders or the acceptance of an assessment. Also includes modelling analysis, vulnerability assessments, source protection area assessment reports and comments, technical studies, and Significant Drinking Water Threat (SDWT) verification surveys. Includes Source Water Protection Committee's Terms of Reference and Meeting Minutes. <b>Excludes:</b> Risk Management Plans and/or Assessments (D03), Prohibition Notices and Orders (P20), Contracts and Agreements (L04, L14), Soil Contamination (E23)	Water	E+15	E = created, approved or plan no longer in force
E21	<b>Ministry of the Environment(MOE) Compliance Approvals</b> 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.	Originating	E + 3	E = Cease to apply. V



Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
E22	<b>Private / Small Water Systems</b> Includes records and correspondence regarding the design, construction, operation and maintenance of private water systems and development agreements for private waterworks. Includes operating manuals, maintenance orders, maintenance logs, warning notice checks and system audit reports.	Water	E+15	E = removal of asset V
E23	<b>Land Quality Monitoring</b> Includes records regarding the routine monitoring of land/soil quality and site condition reports as well as responses to interference with quality or contamination. <b>Excludes:</b> Water Quality (E13, E14, E15), By-Law Enforcement (P01), Complaints and Inquiries (M04), Air Quality Monitoring (E05), Natural Heritage (E18)	Originating	7	
E24	<b>Gasoline Storage</b> Includes gasoline storage tank records including routine monitoring, vapour control equipment operation, daily/weekly visual inspection/deficiency remedy actions and maintenance, temporary tank removal; excavation and nearby construction potentially affecting the storage tank system integrity; vapour barrier equipment downtime record; storage leak tests. System records relate to drawings and specifications for system; installation record; tank and piping systems locates; storage tank and Stage II vapour recovery system commissioning inspection and testing records; and storage tank component inspection reports and compliance documents (including warnings and notices of violations. <b>Excludes:</b> Underground storage abandonment record (L07), Major spills (E23)	Public Works	E+7	E = system removed V
E25	<b>Gasoline Dispensing</b> Includes municipal gasoline dispensing records. Routine monitoring and dispensing records relate to loading and dispensing throughput volume; daily/weekly visual inspection/deficiency remedy actions and maintenance; Free Oil Layer and Separated Solid Layers Measurements and removal records measurements; tank bottom water removal; Loss of Product / Inventory Control and Reconciliation Records; pumping equipment tests; pumping connection leak records; gasoline levels measurement, and loss and gain records; and piping system pressure tests. <b>Excludes:</b> Underground storage abandonment record (L07), Major spills (E23)	Public Works	7	

**2.7. F - Finance and Accounting**

Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
<b>F01</b>	<b>Accounts Payable</b> 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, employee expenses, and membership fees. <b>Excludes:</b> Cancelled Cheques (F04), Council Expenses (F09)	Finance	7	<b>V, PIB</b>
<b>F02</b>	<b>Accounts Receivable</b> Includes records documenting funds owing to the municipality, such as invoices, billing listings, copies of cheques, water bills, Fire MTO recoverables, advertising sales invoices, requests from mortgage companies and recoveries reports. Includes correspondence related to tax collection and supporting documentation. <b>Excludes:</b> Write-offs (F23), Tax Assessments, Rolls and Tax Arrears (F22).	Finance	7	<b>V, PIB</b>
<b>F03</b>	<b>Audits</b> Includes records regarding internal and external financial audits of accounts. <b>Excludes:</b> Operational audits (A25), Audited Financial Statements (F10)	Finance	7	<b>V</b>
<b>F04</b>	<b>Banking</b> Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations, cancelled and NSF cheques, deposit records, and bank statements used for reconciliation purposes. <b>Excludes:</b> Investments (F12), Trust Funds (F24)	Finance	7	<b>V, PIB</b>
<b>F05</b>	<b>Budgets and Estimates</b> Includes departmental and corporate budgets and plans, both capital and operating. Includes all working notes, calculations, and background documentation. Also includes Budget Variances, monthly/quarterly internal financial statements.	Finance	7*	<b>V</b>
<b>F06</b>	<b>Assets</b> Includes records regarding fixed assets. Includes fixed asset inventory including records of initial expenditure, depreciation, amortization, and disposal. Also includes supporting information required for Public Sector Accounting (PSAB) purposes. <b>Excludes:</b> Land Acquisition and Sale (L07)	Finance	E+10*	E= Disposal of asset <b>V</b>



Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
<b>F07</b>	<b>Loans</b> Includes records regarding revenue generated from loans. Includes supporting documentation, submissions, acknowledgments, reports, and statements.	Finance	E+7	E = repayment of loan <b>V</b>
<b>F08</b>	<b>Debentures and Bonds</b> 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. <b>Excludes:</b> Debenture Registers (F14)	Finance	E+7	E= Debentures surrendered for exchange/cancellation <b>V</b>
<b>F09</b>	<b>Council Expenses</b> Includes travel and meeting expense statements and all receipts submitted by Council and Committee members to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc. May also include Council time sheets combined with travel and expense statements. <b>Excludes:</b> Attendance (H01), Honoraria and fees to Council (F16)	Finance	7	<b>PIB</b>
<b>F10</b>	<b>Financial Statements</b> Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements and all working notes, calculations, and background documentation.	Finance	P*	<b>V</b>
<b>F11</b>	<b>Grants</b> Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, and subsidies such as the Road and Farm Tax Rebate, Gas Tax, etc. Also includes submissions, acknowledgements, and reports such as market value of assistance report. <b>Excludes:</b> Agreements and Contracts (L04, L14), By-laws (C01)	Finance	E+7	E = end of grant term <b>V</b>
<b>F12</b>	<b>Investments</b> Includes records regarding the municipality's investments, term deposits, and promissory notes.	Finance	E+7	E= Closure of account <b>V</b>
<b>F13</b>	<b>Journal Vouchers</b> Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Finance	7	



Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
F14	<b>Subsidiary Ledgers, Registers, and Journals</b> Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers. <b>Excludes:</b> Documents and vouchers used to support entries (see relevant subject)	Finance	7*	<b>V</b>
F15	<b>General Ledgers and Journals</b> Includes all records in the Books of Original Entry.	Finance	P	<b>V</b>
F16	<b>Payroll</b> Includes all records of payments of salary, wages and deductions to employees including vacation entitlement and pay, alternative vacation entitlements, notice of garnishment and termination or severance pay. Includes time sheets and vacation taken, pay lists, Blue Cross reconciliations, T4 Slips, Record of Earnings for pension contribution purposes, Records of Employment (ROE) and Statistics Canada reports. Also includes honoraria and fees to Council. <b>Excludes:</b> Payroll Registers (F14), Non-payroll related government and statistical reporting (F27)	Finance Human Resources	7	<b>V, PIB</b>
F18	<b>Quotations and Tenders</b> 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. Documentation relating to the formal procurement process for tenders over \$50,000 are responsibility of Finance department. <b>Excludes:</b> Successful quotations and tenders resulting in formal contracts (L04, L14)	Originating Finance	7*	Unsuccessful bids - 2 year from contract award <b>V, PIB</b>
F19	<b>Cash Receipts</b> Includes receipts issued for payment of items such as licenses, rentals, development charges, building permits, by-law infraction payments, taxes, and for charitable donations made to the municipality.	Finance	7	
F20	<b>Reserve and Reserve Funds</b> Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	Finance	7	<b>V</b>



Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
<b>F22</b>	<b>Tax Rolls and Records</b> 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. <b>Excludes:</b> Accounts Receivable (F02), Mortgage Companies (F02), Correspondence related to tax issues that are not of a long-term importance (F02).	Clerk's  Finance	P*	<b>V, PIB</b>
<b>F23</b>	<b>Write-Offs</b> Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. <b>Excludes:</b> Accounts Receivable (F02)	Finance	7	
<b>F24</b>	<b>Trust Funds</b> Includes records regarding funds established by the municipality for money held in trust, such as bequests, cemetery trust funds, cemetery care and maintenance programs such as fund accounting records, bank statements, banking instructions and fund audit records.	Finance	E+7	E= closure of account <b>V, PIB</b>
<b>F25</b>	<b>Security Deposits</b> Includes development deposits, letters of credit, certificates of insurance when required and records of monies held as security (i.e. bonds).	Finance	E+7	E= Closure of account <b>V</b>
<b>F27</b>	<b>Regulatory Reporting – Financial</b> Includes regulatory, financial information returns and government reporting such as HST returns, tax rebate filings, and the Ministry of Municipal Affairs Financial Information Return (FIR) and the Municipal Performance Measurement Program (MPMP) that collects municipal services data on an annual basis as a part of the FIR. <b>Excludes:</b> Performance management & quality assurance (A25)	Finance	7*	

**2.8. H - Human Resources**

Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
H01	<b>Attendance and Scheduling</b> Includes records regarding the planning of employee attendance. This includes dates and times of hours worked and as well as of on-call schedules and any changes made to on-call scheduling including cancellations, driver daily logs, public vehicle and trip reports, and record of on-duty and off-duty time. Includes statements related to public holiday substitution dates. <b>Excludes:</b> Individual Time Sheets (F16), Vacation Time and Pay (F16).	Originating	5	<b>V, PIB</b>
H02	<b>Benefits Program</b> Includes brochures, rates, quotes, correspondence, and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, and general information on Employer Health Tax. <b>Excludes:</b> Payroll (F16), Individual Pension and Benefit records (H10)	Human Resources	S	
H03	<b>Employee Records</b> Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, leave documentation, training reports, correspondence with the employee, and employee assistance. Also includes agreements on extended hours and averaging hours of work, annual summary of hours worked. Includes full-time, part-time, student employees and volunteers. Includes employee certifications, CVOR operator safety record, certificates and licences, instructor, first aid; and training records such as working at heights and service station operations training and training certificates for employees related to legislation such as the Safe Drinking Water Act, Environmental Protection Act, Occupational Health and Safety Act and the Ontario Water Resources Act. Also includes records listing any criminal code convictions that have not been pardoned for all existing and new employees and volunteers, and annual Criminal Offence Declarations. <b>Excludes:</b> Grievances (H14), Harassment (H15), Health & Safety Training (H04)	Human Resources	E+5	E = date employee ceased to be employed by employer  Firefighter employment terms = 25 <b>V, PIB</b>



Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
H04	<b>Health and Safety</b> Includes records regarding the occupational health and safety of staff. Includes lists of designated substances and assessments, designated substance assessments, fire drill records, ventilation and air quality inspection, fire hydrant flushing, first aid records, non-lost time accident reports, traffic protection plans, portable fire extinguisher maintenance records, chimney test and inspection records, fire safety inspections, safety inspections, Workplace Safety & Insurance Board reports, and information on health and safety programs training for staff. <b>Excludes:</b> Accidents of the Public (P05), Lost-time reports and claims (H13)	Human Resources  Fire	3	Accident reports for construction projects retained with project 1 year after project completion <b>V, PIB</b>
H05	<b>Human Resources Planning</b> Includes records of succession planning, executive placement, retirement programs, staff turnover rates, staffing level plans, annual hire/promotion targets, recruitment freezes, employment equity, performance management criteria, volunteer plans, employee information reporting and related records. <b>Excludes:</b> Employee Records (H03)	Human Resources	S+1*	
H06	<b>Job Descriptions</b> Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Human Resources	S*	
H07	<b>Labour Relations</b> Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations. <b>Excludes:</b> Collective Agreement (L04)	Human Resources	E+10*	E= Expiry of contract period
H08	<b>Organization Design</b> Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts. <b>Excludes:</b> Job Descriptions (H06)	Human Resources	S*	
H09	<b>Salary Planning</b> Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, compensation ranges, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity and compliance. <b>Excludes:</b> Employee Records (H03)	Human Resources	5	





Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
H10	<b>Pension and Benefits Records</b> Includes records detailing obligations to individuals under OMERS. Includes pension and benefit information of current and retired personnel, including registration/enrolment and records. <b>Excludes:</b> Deductions for pensions (F16), General information on pension plans (H02), Payments made to OMERS (F01)	Human Resources	E+6	E= Termination of employee <b>V, PIB</b>
H11	<b>Recruitment</b> Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications. <b>Excludes:</b> Successful applications (H03)	Human Resources	2*	<b>PIB</b>
H12	<b>Training and Development</b> Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation and course content delivery materials and attendance records for specific courses. <b>Excludes:</b> Individual Employee Training Records (H03)	Human Resources	E+2*	E = Date when that particular course ceases to be offered
H13	<b>Claims</b> Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD, non lost-time incidents or accidents. Includes accident notice, accident report, and employee medical records <b>Excludes:</b> Claims relating to Hazardous Exposures (H13H)	Human Resources	E + 3	E = Resolution of claim <b>V, PIB</b>
H13 H	<b>Claims - Hazardous Exposure</b> Includes records regarding hazardous exposure claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD, non lost-time incidents or accidents. Includes accident notice, accident report, employee medical records, and serious incident and chemical exposure records for firefighters. <b>Excludes:</b> Claims relating to non-hazardous exposures (H13)	Human Resources	E+40	E = resolution of claim <b>V, PIB</b>
H14	<b>Grievances</b> Includes records dealing with grievance complaints filed against the municipality such as the initial complaint, investigation, reports, and final resolution including arbitration and arbitration awards. <b>Excludes:</b> Harassment & Violence (H15)	Human Resources	E+10	E = Resolution of claim. <b>PIB</b>



Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
H15	<b>Harassment and Violence</b> 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. <b>Excludes:</b> Grievances (H14), Abuse investigation records not involving staff (P08), Litigation (L02, L03)	Human Resources	E+3	E = Resolution of complaint  Issues relating to sexual harassment or violence = 90 years from initial complaint or occurrence <b>V, PIB</b>
H19	<b>Disability Management</b> Includes all records related to occupational and non-occupational injuries and illnesses. Includes supporting documentation such as employee medical records, and accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation.	Human Resources	E + 5	E = day accommodation is no longer required <b>V, PIB</b>
H20	<b>Confined Spaces</b> Includes records relating to the assessment of confined spaces and written plan and procedures for the control of hazards in confined spaces. Also includes confined space atmospheric tests and a record of each worker's entries and exists. <b>Excludes:</b> Health & Safety (H04), Staff training (H12).	Originating	E + 2	E = Longer of: 1 year after the document was created or: The period necessary to ensure 2 most recent records retained

**2.9. L - Legal Affairs**

Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
L01	<b>Appeals and Hearings</b> Includes zoning appeals, development and educational charges appeals, official plan appeals, and Committee of Adjustment appeals. Records include notices of appeal, all transcripts and related documentation regarding appeals, hearings, legal proceedings, and final judgments. Also includes orders issued by regulatory bodies and boards. <b>Excludes:</b> Litigation (L02, L03), Harassment & Violence (H15)	Clerk's	P	
L02	<b>Claims Against the Municipality</b> Includes all litigation and insurance claims made by other parties against the municipality. <b>Excludes:</b> Appeals and Hearings (L01), Claims by the Municipality (L03)	Clerk's	E+2*	E= Resolution of claim and all appeals <b>V, PIB</b>
L03	<b>Claims by the Municipality</b> Includes all litigation and insurance claims made against other parties by the municipality. <b>Excludes:</b> Appeals and Hearings (L01), Claims against the Municipality (L02)	Clerk's	E+2	E= Resolution of claims and all appeals <b>V, PIB</b>
L04	<b>Contracts and Agreements – Under By-law</b> Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, , development front-ending agreements, and subdivision agreements. Also includes agreements regarding tax arrears payment extension, easements, encroachments, area ways, laneways, records transfers and supporting documentation such as contractor WSIB certificates, criminal record checks for service providers/contractors, listing any criminal code convictions that have not been pardoned for service providers, and supporting documentation to contract. <b>Excludes:</b> Office Equipment Maintenance Agreements (L14), Contracts regarding Land (L07), Insurance Policies (L06), Line fence agreements (P01)	Clerk's	E+15*	E= expiry of contract and all warranty periods <b>V</b>
L05	<b>Insurance Appraisals</b> Includes appraisals of municipal property for insurance purposes. <b>Excludes:</b> Insurance Policies (L06), Insurance Claims (L03)	Finance	E+15	E= After a new appraisal has been done <b>V</b>



Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
L06	<b>Insurance Policies</b> Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance. <b>Excludes:</b> Employee Group Insurance (H02), Third Party Contracts (L04), Insurance Claims (L03), Insurance Appraisals (L05)	Finance	E+15	E= Expiry of policy <b>V</b>
L07	<b>Land Acquisition and Sale</b> 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, , expropriation plans, purchase letters and appraisals. <b>Excludes:</b> Tax sales (F22)	Clerk's	E+10*	E= Property disposition
L12	<b>Vital Statistics</b> Includes registers of births, deaths, and marriages. <b>Excludes:</b> Population Statistics (Demographic Studies (D01), Marriage Licenses (P09)	Clerk's	P	<b>PIB</b>
L13	<b>Prosecutions</b> Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation. <b>Excludes:</b> By-Law Enforcement (P01), Appeals and Hearings (L01)	Originating	E+7	E= Delivery of judgement <b>PIB</b>
L14	<b>Contracts and Agreements – Simple</b> Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle lease, purchase agreements, waste removal agreements, apprenticeship training contracts, facility rental contracts. . Also includes consents required under The Canadian Anti-Spam Legislation (CASL). Contractor WSIB certificates and supporting documentation to contract. <b>Excludes:</b> Contracts and Agreements Under By-Law (L04), Line Fences agreements (P01)	Originating	E+2*	E = Expiry of contract <b>V</b>

**2.10. M - Media and Public Relations**

Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
<b>M02</b>	<b>Ceremonies and Events</b> Includes records regarding participation in special events, openings, and anniversaries, such as Employee Recognition, Remembrance Day, Winter Carnival. Also includes records regarding the set-up and running of special events as well as any speeches or presentations given by staff or members of council. <b>Excludes:</b> permit to hold event (P11).	Originating	5*	
<b>M03</b>	<b>Charitable Campaigns / Fund Raising</b> 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, community interest groups, etc. <b>Excludes:</b> Receipts (F19)	Originating	1	
<b>M04</b>	<b>Complaints, Commendations, and Inquiries</b> Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints related to services provided by the municipality. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. May also include compliance letters issued in response to a lawyer's request and Ontario OneCall Locate requests. <b>Excludes:</b> Accessibility of Records (Freedom of Information) requests (A17), Grievances or harassment/violence complaints by or against employees (H14, H15)	Originating	2*	<b>PIB</b>
<b>M06</b>	<b>News Releases</b> Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	Originating	2*	
<b>M07</b>	<b>Publications</b> Includes typed manuscripts, artwork, printed copies, and related records regarding the publication of tourism information, program and services pamphlets, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature as well as copies of social networking sites (website, Facebook, etc.) published by the municipality.	Originating	S*	



Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
<b>M09</b>	<b>Visual Insignia and Identity</b> Includes records regarding branding and the standards which apply to graphic designs as part of a Visual Identity Program. Includes trademarks, logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.	Clerk's	S+5*	
<b>M10</b>	<b>Website and Social Media Content</b> 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. <b>Excludes:</b> Published website content (M07)	Originating	S+2	
<b>M11</b>	<b>Public Relations and Public Awareness</b> Includes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters, etc. Also includes issues regarding internal/external communications. Includes programs designed for public awareness and engagement.	Originating	5*	
<b>M12</b>	<b>Intellectual Property</b> Include certificates of copyright, applications for patents and trademark registration. Also includes monitoring and enforcement of authorized use of copyright, trademarks and patents including copyright use permission requests.	Clerk's	E+ 5 years	E = copyright, expired or last use

### 2.11. P - Protection and Enforcement Services

Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
<b>P01</b>	<b>By-Law Enforcement</b> Includes records of municipal efforts to enforce bylaws such as parking tickets and fence-line disputes. Includes Property Standards order to comply, inspection reports, warrants, working notes, correspondence, exhibits, photographs, line fence agreements, etc. <b>Excludes:</b> Health & Fire Safety Inspections (P07), Investigations (P08), Environmental Monitoring - Industrial/Commercial (E05), Prosecutions (L13), Animal Control Enforcement (P14), Lottery license Enforcement (P09)	Originating	6*	<b>V, PIB</b>



Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
P02	<b>Daily Occurrence Logs</b> Includes daily occurrences logs maintained by the Chief Building Official	Originating	5*	
P03	<b>Emergency Planning and Response</b> Includes records regarding the planning, testing, rehearsal of and response to emergency, pandemic, safety, and contingency measures. May also include records of previous disasters including emergency command centre operation, response reports, press clippings, pandemic planning, etc.	Fire	E+5*	E = expiry of plan <b>V</b>
P04	<b>Hazardous Materials</b> Includes information and reports on chemicals and substances that pose fire or environmental hazards such as PCBs, refrigerants and halocarbons, also includes Material Safety Data Sheets (MSDS) and records dealing with toxic substances control, halocarbon charging records, halocarbon leak tests and release reports, transportation and effects as well as records of pesticide use and environmental spills. Also includes notifications of presence on-site, shipping manifests received by the fire department. <b>Excludes:</b> Staff Safety Training (H04), Personal exposure (H13H),	Originating	7	<b>V</b>
P05	<b>Incident/Accident Reports</b> Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. <b>Excludes:</b> Security (A18), Accidents of Municipal Staff (H04), Compensation claims and vehicle accidents (L02, L03)	Originating	5	<b>PIB</b>
P07	<b>Health and Fire Safety Inspections</b> Includes Fire Marshall's and related health and safety violation and verification inspection reports conducted or performed on private, public, and commercial properties. Also includes fire alarm circuit and fire suppression system inspections completed by the fire department. <b>Excludes:</b> Internal Health & Safety Inspections (H04), Routine building and structural inspections(P06)	Originating	2	<b>V, PIB</b>
P08	<b>Investigations</b> Includes records of investigation pertaining to law enforcement, serious occurrences and abuse allegations, and fire response scrutiny. <b>Excludes:</b> By-law Enforcement (P01), Harassment & Violence staff investigations (H15)	Originating	10*	<b>V, PIB</b>



Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
<b>P09</b>	<b>Licenses</b> Includes records regarding licences administered by or required by the municipality, or required by the province, such as licensing for marriages, dog kennels, dogs, liquor, refreshment vehicle licenses, cemetery, lotteries, accessible transportation operation and quarries, etc. Excludes: Marriage registers (L12)	Originating	E+2	E= Expiry of licence <b>V, PIB</b>
<b>P10</b>	<b>Building Permits</b> Includes permits issued to builders, contractors, and residents giving them permission to build or renovate. Also includes supporting documents such as applications, plans, drawings, Building Officials inspections and notes, photographs, letters and orders, warrants, etc. Also includes permits for construction of cell towers and the structure for wind-powered turbines. <b>Excludes:</b> All other permits (P11), Building Code Applications denied because of prohibitions and notices (P20)	Building	P	<b>V, PIB</b>
<b>P11</b>	<b>Permits – Other</b> Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to hold special events, temporary road closures, copies of septic, plumbing, and entrance permits, drinking water works permits, burn permits, pool enclosure permits, site alteration permits, sign permits, transport oversize loads, erect signs, park on the street, etc. <b>Excludes:</b> Building Permits (P10), Encroachment Permits (D16), Site Plan Control Permits (D11), Road and lane opening/closings (T09)	Originating	E+2	E= Expiry of permit <b>V, PIB</b>
<b>P14</b>	<b>Animal Control</b> Includes livestock valuation reports and may include large animal livestock issues. <b>Excludes:</b> Dog Licenses (P09)	Clerk	7	<b>PIB</b>
<b>P15</b>	<b>Community Protection Programs</b> Includes records on community protection and crime prevention such as Community Policy, Victim Services Neighbourhood Watch and Block Parents. Also includes programs aimed at public education on fire, water and traffic safety and similar programs. Records include correspondence and brochures.	Originating	S+2*	
<b>P17</b>	<b>Emergency Response Significant Incident and Impact Reports</b> Includes reports and statements documenting significant and noteworthy incidents events that occur when responding to a Fire Call, the role of the attending responders in the incident, and the actual or potential impact of these incidents.	Fire	40	<b>V, PIB</b>





Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
<b>P18</b>	<b>Emergency Response Accident Reports</b> Includes records relating to emergency services provided such as, and fire suppression and emergency call response. Includes emergency response reporting, fire call reports and fire cause identification. <b>Excludes:</b> Investigations (P08)	Fire	S+5	<b>V, PIB</b>
<b>P19</b>	<b>Emergency Response Statistics</b> Includes records relating to performance plans and the associated statistical reporting of performance, calls and accidents involving emergency medical services, traffic, and work-related issues	Fire	S+5	
<b>P20</b>	<b>Prohibitions and Notices</b> Includes prohibition orders, notices and correspondence related to prohibition under regulations such as Forest Fire Prevention Act for fire bans. May also contain building code applications denied because of prohibition.	Originating	15	<b>PIB</b>

## 2.12. R - Recreation, Culture, and Community Programming

Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
<b>R01</b>	<b>Heritage Preservation</b> Includes records regarding heritage and historical development, including designations and registers of buildings, districts, and cemeteries as well as archaeological digs, archeological and heritage assessments, and heritage conservation district studies and plans. May also include heritage registries. <b>Excludes:</b> Historical Designation By-Laws (C01), Natural heritage preservation (E18)	Clerk's	E+3*	E= Removal of designation or completion of study
<b>R03</b>	<b>Archival Programming</b> Includes archival programming, activity reports, and heritage committee holdings <b>Excludes:</b> Record Centre Operations (A10), registers of holdings, archival operations, and conservation activities (A13)	Clerk's	5*	<b>PIB</b>



<b>R06</b>	<b>Recreational Programming</b> Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts, and other programs.	Parks & Recreation	3	<b>PIB</b>
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### 2.13. T - Transportation Services

Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
<b>T01</b>	<b>Illumination</b> Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as streetlights, pedestrian crossover lights, etc. Also includes records on power consumption. <b>Excludes:</b> Specifications / As-builts drawings (A27)	Public Works	E+6	E= Removal of the equipment <b>V</b>
<b>T02</b>	<b>Parking</b> Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.	Public Works	10	
<b>T04</b>	<b>Road and Bridge Construction</b> Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, etc. <b>Excludes:</b> Design and Planning (T05), Routine maintenance and minor improvements to road systems((T06), Specifications / As-Builts (A27)	Public Works	E+2*	E = project finished <b>V</b>
<b>T05</b>	<b>Road and Bridge Design and Planning</b> 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. Drains: Includes records regarding the design, construction, and maintenance of drains (channel or pip) carrying surplus liquid such as rainwater or liquid waste, usually to a sewer. Also includes engineer reports, petitions, assessments, general specifications, and correspondence. May include convenience copies of tenders, bylaws, and grants. <b>Excludes:</b> Drawings/ As-Builts and specifications (A27), Construction (T04)	Public Works	E+15*	E = project finished <b>V</b>



Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
<b>T06</b>	<b>Road and Bridge Maintenance</b> Includes records and studies regarding the inspection and maintenance of roads. Minor repair maintenance includes the installation of culverts, minor repairs to the road surfaces, curbs and sidewalks, cycleways, footpaths, walkways, etc. Routine maintenance includes grading, ploughing, and sanding of roads, and snow removal and cleaning. Also includes reports, other records, studies, and information regarding salt usage and contamination from salt used on roads. Includes training program materials and records of training for all personnel when managing or performing winter maintenance activities involving the use of road salts. Also includes daily diaries of roads staff. <b>Excludes:</b> Non salt usage training records (H03), Specifications / As-built drawings and plans (A27), Salt Management Plan (D03), Construction (T04)	Public Works	15	<b>V</b>
<b>T07</b>	<b>Signs and Signals</b> Includes records and studies regarding the manufacture, installation, servicing and maintenance of signs and signals. <b>Excludes:</b> Visual Identity Program (M09), Sign Permits (P11)	Public Works	E+2	E= Removal of sign/signal <b>V</b>
<b>T08</b>	<b>Traffic</b> Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, and related records. <b>Excludes:</b> Permits for temporary closure (P11)	Public Works	E+15*	E = project finished <b>V</b>
<b>T09</b>	<b>Roads and Lanes Openings / Closures</b> Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, and correspondence. As well as records related to requests to open road and street allowances. <b>Excludes:</b> Temporary road closures permits (P11), Land Sales (L07), Road Closing By-Laws (C01)	Clerk's	E+2*	Event = project finished
<b>T10</b>	<b>Field Survey / Road Survey Books</b> Includes engineering field survey notes as well as books.	Public Works	2	

**2.14. V - Vehicles and Equipment**

Code	Record Series & Description	Responsible Dept.	Retention	Exceptions & Notes
V01	<b>Fleet Management</b> Includes records of summary fleet information and fleet records for each vehicle (including attached devices such as Fire-Fighting Chassis Mounted Aerial Devices) leased or owned, operated, and maintained by the municipality. This includes plate permits, CVOR certificates, operating manuals, routine/daily inspections, vehicle history files, ignition interlock device installation, and vehicle maintenance, registration, and disposal. <b>Excludes:</b> Insurance Policies (L06), Accident Claims (L02, L03), Leases/Contracts (L04, L14)	Originating	E + 2	E = termination of lease  Public vehicles trip records and daily inspection logs = 2 <b>V</b>
V02	<b>Mobile Equipment</b> Includes records and operating manuals regarding mobile (motorized) equipment used in conjunction with vehicles. Also includes routine inspections, maintenance, and history files on equipment such as generators, pumps, snow-blowers, sanders, etc.	Originating	E+2	E= Disposal of equipment
V03	<b>Transportable Equipment</b> Includes operating manuals and records regarding transportable equipment used by the municipality. Also includes routine inspections, maintenance, and history files on equipment such as Zambonis, lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	Originating	E+2	E = Disposal of equipment
V04	<b>Protective Equipment</b> Includes operating manuals and records regarding protective equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as portable fire extinguishers, rescue equipment, breathing apparatus, breathing tanks, down alarms, etc. <b>Excludes:</b> Uniforms and Clothing (A14)	Originating	E+2	E = Disposal of equipment
V05	<b>Ancillary Equipment</b> Includes records regarding fixed equipment, which is non-vehicle and non-office in nature. Includes equipment such as work or suspended platforms, lifting devices not attached to a structure, appliances such as autoclaves and dishwashers, garbage compactors, industrial shredders etc. Includes correspondence, equipment user and procedural manuals, warranty, routine inspections, maintenance, licences, and history records. Includes setup tests and manuals. <b>Excludes:</b> Gasoline storage tanks (E24), Mechanical & operational systems integral to building structure (B03), Private/small water systems (E22)	Originating	E+2	E = Disposal of equipment



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