

The Corporation of the City of North Bay

By-Law No. 2026-55

Being a By-law to establish the Corporate Records Management Policy and to provide a schedule of retention periods for records of The Corporation of the City of North Bay and to delegate the authority to establish or amend record retention periods to the City Clerk (Records Retention By-Law) and to repeal By-Law No. 2011-189

Whereas Section 254(1) of the *Municipal Act, 2001* S.O. 2001, c.25, as amended (the "Municipal Act"), provides that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner;

And Whereas Section 255(1) of the *Municipal Act*, provides that except as otherwise provided, a record of a municipality or local board may only be destroyed in accordance with this section;

And Whereas Section 255(2) of 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;

And Whereas subsection 255(3) of the *Municipal Act*, provides that a municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved;

And Whereas section 23.1 of the *Municipal Act*, authorizes a municipality to delegate its powers and duties to a person;

And Whereas the Council passed Resolution 2026-242 at its Regular Meeting on Tuesday, August 11, 2026, to adopt a by-law to establish the Corporate Records Management Policy and to provide a schedule of retention periods for records of The Corporation of the City of North Bay and to delegate the authority to establish or amend record retention periods to the City Clerk of The Corporation of the City of North Bay.

Now Therefore the Council of The Corporation of the City of North Bay Hereby Enacts as Follows:

1.0 DEFINITIONS

1. **City Clerk** shall mean the Official for Paper Records for the City of North Bay, who shall be responsible for the implementation of this by-law.
2. **Classification** (as in records classification) shall mean the systematic identification and arrangement of business activities and/or records into categories according to logically structured conventions, methods, and procedural rules, represented in a classification scheme.
3. **Constituency Records** shall mean a Record of a relationship between a Member of Council and their constituents as an elected official.
4. **Destroy** shall mean the process of eliminating or deleting data,

documents and records so that the recorded information no longer exists.

5. **Disposition** (with Respect to Records) shall mean a range of processes associated with implementing records retention, destruction, loss, or transfer decisions or ownership that are documented in disposition authorities or other instruments.
6. **Electronic Document/Record** shall mean a set of recorded information that is recorded or stored on any medium in or by a computer system or similar device and that can be read, perceived by a person or a computer system or other similar device and maintained as evidence by the City, in pursuance of legal obligations or in the transaction of City business.
7. **Litigation Hold** shall mean an affirmative action to prevent the destruction of documents, including physical documents on paper as well as electronically stored information (commonly referred to as ESI), which are relevant to a lawsuit or governmental investigation.
8. **Official for Electronic Records** shall mean the Director of Information Systems of The Corporation of the City of North Bay.
9. **Official for Paper Records** shall mean the City Clerk of The Corporation of the City of North Bay, who shall be responsible for the implementation of this by-law.
10. **Record** shall mean information, however recorded or stored, whether in printed form, on file, on film, by electronic means or otherwise, including correspondence, memoranda, plans, drawings, graphic works, photographs, film, microfilm, microfiche, sound records, video tapes, e-mail, machine readable records, and any other documentary material regardless of physical form or characteristics, including "official records" and "transitory records". Records created by consultants, contractors, volunteers, etc. for the City may be subject to the *Municipal Freedom of Information and Protection of Privacy Act*.
11. **Records Management** shall mean the field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.
12. **Retention Period** shall mean the period of time that records are kept to meet operational, legal, regulatory, fiscal or other requirements by the City before they may be disposed of.
13. **Retention Schedule** shall mean a document that describes the City's records at a series level and indicates the length of time that each series shall be retained before its final disposition. It specifies those records to be preserved for their archival or legal value, and on a continuing basis, authorizes the destruction of the remaining records after the lapse of a specified retention period or the

occurrence of specified actions or events. Records retention schedules serve as the legal authorization for the disposal of the City's records.

14. **Transitory Record** shall mean records kept solely for convenience of reference and of limited value in documenting the planning or implementation of City policy or programs, such as:
- a) retained solely for convenience of reference;
 - b) required solely for completion of a routine action, or preparation of another record;
 - c) of insignificant or no value in documenting City business transactions;
 - d) not an integral part of a City record;
 - e) not filed regularly with records or filing systems;
 - f) copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
 - g) information copies of widely distributed materials, such as minutes, agendas and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
 - h) preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document, and which do not record decisions;
 - i) duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
 - j) voice-mail messages;
 - k) e-mail messages and other communications that do not relate to City business;
 - l) copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
 - m) duplicate stocks of obsolete publications, pamphlets or blank forms;
 - n) unsolicited advertising materials, including brochures, company profiles and price lists.

2.0 DELEGATION OF AUTHORITY

1. The City Clerk is hereby granted delegated authority to amend the records retention schedule (Schedule A) subject to the provisions of this by-law and with reference to the statutory citations and requirements under the Ontario Municipal Records Management System (TOMRMS).

3.0 RECORDS RETENTION SCHEDULE

1. The records retention schedule attached hereto as Schedule A form part of this By-Law.
2. The City Clerk shall administer this By-Law and shall ensure that the retention periods set out in Schedule A, attached hereto, comply with all relevant legal requirements for records retention.

3. All records within the City's custody shall comply with the requirements of this By-Law and associated policies and procedures.
4. The retention schedule shall be the minimum period for retention of records. Business Unit Managers of the City, with the Clerk's consent, have the right to extend the retention period if the records are under their supervision, and a valid reason is given for the extension.
5. In determining the retention periods for any records, the City Clerk shall consider, in consultation with other City employees where appropriate:
 - a) the operational nature of the records, including the period of time during which the City uses the records to perform its functions;
 - b) the legal nature of the records, including the period of time necessary to comply with statutory or regulatory requirements or requirements imposed by agreements, permits or similar documents, or to ensure that the records are available in case of investigation or litigation hold;
 - c) the fiscal nature of the records, including the period of time necessary for audit or tax purposes; and
 - d) the historical nature of the records, including the long-term value of the records documenting past events or the origins and history of the City.
6. The retention schedule, principles, record storage and protection, compliance and audits, and suspension of policy shall apply to all hard copy and electronic forms of records.

4.0 EXEMPTIONS

1. Transitory Records and Constituency Records are exempt from the requirements under this By-Law.

5.0 EMPLOYEE RESPONSIBILITIES

1. All City employees who create, work with or manage records shall:
 - a) comply with the retention periods as specified in Schedule A attached hereto;
 - b) ensure that official records in their custody or control are protected from inadvertent destruction or damage;
 - c) ensure the preservation, security and accessibility of all official records in their custody or control; and
 - d) ensure that transitory records in their custody or control are destroyed when they are no longer needed.

6.0 CLERK'S RESPONSIBILITIES

1. The Clerk shall:
 - a) develop and administer policies and establish and administer procedures for the City's Records Management Program;

- b) periodically review and make recommendations with respect to this by-law, including Schedule A attached hereto;
- c) ensure that official records are preserved and disposed of in accordance with Schedule A attached hereto; and
- d) ensure that all disposition notices prepared pursuant to this by-law are preserved.

7.0 ELECTRONIC SCANNING

1. Official Records, and specifically Vital Records, should be preserved through the process of electronic scanning, to the best of the City's financial and personnel capabilities.
2. If the record is not considered vital, the record can be stored in one form for the remainder of the retention period. All records should be found in the electronic management system. It is not necessary to keep a non-vital record in physical form after it has been digitized.

8.0 DISCRETION

1. The Official of Paper Records shall always have the discretion to retain paper records longer than the period provided by this By-Law and shall do so where it is deemed to be appropriate.
2. The Official of Paper Records shall always have the discretion to retain electronic records longer than the period provided by the By-Law and shall do so where it is deemed to be appropriate.

9.0 DISPOSITION OF RECORDS

1. The City Clerk shall notify the business unit in writing, before the scheduled disposition date. If any of the records included in the disposition notice need to be retained past the scheduled disposition date, the business unit shall provide the reason why such further retention is necessary.
2. Prior to the destruction of Paper Records, the City Clerk shall keep an index of:
 - a) Details of Classification of the paper records, retention periods where appropriate.
 - b) Paper records destroyed and date destroyed.
3. Where paper records are destroyed under this By-Law, the proper and complete destruction thereof is the responsibility of the City Clerk.
4. Prior to destruction of electronic records from an information database the following documents are required:
 - a) the title of the application/system;
 - b) the identification of the business unit responsible for the creation or use of the data;
 - c) a brief description of the system's purpose;
 - d) where possible a content list of the information together with the retention period attached to such records;
 - e) a brief description of any sub-systems, their purpose and

- relationship to the main system or other sub-systems; and
 - f) an index data or metadata of the records destroyed be kept.
5. For disposition of paper records after conversion to electronic images the Official of Electronic Records shall ensure that the following standards are applied during the conversion period and for maintenance of electronic records;
- a) CAN/CGSB 72.34-2024 (*Electronic Documents as Documentary Evidence*) as the national baseline for system integrity and legal trustworthiness in Canada.
 - b) ISO 13008 (*Information and Documentation – Digital Records Conversion and Migration*) to govern all paper-to-digital imaging workflows and data system migrations without loss of evidentiary value.
6. When official records have been disposed of pursuant to this By-Law, the Official for Paper Records shall obtain written confirmation of such disposition and maintain this record as part of the disposition policy.

10.0 RECORDS STORAGE AND PROTECTION

1. Records will be stored in a manner that prevents loss through misplacement, deterioration, accidental destruction, theft, and unauthorized access. They shall be stored in a manner that ensures their continued readability.
2. Records will be stored in a protected environment for the duration of their scheduled retention.

11.0 PRESERVATION OF ELECTRONIC RECORDS

1. For the preservation of electronic records to meet the retention periods, the Official for Electronic Records shall ensure:
 - a) that the records are backed up daily/weekly and store backup tape on a weekly basis, and necessary controls towards the restoration of data be maintained;
 - b) as required, the process of migration from one form of media or system to another be performed;
 - c) that when a long-term preservation of electronic records are required, the technology, the process of ingest of long-term records, and the appropriate media be maintained for the balance of the retention period; or
 - d) the data be transferred to paper record.

12.0 RECORDS MANAGEMENT AND SYSTEM INTEGRITY COMPLIANCE

1. All corporate records, electronic management systems, digitization workflows, and digital assets shall be managed, preserved, and migrated in accordance with recognized national and international standards to ensure their authenticity, reliability, and admissibility as documentary evidence. Specifically, the organization aligns its infrastructure, audit logging, and quality control procedures with:

- a) CAN/CGSB-72.34-2024 (*Electronic Documents as Documentary Evidence*) as the national baseline for system integrity and legal trustworthiness in Canada;
- b) ISO 15489-1 (*Information and documentation — Records management*) for global best practices in records governance, control, and structure; and
- c) ISO 13008 (*Information and documentation — Digital records conversion and migration*) to govern all paper-to-digital imaging workflows and data system migrations without loss of evidentiary value.

13.0 PRINCIPLES GOVERNING THE DESTRUCTION OF OFFICIAL RECORDS

1. The following principles govern the destruction of official records:
 - a) When there are no further business or legal reasons for retaining official records, they shall be destroyed as appropriate;
 - b) Official records pertaining to pending or actual investigation or litigation shall not be destroyed;
 - c) Official records disposed of at the end of a retention period, as well as drafts and copies of records disposed of on a regular basis, shall be destroyed in a way that preserves the confidentiality of any information they contain.
2. Official records in the custody or control of the City shall not be destroyed unless such records are older than the retention period set out in Schedule A attached hereto and have been identified in a disposition notice in accordance with this by-law.
3. Copies of official records may be destroyed at any time if the original records are being retained in accordance with Schedule A attached hereto.

14.0 SHORT TITLE

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

15.0 REPEAL

1. Upon this By-Law taking effect, the previous Records Retention By-Law No. 2011-189 is hereby repealed.

16.0 FORCE AND EFFECT

1. This By-Law shall come into force and effect upon passing.

Read a First Time in Open Council this 11th day of August, 2026.

Read a Second Time in Open Council this 11th day of August, 2026.

Read a Third Time in Open Council and Passed this 11th day of August, 2026.

Mayor Peter Chirico

City Clerk Karen McIsaac



Schedule A of By-Law 2026-55

Records Retention Schedule

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Legend:
P – Permanent; **S** – Superseded by newer version; **E** – Retention begins after triggering event;
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A	Administration Includes records regarding routine administration and office services functions.
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.
D	Development and Planning 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. development planning/
E	Environmental Services Includes records regarding provisions 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.
F	Finance and Accounting Includes records regarding the management of funds.
H	Human Resources Includes records regarding the municipality’s relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.
J	Justice Includes records regarding POA and Court activities.
L	Legal Affairs Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.
M	Media and Public Relations Includes records regarding the municipality’s relationship with the media and the general public.
P	Protection and Enforcement Services Includes records regarding the operational functions of law enforcement, licensing, public protection, fire prevention and within the community.
R	Recreation and Culture Includes records regarding the provision of recreational and cultural services to the community.
S	Social and Health Care Services Includes records regarding social services and health care programs.
T	Transportation Services Includes Records regarding the development and improvement of transportation systems (roads and public transit).
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.

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A - ADMINISTRATION

Class Code	Activity	Responsible Department	Total Retention (# of years after current year)
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, AMO, etc. Excludes: - Membership Fees (see F01) - Government Agencies (see A16)	Originating	1 year
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. Excludes: - Council Minutes and Agendas (see C03-C04) - Standing Committees (see C05-C06) - Health & Safety Committee Meetings (see H04)	Originating	4 years**
A03	Computer Systems and Architecture 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. Excludes: - Reports (file by subject) - Acquisitions (see F18)	Information Systems	Superseded + 6 years
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. Excludes: - Speeches and Presentations (see M08) - Accommodation & Travel Arrangements (see A13) - Employee and Council Expenses (see F09) - Ceremonies and Events (see M02) - Invoices (see F01) - Rental Agreements (see L14)	Originating	1 year** Archival review if sponsored by the Municipality
A05	Consultants Records contained should be filed in other classification categories. For: - Reports (file by subject) - Consulting relationship management and evaluation (see A15) - Project based monitoring of consultant activities (see project file) - Procurement, Quotations and Tenders (see F18) - Invoices (see F01)	Originating	2 years**

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A06	Inventory Control Includes inventory statements and reports, and all other records regarding the control of supplies, furnishings and office and small equipment stock levels. Excludes: - Assets (see F06) - Controlled Drug Substances (see S18) - Petroleum Products (see E24)	Originating	6 years
A07	Office Equipment and Furniture Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc. Excludes: - Computer Hardware and Software (see A03) - Service Agreements (see L14) - Assets (see F06)	Originating	Disposal of asset + 1 year
A08	Office Services Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the inter-office mail system, internal printing, and management of forms and templates.	Originating	1 year
A09	Policies and Procedures Includes policy and procedure manuals, work instructions, protocols, guidelines and directives relating to administrative, governance and operational processes.	Originating	Superseded + 15 years**
A10	Records Management Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, classification structures, feasibility studies, and records centre operations. Excludes: - Retention By-Law (see C01) - Policies and Procedures (see A09) - Records Disposition (see A11)	Clerk's	Superseded
A11	Records Disposition Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	Clerk's	Permanent
A12	Telecommunications Systems Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communications systems, and 911 emergency systems. Excludes: - Licenses (see P09) - Assets (see F06) - Long Distance Call Records (see F01) - Agreements (see L04 or L14)	Originating	Superseded
A13	Travel and Accommodation Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants. Excludes: Employee and Council expenses (see F09)	Originating	1 year
A14	Uniforms and Clothing Includes records regarding uniforms and special clothing used by municipal staff members, such as	Originating	Superseded**

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	transit uniforms, fire-fighters' clothing and safety clothing used by operating departments.		
A15	Vendors and Suppliers Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidders' information sheets. Excludes: • Purchase Orders and Requisitions (see F17) • Office Equipment – owned and leased (see A07) • Fleet Management (see V01)	Originating	2 years
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. <i>Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.</i> Excludes: • Legislation (see L10/L11)	Originating	5 years**
A17	Information Access and Privacy Includes documents regarding the municipality's responsibilities under the <i>Municipal Freedom of Information and Protection of Privacy Act</i> (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). Excludes: • Copies of the Act (see L11) • Non MFIPPA Complaints and Inquiries (see M04)	Clerk's	2 years
A18	Security 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. Excludes: • Vandalism Reports (see P05) • Computer Security (see A03)	Originating	5 years
A19	Facilities Construction and Renovations Includes records for the planning and construction of municipal facilities such as fire stations, pools, arenas, recreation centres and office buildings. Includes site meetings, consultant's reports, cost reports, and design, inspections and site safety certification of equipment such as scaffolds and safety platforms for construction sites controlled by the municipality. Excludes: • As-Builts and drawings (see A27)	Originating	Project finished and no outstanding issues + 2 years** **work elevating platforms – keep inspections, tests, repairs, modifications and maintenance performed
A20	Building and Property Maintenance Includes records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, bus terminals, garages, libraries, arenas, recreation centres and office buildings. Includes exterior maintenance to buildings, landscaping,	Originating	5 years Setup tests and manuals – Equipment removed + 1 year

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	grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts, office cleaning and pest control as well as licenses for devices such as elevators. Excludes: • Parks Management (see R04) • Building Systems (see A26)		
A21	Facilities Bookings Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	Originating	1 year
A22	Accessibility of Services Includes records relating to the accessibility of Municipal buildings, services and information to disabled persons. Includes multi-year accessibility plan, efforts to remove barriers and notices of availability of these services. Excludes: • Report on services (see A25)	Clerk's	Permanent
A23	Information Systems Production Activity and 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.	Information Systems	2 years
A24	Access Control and Passwords Records related to the management of and access to programs. Includes individual access, password management, etc.	Information Systems	Superseded
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), Excellence Canada (formerly the National Quality Institute), Benchmarking, and Balanced Score Cards. Types of records included are key performance indicators, annual reports submitted to a Ministry such as the Leaf and Yard Waste System Annual Waste Reduction Reports, Waste Recycling Sites Annual Report, drinking water system annual report, Long-Term Care Home Licensee Annual Report, Personal Health Information Annual Report, Housing Services Annual Report, Funding Agencies Annual Report, and other information related to the efficiency and effectiveness of municipal operations as designated by a Ministry. Excludes: • Employee performance appraisal (see H03) • Council Goals & Objectives (see C08) • Financial Regulatory reporting, FIR and MPMP (see F27)	CAO	6 years
A26	Building Structure Systems Includes records regarding building systems that are part of the building structure such as HVAC, ventilation, fire and life systems, electrical safety, elevators, furnace, and emergency lighting. Includes manufacturer's operation/technical manuals and warranties; inspection and testing reports; approved life safety studies, approved compliance equivalencies, inspection log books and remedial action for building systems.	Engineering	Superseded or life of system/asset
A27	Drawings Includes architectural and engineering drawings and As-Built drawings and supporting documentation such	Engineering	Superseded or life of system/asset

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	as specifications required to interpret the drawings and identify the current state of a facility or infrastructure for assessment, rehabilitation and warranty support purposes.		
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C – COUNCIL, BOARDS AND BY-LAWS

Class Code	Activity	Responsible Department	Total Retention (# of years after current year)
C01	By-Laws Includes final versions of the municipality's By-Laws and amendments and attachments that are legally part of the By-Laws. Also includes any background documentation required to explain or justify the By-Law.	Clerk's	Permanent
C02	By-Laws – Other Municipalities Includes final versions of By-Laws of other municipalities which are of interest.	Clerk's	1 year
C03	Council Agenda Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.	Clerk's	Permanent
C04	Council Minutes Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes and voting records. Excludes: - Council Committees (see C05, C06) - Reports to Council (see C11)	Clerk's	Permanent Working notes = 6 years Copies = 2 years
C05	Council Committee Agenda Includes notices of meetings and agenda for the committees of Council as well as working notes used in agenda preparation.	Clerk's	Permanent
C06	Council Committee Minutes Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to.	Clerk's	Permanent
C07	Elections Includes returned notices, lists of officials, initial MPAC and amended voters' lists, change of name applications, nominations, notices, ballots, election results, preliminary voters' lists, objections lists, candidate compliance reports, third party campaign financial and auditor reports, election report, election coordination documentation and oaths taken by council members. Includes advertising.	Clerk's	Day action took effect or voting day + 4 years Ballot – 120 days after voting or resolution of recount
C08	Goals and Objectives Includes records concerning strategic planning, goals and objectives such as shared services and mission statements such as the municipal sustainability plan housing plan, and growth plan submissions prepared for the Ministry. Excludes: - Environmental Planning (see D03) - Official Plan (see D08)	Originating	10 years**
C09	Motions and Resolutions Includes final signed versions of resolutions and motions of Council.	Clerk's	Permanent Copy = 1 year

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C10	Motions and Resolutions – Other Municipalities Includes final versions of motions and resolutions of other municipalities which are of interest.	Clerk’s	1 year
C11	Reports to Council Includes all departmental reports to Council such as staff reports, the Treasurer’s agreements, investments and funds disposition reports. Filed by subject.	Clerk’s	Permanent
C12	Appointments to Boards and Committees Includes records regarding appointments by Council of staff, citizens and council members to roles on council committees and boards.	Clerk’s	Permanent
C13	Accountability, Transparency and Governance Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports (including Integrity Commissioner reports, Ombudsman investigations and reports), closed meeting investigations and initiatives., registry of lobbyists, etc.	Clerk’s	2 years
C14	Mayoral Decisions Includes records relating to the decisions made by a mayor in the execution of their powers and responsibilities such as directions to employees, appointments of staff, decisions on appointments to local boards and committees. Also includes decisions to veto By-Laws.	Clerk’s	Permanent

D – DEVELOPMENT AND PLANNING

Class Code	Activity	Responsible Department	Total Retention (# of years after current year)
D01	Demographic Studies Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc. Excludes: • Vital Statistics (see L12)	Planning	10 years**
D02	Economic Development Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections, etc. Excludes: • Demographic Studies (see D01) • Residential Development (see D04) • Tourism Development (see D06) • Industrial/Commercial Development (see D21)	Economic Development	10 years**
D03	Environment Planning Includes records regarding general types of environmental studies with a long-range planning emphasis, such as salt usage impact, storm drainage and flood control, parks and open spaces, water sustainability and conservation, pollution prevention and waste management planning. Also contains information on invasive species and source water protection such as risk assessments, well development and purging, risk management plans, site condition reports and information prepared for Phase One and Phase Two environmental assessments. Excludes:	Planning & Engineering	15 years**

Legend:
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	- Environmental Monitoring (see E05, E13 - E15) - Waste Management (see E07) - Source Water Protection Committee (see E20)		
D04	Residential Development Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	Planning	10 years**
D05	Natural Resources Planning Includes records regarding planning for the management and preservation of forests, natural features, the characteristics of various minerals as well as mineral deposits, and other natural resources information. Excludes: - Tree maintenance (see E04) - Natural Resource management and preservation (see E18)	Planning & Engineering	5 years**
D06	Tourism Development Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.	Planning & Economic Development	10 years**
D07	Condominium Plans Includes records regarding the pre-consultation and the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.	Planning	Permanent Applications = 2 years after final decision
D08	Official Plans Includes the official plan, and exemptions and amendments to the official plan. Also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts.	Planning	Permanent
D09	Official Plan Amendment Applications Includes the pre-consultation and applications to amend the official plan or secondary plans, staff reports, meeting minutes and written comments on the application, notices, resolutions and decisions.	Planning	Final decision or reflected in revised official plan + 5 years
D10	Severances Includes records regarding the granting of severances to parcels of land including application for severance.	Planning	Land titles registration + 6 years
D11	Site Plan Control Includes records regarding approval for the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways. Excludes: - Systems for Servicing Land (see relevant subject) - Site Plan Agreements (see L04)	Planning	Permanent Application = 2 years after final decision
D12	Subdivision Plans Includes records regarding the pre-consultation and the approval of plans of subdivisions (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans. Also includes notices of approval. Excludes: Subdivision Agreements (see L04)	Planning	Permanent Application = 2 years after final decision

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D13	Variance Applications Includes records regarding the pre-consultation and the granting of minor variances in land use including zoning applications from existing zoning regulations. Excludes: Budget Variances (see F05)	Planning	Permanent
D14	Zoning Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities. Excludes: - Zoning By-Laws (see C01) - Variances (see D13)	Planning	Final decision + 2 years
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. Excludes: Original Agreements (see L04)	Planning & Engineering & Legal	Termination of right + 6 years**
D16	Encroachments Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation. Excludes: - Original Agreements (see L04) - Original Encroachment By-Laws (see C01)	Planning & Engineering & Legal	Termination of right + 6 years**
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 restructuring.	Clerk's	Permanent
D18	Community Improvement Includes records, studies, statistics and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs, BIA, BIC, PRID, etc. May also include records on housing rehabilitation programs, ie. RRAP, CMHC. Excludes: Economic Development (see D02)	Planning	Completion of project + 6 years**
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.	Building	Superseded + 10 years **
D20	Reference Plans Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence	Planning & Engineering	Permanent
D21	Industrial/Commercial Development Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc. Excludes: Agricultural Development – see D23	Planning	10 years **
D22	Digital Mapping Includes all records used to produce maps and updates in a digital format as in a GIS.	Planning & Engineering & Information Systems	Superseded

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D23	Agricultural Development Includes all records regarding development of agricultural growth.	Planning	10 years **
D24	Official Plan Background Includes reports pertaining to amendments and changes to the Official Plan.	Planning	Final Decision + 5 years
D25	Deeming Process Includes records regarding applications and background material for Deeming By-Law applications, including Council decisions, By-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	Final Decision + 2 years
D26	Development Charges Study Includes records related to the development of and the final Development Charges Study as required under the <i>Development Charges Act</i> . 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.	Planning & Finance	15 years**
D27	Part Lot Control Includes records regarding applications and background material for Part Lot Control exemptions, council decisions, By-Laws, correspondence, etc. A Part Lot Control application is applied for to allow the conveyance of a portion of a lot without requiring approval of a land division committee (typically used to separately convey semi-detached and townhouse units). Only applicable to parcels of land contained with a registered plan of subdivision.	Planning	Final Decision + 5 years

E – ENVIRONMENTAL SERVICES

Class Code	Activity	Responsible Department	Total Retention (# of years after current year)
E01	Sanitary Sewers Includes records regarding the design, construction and maintenance of sanitary sewers such as underground conduits that carry off waste matter. Excludes: - Waste Management (see E07) - Storm Sewers (see E02) - Treatment Plants (see E03) - MOE Approvals (see E21) - Drawings/As Built and specifications (see A27)	Engineering	Project completed & no outstanding issues + 2 years Specifications = life of the asset as per A27
E02	Storm Sewers Includes records regarding the design, construction and maintenance of storm sewers such as underground conduits that carry off drainage water. Excludes: Drawings/As Built and specifications (see A27)	Engineering	Project completed & no outstanding issues + 2 years Specifications = life of the asset as per A27
E03	Treatment Plants (Wastewater Treatment and Collection Systems)	Engineering	Event + 5 years

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	Includes records regarding the operation of sewage treatment and pumping stations. Includes wastewater treatment facility/collection, identification reports, operator-in-charge records, treatment unit instructions, equipment operating status records and equipment design, construction and maintenance records (work orders) as well as the operations and maintenance manuals. Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts & site-specific collection-related work (i.e. sewer rodding, lateral inspections, etc.)). Also includes facility classification certificate and license to operate. May include records pertaining to Wastewater Treatment Facility and/or Collection upgrades design, construction and commissioning. Excludes: • Private Sewage Disposal Systems (see E12) • Drawings/As Builts and specifications (see A27)		(after the day on which the record or report, as the case may be, was made. Copy must be kept at the wastewater system) Specifications = life of the asset as per A27 Plans = cease to apply + 2 years
E04	Tree Maintenance Includes records of tree removal, planting, trimming, pruning and preservation measures taken.	Engineering	5 years
E05	Air Quality Monitoring Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity from pollution sources such as smoke, dusk, smog or gaseous impurities. Also includes claims and compliance orders. Excludes: • Water Quality (see E13 to E15) • By-Law Enforcement (see P01) • Complaints and Inquiries (see M04) • Land Quality Monitoring (see E23)	Engineering	Later of: date of offence or: day evidence of offence first came to attention of person appointed under s.5 + 5 years**
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. Excludes: • Site Plans (see D11)	Engineering	5 years**
E07	Waste Management Includes records regarding the collection and disposal of waste. Includes site operating plans, landfill site records, facility inspections and stack testing, recycling, energy from waste, source separation, collection services, recycling site vicinity maps, hazardous waste collection, hauled sewage waste collection and composting records. Also includes transportation manifests, transfer compliance records and records of site condition, daily waste reception and inspection records, dust suppression records and closure reports. Excludes: • Sanitary Sewers (see E01) • Environment Planning (see D03) • Private Sewage Disposal Systems (see E12) • Annual reports on blue boxes, recycling program, etc. (see A25)	Engineering	10 years or cease to apply + 10 years** Post landfill site closure documentation = closure + 25 years Operating Plans, Site Plans, Emergency Response Plans, Chemical and Testing Plans = permanent
E08	Water Works (Drinking Water Plant) 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	Engineering	15 years Specification = Permanent as per A27

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	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. Excludes: • Water Pumping Stations (see E03) • Drawings/ As Builts and specifications (see A27)		
E09	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, By-Laws and grants. Excludes: • Drawings/As Builts and specifications (see A27)	Engineering	Superseded + 5 years** Specifications = Permanent as per A27
E10	Pits and Quarries Includes records regarding the design, construction, maintenance and monitoring of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence. Excludes: • License/permits (see P09)	Engineering	Superseded + 5 years** Specifications = life of the pit or quarry
E11	Nutrient Management Includes the records regarding the control of storing/spreading /using waste materials such as liquid manure and sewage bio-solids on land, near waterways, runoff etc. Includes the agricultural management strategy/plan, the Greenhouse Nutrient Feedwater Strategy, Site Characterization Plan, documentation relating to the storage and distribution of nutrient material, non-agricultural source material (NASM) plans and sampling results. Also includes broker transfer and hauled sewage disposal site records. Excludes: • Strategy/plan review (see A25)	Engineering	Superseded + 5 years** or expiry of plan + 2 years
E12	Private Sewage Disposal Systems Includes records regarding the design, construction, maintenance and monitoring of private sanitary sewers and septic systems.	Engineering	Superseded + 7 years** Specifications = Permanent
E13	Water Monitoring Includes records regarding the routine monitoring of water quality, water quantity for source water protection purposes, as well as warning notice checks and posting of them and responses to interference with quality or quantity such as and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), water taking logs, methodology and reports. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water. Includes records of Ministry of the Environment drinking water and wastewater Compliance Inspection	Engineering	created, approved or plan no longer in force + 15 years

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	Reports, data request items, inspection responses and related documents. Excludes: • Air Quality Monitoring (see E05) • Land Quality Monitoring (see E23) • By-Law Enforcement (see P01) • Complaints and Inquiries (see M04) • Annual reports (see A25)		
E14	Water Sampling Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis – adverse samples, notices to Ministry – Spills Action Centre and local Health Unit. Includes hydrocarbon records, drinking Water and Wastewater routine sampling and Determination results, systems effluent information records, sewer overflow reports, CoC and laboratory related communications or documentation (LSN, 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. Excludes: • Air Quality Monitoring (see E05) • By-Law Enforcement (see P01) • Complaints and Inquiries (see M04) • Facilities Routine water use, monitoring & testing (see P21)	Engineering	Created, approved or plan no longer in force + 15 years
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 and corrective action reports and pesticide parameter test results. Excludes: • Air Quality Monitoring (see E05) • By-Law Enforcement (see P01) • Complaints and Inquiries (see M04) • Facilities Routine water use, monitoring & testing (see P21)	Engineering	created, approved or plan no longer in force + 15 years
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.	Engineering	Superseded + 15 years
E17	Energy Management Includes all records relating to the municipality's Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and greenhouse gas emissions. Also	Engineering	Superseded + 15 years

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	includes conservation and demand measures information and management of energy consumption and conservation at municipal buildings and facilities.		
E18	Natural Heritage Includes records regarding green lands, municipal forests and forestry including tree By-Law preparation and enforcement records. Also includes records relating to the management and preservation of parks, harbours and beaches and plans to manage, control or eradicate invasive species or prevent release. Excludes: • Natural Resources Planning (see D05) • Tree Maintenance (see E04) • Conservation district plans (see R01) • Archaeological and heritage site investigation reports (see R01)	Engineering	end of plan or designated year + 3 years
E19	Renewable Energy Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g., wind, water, biomass, biogas, biofuel, solar energy, geothermal energy and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts. Also includes reports on hazards to birds and bats monitoring and locations of wind turbines as well as land requirement transfers.	Engineering	created, approved or facility no longer in force + 15 years
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 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 Excludes: • Risk Management Plans and/or Assessments (see D03) • Prohibition Notices and Orders (see P20) • Contracts and Agreements – Simple, Not Under Seal (see L14) • Soil Contamination (see E23) • Nutrient Management (see E11)	Engineering	created, approved or plan no longer in force + 15 years
E21	Ministry of the Environment (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.	Engineering	Cease to apply + 3 years
E22	Private/Small Water Systems Includes records and correspondence regarding the design, construction, operation and maintenance of private water systems and development agreements for private waterworks. Includes operating manuals, maintenance orders, maintenance logs, warning notice checks and system audit reports.	Engineering	E + 15 years E (Event) = as long as equipment in use
E23	Land Quality Monitoring Includes records regarding the routine monitoring of land/soil quality and site condition reports as well as	Engineering	7 years

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	responses to interference with quality or contamination. Excludes: • Water Quality (see E13 to E15) • By-Law Enforcement (see P01) • Complaints and Inquiries (see M04) • Air Quality Monitoring (see E05) • Natural Heritage (see E18)		
E24	Gasoline Storage and Dispensing Includes gasoline storage tank and municipal gasoline dispensing records. Routine monitoring and dispensing records relate to loading and dispensing throughput volume; vapour control equipment operation, daily/weekly visual inspection/deficiency remedy actions and maintenance; Free Oil Layer and Separated Solid Layers Measurements and removal records measurements; tank bottom water removal; temporary tank removal; Loss of Product / Inventory Control and Reconciliation Records; excavation and nearby construction potentially affecting the storage tank system integrity; vapour barrier equipment downtime record; pumping equipment tests; pumping connection leak records; storage leak tests; gasoline levels measurement, and loss and gain records; and piping system pressure tests. System records relate to drawings and specifications for system; installation record; tank and piping systems locates; storage tank and Stage II vapour recovery system commissioning inspection and testing records; and storage tank component inspection reports and compliance documents (including warnings and notices of violations). Excludes: • Underground storage abandonment record (see L07) • Major spills (see E23)	Engineering	use = 7 years tank install, inspection = system removed + 5 years

F – FINANCE AND ACCOUNTING

Class Code	Activity	Responsible Department	Total Retention (# of years after current year)
F01	Accounts Payable Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay account, rebates, levies payable, reports, telephone bills, membership fees and paid parking tickets. Excludes: • Cancelled Cheques (see F07) • Employee and council expenses (see F09)	Finance	close of fiscal tax year end +7 years
F02	Accounts Receivable Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Includes correspondence related to tax collection and supporting documentation. Excludes: • Write-offs (see F23) • Tax Assessments, Rolls and Tax Arrears (see F22)	Finance	close of fiscal tax year end + 7 years
F03	Audits Includes records regarding internal and external financial audits of accounts.	Finance	6 years

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	Excludes: - Operational audits (see relevant subject) - Audited Financial Statements (see F10)		
F04	Banking Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records. Excludes: Banking Statements (see F07)	Finance	close of fiscal tax year end + 7 years
F05	Budgets and Estimates Includes departmental and corporate budgets and plans, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.	Finance	6 years **
F06	Assets Includes records regarding current and fixed assets. Includes fixed asset inventory including records of initial expenditure, depreciation, amortization, and disposal. Also includes supporting information required for Public Sector Accounting (PSAB) purposes. Excludes: Land Acquisition and Sale (see L07)	Finance	Disposal of asset + 10 years **
F07	Cheques Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements. Excludes: Banking (see F04)	Finance	6 years
F08	Debentures and Bonds Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors. Excludes: Debenture Registers (see F14)	Finance	Debentures surrendered for exchange/ cancellation + 6 years
F09	Employee and Council Expenses Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc. May also include employee time sheets combined with travel and expense statements. Excludes: - Attendance (see H01) - Honoraria and fees to Council (see F16)	Finance	close of fiscal tax year + 7 years
F10	Financial Statements Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements Excludes: all working notes, calculations and background documentation (see F26)	Finance	Permanent
F11	Grants and Loans Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies such as the Road and Farm Tax Rebate, Waste Management Improvement Program etc. Also includes submissions, acknowledgements, and reports such as market value of assistance report.	Finance	repayment of loan + 6 years
F12	Investments Includes records regarding the municipality's investments, term deposits, and promissory notes.	Finance	Closure of account + 6 years

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F13	Journal Vouchers Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Finance	close of fiscal tax year + 6 years
F14	Subsidiary Ledgers, Registers and Journals Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers. Excludes: Documents and vouchers used to support entries (see relevant subject in this Primary)	Finance	close of fiscal tax year + 7 years **
F15	General Ledgers and Journals Includes all records in the Books of Original Entry.	Finance	Permanent
F16	Payroll Includes all records of payments of salary, wages and deductions to employees including vacation entitlement and pay, alternative vacation entitlements, notice of garnishment and termination or severance pay. Includes time sheets and vacation taken, pay lists, 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. Excludes: - Payroll Registers - Subsidiary Ledgers, Registers and Journals (see F14) - Non-payroll related government and statistical reporting (see F27)	Finance	Close of fiscal tax year + 6 years
F17	Purchase Orders and Requisitions Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services. Excludes: Quotations and Tenders (see F18)	Finance	Close of fiscal tax year + 7 years
F18	Quotations and Tenders Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process. Excludes: Successful quotations and tenders (see L04)	Finance	E+7 years ** E (Event) = successful bid awarded Note: Unsuccessful bids - retain for 1 year from contract award
F19	Receipts Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the municipality.	Finance	7 years
F20	Reserve Funds Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	Finance	6 years
F21	Revenues Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees. Excludes: - Accounts Receivable (see F02) - Tax Rolls (see F22)	Finance	7 years Note: Records related to mortgages must be kept for 10 years.
F22	Tax Rolls and Records Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds,	Finance	Permanent

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	property tax registrations, tax arrears register cards and tax collector's rolls. Excludes: - Accounts Receivable (see F02) - Mortgage Companies (see F02) - Correspondence related to tax issues that are not of a long term importance (see F02)		tax rolls = when no longer required for planning purposes
F23	Write-Offs Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. Excludes: Accounts Receivables (see F02)	Finance	6 years Court services write-offs – 37 years
F24	Trust Funds Includes records regarding funds established by the municipality for money held in trust, such as bequests, cemetery trust funds, cemetery care and maintenance programs, Homes for the Aged Residents (including authorization, receipts and statements of withdrawal) and Ontario Home Renewal Program such as fund accounting records, bank statements, banking instructions and fund audit records.	Finance	fiscal year + 7 years trust accounts for residents, statements, accounts and records = Permanent
F25	Security Deposits Includes development deposits, letters of credit, certificates of insurance when required and records of monies held as security (i.e. bonds).	Finance	Closure of account + 6 years
F26	Working Papers – Financial Includes all working notes, calculations, reconciliations, end of year payment in lieu of taxes statements to school, and background documentation used to calculate financial statements such as the Monthly Trial Balance. Excludes: Financial Statements (see F10)	Finance	After completion of audit + 1 year
F27	Regulatory Reporting – Financial Includes regulatory, financial information returns and government reporting such as HST returns, tax rebate filings, and the Ministry of Municipal Affairs Financial Information Return (FIR) and the Municipal Performance Measurement Program (MPMP) that collects municipal services data on an annual basis as a part of the FIR. Excludes: Performance management & quality assurance (see A25)	Finance	6 years

H – HUMAN RESOURCES

Class Code	Activity	Responsible Department	Total Retention (# of years after current year)
H01	Attendance and Scheduling Includes records regarding the planning of employee attendance. This includes dates and times of hours worked and as well as of on-call schedules and any changes made to on-call scheduling including cancellations, driver daily logs and record of on-duty and off-duty time. Includes statements related to public holiday substitution dates. Excludes: - Individual Time Sheets (see F16) - Vacation Time and Pay (see F16)	Human Resources	5 years driver's daily logs = 6 months public vehicle and trip reports – 1 year
H02	Benefits Program	Human Resources	Superseded**

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	Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on Employer Health Tax. Excludes: • Payroll (see F16) • Individual Pension and Benefit records (see H10)		
H03	Employee Records Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, leave documentation, training reports, correspondence with the employee, and employee assistance. Also includes agreements on extended hours and averaging hours of work, annual summary of hours worked. Includes full-time, part-time, student employees and volunteers. Includes CVOR operator safety record, certificates and licences such as lifeguard, instructor and 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 <i>Safe Drinking Water Act</i> , <i>Environmental Protection Act</i> , <i>Occupational Health and Safety Act</i> and the <i>Ontario Water Resources Act</i> . Also includes unsolicited resumes. Excludes: • Grievances (see H14) • Harassment (see H15) • Health and Safety Training (see H04)	Human Resources	date employee ceased to be employed by employer + 5 years Drinking Water system training record = 5 years confined space training = cease to perform work and at least 5 years salt program training = 7 years Firefighter employment terms = 20 years Unsolicited Resumes = 3 months
H04	Health and Safety Includes records regarding the occupational health and safety of staff. Includes lists of designated substances and assessments, designated substance assessments, fire drill records, ventilation and air quality inspection, fire hydrant flushing, first aid records, non-lost time accident reports, traffic protection plans, portable fire extinguisher maintenance records, chimney test and inspection records, fire safety inspections, safety inspections, Workplace Safety & Insurance Board reports, WSIB certificates, and information on health and safety programs training for staff. Also includes Health & Safety Committee meeting minutes. Excludes: • Accidents of the Public (see P05) • Lost-time reports and claims (see H13)	Human Resources	3 years Note: Accident reports for construction projects retained with project 1 year after project completion
H05	Human Resources Planning Includes records of succession planning, executive placement, retirement programs, staff turnover rates, staffing level plans, annual hire/promotion targets, recruitment freezes, employment equity, performance management, volunteer plans, employee information reporting and related records. Excludes: • Employee Records (see H03)	Human Resources	day last used + 1 year (Human Rights special program designation minimum of 5 years)**
H06	Job Descriptions Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Human Resources	Superseded**

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H07	Labour Relations Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations. Excludes: Collective Agreement (see L04)	Human Resources	Expiry of contract period + 10 years **
H08	Organization Design Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts. Excludes: Job Descriptions (see H06)	Originating	Superseded**
H09	Salary Planning Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, compensation ranges, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity and compliance. Excludes: Employee Records (see H03)	Human Resources	5 years
H10	Pension and Benefits Records Includes records detailing obligations to individuals under OMERS. Includes pension and benefit information of current and retired personnel, including registration/enrolment and records. Excludes: - Deductions for pensions (see F16) - General information on pension plans (see H02) - Payments made to OMERS (see F01)	Human Resources	E + 6 years (employee departure)
H11	Recruitment Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications. Excludes: Successful applications (see H03)	Human Resources	3 years
H12	Training and Development Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation and course content delivery materials and attendance records for specific courses. Excludes: Individual Employee Training Records (see H03)	Human Resources	Date when that particular course ceases to be offered + 2 years ** salt use training materials – 7 years drinking water training materials– 5 years Only courses developed and presented by the Municipality are subject to archival selection
H13	Claims Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice, accident report. Excludes: Non lost-time incidents or accidents (see H04)	Human Resources	Resolution of claim + 3 years Hazardous exposure claims = longer of 40

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	Self-insured STD (see H04)		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 including arbitration and arbitration awards. Excludes: Harassment & Violence (see H15)	Human Resources	Resolution of claim + 10 years
H15	Harassment and Violence Includes records dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution. Excludes: - Grievances (see H14) - Abuse investigation records not involving staff (see P08)	Human Resources	Resolution of complaint + 3 years
H16	Criminal Background Checks Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers. Also includes annual Criminal Offence Declaration.	Human Resources	date employee ceased to be employed by employer + 7 years
H17	Employee Medical Records – Hazardous Materials Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.	Human Resources	E+40 years or 20 years after last record of exposure
H18	Employee Medical Records Includes doctor’s notes, correspondence, and health reports related to an employee’s medical situation.	Human Resources	When STD/LTD claims are resolved + 3 years
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.	Human Resources	day issued or earlier as may be specified by Commission + 5 years
H20	Confined Spaces Includes records relating to the assessment of confined spaces and written plan and procedures for the control of hazards in confined spaces. Also includes confined space atmospheric tests and a record of each worker’s entries and exists. Excludes: - Health and Safety (see H03) - Staff training (see H12)	Human Resources	1 year or the period necessary to ensure 2 most recent records retained
H21	Employee Recognition Includes all records and correspondence related to employee awards and honours granted by the Municipality. Includes: organized employee events such as staff barbeques, retirement celebrations, service awards, recognition parties, etc.	Human Resources	5 years
H22	Employee Certifications Includes records regarding individual employee certification, credentialing and mandatory training required by legislation or professional standards as a condition of employment. Includes applications, confirmation of mandatory training, certificate renewals and appointment renewals such as fire fighter mandatory training, water quality analyst certificates, sewage works operator certificates and commissioner of oaths appointment.	Human Resources	certification expired + 2 years

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J – JUSTICE

Class Code	Activity	Responsible Department	Total Retention (# of years after current year)
J01	Certificates of Offence (Part I) Includes Part I Certificates of Offence excluding Accident and Careless Driving offences. Records identified as POA schedule #CD-4R1. Excludes: Part I accident and careless driving matters (see J02)	Court Services	completion + 2 years
J02	Informations Part III/Accident and Careless Driving Part I Includes all Part III Informations and Part I Information Certificates of Offence relating to accident and careless driving matters. Records identified as POA schedule #CD-2.	Court Services	Event + 15 years (Event = date of incident)
J03	Control Lists/Justice Reports Includes certificate control lists and reports from Municipal and Provincial agencies such as Police, M.T.O. and M.N.R. etc.	Court Services	4 years
J04	Court Dockets Includes registers of court activity including POA (trial) dockets, Fail to Respond (FTR) dockets and Walk In Guilty (WIG) dockets detailing case dispositions (completed dockets). Also includes statistics on court activities and disposition of fines.	Court Services	3 years statement of defence – not set to trial = 5 years
J05	Transcripts and Records of Court Proceedings Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes and log books.	Court Services	6 years **
J06	Enforcements and Suspensions Includes records regarding the suspension of licenses issued by Provincial Government agencies such as RICO-4015 Preliminary Enforcement Report and RICO-4017 Enforcement Review Journal and fine collection efforts. Also includes audit reports provided by the provincial database.	Court Services	8 years
J07	Appeals and Transfers Includes records of appeals and of transfers to and from other Courts. Excludes: Appeals and Hearings (Municipal) (see L01)	Court Services	7 years
J08	Statistics/Payment Tracking Includes reports and other statistical data, including all RICO reports such as RICO-2100 New Offence Register, FICO-0100 Forms to be Printed Control List, RICO-4400 Cases Disposed to Criminal Court, daily courtroom utilization report and verification report, and all RICO and RCM cash payments and receipt reports, analysis, adjustments.	Court Services	8 years
J09	Disclosure Includes information requested by individuals in preparation for court cases.	Originating	6 years
J10	Certificates of Conviction Includes Court and POA records including Part II - Certificates of Conviction.	Court Services	6 years

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L – LEGAL AFFAIRS

Class Code	Activity	Responsible Department	Total Retention (# of years after current year)
L01	Appeals and Hearings Includes zoning appeals, development and educational charges appeals, official plan appeals, and Committee of Adjustment appeals. Records include notices of appeal, all transcripts and related documentation regarding appeals, hearings, legal proceedings and final judgments. Also includes orders issued by regulatory bodies and boards. Excludes: - Litigation (see L02-L03) - Harassment & Violence (see H15)	Clerk's	Permanent after Resolution of appeal
L02	Claims Against the Municipality Includes all litigation and insurance claims made by other parties against the municipality. Excludes: Appeals and Hearings (see L01)	Clerk's	Resolution of claim and all appeals + 2 years ultimate limitation = 15 years
L03	Claims By the Municipality Includes all litigation and insurance claims made against other parties by the municipality. Excludes: Appeals and Hearings (see L01)	Clerk's & Legal	Resolution of claim and all appeals + 2 years
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, development front-ending agreements, and subdivision agreements. Also includes agreements regarding tax arrears payment extension, easements, encroachments, area ways, laneways and records transfer. Excludes: - Office Equipment Maintenance Agreements (see L14) - Contracts regarding Land (see L07) - Insurance Policies (see L06) - Line fence agreements (see P01)	Clerk's	act or omission on which claim is based took place + 15 years **
L05	Insurance Appraisals Includes appraisals of municipal property for insurance purposes.	Clerk's & Legal	After a new appraisal has been done + 15 years
L06	Insurance Policies Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance. Excludes: - Employee Group Insurance (see H02) - Third Party Contracts (see L04) - Insurance Claims (see L03)	Clerk's & Legal	Expiry of policy + 15 years
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 including underground storage abandonment record, expropriation plans, purchase letters and appraisals. Excludes: Tax sales (see F22)	Clerk's & Legal	Property disposition + 10 years renewable energy projects agreements terms may not be more than 50 years append abandoned

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			petroleum storage tank to deed
L08	Opinions and Briefs Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and By-Laws.	Originating	Superseded**
L09	Precedents Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.	Originating	Superseded**
L10	Federal Legislation Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality. Also includes the Algonquin Indian Land Claim.	Originating	Superseded
L11	Provincial Legislation Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.	Originating	Superseded
L12	Vital Statistics Includes registers of births, deaths and marriages. Registers include license or permit serial numbers, date of issue and name of the parties. Excludes: • Population Statistics (see D01)	Clerk's	Permanent Marriage licences 2 years
L13	Prosecutions Includes records regarding prosecutions to enforce By-Laws and federal and provincial legislation. Excludes: • By-Law Enforcement (see P01) • Appeals and Hearings (see L01)	Originating	Delivery of judgement + 7 years
L14	Contracts and Agreements – Simple Includes contracts and agreements which do not require By-Law approval, such as equipment rental and service contracts and vehicle lease, purchase agreements, waste removal agreements, apprenticeship training contracts, vehicle leases, housing service managers and long-term care home licensee agreements relating to funding, service accountability and charges between licensees and authorized persons or residents. Also includes consents required under The Canadian Anti-Spam Legislation (CASL) Excludes: • Contracts and Agreements Under By-Law (see L04) • Line Fences agreements (see P01)	Clerk's	Expiry of contract + 2 years **

M – MEDIA AND PUBLIC RELATIONS

Class Code	Activity	Responsible Department	Total Retention (# of years after current year)
M01	Advertising Includes records regarding public advertising in magazines, newspapers, radio, television, and transit. Excludes: • News Releases (see M06) • Recruitment (see H11) • Elections (see C07)	Originating	1 year**
M02	Ceremonies and Events Includes records regarding participation in special events, openings, and anniversaries, such as	Originating	5 years**

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	Remembrance Day, Canada Day, etc. Also includes records regarding the set-up and running of special events. Excludes: Permit to hold event (see P11)		
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. Excludes: Receipts (see F19)	Originating	1 year
M04	Complaints, Commendations and Inquiries Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints related to services provided by the municipality. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. May also include compliance letters issued in response to a lawyer’s request. Excludes: - Accessibility of Records (FOI) requests (see A17) - Grievances or harassment/violence complaints by or against employees (see H14, H15) - Employee recognition (see H21)	Originating	5 years **
M05	News Clippings Includes clippings from newspapers, information from journals and other printed media. May also include information related to online media coverage, radio or television clips. Excludes: Clippings used as reference material (see relevant subject)	Originating	1 year**
M06	News Releases Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	Originating	1 year**
M07	Publications Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, program and services pamphlets, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature as well as copies of social networking sites (website, Facebook, etc.) published by the municipality.	Originating	Superseded** Superseded + 3 years if publication is subject to copyright or trademark
M08	Speeches and Presentations Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials. Excludes: - Media coverage of speeches/presentations (see M05) - News Releases (see M06)	Originating	3 years **
M09	Visual Identity and Insignia Includes records regarding branding and the standards which apply to graphic designs as part of a Visual Identity Program. Includes trademarks, logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.	Clerk’s & Legal	Superseded + 5 years **
M10	Website and Social Media Content	Originating	Superseded + 2 years

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	Includes records of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook & Twitter. Excludes: Published website content (see M07)		
M11	Public Relations and Public Awareness Includes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters, proclamations, etc. Also includes issues regarding internal/external communications. Includes programs designed for public awareness and engagement.	Originating	5 years **
M12	Intellectual Property Include certificates of copyright, applications for patents and trademark registration. Also includes monitoring and enforcement of authorized use of copyright, trademarks and patents including copyright use permission requests.	Clerk's & Legal	copyright, patent or trademark expired or last use + 5 years

P – PROTECTION AND ENFORCEMENT SERVICES

Class Code	Activity	Responsible Department	Total Retention (# of years after current year)
P01	By-Law Enforcement Includes records of municipal efforts to enforce by-laws such as parking tickets and fence-line disputes, property standards investigations, etc. Includes order to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs, line fence agreements, etc. Excludes: - Health & Fire Inspections (see P07) - Investigations (see P08) - Environmental Monitoring (see E05) - Prosecutions (see L13) - Animal Control Enforcement (see P14) - Lottery license Enforcement (see P09)	Originating	6 years **
P02	Daily Occurrence Logs Includes daily occurrences logs maintained by the Chief Building Official and any other Municipal Enforcement Officers.	Originating	5 years **
P03	Emergency Planning and Response Includes records regarding the planning, testing, rehearsal of and response to emergency, safety and contingency measures. May also include records of previous disasters including emergency command centre operation, response reports, press clippings, pandemic planning, etc.	Originating	S** or expiry of plan + 5 years if Canadian <i>Environmental Protection Act</i> applies
P04	Hazardous Materials 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 Excludes: - Staff Safety Training (see H04) - Personal exposure (see H17) - Manifests (see E07)	Originating	5 years

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P05	Incident/Accident Report Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. Excludes: - Security (see A18) - Accidents of Municipal Staff (see H04) - Compensation claims and vehicle accidents (see L02 or L03)	Originating	5 years
P06	Building and Structural Inspections Includes building and structural tests and inspection reports relating to work platforms; plumbing and sprinkler systems; fire alarm circuits, power supply and system; fire suppression systems; electrical; and other structural inspections. Also includes inspections of marijuana grow operations after appropriate notification from a police force. Excludes: By-Law Enforcement (see P01)	Building	Permanent
P07	Fire Safety Inspections Includes Fire Marshall's, Public Health and related health and safety violation and verification inspection reports conducted or performed on private, public and commercial properties. Excludes: - Internal Health & Safety Inspections (see H04) - Routine building and structural inspections (see P06)	Fire	Superseded but, minimum 1 year
P08	Investigations Includes records of investigation pertaining to law enforcement, or the origin or cause of traffic accidents, serious occurrences, ambulance and fire response scrutiny. Excludes: - By-Law Enforcement (see P01) - Harassment & Violence staff investigations (see H15)	Originating	10 years **
P09	Licences Includes records regarding licences administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, cemetery, crematorium, funeral establishment licenses, businesses, lotteries, accessible transportation operation and quarries, etc. Excludes: Marriage Licences (see L12)	Originating	Expiry of licence + 2 years
P10	Building Permits Includes permits issued to builders, contractors, and residents giving them permission to build or renovate. Also includes permits for construction of cell towers and the structure for wind-powered turbines. Excludes: All other permits (see P11)	Building	Permanent
P11	Permits – Other Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to hold special events, temporary road closure, drinking water works permits, transport oversize loads, erect signs, park on the street, burn permits, etc. Excludes: - Building Permits (see P10) - Encroachment Permits (see D16) - Burial Permits (see S09) - Road and lane opening/closings (see T09)	Originating	Expiry of permit + 2

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P12	Warrants Includes all warrants issued for By-Law enforcement purposes.	Court Services By-Law Services	Execution of warrant + 2 years Court services search warrants – 40 years
P13	Criminal Records Includes all documentation relating to individuals with a history of criminal activity. Excludes: - Staff Police Background Checks (see H16) - Investigations (see P08) - Prosecutions (see L13)	Court Services By-Law Services	Occurrence/ investigation closed or disposition of charge + 5 years
P14	Animal Control Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Also includes records of distrained animals and pound animal records. Excludes: Dog Licenses (see P09)	Originating	date animal was last in the pound + 2 years
P15	Community Protection Programs Includes records on community protection and crime prevention such as Community Policy, Victim Services Neighbourhood Watch and Block Parents. Also includes programs aimed at public education on fire, water and traffic safety and similar programs. Records include correspondence and brochures. Also includes video surveillance footage of high incident and public spaces.	Originating	Superseded + 2 years ** Surveillance video 14 days unless requisitioned for use If requisitioned for use (MFIPPA or other investigation) = Superseded + 2 years
P16	Emergency Services Includes records regarding police, land ambulance, fire and rescue services.	Originating	Superseded + 5 years
P17	Fire – Significant Incident and Impact Reports Includes reports and statements documenting significant and noteworthy incidents events that occur when responding to a Fire, the role of the attending responders in the incident, and the actual or potential impact of these incidents.	Fire	Superseded + 5 years
P18	Fire – Accident Response Reports Includes records relating to emergency services provided such as fire suppression and emergency call response. Includes emergency response reporting, fire call reports and fire cause identification. Excludes: Investigations (see P08)	Fire	Superseded + 5 years
P19	Fire Statistics Includes records relating to performance plans and the associated statistical reporting of performance, calls and accidents involving emergency medical services, traffic and work-related issues	Fire	Superseded + 2 years
P20	Prohibition and Notices 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.	Legal	15 years
P21	Facilities Routine Water Use, Monitoring and Testing Includes records regarding the testing of swimming pool or splash pad water for chlorine and pH levels, water outlet inspections, the number of bathers per day, any rescues or breakdowns of equipment. Also	Community Services	pools and recreational camps = 1 year

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	includes routine testing, monitoring and flushing of water systems in recreational camps.		
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R – RECREATION AND CULTURE

Class Code	Activity	Responsible Department	Total Retention (# of years after current year)
R01	Heritage Preservation Includes records regarding heritage and historical development, including designations and registers of buildings, districts, and cemeteries as well as archaeological digs, archeological and heritage assessments, and heritage conservation district studies and plans. May also include heritage registries. Excludes: - Historical Designation By-Laws (see C01) - Natural heritage preservation (see E18)	Clerk's	End of plan year or removal of designation + 3 years **
R04	Parks Management Includes correspondence, descriptions, reports and other records dealing with the management design, set-up, landscaping and maintenance of specific municipal parks. Includes maps and plans. Also includes information dealing with maintenance of playground equipment. Excludes: Building and Property Maintenance (see A20)	Community Services	park maintenance = 5 years ** Playground equipment maintenance = 15
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.	Community Services	program development & evaluation = 3 years ** program registration = 1 year attendance fee collection = 6 years

S – SOCIAL AND HEALTH CARE SERVICES

Class Code	Activity	Responsible Department	Total Retention (# of years after current year)
S09	Cemetery Interment Includes cemetery license, burial permits, maps, plot ownership records, deemed cancellations, death certificates and warrants to bury, interment or scattering rights certificates, created remains and body disposal registers, and indexes for municipal cemeteries and abandoned cemeteries. Excludes: - Building and Property Maintenance (see A20) - Promotional materials (see M07) - Price lists and cemetery operation (see S20)	Clerk's	Permanent** Transfer to archives if no longer managed Burial permits = 2 years
S20	Cemetery Operations Includes records relating to the business operation of a municipal cemetery including price lists and removed markers records. Excludes:	Community Services	Contract fulfilled or no longer applies + 6 years

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	• Burial Permits, interment records, etc. (see S09)		
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T – TRANSPORTATION SERVICES

Class Code	Activity	Responsible Department	Total Retention (# of years after current year)
T01	Illumination Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Also includes records on power consumption.	Engineering	Removal of the equipment + 6 years Specifications = P
T02	Parking Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.	Engineering	Closure of lot or space + 6 years
T03	Public Transit Operations Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records, route administration and planning, fare policies, intergovernmental transit co-ordination. Excludes: - Accessible transportation application and approval (see S11) - Driver scheduling (see H01)	Transit	Closure of route/ shelter/ stop + 1 year**, 2 years minimum retention
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, etc. Excludes: - Design and Planning (see T05) - Routine maintenance and minor improvements to road systems (see T06) - Drawings (see A27)	Engineering	project finished + 1 year** 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.	Engineering	project finished + 1 year** Specifications = P
T06	Road Maintenance and Salt Usage Includes records and studies regarding the inspection and maintenance of roads. Minor repair maintenance includes the installation of culverts, minor repairs to the road surfaces, curbs and side-walks, cycle-ways, footpaths, walkways, etc. Routine maintenance includes grading, ploughing and sanding of roads, and snow removal and cleaning. Also includes Salt Management Plan and revisions, yearly review, reports, other records, studies, and information regarding salt usage and contamination from salt used on roads. Includes training program materials and records of training for all personnel when managing or performing winter maintenance activities involving the use of road salts. Excludes: Non salt usage training records (see H03)	Engineering	project finished + 1 year salt plans, usage, training and reports = 7 years Specifications = P
T07	Signs and Signals Includes records and studies regarding the manufacture, installation, servicing and maintenance of signs and signals. Excludes:	Engineering	Removal of sign/signal + 1 year

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	- Visual Identity Program (see M09) - Sign Permits (see P11)		
T08	Traffic Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes records regarding impacts of temporary road closures for special events. Excludes: Permits for temporary closure – see P11	Engineering	project finished + 1year** Temporary road closures = 2 years
T09	Roads and Lanes Openings/Closures Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications. As well as records related to requests to open road and street allowances. Excludes: - Temporary road closures - see T08 - Land Sales - see L07 - Road Closing By-Laws - see C01	Engineering & Planning & Legal	project finished + 1year**
T10	Field Survey/Road Survey Books Includes engineering field survey notes as well as books.	Engineering	project finished + 1 year
T11	Bridges Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	Engineering	project finished + 1 year Specifications = P

V – VEHICLES AND EQUIPMENT

Class Code	Activity	Responsible Department	Total Retention (# of years after current year)
V01	Fleet Management Includes records of summary fleet information and fleet records for each vehicle (including attached devices such as Fire-Fighting Chassis Mounted Aerial Devices) leased or owned, operated and maintained by the municipality. This includes plate permits, CVOR certificates, operating manuals, routine/daily inspections, vehicle history files, ignition interlock device installation, and vehicle maintenance, registration and disposal. Excludes: - Insurance Policies (see L06) - Accident Claims (see L02, L03) - Leases/Contracts (see L14)	Originating	termination of lease) + 2 years public vehicles trip record = 1 year Daily Inspection Logs = 2 years or 6 months after vehicle ceases to be operated
V02	Mobile Equipment Includes records and operating manuals regarding mobile (motorized) equipment used in conjunction with vehicles. Also includes routine inspections, maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc.	Originating	Disposal of equipment + 1 year
V03	Transportable Equipment Includes operating manuals and records regarding transportable equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	Originating	Disposal of equipment + 1 year

Legend:
P – Permanent; **S** – Superseded by newer version; **E** – Retention begins after triggering event;
C – Current calendar year; **D** – Dispose/Destroy; ****** - Subject to Archival Selection (review required before destruction)

V04	Protective Equipment 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. Excludes: Uniforms and Clothing (see A14)	Originating	Disposal of equipment + 1 year
V05	Ancillary Equipment Includes records regarding fixed equipment, which is non-vehicle and non-office in nature. Includes equipment such as work or suspended platforms, lifting devices not attached to a structure, appliances such as autoclaves and dishwashers, garbage compactors, industrial shredders etc. Includes correspondence, equipment user and procedural manuals, warranty, routine inspections, maintenance, licences and history records. Includes setup tests and manuals. Excludes: - Gasoline storage tanks (see E24) - Mechanical & operational systems integral to building structure (see A26) - Private/small water systems (see E22)	Originating	Disposal of equipment + 1 year Set-up tests = until superseded

1. DEPARTING EMPLOYEE PROCEDURES

- 1.1 Departing employees must leave all records to their successor and/or supervisor in accordance with any policies and procedures defined by the City. At minimum, departing employees must verify prior to their last day:
- a) Records have been stored, transferred to an approved repository or destroyed based on their retention schedules;

b) Personal non-work related information that may have been stored electronically or physically has been destroyed;

c) Email records have been appropriately saved or destroyed;

d) A list of all records that the employee is responsible for maintaining has been prepared for transfer to the new employee; and

e) Passwords for protected files or storage mediums have been reset and/or transferred to the new employee.

2. EMPLOYEE MAILBOX RETENTION PROCEDURES

Days from Termination Date	Activity
Day 0	User account is de-activated Standard "Out of Office Message" is implemented for a period of 30 days.
Up to Day 365 (1 Year)	Requests shall be made to the City Clerk for a Stay of Deletion of account data by the manager of the department.
Day 365 (1 Year)	Data is permanently deleted or retained for a specified period of time at the Clerk's discretion.
*(5 Years) Directors	Director level or higher mailboxes shall be stored and kept for 5 years, after which the data will be

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	permanently deleted. Stay of Deletion requests shall be made to the City Clerk and will be deleted or retained for a specified period of time at the Clerk’s discretion.
*(5 Years) Council Members	Council Member mailboxes shall be stored and kept for 5 years, after which the data will be permanently deleted. Stay of Deletion requests shall be made to the City Clerk and will be deleted or retained for a specified period of time at the Clerk’s discretion.

- The City Clerk is available to further advise on file retention and disposition by request.*
 - At the discretion of the senior management team as a whole and the City Clerk, this process can be overridden and/or deferred.*
- 2.1

Standard Out of Office Message for Email Addresses:

a)

On the termination date, a standard email message will be set by Information Services on the named account, advising that the person is no longer available through the account. After 30 days, new email will not be delivered to the account.
- 2.2

Stay of Deletion – May be appropriate for:

a)

Senior management roles;

b)

Management or supervisory roles; and

c)

Positions terminated with little to no notice.
- 2.3

Extended Retentions (must be justified in writing)

a)

Email from manager to Information Services;

b)

Information Services will engage the City Clerk;

c)

If supported by the City Clerk, the account will be converted to a shared mailbox; and

d)

If supported by the City Clerk, OneDrive accounts may be shared with authorized individuals. Retention of these OneDrive accounts will follow the same process and timeline as set out above.