

## **Policy Statement**

1. The City recognizes records as valuable and essential corporate assets. An effective and efficient corporate records and information management (RIM) program is vital to ensure:
  - a. legislative and regulatory compliance;
  - b. improved transparency and accountability;
  - c. effective policy-making and informed decision-making;
  - d. risk management and business continuity in the event of disaster;
  - e. protection of rights and obligations of the organization and its citizens;
  - f. greater business efficiency and cost savings;
  - g. protection of corporate, personal, and collective memory;
  - h. secure, timely, and appropriate disposition of records and information that have met the requirements of the retention schedule; and
  - i. identification and protection of personal information and vital records.

## **Purpose**

2. The purpose of this policy is to define the City's records management strategy.

## **Scope**

2. This policy applies to all records (regardless of media) under the care, control, or custody of the City, including those created or received in all departments, committees, or by the Mayor and members of Council.
3. Where records of a member of Council are not related to the discharge of their duties or are not in the custody or control of the City, the Mayor and Council records are considered "personal" records and include those commonly referred to as constituency records. These records are outside the scope of this policy and not subject to the City's RIM policy. Further information regarding the Mayor and Councillors' records is available through the [Information and Privacy Commissioner of Ontario](#).

## Definitions

3. For the purposes of this policy,

“City” means the City of Owen Sound, and a reference to the City is a reference to the geographical area or The Corporation of the City of Owen Sound as the context requires;

“Classification system” means the standardized system of identifying, classifying and arranging records. The City uses a subject numeric order system called TOMRMS;

“Destruction” means the physical disposal of records. Paper files may be shred, pulverized, incinerated or macerated. Electronic records may be degaussed, cryptographically sanitized, or physically destroyed;

“Director” means the City Manager, the Director of Community Services, the Director of Corporate Services, the Director of Public Works & Engineering, the Fire Chief, the Chief Curator, or any one of the above, and any designates thereof;

“Disposition” means the destruction of a record in a manner appropriate to its level of confidentiality;

“Employee” means City of Owen Sound full-time employees, part-time employees, students;

“Inventory” means a complete list of records;

“Legal hold” means the process whereby the normal disposition or processing of records is suspended as these records are identified for additional retention in the event of, or in anticipation of, an audit, investigation, litigation, an order by another decision-making body, or other matter;

“Manager” means an employee who is responsible for a City division and includes employees who supervise and manage other employees;

“MFIPPA” means the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, C. M.56;

“Municipal Act” means the *Municipal Act, 2001*, S.O. 2005, c. 25;

“Official record” means a record necessary to:

- a. meet legal, financial, operational, historical or archival requirements;
- b. provide evidence of a business activity, decision or transaction; or
- c. protect the rights of the citizens and the City;

“Personal information” means recorded information about an identifiable individual, including,

- a. information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual,
- b. information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
- c. any identifying number, symbol or other particular assigned to the individual,
- d. the address, telephone number, fingerprints or blood type of the individual,
- e. the personal opinions or views of the individual except if they relate to another individual,
- f. correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,
- g. the views or opinions of another individual about the individual, and
- h. the individual’s name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual;

“Personal information bank” means a collection of personal information that is organized and capable of being retrieved using an individual’s name or an identifying number or particular assigned to the individual;

“PHIPA” means *Personal Health Information Protection Act, 2004*, S.O. 204, c 3, Sch A;

“Record” means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes,

- a. correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof, and
- b. (subject to MFIPPA) any record that is capable of being produced from a machine readable record under the control of an institution by means of computer hardware and software or any other information storage

equipment and technical expertise normally used by the institution("document");

"Records and information management" (RIM) means the systematic control of all records, regardless of media, from their creation or receipt, through their lifecycle. The lifecycle includes processing, distribution, organization, storage, retrieval, and disposition;

"Retention period" means the period of time a record must be kept before it may be disposed;

"Scope notes" means the explanation and clarification of the purpose and meaning of the record series and the documentation included and excluded within the record series;

"Superseded" means replaced or take the place of. A record may be superseded by newer information;

"Transitory record" means a record that is useful for only a short time and has minor importance by not being required to meet legal, financial, or operational obligations, provide evidence of business activities, decisions or transactions, or protect the rights of the citizens and the City. Examples include miscellaneous notices, duplicate copies, drafts and publications;

"TOMRMS" means The Ontario Municipal Records Management System. The City uses this file classification system;

"Vital record" means a record that is essential to resume or to continue the operation of the City after an emergency; those records necessary to recreate the corporation's legal and financial position; and/or those necessary to preserve the rights of the City, its employees, customers, and ratepayers. Examples include by-laws and the tax roll.

## **Policy**

### **Responsibilities**

4. Effective records and information management is a shared responsibility.
5. Each department has a designated "RIM Representative" to liaise between the Clerk's Office and the department users. The Communications & Administrative Assistant, the Human Resources Assistant, the Art Gallery Operations Coordinator, the Administrative Assistants of Community Services, Corporate Services, Public Works, Water/Wastewater, the Engineering Services Administrator as well as the Development Coordinator are the RIM Representatives. The RIM Representative should have a

thorough knowledge and understanding of the RIM program and administrative operation of their respective department.

6. It is the responsibility of the City Manager, Directors and Managers to:
  - a. ensure all staff are aware of their responsibilities under this policy;
  - b. demonstrate support and compliance with this policy;
  - c. in coordination with the Clerk's Office, address any non-compliance with this policy; and
  - d. act as the signing authority or designate a suitable individual in the department as signing authority, for disposition of department records.
7. It is the responsibility of the Records Management Coordinator to:
  - a. administer the City's RIM program in order to manage corporate records according to applicable legislation and regulations;
  - b. ensure reasonable procedures are in place to properly manage and protect City records from inadvertent destruction, damage or unauthorized access, taking into account the financial and staff resources available to protect such records;
  - c. provide RIM training, advice and assistance to City employees;
  - d. provide inactive file retrieval for City employees;
  - e. audit, evaluate and report on progress of the RIM program; and
  - f. develop other elements of the RIM program, including and not limited to, vital records and disaster management.
8. It is the responsibility of all employees/users to:
  - a. familiarize themselves and comply with this policy;
  - b. report any violation of this policy to their respective Director, Manager, or Records Management Coordinator;
  - c. identify and distinguish official records and transitory records;
  - d. create, classify and store official records according to TOMRMS;
  - e. ensure records are disposed of in accordance with this policy and the City's disposition procedures;
  - f. ensure records in their custody and control are:
    - i. protected from inadvertent destruction;
    - ii. protected from unauthorized use or access; and
    - iii. properly preserved throughout their lifecycle;

- g. maintain the confidentiality of records with personal and/or sensitive information; and
- h. ensure all records remain accessible to authorized staff and retrievable for the entire period set out in the City's Records Classification and Retention Schedule.

### **General Policy Guidelines**

- 9. For the purposes of this policy, records listed in the Municipal Act as being under the control of the Clerk may be inspected at any time on the website. Should a request be made to see the "wet signature" version, this may be done under supervision, subject to legislative limitations.
- 10. The RIM program will follow the Generally Accepted Recordkeeping Principles®.
- 11. Records created, received and/or maintained by employees are City property. This includes records held on personal electronic devices. Care must be taken to avoid the use of personal electronic communication devices, particularly as these may be held in the case of a legal hold or freedom of information request.
- 12. Any employee leaving his/her position is required to leave all official records for any successors, or with the Division Manager.
- 13. Records may be identified for additional retention or transfer as part of a legal hold procedure, audit, investigation, or for archival purposes.
- 14. Staff shall consult with the Records Management Coordinator (and the Manager of IT where appropriate) prior to purchasing filing equipment, systems and supplies to ensure they are consistent with the standards and specifications of the RIM program.

### **Record Creation and Classification**

- 15. Employees must create and maintain records that accurately and adequately document and provide evidence of City business transactions and activities in which they are involved as part of their duties, in accordance with the specific requirements of their service area.
- 16. Employees are responsible for all records they create and receive in the course of their duties.

### **Storage**

- 17. Records will be stored in an environment that preserves the record over its entire lifecycle.

18. Access restrictions will be applied to official records where required by the department and to comply with access and privacy provisions outlined in MFIPPA, PHIPA or other statutes.
19. Records containing personal, sensitive and/or confidential information must be stored in a manner that safeguards the information and meets the criteria of MFIPPA, PHIPA or other statutes.

## **Retention**

20. Record retention and classification varies according to a record's:
  - a. Administrative/business value – records which assist in the performance of current or future activities;
  - b. Fiscal value – records which ensure the timely payment of obligations and the proper receipt of receivables, as well as support the organization's financial audits and tax returns. Examples include records relating to financial transactions, such as financial ledgers, debenture records, audit files, budget files etc.;
  - c. Legal value – records usually required by legislation such as by-laws, minutes or land transactions; or
  - d. Research/historical value – records containing information on people, places and events relating to major milestones, history or the development of the city and its citizens.
21. Official records must be classified according to TOMRMS before the retention schedule may be applied. If a record does not fall within TOMRMS, a submission for a new classification and retention period must be made to the Records Management Coordinator.
22. Vital records will be identified in the retention schedule. Those in electronic format will be protected by means of a recovery system such as a back-up. Those in paper format will be protected against the hazards of water, fire, mildew, lights, insects, rodents and excessive humidity. All vital records will be additionally protected against human hazards such as theft and unauthorized access.
23. Personal information banks will be identified in the retention schedule. Personal information will be protected from theft and unauthorized access by limiting access to authorized personnel only and ensuring disposition according to the retention schedule. Further steps shall be taken to collect and retain only necessary personal information.
24. The retention schedule will apply only when a file has been closed and is no longer in use. A file/record is closed in the following circumstances:

- a. At year-end being December 31st;
- b. Once the information has been replaced (superseded) with newer information or the information is no longer in use; or
- c. As a result of a trigger event, which is something that must occur before the retention time begins to run. Such events may include expiry date, final decision, project completion, sale of an asset, etc.

## **Disposition**

25. No official records may be destroyed without the written consent of the Clerk's Office.
26. Transitory records are to be destroyed as soon as they are no longer useful unless they are subject to a freedom of information request, pending or current litigation, or an investigation, in which case they must be retained.
27. A minimum of once annually, the disposition procedure for all records and information shall be followed. The Records Management Coordinator must review the 'Record of Destruction' to ensure none of the records should be retained for archival or legal-hold purposes.
28. Both the physical and the electronic copy of the [Record of Destruction](#) are to be provided to and retained permanently by the Clerk's Office.
29. The Records Management Coordinator will administer the retention schedule and the destruction or transfer of official records as per the retention schedule.
30. All records will be destroyed to preserve the confidentiality of the information in a record. To this end, all paper at the City of Owen Sound will be shredded.
31. The disposition schedule may be suspended for records, including transitory records, which may be relevant to a:
  - a. pending or current audit, investigation or litigation; or
  - b. request for access under MFIPPA.

## **Compliance**

32. Any destruction, deletion, alteration, or attempts to discard or interfere with the accessibility of any record or other information which may be relevant and required for an ongoing, imminent, or pending audit, investigation, litigation, or pertaining to an access request under MFIPPA, is a violation of both legislation and this policy, and may result in criminal charges.



33. Corrective actions may be taken to address instances of non-compliance and may include additional training, changes to procedures, the suspension or removal of delegated authority, disciplinary action, or other measures.

**Policy review**

34. The Records Management Coordinator will review this policy:
  - a. annually to ensure effectiveness and compliance with current business processes; or
  - b. sooner, if required, based on legislative changes.
35. The Records Management Coordinator is authorized to make such administrative changes to this policy as appropriate to keep the policy current. Any revision to the policy’s intent must be presented to the City Manager for consideration.

**Related Information and Resources**

**Internal**

36. [Record of Transfer or Destruction.xltm](#)
37. [Electronic File Disposition.docx](#)
38. [Physical File Disposition.docx](#)

**External**

39. [Municipal Freedom of Information and Protection of Privacy Act](#) (MFIPPA ‘em-fip-ah’);
40. [Personal Health Information Protection Act](#) (PHIPA ‘pee-hip-ah’);
41. [Municipal Act, 2001, S.O. 2001, c. 25.](#)

**Appendices**

42. N/A

**Revision History**

| <b>Authority</b> | <b>Date</b> | <b>Approval</b> | <b>Description of Amendment</b> |
|------------------|-------------|-----------------|---------------------------------|
| Council          | 1987-04-27  | By-law 1987-67  |                                 |
| Council          | 2004-09-13  | By-law 2004-140 |                                 |
| Council          | 2018-01-15  | By-law 2018-004 |                                 |
| Council          | 2019-04-01  | By-law 2019-052 |                                 |
| Council          | 2019-12-02  | By-law 2019-189 |                                 |
| Council          | 2022-01-24  | By-law 2022-011 |                                 |

| <b>Authority</b> | <b>Date</b>                   | <b>Approval</b> | <b>Description of Amendment</b>  |
|------------------|-------------------------------|-----------------|--|
| City Manager     | 2023-11-07                    | CM23-017        | New policy template. Annual updates to retention schedule (added ROT, A00 classification series) |
| Choose an item.  | Click or tap to enter a date. | Choose an item. |  |

**Approval No. CM23-017**

**Policy No. AF002**

**Records and Information Management  
Retention Schedule and Scope Notes**

Pick one:

- This policy impacts employees only.
- This policy impacts Council and employees:

The policy report Number was/will be presented to **Choose an item.**  
Committee on **Click or tap to enter a date.** for information purposes.

This policy is: (check all that apply)

- new (a new policy on a new topic)
- amended (an existing policy that is updated)
- repealed (a policy that is no longer needed)
- supersedes Policy No. Number (a policy that replaces another policy)



Tim Simmonds

NOV. 7, 2023  
Date

## Terms and Terminology

| Term                | Meaning   | Notes  |
|---------------------|---|--|
| <b>Cases</b>        | Cases. All cases are tertiary-level. Users must have a means of selecting which case their record is associated to.   |  |
| <b>CCM</b>          | Case Category Metadata ( <b>CCM</b> ) field. A mandatory drop-down document metadata field for each case records type whereby the user selects the case the document is about | i.e.. WHICH employee, WHICH contract, etc.   |
| <b>Disp. Action</b> | <b>Disposition Action.</b> Action taken on records that reach the end (termination) of their lifecycle (retention period).  | Typical actions are:<br><br>Delete/Destroy<br>Permanent (keep permanently)<br>Transfer to an outside archival agency<br>Unknown (not yet determined)   |
| <b>FRM</b>          | Format. This describes the format that is considered to be the official record. Other formats may exist and are considered duplicates.  | P = Paper<br>E = Electronic<br>B = Both paper and electronic. Use in cases where the category is in transition and both paper and electronic records are used.<br>O = Other  |
| <b>Period</b>       | Official Retention Period (versus business retention period).   | Retention period to be utilized by the RIM software.   |
| <b>PII</b>          | Records in this category are likely to (may) contain <b>Personally Identifiable Information (PII)</b> that can be used to identify a person, such as a name, address, etc.    | Y if records in this category <i>Can</i> or <i>Will</i> contain PII.<br>N if records in this category will never contain PII.  |
| <b>Metadata</b>     | A metadata field needed either for records management (retention rule) purposes, or for business purposes.  | The metadata field is one of the following:<br><br><b>Document.</b> A field of all documents of this Content Type.<br><b>Case.</b> A field of the case container (Document Set, Library, Folder). One field for all documents in each case.  |
| <b>RD</b>           | Responsible Department  | BB=Billy Bishop Museum,<br>BU=Building,<br>BY=By-law Enforcement<br>CL=Clerk's,<br>CDM= Community Development and Marketing,<br>CF= Corporate and Facility Services,<br>CM=City Manager,<br>EOC=Emergency Management<br>EN=Engineering,<br>HR=Human Resources,<br>OR=Originating,<br>PA=Parks & Open Space,<br>PG=Parking,<br>PL=Planning,<br>TR=Treasury,<br>WO=Works |

|                |   |   |
|----------------|---|---|
| <b>SEN</b>     | Sensitivity   | <p><b>P</b> = Public. Not sensitive. Open to anyone inside the organization (internal), or outside (external).</p> <p><b>I</b> = Internal. Available to anyone inside the organization (Internal), but restricted outside (external).</p> <p><b>C</b> = Confidential. Restricted to specified inside and/or external groups only.</p> |
| <b>Trigger</b> | Metadata field that triggers the retention period. Not to be confused with DHR (Document Handling Rules) triggers that trigger declaration. | <p>The <b>Trigger</b> metadata field is one of the following:</p> <p><b>Document.</b> A field of all documents of this Content Type.</p> <p><b>Case.</b> A field of the case container (Document Set, Library, Folder). One field for all documents in each case.</p>   |
| <b>Type</b>    | Retention Type. Determines how retention will be applied to documents in this category.   | <p><b>T</b> = Time Based (for admin records)</p> <p><b>D</b> = Document-based (based on a document field property)</p> <p><b>E</b> = Event Based (For case records)</p> <p><b>R</b> = Relationship-based (for Supersedence)</p>   |
| <b>Unit</b>    | Unit of Measurement of retention period.  | Day, Week, Month, Year  |
| <b>V</b>       | Vital. These records are required for the resart of the organization in the event of a catastrophe. Records are to be duplicated off-site.  |   |

### ADM - Administration

| Secondary                         | No. | C | Description   | Metadata      |                | F<br>R<br>M | V | P<br>I<br>N | S<br>E<br>N | RD | Retention Rule |                     |      |                 |          | Citation |      |
|-----------------------------------|-----|---|---|---------------|----------------|-------------|---|-------------|-------------|----|----------------|---------------------|------|-----------------|----------|----------|------|
|                                   |     |   |   | Trigger       |                |             |   |             |             |    | Type           | Period              | Unit | Disp.<br>Action |          |          |      |
|                                   |     |   |   | Document      | Case           |             |   |             |             |    |                |                     |      |                 | Document |          | Case |
| Projects                          | A00 | C | Corporate and department projects   |               |                | E           |   | Y           |             | OR |                | Project<br>End Date | E    | 10              | Y        | D        |      |
| Associations & Organizations      | A01 |   | 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, MISA, etc. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.<br>Excludes:<br>• Membership Fees - see F01   |               |                | E           |   | N           | I           | OR |                | Document<br>Date    | T    | 1               | Y        | D        |      |
| Staff Committees & Meetings       | A02 |   | 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.<br>Excludes:<br>• Council Minutes and Agenda - see C03-C04<br>• Standing Committees - see C05-C06<br>• Health & Safety Committee Meetings – see H04  |               |                | E           |   | N           | I           | OR |                | Year End<br>Date    | T    | 4               | Y        | D        |      |
| Computer Systems and Architecture | A03 |   | Includes records relating to the design of computer systems, system changes and 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.<br>Excludes:<br>• Reports - file by subject<br>• Acquisitions - see F18 |               | System<br>Name | E           |   | N           | I           | IT |                | Superseded<br>Date  | R    | 6               | Y        | D        |      |
| Conferences and Seminars          | A04 | 0 | 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.  | Event<br>Name |                | E           |   | N           | I           | OR |                | Event Date          | T    | 1               | Y        | D        |      |
| Consultants                       | A05 |   | Category removed  |               |                |             |   |             |             |    |                |                     |      |                 |          |          |      |

## ADM - Administration

| Secondary                      | No.   | C | Description   | Metadata |      | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Retention Rule   |        |      |                 |          | Citation |  |
|--------------------------------|-------|---|---|----------|------|-------------|---|-------------|-------------|----|------------------|--------|------|-----------------|----------|----------|--|
|                                |       |   |   | Trigger  |      |             |   |             |             |    | Type             | Period | Unit | Disp.<br>Action |          |          |  |
|                                |       |   |   | Document | Case |             |   |             |             |    |                  |        |      |                 | Document |          | Case   |
| Inventory Control              | A06   |   | Includes inventory statements and reports, and all other records regarding the control of supplies, furnishings and office and small equipment stock levels.<br>Excludes:<br>• Assets - see F06<br>• Controlled Drug Substances – see S18<br>• Petroleum Products – see E24   |          |      | B           |   | N           | I           | OR | Year End Date    |        | T    | 6               | Y        | D        |  |
| Office Equipment and Furniture | A07   |   | Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc.<br>Excludes:<br>• Computer Hardware and Software - see A03<br>• Service Agreements - see L14<br>• Assets - see F06                                     |          |      | B           |   | N           | P           | OR | Disposal Date    |        | E    | 0               | D        | D        |  |
| Office Services                | A08   |   | Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the inter-office mail system, internal printing.<br>Excludes:<br>• Forms and templates - See A08.1   |          |      | B           |   | N           | P           | OR | File Closed Date |        | T    | 1               | Y        | D        |  |
| Forms & Templates              | A08.1 |   | Includes all management of forms and templates  |          |      | B           |   | N           | P           | OR | Superseded Date  |        | R    | 1               | D        | D        |  |
| Policies and Procedures        | A09   |   | Includes policy and procedure manuals, work instructions, protocols, guidelines and directives relating to administrative, governance and operational processes.  |          |      | E           |   | N           | P           | CL | Superseded Date  |        | R    | 15              | Y        | D        | g040, g046, g059, g060, g062, g125, g148, g155 |
| Records Management             | A10   |   | Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, classification structures, feasibility studies, and records centre operations.<br>Excludes:<br>• Retention By-Law - see C01<br>• Policies and Procedures - see A09<br>• Records Disposition - see A11 |          |      | B           |   | N           | I           | CL | Superseded Date  |        | R    | S               |          | D        |  |
| Records Disposition            | A11   |   | Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.   |          |      | E           |   | N           | I           | CL | Disposition Date |        | T    | P               |          | P        | CAN/CGSB-72.34-2017                            |

## ADM - Administration

| Secondary                   | No. | C | Description  | Metadata |      | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Retention Rule  |        |      |                 |          | Citation |      |
|-----------------------------|-----|---|--|----------|------|-------------|---|-------------|-------------|----|-----------------|--------|------|-----------------|----------|----------|------|
|                             |     |   |  | Trigger  |      |             |   |             |             |    | Type            | Period | Unit | Disp.<br>Action |          |          |      |
|                             |     |   |  | Document | Case |             |   |             |             |    |                 |        |      |                 | Document |          | Case |
| Telecommunications Systems  | A12 |   | 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.<br>Excludes:<br>• Licenses - see P09<br>• Assets - see F06<br>• Long Distance Call Records – see F01<br>• Agreements - see L04 or L14   |          |      | B           |   | N           | I           | OR | Superseded Date |        | R    | S               |          | D        |      |
| Travel and Accommodation    | A13 |   | Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles, and catalogues and brochures concerning hotels, convention sites and restaurants.<br>Excludes:<br>• Employee and Council expenses – see F09   |          |      | B           |   | N           | I           | OR | Year End Date   |        | T    | 1               | Y        | D        |      |
| Uniforms and Clothing       | A14 |   | Includes records regarding uniforms and special clothing used by municipal staff members, such as police uniforms, firefighters' clothing and safety clothing used by utilities operators.   |          |      | B           |   | N           | I           | OR | Superseded Date |        | R    | S               |          | D        |      |
| Vendors and Suppliers       | A15 |   | 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.<br>Excludes:<br>• Purchase Orders and Requisitions - see F17<br>• Office Equipment - owned and leased - see A07<br>• Fleet Management - see V01  |          |      | T           |   | N           | I           | OR | Document Date   |        | T    | 2               | Y        | D        |      |
| Intergovernmental Relations | A16 |   | Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (such as telephone numbers, contact names, etc.). May include correspondence to and from Boards and Commissions. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.<br>Excludes:<br>• Legislation – see L10/L11 |          |      | E           |   | N           | I           | OR | Year End Date   |        | T    | 5               | Y        | D        |      |



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| Secondary                               | No. | C | Description  | Metadata    |      | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Retention Rule                             |        |      |                 |          | Citation |                        |
|---|-----|---|--|-------------|------|-------------|---|-------------|-------------|----|--|--------|------|-----------------|----------|----------|------------------------|
|   |     |   |  | Trigger     |      |             |   |             |             |    | Type                                       | Period | Unit | Disp.<br>Action |          |          |                        |
|   |     |   |  | Document    | Case |             |   |             |             |    |  |        |      |                 | Document |          | Case                   |
| Information Access and Privacy          | A17 | C | Includes documents regarding the municipality's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and records regarding the handling of requests under the Act. Includes routine disclosure requests and processing, notices of disclosure, responses to FOI request made to the municipality, access request transfers to another institution, FOI requests made by the municipality, notices of appeal and privacy breach investigation/processing. Also includes lists of Personal Information Banks (PIBs). Excludes:<br>• Copies of the Act - see L11<br>• Non MFIPPA Complaints and Inquiries - see M04 |             |      | E           |   | Y           | C           | CL | Close of Request                           |        | E    | 2               | Y        | D        | g071                   |
| Security                                | A18 |   | 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:<br>• Vandalism Reports - see P05<br>• Computer Security - see A03  |             |      | E           |   | N           | C           | OR | Year End Date                              |        | T    | 5               | Y        | D        |                        |
| Facilities Construction and Renovations | A19 | C | Includes records for the planning and construction of municipal facilities such as fire stations, pools, and office buildings. Includes site meetings, consultant's reports, cost reports, and design, inspections and site safety certification of equipment such as scaffolds and safety platforms for construction sites controlled by the municipality. Excludes:<br>• As-Built's and drawings – see A27   | Facility ID |      | B           |   | N           | I           | OR | Project Completion + no outstanding issues |        | E    | 10              | Y        | D        | g059, g073             |
| Building and Property Maintenance       | A20 |   | Includes records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, bus terminals, garages, libraries, and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts, office cleaning and pest control as well as licenses for devices such as elevators. Excludes:<br>• Parks Management - see R04<br>• Building Systems – see A26   | Property ID |      | E           |   | N           | I           | OR |  |        | T    | 5               | Y        | D        | g049, g099, g123, g160 |

## ADM - Administration

| Secondary   | No. | C | Description  | Metadata |      | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD        | Retention Rule  |        |      |                 |          | Citation |      |
|---|-----|---|--|----------|------|-------------|---|-------------|-------------|-----------|-----------------|--------|------|-----------------|----------|----------|------|
|   |     |   |  | Trigger  |      |             |   |             |             |           | Type            | Period | Unit | Disp.<br>Action |          |          |      |
|   |     |   |  | Document | Case |             |   |             |             |           |                 |        |      |                 | Document |          | Case |
| Facilities Bookings                               | A21 |   | Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.   |          |      | E           |   | Y           | I           | CDM       | Event Date      |        | E    | 1               | Y        | D        |      |
| Accessibility of Services                         | A22 |   | Includes records relating to the accessibility of Municipal buildings, services and information to disabled persons. Includes efforts to remove barriers and notices of availability of these services.<br>Excludes:<br>• Report on services – see A25<br>• Multi-year accessibility plan - See C08  |          |      | E           |   | N           | I           | AODA Team | Document Date   |        | T    | 5               | Y        | D        | g010 |
| Information Systems Production Activity & Control | A23 |   | 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.  |          |      | E           |   | N           | I           | IT        |                 |        | T    | 2               | Y        | D        |      |
| Access Control & Passwords                        | A24 |   | Records related to the management of and access to programs. Includes individual access, password management, etc.   |          |      | E           |   | N           | C           | IT        | Superseded Date |        | R    | S               |          | D        |      |
| Performance Management/ Quality Assurance         | A25 |   | 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 include 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.<br>Excludes:<br>• Employee performance appraisal - see H03<br>• Council Goals & Objectives - see C08<br>• Financial Regulatory reporting, FIR and MPMP – see F27 |          |      | B           |   | N           | P           | CM        | Document Date   |        | T    | 6               | Y        | D        | g110 |

## ADM - Administration

| Secondary                  | No. | C | Description  | Metadata |             | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Retention Rule                                 |        |      |                 |          | Citation |            |
|----------------------------|-----|---|--|----------|-------------|-------------|---|-------------|-------------|----|--|--------|------|-----------------|----------|----------|------------|
|                            |     |   |  | Trigger  |             |             |   |             |             |    | Type   | Period | Unit | Disp.<br>Action |          |          |            |
|                            |     |   |  | Document | Case        |             |   |             |             |    |  |        |      |                 | Document |          | Case       |
| Building Structure Systems | A26 | C | 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. |          | Facility ID | T           |   | N           | I           | CF | Superseded<br>Date or life of<br>system/ asset |        | R    | S               |          | D        | g046, g100 |
| Drawings                   | A27 | C | Includes architectural and engineering drawings and As-Built drawings and supporting documentation such as specifications required to interpret the drawings and identify the current state of a facility or infrastructure for assessment, rehabilitation and warranty support purposes. Includes maps and plans of airports, parks, cemeteries, memorial gardens and columbariums. Municipal utility service laterals.                 |          | Facility ID | B           |   | N           | I           | EN | Superseded<br>Date or life of<br>system/ asset |        | R    | S               |          | D        | g037, g141 |

## Notes

2023: Added to manage electronic records

2023: Changed trigger from document date to year end date

## Notes

2023: Changed trigger from document date to year end date

2023: Changed trigger from Document Date to File Closed Date

## Notes

2023: Changed trigger from document date to year end date

2023: Changed trigger from document date to year end date

Update to 10yrs to match Project retention

## Notes

Move Accessibility Plan to Master Plans (under C08 - Goals & Objectives) for better retention of Superseded +10yrs

2023: A22 trigger is now File Closed Date + permanent retention

2023: Trigger is indicated as Year End Date.  
Check with IT





### C - Council and By-laws

| Secondary                       | No.   | C | Description  | Metadata     |      | F<br>R<br>M | V | P<br>I<br>N | S<br>E<br>N | RD | Retention Rule     |      |      |        |      | Citation     |                 |
|---------------------------------|-------|---|--|--------------|------|-------------|---|-------------|-------------|----|--------------------|------|------|--------|------|--------------|-----------------|
|                                 |       |   |  | Document     | Case |             |   |             |             |    | Trigger            |      | Type | Period | Unit |              | Disp.<br>Action |
|                                 |       |   |  |              |      |             |   |             |             |    | Document           | Case |      |        |      |              |                 |
| By-laws                         | C01   |   | Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws. Also includes any background documentation required to explain or justify the By-Law.   |              |      | P           | Y | N           | P           | CL |                    |      |      | P      |      | g090<br>g131 |                 |
| By-laws - other municipalities  | C02   |   | 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.   |              |      | E           |   | N           | P           | OR | Superseded<br>Date |      | R    | S      |      | D            |                 |
| Council Agenda                  | C03   |   | Includes notices of meetings and agenda of Council meetings.   | Meeting Date |      | B           |   | N           | P           | CL |                    |      |      | P      |      | D            |                 |
| Council Minutes                 | C04   |   | Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes and voting records.<br>Excludes:<br>• Council Committees - see C05, C06<br>• Reports to Council - see C11   | Meeting Date |      | P           | Y | N           | P           | CL |                    |      |      | P      |      | P            | g131            |
| Council Committee Agenda        | C05   |   | Includes notices of meetings and agenda for the committees of Council as well as working notes used in agenda preparation.   | Meeting Date |      | E           |   | N           | P           | OR |                    |      |      | P      |      | D            |                 |
| Council Committee Minutes       | C06   |   | Includes minutes of the committees of Council and copies of Local Board Minutes to which members of Council belong.  | Meeting Date |      | E           |   | N           | P           | CL |                    |      |      | P      |      | P            | g015            |
| Elections                       | C07   | C | Includes returned notices, lists of officials, initial MPAC and amended voters' lists, change of name applications, nominations, notices, ballots, election results, preliminary voters' lists, objections lists, candidate compliance reports, third party campaign financial and auditor reports, election report, election coordination documentation, oaths taken by council members and information on ward boundaries.<br>Includes advertising.<br>Excludes:<br>• Elections Results Report - See C07.1<br>• Ballots and voting lists - See C07.2 |              |      | B           |   |             | P           | CL | Election<br>Date   |      |      | 10     | Y    |              | g069<br>9070    |
| Election Results                | C07.1 |   | Final Election Results   |              |      | E           |   |             | P           | CL | Election<br>Date   |      |      | P      |      |              | g069<br>9070    |
| Election Ballots & Voting Lists | C07.2 |   | Ballots and Voting Lists   |              |      | E           |   |             | P           | CL | Election<br>Date   |      |      | 120    | D    | D            | g069<br>9070    |

### C - Council and By-laws

| Secondary                                      | No. | C | Description   | Metadata |      | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Retention Rule |   |      |                 |          | Citation |              |
|--|-----|---|---|----------|------|-------------|---|-------------|-------------|----|----------------|---|------|-----------------|----------|----------|--------------|
|  |     |   |   | Trigger  |      |             |   |             |             |    | Type           | Period                                  | Unit | Disp.<br>Action |          |          |              |
|  |     |   |   | Document | Case |             |   |             |             |    |                |   |      |                 | Document |          | Case         |
| Goals and Objectives                           | C08 | C | 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. Includes Master Plans, such as Parks and Recreation, Asset Management, Multi-year Accessibility Plan etc. Excludes:<br>• Emergency Management Plan – see P03<br>• Environmental Planning – see D03<br>• Official Plan – see D08 |          |      | E           |   | N           | P           | OR |                | Superseded Date                         | R    | 10              | Y        | D        | g052<br>g159 |
| Motions and Resolutions                        | C09 |   | Includes final signed versions of resolutions and motions of Council.   |          |      | P           |   | N           | P           | CL |                |   |      | P               |          | P        | g131         |
| Motions and Resolutions - Other Municipalities | C10 |   | Includes final versions of motions and resolutions of interest from other municipalities.   |          |      | E           |   | N           | P           | OR | Document Date  |   | D    | 1               | Y        | D        |              |
| Reports to Council                             | C11 |   | Includes all departmental reports to Council and Committee such as staff reports, the Treasurer's agreements, investments and funds disposition reports. Filed by Committee.  |          |      | T           |   | N           | P           | CL | Document Date  |   | D    | P               |          | P        |              |
| Appointments to Boards and Committees          | C12 |   | Includes records regarding appointments by Council of staff and council members to roles on council committees and boards.  |          |      | T           |   | N           | P           | CL |                |   | E    | P               |          | P        | g131         |
| Accountability Transparency and Governance     | C13 | C | 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. Includes disclosures of pecuniary interest.   |          |      | B           |   | Y           | C           | CL |                | Close of investigation or Year End Date | E    | 2               | Y        | D        | g059         |

| Notes  |
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| Previous agendas still in paper format. All new agendas in electronic format only.                                   |
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| Committee agenda physical records prior to 2012 were destroyed. Some minutes available in Council agenda packages.   |
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| Two paper methods to be kept for archival purposes in the event Council elects to go back to paper method of voting. |
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| Notes   |
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| Not separated from the agenda packages, therefore agendas have a permanent retention. |
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## D - Development and Planning

| Secondary               | No. | C | Description   | Metadata |      | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD  | Retention Rule  |        |      |                 | Citation |   |                              |
|-------------------------|-----|---|---|----------|------|-------------|---|-------------|-------------|-----|-----------------|--------|------|-----------------|----------|---|------------------------------|
|                         |     |   |   | Trigger  |      |             |   |             |             |     | Type            | Period | Unit | Disp.<br>Action |          |   |                              |
|                         |     |   |   | Document | Case |             |   |             |             |     |                 |        |      |                 |          |   |                              |
| Demographic Studies     | D01 |   | 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.<br>Excludes:<br>• Vital Statistics - see L12   |          |      | B           |   | N           | P           | PL  | Superseded Date |        | T    | 10              | Y        | D |                              |
| Economic Development    | D02 |   | Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections, etc.<br>Excludes:<br>• Demographic Studies - see D01<br>• Residential Development - see D04<br>• Tourism Development - see D06<br>• Industrial/Commercial Development - see D21  |          |      | B           |   | N           | P           | CDM | Superseded Date |        | T    | 10              | Y        | D |                              |
| Environment Planning    | D03 |   | General types of environmental studies with a long-range planning emphasis, such as salt usage impact, storm drainage & 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. Includes management, control or eradication of invasive species or prevent release. Also climate change planning.<br>Excludes:<br>• Environmental Monitoring - see E05, E13 - E15<br>• Waste Management - see E07<br>• Source Water Protection Committee – see E20 |          |      | E           |   | N           | P           | OR  | Superseded Date |        | T    | 15              | Y        | D | g008, g016, g068, g146, g156 |
| Residential Development | D04 |   | Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.   |          |      | E           |   | N           | P           | PL  | Superseded Date |        | T    | 10              | Y        | D |                              |

## D - Development and Planning

| Secondary                            | No. | C | Description  | Metadata |                            | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD  | Retention Rule  |                      |      |                 |   | Citation |                                 |
|--------------------------------------|-----|---|--|----------|----------------------------|-------------|---|-------------|-------------|-----|-----------------|----------------------|------|-----------------|---|----------|---------------------------------|
|                                      |     |   |  | Trigger  |                            |             |   |             |             |     | Type            | Period               | Unit | Disp.<br>Action |   |          |                                 |
|                                      |     |   |  | Document | Case                       |             |   |             |             |     |                 |                      |      |                 |   |          |                                 |
| Natural Resources Planning           | D05 |   | 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 and species at risk.<br>Excludes:<br>• Tree maintenance – see E04<br>• Natural Resource management and preservation – see E18 |          |                            | E           |   | N           | P           | OR  | Superseded Date |                      | T    | 5               | Y | D        |                                 |
| Tourism Development                  | D06 |   | 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.   |          |                            | B           |   | N           | I           | CDM | Superseded Date |                      | T    | 10              | Y | D        |                                 |
| Condominium Plans                    | D07 | C | 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.   |          | Condo name / Approved name | P           |   | N           | I           | PL  |                 | Final Decision Date  | E    | P*              |   | P        |                                 |
| Official Plans                       | D08 |   | 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. Includes consolidated Official Plan.   |          |                            | B           | Y | N           | P           | PL  |                 |                      |      | P               |   |          | g090(15yrs) common practice (P) |
| Official Plan Amendment Applications | D09 | C | 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.  |          |                            | B           |   | N           | I           | PL  |                 | Superseded by new OP | R    | 5               | Y | D        |                                 |
| Severances                           | D10 | C | Includes records regarding the granting of severances to parcels of land including application for severance. Includes any items under Section 53 of the Planning Act, such as easements pertaining to private over private lands. Also includes Committee of Adjustment 'B' files.  |          | Severance ID               | P           |   | N           | I           | PL  |                 | Registration Date    | E    | P               |   | P        | g133 Planning Act               |

## D - Development and Planning

| Secondary                | No. | C | Description  | Metadata |                     | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Retention Rule |   |      |                 |   | Citation |      |
|--------------------------|-----|---|--|----------|---------------------|-------------|---|-------------|-------------|----|----------------|---|------|-----------------|---|----------|------|
|                          |     |   |  | Trigger  |                     |             |   |             |             |    | Type           | Period  | Unit | Disp.<br>Action |   |          |      |
|                          |     |   |  | Document | Case                |             |   |             |             |    |                |   |      |                 |   |          |      |
| Site Plan Control        | D11 | C | Includes records regarding approval for the provision of services to individual land sites. Includes water, sewage, utility approvals. Parking area, drainage and driveways included.<br>Excludes:<br>• Systems for Servicing Land - see relevant subject.<br>• Site Plan Agreements - see L04   |          | Site Plan ID        | B           |   | N           | I           | PL |                | Date of Issuance of Certificate of Compliance | E    | P               |   | P        |      |
| Subdivision Plans        | D12 | C | 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.<br>Excludes:<br>• Subdivision Agreements - see L04 |          | Subdivision Plan ID | B           |   | N           | I           | PL |                | Final Approval                                | E    | P               |   | P        |      |
| Minor Variances          | D13 | C | Includes records regarding the pre-consultation and the granting of minor variances in land use including zoning applications from existing zoning regulations.<br>Excludes:<br>• Budget Variances - see F05<br>• Sign Variances - see P11   |          | Variance ID         | B           |   | N           | I           | PL | Final Approval | Superseded by new Zoning By-law               | R    | 2               | Y | D        |      |
| Zoning By-law Amendments | D14 | C | Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities. Also includes zoning by-law amendments.<br>Excludes:<br>• Zoning By-Laws - see C01<br>• Variances - see D13   |          | Zoning ID           | B           |   | N           | I           | PL | Final Decision | Superseded by new Zoning By-law               | R    | 2               | Y | D        |      |
| Easements                | D15 | C | Includes all records on Rights of Way and Easements concerning municipal easements over private lands in order to maintain public service such as water and sewer lines, as well as private easements over municipal lands.<br>Excludes:<br>• Original Agreements - see L04  |          | Property ID         | B           |   | Y           | I           | EN |                | Termination of Right                          | E    | 6               | Y | D        | g133 |



## D - Development and Planning

| Secondary                           | No. | C | Description  | Metadata |                      | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD  | Retention Rule   |                      |      |        |      | Citation |                 |
|-------------------------------------|-----|---|--|----------|----------------------|-------------|---|-------------|-------------|-----|------------------|----------------------|------|--------|------|----------|-----------------|
|                                     |     |   |  | Document | Case                 |             |   |             |             |     | Trigger          |                      | Type | Period | Unit |          | Disp.<br>Action |
|                                     |     |   |  |          |                      |             |   |             |             |     | Document         | Case                 |      |        |      |          |                 |
| Encroachments                       | D16 | C | Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation.<br>Excludes:<br>• Original Agreements - see L04<br>• Original Encroachment By-Laws - see C01   |          | Property ID          | B           |   | Y           | I           | CL  |                  | Termination of Right | E    | 6      | Y    | D        | g133            |
| Annexation / Amalgamation           | D17 | C | Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on county restructuring.   |          |                      | B           |   | N           | I           | CL  |                  |                      |      | P      |      | P        |                 |
| Community Improvement               | D18 | C | Includes records, studies, statistics and any required background information on community development programs. Examples include Community Improvement Plan, Ontario Neighbourhood Improvement Programs, BIA, BIC, PRID, etc. May also include records on housing rehabilitation programs, e.g. RRAP, CMHC. Includes any and all programs under the Community Improvement Plan such as façade grant program.<br>Excludes:<br>• Economic Development - see D02 |          | Project / Program ID | B           |   | N           | P           | PL  |                  | Project End Date     | E    | 6      | Y    | D        |                 |
| Municipal Addressing                | D19 |   | 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.  |          |                      | E           |   | N           | P           | BU  | Superseded Date  |                      | R    | 10     | Y    | D        |                 |
| Reference Plans                     | D20 |   | Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office.  | Plan ID  |                      |             |   | N           | I           | PL  |                  |                      |      | P      |      | P        |                 |
| Industrial / Commercial Development | D21 |   | Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc.<br>Excludes:<br>• Agricultural Development – see D23   |          |                      | B           |   | N           | I           | CDM | File Closed Date |                      | T    | 10     | Y    | D        |                 |
| Digital Mapping                     | D22 |   | Includes all records used to produce maps and updates in a digital format as in a GIS.   |          |                      | E           |   | N           | I           | GIS | Superseded Date  |                      | R    | S*     |      | D        |                 |
| Agricultural Development            | D23 |   | Includes all records regarding development of agricultural growth.   |          |                      | E           |   | N           | I           | CDM | File Closed Date |                      | T    | 10     | Y    | D        |                 |
| Official Plan Background            | D24 | C | Includes studies pertaining to amendments and changes to the Official Plan.  |          | Plan ID              | B           |   | N           | I           | PL  |                  | Final Decision       | E    | 10     | Y    | D        |                 |

## D - Development and Planning

| Secondary                 | No. | C | Description   | Metadata |      | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Retention Rule  |                |      |                 |   | Citation |      |  |
|---------------------------|-----|---|---|----------|------|-------------|---|-------------|-------------|----|-----------------|----------------|------|-----------------|---|----------|------|--|
|                           |     |   |   | Trigger  |      |             |   |             |             |    | Type            | Period         | Unit | Disp.<br>Action |   |          |      |  |
|                           |     |   |   | Document | Case |             |   |             |             |    |                 |                |      |                 |   |          |      |  |
| Deeming Process           | D25 | C | 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.                                |          |      | B           |   | N           | I           | PL |                 | Final Decision |      | P               | Y | D        |      |  |
| Development Charges Study | D26 |   | Records related to the development of and the final Development Charges Study as required under the Development Charges Act. Includes advertising, public meeting notices, responses, stakeholder lists, public meeting information, background info and supporting documents, 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. |          |      | B           |   | N           | I           | TR | Superseded Date |                | R    | 10              | Y | D        | g128 |  |
| Part Lot Control          | D27 |   | Includes records regarding applications and background material for Part Lot Control exemptions, council decisions, by-law, correspondence, etc. A Part Lot Control application is applied for to allow the conveyance of a portion of a lot without requiring approval of a land division committee (typically used to separately convey semi-detached and townhouse units). Only applicable to parcels of land contained with a registered plan of subdivision. |          |      | B           |   | N           | I           | PL |                 |                | P    |                 |   |          | P    |  |

2023: Document date updated to superseded date

2023: Document date updated to superseded date

Addition of invasive species for more appropriate retention.

2023: Document date updated to superseded date

Not applicable. County initiatives.

2023: Document date updated to superseded date

2023: Document date updated to superseded date





Similar to lot creation or subdivision, which has a permanent retention.

2023: Document date updated to superseded date

## E - Environment

| Secondary  | No. | C | Description   | Metadata          |      | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Retention Rule |   |      |                 | Citation |          |                                    |
|--|-----|---|---|-------------------|------|-------------|---|-------------|-------------|----|----------------|---|------|-----------------|----------|----------|------------------------------------|
|  |     |   |   | Trigger           |      |             |   |             |             |    | Type           | Period  | Unit | Disp.<br>Action |          |          |                                    |
|  |     |   |   | Document          | Case |             |   |             |             |    |                |   |      |                 |          | Document | Case                               |
| Sanitary Sewers  | E01 | C | Includes records regarding the design, construction and maintenance of sanitary sewers such as underground conduits that carry off waste matter.<br>Excludes:<br>• Waste Management - see E07<br>• Storm Sewers - see E02<br>• Treatment Plants - see E03<br>• MOE Approvals – see E21<br>• Drawings/ As Bults and specifications – see A27   | Sanitary Sewer ID |      | B           |   | N           | I           | WO |                | Project Completion Date & no outstanding issues | E    | 10              | Y        | D        | g059, g073, g089                   |
| Storm Sewers   | E02 | C | Includes records regarding the design, construction and maintenance of storm sewers such as underground conduits that carry off drainage water.<br>Excludes<br>• Drawings/ As Bults and specifications – see A27  | Storm Sewer ID    |      | B           |   | N           | I           | WO |                | Project Completion Date & no outstanding issues | E    | 10              | Y        | D        | G059, g073                         |
| Treatment Plants (Wastewater Treatment and Collection Systems) | E03 | C | Includes records regarding the operation of sewage treatment and pumping stations and lagoons. Includes wastewater treatment facility/collection, identification reports, operator-in-charge records, treatment unit instructions, equipment operating status records and equipment design, construction and maintenance records (work orders) as well as the operations and maintenance manuals. Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts & site-specific collection-related work (i.e. sewer rodding, lateral inspections, etc.). Also includes facility classification certificate and license to operate. May include records pertaining to Wastewater Treatment Facility and/or Collection upgrades design, construction and commissioning.<br>Excludes:<br>• Private Sewage Disposal Systems – see E12<br>• Drawings/ As Bults and specifications – see A27<br>• Municipal utility service laterals - see A27 |                   |      | B           |   | N           | I           | WO |                | Equipment Decommissioned Date                   | E    | 5               | Y        | D        | g008, g059, g073, g082, g089, g152 |
| Tree Maintenance   | E04 |   | Includes records of tree removal, planting, trimming, pruning and preservation measures taken.  |                   |      | B           |   | N           | I           | PA | Year End Date  |   | T    | 5               | Y        | D        | g089                               |



## E - Environment

| Secondary                          | No.   | C | Description  | Metadata |      | F<br>M | R<br>V | P<br>I<br>I | S<br>E<br>N | RD      | Retention Rule   |   |      |        |      | Citation |  |
|------------------------------------|-------|---|--|----------|------|--------|--------|-------------|-------------|---------|------------------|---|------|--------|------|----------|--|
|                                    |       |   |  | Document | Case |        |        |             |             |         | Trigger          |   | Type | Period | Unit |          | Disp.<br>Action  |
|                                    |       |   |  |          |      |        |        |             |             |         | Document         | Case  |      |        |      |          |  |
| Air Quality Monitoring             | E05   | C | 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.<br>Excludes:<br>• Water Quality – see E13 to E15<br>• By-Law Enforcement - see P01<br>• Complaints and Inquiries - see M04<br>• Land Quality Monitoring – see E23   |          |      | B      |        | Y           | I           | EN      |                  | Later of:<br>1. Date of offence<br>2. Day evidence of offence came to attention of person appointed under s.5 | E    | 5      | Y    | D        | g008, g089   |
| Utilities                          | E06   |   | Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc.<br>Excludes:<br>• Site Plans - see D11   |          |      | B      |        | N           | I           | WO & EN | Superseded Date  |   | R    | 5      | Y    | D        |  |
| Waste Management                   | E07   |   | 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.<br>Excludes:<br>• Sanitary Sewers - see E01<br>• Environment Planning - see D03<br>• Private Sewage Disposal Systems – see E12<br>• Annual reports on blue boxes, recycling program, etc. – see A25 |          |      | E      |        | N           | I           | EN      | File Closed Date |   | E    | 10     | Y    | D        | g008, g037, g038, g039, g040, g041, g042, g073, g089, g112, g117, g121, g138 |
| Waste Management - Closed Landfill | E07.1 |   | Records pertaining to the closure and subsequent monitoring of the Derby, Easthill and Genoe landfills, as well as the various waste sites around the City.<br>Excludes:<br>• Leachate records - See E23   |          |      | E      |        | N           | I           | EN      | File Closed Date |   | E    | 25     | Y    | D        | g008, g037, g038, g039, g040, g041, g042, g073, g089, g112, g117, g121, g138 |

## E - Environment

| Secondary                                | No. | C | Description  | Metadata                   |      | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Retention Rule      |      |      |        | Citation |      |                                    |
|--|-----|---|--|----------------------------|------|-------------|---|-------------|-------------|----|---------------------|------|------|--------|----------|------|------------------------------------|
|  |     |   |  | Document                   | Case |             |   |             |             |    | Trigger             |      | Type | Period |          | Unit | Disp.<br>Action                    |
|  |     |   |  |                            |      |             |   |             |             |    | Document            | Case |      |        |          |      |                                    |
| Water Works<br>(Drinking Water<br>Plant) | E08 |   | Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines, hydrants and related facilities and equipment as well as operational plans. Includes water meter registration numbers. Includes point of entry water treatment record, operator in charge shift monitoring and inspection records, water treatment facility/distribution and equipment design, construction, manuals, process adjustment records and maintenance records (work orders). Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts & site-specific distribution-related work (i.e. water meters, curb stops, etc.)<br>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.<br>Excludes:<br>• Water Pumping Stations – see E03<br>• Drawings/ As Bults and specifications– see A27 |                            |      | B           |   | N           | I           | WO | Superseded<br>Date  |      | R    | 15     | Y        | D    | g073, g082,<br>g089, g108,<br>g111 |
| Drains                                   | E09 |   | Includes records regarding the design, construction and maintenance of drains (channel or pip) carrying surplus liquid such as rainwater or liquid waste, usually to a sewer. Also includes engineer reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, bylaws and grants.<br>Excludes:<br>• Drawings/ As Bults and specifications – see A27   |                            |      | B           |   | N           | I           | WO | File Closed<br>Date |      | E    | 5      | Y        | D    | g073, g082                         |
| Pits and Quarries                        | E10 | C | Includes records regarding the design, construction, maintenance and monitoring of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence.<br>Excludes:<br>• License/permits – see P09<br>• Specifications - see A27   | Not applicable, do not use |      |             |   |             |             |    |                     |      |      |        |          |      |                                    |

## E - Environment

| Secondary                       | No. | C | Description   | Metadata  |      | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Retention Rule                                    |      |      |        | Citation |  |                 |
|---------------------------------|-----|---|---|-----------|------|-------------|---|-------------|-------------|----|---|------|------|--------|----------|--|-----------------|
|                                 |     |   |   | Document  | Case |             |   |             |             |    | Trigger   |      | Type | Period |          | Unit   | Disp.<br>Action |
|                                 |     |   |   |           |      |             |   |             |             |    | Document  | Case |      |        |          |  |                 |
| Nutrient Management             | E11 |   | 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.<br>Excludes:<br>• Strategy/plan review – see A25  |           |      | B           |   | N           | I           | WO | 1.File Closed Date or<br>2. Expiry of Plan + 5yrs | E    | 5    | Y      | D        | g129   |                 |
| Private Sewage Disposal Systems | E12 |   | Includes records regarding the design, construction, maintenance and monitoring of private sanitary sewers and septic systems.<br>Excludes: Specifications - See A27  | System ID |      |             |   | Y           | I           | EN | Life of Asset                                     | E    | 7    | Y      | D        | g037, g082, g129                               |                 |
| Water Monitoring                | E13 |   | Includes records regarding the routine monitoring of water quality, water quantity for source water protection purposes as well as warning notice checks, and the 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.<br>Includes records of Ministry of the Environment drinking water and waste water Compliance Inspection Reports, data request items, inspection responses and related documents.<br>Excludes:<br>• Air Quality Monitoring – see E05<br>• Land Quality Monitoring – see E23<br>• By-Law Enforcement - see P01<br>• Complaints and Inquiries - see M04<br>• Annual reports – see A25 |           |      |             |   | N           | I           | WO | File Closed Date                                  | E    | 15   | Y      | D        | g008, g016, g082, g089, g108, g110, g111, g115 |                 |

## E - Environment

| Secondary  | No. | C | Description  | Metadata |      | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Retention Rule   |      |      |        | Citation |      |   |
|--|-----|---|--|----------|------|-------------|---|-------------|-------------|----|------------------|------|------|--------|----------|------|---|
|  |     |   |  | Document | Case |             |   |             |             |    | Trigger          |      | Type | Period |          | Unit | Disp.<br>Action                               |
|  |     |   |  |          |      |             |   |             |             |    | Document         | Case |      |        |          |      |   |
| Water and Wastewater Sampling                    | E14 |   | 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.<br>Excludes:<br>• Air Quality Monitoring – see E05<br>• By-Law Enforcement - see P01<br>• Complaints and Inquiries - see M04<br>• Facilities routine water use, monitoring & testing – see P21 |          |      | B           |   | N           | I           | WO | File Closed Date |      | E    | 15     | Y        | D    | g008, g16, g082, g089, g108, g110, g111, g115 |
| Chemical Sampling of Water                       | E15 |   | 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.<br>Excludes:<br>• Air Quality Monitoring – see E05<br>• By-Law Enforcement - see P01<br>• Complaints and Inquiries - see M04<br>• Facilities Routine water use, monitoring & testing – see P21   |          |      | B           |   | N           | I           | WO | File Closed Date |      | E    | 15     | Y        | D    | g008, g016, g089, g108, g110, g111            |
| Backflow Prevention and Cross Connection Control | E16 |   | 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.  |          |      | B           |   | N           | I           | WO | File Closed Date |      | E    | 15     | Y        | D    | g008, g082, g089, g108, g110, g111            |

## E - Environment

| Secondary         | No. | C | Description   | Metadata |      | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Retention Rule   |      |      |        | Citation |      |                  |
|-------------------|-----|---|---|----------|------|-------------|---|-------------|-------------|----|--|------|------|--------|----------|------|------------------|
|                   |     |   |   | Document | Case |             |   |             |             |    | Trigger  |      | Type | Period |          | Unit | Disp.<br>Action  |
|                   |     |   |   |          |      |             |   |             |             |    | Document   | Case |      |        |          |      |                  |
| Energy Management | E17 |   | Includes all records relating to the municipality's Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and greenhouse gas emissions. Also includes conservation and demand measures information and management of energy consumption and conservation at municipal buildings and facilities. |          |      | E           |   | N           | I           | EN | File Closed Date (End of reporting period to which it relates) |      | E    | 7      | Y        | D    |                  |
| Natural Heritage  | E18 | C | 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.<br>Excludes:<br>• Natural Resources Planning – see D05<br>• Tree Maintenance – see E04<br>• Conservation district plans – see R01<br>• Archaeological and heritage site investigation reports – see R01<br>• Invasive species - See D03   |          |      | B           |   | N           | I           | PA | End of plan or designated year                                 |      | E    | 3      | Y        | D    | g057, g072, g089 |
| Renewable Energy  | E19 | C | 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.   |          |      | E           |   | N           | I           | EN | Plan/Facility no longer in force                               |      | E    | 15     | Y        | D    | g060             |

## E - Environment

| Secondary  | No. | C | Description   | Metadata |      | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD      | Retention Rule |                                   |      |                 |          | Citation |                        |
|--|-----|---|---|----------|------|-------------|---|-------------|-------------|---------|----------------|-----------------------------------|------|-----------------|----------|----------|------------------------|
|  |     |   |   | Trigger  |      |             |   |             |             |         | Type           | Period                            | Unit | Disp.<br>Action |          |          |                        |
|  |     |   |   | Document | Case |             |   |             |             |         |                |                                   |      |                 | Document |          | Case                   |
| Source Water Protection  | E20 | C | 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<br>Excludes:<br><ul style="list-style-type: none"> <li>• Risk Management Plans and/or Assessments - see D03</li> <li>• Prohibition Notices and Orders - P20</li> <li>• Contracts and Agreements - Simple (Not Under Seal) - L14</li> <li>• Soil Contamination –</li> <li>• Nutrient Management – E11</li> </ul> |          |      | B           |   | N           | I           | EN      |                | Plan no longer in force           | E    | 15              | Y        | D        | g016, g060             |
| Ministry of the Environment (MOE) Environmental Compliance Approvals | E21 | C | 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.  |          |      | B           |   | N           | I           | EN & WO |                | File Closed Date (cease to apply) | E    | 5               | Y        | D        | g038, g089, g115, g144 |
| Private/Small Water Systems  | E22 | C | 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.   |          |      | B           |   | N           | I           | EN      |                | Decommission                      | E    | 15              | Y        | D        | g108, g115, g116       |
| Land Quality Monitoring  | E23 |   | Includes records regarding the routine monitoring of land/soil quality and site condition reports as well as responses to interference with quality or contamination. Includes leachate records.<br>Excludes:<br><ul style="list-style-type: none"> <li>• Water Quality – see E13 to E15</li> <li>• By-Law Enforcement - see P01</li> <li>• Complaints and Inquiries - see M04</li> <li>• Air Quality Monitoring – see E05</li> <li>• Natural Heritage – E18</li> </ul>   |          |      | P           |   | N           | I           | EN      |                |                                   |      | P               | Y        | D        | g082, g156             |

## E - Environment

| Secondary  | No.   | C | Description   | Metadata |      | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Retention Rule |                  |      |        | Citation |      |                                    |
|--|-------|---|---|----------|------|-------------|---|-------------|-------------|----|----------------|------------------|------|--------|----------|------|------------------------------------|
|  |       |   |   | Document | Case |             |   |             |             |    | Trigger        |                  | Type | Period |          | Unit | Disp.<br>Action                    |
|  |       |   |   |          |      |             |   |             |             |    | Document       | Case             |      |        |          |      |                                    |
| Gasoline Storage and Dispensing                                  | E24   | C | 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:<br><ul style="list-style-type: none"> <li>• Underground storage abandonment record – see L07</li> <li>• Major spills - see E23</li> </ul> | Asset ID |      | B           |   | N           | I           | WO | IT             | File Closed Date | E    | 7      | Y        | D    | g045, g140, g141, g147, g147, g158 |
| Gasoline Storage and Dispensing - Tank installation & inspection | E24.1 | C | Records related to the installation and inspection of gasoline storage tanks.   | Asset ID |      | B           |   | N           | I           | WO |                | Tank Removal     | E    | 5      | Y        | D    | g045, g140, g141, g147, g147, g158 |

Match A00 Project retention

Match A00 Project retention

2023: Document date updated to year end date



2023: Document date updated to file closed date

2023: Document date updated to file closed date

2023: Document date updated to file closed date

Not applicable to the City

2023: Document date updated to file closed date

City has no private systems that we are aware of. Only single residence private septic systems.

2023: Document date updated to file closed date

2023: Document date updated to file closed date

2023: Document date updated to file closed date

2023: Document date updated to file closed date

Excludes: Invasive Species See D03

Conservation Authority is contracted to look after Source Water Protection. Engineering circulates and supervises these applications.

Extend from 3 to 5 years to ensure coverage in the event there are two overlapping orders.

City has no private systems that we are aware of. Only single residence private wells.

2023: Expiry date updated to file closed date

**F - Finance**

| Secondary             | No. | C | Description   | Metadata |            | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Trig                 |
|-----------------------|-----|---|---|----------|------------|-------------|---|-------------|-------------|----|----------------------|
|                       |     |   |   | Document | Case       |             |   |             |             |    | Document             |
| Accounts Payable      | F01 |   | Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay account, rebates, levies payable, reports, telephone bills and membership fees.<br>Excludes:<br>• Cancelled Cheques - see F07<br>• Employee and council expenses – see F09   |          |            | B           |   | Y           | I           | TR | Fiscal Year End Date |
| Accounts Receivable   | F02 |   | 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. Includes the following reports: interim & final billing, GL, penalty, suspense, adjustments, assessment & levy.<br>Excludes:<br>• Write-offs - see F23<br>• Tax Assessments, Rolls and Tax Arrears - see F22           |          |            | B           |   | Y           | I           | TR | Fiscal Year End Date |
| Audits                | F03 | C | Includes records regarding internal and external financial audits of accounts.<br>Excludes:<br>• Operational audits - see relevant subject.<br>• Audited Financial Statements - see Financial Statements, F10   |          |            | B           |   | N           | C           | TR |                      |
| Banking               | F04 |   | Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records. Includes daily cash balancing reports, batch back ups, and PAD. Includes NSF cheques & bank statements.  |          |            | B           |   | Y           | C           | TR | Fiscal Year End Date |
| Budgets and Estimates | F05 |   | Includes departmental and corporate budgets and plans, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.   |          |            | E           |   | N           | I           | TR | Budget Approval Date |
| Assets                | F06 | C | 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. Includes non-operational in-kind donations such as artwork. Note: Information in Asset Management Database kept until deemed redundant.<br>Excludes:<br>• Land Acquisition and Sale - see L07 |          | Asset Name | B           |   | N           | I           | CF |                      |
| Cheques               | F07 |   | Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques.<br>Excludes:<br>• Banking - see F04  |          |            | B           |   | Y           | C           | TR | Fiscal Year End Date |



**F - Finance**

| Secondary                                  | No. | C | Description  | Metadata                                   |      | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Trig                 |
|--|-----|---|--|--|------|-------------|---|-------------|-------------|----|----------------------|
|  |     |   |  | Document                                   | Case |             |   |             |             |    | Document             |
|  |     |   |  |  |      |             |   |             |             |    |                      |
| Debentures and Bonds                       | F08 |   | 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.<br>Excludes:<br>• Debenture Registers - see Subsidiary Ledgers, Registers and Journals, F14   | Debt Instrument                            |      | E           |   | N           | I           | TR | Debt Retirement Date |
| Employee and Council Expenses              | F09 |   | 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.<br>Excludes:<br>• Attendance - see H01<br>• Honoraria and fees to Council – see F16                  |  |      | B           |   | Y           | C           | TR | Fiscal Year End Date |
| Financial Statements                       | F10 |   | Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements.<br>Excludes:<br>• all working notes, calculations and background documentation, see F26   |  |      | E           |   | N           | I           | TR |                      |
| Grants and Loans                           | F11 | C | 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.<br>Each grant must include:<br>1) Grant Source<br>2) Grant Date<br>3) Obligation Completion Date (OCD) | 1) Grant Source<br>2) Grant Date<br>3) OCD |      | B           |   | N           | P           | OR |                      |
| Investments                                | F12 |   | Includes records regarding the municipality's investments, term deposits, and promissory notes.  | Investment Vehicle                         |      | P           |   | N           | I           | TR | Account Closure Date |
| Journal Vouchers                           | F13 |   | Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.  |  |      | P           |   | N           | I           | TR | Fiscal Year End Date |
| Subsidiary Ledgers, Registers and Journals | F14 |   | Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers.<br>Excludes:<br>• Documents and vouchers used to support entries - see relevant subject in this Primary.  |  |      | E           |   | Y           | I           | TR | Fiscal Year End Date |
| General Ledgers and Journals               | F15 |   | Includes all records in the Books of Original Entry.   |  |      | E           | Y | N           | I           | TR |                      |

**F - Finance**

| Secondary                        | No.   | C | Description  | Metadata    |      | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Trig                 |
|----------------------------------|-------|---|--|-------------|------|-------------|---|-------------|-------------|----|----------------------|
|                                  |       |   |  | Document    | Case |             |   |             |             |    | Document             |
|                                  |       |   |  | Payroll     | F16  |             |   |             |             |    |                      |
| Purchase Orders and Requisitions | F17   |   | Includes purchase orders and requisitions, and all background documentation authorizing the procurement of goods and services.<br>Excludes:<br>• Purchase orders which originated from a bid solicitation or sole source – see F18<br>• Quotations and Tenders - see F18                                     |             |      | B           |   | N           | I           | TR | Fiscal Year End Date |
| Bid Solicitations                | F18   | C | Includes records regarding bid solicitations 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.<br>Excludes:<br>• Unsuccessful bids - See F18.1 | Vendor Name |      | T           |   | N           | C           | CF |                      |
| Bid Solicitations                | F18.1 | C | Includes unsuccessful bids   | Vendor Name |      | T           |   | N           | C           | CF |                      |
| Receipts                         | F19   |   | Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the municipality (Community projects, animal control for example).<br>Excludes:<br>• Non-operational donations in-kind such as artwork – See F06                                      |             |      | E           |   | Y           | C           | TR | Fiscal Year End Date |
| Reserve Funds                    | F20   | C | Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.   | Fund Name   |      | E           |   | N           | I           | TR |                      |
| Revenues                         | F21   |   | Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees.<br>Excludes:<br>• Accounts Receivable - see F02<br>• Tax Rolls - see F22   |             |      | B           |   | N           | I           | TR | Fiscal Year End Date |

**F - Finance**

| Secondary                        | No. | C | Description  | Metadata    |              | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Trig                       |
|----------------------------------|-----|---|--|-------------|--------------|-------------|---|-------------|-------------|----|----------------------------|
|                                  |     |   |  | Document    | Case         |             |   |             |             |    | Document                   |
| Tax Rolls and Records            | F22 |   | Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls.<br>Excludes:<br>• Accounts Receivable - see F02<br>• Mortgage Companies - see F02<br>• Correspondence related to tax issues that are not of a long term importance - see F02                                |             |              | P           | V | Y           | C           | CL |                            |
| Write-offs                       | F23 |   | Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies.<br>Excludes:<br>• Accounts Receivable - see F02   |             |              | P           |   | N           | I           | TR | Fiscal Year End Date       |
| Trust Funds                      | F24 | C | Includes records regarding funds established by the municipality for money held in trust, such as bequests, cemetery trust funds, cemetery care and maintenance programs, such as fund accounting records, bank statements, banking instructions and fund audit records.   |             | Account Name | B           |   | N           | I           | TR |                            |
| Security Deposits                | F25 |   | Includes development deposits, letters of credit, certificates of insurance when required and records of monies held as security (i.e. bonds).   |             |              | B           |   | N           | I           | TR | Agreement Fulfillment Date |
| Working Papers - Financial       | F26 | C | 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.<br>Excludes:<br>• Financial Statements - see F10  | Fiscal Year |              | B           |   | N           | I           | TR |                            |
| Regulatory Reporting - Financial | F27 | C | 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.<br>Excludes:<br>• Performance management & quality assurance – see A25 |             | Report Name  | B           |   | N           | I           | TR |                            |

Notes

| Retention Rule      |      |        |      |              |  |
|---------------------|------|--------|------|--------------|--|
| Case                | Type | Period | Unit | Disp. Action | Citation   |
|                     | T    | 7      | Y    | D            | g005, g006, g007, g032, g034, g051, g053, g055, g062, g086, g096, g127 |
|                     | T    | 7      | Y    | D            | g006, g007, g032, g034, g053, g055, g062, g127                         |
| Audit End Date      | E    | 6      | Y    | D            | g032, g069   |
|                     | T    | 7      | Y    | D            | g007, g026, g053, g062   |
|                     | T    | 6      | Y    | D            | business need  |
| Asset Disposal Date | E    | 10     | Y    | D            | g006, g007   |
|                     | T    | 6      | Y    | D            | g006, g007, g034, g086, g127   |

| Retention Rule             |      |        |      |              | Citation   |
|----------------------------|------|--------|------|--------------|--|
| Trigger                    | Type | Period | Unit | Disp. Action |  |
| Case                       | Type | Period | Unit | Disp. Action | Citation   |
|                            | T    | 6      | Y    | D            | g007   |
|                            | T    | 7      | Y    | D            | g006, g007   |
|                            |      | P      |      | P            | g069   |
| Obligation Completion Date | E    | 6      | Y    | D            | g006, g007, g127   |
|                            | T    | 6      | Y    | D            | g006   |
|                            | T    | 6      | Y    | D            | g006, g007, g032, g034, g055, g127                               |
|                            | T    | 7      | Y    | D            | g001, g005, g006, g007, g026, g032, g034, g053, g055, g086, g127 |
|                            |      | P      |      | P            | g001, g006, g007, g032, g034, g055, g127, g131                   |

Notes

2023: Trigger updated from date of maturity to account closure date

| Retention Rule                           |      |        |      |              |  | Notes  |
|--|------|--------|------|--------------|--|--|
| Case                                     | Type | Period | Unit | Disp. Action | Citation                                 |  |
|  | T    | 6      | Y    | D            | g001, g005, g007, g019, g032, g034, g127 |  |
|  | T    | 7      | Y    | D            | g006, g007, g032, g053, g062, g127       |  |
| Contract End Date<br>*Including Warranty | E    | 7*     | Y    | D            | g006, g007, g032, g053, g062, g127       |  |
| Award Date                               | E    | 2      | Y    | D            |  |  |
|  | T    | 7      | Y    | D            | g006, g007, g032, g097, g127             |  |
| Close of Fund                            | E    | 6      | Y    | D            | g069                                     |  |
|  | T    | 7      | Y    | D            | g026, g032, g053, g062, g095, g127       | 2023: Records related to mortgages must be kept 10 years |

| Retention Rule         |      |        |      |              |  | Notes                            |
|------------------------|------|--------|------|--------------|--|----------------------------------|
| Case                   | Type | Period | Unit | Disp. Action | Citation   |                                  |
|                        |      | P      |      | P            | g007, g068, g095 (20 yr limitation), g161, common practice = P |                                  |
|                        | T    | 6      | Y    | D            | g006, g007, g027   |                                  |
| Account Close          | E    | 7      | Y    | D            | g047, g051, g062, g097   |                                  |
|                        | T    | 7      | Y    | D            | g006, g007   |                                  |
| Audit Completion       | E    | 6      | Y    | D            |  | Match F03 Audit retention period |
| Report Submission Date | E    | 7      | Y    | D            |  |                                  |

## H - Human Resources

| Secondary                       | No.   | C | Description  | Metadata   |      | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Retention Rule   |                 |      |        |      | Citation |                                    |  |
|---------------------------------|-------|---|--|--|------|-------------|---|-------------|-------------|----|------------------|-----------------|------|--------|------|----------|------------------------------------|--|
|                                 |       |   |  | Document   | Case |             |   |             |             |    | Trigger          |                 | Type | Period | Unit |          | Disp.<br>Action                    |  |
|                                 |       |   |  |  |      |             |   |             |             |    | Document         | Case            |      |        |      |          |                                    |  |
| Attendance and Scheduling       | H01   |   | Includes records regarding the planning of employee attendance. Includes dates & times of hours worked, on-call schedules & any changes made to scheduling including cancellations, & driver daily logs & record of on-duty & off-duty time. Statements related to public holiday substitution dates.<br>Excludes:<br>• Individual Time Sheets - see F16<br>• Vacation Time and Pay – see F16<br>• * Driver's daily logs = 6 months<br>• * Public vehicle & trip reports = 1 yrs   | 1. Payroll Document Type<br>2. Business Function |      |             |   | Y           | C           | HR | Document Date    |                 | T    | 6*     | Y    | D        | g035, g050, g151                   |  |
| Benefits Program                | H02   |   | 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.<br>Excludes:<br>• Payroll - see F16<br>• Individual Pension and Benefit records – see H10  |  |      |             |   |             | N           | I  | HR               | Superseded Date |      | R      | 10   | Y        | D                                  |  |
| Employee Records                | H03   | C | Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, leave documentation, training reports, correspondence with the employee, and employee assistance. Also includes agreements on extended hours and averaging hours of work, annual summary of hours worked. Includes full-time, part-time, student employees and volunteers. Includes employee non-lost time incidents or accidents.<br>Excludes:<br>• Grievances – see H14<br>• Harassment – see H15<br>• Health & Safety Training - see H04<br>• Employee Training Records - see H22 | Employee ID                                      |      | E           |   | Y           | C           | HR | Termination Date |                 | E    | 6      | Y    | D        | g035, g045, g065, g103, g139, g148 |  |
| Employee Records - Firefighters | H03.1 | C | Includes records regarding the employment history, as described in H03 above, relating to firefighters. Same exclusions apply as in H03.   | Employee ID                                      |      | E           |   | Y           | C           | HR | Termination Date |                 | E    | 25     | Y    | D        | g035, g045, g065, g103, g139, g148 |  |



## H - Human Resources

| Secondary               | No. | C | Description  | Metadata |       | F<br>R<br>M | V | P<br>I<br>N | S<br>E<br>N | RD | Retention Rule     |        |      |                 |          | Citation |                                    |
|-------------------------|-----|---|--|----------|-------|-------------|---|-------------|-------------|----|--------------------|--------|------|-----------------|----------|----------|------------------------------------|
|                         |     |   |  | Trigger  |       |             |   |             |             |    | Type               | Period | Unit | Disp.<br>Action |          |          |                                    |
|                         |     |   |  | Document | Case  |             |   |             |             |    |                    |        |      |                 | Document |          | Case                               |
| Health and Safety       | H04 |   | Includes general 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.<br>Excludes:<br>• Accidents of the Public - see P05<br>• Lost-time reports and claims – see H13 |          |       | E           |   | Y           | C           | HR | Document Date      |        | T    | 5               | Y        | D        | g045, g059, g076, g078, g123, g125 |
| Human Resource Planning | H05 |   | 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.<br>Excludes:<br>• Employee Records - see H03<br>• * Human rights special program designation = 5yrs retention   |          |       | E           |   | N           | C           | HR | Superseded Date    |        | R    | 1               | Y        | D        | g054                               |
| Job Descriptions        | H06 |   | Includes job descriptions and specifications as well as background information used in their preparation or amendment.   |          |       | E           |   | N           | I           | HR | Superseded Date    |        | R    | 10              | Y        | D        |                                    |
| Labour Relations        | H07 | C | Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.<br>Excludes:<br>• Collective Agreement – see L04   |          | Union | E           |   | N           | C           | HR | Expiry of Contract |        | T    | 10              | Y        | D        | g013                               |
| Organization Design     | H08 |   | Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.<br>Excludes:<br>• Job Descriptions - see H06   |          |       | E           |   | N           | C           | HR | Superseded Date    |        | R    | 10              | Y        | D        |                                    |

## H - Human Resources

| Secondary                                   | No.   | C | Description   | Metadata      |             | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Retention Rule |                          |      |                 |          | Citation |                        |
|---|-------|---|---|---------------|-------------|-------------|---|-------------|-------------|----|----------------|--------------------------|------|-----------------|----------|----------|------------------------|
|   |       |   |   | Trigger       |             |             |   |             |             |    | Type           | Period                   | Unit | Disp.<br>Action |          |          |                        |
|   |       |   |   | Document      | Case        |             |   |             |             |    |                |                          |      |                 | Document |          | Case                   |
| Salary Planning                             | H09   |   | 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.<br>Excludes:<br>• Employee Records - see H03   |               |             | E           |   | N           | C           | HR |                |                          | P    |                 |          | P        |                        |
| Pension and Benefits Records                | H10   | C | Includes records detailing obligations to individuals under OMERS. Includes pension and benefit information of current and retired personnel, including registration/enrolment and records.<br>Excludes:<br>• Deductions for pensions – see F16<br>• General information on pension plans - H02<br>• Payments made to OMERS - F01   |               | Employee ID | B           |   | Y           | C           | HR |                | Employee/ Spouse Death   | E    | 20              | Y        | D        | g001, g088             |
| Pension and Benefits Records - Firefighters | H10.1 | C | Includes records detailing obligations to Firefighter under OMERS. Includes pension and benefit information of current and retired personnel, including registration/enrolment and records.<br>Excludes:<br>• Deductions for pensions – see F16<br>• General information on pension plans - H02<br>• Payments made to OMERS - F01   |               | Employee ID | B           |   | Y           | C           | HR |                | Employee/ Spouse Death   | E    | 25              | Y        | D        | g001, g088             |
| Recruitment                                 | H11   |   | Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.<br>Excludes:<br>• successful applications – see H03   | Position      |             | E           |   | Y           | C           | HR | Document Date  |                          | T    | 5               | Y        | D        | g071                   |
| Training and Development                    | H12   | C | 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.<br>Excludes:<br>• Individual Employee Training Records - see H03<br>• * Salt use training materials = 7yr retention<br>• * Drinking water training materials + 5yr retention | Training Type |             | E           |   | N           | I           | HR |                | Course no longer offered | T    | 2*              | Y        | D        | g043, g045, g139, g148 |

## H - Human Resources

| Secondary   | No.   | C | Description  | Metadata                |                  | F<br>R<br>M | V | P<br>I<br>N | S<br>E<br>N | RD | Retention Rule       |                           |      |                 |          | Citation |                  |
|---|-------|---|--|-------------------------|------------------|-------------|---|-------------|-------------|----|----------------------|---------------------------|------|-----------------|----------|----------|------------------|
|   |       |   |  | Trigger                 |                  |             |   |             |             |    | Type                 | Period                    | Unit | Disp.<br>Action |          |          |                  |
|   |       |   |  | Document                | Case             |             |   |             |             |    |                      |                           |      |                 | Document |          | Case             |
| Claims<br><b>Do Not Use - See H19.1</b>   | H13   | C | Includes records regarding claims to WSIB or insurance carriers for lost-time incidents and accidents and includes PTSD claims. Includes accident notice, accident report<br>Excludes:<br>• Non lost-time incidents or accidents - see H04<br>• STD & LTD – see H19  |                         | Claim Number     | E           |   | Y           | C           | HR |                      | Employee Termination Date | E    | 6               | Y        | D        | g078, g125       |
| Claims<br><b>Do Not Use - See H19.1</b>   | H13.1 | C | Claims related to hazardous exposure.<br>* Longer of 40yrs or 20 yrs after last record made  |                         | Claim Number     | E           |   | Y           | C           | HR |                      | Exposure Date             | E    | 40*             | Y        | D        | g078, g125       |
| Grievances  | H14   | C | 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.<br>Excludes:<br>• Harassment & Violence – see H15   | 1. Union<br>2. Employee |                  | E           |   | Y           | C           | HR |                      | Resolution Date           | E    | 10              | Y        | D        | g013, g054       |
| Harassment and Violence   | H15   | C | 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.<br>Excludes:<br>• Grievances – see H14<br>• Abuse investigation records not involving staff – P08 |                         | Complaint Number | E           |   | Y           | C           | HR |                      | Resolution Date           | E    | 7               | Y        | D        | g054, g059       |
| Criminal Background Checks  | H16   |   | Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers. Also includes annual Criminal Offence Declaration.  |                         |                  | E           |   | Y           | C           | HR | Employee termination |                           | T    | 6               | Y        | D        |                  |
| Employee Medical Records - Hazardous Materials<br><b>Do Not Use - See H19.1</b> | H17   | C | Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.<br>* Longer of 40yrs or 20 yrs after last record made   | Employee ID             |                  | E           |   | Y           | C           | HR |                      | Exposure Date             | E    | 40*             | Y        | D        | g078, g079, g103 |
| Employee Medical Records<br><b>Do Not Use - See H19.1</b>                       | H18   | C | Includes doctor's notes, correspondence, and health reports related to an employee's medical situation.  | Employee ID             |                  | E           |   | Y           | C           | HR |                      | Employee Termination      | E    | 3               | Y        | D        | g078             |

## H - Human Resources

| Secondary  | No.   | C | Description  | Metadata                       |             | F<br>M | R | V | P<br>I | S<br>E<br>N | RD | Retention Rule          |                           |      |        | Citation |      |                 |
|--|-------|---|--|--------------------------------|-------------|--------|---|---|--------|-------------|----|-------------------------|---------------------------|------|--------|----------|------|-----------------|
|  |       |   |  | Document                       | Case        |        |   |   |        |             |    | Trigger                 |                           | Type | Period |          | Unit | Disp.<br>Action |
|  |       |   |  |                                |             |        |   |   |        |             |    | Document                | Case                      |      |        |          |      |                 |
| Disability Management<br><b>Do Not Use - See H19.1</b> | H19   | C | 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. Includes STD and LTD. Excludes:<br>• WSIB claims – see H13   | Employee ID                    |             | E      |   |   | Y      | C           | HR |                         | Return to work            | E    | 10     | Y        | D    | g010, g054      |
| Disability Management - Electronic Record              | H19.1 | C | Combines H13 (Claims), H17 (Employee Medical Records - Hazardous), H18 (Employee Medical Records) and H19 (Disability Management)  |                                | Employee ID | E      |   |   | Y      | C           | HR |                         | Employee Termination Date | E    | 60     | Y        | D    |                 |
| Confined Spaces  | H20   |   | 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:<br>• Health & Safety – see H03<br>• Staff training – see H12 and H03  |                                |             | E      |   |   | N      | C           | HR | Document Date           |                           | T    | 1      | Y        | D    | g075            |
| Employee Recognition                                   | H21   |   | 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.  | 1. Award Name<br>2. Event Name |             | E      |   |   | N      | P           | HR | Award / Event Date      |                           | T    | 6      | Y        | D    |                 |
| Employee Certifications                                | H22   |   | Individual employee certification, credentialing & mandatory training required by legislation or professional standards as a condition of employment. Applications, confirmation of mandatory training, certificate renewals & appointment renewals - water quality analyst, sewage works operator & commissioner of oaths appointment. CVOR operator safety record, instructor, first aid, working at heights, service station operations training. Safe Drinking Water Act, Environmental Protection Act, OH&S Act and the Ontario Water Resources Act training. |                                |             | E      |   |   | N      | C           | HR | Certificate Expiry Date |                           | T    | 2      | Y        | D    | g059, g077      |



2023: Trigger Document date updated to superseded date.

Keep P as information backs up Pay Equity

Longer retention to ensure statute of limitations is met.





## L - Legal Affairs

| Secondary                             | No. | C | Description   | Metadata |   | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Retention Rule  |                                     |      |                 |   | Citation |                                      |
|---------------------------------------|-----|---|---|----------|---|-------------|---|-------------|-------------|----|-----------------|-------------------------------------|------|-----------------|---|----------|--------------------------------------|
|                                       |     |   |   | Trigger  |   |             |   |             |             |    | Type            | Period                              | Unit | Disp.<br>Action |   |          |                                      |
|                                       |     |   |   | Document | Case  |             |   |             |             |    |                 |                                     |      |                 |   |          |                                      |
| Appeal and Hearings                   | L01 | C | 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, and property standards appeals. Includes records related to the Local Planning Appeal Tribunal (LPAT).<br>Excludes:<br>• Litigation - see Claims - L02-L03<br>• Harassment & Violence – see H15   |          |   | B           |   | Y           | C           | CL |                 | Close                               | E    | P               |   | P        | g059, g060, g068, g089, g090 (15yrs) |
| Claims against the Municipality       | L02 | C | Includes all litigation and insurance claims made by other parties against the municipality.<br>Excludes:<br>• Appeals and Hearings - see L01   |          | Claim number  | E           |   | Y           | C           | CF |                 | Resolution of Claim and all appeals | E    | 2               | Y | D        | g047, g056, g059, g060, g089, g162   |
| Claims by the Municipality            | L03 | C | Includes all litigation and insurance claims made against other parties by the municipality.<br>Excludes:<br>• Appeals and Hearings - see L01   |          | Claim number  | E           |   | Y           | C           | CF |                 | Resolution of Claim and all appeals | E    | 2               | Y | D        | g056, g057, g072                     |
| Contracts and Agreements under By-law | L04 | C | Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, child care centres/home child care agency licensee agreements, development front-ending agreements, and subdivision agreements. Also includes agreements regarding tax arrears payment extension, easements, encroachments, area ways, laneways and records transfer.<br>Excludes:<br>• Office Equipment Maintenance Agreements - see L14<br>• Contracts regarding Land - see L07<br>• Insurance Policies - see L06<br>• Line fence agreements – see P01<br>• Contracts for the purchase of goods and services which don't require a by-law – see F18 |          | 1. Agreement Type<br>2. Service Type<br>3. Counterparty | B           | Y | N           | I           | CL |                 | Contract End Date                   | E    | 15              | Y | D        | g060, g068                           |
| Insurance Appraisals                  | L05 |   | Includes appraisals of municipal property for insurance purposes.   |          |   | E           |   | N           | C           | CF | Superseded Date |                                     | R    | 15              | Y | D        | g060                                 |

## L - Legal Affairs

| Secondary                 | No. | C | Description   | Metadata              |      | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Retention Rule     |                       |      |        |      | Citation |                              |
|---------------------------|-----|---|---|-----------------------|------|-------------|---|-------------|-------------|----|--------------------|-----------------------|------|--------|------|----------|------------------------------|
|                           |     |   |   | Document              | Case |             |   |             |             |    | Trigger            |                       | Type | Period | Unit |          | Disp.<br>Action              |
|                           |     |   |   |                       |      |             |   |             |             |    | Document           | Case                  |      |        |      |          |                              |
| Insurance Policies        | L06 |   | Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance.<br>Excludes:<br>• Employee Group Insurance - see H02<br>• Third Party Contracts - see L04<br>• Insurance Claims – see L03   |                       |      | E           |   | N           | C           | CF | Policy Expiry Date |                       | T    | 15     | Y    | D        | g060                         |
| Land Acquisition and Sale | L07 | C | Includes records regarding real estate transactions and conveyance of land such as lot sales, alley closings and allowances whether through voluntary transactions or expropriation. Includes leases, deed including underground storage abandonment record, expropriation plans, purchase letters and appraisals.<br>*Renewable energy project agreements may not be more than 50 years.<br>Excludes:<br>• tax sales – see F22 | Land Transaction Type |      | P           |   | Y           | C           | CL |                    | Property Disposition  | E    | 15*    | Y    | D        | g041, g095, g133, g145, g153 |
| Opinions and Briefs       | L08 |   | Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.   |                       |      | E           |   | Y           | C           | CL | Superseded Date    |                       | R    |        |      | D        |                              |
| Precedents                | L09 |   | Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.   |                       |      | E           |   | N           | C           | CL | Superseded Date    |                       | R    |        |      | D        |                              |
| Federal Legislation       | L10 |   | Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.   |                       |      | E           |   | N           | P           | OR | Superseded Date    |                       | R    |        |      | D        |                              |
| Provincial Legislation    | L11 |   | Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.  |                       |      | E           |   | N           | P           | OR | Superseded Date    |                       | R    |        |      | D        |                              |
| Vital Statistics          | L12 |   | Includes registers of deaths and marriages. Registers include license or permit serial numbers, date of issue and name of the parties.<br>Excludes:<br>• Population Statistics - see Demographic Studies - D01<br>• * Marriage Licences = 2 year retention  |                       |      | P           |   | Y           | C           | CL | Document Date      |                       | T    | P*     | Y    | P        |                              |
| Prosecutions              | L13 | C | Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation.<br>Excludes:<br>• By-Law Enforcement - see P01<br>• Appeals and Hearings - see L01   | Court Number          |      | E           |   | Y           | C           | OR |                    | Delivery of judgement | E    | 7      | Y    | D        | g059, g060                   |

## L - Legal Affairs

| Secondary                         | No. | C | Description  | Metadata |   | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Retention Rule |                   |      |                 |          | Citation |                                    |
|-----------------------------------|-----|---|--|----------|---|-------------|---|-------------|-------------|----|----------------|-------------------|------|-----------------|----------|----------|------------------------------------|
|                                   |     |   |  | Trigger  |   |             |   |             |             |    | Type           | Period            | Unit | Disp.<br>Action |          |          |                                    |
|                                   |     |   |  | Document | Case  |             |   |             |             |    |                |                   |      |                 | Document |          | Case                               |
| Contracts and Agreements - Simple | L14 | C | <p>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)</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Contracts and Agreements Under By-Law – L04</li> <li>• Line Fences agreements – see P01</li> <li>• Contracts for the purchase of goods and services which don't require a by-law – see F18</li> </ul> |          | 1. Agreement Type<br>2. Service Type<br>3. Counterparty | B           | Y | N           | I           | CL |                | Contract End Date | E    | 2               | Y        | D        | g041, g042, g053, g059, g062, g130 |



L04 is 15yrs so matching this to be the same.



## M - Media and Public Relations

| Secondary                               | No. | C | Description   | Metadata      |      | F<br>M | R | V | P<br>I<br>N | S<br>E<br>N | RD | Retention Rule |      |      |        |      | Citation |                        |
|---|-----|---|---|---------------|------|--------|---|---|-------------|-------------|----|----------------|------|------|--------|------|----------|------------------------|
|   |     |   |   | Document      | Case |        |   |   |             |             |    | Trigger        |      | Type | Period | Unit |          | Disp.<br>Action        |
|   |     |   |   |               |      |        |   |   |             |             |    | Document       | Case |      |        |      |          |                        |
| Advertising                             | M01 |   | Includes records regarding public advertising in magazines, newspapers, radio, television, and transit.<br>Excludes:<br>• News Releases - see M06<br>• Recruitment - see H11<br>• Elections - see C07   | Event Name    |      | E      |   |   | N           | P           | OR | Document Date  |      | T    | 1      | Y    | D        |                        |
| Ceremonies and Events                   | M02 |   | Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day and Winter Carnival. Also includes records regarding the set-up and running of special events.<br>Excludes:<br>• permit to hold event – see P11  | Event Name    |      | E      |   |   | N           | P           | OR | Event Date     |      | T    | 5      | Y    | D        |                        |
| Charitable Campaigns / Fundraising      | M03 |   | 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.<br>Excludes:<br>• Receipts - see F19   | Campaign Name |      | E      |   |   | N           | P           | OR | Event Date     |      | T    | 1      | Y    | D        |                        |
| Complaints, Commendations and Inquiries | M04 |   | 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. Includes Property Inquiry Requests (PIR).<br>Excludes:<br>• Accessibility of Records (Freedom of Information) requests - see A17<br>• Grievances or harassment/violence complaints by or against employees – see H14, H15<br>• Employee recognition – see H21 |               |      | E      |   |   | Y           | I           | OR | Document Date  |      | T    | 5      | Y    | D        | g054, g121, g154, g160 |
| News Clippings                          | M05 |   | Includes clippings from newspapers, information from journals and other printed media. May also include information related to online media coverage, radio or television clips.<br>Excludes:<br>• Clippings used as reference material - see relevant subject.   |               |      | E      |   |   | N           | P           | OR | Document Date  |      | T    | 1      | Y    | D        |                        |



## M - Media and Public Relations

| Secondary                             | No. | C | Description   | Metadata |      | F<br>M      | R<br>M | V<br>M | P<br>I<br>N | S<br>E<br>N | RD | Retention Rule                             |        |      |   |          | Citation |                  |
|---------------------------------------|-----|---|---|----------|------|-------------|--------|--------|-------------|-------------|----|--|--------|------|---|----------|----------|------------------|
|                                       |     |   |   | Trigger  |      |             |        |        |             |             |    | Type                                       | Period | Unit | Disp.<br>Action                                       |          |          |                  |
|                                       |     |   |   | Document | Case |             |        |        |             |             |    |  |        |      |   | Document |          | Case             |
| News Releases                         | M06 |   | Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.  |          |      | E           |        |        | N           | P           | OR | Document Date                              |        | T    | 1   | Y        | D        |                  |
| Publications                          | M07 |   | 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. |          |      | B           |        |        | N           | P           | OR | Superseded Date                            |        | R    | 3 if publication is subject to copyright or trademark | Y        | D        | g134             |
| Speeches and Presentations            | M08 |   | Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.<br>Excludes:<br>• Media coverage of speeches/presentations - see M05<br>• News Releases - see M06  |          |      | E           |        |        | N           | P           | OR | Document Date                              |        | T    | 3   | Y        | D        |                  |
| Visual Identity and Insignia          | M09 |   | 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.  |          |      | E<br>P<br>O |        |        | N           | I           | CL | Superseded Date                            |        | R    | 5   | Y        | D        | g134, g136       |
| Website and Social Media Content      | M10 |   | 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.<br>Excludes:<br>• Published website content – see M07   |          |      | E           |        |        | N           | P           | OR | Superseded Date                            |        | R    | 2   | Y        | D        | g059             |
| Public Relations and Public Awareness | M11 |   | Includes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters, etc. Also includes issues regarding internal/external communications. Includes programs designed for public awareness and engagement.   |          |      | E           |        |        | N           | P           | OR | Document Date                              |        | T    | 5   | Y        | D        |                  |
| Intellectual Property                 | M12 |   | 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.  |          |      | B           |        |        | N           | P           | CL | Copyright, Patent or Trademark Expiry Date |        | T    | 5   | Y        | D        | g134, g135, g136 |

## P - Protection and Enforcement Services

| Secondary                       | No. | C | Description   | Metadata |             | F<br>M | R<br>M | V<br>I | P<br>I | S<br>E<br>N | RD               | Retention Rule |      |      |        |      | Citation                                |                 |
|---------------------------------|-----|---|---|----------|-------------|--------|--------|--------|--------|-------------|------------------|----------------|------|------|--------|------|---|-----------------|
|                                 |     |   |   | Document | Case        |        |        |        |        |             |                  | Trigger        |      | Type | Period | Unit |   | Disp.<br>Action |
|                                 |     |   |   |          |             |        |        |        |        |             |                  | Document       | Case |      |        |      |   |                 |
| By-law Enforcement              | P01 | C | Includes records of municipal efforts to enforce bylaws such as parking tickets and fenceline disputes. Includes order to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs, line fence agreements, etc.<br>Excludes:<br>• Parking tickets = Paid + 30 day retention<br>• Health & Fire Inspections - see P07<br>• Environmental Monitoring - Industrial/Commercial - see E05<br>• Prosecutions - see L13<br>• Animal Control Enforcement - see P14<br>• Lottery license Enforcement - see P09 |          | File Number | E      |        | Y      | C      | BY          |                  | Case Closed    | E    | 6    | Y      | D    | g059, g089                              |                 |
| Daily Occurrence Logs           | P02 |   | Includes daily occurrences logs maintained by the Chief Building Official and By-law Enforcement Officers.  | Log Type |             | T      |        | Y      | C      | OR          | File Closed Date |                | T    | 5    | Y      | D    |   |                 |
| Emergency Planning and Response | P03 |   | Includes records regarding the planning, testing, rehearsal of and response to emergency, safety and contingency measures. May also include records of previous disasters including emergency command centre operation, response reports, press clippings, etc.<br>* Retention = Expiry of plan + 5 years if Environmental Protection Act applies   |          |             | E      |        | N      | P      | EOC         | Superseded Date* |                | R    |      |        | D    | g144                                    |                 |
| Hazardous Materials             | P04 |   | 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.<br>Excludes:<br>• Staff Safety Training - see H04<br>• Personal exposure - see H17<br>• Manifests - see E07               |          |             | B      |        | N      | I      | OR          | Superseded Date  |                | R    | 5    | Y      | D    | g038, g076, g121, g140, g142, 143, g149 |                 |

## P - Protection and Enforcement Services

| Secondary                           | No. | C | Description   | Metadata |                        | F<br>M | R<br>M | V<br>I | P<br>I | S<br>E<br>N | RD | Retention Rule   |        |      |              |          | Citation                     |
|-------------------------------------|-----|---|---|----------|------------------------|--------|--------|--------|--------|-------------|----|------------------|--------|------|--------------|----------|------------------------------|
|                                     |     |   |   | Trigger  |                        |        |        |        |        |             |    | Type             | Period | Unit | Disp. Action |          |                              |
|                                     |     |   |   | Document | Case                   |        |        |        |        |             |    |                  |        |      |              | Document |                              |
| Incident / Accident Reports         | P05 | C | Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties.<br>Excludes:<br>• Security - see A18<br>• Accidents of Municipal Staff - see H04<br>• Compensation claims and vehicle accidents - see L02 or L03  |          | Incident Type          | E      |        | Y      | C      | HR          |    | File Closed Date | E      | 5    | Y            | D        | g011                         |
| Building and Structural Inspections | P06 | C | 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.<br>Excludes:<br>• By-Law Enforcement – see P01 |          | Property Name/ Address | T      |        | N      | I      | BU          |    | Year End Date    | T      | 2*   | Y            | D        | g015, g045, g046, g073, g123 |
| Health and Fire Safety Inspections  | P07 |   | 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.<br>Excludes:<br>• Internal Health & Safety Inspections – see H04<br>• Routine building and structural inspections – see P06  |          |                        | E      |        | N      | I      | OR          |    | Superseded Date  | R      |      |              | D        | g045                         |
| Investigations                      | P08 | C | Includes records of investigation pertaining to law enforcement, or the origin or cause of traffic accidents, serious occurrences and abuse allegations, ambulance and fire response scrutiny.<br>Excludes:<br>• By-law Enforcement – see P01<br>• Harassment & Violence staff investigations – see H15   |          | Investigation Type     | E      |        | Y      | C      | OR          |    | Closed Date      | E      | 10   | Y            | D        | g059, g089                   |
| Licences                            | P09 | C | 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.<br>Excludes:<br>• Marriage Licences – see L12   |          | Licence Type           | B      |        | N      | P      | OR          |    | Expiry Date      | E      | 2    | Y            | D        | g017                         |

## P - Protection and Enforcement Services

| Secondary                     | No. | C | Description  | Metadata |               | F<br>M | V | P<br>I | S<br>E<br>N | RD | Retention Rule   |        |      |                 |          | Citation |                                 |
|-------------------------------|-----|---|--|----------|---------------|--------|---|--------|-------------|----|------------------|--------|------|-----------------|----------|----------|---------------------------------|
|                               |     |   |  | Trigger  |               |        |   |        |             |    | Type             | Period | Unit | Disp.<br>Action |          |          |                                 |
|                               |     |   |  | Document | Case          |        |   |        |             |    |                  |        |      |                 | Document |          | Case                            |
| Building Permits              | P10 | C | 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.<br>Excludes:<br>• All other permits – see P11  |          | Permit Number | E      |   | Y      | C           | BU |                  |        | P    |                 |          | P        | g090 (15yrs) common practice =P |
| Permits - Other               | P11 | C | 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, drinking water works permits, transport oversize loads, erect signs and sign variances, tent permits, park on the street, etc.<br>Excludes:<br>• Building Permits – see P10<br>• Encroachment Permits – see D16<br>• Burial Permits – see S09<br>• Road and lane opening/closings – see T09                |          | Permit Type   | B      |   | Y      | P           | OR | Expiry Date      |        | E    | 2               | Y        | D        | g017                            |
| Warrants                      | P12 |   | Not applicable, do not use   |          |               |        |   |        |             |    |                  |        |      |                 |          |          |                                 |
| Criminal Records              | P13 |   | Not applicable, do not use   |          |               |        |   |        |             |    |                  |        |      |                 |          |          |                                 |
| Animal Control                | P14 |   | 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.<br>Excludes:<br>• Dog Licenses – see P09  |          |               | E      |   | Y      | C           | OR | Closed Date      |        | T    | 2               | Y        | D        | g012                            |
| Community Protection Programs | P15 | C | 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.<br>Excludes:<br>Surveillance video = 14 day retention (unless requisitioned for use by MFIPPA or other investigation) |          | Program Name  | E      |   | Y      | I           | OR | Superseded Date* |        | R    | 2               | Y        | D        | g071                            |
| Emergency Services            | P16 |   | Not applicable, do not use   |          |               |        |   |        |             |    |                  |        |      |                 |          |          |                                 |



2023: Trigger document date updated to file closed date.

2023-06-22: Superseded + 5yrs (as per Engineering Technologist (Spencer))

## Notes

2023: Moving to cloud permitting. Previous permits are in paper format.

Do not use - falls under P01 By-law Enforcement case

2023-09-28 Updated Video surveillance retention to match City policy.



2023: Trigger document date updated to file closed date.

Remove " (Retention for child care facility plumbing flush & water testing = 6 yr)" as City doesn't run child care facilities  
Change retention to match playground inspections.

## R - Recreation and Culture

| Secondary                                | No.   | C | Description   | Metadata        |      | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD       | Retention Rule  |   |      |        | Citation |      |                 |
|--|-------|---|---|-----------------|------|-------------|---|-------------|-------------|----------|-----------------|---|------|--------|----------|------|-----------------|
|  |       |   |   | Document        | Case |             |   |             |             |          | Trigger         |   | Type | Period |          | Unit | Disp.<br>Action |
|  |       |   |   |                 |      |             |   |             |             |          | Document        | Case  |      |        |          |      |                 |
| Transitory Record and Reference Material | ROT   |   | Records useful for only a short time and has minor importance by not being required to meet legal, financial, or operational obligations, provide evidence of business activities, decisions or transactions, or protect the rights of the citizens and the City. Examples include miscellaneous notices, duplicate copies, drafts and publications.  |                 |      | B           |   |             |             | OR       | Date Modified   |   | 2    | Y      | D        |      |                 |
| Heritage Preservation                    | R01   | C | 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. Includes heritage registries, listings and heritage permits.<br>Excludes:<br>• Historical Designation By-Laws - see C01<br>• Natural heritage preservation – see E18 | Heritage ID     |      | B           |   | N           | P           | PL       |                 | End of plan year or Removal of Designation or Listing | E    | 10     | Y        | D    | g081            |
| Library Services                         | R02   |   | Not applicable - do not use   |                 |      |             |   |             |             |          |                 |   |      |        |          |      |                 |
| Museum and Archival Services             | R03   |   | Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records. May also include copy logs.   |                 |      |             |   |             |             | BB, TTAG | Superseded Date |   | S    | 3      | Y        | D    | g134            |
| Parks Management                         | R04   |   | Includes correspondence, descriptions, reports and other records dealing with the management design, set-up, landscaping and maintenance of specific municipal parks.<br>Excludes:<br>• Building and Property Maintenance – see A20<br>• Maintenance and inspection of playground equipment - See R04.2<br>• Maps and plans. - See A27  |                 |      |             |   | N           | I           | PA       | Document Date   |   | E    | 5      | Y        | D    | g060            |
| Parks Management - Commemorative Program | R04.1 | C | Includes records regarding the commemorative benches and the commemorative forest programs.   | Date, Last Name |      |             |   | N           | P           | PA       | Document Date   |   | T    | 15     | Y        | D    |                 |

**R - Recreation and Culture**

| Secondary                      | No.   | C  | Description   | Metadata        |      | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD  | Retention Rule |      |      |        | Citation |      |                 |
|--------------------------------|-------|--|---|-----------------|------|-------------|---|-------------|-------------|-----|----------------|------|------|--------|----------|------|-----------------|
|                                |       |  |   | Document        | Case |             |   |             |             |     | Trigger        |      | Type | Period |          | Unit | Disp.<br>Action |
|                                |       |  |   |                 |      |             |   |             |             |     | Document       | Case |      |        |          |      |                 |
| Parks Management - Inspections | R04.2 |  | Includes inspections for all parks and related amenities, including pools, playgrounds, splashpads, outdoor ice rink, Sk8 Park, trails etc.   |                 |      |             |   | N           | I           | PA  | Document Date  |      | T    | 20     | Y        | D    |                 |
| Category removed.              | R05   | Not applicable - do not use<br>Duplicates records that should be filed elsewhere |   |                 |      |             |   |             |             |     |                |      |      |        |          |      |                 |
| Recreational Programming       | R06   |  | 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.<br>Excludes:<br>• Attendance Fee collection - See F02<br>• Program development & evaluation = 3yr retention | 1. Program Name |      |             |   | Y           | C           | CDM | Document Date  |      | T    | 1      | Y        | D    | g071, g006      |

## Notes

2023: Classification added to schedule to manage electronic records.

2023-09-27: Request from Jr. Planner to increase retention period from 3 yrs to 10yrs. This is due to changes to the *Ontario Heritage Act*



## S - Social and Health Care Services

| Secondary                                    | No. | C | Description  | Metadata |      | F<br>M | R | V | P<br>I<br>N | S<br>E<br>N | RD | Retention Rule |        |      |              |  | Citation |            |
|--|-----|---|--|----------|------|--------|---|---|-------------|-------------|----|----------------|--------|------|--------------|--|----------|------------|
|  |     |   |  | Trigger  |      |        |   |   |             |             |    | Type           | Period | Unit | Disp. Action |  |          |            |
|  |     |   |  | Document | Case |        |   |   |             |             |    |                |        |      |              |  |          |            |
| Social and Health Care Services - Transitory | S00 |   | Not applicable - do not use  |          |      |        |   |   |             |             |    |                |        |      |              |  |          |            |
| Children's Day Care and Day Nursery Services | S01 |   | Not applicable - do not use  |          |      |        |   |   |             |             |    |                |        |      |              |  |          |            |
| Elderly and Supportive Assistance Services   | S02 |   | Not applicable - do not use  |          |      |        |   |   |             |             |    |                |        |      |              |  |          |            |
| Long Term Care Facility Clients              | S03 |   | Not applicable - do not use  |          |      |        |   |   |             |             |    |                |        |      |              |  |          |            |
| Community and Social Assistance Services     | S04 |   | Not applicable - do not use  |          |      |        |   |   |             |             |    |                |        |      |              |  |          |            |
| Ontario Works Clients                        | S05 |   | Not applicable - do not use  |          |      |        |   |   |             |             |    |                |        |      |              |  |          |            |
| Medical Case Clients                         | S06 |   | Not applicable - do not use  |          |      |        |   |   |             |             |    |                |        |      |              |  |          |            |
| Children's Services                          | S07 |   | Not applicable - do not use  |          |      |        |   |   |             |             |    |                |        |      |              |  |          |            |
| Public Health                                | S08 |   | Not applicable - do not use  |          |      |        |   |   |             |             |    |                |        |      |              |  |          |            |
| Cemetery Interment                           | S09 |   | Includes cemetery licence, burial permits, maps, plot ownership records, deemed cancellations, death certificates and warrants to bury, interment or scattering rights certificates, cremated remains and body disposal registers, and indexes for municipal cemeteries and abandoned cemeteries.<br>Excludes:<br>• Building and Property Maintenance - see A20<br>• Promotional materials – see M07<br>• Price lists and cemetery operation – see S20 |          |      |        |   |   |             |             |    | Document Date  |        |      |              |  | P        | g048, g101 |
| Day Care and Day Nursery Clients             | S10 |   | Not applicable - do not use  |          |      |        |   |   |             |             |    |                |        |      |              |  |          |            |

## S - Social and Health Care Services

| Secondary                                      | No. | C | Description  | Metadata |             | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Retention Rule                          |                             |      |                 |          | Citation |      |
|--|-----|---|--|----------|-------------|-------------|---|-------------|-------------|----|---|-----------------------------|------|-----------------|----------|----------|------|
|  |     |   |  | Trigger  |             |             |   |             |             |    | Type                                    | Period                      | Unit | Disp.<br>Action |          |          |      |
|  |     |   |  | Document | Case        |             |   |             |             |    |   |                             |      |                 | Document |          | Case |
| Disabilities Support Clients                   | S11 | C | Includes records dealing with applications for and provision of services and funding support to persons with mental or physical disabilities for accessible transportation eligibility application and approval. |          | Client Name | B           |   | Y           | C           | PW |   | No longer receiving support | E    | 7               | Y        | D        | g155 |
| Housing Services                               | S12 |   | Not applicable - do not use  |          |             |             |   |             |             |    |   |                             |      |                 |          |          |      |
| Housing Tenant Clients                         | S13 |   | Not applicable - do not use  |          |             |             |   |             |             |    |   |                             |      |                 |          |          |      |
| Home Child Care Program Administration         | S14 |   | Not applicable - do not use  |          |             |             |   |             |             |    |   |                             |      |                 |          |          |      |
| Home Child Care Program Clients                | S15 |   | Not applicable - do not use  |          |             |             |   |             |             |    |   |                             |      |                 |          |          |      |
| Social and Health Care Planning and Management | S16 |   | Not applicable - do not use  |          |             |             |   |             |             |    |   |                             |      |                 |          |          |      |
| Client Care Coordination                       | S17 |   | Not applicable - do not use  |          |             |             |   |             |             |    |   |                             |      |                 |          |          |      |
| Long Term Care Operations                      | S18 |   | Not applicable - do not use  |          |             |             |   |             |             |    |   |                             |      |                 |          |          |      |
| Food Preparation and Services                  | S19 |   | Not applicable - do not use  |          |             |             |   |             |             |    |   |                             |      |                 |          |          |      |
| Cemetery Operations                            | S20 |   | Includes records relating to the business operation of a municipal cemetery including price lists and removed markers records.<br>Excludes:<br>• burial permits, interment records, etc. – see S09               |          |             | B           |   | N           | I           | PA | Contract fulfilled or no longer applies |                             | E    | 6               | Y        | D        | g047 |

## T - Transportation Services

| Secondary                 | No. | C | Description  | Metadata   |      | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Retention Rule                  |        |      |                 |          | Citation |      |
|---------------------------|-----|---|--|------------|------|-------------|---|-------------|-------------|----|---------------------------------|--------|------|-----------------|----------|----------|------|
|                           |     |   |  | Trigger    |      |             |   |             |             |    | Type                            | Period | Unit | Disp.<br>Action |          |          |      |
|                           |     |   |  | Document   | Case |             |   |             |             |    |                                 |        |      |                 | Document |          | Case |
| Illumination              | T01 |   | 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.<br>Excludes:<br>• Specifications = P   |            |      | E           |   | N           | I           | EN | Removal of Equipment            |        | E    | 6               | Y        | D        |      |
| Parking                   | T02 |   | Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.  |            |      | E           |   | N           | I           | PG | Closure of Lot or space         |        | E    | 6               | Y        | D        |      |
| Public Transit Operations | T03 |   | 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.<br>Excludes:<br>• Accessible transportation application and approval - see S11<br>• Driver scheduling – see H01   |            |      | B           |   | N           | I           | EN | Closure of route/ shelter/ stop |        | E    | 2               | Y        | D        | g094 |
| Road Construction         | T04 | C | 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. Includes retaining walls.<br>Excludes:<br>• Design and Planning - see T05<br>• Routine maintenance and minor improvements to road systems - see Road Maintenance, T06<br>• As-Built/Specifications – see A26 | Project ID |      | T           |   | N           | I           | EN | Project Completion Date         |        | E    | 10              | Y        | D        | g073 |
| Road Design and Planning  | T05 | C | 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.<br>Excludes:<br>• Specifications = Permanent retention  | Project ID |      | T           |   | N           | I           | EN | Project Completion Date         |        | E    | 10              | Y        | D        | g073 |



## T - Transportation Services

| Secondary                          | No. | C | Description   | Metadata   |            | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD        | Retention Rule     |        |      |                 |          | Citation |            |
|------------------------------------|-----|---|---|--|------------|-------------|---|-------------|-------------|-----------|--------------------|--------|------|-----------------|----------|----------|------------|
|                                    |     |   |   | Trigger  |            |             |   |             |             |           | Type               | Period | Unit | Disp.<br>Action |          |          |            |
|                                    |     |   |   | Document   | Case       |             |   |             |             |           |                    |        |      |                 | Document |          | Case       |
| Road Maintenance and Salt Usage    | T06 |   | Includes records and studies regarding the inspection and maintenance of roads. Minor repair maintenance includes the installation of culverts, minor repairs to the road surfaces, curbs and sidewalks, cycle-ways, footpaths, walkways, etc. Routine maintenance includes grading, ploughing and sanding of roads, and snow removal and cleaning.<br>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.<br>Excludes:<br>• Non salt usage training records - see H03 |  | Project ID | B           |   | N           | I           | WO        | Document Date      |        | T    | 7               | Y        | D        | g073, g139 |
| Signs and Signals                  | T07 |   | Includes records and studies regarding the manufacture installation, servicing and maintenance of signs and signals.<br>Excludes:<br>• Visual Identity Program - see M09<br>• Sign Permits – see P11  | 1. Intersection / Sign ID<br>2. Device ID<br>3. Cabinet ID |            | B           |   | N           | C           | WO and EN | Removal Date       |        | E    | 2               | Y        | D        | g073       |
| Traffic                            | T08 |   | 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.<br>Excludes:<br>• Permits for temporary closure – see P11  |  |            | B           |   | N           | I           | EN        | Document Date      |        | T    | 5               | Y        | D        |            |
| Roads and Lanes Openings/ Closures | T09 |   | 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.<br>Excludes:<br>• Temporary road closures - see T08<br>• Land Sales - see L07<br>• Road Closing By-Laws - see C01   |  |            | B           |   | N           | P           | EN        | Opening or Closure |        | E    | 1               | Y        | D        |            |

### T - Transportation Services

| Secondary                             | No. | C | Description   | Metadata  |            | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Retention Rule        |        |      |                 |          | Citation |      |
|---------------------------------------|-----|---|---|-----------|------------|-------------|---|-------------|-------------|----|-----------------------|--------|------|-----------------|----------|----------|------|
|                                       |     |   |   | Trigger   |            |             |   |             |             |    | Type                  | Period | Unit | Disp.<br>Action |          |          |      |
|                                       |     |   |   | Document  | Case       |             |   |             |             |    |                       |        |      |                 | Document |          | Case |
| Field Survey/<br>Road Survey<br>Books | T10 |   | Includes engineering field survey notes as well as books.   |           | Project ID | B           |   | N           | I           | EN | Project<br>Completion |        | E    | 10              | Y        | D        |      |
| Bridges                               | T11 | C | Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.<br>*Specifications = Permanent retention | Bridge ID |            | T           |   | N           | I           | EN | Project<br>Completion |        | E    | 10              | Y        | D        | g073 |



match claim period

Match to Project  
retention of 10 yrs

## V - Vehicles and Equipment

| Secondary               | No. | C | Description  | Metadata     |      | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Retention Rule |                       |      |                 |          | Citation |                        |
|-------------------------|-----|---|--|--------------|------|-------------|---|-------------|-------------|----|----------------|-----------------------|------|-----------------|----------|----------|------------------------|
|                         |     |   |  | Trigger      |      |             |   |             |             |    | Type           | Period                | Unit | Disp.<br>Action |          |          |                        |
|                         |     |   |  | Document     | Case |             |   |             |             |    |                |                       |      |                 | Document |          | Case                   |
| Fleet Management        | V01 | C | 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. Includes fire-related hoses and rescue equipment.<br>Excludes:<br>• Insurance Policies - see L06<br>• Accident Claims - see L02, L03<br>• Leases/Contracts - see L14 | Vehicle ID   |      | B           |   | N           | I           | OR |                | Disposal of Equipment | E    | 2               | Y        | D        | g050, g074, g094, g130 |
| Mobile Equipment        | V02 | C | 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.  | Equipment ID |      | B           |   | N           | I           | OR |                | Disposal Date         | E    | 1               | Y        | D        | g074                   |
| Transportable Equipment | V03 | C | 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, weed-eaters, drills and fire hall maintenance tools.  | Equipment ID |      | B           |   | N           | I           | OR |                | Disposal Date         | E    | 1               | Y        | D        | g074                   |
| Protective Equipment    | V04 | C | 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.<br>Excludes:<br>• Uniforms and Clothing - see A14   | Equipment ID |      | B           |   | N           | I           | OR |                | Disposal Date         | E    | 1               | Y        | D        | g074, g075             |

## V - Vehicles and Equipment

| Secondary           | No. | C | Description   | Metadata |              | F<br>R<br>M | V | P<br>I<br>I | S<br>E<br>N | RD | Retention Rule |               |      |                 |          | Citation |            |
|---------------------|-----|---|---|----------|--------------|-------------|---|-------------|-------------|----|----------------|---------------|------|-----------------|----------|----------|------------|
|                     |     |   |   | Trigger  |              |             |   |             |             |    | Type           | Period        | Unit | Disp.<br>Action |          |          |            |
|                     |     |   |   | Document | Case         |             |   |             |             |    |                |               |      |                 | Document |          | Case       |
| Ancillary Equipment | V05 | C | <p>Includes records regarding fixed equipment, which is non-vehicle and non-office in nature. Includes equipment such as work or suspended platforms, lifting devices not attached to a structure, appliances such as autoclaves and dishwashers, garbage compactors, industrial shredders etc. Includes correspondence, equipment user and procedural manuals, warranty, routine inspections, maintenance, licences and history records. Includes setup tests and manuals.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Gasoline storage tanks – see E24</li> <li>• Mechanical &amp; operational systems integral to building structure – see A26</li> <li>• Private/small water systems – see E22</li> </ul> |          | Equipment ID | B           |   | N           | I           | OR |                | Disposal Date | E    | 1               | Y        | D        | g074, g157 |

**2023 Notes for 2024**

D25: Deeming Process - similar to lot creation and subdivision = P (same for D27)

F21: records re mortgages must be kept 10 years

H05: Trigger date updated to superseded date

P06 Building & Structural Inspections: Change to Superseded + 5yrs