The Corporation of the Town of Essex

By-Law Number 2463

Being a by-law to establish a schedule of retention and disposition for all records maintained by the Town of Essex

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

AND WHEREAS Section 255 (3) of the *Municipal Act, 2001,* S.O. 2001, c. 25 provides that a municipality may establish retention periods during which the records of the municipality and its local boards must be retained and preserved;

AND WHEREAS the Section 255 (2) of the *Municipal Act, 2001,* S.O. 2001, c. 25 provides that a municipality's records may be destroyed if a retention period for the record has been established and the retention period has expired, or the record is a copy of the original record;

AND WHEREAS the Council of The Corporation of the Town of Essex ("**Town**") deems it desirable to repeal By-Law Number 332 and to establish new retention periods for the records of the municipality by the enactment of this By-Law;

NOW THEREFORE be it resolved that the Council of the Town hereby enacts as follows:

1. Interpretation

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

1.2 References in this By-Law to any legislation or municipal By-Law means as may be amended or replaced from time to time and include any regulations thereunder.

1.3 Headings contained in this By-Law are for reference purposes and shall not affect in any way the meaning or interpretation of the provisions of this By-Law.

1.4 All terms defined in this By-Law will have the same meaning, whether used in the singular or plural form, unless the context clearly requires otherwise.

1.5 All schedules affixed to this By-Law are declared to be included and form part of this By-Law by reference thereto.

2. Definitions

2.1 **"Auditor"** means the person or firm appointed by the Council of the Town from time to time to perform the annual audit of the records of the Town.

2.2 **"Archival Record"** means a Record which has been evaluated or appraised for permanent retention due to its important or historical value.

2.3 **"Citation"** means the Law, Act or Legislative text that defines the period for Municipal Records.

2.4 **"Classification"** (as in records classification) means the systematic identification and arrangement of Records into categories according to logically structured conventions, methods, and procedural rules.

2.5 **"Clerk"** means the duly appointed Clerk of the Town or his or her designate and shall include the duly appointed Deputy Clerk.

2.6 **"Destroy"** means the process of eliminating, expunging, or deleting data, documents, and Records so that the recorded information no longer exists.

2.7 **"Destruction"** means the final phase of a Record's life cycle.

2.8 **"Disposition"** (with respect to records) means a range of processes, associated actions, implementation, retention, destruction, loss, or transfer of custody or ownership that are documented in disposition authorities or other instruments.

2.9 **"Electronic Records"** means data and information which is used to exchange text messages or computer Records over a communications network such as a local area network or the internet usually between computers or terminals which shows evidence of actions and decisions occurring during the transaction of business.

2.10 **"Medium"** and **"Media"** means the physical material which serves as a functional unit, in or on which information or data is normally recorded, in which information or data can be retained and carried, from which information or data can be retrieved, and which is non-volatile in nature.

2.11 **"Official Records"** means recorded information in any format or Medium that documents the Town's business activities, rights, obligations, or responsibilities or recorded information that was created, received, distributed, or maintained by the Town in compliance with a legal obligation.

2.12 **"Orphan Data"** means data that is not machine readable because the data exists with no identifiable computer application or system that can retrieve it, or the data is machine readable but does not have sufficient content, context, or structure to render it understandable.

2.13 **"Records"** means any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise, including correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, microfiche, sound records, videotapes, Laserfiche, email, machine readable records, and any other documentary material regardless of physical form or characteristics, and including Official Records and Transitory Records.

2.14 **"Records Retention Schedule"** means a control document that describes the Town's records by classification and indicates the length of time that each record type shall be retained before its final Disposition. It specifies those Records to be preserved for Archival or legal values and authorizes on a continuing basis the destruction of the remaining Records after the lapse of a specified Retention Period or the occurrence of specified actions or events. Record Retention Schedules serve as the legal authorization for the disposal of the Town's records.

2.15 **"Responsible Department"** means the department with the primary responsibility for retaining the Record as noted in the Records Retention Schedule.

2.16 **"Retention Period"** means the period of time during which the Town must keep Records before they may be Destroyed.

2.17 **"Signing Authority"** means the Chief Administrative Officer or the Director or his or her designate.

2.18 **"Town"** means The Corporation of the Town of Essex.

2.19 **"Transitory Record"** means Records kept solely for convenience of reference and of limited value in documenting the planning or implementation of Town policy or programs, which includes but is not limited to:

a) copies of miscellaneous working papers, notices or memoranda concerning routine administrative matters or other minor issues;
b) information copies of widely distributed materials, such as minutes, agenda and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
c) preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of the final document and which do not record decisions;
d) duplicate copies of documents in the same Medium which are retained only for convenience or future distribution;
e) voicemail messages;
f) email messages or other communications that do not directly relate to Town business;
g) copies of publications, such as published reports, administration manuals, telephone directories, catalogues, pamphlets, or periodicals;
h) duplicate stocks of obsolete publications, pamphlets or blank forms; and
i) unsolicited advertising materials, including brochures, company profiles, and price lists.

2.20 **"Vital Record"** means a Record of any form or format, containing information that is essential to continue the immediate operation of the Town and that is necessary to recreate its legal and financial position and to preserve its claims and rights and those of its stakeholders.

3. Records Retention Schedule & Administration

3.1 The Records Retention Schedule attached hereto as Schedule "A" forms part of this By-Law and may be amended from time to time as necessary.

3.2 The Clerk shall administer this By-Law and shall ensure the Retention Periods established in Schedule "A", attached hereto comply with all relevant legal requirements for Records retention.

3.3 In determining the Retention Periods for any Records, the Clerk shall consider, in consultation with other Town employees, where appropriate:

a) The operational nature of the Records, including the period of time during which the Town uses the Records to perform its functions;

b) The legal nature of the Records, including the period of time necessary to comply with statutory or regulatory requirements or requirements imposed by agreements, permits or similar documents, or to ensure that the Records are available in case of investigation or litigation;

c) The fiscal nature of the Records, including the period of time necessary for audit or tax purposes; and

d) The historical nature of the Records, including the long-term value of the Records for documenting past events or the Town's origins or history.

4. Employee Responsibilities

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

a) Comply with the Retention Periods specified in Schedule "A";

b) Ensure that Official Records in their custody or control are protected from inadvertent Destruction or damage; and

c) Ensure that Transitory Records in their custody or control are Destroyed when they are no longer needed for reference.

5. Clerk's Responsibilities

5.1 The Clerk shall:

a) Establish and administer procedures for the Town's Records management;

b) Periodically review and make recommendations with respect to this By-Law and Schedule "A" attached hereto;

c) Ensure that Official Records are preserved and Disposed of in accordance with the Records Retention Schedule; and

d) Ensure that the Retention Period set out in Schedule "A" has expired and Disposal has been properly authorized pursuant to Section 6 of this By-Law and all certificates of Disposition are prepared and preserved.

6. Disposition of Records

6.1 Prior to the Destruction of Official Records or Orphan Data, disposition notice must be prepared in the form and manner prescribed by the Clerk which may be amended from time to time. Destruction of Official Records or Orphan Data shall not occur until authorization has been received from an individual of the Responsible Department with Signing Authority and the Clerk.

6.2 When Official Records and Orphan Data has been Disposed, the Responsible Department must provide the Clerk with a destruction confirmation certificate in the form and manner prescribed by the Clerk as amended from time to time.

7. Principles Governing the Destruction of Official Records

7.1 The following principles govern the Destruction of Official Records:

a) When there are no further business or legal reasons for retaining Official Records, they shall be Destroyed as appropriate following the established Retention Period;

b) Official Records pertaining to pending or actual investigation or litigation shall not be Destroyed, despite the end of the established Retention Period;

c) Official Records Disposed of at the end of the Retention Period, as well as drafts and copies of Records Disposed of on a regular basis, shall be Destroyed in a way that preserves the confidentiality of any information or potential information contained therein.

7.2 Official Records in the custody or control of the Town shall not be Destroyed unless the retention of such Records has exceeded the Retention Period prescribed in Schedule "A" attached hereto and have been identified in a disposition notice prepared and authorized pursuant to Section 6 of this By-Law.

7.3 Copies of Official Records do not require formal approval for Destruction and may be Destroyed at any time if the Original Records are being retained in accordance with Schedule "A" attached hereto.

8. Electronic Records

8.1 Where an email message meets the definition of a Transitory Record, it shall be deleted together with any associated attachments.

8.2 Where an email message meets the definition of an Official Record, the email message and any associated attachments shall be stored electronically and managed in accordance with the Records Retention Schedule. Email messages must be Classified appropriately so that the Records Retention Schedule can be applied to them.

9. Voicemail System

9.1 The Town's voicemail system shall not constitute an Official Record and shall not be used for the storage of Records.

9.2 Played and un-played voicemail messages may be deleted from both the voicemail system and the recovery storage media.

9.3 In cases where a specific voicemail message is required for ongoing legal, fiscal, audit, administrative or operational purposes, it must be transcribed for retention. The details of the time and date of a voicemail message, or other details will be taken to maintain the authenticity of a message.

9.4 Retained voicemail messages transcribed shall constitute an Official Record and shall be managed in accordance with the Records Retention Schedule.

10. Restoration of Damaged Records

10.1 In the event of a disaster or an unexpected event which could include but is not limited to a natural event, including an earthquake, flood, etc., a structural or building failure such as malfunctioning sprinklers, heating or air conditioning systems, leaks in roofs or poor wiring, technological disasters such as viruses and computer equipment failures or accidental loss through human error, the following procedure shall apply:

a) The Responsible Department shall, in consultation with the Clerk, assess the damage and determine if the damaged Record is considered a Vital Record, Archival Record, Transitory Record, duplicate, has been superseded, a draft version, Orphaned Data from an employee that has left the Town, or a Record that has exceeded its Retention Period and decide if the damaged Record will be recovered and restored or sent for Destruction.

b) If recovery and restoration procedures are to be taken and depending on the amount of damage, actions can range from simply air-drying Records to contracting restoration specialists.

c) If the damaged Record is deemed to be of insignificant value and is not considered to be a Vital Record or Archival Record or if a backup Record is available, the damaged Record will be sent for Destruction in accordance with the provisions of this By-Law.

11. Compliance with the *Municipal Freedom of Information and the Protection of Privacy Act*

11.1 All individuals are prohibited from altering, concealing or Destroying a Record, or causing any other person to do so, with the intention of denying a right under the *Municipal Freedom of Information and Protection of Privacy Act,* R.S.O. 1990, c.M.56, as amended, to access the Record or the information in the Record.

12. Conflict with Other By-Laws

12.1 If any provision of this By-Law conflicts with any provision of any other By-Law of the Town, the provisions of this By-Law shall take precedence.

13. Severability

13.1 If any section, clause, sentence or provision or any part(s) thereof this By-Law or its Schedules is declared by any court of competent jurisdiction to be invalid, illegal, or ultra-vires, such section, clause, sentence or provision or part or parts thereof shall be severable and shall not affect the validity of any other section, clause, sentence, provision, or part of this By-Law or its Schedules.

14. Repeal

14.1 By-Law Number 332 is hereby repealed upon the final passage of this By-Law.

15. Enactment

15.1 This By-Law shall come into full force and effect upon the final passing thereof.

Read a first and a second time and provisionally adopted on July 21, 2025.

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Mayor

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Clerk

Read a third time and finally passed on August 11, 2025.

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Mayor

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Clerk

Schedule "A" – Records Retention Schedule

Records Classification System

Primary Classifications

Administration ..... A

Council, Boards and By-Laws C

Development and Planning ..... D

Environmental Services ..... E

Finance and Accounting ..... F

Human Resources ..... H

Legal Affairs L

Media and Public Relations ..... M

Protection and Enforcement Services ..... P

Social and Health Care Services ..... S

Transportation Services ..... T

Vehicles and Equipment V

Abbreviations, Layout, and Records Classification System

Abbreviations

S – Superseded. A file with this retention limits is transferred or destroyed when it has been replaced.

T – Termination. A file with this retention limit is transferred or destroyed when the subject to which it pertains has ended. e.g.: An insurance file is terminated upon expiry of the policy.

P – **Permanent**. A file with this retention limit is never destroyed.

***** – **Maximum Copy Retention**. Records of any subject of which copies are retained by other departments, have a total retention limit of no greater than the responsible department's "keep in department" value.

****** – **Subject to Archival Selection**. Certain records have been designated as having potential historical and research or other value to the municipality when their values have been exceeded. These records may be set aside for review and culling by an archivist prior to their destruction.

Schedule "A" – Records Retention Schedule

Records Retention Schedule/Citation Table by Classification

Primary Classification: Administration

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention (Years)	Retention Justification /Legislation	Remarks
A01	**Associations and Organizations**. Includes correspondence, minutes, agendas, notices and reports regarding organizations and associations to which staff belong such as AMCTO, AMO, etc.	All	1	1	Business need	Excludes membership fees (See F01)
A02	**Staff Committees and Meetings.** Records re: the activities of staff committees and meetings including notices of meetings, agendas, minutes, etc.	All	4**	4**	Business need	Excludes Council Minutes and Agendas (See C03 and C04) and Council Committee (See C05 and C06)
A03	**Computer Systems and Architecture**. Includes records re: all types of information systems in use including computer hardware, software, system design and implementation, quality control, email management etc.	Information Technology	S+6	S**	Business need	Excludes acquisitions (see F18). Excludes Reports (File by Subject)
A04	**Conferences and Seminars**. Includes invitations, approvals, agendas, records re: conferences, conventions, seminars, special functions attended by staff, travel	All	1** Archival review if	1** Archival review if	Business need	Excludes Speeches and Presentations (See M08), Employee and Council Expenses (See F09), Invoices (See F01), Ceremonies and Events (See M02), Rental Agreements (See L14)

Legend	All legislation included in successor legislation	
E = Event	P = Permanent	T = Termination
S = Superseded	* = Maximum copy retention	** = Subject to archival selection

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention (Years)	Retention Justification /Legislation	Remarks
	arrangements, accommodations, itineraries or sponsored by the Municipality		sponsored by Municipality	sponsored by Municipality		
A05	**Consultations**. Includes correspondence, proposals, resumes, documents re: the selection, appointments and monitoring of consultants	All	2**	2**	Business need	Excludes Quotations and Tenders (See F18) and invoices (See F1)
A06	**Inventory Control**. Includes inventory statement and reports, records re: control of supplies, fuel and small equipment stock levels.	All	6	6	Business need	Excludes Assets (See F06)
A07	**Office Equipment and Furniture**. Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc.	All	Disposal of item	Disposal of item	Business need	Excludes Computer Hardware and Software (see A03), Service Agreements (see L14), Assets (see F06)
A08	**Office Services**. Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the interoffice mail system, internal printing and management of forms and templates.	All	1	1	Business need	
A09	**Policies and Procedures**. Includes policy and procedure manuals, work instructions, protocols, guidelines and directives relating	All	Greater of Expiry date + 15**	Greater of Expiry date + 15**	Business need	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention (Years)	Retention Justification /Legislation	Remarks
	to administrative, governance and operational processes.					
A10	**Records Management**. Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, classification structures, feasibility studies, and records centre operations.	Legal and Legislative Services	S	S	Business Need	Excludes Retention By-Law (see C01), Policies and Procedures (see A09), Records Disposition (see A11)
A11	**Records Disposition**. Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	Legal and Legislative Services	P	P	Common Practice	
A12	**Telecommunications Systems**. Includes records regarding all types of telecommunications systems. Includes telephone system, facsimile machines, base and mobile stations, towers, antenna, police and fire communications system, and 911 emergency systems.	All Department s	S	S	Business need	Excludes Licenses (see P09), Assets (see F06), Long Distance Cell Records (see F01), Agreements (see L04 or L14)
A13	**Travel and Accommodations**. Includes records regarding travel and accommodation arrangements, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants.	All	1	1	Business need	Excludes employee and Council expenses (See F09)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention (Years)	Retention Justification /Legislation	Remarks
A14	**Uniforms and Clothing**. Includes records regarding uniforms and special clothing used by municipal staff members, such as firefighters clothing, and safety clothing used by crossing guards, operations.	All	S**	S**	Business need	
A15	**Vendors and Suppliers**. Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidders' information sheets.	All	2	2	Business need	Excludes purchase orders and requisitions (see F17), office equipment – owned and leased (See A07), Fleet Management (See V01)
A16	**Intergovernmental Relations**. Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government. 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.	All	5**	5**	Business need	Excludes Legislation (see L10/L11)
A17	**Accessibility of Records (FOI)**. Includes documents regarding the municipality's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and records regarding	Legal and Legislative Services	10**	10**	Municipal Freedom of Information and Protection	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention (Years)	Retention Justification /Legislation	Remarks
	the handling of requests under the Act. Includes routine disclosure requests and processing, notices of disclosure, responses to FOI request, 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)				of Privacy Act, R. R. O. 1990, c. M.56	
A18	**Security**. Includes reports, requests, logs and other records regarding the security of offices/facilities and properties such as security passes, control of keys and closed-circuit television output.	Corporate Services	5	5	Business need	Excludes Vandalism Reports (see P05), Computer Security (see A03)
A19	**Facility and Renovations**. Includes records for the planning and construction of municipal facilities such as fire stations, pools, and office buildings. Includes site meetings, consultant reports, cost reports, and design, inspection and site safety certification of equipment.	Community Services	Project finish and no outstanding issues + 2**	Project finish and no outstanding issues + 2**	Limitations Act, 2002, S.O. 2002, c. 24	Excludes As-Builts and drawings (see A27)
A20	**Building and Property Maintenance**. Includes records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, garages and office buildings. Includes exterior	All	1	5	Health Protection and Promotion	Excludes Parks Management (see R04), Building Systems (see A26)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention (Years)	Retention Justification /Legislation	Remarks
	maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior floor layouts, office cleaning and pest control as well as licenses for devices such as elevators.				Act, R.S.O. 1990, c. H.7 Technical Standards and Safety Act, 2000, S.O. 2000, c. 16	
A21	**Facilities Bookings**. Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	Community Services	1	1	Business need	
A22	**Accessibility of Buildings and Services**. Includes records relating to the accessibility of Municipal buildings, services and information to disabled persons. Includes multi-year accessibility plan, efforts to remove barriers and notices of availability of these services.	All	5	5	Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11	
A23	**Information Systems Production Activity and Control**. Includes records relating to computer system operations and backup tapes, including activity logs, help desk	IT	2	S**	Business need	

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	tickets, change control sheets, change orders, file access control reports.					
A24	**Access Control and Passwords**. Records related to the management of and access to programs. Includes individual access, password management etc.	Information Technology	S	S	Business need	
A25	**Performance Management/Quality Assurance**. Includes records regarding the performance of the municipality as a whole and quality assurance programs such as Ontario Municipal Benchmarking Initiative (OMBI).	Office of the CAO	6**	6**	Safe Drinking Water Act, 2002, S.O. 2002, c. 32	Excludes Employee performance appraisal (see H03), Council Goals and Objectives (see C08) Financial Regulatory reporting, FIR, MPMP (see F27)
A26	**Building Structure Systems**. Includes records regarding building systems that are part of the building structure such as HVAC, ventilation, fire and life systems, electrical safety etc.	Community Services	S or life of system/asset	S or life of system/asset	Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4 Technical Standards and Safety Act, 2000, S.O. 2000, c. 16	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention (Years)	Retention Justification /Legislation	Remarks
A27	**Drawings**. 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.	All	S or life of system/asset	S or life of system/asset	Occupational Health and Safety Act, R.S.O. 1990, c. O.1	

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Primary Classification: Councils, Committees and By-Laws

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
C01	**By-Laws**. Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws.	Legal and Legislative Services	P	P	Planning Act R.S.O 1990, c. P.13 Municipal Act, 2001, S.O. 2001, c.25	
C02	**By-Laws – Other Municipalities**. Includes final versions of by-laws of other municipalities which are of interest.	Legal and Legislative Services	1**	1**	Business need	
C03	**Council Agenda**. Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.	Legal and Legislative Services	S+5**	S+5**	Business need	Excludes Council committees (see C05, C06), Reports to Council (see C11)
C04	**Council Minutes**. Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes and voting records.	Legal and Legislative Services	P	P	Municipal Act, 2001, S.O. 2001, c.25	
C05	**Council Committee Agenda**. Includes notices of meetings and agenda for the committees of Council as well as working notes used in agenda preparation.	Legal and Legislative Services	S+5**	S+5**	Business need	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
C06	**Council Committee Minutes**. Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to.	Legal and Legislative Services	4**	4**	Municipal Act, 2001, S.O. 2001, c.25	
C07	**Elections**. Includes returned notices, list 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.	Legal and Legislative Services	Day action took effect or voting day + 4 years Ballot = 120 days after voting or resolution of recount	Day action took effect or voting day + 4 years Ballot = 120 days after voting or resolution of recount	Municipal Elections Act, 1996, S.O. 1996, c.32	
C08	**Goals and Objectives**. Includes records concerning strategic planning, goals and objectives such as shared services and mission statements such as the municipal sustainability plan housing plan, and grow plan submissions prepared for the Ministry.	All	10**	10**	Housing Services Act, 2011, S.O. 2011	Excludes Environmental Planning (see D03), Official Plan (see D08)
C09	**Motions and Resolutions.** Includes final versions of motions and resolutions of Council.	Legal and Legislative Services	P	P	Municipal Act, 2001, S.O. 2001, c.25	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
C10	**Motions and Resolutions – Other Municipalities**. Includes final versions of motions and resolutions of other municipalities which are of interest.	Legal and Legislative Services	1**	1**	Business need	
C11	**Reports to Council**. Includes all departmental reports to Council such as staff reports, the Treasurer's agreements, investments and funds disposition reports. Filed by subject.	Legal and Legislative Services	10**	10**	Common practice	Also included in Council Minutes
C12	**Appointments to Boards and Committees**. Includes reports regarding appointments by Council of staff and members to roles on Council committees and boards.	Legal and Legislative Services	10**	10**	Municipal Act, 2001, S.O. 2001, c.25	
C13	**Accountability and Transparency & Governance**. Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Commissioner appointments and reports (including Integrity Commissioner reports, Ombudsman investigations and reports), closed meeting investigation, etc.	Legal and Legislative Services	5**	5**	Limitations Act, 2002, S.O. 2002, c. 24	

Legend	All legislation included in successor legislation	
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Primary Classification: Development and Planning

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
D01	**Demographic Studies**. Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment.	Planning	10**	10**	Business need	Excludes Vital Statistics (see L12)
D02	**Economic Development**. Includes records regarding the growth of the economy and economic trends, includes studies, statistics, projections etc.	Economic Development	10**	10**	Business need	Excludes Demographic Studies (see D01), Residential Development (see D04), Tourism Development (See D06), Industrial/Commercial Development (see D21)
D03	**Environmental Planning**. Includes records regarding general types of environmental studies with a long-range planning emphasis such as salt usage impact, storm drainage and flood control, parks and open spaces, water sustainability and conservation.	Planning	15**	15**	Clean Water Act, 2006, S.O. 2006, c. 22 Municipal Act, 2001, S.O. 2001, c. 25 Environmental Protection Act, R.S.O. 1990, c. E.19	Excludes Environmental Monitoring (see E05, E13 – E15), Waste Management (see E07), Source Water Protection Committee (see E20)
D04	**Residential Development**. Includes records regarding the availability of housing.	Planning	10**	10**	Business need	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.					
D05	**Natural Resources Planning**. Includes records regarding planning for the management and preservation of forests, natural features, the characteristics of various minerals as well as mineral deposits, and other natural resources information.	Planning	5**	10**	Business need	Excludes Tree Maintenance (see E04), Natural Resource Management and Preservation (See E18)
D06	**Tourism Development**. Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.	Planning	10**	10**	Business need	
D07	**Condominium Plans**. Includes records regarding the pre-consultation and the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background comments, working notes, background information and applications.	Planning	P Applications = 2 years after final decision	P	Business need	
D08	**Official Plans**. Includes the official plan, and exemptions and amendments to the official plan. Also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning,	Legal and Legislative Services	P	P	Planning Act R.S.O 1990, c. P.13	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	development and redevelopments of specific planning districts.					
D09	**Official Plan and Zoning By-Law Amendment Applications**. Includes the pre-consultation and applications to amend the official plan or secondary plans, staff reports, meeting minutes and written comments on the application, notices, resolutions and decisions.	Planning	Final decision or reflected in reviewed official plan + 5	P	Planning Act R.S.O 1990, c. P.13	
D10	**Severances**. Includes records regarding the granting of severances to parcels of land including application for severance.	Planning	Land Titles Registration + 6	P	Land Titles Act, R.S.O. 1990, c. L.5	
D11	**Site Plan Control**. Includes records regarding approval for the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways.	Planning	P Application = 2 years after final decision	P	Business need	
D12	**Subdivision Plans**. Includes records regarding the pre-consultation and the approval of plans of subdivision. Includes drawings, working notes and background information, clearance letters, draft approved plans and “red line” revisions, applications, registered plans, and changes	Planning	P Application = 2 years after final decision	P	Business need	Excludes Subdivision agreements (see L04)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	to approved plans. Also includes notices of approval.					
D13	**Variance Applications**. Includes records regarding the pre-consultation and the granting of minor variances in land use including zoning applications from existing zoning regulations.	Planning	P	P	Business need	
D14	**Zoning**. Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities.	Planning	Final decision + 2	P	Business need	Excludes Zoning By-Laws (see C01), Variances (see D13)
D15	**Easements**. Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private property.	Planning	Termination of Right + 6**	P	Land Titles Act, R.S.O. 1990, c. L.5	Excludes Original Agreements (see L04)
D16	**Encroachments**. Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation.	Planning	Termination of Right + 6**	Termination of Right + 6**	Land Titles Act, R.S.O. 1990, c. L.5	Excludes original agreements (see L04), Original Encroachments By-Laws (see C01)
D17	**Annexation/Amalgamation**. Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities.	Legal and Legislative Services	P	P	Business need	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	May include studies on county restructuring.					
D18	**Community Improvement Projects**. Includes records, studies, statistics and any required background information on community development programs.	Planning	Completion of project + 6**	Completion of project + 6**	Business need	Excludes Economic Development (see D02)
D19	**Municipal Addressing**. Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings and copies of related by-laws.	Planning	S+10**	P	Business need	
D20	**Reference Plans**. Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence.	Planning	P	P	Business need	
D21	**Industrial/Commercial Development**. Includes records regarding promotion and development of industrial and commerce. Records include studies, statistics, projections etc.	Planning	10**	P	Business need	Excludes Architectural Development (see D23)
D22	**Digital Mapping**. Includes all records used to produce maps and updates in a digital format as in a GIS.	GIS	S Excludes actual data residing on	S Excludes actual data residing on	Business need	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
			these systems	these systems		
D23	**Agricultural Development**. Includes all records regarding development of agricultural growth.	Planning	10**	10**	Business need	
D24	**Official Plan Background**. Includes reports pertaining to amendments and changes to the Official Plan.	Planning	Final Decision + 5	Final Decision + 10	Business need	
D25	**Deeming Process.** Includes reports pertaining to 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 with a plan of subdivision that has been registered for at least 8 years.	Planning	Final Decision + 2	Final Decision + 2**	Business need	
D26	**Development Charges Study**. Includes records related to the development of and the final Development Charges Study as required under the Development Charges Act. Includes advertising, public meeting notices, responses, stakeholder lists, public meeting information, background information and supporting documentation,	Planning	10**	S+5**	Development Charges Act, 1997, S.O. 1997, c. 27	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	consultation reports, notices regarding the adoption and other records related to requirements for the development.					
D27	**Part Lot Control**. Includes records regarding applications and background material for the Part Lot Control exemptions, council decisions, by-law, correspondence, etc.	Planning	Final Decision + 5	Final Decision + 5**	Business Need	

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Primary Classification: Environmental Services

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
E01	**Sanitary Sewers**. Includes records regarding the design, construction and maintenance of sanitary sewers.	Environmental Services	Project completed & no o/s issues + 2 Specifications = life of the asset as per A27	Project completed & no o/s issues + 2 Specifications = life of the asset as per A27	Business need Limitations Act, 2002, S.O. 2002, c. 24 Occupational Health & Safety Act, R.S.O. 1990, C. O.1 Environmental Protection Act, R.S.O. 1990, c. E.19	Excludes Waste Management (see E07), Storm Sewers (see E02), Treatment Plants (see E03), MOE Approvals (see E21), Drawings/As Builts and specifications (see A27)
E02	**Storm Sewers**. Includes records regarding the design, construction and maintenance of storm sewers such as underground conduits that carry off drainage water.	Environmental Services	Project completed & no o/s issues + 2 Specifications = life of the asset as per A27	Project completed & no o/s issues + 2 Specifications = life of the asset as per A27	Business need Limitations Act, 2002, S.O. 2002, c. 24 Occupational Health & Safety Act,	Excludes Drawings/As Builts and specifications (see A27)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
					R.S.O. 1990, c. O.1	
E03	**Treatment Plants – Wastewater Treatment and Collection Systems**. Includes records regarding the operation of sewage treat and pumping stations and lagoons. Includes water treatment facility/collection, identification reports, operating in charge records, treatment unit instructions, equipment operating status records and equipment design, construction and maintenance records as well as the operations and maintenance manuals. Work orders will include compliance work orders, related work. Also includes facility classification certificate and licence to operate.	Environmental Services	Report made or equipment decommissioned + 5 Specifications = life of the asset as per A27 Plans = cease to apply + 2	Report made or equipment decommissioned + 5 Specifications = life of the asset as per A27 Plans = cease to apply + 2	Limitations Act, 2002, S.O. 2002, c. 24 Occupational Health & Safety Act, R.S.O. 1990, c. O.1 Ontario Water Resources Act, R.S.O. 1990, c. O.40	Excludes Private Sewage Disposal System (see E12), Drawings/As Builts and specifications (see A27)
E04	**Tree Maintenance**. Includes records of tree removal, planting, trimming, pruning and preservation measures taken.	Environmental Services	5	5	Business need Environmental Protection Act, R.S.O. 1990, c. E.19	
E05	**Air Quality Monitoring**. Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity from pollution	Environmental Services	Later of: date of offense or day	Later of: date of offense or day	Environmental Protection Act, R.S.O. 1990, c. E.19	Excludes Water Quality (see E13 – E15), By-Law Enforcement (see P01), Complaints and Inquiries (see M04), Land Quality Monitoring (see E23)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	sources such as smoke, dusk, smog or gaseous impurities. Also includes claims and compliance orders.		evidence of offense first came to attention of person appointed under s.5 + 5**	evidence of offense first came to attention of person appointed under s.5 + 5**		
E06	**Utilities**. Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc.	Environmental Services	5**	5**	Business need	Excludes Site Plans (see D11)
E07	**Waste Management**. Includes records regarding the collection and disposal of waste. Includes site operating plans, landfill site records, facility inspections and stack testing, 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.	Environmental Services	10 or cease to apply + 10** Post landfill site closure documentation = closure + 25	10 or cease to apply + 10** Post landfill site closure documentation = closure + 25	Occupational Health & Safety Act, R.S.O. 1990, c. O.1 Environmental Protection Act, R.S.O. 1990, c. E.19	Excludes Sanitary Sewers (see E01), Environmental Planning (see D03), Private Sewage Disposal Systems (see D12), Annual reports on blue boxes, recycling program, etc. (see A25)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
E08	**Water Works – Drinking Water Plant**. Includes records regarding the design, construction and maintenance of watermains, 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, operating in charge shift monitoring and inspection records, water treatment facility/distribution and equipment design, construction, manuals, process adjustment records and maintenance records (work orders). 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.	Environmental Services	15 Specifications = Permanent	15 Specifications = Permanent	Ontario Water Resources Act, R.S.O. 1990, c. O.40 Environmental Protection Act, R.S.O. 1990, c. E.19	Excludes Water Pumping Stations (see E03), Drawings/As Builts and Specifications (see A27)
E09	**Drains**. Includes records regarding the design, construction and maintenance of drains (channel or pip) carrying surplus liquid such as rainwater or liquid waste, usually to a sewer. Also includes engineer reports, petitions, assessments, general	Environmental Services	E+5** Specifications = Permanent as per A27	E+5** Specifications = Permanent as per A27	Occupational Health & Safety Act, R.S.O. 1990, c. O.1	Excludes Drawings/As Builts and Specifications (see A27)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	specifications and correspondence. May include convenience copies of tenders, by-laws and grants.				Ontario Water Resources Act, R.S.O. 1990, c. O.40	
E10	**Pits and Quarries**. Includes records regarding the design, construction, maintenance and monitoring of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence.	Environmental Services	5** Specifications = life of the pit or quarry	5** Specifications = life of the pit or quarry	Nutrient Management Act, 2002, S.O. 2002, c.4	Excludes Licence/Permits (see P09)
E11	**Nutrient Management**. Includes the records regarding the control of storing/spreading/using waste materials such as liquid manure and sewage bio-solids on land, near waterways, runoff etc. Includes the agricultural management strategy/plan, the Greenhouse Nutrient Feedwater Strategy, Site Characterization Plan, documentation relating to the storage and distribution of nutrient material, non-agricultural source material (NASM) and sampling results. Also includes broker transfer and hauled sewage disposal site records.	Environmental Services	5** or expiry of plan + 2	5** or expiry of plan + 2	Business need	Excludes Strategy/Plan Review (see A25)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
E12	**Private Sewage Disposal Systems**. Includes records regarding the design, construction, maintenance and monitoring of private sanitary sewers and septic systems.	Environmental Services	7** Specifications = life of system	7** Specifications = life of system	Environmental Protection Act, R.R.O. 1990, c. E.19 Ontario Water Resources Act, R. S. O. 1990, c. O. 40 Nutrient Management Act, 2002, c.4	
E13	**Waste Monitoring**. Includes records regarding the routine monitoring of water quality, water quantity for source water protection purposes, as well as warning notice checks and posting, responses to interferences with quality such as and chemical samples collected quarterly, water taking logs, methodology and reports. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water. Includes records of Ministry of the Environment drinking water and waste water Compliance Inspection	Environmental Services	Created, approved or plan no longer in force + 15	Created, approved or plan no longer in force + 15	Ontario Water Resources Act, R.S.O. 1990, c. O.40	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	Reports, data request items, inspection responses and related documents.					
E14	**Water Sampling**. Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis – adverse samples, notices to Ministry – Spills Actions Centre and local Health Unit. Includes hydrocarbon records, drinking Water and Wastewater routine sampling and Determination results, system effluent information records, sewer overflow reports, CoC and laboratory related communications or documents.	Environmental Services	Created, approved or plan no longer in force + 15	Created, approved or plan no longer in force + 15	Ontario Water Resources Act, R.S.O. 1990, c. O.40	Excludes Air Quality Monitoring (see E05), By-Law Enforcement (see P01), Complaints and Inquiries (see M04), Facilities Routine water use, monitoring and testing (see P21)
E15	**Chemical Sampling of Water**. Includes chemical samples collected and tested, inorganic and organics, samples collected and tested every 60 months and lead, sodium and fluoride samples collected and tested annually, and engineer evaluation and corrective action reports and pesticide parameter test results.	Environmental Services	Created, approved or plan no longer in force + 15	Created, approved or plan no longer in force + 15	Ontario Water Resources Act, R.S.O. 1990, c. O.40	Excludes Air Quality Monitoring (see E05), By-Law Enforcement (see P01), Complaints and Inquiries (see M04), Facilities Routine water use, monitoring and testing (see P21)
E16	**Backflow Prevention and Cross Connection Control**. Includes records relating to backflow prevention and cross connection control By-Law program. Records will include cross connection surveys, test	Infrastructure Services	15	15	Ontario Water Resources Act, R.S.O. 1990, c. O.40	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	report and 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 the backflow prevention and cross connection control.					
E17	**Energy Management**. Includes all records relating to the municipality's Energy Management program including published annual plans, 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 costs and consumption and greenhouse gas emissions.	Environmental Services	End of reporting period to which relates + 7	End of reporting period to which relates + 7	Business need	
E18	**Natural Heritage**. Includes records regarding green lands, municipal forests and forestry including tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks,	All	End of plan or designated year + 3	End of plan or designated year + 3	Environmental Protection Act, R.S.O. 1990, c. E.19	Excludes Natural Resources Planning (see D05)(, Tree Maintenance (see E04), Conservation district plans (see R01), Archeological and heritage site investigation reports (see R01)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	harbours and beaches and plans to manage, control or eradicate invasive species or prevent release.					
E19	**Renewal Energy**. Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes and their environmental and public health impacts.	Infrastructure Services	Created, approved or facility no longer in force + 15	Created, approved or facility no longer in force + 15	Limitations Act, 2002, S. O. 2002, c. 24	
E20	**Source Water Protection**. Includes Risk Management Official and inspector appointment certificates and the Risk Management Official's Annual Report, fee schedules for risk management applications, plans, issuing of notices or compliance orders or the acceptance of an assessment.	Environmental Services	Created, approved or plan no longer in force + 15	Created, approved or plan no longer in force + 15	Business need Clean Water Act, 2006, S.O. 2006, c. 22 Limitations Act, 2002, S. O. 2002, c. 24	Excludes Risk Management Plans and/or Assessments (see D03), Prohibition Notices and Orders (see P20), Contracts and Agreements – Simple (not under seal) (see L14)
E21	**Ministry of the Environment (MOE) Environmental Compliance Approvals**. Includes Environmental Compliances issued by MOE to the municipality for municipal drinking water systems, municipal and private sewage works ad waste disposal sites, air quality, noise, storm water management, storm sewers, culverts, etc.	Environmental Services	Cease to apply + 3	Cease to apply + 3	Environmental Protection Act, R.S.O. 1990, c. E.19 Health Protection and Promotion Act,	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
					R.S.O. 1990, c. H.7	
E22	**Private/Small Water Systems**. Includes records and correspondence regarding the design, construction, operation and maintenance of private water systems and development agreements for private waterworks includes operating manuals, maintenance orders, maintenance logs, warning notice checks and system audit reports.	Environmental Services	E + 15 Maintenance = as long as equipment in use	E + 15 Maintenance = as long as equipment in use	Safe Drinking Water Act, 2002, S.O. 2002, c. 32 Health Protection and Promotion Act, R.S.O. 1990, c. H.7	
E23	**Land Quality Monitoring**. Includes records regarding the routine monitoring of land/soil quality and site condition reports as well as responses to interference with quality or contamination.	*Environmental* Services	7	7	Ontario Water Resources Act, R.S.O. 1990, c. O.40	Excludes Water Quality (see E13-E15), By-Law Enforcement (see P01), Complaints and Inquiries (see M04), Air Quality Monitoring (see E05), Natural Heritage (see E18)
E24	**Gasoline Storage and Dispensing**. Includes gasoline storage tank and municipal gasoline dispensing records. Routine monitoring and dispensing records.	Environmental Services	Use = 7 Tank install, inspection = system removed + 5	Use = 7 Tank install, inspection = system removed + 5	Fire Protection and Prevention Act, 1997, S.O. 1997, c.4 Environmental Protection Act, R.S.O. 1990, c. E.19	Excludes Underground storage abandonment records (see L07), Major spills (see E23)

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Primary Classification: Finance and Accounting

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification	Remarks
F01	**Accounts Payable**. Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay account, rebates, levies payable, reports, etc.	Corporate Services	Close of fiscal tax year end	Close of fiscal tax year + 6	Employer Health Tax Act, R.S.O. 1990, C E.11 Income Tax Act, R. S. O. 1990, c. I.2	Excludes Cancelled cheques (see F07), Employee and Council expenses (see F09)
F02	**Accounts Receivable**. Includes records documenting funds owing to the municipality such as invoices, billing listings, requests from mortgage companies and recoveries reports. Includes correspondence related to tax collection and supporting documentation.	Corporate Services	Close of fiscal tax year + 7	Close of fiscal tax year + 6	Employer Health Tax Act, R. S. O. 1990, C E.11 Income Tax Act, R.S.O. 1990, c. I.2	Excludes Write-offs (see F23), Tax Assessments, Rolls and Tax Arrears (see F22)
F03	**Audits**. Includes records regarding internal and external financial audits of accounts.	Corporate Services	6	7	Municipal Elections Act, 1996, S. O. 1996, c. 32	Excludes Operational audits – see relevant subject, Audited Financial Statements (see F10)
F04	**Banking**. Includes records regarding banking transactions and	Corporate Services	Close of fiscal tax year + 6	Close of fiscal tax year + 6	Income Tax Act, R.S.O. 1990, c.	Excludes Bank Statements (see F07)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification	Remarks
	relationships with banks. Includes bank reconciliations and deposit records.				I.2	
F05	**Budgets and Estimates**. Includes departmental and corporate budgets and plans, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.	Corporate Services	6**	7	Business need	
F06	**Assets**. Includes records regarding current and fixed assets. Includes fixed asset inventory including records of initial expenditure, deprecation, amortization and disposal. Also includes supporting information required for Public Section Accounting (PSAB) purposes.	Corporate Services	Disposal of Asset +10**	Disposal of Asset +10**	Business need	Excludes Land Acquisition and Sale (see L07)
F07	**Cheques**. Includes all cancelled cheques issued. Includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques, NSF cheques and bank statements.	Corporate Services	6	7	Employer Health Tax Act, R. S. O. 1990, C E.11	Excludes Banking (see F04)
F08	**Debentures and Bonds**. Includes records regarding debentures and bonds issued. Includes information	Corporate Services	Debentures surrendered for	Debentures surrendered for	Employer Health Tax Act, R. S. O. 1990, C E.11	Excludes Debenture Registers – Subsidiary Ledgers, Registers and Journals (see F14)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification	Remarks
	regarding the initial issuance of the debenture or bond as well as all records of payments made to investors.		exchange/ cancellation + 6	exchange/ cancellation + 6		
F09	**Employee and Council Expenses**. Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include credit card information such as account number and statements. May also include employee timesheets combined with travel and expense statements.	Corporate Services	Close of fiscal tax year + 6	Close of fiscal tax year + 6	Employer Health Tax Act, R. S. O. 1990, C E.11	Excludes Attendance (see H01), Honoraria and fees to Council (see F16)
F10	**Financial Statements**. Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements.	Corporate Services	P	7	Employer Health Tax Act, R.S.O. 1990, C. E.11 Municipal Elections Act, 1996, S. O. 1996, c. 32	Excludes all working notes, calculations and background documentation (see F26)
F11	**Grants and Loans**. Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies	Corporate Services	Repayment of loan + 6	Repayment of loan + 6	Employer Health Tax Act, R.S.O. 1990, C. E.11	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification	Remarks
	such as the Road and Farm Tax Rebate, Wate Management Improvement program etc. Includes submissions, acknowledgements and reports such as mark value of assistant report.				Municipal Elections Act, 1996, S. O. 1996, c. 32	
F12	**Investments**. Includes records regarding the municipality's investments, term deposits and promissory notes.	Corporate Services	Closure of account + 6	Closure of account + 6	Employer Health Tax Act, R. S. O. 1990, C E.11	
F13	**Journal Entries/Vouchers.** Includes completed journal entry form, input forms, and all background documentation used to substantiate journal entries.	Corporate Services	Close of fiscal tax year + 6	Close of fiscal tax year + 6	Employer Health Tax Act, R. S. O. 1990, C E.11 Income Tax Act, R. S. O. 1990, c. E.2	
F14	**Subsidiary Ledgers, Registers and Journals**. Includes all subsidiary ledgers, registers and journals such as payment and receipt journals, payroll, debenture registers. Documents and vouchers used to support entries – see relevant subject in this Primary.	Corporate Services	Close of fiscal tax year + 6**	Close of fiscal tax year + 6**	Employer Health Tax Act, R. S. O. 1990, C E.11	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification	Remarks
F15	**General Ledgers and Journals**. Includes all records in the Books of Original Entry.	Corporate Services	P	P	Employer Health Tax Act, R. S. O. 1990, C E.11 Income Tax Act, R. S. O. 1990, c. E.2	
F16	**Payroll**. Includes all records of payments of salary, wages and deductions to employees including vacation entitlement and pay, alternative vacation entitlements, notice of garnishment and termination or severance pay. Includes time sheets and vacation taken, pay lists, benefit reconciliations, T4 slips, record of earning for pension contribution purposes, ROE and Statistics Canada report. Also includes honoraria and fee to Council	Corporate Services	Close of fiscal year + 6	Close of fiscal tax year + 6	Employer Health Tax Act, R. S. O. 1990, C E.11	Excludes Payroll Registers, Subsidiary Ledgers, Registers and Journals (see F14), Non-payroll related government and statistical reporting (see F27)
F17	**Purchase Orders and Requisitions**. Includes purchase orders and requisitions, blanket orders, and all background documentation.	Corporate Services	Close of fiscal year + 6	Close of fiscal tax year + 6	Income Tax Act, R. S. O. 1990, c. E.2	Excludes Quotations and Tenders (see F18)
F18	**Quotations and Tenders**. Includes records regarding quotations and	Corporate Services	E + 7**	Act or omission on	Income Tax Act, R. S. O. 1990, c. E.2	Excludes successful quotations and tenders (see L04)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification	Remarks
	tenders, request for proposal, invitations to tender, proposal, tender submissions, pre-qualifications and all documentation regarding the selection process.		Unsuccessful bids – retain for 1 year from contract award	which claim is based took place + 15** Unsuccessful bid-retain for 1 year from contract award		
F19	**Receipts**. Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the municipality.	Corporate Services	7	Close of fiscal tax year + 6	Income Tax Act, R. S. O. 1990, c. E.2	
F20	**Reserve Funds**. Incudes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	Corporate Services	6	Close of fiscal tax year + 6	Employer Health Tax Act, R.S.O. 1990, C. E.11 Municipal Elections Act, 1996, S. O. 1996, c. 32	
F21	**Revenues**. Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees.	Corporate Services	7	Close of fiscal tax year + 6	Ministry of the Attorney General, POA Information Services website	Excludes Accounts Receivable (see F02), Tax Rolls (see F22)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification	Remarks
					Real Property Limitations Act, R.S.O. 1990, c. L.15	
F22	**Taxes and Records**. Includes taxation records of tong term importance such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards, and tax collector's rolls.	Corporate Services	P Tax rolls = when no longer required for planning purposes	P Tax rolls = 7	Municipal Act, 2001, S.O. 2001, c. 25 Real Property Limitations Act, R.S.O. 1990, c. L.15 (20 year limitation) Common practice (P)	Excludes Accounts Receivable (see F02), Mortgage Companies (see F02), Correspondence related to tax issues that are not of a longer term importance (see F02)
F23	**Write Offs**. Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies.	Corporate Services	6 Court services write offs – 37 years	Close of fiscal year + 6 Court services write offs – 37 years	Ministry of the Attorney General, POA Information Services website	Excludes Accounts Receivable (F02)
F24	**Trust Funds**. Includes records regarding funds established by the municipality for money held in trust, such as bequests, cemetery trust	Corporate Services	7	Close of fiscal year + 6	Funeral, Burial and Cremation Services Act,	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification	Remarks
	funds, cemetery care and maintenance programs, banking instructions and fund audit records.				2002, S.O. 2002, c. 33	
F25	**Security Deposit**. Includes development deposits, letters of credit, certificates of insurance when required and records of monies held as security (i.e. bonds)	Corporate Services	Close of account + 6	Close of account + 6	Income Tax Act, R. S. O. 1990, c. E.2	
F26	**Working Papers – Financial**. Includes all working notes, calculations, reconciliations, end of year payment in lieu of taxes, statements to school, and background documentation used to calculate financial statements such as the month trial balance.	Corporate Services	After completion of audit + 1	Close of fiscal year + 6	Business need	Excludes Financial Statement (see F10)
F27	**Regulatory Reporting – Financial**. Includes regulatory, financial information returns and government reporting such as HST returns, tax rebate filings, and the Ministry of Municipal Affairs Financial Information Return (FIR) and the Municipal Performance Management Program (MPMP) that collects municipal services data on an annual basis as part of the FIR.	Corporate Services	6	Close of fiscal year + 6	Business need	Excludes Performance management and quality assurance (see A25)

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Primary Classification: Human Resources

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
H01	**Attendance and Scheduling**. Includes records regarding the planning of employee attendance.	Human Resources	3 Driver's daily logs = 6 months Public vehicle and trip reports = 1	3 Driver's daily logs = 6 months Public vehicle and trip reports = 1	Employment Standards Act, 2000, S. O. 2000, c. 41 Highway Traffic Act, R. S. O. 1990, c. H.8	Excludes Individual Time Sheets (see F16), Vacation Time and Pay (see F16)
H02	**Benefits Program**. Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dentals plans, Canada Savings Bonds, and general information on Employer Health Tax.	Human Resources	S	S	Business Need	Excludes Payroll (see F16), Individual Pension and Benefit records (see H10)
H03	**Employee Records**. Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, leave documentation, training reports, correspondence with the employee, and employee assistance.	Human Resources	Date employee ceases to be employed + 3 Drinking Water system training record = 5 Confined space training = cease	Date employee ceases to be employed + 3 Drinking Water system training record = 5	Employment Standards Act, 2000, S. O. 2000, c. 41 Fire Protection and Prevention Act, 1997, S.O. 1997, c.4	Excludes Grievances (see H14), Harassment (see H15), Health and Safety Training (see H04)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
			to perform work and at least 5 years Salt program training = 7 Firefighter employment terms = 25	Confined space training = cease to perform work and at least 5 years Salt program training = 7 Firefighter employment terms = 25	Workplace Safety and Insurance Act, 1997, c. 16 Occupational Health and Safety Act, R.S.O. 1990, c. O.1	
H04	**Health and Safety**. Includes records regarding the occupational health and safety of staff. Includes lists of designated substances and assessments, designated substances assessments, fire drill records, ventilation and air quality inspection. Workplaces Safety & Insurance Board reports, WSIB certificates, and information on health and safety programs for staff. Also includes Health and Safety Committee meeting minutes.	Human Resources	3 Accident reports for construction projects retained with project 1 year after project completion	7 Accident reports for construction projects retained with project 1 year after project completion	Fire Protection and Prevention Act, 1997, S.O. 1997, c.4 Limitations Act, 2002, S.O. 2002, c. 24 Occupational Health and Safety Act, R.S.O. 1990, c. O1	Excludes Accidents of the Public (see P05), Lost time reports and claims (see H13)
H05	**Human Resources Planning**. Includes records of succession planning, executive placement, retirement	Human Resources	Day last used + 1	7**	Human Rights Code, R. S. O. 1990, c. H.19	Excludes Employee Records (see H03)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	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.		(Human Rights special program designation minimum of 5 years)**			
H06	**Job Descriptions**. Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Human Resources	S**	S**	Business need	
H07	**Labour Relations**. Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.	Human Resources	Expiry of Contract Period + 10**	Expiry of Contract Period + 10**	Business need	Excludes Collective Agreement (see H06)
H08	**Organization Design**. Includes records regarding reporting relationships, organizational analysis, organization charts.	Human Resources	S**	S**	Business need	Excludes Job descriptions (see H06)
H09	**Salary Planning**. Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, compensation ranges,	Human Resources	5	10**	Business need	Excludes Employee Records (see H03)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity and compliance.					
H10	**Pension and Benefits Records**. Includes records detailing obligations to individuals under OMERS. Includes pension and benefit information of current and retired personnel, including registration/enrolment and records.	Human Resources	Termination of employee + 6	Termination of employee + 6	Pension Benefits Act, R.S.O. 1990, c. P.8	Excludes Deductions for pensions (see F16), General information on pension plans (see H02), Payments made to OMERS (see F01)
H11	**Recruitment**. Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.	Human Resources	1	1	Municipal Freedom of Information and Protection of Privacy Act, R.R.O. 1990, c. M.56	Excludes Successful applications (see H03)
H12	**Training and Development**. Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation and course content delivery materials and attendance records for specific courses.	Human Resources	Date when course is offered + 2** Salt use training materials = 7	Date when course is offered + 2** Salt use training materials = 7	Environmental Protection Act, R.S.O. 1990, c. E.19 Fire Protection and Prevention	Excludes Individual Employee Training Records (see H03)

Legend	All legislation included in successor legislation	
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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
			Drinking water training materials = 5 Only courses developed by the Municipality are subject to archival selection	Drinking water training materials = 5 Only courses developed by the Municipality are subject to archival selection	Act, 1997, S.O. 1997, c.4 Occupational Health and Safety Act, R.S.O. 1990, c. O.1	
H13	**Claims**. Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice, accident report.	Human Resources	Resolution of claim + 3 Hazardous exposure claims = longer of 40 years or 20 years after last record made	Employee ceases to be employed + 7 Hazardous exposure claims = longer of 40 years or 20 years after last record made	Occupational Health and Safety Act, R.S.O. 1990, c. O.1	Excludes Self-insured STD (see H04)
H14	**Grievances**. Includes recording dealing with grievance complaints filed against the municipality such as	Human Resources	Resolution of claim + 10	Resolution of claim + 10	Human Rights Code, R. S. O. 1990, c. H.19	Excludes Harassment and Violence (see H15)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	the initial complaint, investigation, reports and final resolution including arbitration and arbitration awards.					
H15	**Harassment and Violence.** Includes records dealing with harassment and/or violence complaints by or against employees of the municipality. Includes documents such as the initial complain, investigation, reports and final resolution.	Human Resources	Resolution of claim + 3	Resolution of claim + 3	Human Rights Code, R. S. O. 1990, c. H.19	Excludes Grievances (see H14), Abuse investigation records not involving staff (see P08)
H16	**Criminal Background Checks**. Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service provides and volunteers.	Human Resources	Date employee ceased to be employed + 7	Date employee ceased to be employed + 7	Business need	
H17	**Employee Medical Records – Hazardous Materials**. Includes exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.	Human Resource	Exposure + 40 or 20 years after last record of exposure	Exposure + 40 or 20 years after last record of exposure	Occupational Health and Safety Act, R.S.O. 1990, c. O.1 Workplace Safety and Insurance Act, 1997, c. 16	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
H18	**Employee Medical Records**. Includes doctor's notes, correspondence, and health reports related to an employee's medical situation.	Human Resources	When STD/LTD claims are resolved + 3	Employee ceases to be employed + 7	Occupational Health and Safety Act, R.S.O. 1990, c. O.1 Business need	
H19	**Disability Management**. Includes all records related to occupational and non-occupational injuries and illnesses. Also includes accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation.	Human Resources	Day issued or earlier as may be specified by Commission + 5	Employee ceases to be employed + 7	Human Rights Code, R. S. O. 1990, c. H.19	
H20	**Confined Spaces**. Includes records relating to the assessment of confined spaces and written plan and procedures for the control of hazards in confined spaces. Also includes confined space atmospheric tests and a records of each worker's entries and exits.	Human Resources	1 or the period necessary to ensure 2 most recent records retained	1 or the period necessary to ensure 2 most recent records retained	Occupational Health and Safety Act, R.S.O. 1990, c. O.1	Excludes Health and Safety (see H03), Staff training (see H12)
H21	**Employee Recognition**. Includes all records and correspondence related to employee awards and honours granted by the Municipality. Includes organized employee events such as	Human Resources	5	5	Business need	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	staff bbqs, retirement celebrations, service awards, etc.					
H22	**Employee Certification**. Includes records regarding individual employee certification, credentialing and mandatory training required by legislation or professional standards as a condition of employment. Includes applications, confirmation of mandatory training, certificate renewals appointment renewals such as firefighter mandatory training, water quality certificates etc.	Human Resources	Certification expired + 2	Certification expired + 2	Limitations Act, 2002, S.O. 2002, c. 24 Occupational Health and Safety Act, R.S.O. 1990, c. O.1	

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Primary Classification: Justice

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
J01	**Certificates of Offence (Part 1)**. Includes Part 1 Certificates of Offence excluding Accident and Careless Driving offences. Records identified as POA schedule #CD-4R1.	Court Services	Completion + 2	Certification expired + 2	Provincial Offences Act, R. S. O. 1990, c. P.33	Excludes Part 1 accident and careless driving matters (see J02)
J02	**Informations (Part III/Accident and Careless Driving Part 1)**. Includes all Part 3 Informations and Part 1 Informations Certificates of Offence relating to accident and careless driving matters. Records identified as POA schedule #CD-2.	Court Services	Completion + 6	Completion + 6	Provincial Offences Act, R. S. O. 1990, c. P.33	
J03	**Control Lists/Justice Reports**. Includes certificate control lists and reports from Municipal and Provincial agencies such as Police, MTO, and MNR, etc.	Court Services	4	4	Provincial Offences Act, R. S. O. 1990, c. P.33	
J04	Intentionally left blank					
J05	**Transcripts and Records of Court Proceedings**. Includes records of court proceedings and records relating to dispositions. Includes tapes and log books.	Court Services	6**	6**	Provincial Offences Act, R. S. O. 1990, c. P.33	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
J06	**Enforcements and Suspensions.** Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes and log books.	Court Services	8	8	Business need	
J07	**Appeals and Transfers**. Includes records of appeals and transfers to and from other Courts.	Court Services	7	7	Business need	Excludes Appeals and Hearings (Municipal) (see L01)
J08	**Statistics/Payment Tracking**. Includes reports and other statistical data, including all RICO reports such as RICO-2100 New Offence Register, FICO-0100 Form to be Printed Control List, RICO-4400 Cases Disposed to Criminal Court, daily courtroom utilization report and verification report, and all RICO and RICM cash payments and receipt reports, analysis, adjustments.	Court Services	8	8	Business need	

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Primary Classification: Legal Affairs

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
L01	**Appeals and Hearings.** Includes zoning appeals, development and educations charges appeals, official plan appeals, and Committee of Adjustment appeals. Records include notices of appeal, all transcriptions and related documentation regarding appeals, hearings, legal proceedings and final judgements. Also includes orders issued by regulatory bodies and boards.	Legal and Legislative Services	P after Resolution of appeal	P after Resolution of appeal	Limitations Act, 2002, S.O. 2002, c. 24, Sch. B, s. 4. Municipal Act, 2001, S.O. 2001, c. 25 Pesticides Act, R. S. O. 1990, c. P.11 Planning Act, R.S.O. 1990, c. P.11 (15 years) Common Practice	Excludes Litigation (see Claim L02, L03), Harassment and Violence (see H15)
L02	**Claims against the Municipality**. Includes litigation and insurance claims made by other parties against the municipality.	Legal and Legislative Services	Resolution of claim and all appeals + 2 Ultimate limitation = 15**	Resolution of claim and all appeals + 2 Ultimate limitation = 15**	Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c.33	Excludes Appeals and Hearings (see L01), Notices of Claims Against the Municipality (see L15)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
					Insurance Act, R.S.O. 1990, c. I.8 Limitations Act, 2002, S.O. 2002, c. 24 Pesticides Act, R. S. O. 1990, c. P.11	
L03	**Claims by the Municipality**. Includes all litigation and insurance claims made against other parties by the municipality.	Legal and Legislative Services	Resolution of claim and all appeals + 2**	Resolution of claim and all appeals + 2**	Insurance Act	Excludes Appeals and Hearings (see L01)
L04	**Contracts and Agreements – Under By-Law.** Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, development front-end agreements, and subdivision agreements. Also includes agreements regarding tax arrears payment extension, easements, encroachments, area ways, laneways and records transfer.	Legal and Legislative Services	Act or omission on which claim is based took place + 15**	Act or omission on which claim is based took place + 15**	Limitations Act, 2002, S. O. 2002, c.24 Municipal Act, 2001, S.O. 2001, c. 25	Excludes Office Equipment Maintenance agreements (see L14), Contracts regarding lands (see L06), Insurance Policies (see L06), Line Fence Agreements (see P01)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
L05	**Insurance Appraisals.** Includes appraisals of municipal property for insurance purposes.	Legal and Legislative Services	After new appraisal has been done + 15	After new appraisal has been done + 15	Limitations Act, 2002, S. O. 2002, c.24	
L06	**Insurance Policies**. Includes municipal insurance policy documents, such as vehicle, liability, theft and fire insurance.	Legal and Legislative Services	Expiry of policy + 15	Expiry of policy + 15	Limitations Act, 2002, S. O. 2002, c.24	Excludes Employee Group Insurance (see H02), Third Party Contracts (see L05), Insurance Claims (see L03)
L07	**Land Acquisition and Sale**. Includes records regarding real estate transactions and conveyance of land such as lot sales, alley closings and allowances through voluntary transaction or expropriations. Includes leases, deed including underground storage abandonment record, expropriation plans, purchase letters and appraisals.	Legal and Legislative Services	Property disposition + 10** Renewable energy projects agreement terms may not be more than 50 years** Append abandoned petroleum storage tank to deed**	Property disposition + 10** Renewable energy projects agreement terms may not be more than 50 years** Append abandoned petroleum storage tank to deed**	Environmental Protection Act, R.S.O. 1990, c. E.19 Real Property Limitations Act, R.S.O. 1990, c. L.15 Land Titles Act, R.S.O. 1990, c. L.5 Planning Act, R.S.O. 1990, c. P.13	Excludes sales (see F22)
L08	**Opinions and Briefs**. Includes copies of opinions and briefs prepared by	Legal and Legislative Services	5**	5**	Business need	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	the municipality's legal counsel on specific issues and by-laws.					
L09	**Precedents**. Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.	Legal and Legislative Services	5**	5**	Business need	
L10	**Federal Legislation**. Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.	Legal and Legislative Services	5**	5**	Business need	
L11	**Provincial Legislation**. Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.	Legal and Legislative Services	5**	5**	Business need	
L12	**Vital Statistics**. Includes registers of deaths and marriage, burial permits and marriage licenses. Registers include licence or permit serial numbers, date of issue and name of the parties.	Legal and Legislative Services	P Marriage licenses = 2 Burial permits = 2	P Marriage licenses = 2 Burial permits = 2	Vital Statistics Act, R.S.O. 1990, c. V.4 Common practice	Excludes Population Statistics (see Demographic Studies D01)
L13	**Prosecutions**. Includes records regarding prosecutions to enforce	Legal and Legislative Services	Delivery of judgment + 7**	Delivery of judgment + 7**	Limitations Act, 2002, S.O. 2002, c. 24	Excludes By-Law Enforcement (see P01), Appeals and Hearings (see L01)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	by-laws and federal and provincial legislation.					
L14	**Contracts and Agreements – Simple**. Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle leaser, purchase agreements, waste removal agreements, apprenticeship training contracts, vehicle leases, service accountability and charges between licensees and authorized persons or residents. Also includes consents required under The Canadian Anti-Spam Legislation (CASL).	Legal and Legislative Services	Expiry of contract + 2**	Expiry of contract + 2**	Environmental Protection Act, R.S.O. 1990, c. E.19 Limitations Act, 2002, S.O. 2002, c. 24 Highway Traffic Act, R. S. O. 1990, c. H.8	Excludes Contracts and Agreements under By-Laws (see L04), Line Fences agreements (see P01)
L15	**Notices of Claims Against the Municipality.** Includes notices of claims received of the claimant's intent to pursue legal action.	Legal and Legislative Services	Minor = 20 Other = 10	Minor = 20 Other = 10	Limitations Act, 2002, S.O. 2002, c. 24	Excludes Claims against the Municipality (see L02)

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Primary Classification: Media and Public Relations

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
M01	**Advertising**. Includes records regarding public advertising in magazines, newspapers, radio, television and transit.	Office of the CAO	1**	1**	Business need	Excludes News Release (see M06), Recruitment (see H11), Elections (see C07)
M02	**Ceremonies and Events**. Includes records regarding participation in special events, openings and anniversaries. Also includes records regarding the setup and running of special events.	Office of the CAO	5**	5**	Business need	Excludes Permit to hold event (see P11)
M03	**Charitable Campaigns/Fund Raising.** Includes records regarding the raising of funds and donations for the municipality, for municipally run programs or for other charitable organizations.	Office of the CAO	1	1	Business need	Excludes Receipts (see F19)
M04	**Complaints, Commendations and Inquiries**. Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints related to services provided by the municipality. Also includes concerns about services offered by the municipality,	Office of the CAO	5**	5**	Human Rights Code, R. S. O. 1990, c. H.19 Environmental Protection Act, R.S.O. 1990, c. E.19	Excludes Accessibility of Records (Freedom of Information) See A17), Grievances or Harassment/Violence complaints by or against employees (see H14, H15), Employee Recognition (see H21)

Legend	All legislation included in successor legislation	
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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	inquiries about council proceedings and congratulatory letters. May also include compliance letters issued in response to a lawyer's request.					
M05	**News Clippings**. Includes clippings from newspapers, information from journals and other printed media. May also include information related to online media coverage, radio or television clips.	Office of the CAO	1**	4**	Business need	Excludes Chippings used as reference material – see relevant subject.
M06	**News Releases**. Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	Office of the CAO	1**	4**	Business need	
M07	**Publications**. Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, program and services pamphlets, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature as well as copies of social networking sites (website,	Office of the CAO	S** S + 3 if publication is subject to copyright or trademark	S** S + 3 if publication is subject to copyright or trademark		

Legend	All legislation included in successor legislation	
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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	Facebook, etc.) published by the municipality.					
M08	**Media & Public Relations**. Includes background notes and final versions of speeches, presentations, and news conferences given by elected and non-elected officials.	Office of the CAO	3**	4**	Business need	Excludes media coverage of speeches/presentation (see M05), News Releases (see M06)
M09	**Visual Identity and Insignia**. Includes records regarding branding and the standards which apply to graphic designs as part of a Visual Identity Program. Includes trademarks, logo, and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.	Office of the CAO	S + 5**	S + 5**	Business need	
M10	**Website and Social Media Content.** Includes records of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites.	Office of the CAO	S + 2	S + 2	Limitations Act, 2002, S.O. 2002, c. 24	
M11	**Public Relations and Public Awareness**. Includes outgoing letters of support, congratulations, greetings, honourable achievement	Office of the CAO	5**	5**	Business need	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	awards, welcome letters, etc. Also includes issues regarding internal/external communications. Includes programs designed for public awareness and education.					
M12	**Intellectual Property**. Includes certificates of copyright, applications and trademark registration. Also includes monitoring and enforcement of authorized use of copyright, trademarks and patents including copyright use permission requests.	Office of the CAO	Copyright, patent or trademark expired or last use + 5	Copyright, patent or trademark expired or last use + 5	Copyright Act, RSC 1985, c C-42	

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Primary Classification: Protection and Enforcement Services

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
P01	**By-Law Enforcement**. Includes records of municipal efforts to enforce bylaws. Includes order to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs, line fence agreements, etc.	Building and By-Law Enforcement	6**	6**	Limitations Act, 2002, S.O. 2002, c.24 Pesticides Act, R. S. O. 1990, c. P.11	Excludes Health and fire inspections (see P07), Investigations (see P08), Environmental Monitoring – Industrial/Commercial (see E05), Prosecutions (see L13), Animal Control Enforcement (see P14), Lottery Licence Enforcement (see P09)
P02	**Daily Occurrence Logs**. Includes daily occurrence logs maintained by the Chief Building Official.	Building and By-Law Enforcement	5**	5**	Business need	
P03	**Emergency Planning and Response**. Includes records regarding the planning, testing, rehearsal of and response to emergency safety and contingency measures. May also include records of previous disasters including emergency command centre operation, response reports, press clippings etc.	Fire and Rescue Services	5** or expiry of plan + 5 if Canadian Environmental Protection Act applies	10**	Fire Protection and Prevention Act, 1997, S.O. 1997, c.4	
P04	**Hazardous Materials**. Includes information and reports on chemicals and substances that	All	S + 5	S + 5	Environmental Protection Act,	Excludes Staff safety training (see H04), Personal exposure (see H17), Manifests (see E07)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	pose fire or environmental hazards such as PCBs, refrigerants and halocarbons, also includes MSDS and records dealing with toxic substances, records of pesticide use and environmental spills.				R.S.O. 1990, c. E.19 Occupational Health and Safety Act, R.S.O. 1990, c. O.1 Pesticides Act, R.S.O. 1990, c. P.11	
P05	**Incident/Accident Reports**. Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties.	All	5	5**	Business need	Excludes Security (see A18), Accidents of Municipal Staff (see H04), Compensation claims and vehicle accidents (see L02 or L03)
P06	**Building and Structural Inspections**. Includes building and structural tests and inspection reports relating to work platforms, plumbing and sprinkler systems, fire alarm circuits, power supply and system, fire suppression systems, electrical, and other structural inspections.	Building and Fire Departments	Inspections = 2 Initial fire system test report = life of system	P	Fire Protection and Prevention Act, 1997, S.O. 1997, c.4 Building	Excludes By-Law Enforcement (see P01)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	Also includes inspections of marijuana grow operations after appropriate notification from a police force.				Code Act, 1992, S.O. 1992, c.23	
P07	**Health and Fire Safety Inspections**. Includes Fire Marshall's, Public Health and related health and safety violation and verification inspections reports conducted or performed on private, public and commercial properties.	Public Health	S, minimum 1 year	S, minimum 1 year	Fire Protection and Prevention Act, 1997, S.O. 1997, c.4	
P08	**Investigations**. 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.	Protection to Persons and Property	10**	10**	Limitations Act, 2002, S.O. 2002, c. 24, Sch. B, s. 4. Pesticides Act, R. S. O. 1990, c. P.11 Common practice	Excludes By-Law Enforcement (see P01), Harassment and Violence staff investigations (see H15)
P09	**Licenses**. Includes records regarding licenses administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs,	Legal and Legislative Services	Expiry of licence + 2	Expiry of licence + 2	Business need	Excludes Marriage Licenses (see L12)

Legend	All legislation included in successor legislation	
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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	liquor, cemetery, crematorium, funeral establishment licenses, businesses, lotteries, accessible transportation operation and quarries, etc.					
P10	**Building Permits**. Includes permits issued to builders, contractors, and residents giving them permission to build or renovate. Also includes permits for construction of cell towers and the structure for wind-powered turbines.	Building Department	P	P	Planning Act, R.S.O. 1990, c. P.13 (15 years) Common practice	Excludes all other permits (see P11)
P11	**Permits – Other**. Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to hold special events, temporary road closure, drinking water permits, transport oversize loads, erect signs, park on the street, etc.	All	Expiry of permit + 2	Expiry of permit + 2	Business need	Excludes Building Permits (see P10), Encroachment Agreements (see D16), Burial Permits (see S09), Road and Lane opening/closing (see T09)
P12	**Warrants**. Includes all warrants issued for By-Law enforcement purposes.	By-Law Enforcement	Execution of Warrant + 2	Execution of Warrant + 2	Ministry of the Attorney General, POA Information	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
					Services website Limitations Act, 2002, S.O. 2002, c. 24, Sch. B, s. 4.	
P13	**Criminal Records**. Includes all documentation relating to individuals with a history of criminal activity.	Building and By-Law Enforcement	Occurrence/ Investigation closed or disposition of charge + 5	Occurrence/ Investigation closed or disposition of charge + 5	Business Need	Excludes Staff Police Background Checks (see H16), Investigations (see P08), Prosecutions (see L13)
P14	**Animal Control**. Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Includes records of distrained animals and pound animal records.	Legal and Legislative Services	2	2	Business need	Excludes Dog Licenses (see P09)
P15	**Community Protection Programs**. Includes records on community protection and crime prevention such as Community Policy, Victim Services Neighbourhood Watch and Block Parents. Also includes programs aimed at public education on fire, water and	Protection to Persons and Property	S + 2** Surveillance video 72 hours unless requisitioned for use (MFIPPA or other	S + 2** Surveillance video 72 hours unless requisitioned for use (MFIPPA or other	Municipal Freedom of Information and Protection of Privacy Act, R.R.O. 1990, c. M.56	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	traffic safety and similar programs.		investigation) = S + 2	investigation) = S + 2	Business Need	
P16	**Emergency Services**. Includes records regarding police, land ambulance and fire and rescue services.	Protection to Persons and Property	S + 5	10**	Business Need	
P17	**Fire Significant Incident and Impact Reports**. Includes reports and statements documenting significant and noteworthy incidents events that occur when responding to fire, the role of the attending responders in the incident, and the actual or potential impact of these incidents.	Protection to Persons and Property	S + 5	10**	Fire	
P18	**Fire Response Reports**. Includes records relating to emergency services provided such as fire suppression and emergency call response. Includes emergency response reporting, fire call report and fire cause identification.	Protection to Persons and Property	S + 5	10**	Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4	
P19	**Fire Statistics**. Includes records relating to performance plans and associated statistical reporting of performance, calls and accidents	Protection to Persons and Property	S + 2	10**	Business need	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	involving emergency medical services, traffic and work-related issues.					
P20	**Prohibitions and Notices**. Includes prohibition orders, notices and correspondence related to prohibition under regulations such as Source Drinking Water Protection. May also contain building code applications denied because of prohibition.	All	15	Resolution + 15	Safe Drinking Water Act, 2002, S.O. 2002, c. 32	
P21	**Facilities Routine Water Use, Monitoring and Testing**. Includes records regarding the testing of swimming pool or splash pad water for chlorine and pH levels, water outlet inspections, the number of bathers per day, any rescues or breakdowns of equipment. Also includes routine testing, monitoring and flushing of water systems in recreational camps, child care and long term care facilities.	Community Services	Pools and recreation camps = 1	Pools and recreation camps = 7	Health Protection and Promotion Act, R.S.O. 1990, c. H.7 Safe Drinking Water Act, 2002, S.O. 2002, c. 32	

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Primary Classification: Recreation and Culture

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
R01	**Heritage Preservation**. Includes records regarding heritage and historical development, including designations and registers of buildings, districts and cemeteries as well as archaeological digs, archeological and heritage assessments, and heritage conservation district studies and plans. May also include heritage registries.	Development Services	End of plan year or removal of designation + 3**	End of plan year or removal of designation + 3**	Ontario Heritage Act, R. S. O. 1990, c. O.18	Excludes Historical Designation By-Laws (see C01), Natural Heritage Preservation (see E18)
R02	Intentionally left blank					
R03	Intentionally left blank					
R04	**Parks Management**. Includes correspondence, descriptions, reports and other records dealing with the management design, setup, landscaping and maintenance of specific municipal parks. Includes maps and plans, and information dealing with the maintenance of playground equipment.	Community Services	Parks Maintenance = 5** Playground equipment maintenance = 15	Parks Maintenance = 5** Playground equipment maintenance = 15	Ontario Heritage Act, R. S. O. 1990, c. O.18 Business need	Excludes Building and Property Maintenance (see A20)
R05	Intentionally left blank					

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
R06	**Recreational Programming**. Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs	Community Services	Program development & education = 3** Program registration = 1 Attendance fee collection = 6	P Program registration = 6 Attendance fee collection = 6	Business need Municipal Freedom of Information and Protection of Privacy Act, R.R.O. 1990, c. M.56	

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Primary Classification: Social and Health Care Services

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
S01	Intentionally left blank					
S02	Intentionally left blank					
S03	Intentionally left blank					
S04	Intentionally left blank					
S05	Intentionally left blank					
S06	Intentionally left blank					
S07	Intentionally left blank					
S08	Intentionally left blank					
S09	**Cemetery Interment**. Includes cemetery licence, maps, plot ownership records, deemed cancellation, death certificates, interment or scattering rights certificates, cremated remains and body disposal registers, and indexes for municipal cemeteries and abandoned cemeteries.	Legal and Legislative Services	P	P	Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c.33	Excludes Building and Property Maintenance (see A20), Promotional Materials (see M07), Price lists and cemetery operation (see S20), Burial Permits (see L12)
S10	Intentionally left blank					
S11	Intentionally left blank					
S12	Intentionally left blank					
S13	Intentionally left blank					
S14	Intentionally left blank					
S15	Intentionally left blank					
S16	Intentionally left blank					

Legend	All legislation included in successor legislation	
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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
S17	Intentionally left blank					
S18	Intentionally left blank					
S19	Intentionally left blank					
S20	**Cemetery Operations**. Incudes records relating to the business operation of a municipal cemetery including price lists and removed markers records.	Legal and Legislative Services	Contract fulfilled or no longer applies + 6	Contract fulfilled or no longer applies + 6	Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33	Excludes burial permits, interment records etc. (see S09)

Legend	All legislation included in successor legislation	
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Primary Classification: Transportation Services

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
T01	**Illumination**. Includes records and studies regarding the installation and repair of equipment used to illuminate road such as streetlights, pedestrian crossover lights etc. Also includes records on power consumption.	Infrastructure Services	Removal of equipment + 6	Removal of equipment + 6	Business need	
T02	**Parking**. Includes records and studies regarding municipal parking issues such as handicapped parking lot and garage operations, fire routes and employee parking.	Infrastructure Services	Closure of lot or space + 6	Closure of lot or space + 6	Business need	
T03	Intentionally left blank					
T04	**Road Construction** Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening etc.	Infrastructure Services	Project finished + 1**	S**	Occupational Health and Safety Act, R.S.O. 1990, c. O.1	Excludes Design and Planning (see T05), Routine maintenance and minor improvements to road system (see T06), As-Builts (see A25)
T05	**Road Design and Planning**. Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes	Infrastructure Services	Project finished + 1**	S**	Occupational Health and Safety Act, R.S.O. 1990, c. O.1	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	design of curbs, sidewalks, cycle ways, footpaths, walkways, etc.					
T06	**Road Maintenance and Salt Usage**. Includes records and studies regarding the inspection and maintenance of roads. Minor repairs maintenance includes the installation of culverts, minor repairs to road surfaces, curbs and sidewalks, cycleways, footpaths, walkways etc. Routine maintenance includes grading, ploughing and sanding of roads, and snow removal and clearing. Also includes Salt Management Plan and revisions, yearly review, reports and 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 of the use of road salts.	Infrastructure Services	Project finished + 1 Salt plans, usage, training and reports = 7	Project finished + 1 Salt plans, usage, training and reports = 7	Occupational Health and Safety Act, R.S.O. 1990, c. O.1	Excludes Non salt usage training records (see H03)
T07	**Signs and Signals**. Includes records and studies regarding the	Infrastructure Services	Removal of Sign/Signal + 1	S+1**	Occupational Health and	Excludes Visual Identity Program (see M09), Sign Permits (see P11)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	manufacture, installation, servicing and maintenance of signs and signals.				Safety Act, R.S.O. 1990, c. O.1	
T08	**Traffic**. Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes records regarding impacts of temporary road closures for special events.	Infrastructure Services/ Legal and Legislative Services	Project finished + 1 Temporary road closures = 2	S+1**	Business need	Excludes Permits for temporary closure (see P11)
T09	**Road and Lanes Openings/Closures**. Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications and records related to requests to open road and street allowances.	Infrastructure Services	Project finished + 1**	Project finished + 1**	Business need	Excludes Temporary road closure (see T08), Land Sales (see L07), Road Closing By-Laws (see C01)
T10	**Field Survey/Road Survey Books**. Includes engineering field survey notes as well as books.	Infrastructure Services	Project finished + 1**	5	Business need	
T11	**Bridges**. Includes estimates, studies and other records regarding projects specifically for bridge	Infrastructure Services	Project finished + 1	5	Occupational Health and Safety Act,	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	construction. Includes bridge repairs and maintenance.		Specifications = P	Specifications = P	R.S.O. 1990, c. O.1	

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Primary Classification: Vehicles and Equipment

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
V01	**Fleet Management**. Includes records of summary fleet information and fleet records for each vehicle (including attached devices such as firefighting 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.	All Departments	Termination of least + 2 Trip records = 1 Daily inspection logs = 2 or 6 months after vehicles ceased to be operated	Termination of least + 2 Trip records = 1 Daily inspection logs = 2 or 6 months after vehicles ceased to be operated	Highway Traffic Act, R. S. O. 1990, c. H.8 Occupational Health and Safety Act, R.S.O. 1990, c. O.1 Public Vehicles Act, R.R.O. 1990, c. P.54 Highway Traffic Act, R. S. O. 1990, c. H.8	Excludes Insurance Policies (see L06), Accident Claims (see L02, L03), Leases/Contracts (see L14)
V02	**Mobile Equipment**. Includes records and operating manual 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.	All Departments	Disposal of equipment + 1	Disposal of equipment + 1	Occupational Health and Safety Act, R.S.O. 1990, c. O.1 Common practice	

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
V03	**Transportable Equipment**. Includes operating manuals and records regarding transportable equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills and rescue equipment.	All Departments	Disposal of equipment + 1	Disposal of equipment + 1	Occupational Health and Safety Act, R.S.O. 1990, c. O.1 Common practice	
V04	**Protective Equipment**. Includes operating manuals and records regarding protective equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as portable fire extinguishers, rescue equipment, breath apparatus, breathing tanks, etc.	All Departments	Disposal of equipment + 1	Disposal of equipment + 1	Occupational Health and Safety Act, R.S.O. 1990, c. O.1 Common practice	Excludes Uniforms and Clothing (see A14)
V05	**Ancillary Equipment**. Includes records regarding fixed equipment, which is non-vehicle and non-office in nature. Includes equipment such as work or suspended platforms, lifting devices not attached to a structure, appliances such as	All Departments	Disposal of equipment + 1 Setup tests = S	Disposal of equipment + 1 Setup tests = S	Occupational Health and Safety Act, R.S.O. 1990, c. O.1	Excludes Gasoline storage tanks (see E24), Mechanical and operational systems integral to building structure (see A26), Private/small water systems (see E22)

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention	Retention Justification/ Citation	Remarks
	autoclaves, garbage compactors, industrial shredders etc. Includes correspondence, equipment user and procedural manuals, warranty, routine inspections, maintenance, licenses and history records, includes setup tests and manuals.					

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Schedule "A" – Records Retention Schedule

Records Retention Summary Schedule

Primary Classification: Administration

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention (Years)
A01	**Associations and Organizations**	All	1	1
A02	**Staff Committees and Meetings**	All	4**	4**
A03	**Computer Systems and Architecture**	Information Technology	S+6	S**
A04	**Conferences and Seminars**	All	1** Archival review if sponsored by Municipality	1** Archival review if sponsored by Municipality
A05	**Consultations**	All	2**	2**
A06	**Inventory Control**	All	6	6
A07	**Office Equipment and Furniture**	All	Disposal of item	Disposal of item
A08	**Office Services**	All	1	1
A09	**Policies and Procedures**	All	Greater of Expiry date + 15**	Greater of Expiry date + 15**
A10	**Records Management**	Legal and Legislative Services	S	S
A11	**Records Disposition**	Legal and Legislative Services	P	P
A12	**Telecommunications Systems**	All Departments	S	S
A13	**Travel and Accommodations**	All	1	1
A14	**Uniforms and Clothing**	All	S**	S**
A15	**Vendors and Suppliers**	All	2	2
A16	**Intergovernmental Relations**	All	5**	5**

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention (Years)
A17	**Accessibility of Records (FOI)**	Legal and Legislative Services	10**	10**
A18	**Security**	Corporate Services	5	5
A19	**Facility and Renovations**	Community Services	Project finish and no outstanding issues + 2**	Project finish and no outstanding issues + 2**
A20	**Building and Property Maintenance**	All	1	5
A21	**Facilities Bookings**	Community Services	1	1
A22	**Accessibility of Buildings and Services**	All	5	5
A23	**Information Systems Production Activity and Control**	IT	2	S**
A24	**Access Control and Passwords**	Information Technology	S	S
A25	**Performance Management/Quality Assurance**	Office of the CAO	6**	6**
A26	**Building Structure Systems**	Community Services	S or life of system/asset	S or life of system/asset
A27	**Drawings**	All	S or life of system/asset	S or life of system/asset

Primary Classification: Councils, Committees and By-Laws

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
C01	**By-Laws**	Legal and Legislative Services	P	P
C02	**By-Laws – Other Municipalities**	Legal and Legislative Services	1**	1**
C03	**Council Agenda**	Legal and Legislative Services	S+5**	S+5**
C04	**Council Minutes**	Legal and Legislative Services	P	P
C05	**Council Committee Agenda**	Legal and Legislative Services	S+5**	S+5**
C06	**Council Committee Minutes**	Legal and Legislative Services	4**	4**
C07	**Elections**	Legal and Legislative Services	Day action took effect or voting day + 4 years	Day action took effect or voting day + 4 years

Legend	All legislation included in successor legislation	
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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
			Ballot = 120 days after voting or resolution of recount	Ballot = 120 days after voting or resolution of recount
C08	**Goals and Objectives**	All	10**	10**
C09	**Motions and Resolutions**	Legal and Legislative Services	P	P
C10	**Motions and Resolutions – Other Municipalities**	Legal and Legislative Services	1**	1**
C11	**Reports to Council**	Legal and Legislative Services	10**	10**
C12	**Appointments to Boards and Committees**	Legal and Legislative Services	10**	10**
C13	**Accountability and Transparency & Governance**	Legal and Legislative Services	5**	5**

Primary Classification: Development and Planning

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
D01	**Demographic Studies**	Planning	10**	10**
D02	**Economic Development**	Economic Development	10**	10**
D03	**Environmental Planning**	Planning	15**	15**
D04	**Residential Development**	Planning	10**	10**
D05	**Natural Resources Planning**	Planning	5**	10**
D06	**Tourism Development**	Planning	10**	10**
D07	**Condominium Plans**	Planning	P Applications = 2 years after final decision	P
D08	**Official Plans**	Legal and Legislative Services	P	P

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
D09	**Official Plan and Zoning By-Law Amendment Applications**	Planning	Final decision or reflected in reviewed official plan + 5	P
D10	**Severances**	Planning	Land Titles Registration + 6	P
D11	**Site Plan Control**	Planning	P Application = 2 years after final decision	P
D12	**Subdivision Plans**	Planning	P Application = 2 years after final decision	P
D13	**Variance Applications**	Planning	P	P
D14	**Zoning**	Planning	Final decision + 2	P
D15	**Easements**	Planning	Termination of Right + 6**	P
D16	**Encroachments**	Planning	Termination of Right + 6**	Termination of Right + 6**
D17	**Annexation/Amalgamation**	Legal and Legislative Services	P	P
D18	**Community Improvement Projects**	Planning	Completion of project + 6**	Completion of project + 6**
D19	**Municipal Addressing**	Planning	S+10**	P
D20	**Reference Plans**	Planning	P	P
D21	**Industrial/Commercial Development**	Planning	10**	P
D22	**Digital Mapping**	GIS	S	S

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
			Excludes actual data residing on these systems	Excludes actual data residing on these systems
D23	**Agricultural Development**	Planning	10**	10**
D24	**Official Plan Background**	Planning	Final Decision + 5	Final Decision + 10
D25	**Deeming Process**	Planning	Final Decision + 2	Final Decision + 2**
D26	**Development Charges Study**	Planning	10**	S+5**
D27	**Part Lot Control**	Planning	Final Decision + 5	Final Decision + 5**

Primary Classification: Environmental Services

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
E01	**Sanitary Sewers**	Environmental Services	Project completed & no o/s issues + 2 Specifications = life of the asset as per A27	Project completed & no o/s issues + 2 Specifications = life of the asset as per A27
E02	**Storm Sewers**	Environmental Services	Project completed & no o/s issues + 2 Specifications = life of the asset as per A27	Project completed & no o/s issues + 2 Specifications = life of the asset as per A27
E03	**Treatment Plants – Wastewater Treatment and Collection Systems**	Environmental Services	Report made or equipment decommissioned + 5 Specifications = life of the asset as per A27 Plans = cease to apply + 2	Report made or equipment decommissioned + 5 Specifications = life of the asset as per A27 Plans = cease to apply + 2
E04	**Tree Maintenance**	Environmental Services	5	5

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
E05	**Air Quality Monitoring**	Environmental Services	Later of: date of offense or day evidence of offense first came to attention of person appointed under s.5 + 5**	Later of: date of offense or day evidence of offense first came to attention of person appointed under s.5 + 5**
E06	**Utilities**	Environmental Services	5**	5**
E07	**Waste Management**	Environmental Services	10 or cease to apply + 10** Post landfill site closure documentation = closure + 25	10 or cease to apply + 10** Post landfill site closure documentation = closure + 25
E08	**Water Works – Drinking Water Plant**	Environmental Services	15 Specifications = Permanent	15 Specifications = Permanent
E09	**Drains**	Environmental Services	E+5** Specifications = Permanent as per A27	E+5** Specifications = Permanent as per A27
E10	**Pits and Quarries**	Environmental Services	5** Specifications = life of the pit or quarry	5** Specifications = life of the pit or quarry
E11	**Nutrient Management**	Environmental Services	5** or expiry of plan + 2	5** or expiry of plan + 2
E12	**Private Sewage Disposal Systems**	Environmental Services	7** Specifications = life of system	7** Specifications = life of system
E13	**Waste Monitoring**	Environmental Services	Created, approved or plan no longer in force + 15	Created, approved or plan no longer in force + 15

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
E14	**Water Sampling**	Environmental Services	Created, approved or plan no longer in force + 15	Created, approved or plan no longer in force + 15
E15	**Chemical Sampling of Water**	Environmental Services	Created, approved or plan no longer in force + 15	Created, approved or plan no longer in force + 15
E16	**Backflow Prevention and Cross Connection Control**	Infrastructure Services	15	15
E17	**Energy Management**	Environmental Services	End of reporting period to which relates + 7	End of reporting period to which relates + 7
E18	**Natural Heritage**	All	End of plan or designated year + 3	End of plan or designated year + 3
E19	**Renewal Energy**	Infrastructure Services	Created, approved or facility no longer in force + 15	Created, approved or facility no longer in force + 15
E20	**Source Water Protection**	Environmental Services	Created, approved or plan no longer in force + 15	Created, approved or plan no longer in force + 15
E21	**Ministry of the Environment (MOE) Environmental Compliance Approvals**	Environmental Services	Cease to apply + 3	Cease to apply + 3
E22	**Private/Small Water Systems**	Environmental Services	E + 15 Maintenance = as long as equipment in use	E + 15 Maintenance = as long as equipment in use
E23	**Land Quality Monitoring**	*Environmental* Services	7	7
E24	**Gasoline Storage and Dispensing**	Environmental Services	Use = 7 Tank install, inspection = system removed + 5	Use = 7 Tank install, inspection = system removed + 5

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Primary Classification: Finance and Accounting

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
F01	**Accounts Payable**	Corporate Services	Close of fiscal tax year end	Close of fiscal tax year + 6
F02	**Accounts Receivable**	Corporate Services	Close of fiscal tax year + 7	Close of fiscal tax year + 6
F03	**Audits**	Corporate Services	6	7
F04	**Banking**	Corporate Services	Close of fiscal tax year + 6	Close of fiscal tax year + 6
F05	**Budgets and Estimates**	Corporate Services	6**	7
F06	**Assets**	Corporate Services	Disposal of Asset +10**	Disposal of Asset +10**
F07	**Cheques**	Corporate Services	6	7
F08	**Debentures and Bonds**	Corporate Services	Debentures surrendered for exchange/ cancellation + 6	Debentures surrendered for exchange/ cancellation + 6
F09	**Employee and Council Expenses**	Corporate Services	Close of fiscal tax year + 6	Close of fiscal tax year + 6
F10	**Financial Statements**	Corporate Services	P	7
F11	**Grants and Loans**	Corporate Services	Repayment of loan + 6	Repayment of loan + 6
F12	**Investments**	Corporate Services	Closure of account + 6	Closure of account + 6
F13	**Journal Entries/Vouchers**	Corporate Services	Close of fiscal tax year + 6	Close of fiscal tax year + 6
F14	**Subsidiary Ledgers, Registers and Journals**	Corporate Services	Close of fiscal tax year + 6**	Close of fiscal tax year + 6**

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
F15	**General Ledgers and Journals**	Corporate Services	P	P
F16	**Payroll**	Corporate Services	Close of fiscal year + 6	Close of fiscal tax year + 6
F17	**Purchase Orders and Requisitions**	Corporate Services	Close of fiscal year + 6	Close of fiscal tax year + 6
F18	**Quotations and Tenders**	Corporate Services	E + 7** Unsuccessful bids – retain for 1 year from contract award	Act or omission on which claim is based took place + 15** Unsuccessful bid-retain for 1 year from contract award
F19	**Receipts**	Corporate Services	7	Close of fiscal tax year + 6
F20	**Reserve Funds**	Corporate Services	6	Close of fiscal tax year + 6
F21	**Revenues**	Corporate Services	7	Close of fiscal tax year + 6
F22	**Taxes and Records**	Corporate Services	P Tax rolls = when no longer required for planning purposes	P Tax rolls = 7
F23	**Write Offs**	Corporate Services	6 Court services write offs – 37 years	Close of fiscal year + 6 Court services write offs – 37 years
F24	**Trust Funds**	Corporate Services	7	Close of fiscal year + 6
F25	**Security Deposit**	Corporate Services	Close of account + 6	Close of account + 6
F26	**Working Papers – Financial**	Corporate Services	After completion of audit + 1	Close of fiscal year + 6

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
F27	**Regulatory Reporting – Financial**	Corporate Services	6	Close of fiscal year + 6

Primary Classification: Human Resources

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
H01	**Attendance and Scheduling**	Human Resources	3 Driver's daily logs = 6 months Public vehicle and trip reports = 1	3 Driver's daily logs = 6 months Public vehicle and trip reports = 1
H02	**Benefits Program**	Human Resources	S	S
H03	**Employee Records**	Human Resources	Date employee ceases to be employed + 3 Drinking Water system training record = 5 Confined space training = cease to perform work and at least 5 years Salt program training = 7 Firefighter employment terms = 25	Date employee ceases to be employed + 3 Drinking Water system training record = 5 Confined space training = cease to perform work and at least 5 years Salt program training = 7 Firefighter employment terms = 25
H04	**Health and Safety**	Human Resources	3 Accident reports for construction projects retained with project 1	7 Accident reports for construction projects retained with project 1

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
			year after project completion	year after project completion
H05	**Human Resources Planning**	Human Resources	Day last used + 1 (Human Rights special program designation minimum of 5 years)**	7**
H06	**Job Descriptions**	Human Resources	S**	S**
H07	**Labour Relations**	Human Resources	Expiry of Contract Period + 10**	Expiry of Contract Period + 10**
H08	**Organization Design**	Human Resources	S**	S**
H09	**Salary Planning**	Human Resources	5	10**
H10	**Pension and Benefits Records**	Human Resources	Termination of employee + 6	Termination of employee + 6
H11	**Recruitment**	Human Resources	1	1
H12	**Training and Development**	Human Resources	Date when course is offered + 2** Salt use training materials = 7 Drinking water training materials = 5 Only courses developed by the Municipality are subject to archival selection	Date when course is offered + 2** Salt use training materials = 7 Drinking water training materials = 5 Only courses developed by the Municipality are subject to archival selection

Legend	All legislation included in successor legislation	
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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
H13	**Claims**	Human Resources	Resolution of claim + 3 Hazardous exposure claims = longer of 40 years or 20 years after last record made	Employee ceases to be employed + 7 Hazardous exposure claims = longer of 40 years or 20 years after last record made
H14	**Grievance**	Human Resources	Resolution of claim + 10	Resolution of claim + 10
H15	**Harassment and Violence**	Human Resources	Resolution of claim + 3	Resolution of claim + 3
H16	**Criminal Background Checks**	Human Resources	Date employee ceased to be employed + 7	Date employee ceased to be employed + 7
H17	**Employee Medical Records – Hazardous Materials**	Human Resource	Exposure + 40 or 20 years after last record of exposure	Exposure + 40 or 20 years after last record of exposure
H18	**Employee Medical Records**	Human Resources	When STD/LTD claims are resolved + 3	Employee ceases to be employed + 7
H19	**Disability Management**	Human Resources	Day issued or earlier as may be specified by Commission + 5	Employee ceases to be employed + 7
H20	**Confined Spaces**	Human Resources	1 or the period necessary to ensure 2 most recent records retained	1 or the period necessary to ensure 2 most recent records retained
H21	**Employee Recognition**	Human Resources	5	5
H22	**Employee Certification**	Human Resources	Certification expired + 2	Certification expired + 2

Primary Classification: Justice

Legend	All legislation included in successor legislation	
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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
J01	**Certificates of Offence (Part 1)**	Court Services	Completion + 2	Certification expired + 2
J02	**Informations (Part III/Accident and Careless Driving Part 1)**	Court Services	Completion + 6	Completion + 6
J03	**Control Lists/Justice Reports**	Court Services	4	4
J04	Intentionally left blank			
J05	**Transcripts and Records of Court Proceedings**	Court Services	6**	6**
J06	**Enforcements and Suspensions**	Court Services	8	8
J07	**Appeals and Transfer**.	Court Services	7	7
J08	**Statistics/Payment Tracking**	Court Services	8	8

Primary Classification: Legal Affairs

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
L01	**Appeals and Hearings**	Legal and Legislative Services	P after Resolution of appeal	P after Resolution of appeal
L02	**Claims against the Municipality**	Legal and Legislative Services	Resolution of claim and all appeals + 2 Ultimate limitation = 15**	Resolution of claim and all appeals + 2 Ultimate limitation = 15**
L03	**Claims by the Municipality**	Legal and Legislative Services	Resolution of claim and all appeals + 2**	Resolution of claim and all appeals + 2**
L04	**Contracts and Agreements – Under By-Law**	Legal and Legislative Services	Act or omission on which claim is based took place + 15**	Act or omission on which claim is based took place + 15**
L05	**Insurance Appraisals**	Legal and Legislative Services	After new appraisal has been done + 15	After new appraisal has been done + 15
L06	**Insurance Policies**	Legal and Legislative Services	Expiry of policy + 15	Expiry of policy + 15

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
L07	**Land Acquisition and Sale**	Legal and Legislative Services	Property disposition + 10** Renewable energy projects agreement terms may not be more than 50 years** Append abandoned petroleum storage tank to deed**	Property disposition + 10** Renewable energy projects agreement terms may not be more than 50 years** Append abandoned petroleum storage tank to deed**
L08	**Opinions and Briefs**	Legal and Legislative Services	5**	5**
L09	**Precedents**	Legal and Legislative Services	5**	5**
L10	**Federal Legislation**	Legal and Legislative Services	5**	5**
L11	**Provincial Legislation**	Legal and Legislative Services	5**	5**
L12	**Vital Statistics**	Legal and Legislative Services	P Marriage licenses = 2 Burial permits = 2	P Marriage licenses = 2 Burial permits = 2
L13	**Prosecutions**	Legal and Legislative Services	Delivery of judgment + 7**	Delivery of judgment + 7**
L14	**Contracts and Agreements – Simple**	Legal and Legislative Services	Expiry of contract + 2**	Expiry of contract + 2**
L15	**Notices of Claims Against the Municipality**	Legal and Legislative Services	Minor = 20 Other = 10	Minor = 20 Other = 10

Primary Classification: Media and Public Relations

Legend	All legislation included in successor legislation	
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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
M01	**Advertising**	Office of the CAO	1**	1**
M02	**Ceremonies and Events**	Office of the CAO	5**	5**
M03	**Charitable Campaigns/Fund Raising**	Office of the CAO	1	1
M04	**Complaints, Commendations and Inquiries**	Office of the CAO	5**	5**
M05	**News Clippings**	Office of the CAO	1**	4**
M06	**News Releases**	Office of the CAO	1**	4**
M07	**Publications**	Office of the CAO	S** S + 3 if publication is subject to copyright or trademark	S** S + 3 if publication is subject to copyright or trademark
M08	**Media & Public Relations**	Office of the CAO	3**	4**
M09	**Visual Identity and Insignia**	Office of the CAO	S + 5**	S + 5**
M10	**Website and Social Media Content**	Office of the CAO	S + 2	S + 2
M11	**Public Relations and Public Awareness**	Office of the CAO	5**	5**
M12	**Intellectual Property**	Office of the CAO	Copyright, patent or trademark expired or last use + 5	Copyright, patent or trademark expired or last use + 5

Primary Classification: Protection and Enforcement Services

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
P01	**By-Law Enforcement**	Building and By-Law Enforcement	6**	6**
P02	**Daily Occurrence Logs**	Building and By-Law Enforcement	5**	5**

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
P03	**Emergency Planning and Response**	Fire and Rescue Services	5** or expiry of plan + 5 if Canadian Environmental Protection Act applies	10**
P04	**Hazardous Materials**	All	S + 5	S + 5
P05	**Incident/Accident Reports**	All	5	5**
P06	**Building and Structural Inspections**	Building and Fire Departments	Inspections = 2 Initial fire system test report = life of system	P
P07	**Health and Fire Safety Inspections**	Public Health	S, minimum 1 year	S, minimum 1 year
P08	**Investigation**	Protection to Persons and Property	10**	10**
P09	**Licenses**	Legal and Legislative Services	Expiry of licence + 2	Expiry of licence + 2
P10	**Building Permits**	Building Department	P	P
P11	**Permits – Other**	All	Expiry of permit + 2	Expiry of permit + 2
P12	**Warrants**	By-Law Enforcement	Execution of Warrant + 2	Execution of Warrant + 2
P13	**Criminal Records**	Building and By-Law Enforcement	Occurrence/ Investigation closed or disposition of charge + 5	Occurrence/ Investigation closed or disposition of charge + 5
P14	**Animal Control**	Legal and Legislative Services	2	2
P15	**Community Protection Programs**	Protection to Persons and Property	S + 2** Surveillance video 72 hours unless requisitioned for use	S + 2** Surveillance video 72 hours unless requisitioned for use (MFIPPA or other

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
			(MFIPPA or other investigation) = S + 2	investigation) = S + 2
P16	**Emergency Services**	Protection to Persons and Property	S + 5	10**
P17	**Fire Significant Incident and Impact Reports**	Protection to Persons and Property	S + 5	10**
P18	**Fire Response Reports**	Protection to Persons and Property	S + 5	10**
P19	**Fire Statistics**	Protection to Persons and Property	S + 2	10**
P20	**Prohibitions and Notices**	All	15	Resolution + 15
P21	**Facilities Routine Water Use, Monitoring and Testing**	Community Services	Pools and recreation camps = 1	Pools and recreation camps = 7

Primary Classification: Recreation and Culture

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
R01	**Heritage Preservation**	Development Services	End of plan year or removal of designation + 3**	End of plan year or removal of designation + 3**
R02	Intentionally left blank			
R03	Intentionally left blank			
R04	**Parks Management**	Community Services	Parks Maintenance = 5** Playground equipment maintenance = 15	Parks Maintenance = 5** Playground equipment maintenance = 15

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
R05	Intentionally left blank			
R06	**Recreational Programming**	Community Services	Program development & education = 3** Program registration = 1 Attendance fee collection = 6	P Program registration = 6 Attendance fee collection = 6

Primary Classification: Social and Health Care Services

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
S01	Intentionally left blank			
S02	Intentionally left blank			
S03	Intentionally left blank			
S04	Intentionally left blank			
S05	Intentionally left blank			
S06	Intentionally left blank			
S07	Intentionally left blank			
S08	Intentionally left blank			
S09	**Cemetery Interment**	Legal and Legislative Services	P	P
S10	Intentionally left blank			
S11	Intentionally left blank			
S12	Intentionally left blank			
S13	Intentionally left blank			
S14	Intentionally left blank			
S15	Intentionally left blank			

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
S16	Intentionally left blank			
S17	Intentionally left blank			
S18	Intentionally left blank			
S19	Intentionally left blank			
S20	**Cemetery Operations**	Legal and Legislative Services	Contract fulfilled or no longer applies + 6	Contract fulfilled or no longer applies + 6

Primary Classification: Transportation Services

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
T01	**Illumination**	Infrastructure Services	Removal of equipment + 6	Removal of equipment + 6
T02	**Parking**	Infrastructure Services	Closure of lot or space + 6	Closure of lot or space + 6
T03	Intentionally left blank			
T04	**Road Construction**	Infrastructure Services	Project finished + 1**	S**
T05	**Road Design and Planning**	Infrastructure Services	Project finished + 1**	S**
T06	**Road Maintenance and Salt Usage**	Infrastructure Services	Project finished + 1 Salt plans, usage, training and reports = 7	Project finished + 1 Salt plans, usage, training and reports = 7
T07	**Signs and Signals**	Infrastructure Services	Removal of Sign/Signal + 1	S+1**
T08	**Traffic**	Infrastructure Services/ Legal and Legislative Services	Project finished + 1 Temporary road closures = 2	S+1**

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Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
T09	**Road and Lanes Openings/Closures**	Infrastructure Services	Project finished + 1**	Project finished + 1**
T10	**Field Survey/Road Survey Books**	Infrastructure Services	Project finished + 1**	5
T11	**Bridges**	Infrastructure Services	Project finished + 1 Specifications = P	5 Specifications = P

Primary Classification: Vehicles and Equipment

Class Code	Secondary Classification	Responsible Department	Suggested Retention (Years)	Town Determined Retention
V01	**Fleet Management**	All Departments	Termination of least + 2 Trip records = 1 Daily inspection logs = 2 or 6 months after vehicles ceased to be operated	Termination of least + 2 Trip records = 1 Daily inspection logs = 2 or 6 months after vehicles ceased to be operated
V02	**Mobile Equipment**	All Departments	Disposal of equipment + 1	Disposal of equipment + 1
V03	**Transportable Equipment**	All Departments	Disposal of equipment + 1	Disposal of equipment + 1
V04	**Protective Equipment**	All Departments	Disposal of equipment + 1	Disposal of equipment + 1
V05	**Ancillary Equipment**	All Departments	Disposal of equipment + 1 Setup tests = S	Disposal of equipment + 1 Setup tests = S

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