

Department:	All Departments	Policy Number:	A10-1000-23
Section:	Administration	Effective Date:	June 6, 2023
Subject:	Records Retention Policy	Revised Date:	
Authority:	<i>Municipal Act, 2001; Municipal Freedom of Information and Protection of Privacy Act; By-Law 2023-XXX</i>		

1. Purpose

The purpose of this policy is to provide guidance and direction on the creation and management of records. Records of the Corporation of the Municipality of Brockton are valuable corporate assets needed to support effective decision making, meet operational requirements, protect legal, fiscal and other interests of the Municipality, and to adhere to the requirements of the *Municipal Act, 2001* as amended and the *Municipal Freedom of Information and Protection of Privacy Act* as amended.

The Records Retention Program is one of the cornerstones of a records management system. The Records Retention Schedule defines the processing of all records, regardless of the format and medium, from their creation to their destruction or their transfer to the archives of the Corporation of the Municipality of Brockton, or to the Bruce County Archives. It also defines the administrative responsibilities, as well as the archives.

2. Rationale and Legislative Authority

It is necessary to establish a standardized policy and practice regarding the application of the Records Retention Program to ensure that The Corporation of the Municipality of Brockton is meeting its legislated requirements. The Council of the Municipality of Brockton delegated authority to the Clerk to administer and amend the Records Retention Schedule for the Municipality.

The Municipality may, subject to the approval of the Municipal Auditor, establish retention periods during which the records of the Municipality, and local boards of the Municipality must be retained and preserved.

Section 4.1 of the *Municipal Freedom of Information and Protection of Privacy Act*, as amended, provides that every head of an institution shall ensure that reasonable measures respecting the records in the custody or under the control of the institution are developed, documented and put into place to preserve the Records in accordance with any recordkeeping or records retention requirements, rules or policies, whether established under the Act or otherwise, that apply to the institution.

Section 254 of the *Municipal Act, 2001* as amended provides that a Record of a municipality shall be retained and preserved in secure and accessible manner.

Section 255 of the *Municipal Act, 2001* as amended provides that a Record of a municipality may be destroyed if a retention period for the Record has been established and the retention period has expired.

3. Definitions

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

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

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

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

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

Classification means the systematic identification and arrangement of records into categories according to logically structured conventions, methods, and procedural rules, represented in a classification scheme. The Municipality of Brockton uses the Classification Schedule developed by The Ontario Municipal Records Management System (TOMRMS).

Clerk shall mean the Clerk of The Corporation of the Municipality of Brockton.

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

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

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

Destroy/Disposition shall mean to eliminate a record or remove it from the official records keeping system.

Inactive Retention shall mean a period of time that records retain their inactive status, are referred to infrequently and are kept in a lower cost storage location.

Municipality shall mean The Corporation of the Municipality of Brockton.

Official Record shall mean a record that has operational, legal, fiscal, vital or historical value and that is legally recognized as evidence of a business transaction or establishes facts. Examples of official records include, but are not limited to:

- Transactions: orders, receipts, requests, confirmation;
- Interactions between clients, vendors, partners, or other departments and agencies;
- Planning documents: budgets, forecasts, work plans, blueprints, schematics;
- Reports, policy, briefing notes, memoranda, or other papers supporting business activities;
- Meeting documents: agendas, official minutes, records of decision;
- Committee documents: terms of reference, list of members;
- Records of discussions, deliberations, or any situation that documents the decisions made along with the logic used.

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

Orphan Data shall mean data that:

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

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

Record means "information however recorded or stored, whether in printed form, on film, by electronic means or otherwise, and includes documents, financial statements, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs and films" as defined in the *Municipal Act, 2001*.

Retention Period is the period of time during which a specific record must be kept before records in may be disposed of. The retention period of an official record is calculated from the close date of the record as entered in the records management system. It includes a period of time the record is retained in the department after closure (active) plus a period of time in the Records Storage (inactive).

Retention Schedule shall mean a schedule/timetable that identifies the length of time a specific record series must be retained for before it may be disposed of. The Municipality of Brockton follows The Ontario Records Management System (TOMRMS) Retention Schedule as amended.

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

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

Transitory or Temporary Record means a record that is of limited usefulness, created or received by employees or Committee or Local Board Members in carrying out their activities (often for convenience or reference) which does not provide evidence of decision making or work related to operations. Examples of transitory or temporary records include, but are not limited to:

- Unsolicited advertising and promotional material
- Product catalogues unrelated to corporate procurement
- Duplicate records/multiple copies, or copies kept for ease of reference or convenience only
- Working drafts of no particular significance that were never formally circulated.
- Annotated drafts where annotations become part of a subsequent version and do not provide evidence of decisions related to the evolution of the final document
- Data that has been extracted from an existing business record
- Working materials and correspondence not critical to decision-making
- General reference materials
- Training materials not required for a legislated purpose
- Casual communications such as invitations to events, launches or lunch

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

4. Application

The Records Retention Policy applies to all records created, received, maintained, or in the custody of the Corporation of the Municipality of Brockton regardless of their medium/format (example: email, paper, electronic), or location (example: onsite, storage facility). It is important to note that retention also governs the records generated from databases and with the aid of software. Retention rules are based upon the informational content of the record.

Any record in the custody or under the control of the Municipality is subject to the provisions of the *Municipal Act, 2001*, and the *Municipal Freedom of Information and Protection of Privacy Act*.

This Policy applies to all employees, Committee members, and local Board members who have access to, create and/or use records in the course of their duties.

This Policy does not apply to information or data stored on back-up servers as backups are only intended for use in disaster recovery or system failure and are disposed of on a rotational basis according to a defined term.

5. Principles

The following principles shall govern the destruction of records:

- No record shall be destroyed unless first classified according to the current records classification system;
- No record shall be destroyed unless the retention period has expired or the record is a copy of the original record;
- All records shall be destroyed in a manner that preserves the confidentiality of any information contained in such records;
- No record shall be destroyed without the appropriate authorization; and
- Any records pertaining to pending/actual litigation, an investigation or a request under privacy legislation shall not be destroyed until such records are no longer required for this purpose

6. Responsibilities

6.1 All Employees

All employees have the responsibility to:

- Ensure that all records they create or receive that are used to support a Municipal function or to conduct Municipal business are maintained and preserved as required by this Policy, applicable legislation, and the Records Retention Schedule;
- Recognize that records maintained by the Municipality have value;
- Create and maintain records whenever it is necessary to document, support or direct key decisions;
- Understand and apply records and information management, security, confidentiality, and privacy protection policies, standards, and practices;
- Identify official and transitory records and manage them in such a way that it provides concise, accurate, and complete evidence of decisions, transactions, and activities, regardless of communication methods; and
- Store records in the appropriate physical or electronic repositories.

6.2 Department Heads/Supervisors

Department Heads/Supervisors have the responsibility to:

- Ensure employees are trained to carry out their records and information management obligations;
- Review recommended retention periods relating to records in their department's custody or control to ensure the schedule meets the department's operational requirements;
- Approve departmental records destruction requests;
- Work with the Clerk's Department to ensure policies and procedures are applied;
- Ensure departing employees, where possible, have completed all requirements and take steps to verify their completion; and
- Inform the Clerk of breaches of records management policy (example: damage, theft, misuse, privacy complaints or unauthorized disposition of records).

6.3 Committee or Local Board Members

All Committee or Local Board Members have the responsibility to:

- Ensure that all records they create or receive that are used to support a Municipal function or to conduct Municipal business are maintained and preserved as required by this Policy, applicable legislation, and the Records Retention Schedule;
- Recognize that records maintained by the Municipality have value;
- Create and maintain records whenever it is necessary to document, support or direct key decisions;
- Transfer records to the Clerk's Department to ensure documentation is appropriately stored in physical, or electronic repositories, or archives.

6.4 Clerk's Department

As the Official Records Keeper under the *Municipal Act, 2001* the Clerk or their designate is responsible for keeping a copy of all disposal reports on a permanent basis and for authorizing the establishment of retention schedule updates, changes, etc.

The Clerk's Department has been delegated the responsibility for administering the Records Retention Program at the Municipality of Brockton.

The Clerk's Department also have the responsibility to:

- Provide leadership for the corporate-wide implementation of the Records Retention Program and its policies, standards, strategic planning, training and quality assurance as an integral part of the organization's usual and ordinary course of business;
- Make recommendations to Department Heads and Council regarding additional records management policy requirements
- Provide guidance and direction for retrieval services for inactive physical records;
- Identify the tools to provide facilities and employees the necessary support for records management services (example: transfers, retrieval, disposition);
- Facilitate the development, maintenance and improvement of records keeping solutions, tools and systems;
- Consult with the Information Technology Specialist and/or electronic Records Management System Provider to ensure the records management software and related programs are accessible by employees, and continue to maintain security and compliance.
- Maintain and update the Records Retention Schedule.

7. Official Records

Official records are created or acquired, regardless of their medium, because they enable and document decision-making in support of programs, services, and ongoing operations, and support departmental reporting, performance, and accountability requirements.

Official records are subject to management throughout their life cycle according to the requirements of the Records Retention Schedule.

8. Transitory or Temporary Records

After a final record has been produced and incorporated into the regular filing system, the working materials involved may become superseded or obsolete transitory records and may be destroyed unless otherwise legislated or specified in the Records Retention Schedule.

Working materials which are required for ongoing legal, fiscal, audit, administrative or operational purposes are not considered transitory records.

Transitory records that are the subject of ongoing legal proceedings or a request under the *Municipal Freedom of Information and Protection of Privacy Act* must not be destroyed until after the legal proceeding or request has been completed, and all possible appeals have been resolved.

9. Records Ownership

All records created, received, used or maintained by employees, Committee members, or local Board members in the course of their duties on behalf of the Corporation are the property of the Municipality of Brockton.

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

10. Record Organization

The Municipality organizes records according to The Ontario Municipal Records Management System (TOMRMS) record classification system.

The current TOMRMS Records Classification System and Scope Notes shall be attached to this policy as Appendix A. The Clerk is hereby authorized to amend Appendix A to ensure compliance with the most current version(s).

11. Implementation of Records Retention Schedule

Review of the Records Retention Schedule shall take place regularly to ensure legal compliance. The Municipality of Brockton utilizes the Records Retention Schedule developed by The Ontario Municipal Records Management System (TOMRMS).

As part of the annual process for the disposition of records and subsequent to any destruction of records, Department Heads or Supervisors must notify the Clerk of their authorization to complete the disposition of their Department's records in accordance with the Records Retention Schedule, or notify the Clerk of the request to adjust the retention for particular records.

Upon the Clerk's satisfaction that the retention period has expired and disposition has been properly authorized by the Department Head or Supervisor, the Clerk shall:

1. Destroy the record in compliance with the *Municipal Freedom of Information and Protection of Privacy Act*, as amended; or

2. Set aside the record for long-term or permanent retention.

The current TOMRMS Records Retention Schedule shall be attached to this policy as Appendix B. The Clerk is hereby authorized to amend Appendix B to ensure compliance with the most current version.

12. Records Storage

Records must be organized, saved, maintained, retained and accessible within the approved physical or electronic repository appropriate to their use, sensitivity, and lifecycle rules associated to their retention period.

Physical repositories include filing cabinets, binders, shelving units and storage rooms.

The electronic repository is identified as the Municipality's electronic records management software, FileHold.

A repository accessible solely by an individual employee (example: email inbox, USB drive, computer desktop, personal computer drives) is not considered an appropriate or approved repository for records.

Shared computer drives are working environments and are not considered official repositories. Records in these locations should be transferred to FileHold in order to be properly managed in accordance with their Records Classification system, and Records Retention Schedule.

Active records and records that need to be easily accessible may be stored at the Municipal Office. Inactive records may be transferred to the Municipal Office storage room, or Greenock Works Shop.

12.1 Email Management

The Municipality of Brockton reserves the right, without the consent of the user, to monitor, examine, copy, store, forward and disclose the contents of email messages, especially in relation to investigations, legal proceedings, professional misconduct and requests under the *Municipal Freedom of Information and Protection of Privacy Act*.

It is the responsibility of all employees to safeguard information transmitted via email that is deemed to be a record or have informational value by storing the email in the Municipality's electronic repository, FileHold, as soon as practicable in order to ensure the record is managed corporately, and to prevent the untimely destruction. Emails stored in FileHold will be retained in accordance with the Records Retention Schedule.

12.2 Electronic Meeting Video Recordings

Video recordings of electronic Council and/or Committee Meetings are considered a duplicate copy of the official meeting minutes for ease of access, and are therefore categorized as transitory or temporary records. Electronic meeting video recordings will only be retained by the Municipality of Brockton for a period of two (2) years, as the official minutes will be considered the final record of the meeting(s).

13. Archival of Records

Records may be subject to archival selection, or transferred to the Municipal Office storage room, Greenock Works Shop, or the Bruce County Archives as authorized by the Clerk's Department.

Archival records will be managed for preservation throughout the information life cycle.

Archival records will be stored in formats that ensure the longest possible life of records or of the information contained in them. They will be handled and stored in a manner that minimizes damage and deterioration while in use.

14. Disposal of Records

Disposition is an integral part of the Municipality's usual and ordinary course of business. Records are disposed of only when retention requirements have been satisfied in accordance with the Records Retention Schedule, and after the appropriate reviews and processes have been completed. Proof of destruction will be maintained by the Clerk's Department.

All records must be disposed of in a manner appropriate for the security and privacy requirements of the information contained in the records.

Transitory records can be disposed of when they are no longer useful as the Records Retention Schedule does not apply to Transitory Records.

15. Suspension of Policy

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

Suspension shall be initiated prior to the expiration of a retention period, and will be in effect until the completion of the action, or until the expiration of the retention period (whichever is later).

16. Compliance Audits

Compliance with the Records Retention Policy will be reviewed on a scheduled and random basis.

02-01-05 SCOPE NOTES 2022 MANUAL CONTROL AND USE

Tab:	Records classification system	#:	02-01-05
Section:	The System	Page:	1 of 62
Subject:	Scope notes	Date:	2022- 07

A	ADMINISTRATION Includes records regarding routine administration and office services functions.
C	COUNCIL, BOARDS AND BY-LAWS Includes records regarding the establishment of policy and by-laws, and the operations of Council and of Boards for which Council is responsible.
D	DEVELOPMENT AND PLANNING Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning, etc. Subjects are grouped according to long range vs. developmental planning.
E	ENVIRONMENTAL SERVICES Includes records regarding provision of public works and other environmental services other than roads. Includes water works, sewers, treatment plants, waste management and environmental monitoring. Also includes tree removal and pruning.
F	FINANCE AND ACCOUNTING Includes records regarding the management of funds.
H	HUMAN RESOURCES Includes records regarding the municipality's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.
J	JUSTICE Includes records regarding POA and Court activities.
L	LEGAL AFFAIRS Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.
M	MEDIA AND PUBLIC RELATIONS Includes records regarding the municipality's relationship with the media and the general public.

P	PROTECTION AND ENFORCEMENT SERVICES Includes records regarding the operational functions of law enforcement, licensing, public protection, fire prevention and within the community.
R	RECREATION AND CULTURE Includes records regarding the provision of recreational and cultural services to the community.
S	SOCIAL AND HEALTH CARE SERVICES Includes records regarding social services and health care programs.
T	TRANSPORTATION SERVICES Includes records regarding the development and improvement of transportation systems (roads and public transit).
V	VEHICLES AND EQUIPMENT Includes records regarding municipal vehicles and equipment. Includes records on fleet management, mobile equipment, and protective equipment and related maintenance activities.

ADMINISTRATION - A

A01	ASSOCIATIONS AND ORGANIZATIONS Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff members belong or with which they communicate in the course of their duties such as Drayton & Community Citizens Association, AMCTO, MISA, Ontario Farm Drainage Association, etc. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence. Excludes: <ul style="list-style-type: none">• Membership Fees - see F01
A02	STAFF COMMITTEES AND MEETINGS Includes records regarding the activities of staff committees and meetings. Includes notices of meetings, agenda, minutes, etc. May also include copies of staff activity reports. Excludes: <ul style="list-style-type: none">• Council Minutes and Agenda - see C03-C04• Standing Committees - see C05-C06• Health & Safety Committee Meetings – see H04
A03	COMPUTER SYSTEMS AND ARCHITECTURE Includes records relating to the design of computer systems, system changes and/or software and network architecture, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions and product evaluations. May also include requests for significant modification, fixes and upgrades. Excludes: <ul style="list-style-type: none">• Reports - file by subject• Acquisitions - see F18

A04	<p>CONFERENCES AND SEMINARS</p> <p>Includes invitations, approvals, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff, or sponsored by the municipality.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Speeches and Presentations - see M08 • Accommodation & Travel Arrangements – see A13 • Employee and Council Expenses - see F09 • Ceremonies and Events - see M02 • Invoices - see F01 • Rental Agreements - see L14
A05	<p>CONSULTANTS</p> <p>Records contained should be filed in other classification categories.</p> <p>For:</p> <ul style="list-style-type: none"> • Reports - file by subject • Consulting relationship management and evaluation – see A15 • Project based monitoring of consultant activities – see project file • Procurement, Quotations and Tenders - see F18 • Invoices - see F01
A06	<p>INVENTORY CONTROL</p> <p>Includes inventory statements and reports, and all other records regarding the control of supplies, furnishings and office and small equipment stock levels.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Assets - see F06 • Controlled Drug Substances – see S18 • Petroleum Products – see E24

A07	OFFICE EQUIPMENT AND FURNITURE Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc. Excludes: <ul style="list-style-type: none">• 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 inter-office mail system, internal printing, and management of forms and templates.
A09	POLICIES AND PROCEDURES Includes policy and procedure manuals, work instructions, protocols, guidelines and directives relating 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. Excludes: <ul style="list-style-type: none">• 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.

A12	TELECOMMUNICATIONS SYSTEMS Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communications systems, and 911 emergency systems. Excludes: <ul style="list-style-type: none">• Licenses - see P09• Assets - see F06• Long Distance Call Records – see F01• Agreements - see L04 or L14
A13	TRAVEL AND ACCOMMODATION Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants. Excludes: <ul style="list-style-type: none">• Employee and Council expenses – see F09
A14	UNIFORMS AND CLOTHING Includes records regarding uniforms and special clothing used by municipal staff members, such as police uniforms, fire-fighters' clothing and safety clothing used by utilities operators.
A15	VENDORS AND SUPPLIERS Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidders' information sheets. Excludes: <ul style="list-style-type: none">• Purchase Orders and Requisitions - see F17• Office Equipment - owned and leased - see A07• Fleet Management - see V01

A16	<p>INTERGOVERNMENTAL RELATIONS</p> <p>Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (such as telephone numbers, contact names, etc.). May include correspondence to and from Boards and Commissions. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Legislation – see L10/L11
A17	<p>INFORMATION ACCESS AND PRIVACY</p> <p>Includes documents regarding the municipality's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and records regarding the handling of requests under the Act. Includes routine disclosure requests and processing, notices of disclosure, responses to FOI request made to the municipality, access request transfers to another institution, FOI requests made by the municipality, notices of appeal and privacy breach investigation/processing. Also includes lists of Personal Information Banks (PIBs).</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Copies of the Act - see L11 • Non MFIPPA Complaints and Inquiries - see M04
A18	<p>SECURITY</p> <p>Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes, control of keys and closed-circuit television (CCTV) output.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Vandalism Reports - see P05 • Computer Security - see A03
A19	<p>FACILITIES CONSTRUCTION AND RENOVATIONS</p> <p>Includes records for the planning and construction of municipal facilities such as fire stations, pools, and office buildings. Includes site meetings, consultant's reports, cost reports, and design, inspections and site safety certification of equipment such as scaffolds and safety platforms for construction sites controlled by the municipality.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • 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, bus terminals, garages, libraries, and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts, office cleaning and pest control as well as licenses for devices such as elevators. Excludes: <ul style="list-style-type: none">• Parks Management - see R04• Building Systems – see A26
A21	FACILITIES BOOKINGS Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.
A22	ACCESSIBILITY OF SERVICES Includes records relating to the accessibility of Municipal buildings, services and information to disabled persons. Includes multi-year accessibility plan, efforts to remove barriers and notices of availability of these services. Excludes: <ul style="list-style-type: none">• Report on services – see A25
A23	INFORMATION SYSTEMS PRODUCTION ACTIVITY AND CONTROL Includes records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports.
A24	ACCESS CONTROL AND PASSWORDS Records related to the management of and access to programs. Includes individual access, password management, etc.

A25	<p>PERFORMANCE MANAGEMENT/QUALITY ASSURANCE</p> <p>Includes records regarding the performance of the Municipality as a whole and quality assurance programs such as the Ontario Municipal Benchmarking Initiative (OMBI), Excellence Canada (formerly the National Quality Institute), Benchmarking, and Balanced Score Cards. Types of records included are key performance indicators, annual reports submitted to a Ministry such as the Leaf and Yard Waste System Annual Waste Reduction Reports, Waste Recycling Sites Annual Report, drinking water system annual report, Long-Term Care Home Licensee Annual Report, Personal Health Information Annual Report, Housing Services Annual Report, Funding Agencies Annual Report, and other information related to the efficiency and effectiveness of municipal operations as designated by a Ministry.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Employee performance appraisal - see H03 • Council Goals & Objectives - see C08 • Financial Regulatory reporting, FIR and MPMP – see F27
A26	<p>BUILDING STRUCTURE SYSTEMS</p> <p>Includes records regarding building systems that are part of the building structure such as HVAC, ventilation, fire and life systems, electrical safety, elevators, furnace, and emergency lighting. Includes manufacturer's operation/technical manuals and warranties; inspection and testing reports; approved life safety studies, approved compliance equivalencies, inspection log books and remedial action for building systems.</p>
A27	<p>DRAWINGS</p> <p>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.</p>

COUNCIL, BOARDS AND BY-LAWS - C

C01	BY-LAWS Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws. Also includes any background documentation required to explain or justify the By-Law.
C02	BY-LAWS - OTHER MUNICIPALITIES Includes final versions of by-laws of other municipalities which are of interest.
C03	COUNCIL AGENDA Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.
C04	COUNCIL MINUTES Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes and voting records. Excludes: <ul style="list-style-type: none"> • Council Committees - see C05, C06 • Reports to Council - see C11
C05	COUNCIL COMMITTEE AGENDA Includes notices of meetings and agenda for the committees of Council as well as working notes used in agenda preparation.
C06	COUNCIL COMMITTEE MINUTES Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to.
C07	ELECTIONS Includes returned notices, lists of officials, initial MPAC and amended voters' lists, change of name applications, nominations, notices, ballots, election results, preliminary voters' lists, objections lists, candidate compliance reports, third party campaign financial and auditor reports, election report, election coordination documentation, oaths taken by council members and information on ward boundaries. Includes advertising.

C08	GOALS AND OBJECTIVES Includes records concerning strategic planning, goals and objectives such as shared services and mission statements such as the municipal sustainability plan housing plan, and growth plan submissions prepared for the Ministry. Excludes: <ul style="list-style-type: none"> • Environmental Planning – see D03 • Official Plan – see D08
C09	MOTIONS AND RESOLUTIONS Includes final signed versions of resolutions and motions of Council.
C10	MOTIONS AND RESOLUTIONS - OTHER MUNICIPALITIES Includes final versions of motions and resolutions of other municipalities which are of interest.
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.
C12	APPOINTMENTS TO BOARDS AND COMMITTEES Includes records regarding appointments by Council of staff and council members to roles on council committees and boards.
C13	ACCOUNTABILITY, TRANSPARENCY & GOVERNANCE Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports (including Integrity Commissioner reports, Ombudsman investigations and reports), closed meeting investigations and initiatives., registry of lobbyists, etc.

DEVELOPMENT AND PLANNING - D

D01	DEMOGRAPHIC STUDIES Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc. Excludes: <ul style="list-style-type: none">• Vital Statistics - see L12
D02	ECONOMIC DEVELOPMENT Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections, etc. Excludes: <ul style="list-style-type: none">• Demographic Studies - see D01• Residential Development - see D04• Tourism Development - see D06• Industrial/Commercial Development - see D21
D03	ENVIRONMENT PLANNING Includes records regarding general types of environmental studies with a long-range planning emphasis, such as salt usage impact, storm drainage and flood control, parks and open spaces, water sustainability and conservation, pollution prevention and waste management planning. Also contains information on invasive species and source water protection such as risk assessments, well development and purging, risk management plans, site condition reports and information prepared for Phase One and Phase Two environmental assessments. Excludes: <ul style="list-style-type: none">• Environmental Monitoring - see E05, E13 - E15• Waste Management - see E07• Source Water Protection Committee – see E20
D04	RESIDENTIAL DEVELOPMENT Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.

D05	<p>NATURAL RESOURCES PLANNING</p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Tree maintenance – see E04 • Natural Resource management and preservation – see E18
D06	<p>TOURISM DEVELOPMENT</p> <p>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.</p>
D07	<p>CONDOMINIUM PLANS</p> <p>Includes records regarding the pre-consultation and the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.</p>
D08	<p>OFFICIAL PLANS</p> <p>Includes the official plan, and exemptions and amendments to the official plan. Also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts.</p>
D09	<p>OFFICIAL PLAN AMENDMENT APPLICATIONS</p> <p>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.</p>
D10	<p>SEVERANCES</p> <p>Includes records regarding the granting of severances to parcels of land including application for severance.</p>

D11	<p>SITE PLAN CONTROL</p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Systems for Servicing Land - see relevant subject. • Site Plan Agreements - see L04
D12	<p>SUBDIVISION PLANS</p> <p>Includes records regarding the pre-consultation and the approval of plans of subdivisions (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans. Also includes notices of approval.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Subdivision Agreements - see L04
D13	<p>VARIANCE APPLICATIONS</p> <p>Includes records regarding the pre-consultation and the granting of minor variances in land use including zoning applications from existing zoning regulations.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Budget Variances - see F05
D14	<p>ZONING</p> <p>Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Zoning By-Laws - see C01 • Variances - see D13
D15	<p>EASEMENTS</p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Original Agreements - see L04

D16	<p>ENCROACHMENTS</p> <p>Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Original Agreements - see L04 • Original Encroachment By-Laws - see C01
D17	<p>ANNEXATION/AMALGAMATION</p> <p>Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on county restructuring.</p>
D18	<p>COMMUNITY IMPROVEMENT</p> <p>Includes records, studies, statistics and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs, BIA, BIC, PRID, etc. May also include records on housing rehabilitation programs, ie. RRAP, CMHC.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Economic Development - see D02
D19	<p>MUNICIPAL ADDRESSING</p> <p>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.</p>
D20	<p>REFERENCE PLANS</p> <p>Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence.</p>
D21	<p>INDUSTRIAL/COMMERCIAL DEVELOPMENT</p> <p>Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Agricultural Development – see D23
D22	<p>DIGITAL MAPPING</p> <p>Includes all records used to produce maps and updates in a digital format as in a GIS.</p>

D23	AGRICULTURAL DEVELOPMENT Includes all records regarding development of agricultural growth.
D24	OFFICIAL PLAN BACKGROUND Includes reports pertaining to amendments and changes to the Official Plan.
D25	DEEMING PROCESS Includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-laws, correspondence, etc. A Deeming By-law application is applied for in order to allow for two or more neighbouring lots on a registered plan of subdivision to merge. Only applicable to parcels of land contained within a plan of subdivision that has been registered for at least 8 years.
D26	DEVELOPMENT CHARGES STUDY Includes records related to the development of and the final Development Charges Study as required under the Development Charges Act. Includes advertising, public meeting notices, responses, stakeholder lists, public meeting information, background information and supporting documentation, consultant reports, notices regarding adoption of the Development Charges By-law, and other records related to requirements for the development of the Development Charges By-law
D27	PART LOT CONTROL Includes records regarding applications and background material for Part Lot Control exemptions, council decisions, by-law, correspondence, etc. A Part Lot Control application is applied for to allow the conveyance of a portion of a lot without requiring approval of a land division committee (typically used to separately convey semi-detached and townhouse units). Only applicable to parcels of land contained with a registered plan of subdivision.

ENVIRONMENTAL SERVICES - E

E01	SANITARY SEWERS Includes records regarding the design, construction and maintenance of sanitary sewers such as underground conduits that carry off waste matter. Excludes: <ul style="list-style-type: none">• 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. Excludes: <ul style="list-style-type: none">• Drawings/ As Builts and specifications – see A27
E03	TREATMENT PLANTS (Wastewater Treatment and Collection Systems) Includes records regarding the operation of sewage treatment and pumping stations and lagoons. Includes wastewater treatment facility/collection, identification reports, operator-in-charge records, treatment unit instructions, equipment operating status records and equipment design, construction and maintenance records (work orders) as well as the operations and maintenance manuals. Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts & site-specific collection-related work (i.e. sewer rodding, lateral inspections, etc.). Also includes facility classification certificate and license to operate. May include records pertaining to Wastewater Treatment Facility and/or Collection upgrades design, construction and commissioning. Excludes: <ul style="list-style-type: none">• Private Sewage Disposal Systems – see E12• Drawings/ As Builts and specifications – see A27
E04	TREE MAINTENANCE Includes records of tree removal, planting, trimming, pruning and preservation measures taken.

E05	AIR QUALITY MONITORING Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity from pollution sources such as smoke, dusk, smog or gaseous impurities. Also includes claims and compliance orders. Excludes: <ul style="list-style-type: none">• Water Quality – see E13 to E15• By-Law Enforcement - see P01• Complaints and Inquiries - see M04• Land Quality Monitoring – see E23
E06	UTILITIES Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc. Excludes: <ul style="list-style-type: none">• 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, recycling, energy from waste, source separation, collection services, recycling site vicinity maps, hazardous waste collection, hauled sewage waste collection and composting records. Also includes transportation manifests, transfer compliance records and records of site condition, daily waste reception and inspection records, dust suppression records and closure reports. Excludes: <ul style="list-style-type: none">• Sanitary Sewers - see E01• Environment Planning - see D03• Private Sewage Disposal Systems – see E12• Annual reports on blue boxes, recycling program, etc. – see A25

E08	<p>WATER WORKS (Drinking Water Plant)</p> <p>Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines, hydrants and related facilities and equipment as well as operational plans. Includes water meter registration numbers. Includes point of entry water treatment record, operator in charge shift monitoring and inspection records, water treatment facility/distribution and equipment design, construction, manuals, process adjustment records and maintenance records (work orders). Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts & site-specific distribution-related work (i.e. water meters, curb stops, etc.)</p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none">• Water Pumping Stations – see E03• Drawings/ As Built and specifications – see A27
E09	<p>DRAINS</p> <p>Includes records regarding the design, construction and maintenance of drains (channel or pip) carrying surplus liquid such as rainwater or liquid waste, usually to a sewer. Also includes engineer reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, bylaws and grants.</p> <p>Excludes:</p> <ul style="list-style-type: none">• Drawings/ As Built and specifications – see A27
E10	<p>PITS AND QUARRIES</p> <p>Includes records regarding the design, construction, maintenance and monitoring of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence.</p> <p>Excludes:</p> <ul style="list-style-type: none">• License/permits – see P09

E11	<p>NUTRIENT MANAGEMENT</p> <p>Includes the records regarding the control of storing/spreading /using waste materials such as liquid manure and sewage bio-solids on land, near waterways, runoff etc. Includes the agricultural management strategy/plan, the Greenhouse Nutrient Feedwater Strategy, Site Characterization Plan, documentation relating to the storage and distribution of nutrient material, non-agricultural source material (NASM) plans and sampling results. Also includes broker transfer and hauled sewage disposal site records.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Strategy/plan review – see A25
E12	<p>PRIVATE SEWAGE DISPOSAL SYSTEMS</p> <p>Includes records regarding the design, construction, maintenance and monitoring of private sanitary sewers and septic systems.</p>
E13	<p>WATER MONITORING</p> <p>Includes records regarding the routine monitoring of water quality, water quantity for source water protection purposes, as well as warning notice checks and posting of them and responses to interference with quality or quantity such as and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), water taking logs, methodology and reports. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water. Includes records of Ministry of the Environment drinking water and waste water Compliance Inspection Reports, data request items, inspection responses and related documents.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Air Quality Monitoring – see E05 • Land Quality Monitoring – see E23 • By-Law Enforcement - see P01 • Complaints and Inquiries - see M04 • Annual reports – see A25

E14	<p>WATER SAMPLING</p> <p>Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis – adverse samples, notices to Ministry – Spills Action Centre and local Health Unit.</p> <p>Includes hydrocarbon records, drinking Water and Wastewater routine sampling and Determination results, systems effluent information records, sewer overflow reports, CoC and laboratory related communications or documentation (LSN, Scope of Accreditation & Procedures/Requirements). Includes phosphorous content records, Hydrocarbon records of Upset Condition and Spill Reports for Wastewater Treatment and/or Collection systems to Ministry of the Environment and local Health Unit.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Air Quality Monitoring – see E05 • By-Law Enforcement - see P01 • Complaints and Inquiries - see M04 • Facilities Routine water use, monitoring & testing – see P21
E15	<p>CHEMICAL SAMPLING OF WATER</p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Air Quality Monitoring – see E05 • By-Law Enforcement - see P01 • Complaints and Inquiries - see M04 • Facilities Routine water use, monitoring & testing – see P21
E16	<p>BACKFLOW PREVENTION AND CROSS CONNECTION CONTROL</p> <p>Includes records relating to backflow prevention and cross connection control By-law program. Records will include: cross connection surveys, test reports and test results, inspection reports, list of approved and installed backflow prevention devices/assemblies, compliance tracking and notifications; plumbing drawings/schematics; correspondence, forms, copies of work orders, job reports, copies of invoices, fees structures and any other type of media related directly to backflow prevention and cross connection control.</p>

E17	ENERGY MANAGEMENT Includes all records relating to the municipality's Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and greenhouse gas emissions. Also includes conservation and demand measures information and management of energy consumption and conservation at municipal buildings and facilities.
E18	NATURAL HERITAGE Includes records regarding green lands, municipal forests and forestry including tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks, harbours and beaches and plans to manage, control or eradicate invasive species or prevent release. Excludes: <ul style="list-style-type: none">• Natural Resources Planning – see D05• Tree Maintenance – see E04• Conservation district plans – see R01• Archaeological and heritage site investigation reports – see R01
E19	RENEWABLE ENERGY Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g., wind, water, biomass, biogas, biofuel, solar energy, geothermal energy and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts. Also includes reports on hazards to birds and bats monitoring and locations of wind turbines as well as land requirement transfers.

E20	<p>SOURCE WATER PROTECTION</p> <p>Includes Risk Management Official and Inspector appointment certificates and the Risk Management Official's Annual Report, fee schedules for risk management applications, plans, issuing of notices or compliance orders or the acceptance of an assessment. Also includes modelling analysis, vulnerability assessments, source protection area assessment reports and comments, technical studies and Significant Drinking Water Threat (SDWT) verification surveys. Includes Source Water Protection Committee's Terms of Reference and Meeting Minutes</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Risk Management Plans and/or Assessments - see D03 • Prohibition Notices and Orders - P20 • Contracts and Agreements - Simple (Not Under Seal) - L14 • Soil Contamination – E23 • Nutrient Management – E11
E21	<p>MINISTRY OF THE ENVIRONMENT (MOE) ENVIRONMENTAL COMPLIANCE APPROVALS</p> <p>Includes Environmental Compliances issued by MOE to the municipality for municipal drinking water systems, municipal & private sewage works and waste disposal sites, air quality, noise, storm-water management, storm sewers, culverts, etc.</p>
E22	<p>PRIVATE/SMALL WATER SYSTEMS</p> <p>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.</p>
E23	<p>LAND QUALITY MONITORING</p> <p>Includes records regarding the routine monitoring of land/soil quality and site condition reports as well as responses to interference with quality or contamination.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Water Quality – see E13 to E15 • By-Law Enforcement - see P01 • Complaints and Inquiries - see M04 • Air Quality Monitoring – see E05 • Natural Heritage – E18

E24 GASOLINE STORAGE AND DISPENSING

Includes gasoline storage tank and municipal gasoline dispensing records. Routine monitoring and dispensing records relate to loading and dispensing throughput volume; vapour control equipment operation, daily/weekly visual inspection/deficiency remedy actions and maintenance; Free Oil Layer and Separated Solid Layers Measurements and removal records measurements; tank bottom water removal; temporary tank removal; Loss of Product / Inventory Control and Reconciliation Records; excavation and nearby construction potentially affecting the storage tank system integrity; vapour barrier equipment downtime record; pumping equipment tests; pumping connection leak records; storage leak tests; gasoline levels measurement, and loss and gain records; and piping system pressure tests. System records relate to drawings and specifications for system; installation record; tank and piping systems locates; storage tank and Stage II vapour recovery system commissioning inspection and testing records; and storage tank component inspection reports and compliance documents (including warnings and notices of violations).

Excludes:

- Underground storage abandonment record – see L07
- Major spills – see E23

FINANCE AND ACCOUNTING – F

F01	<p>ACCOUNTS PAYABLE</p> <p>Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay account, rebates, levies payable, reports, telephone bills and membership fees.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Cancelled Cheques - see F07 Employee and council expenses – see F09
F02	<p>ACCOUNTS RECEIVABLE</p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Write-offs - see F23 Tax Assessments, Rolls and Tax Arrears - see F22
F03	<p>AUDITS</p> <p>Includes records regarding internal and external financial audits of accounts.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Operational audits - see relevant subject. Audited Financial Statements - see Financial Statements, F10
F04	<p>BANKING</p> <p>Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Banking Statements - see F07
F05	<p>BUDGETS AND ESTIMATES</p> <p>Includes departmental and corporate budgets and plans, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.</p>

F06	<p>ASSETS</p> <p>Includes records regarding current and fixed assets. Includes fixed asset inventory including records of initial expenditure, depreciation, amortization, and disposal. Also includes supporting information required for Public Sector Accounting (PSAB) purposes.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Land Acquisition and Sale - see L07
F07	<p>CHEQUES</p> <p>Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Banking - see F04
F08	<p>DEBENTURES AND BONDS</p> <p>Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Debenture Registers - see Subsidiary Ledgers, Registers and Journals, F14
F09	<p>EMPLOYEE AND COUNCIL EXPENSES</p> <p>Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc. May also include employee time sheets combined with travel and expense statements.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Attendance - see H01 • Honoraria and fees to Council – see F16
F10	<p>FINANCIAL STATEMENTS</p> <p>Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements</p> <p>Excludes:</p> <ul style="list-style-type: none"> • 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 such as the Road and Farm Tax Rebate, Waste Management Improvement Program etc. Also includes submissions, acknowledgements, and reports such as market value of assistance report.
F12	INVESTMENTS Includes records regarding the municipality's investments, term deposits, and promissory notes.
F13	JOURNAL VOUCHERS Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.
F14	SUBSIDIARY LEDGERS, REGISTERS AND JOURNALS Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers. Excludes: <ul style="list-style-type: none"> • Documents and vouchers used to support entries - see relevant subject in this Primary.
F15	GENERAL LEDGERS AND JOURNALS Includes all records in the Books of Original Entry.
F16	PAYROLL Includes all records of payments of salary, wages and deductions to employees including vacation entitlement and pay, alternative vacation entitlements, notice of garnishment and termination or severance pay. Includes time sheets and vacation taken, pay lists, Blue Cross reconciliations, T4 Slips, Record of Earnings for pension contribution purposes, Records of Employment (ROE) and Statistics Canada reports. Also includes honoraria and fees to Council. Excludes: <ul style="list-style-type: none"> • Payroll Registers - Subsidiary Ledgers, Registers and Journals - see F14 • Non-payroll related government and statistical reporting – see F27

F17	<p>PURCHASE ORDERS AND REQUISITIONS</p> <p>Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Quotations and Tenders - see F18
F18	<p>QUOTATIONS AND TENDERS</p> <p>Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • successful quotations and tenders - see Contracts and Agreements, L04
F19	<p>RECEIPTS</p> <p>Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the municipality.</p>
F20	<p>RESERVE FUNDS</p> <p>Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.</p>
F21	<p>REVENUES</p> <p>Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Accounts Receivable - see F02 • Tax Rolls - see F22

F22	<p>TAX ROLLS AND RECORDS</p> <p>Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Accounts Receivable - see F02 • Mortgage Companies - see F02 • Correspondence related to tax issues that are not of a long term importance - see F02
F23	<p>WRITE-OFFS</p> <p>Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Accounts Receivable - see F02
F24	<p>TRUST FUNDS</p> <p>Includes records regarding funds established by the municipality for money held in trust, such as bequests, cemetery trust funds, cemetery care and maintenance programs, Homes for the Aged Residents (including authorization, receipts and statements of withdrawal) and Ontario Home Renewal Program such as fund accounting records, bank statements, banking instructions and fund audit records.</p>
F25	<p>SECURITY DEPOSITS</p> <p>Includes development deposits, letters of credit, certificates of insurance when required and records of monies held as security (i.e. bonds).</p>
F26	<p>WORKING PAPERS – FINANCIAL</p> <p>Includes all working notes, calculations, reconciliations, end of year payment in lieu of taxes statements to school, and background documentation used to calculate financial statements such as the Monthly Trial Balance.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Financial Statements - 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 Measurement Program (MPMP) that collects municipal services data on an annual basis as a part of the FIR.

Excludes:

- Performance management & quality assurance – see A25

HUMAN RESOURCES – H

H01	<p>ATTENDANCE AND SCHEDULING</p> <p>Includes records regarding the planning of employee attendance. This includes dates and times of hours worked and as well as of on-call schedules and any changes made to on-call scheduling including cancellations, and driver daily logs and record of on-duty and off-duty time. Includes statements related to public holiday substitution dates.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Individual Time Sheets - see F16 • Vacation Time and Pay – see F16
H02	<p>BENEFITS PROGRAM</p> <p>Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on Employer Health Tax.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Payroll - see F16 • Individual Pension and Benefit records – see H10
H03	<p>EMPLOYEE RECORDS</p> <p>Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, leave documentation, training reports, correspondence with the employee, and employee assistance. Also includes agreements on extended hours and averaging hours of work, annual summary of hours worked. Includes full-time, part-time, student employees and volunteers. Includes CVOR operator safety record, certificates and licences such as lifeguard, instructor, first aid and retirement home staff certificates; and training records such as working at heights and service station operations training and training certificates for employees related to legislation such as the Safe Drinking Water Act, Environmental Protection Act, Occupational Health and Safety Act and the Ontario Water Resources Act.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Grievances – see H14 • Harassment – see H15 • Health & Safety Training - see H04

H04	HEALTH AND SAFETY Includes records regarding the occupational health and safety of staff. Includes lists of designated substances and assessments, designated substance assessments, fire drill records, ventilation and air quality inspection, fire hydrant flushing, first aid records, non-lost time accident reports, traffic protection plans, portable fire extinguisher maintenance records, chimney test and inspection records, fire safety inspections, safety inspections, Workplace Safety & Insurance Board reports, WSIB certificates, and information on health and safety programs training for staff. Also includes Health & Safety Committee meeting minutes. Excludes: <ul style="list-style-type: none">• Accidents of the Public - see P05• Lost-time reports and claims – see H13
H05	HUMAN RESOURCE PLANNING Includes records of succession planning, executive placement, retirement programs, staff turnover rates, staffing level plans, annual hire/promotion targets, recruitment freezes, employment equity, performance management, volunteer plans, employee information reporting and related records. Excludes: <ul style="list-style-type: none">• Employee Records - see H03
H06	JOB DESCRIPTIONS Includes job descriptions and specifications as well as background information used in their preparation or amendment.
H07	LABOUR RELATIONS Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations. Excludes: <ul style="list-style-type: none">• Collective Agreement – see L04
H08	ORGANIZATION DESIGN Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts. Excludes: <ul style="list-style-type: none">• Job Descriptions - see H06

H09	<p>SALARY PLANNING</p> <p>Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, compensation ranges, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity and compliance.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Employee Records - see H03
H10	<p>PENSION AND BENEFITS RECORDS</p> <p>Includes records detailing obligations to individuals under OMERS. Includes pension and benefit information of current and retired personnel, including registration/enrolment and records.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Deductions for pensions – see F16 • General information on pension plans - H02 • Payments made to OMERS - F01
H11	<p>RECRUITMENT</p> <p>Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Successful applications – see H03
H12	<p>TRAINING AND DEVELOPMENT</p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Individual Employee Training Records - see H03
H13	<p>CLAIMS</p> <p>Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice, accident report</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Non lost-time incidents or accidents - See H04 • Self-insured STD – See H04

H14	<p>GRIEVANCES</p> <p>Includes records dealing with grievance complaints filed against the municipality such as the initial complaint, investigation, reports and final resolution including arbitration and arbitration awards.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Harassment & Violence – see H15
H15	<p>HARASSMENT AND VIOLENCE</p> <p>Includes records dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Grievances – see H14 • Abuse investigation records not involving staff – P08
H16	<p>CRIMINAL BACKGROUND CHECKS</p> <p>Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers. Also includes annual Criminal Offence Declaration.</p>
H17	<p>EMPLOYEE MEDICAL RECORDS – HAZARDOUS MATERIALS</p> <p>Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.</p>
H18	<p>EMPLOYEE MEDICAL RECORDS</p> <p>Includes doctor's notes, correspondence, and health reports related to an employee's medical situation.</p>
H19	<p>DISABILITY MANAGEMENT</p> <p>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.</p>

H20	CONFINED SPACES Includes records relating to the assessment of confined spaces and written plan and procedures for the control of hazards in confined spaces. Also includes confined space atmospheric tests and a record of each worker's entries and exists. Excludes: <ul style="list-style-type: none">• Health & 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 staff barbeques, retirement celebrations, service awards, recognition parties, etc.
H22	EMPLOYEE CERTIFICATIONS Includes records regarding individual employee certification, credentialing and mandatory training required by legislation or professional standards as a condition of employment. Includes applications, confirmation of mandatory training, certificate renewals and appointment renewals such as fire fighter mandatory training, water quality analyst certificates, sewage works operator certificates and commissioner of oaths appointment.

JUSTICE – J

J01	CERTIFICATES OF OFFENCE (PART I) Includes Part 1 Certificates of Offence excluding Accident and Careless Driving offences. Records identified as POA schedule # CD-4R1. Excludes: <ul style="list-style-type: none"> Part 1 accident and careless driving matters – see J02
J02	INFORMATIONS PART III / ACCIDENT AND CARELESS DRIVING PART I 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.
J03	CONTROL LISTS / JUSTICE REPORTS Includes certificate control lists and reports from Municipal and Provincial agencies such as Police, M.T.O. and M.N.R. etc.
J04	COURT DOCKETS Includes registers of court activity including POA (trial) dockets, Fail To Respond (FTR) dockets and Walk In Guilty (WIG) dockets detailing case dispositions (completed dockets). Also includes statistics on court activities and disposition of fines.
J05	TRANSCRIPTS & RECORDS OF COURT PROCEEDINGS Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes and log books.
J06	ENFORCEMENTS & SUSPENSIONS Includes records regarding the suspension of licenses issued by Provincial Government agencies such as RICO-4015 Preliminary Enforcement Report and RICO-4017 Enforcement Review Journal and fine collection efforts. Also includes audit reports provided by the provincial database.
J07	APPEALS & TRANSFERS Includes records of appeals and of transfers to and from other Courts. Excludes: <ul style="list-style-type: none"> Appeals & Hearings (Municipal) – L01

J08	STATISTICS/PAYMENT TRACKING Includes reports and other statistical data, including all RICO reports such as RICO-2100 New Offence Register, FICO-0100 Forms to be Printed Control List, RICO-4400 Cases Disposed to Criminal Court, daily courtroom utilization report and verification report, and all RICO and RICM cash payments and receipt reports, analysis, adjustments.
J09	DISCLOSURE Includes information requested by individuals in preparation for court cases.
J10	CERTIFICATES OF CONVICTION (PART 2) Includes Court and POA records including Part 2 - Certificates of Conviction.

LEGAL AFFAIRS – L

L01	APPEALS AND HEARINGS Includes zoning appeals, development and educational charges appeals, official plan appeals, and Committee of Adjustment appeals. Records include notices of appeal, all transcripts and related documentation regarding appeals, hearings, legal proceedings and final judgments. Also includes orders issued by regulatory bodies and boards. Excludes: <ul style="list-style-type: none">• Litigation - see Claims - L02-L03• Harassment & Violence – see H15
L02	CLAIMS AGAINST THE MUNICIPALITY Includes all litigation and insurance claims made by other parties against the municipality. Excludes: <ul style="list-style-type: none">• Appeals and Hearings - see L01
L03	CLAIMS BY THE MUNICIPALITY Includes all litigation and insurance claims made against other parties by the municipality. Excludes: <ul style="list-style-type: none">• 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, child care centres/home child care agency licensee agreements, development front-ending agreements, and subdivision agreements. Also includes agreements regarding tax arrears payment extension, easements, encroachments, area ways, laneways and records transfer. Excludes: <ul style="list-style-type: none">• Office Equipment Maintenance Agreements - see L14• Contracts regarding Land - see L07• Insurance Policies - see L06• Line fence agreements – see P01

L05	INSURANCE APPRAISALS Includes appraisals of municipal property for insurance purposes.
L06	INSURANCE POLICIES Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance. Excludes: <ul style="list-style-type: none"> • Employee Group Insurance - see H02 • Third Party Contracts - see L04 • 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 whether through voluntary transactions or expropriation. Includes leases, deed including underground storage abandonment record, expropriation plans, purchase letters and appraisals. Excludes: <ul style="list-style-type: none"> • Tax sales – see F22
L08	OPINIONS AND BRIEFS Includes copies of opinions and briefs prepared by 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.
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.
L11	PROVINCIAL LEGISLATION Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.

L12	VITAL STATISTICS Includes registers of births, deaths and marriages. Registers include license or permit serial numbers, date of issue and name of the parties. Excludes: <ul style="list-style-type: none">• Population Statistics - see Demographic Studies - D01
L13	PROSECUTIONS Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation. Excludes: <ul style="list-style-type: none">• By-Law Enforcement - see P01• Appeals and Hearings - see L01
L14	CONTRACTS AND AGREEMENTS - SIMPLE Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle lease, purchase agreements, waste removal agreements, apprenticeship training contracts, vehicle leases, housing service managers and long-term care home licensee agreements relating to funding, service accountability and charges between licensees and authorized persons or residents. Also includes consents required under The Canadian Anti-Spam Legislation (CASL) Excludes: <ul style="list-style-type: none">• Contracts and Agreements Under By-Law – L04• Line Fences agreements – see P01

MEDIA AND PUBLIC RELATIONS – M

M01	<p>ADVERTISING</p> <p>Includes records regarding public advertising in magazines, newspapers, radio, television, and transit.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • News Releases - see M06 • Recruitment - see H11 • Elections - see C07
M02	<p>CEREMONIES AND EVENTS</p> <p>Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day and Winter Carnival. Also includes records regarding the set-up and running of special events.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • permit to hold event – see P11
M03	<p>CHARITABLE CAMPAIGNS/FUND RAISING</p> <p>Includes records regarding the raising of funds and donations for the municipality, for municipality run programs or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Receipts - see F19
M04	<p>COMPLAINTS, COMMENDATIONS AND INQUIRIES</p> <p>Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints related to services provided by the municipality. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. May also include compliance letters issued in response to a lawyer's request.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Accessibility of Records (Freedom of Information) requests - see A17 • Grievances or harassment/violence complaints by or against employees – see H14, H15 • Employee recognition – see H21

M05	<p>NEWS CLIPPINGS</p> <p>Includes clippings from newspapers, information from journals and other printed media. May also include information related to online media coverage, radio or television clips.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Clippings used as reference material - see relevant subject.
M06	<p>NEWS RELEASES</p> <p>Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.</p>
M07	<p>PUBLICATIONS</p> <p>Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, program and services pamphlets, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature as well as copies of social networking sites (website, Facebook, etc.) published by the municipality.</p>
M08	<p>SPEECHES AND PRESENTATIONS</p> <p>Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Media coverage of speeches/presentations - see M05 • News Releases - see M06
M09	<p>VISUAL IDENTITY AND INSIGNIA</p> <p>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.</p>
M10	<p>WEBSITE AND SOCIAL MEDIA CONTENT</p> <p>Includes records of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook & Twitter.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Published website content – see M07

M11	PUBLIC RELATIONS AND PUBLIC AWARENESS Includes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters, etc. Also includes issues regarding internal/external communications. Includes programs designed for public awareness and engagement.
M12	INTELLECTUAL PROPERTY Include certificates of copyright, applications for patents and trademark registration. Also includes monitoring and enforcement of authorized use of copyright, trademarks and patents including copyright use permission requests.

PROTECTION AND ENFORCEMENT SERVICES – P

P01	<p>BY-LAW ENFORCEMENT</p> <p>Includes records of municipal efforts to enforce bylaws such as parking tickets and fence-line disputes. Includes order to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs, line fence agreements, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Health & Fire Inspections - see P07 • Investigations – see P08 • Environmental Monitoring - Industrial/Commercial - see E05 • Prosecutions - see L13 • Animal Control Enforcement - see P14 • Lottery license Enforcement - see P09
P02	<p>DAILY OCCURRENCE LOGS</p> <p>Includes daily occurrences logs maintained by the Chief Building Official.</p>
P03	<p>EMERGENCY PLANNING AND RESPONSE</p> <p>Includes records regarding the planning, testing, rehearsal of and response to emergency, safety and contingency measures. May also include records of previous disasters including emergency command centre operation, response reports, press clippings, pandemic planning, etc.</p>
P04	<p>HAZARDOUS MATERIALS</p> <p>Includes information and reports on chemicals and substances that pose fire or environmental hazards such as PCBs, refrigerants and halocarbons, also includes Material Safety Data Sheets (MSDS) and records dealing with toxic substances control, halocarbon charging records, halocarbon leak tests and release reports, transportation and effects as well as records of pesticide use and environmental spills</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Staff Safety Training - see H04 • Personal exposure - see H17 • Manifests - see E07

P05	<p>INCIDENT/ACCIDENT REPORTS</p> <p>Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Security - see A18 • Accidents of Municipal Staff - see H04 • Compensation claims and vehicle accidents - see L02 or L03 • Long Term Care Home medication incidents – see S18 • Private Child Care Centre incidents – see S14 • Municipal Child Care Centre incidents – see S10
P06	<p>BUILDING AND STRUCTURAL INSPECTIONS</p> <p>Includes building and structural tests and inspection reports relating to work platforms; plumbing and sprinkler systems; fire alarm circuits, power supply and system; fire suppression systems; electrical; and other structural inspections. Also includes inspections of marijuana grow operations after appropriate notification from a police force.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • By-Law Enforcement – see P01
P07	<p>HEALTH AND FIRE SAFETY INSPECTIONS</p> <p>Includes Fire Marshall's, Public Health and related health and safety violation and verification inspection reports conducted or performed on private, public and commercial properties.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Internal Health & Safety Inspections – see H04 • Routine building and structural inspections – see P06
P08	<p>INVESTIGATIONS</p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • By-law Enforcement – see P01 • Harassment & Violence staff investigations – see H15

P09	<p>LICENCES</p> <p>Includes records regarding licences administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, cemetery, crematorium, funeral establishment licenses, businesses, lotteries, accessible transportation operation and quarries, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Marriage Licences – see L12
P10	<p>BUILDING PERMITS</p> <p>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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • All other permits – see P11
P11	<p>PERMITS – OTHER</p> <p>Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to hold special events, temporary road closure, drinking water works permits, transport oversize loads, erect signs, park on the street, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Building Permits – see P10 • Encroachment Permits – see D16 • Burial Permits – see S09 • Road and lane opening/closings – see T09
P12	<p>WARRANTS</p> <p>Includes all warrants issued for By-Law enforcement purposes.</p>
P13	<p>CRIMINAL RECORDS</p> <p>Includes all documentation relating to individuals with a history of criminal activity.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • 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. Also includes records of distraised animals and pound animal records. Excludes: <ul style="list-style-type: none"> • 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 traffic safety and similar programs. Records include correspondence and brochures. Also includes video surveillance footage of high incident and public spaces.
P16	EMERGENCY SERVICES Includes records regarding police, land ambulance, fire and rescue services
P17	EMS AND FIRE SIGNIFICANT INCIDENT AND IMPACT REPORTS Includes reports and statements documenting significant and noteworthy incidents events that occur when responding to an EMS or Fire, the role of the attending responders in the incident, and the actual or potential impact of these incidents.
P18	EMS AND FIRE ACCIDENT RESPONSE REPORTS Includes records relating to emergency services provided such as ambulance paramedical services and patient transport, and fire suppression and emergency call response. Includes ambulance call reports (ACR), emergency response reporting, fire call reports and fire cause identification. Excludes: <ul style="list-style-type: none"> • Investigations – see P08
P19	EMS AND FIRE STATISTICS Includes records relating to performance plans and the associated statistical reporting of performance, calls and accidents involving emergency medical services, traffic and work-related issues

P20	PROHIBITIONS & 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.
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.

RECREATION AND CULTURE – R

R01	HERITAGE PRESERVATION Includes records regarding heritage and historical development, including designations and registers of buildings, districts, and cemeteries as well as archaeological digs, archeological and heritage assessments, and heritage conservation district studies and plans. May also include heritage registries. Excludes: <ul style="list-style-type: none">• Historical Designation By-Laws - see C01• Natural heritage preservation – see E18
R02	LIBRARY SERVICES Includes circulation lists, recommendations for additions to library collections, information searches, inter-library loan requests and more general records regarding the operation of libraries. May include subscription renewals of magazines and receipts from book sales. May also include copy logs.
R03	MUSEUM AND ARCHIVAL SERVICES Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records. May also include copy logs. Excludes: <ul style="list-style-type: none">• Record Centre Operations - see A10
R04	PARKS MANAGEMENT Includes correspondence, descriptions, reports and other records dealing with the management design, set-up, landscaping and maintenance of specific municipal parks. Includes maps and plans. Also includes information dealing with maintenance of playground equipment. Excludes: <ul style="list-style-type: none">• Building and Property Maintenance – see A20
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.

SOCIAL AND HEALTH CARE SERVICES – S

S01	CHILDREN’S DAY CARE AND DAY NURSERY SERVICES Includes general program information regarding childcare programs such as municipal and private day care and day nursery services. Also includes general resource information used in counselling children and parents involved in these programs as well as records regarding operations, waiting lists, drinking water testing requirements and fire drills requirements. Excludes: <ul style="list-style-type: none">• Children’s services not related to day care and nursery schools – see S07• Day care and nursery school enrolment records – see S10• Home day care program clients – see S15• Medical client records - see S06• Day care and day nursery facility operation records – see applicable category• Water, Plumbing and flushing records – see P21• Fire drill records – see H04
S02	ELDERLY AND SUPPORTIVE ASSISTANCE SERVICES Includes general program information regarding programs intended to improve the quality of life for senior citizens and the disabled such as home care, day programs, housing and transit subsidies. Includes general resource and long-term care facility information used in counselling seniors considering moving to a long term care facility, Meals on Wheels program and adult day programs. May also include waiting and vacancy lists for Long-Term Care homes or other programs and Indigent Elderly Patient reports. Excludes: <ul style="list-style-type: none">• Long Term Care Facility Residents - see S03• Long Term Care Operations – see S18• Disability Support Clients– see S11

S03	<p>LONG TERM CARE FACILITY CLIENTS</p> <p>Includes records regarding individual residents of retirement residences and homes for the aged long-term care homes including resident care plans and conferences, applications for funding, weight monitoring, adverse drug reaction and use of physical restraint and monitoring records and use of targeted substances. Also includes testing for tuberculosis upon admission.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • General program information - see S02 • Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P04 • Serious occurrences and abuse allegations involving municipal staff – see H15
S04	<p>COMMUNITY AND SOCIAL ASSISTANCE SERVICES</p> <p>Includes general program information regarding assistance programs and support available to residents and the homeless within the municipality. Includes general resource information used in counselling recipients regarding community support services, life skills, services to obtain housing and maintain housing, emergency assistance, social assistance options and information pertaining to Employment Support Programs.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Ontario Works Case Records – see S05 • Social Housing Programs – see S12 • Housing and Homelessness research and initiatives – see S12 • Social and health care planning and management – see S18 • Programs for the elderly and persons with disabilities – see S02
S05	<p>ONTARIO WORKS CLIENTS</p> <p>Includes records regarding funding for individual Ontario Works social assistance recipients and residents in subsidized housing. May include Income Reporting Cards.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • General program information – see S04
S06	<p>MEDICAL CASE CLIENTS</p> <p>Includes case records regarding communicable diseases, venereal diseases, dental care, maternal care, respiratory, gastrointestinal or infectious disease outbreaks, medication errors, etc. Includes reportable diseases reports and medical screening.</p>

S07	<p>CHILDREN'S SERVICES</p> <p>Includes general program information regarding programs benefiting developmentally handicapped children, abused children and other children's programs. Also includes general resource information used in counselling children and parents involved in these programs. May include general CAS (Children's Aid Society) information as well.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Medical client case records – see S06 • Day care and day nursery programs – see S01
S08	<p>PUBLIC HEALTH</p> <p>Includes records regarding public health programs such as health and safety education, school health programs, infection control, family planning and disease control including immunization.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Medical Client case files – see S06
S09	<p>CEMETERY INTERMENT</p> <p>Includes cemetery license, burial permits, maps, plot ownership records, deemed cancellations, death certificates and warrants to bury, interment or scattering rights certificates, created remains and body disposal registers, and indexes for municipal cemeteries and abandoned cemeteries.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Building and Property Maintenance - see A20 • Promotional materials – see M07 • Price lists and cemetery operation – see S20
S10	<p>DAY CARE AND DAY NURSERY CLIENTS</p> <p>Application for enrolment for day care and day nurseries, child's name, home address, date of birth, names, addresses, phone numbers of parents, place at which they can be reached, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Handicapped children services – see S07 • Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P08 • Serious occurrences and abuse allegations involving municipal staff – see H15

S11	<p>DISABILITIES SUPPORT CLIENTS</p> <p>Includes records dealing with applications for and provision of services and funding support to persons with mental or physical disabilities including service and support profiles, and accessible transportation eligibility application and approval, behaviour support plans, intrusive behaviour intervention and crisis situation incident reporting. Also includes personal support plans and records for individuals as well as summary reports relating to support services provided for people with disabilities.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Children’s program information – see S07 • Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P08 • Serious occurrences and abuse allegations involving municipal staff – see H15
S12	<p>HOUSING SERVICES</p> <p>Includes records and correspondence related to housing programs such as municipally owned and managed properties, the non-profit housing corporations, Strong Communities Rent Supplement program, landlords, and other housing providers. Records include Service Manager’s Housing Plan and Housing Provider annual reports as well as unsuccessful applications for social housing. Also includes records and correspondence related to affordable housing initiatives developed by the Federal Government, the Provincial Government and/or the municipality such as programs include construction of new rental housing/units, rent supplements, home ownership, home repairs and home modification initiatives.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Resources used to assist potential tenants – see S04
S13	<p>HOUSING TENANT CLIENTS</p> <p>Includes information regarding social housing applications, and records regarding housing tenants such as personal identification, income verification documentation, rent calculations and notices, leases and consent forms.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P04 • Serious occurrences and abuse allegations involving municipal staff – see H15

S14	<p>HOME CHILD CARE PROGRAM ADMINISTRATION</p> <p>Provider files (eligibility requirements), correspondence, inspections, serious occurrence reporting, health unit reporting, Director's directions, attendance records & financial reconciliation information.</p>
S15	<p>HOME CHILD CARE PROGRAM CLIENTS</p> <p>Client records include the completed and signed enrolment form and information pertaining to the child as prescribed by the Ministry under the Child Care and Early Years Act, 2014 and eligibility requirements for the program. May also include referral letters from third party agencies, custody documents and medical referrals.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Day care and day nursery clients – see S10
S16	<p>SOCIAL AND HEALTH CARE PLANNING AND MANAGEMENT</p> <p>Includes records related to social, health care and coordinated care initiatives planning, process definition, and program monitoring and evaluation. Includes records related to research, action plans, governance, evaluations, statistical information, and action plans. Includes records related to Long-Term Care facility capacity and service planning and copies of records required for reporting purposes. Also includes program marketing plans and presentations.</p>
S17	<p>CLIENT CARE COORDINATION</p> <p>Includes records regarding individual clients and their care coordination planning.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Public health medical client information – see S06

S18	<p>LONG TERM CARE OPERATIONS</p> <p>Includes records relating to administration/organization, health and wellness concerns and initiatives, outbreaks/health related issues, programming for residents, and volunteer programming within the Long-Term Care facility. Also includes vacancy lists, client satisfaction surveys, quarterly and annual evaluations of facility programs and responses to client behaviour and violence zero tolerance, staff training, complaints review, reports required for regulatory reporting purposes such as the health care organization annual quality improvement plans, and patient and caregiver complaints summary reporting, controlled drug substances records, and drug record book identifying narcotics received by the Long-Term Care facility outside of the routine medications which are dispensed to residents.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • complaints – see MO4 • serious occurrence and abuse allegations investigation – see P04 • Food preparation & Service monitoring – see S19
S19	<p>FOOD PREPARATION & SERVICE</p> <p>Includes records relating to food production for residents of municipally managed Long-Term Care Homes and visitors (non-residents) as well as Child Care Centres. Includes the approved menu cycle and menu substitutions, records relating to food quality such as temperature and inspection records, client responses to food quality and private lab inspection reports.</p>
S20	<p>CEMETERY OPERATIONS</p> <p>Includes records relating to the business operation of a municipal cemetery including price lists and removed markers records.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • burial permits, interment records, etc. – see S09

TRANSPORTATION SERVICES - T

T01	ILLUMINATION Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Also includes records on power consumption.
T02	PARKING Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.
T03	PUBLIC TRANSIT OPERATIONS Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records, route administration and planning, fare policies, intergovernmental transit co-ordination. Excludes: <ul style="list-style-type: none"> • Accessible transportation application and approval - see S11 • Driver scheduling – H01
T04	ROAD CONSTRUCTION Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, etc. Excludes: <ul style="list-style-type: none"> • Design and Planning - see T05 • Routine maintenance and minor improvements to road systems - see Road Maintenance – see T06 • Drawings – see A27
T05	ROAD DESIGN AND PLANNING Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycle ways, footpaths, walkways, etc.

T06	ROAD MAINTENANCE AND SALT USAGE Includes records and studies regarding the inspection and maintenance of roads. Minor repair maintenance includes the installation of culverts, minor repairs to the road surfaces, curbs and side-walks, cycle-ways, footpaths, walkways, etc. Routine maintenance includes grading, ploughing and sanding of roads, and snow removal and cleaning. Also includes Salt Management Plan and revisions, yearly review, reports, other records, studies, and information regarding salt usage and contamination from salt used on roads. Includes training program materials and records of training for all personnel when managing or performing winter maintenance activities involving the use of road salts. Excludes: <ul style="list-style-type: none">• Non salt usage training records - see H03
T07	SIGNS AND SIGNALS Includes records and studies regarding the manufacture, installation, servicing and maintenance of signs and signals. Excludes: <ul style="list-style-type: none">• Visual Identity Program - see M09• Sign Permits – see P11
T08	TRAFFIC Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes records regarding impacts of temporary road closures for special events. Excludes: <ul style="list-style-type: none">• Permits for temporary closure – see P11

T09	ROADS AND LANES OPENINGS/CLOSURES Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications. As well as records related to requests to open road and street allowances. Excludes: <ul style="list-style-type: none">• Temporary road closures - 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.
T11	BRIDGES Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.

VEHICLES AND EQUIPMENT – V

V01	FLEET MANAGEMENT Includes records of summary fleet information and fleet records for each vehicle (including attached devices such as Fire-Fighting Chassis Mounted Aerial Devices) leased or owned, operated and maintained by the municipality. This includes plate permits, CVOR certificates, operating manuals, routine/daily inspections, vehicle history files, ignition interlock device installation, and vehicle maintenance, registration and disposal. Excludes: <ul style="list-style-type: none">• Insurance Policies - see L06• Accident Claims - see L02, L03• Leases/Contracts - see L14
V02	MOBILE EQUIPMENT Includes records and operating manuals regarding mobile (motorized) equipment used in conjunction with vehicles. Also includes routine inspections, maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc.
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.
V04	PROTECTIVE EQUIPMENT Includes operating manuals and records regarding protective equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as portable fire extinguishers, rescue equipment, breathing apparatus, breathing tanks, down alarms, etc. Excludes: <ul style="list-style-type: none">• 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 autoclaves and dishwashers, garbage compactors, industrial shredders etc. Includes correspondence, equipment user and procedural manuals, warranty, routine inspections, maintenance, licences and history records. Includes setup tests and manuals.

Excludes:

- Gasoline storage tanks – see E24
- Mechanical & operational systems integral to building structure – see A26
- Private/small water systems – see E22

03-01-04 RETENTION SCHEDULE 2022-07 RECORDS RETENTION

Legend:

P – Permanent; * - Maximum Copy Retention; **S** – Superseded; **E** – Event

C – Current Year; ** - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Tab:	Records Retention	#:	03-01-04
Section:	The Schedule	Page:	1 of 30
Subject:	Records Retention Schedule/Citation Table	Date:	2021 - 07

OVERVIEW

The retention guidelines provided in the following retention schedule are based on our research that identified the citations provided in 03-01-05 Legislation Citations. We are not lawyers and cannot provide legal advice. Each Municipality should seek legal advice, as deemed necessary, to ensure that the retention schedule approved by the Municipality meets its legislative and business obligations.

It should also be noted that citation g120 relates to the Limitations Act and indicates that no limitation exists for a variety of proceedings including sexual assault and undiscovered environmental claims. Applying this citation depends on each Municipality's risk tolerance level and the legal advice received by the Municipality. The citation HAS NOT been applied to any classification category. Your Municipality should seek legal advice to identify which records, if any, should be retained to meet potential claims affected by the Limitations Act.

PRIMARY HEADING: ADMINISTRATION

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
A01	Associations and Organizations	Originating	1 year	best practice/business need
A02	Staff Committees and Meetings	Originating	4 years**	best practice/business need
A03	Computer Systems and Architecture	Treasury	Superseded + 6 years	best practice/business need
A04	Conferences and Seminars	Originating	1 year** archival review if sponsored by the Municipality	best practice/business need
A05	Consultants	Originating	2 years**	best practice/business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
A06	Inventory Control	Originating	6 years	best practice/business need
A07	Office Equipment and Furniture	Originating	disposal of item	best practice/business need
A08	Office Services	Originating	1 year	best practice/business need
A09	Policies and Procedures	Originating	Superseded + 15 years**	g046 g059 g060 g062 g125 g148 g155
A10	Records Management	Clerk's	Superseded	best practice/business need
A11	Records Disposition	Clerk's	Permanent	best practice/business need (P) based on CAN/CGSB-72.34-2017: Electronic Record as Documentary Evidence
A12	Telecommunications Systems	Originating	Superseded	best practice/business need
A13	Travel and Accommodation	Originating	1 year	best practice/business need
A14	Uniforms and Clothing	Originating	Superseded **	best practice/business need
A15	Vendors and Suppliers	Originating	2 years	best practice/business need
A16	Intergovernmental Relations	Originating	5 years**	best practice/business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
A17	Information Access and Privacy	Clerk's	2 years	g071
A18	Security	Originating	5 years	best practice/business need
A19	Facilities Construction and Renovations	Originating	project finished and no outstanding issues + 2 years** ** work elevating platforms – keep inspections, tests, repairs, modifications and maintenance performed	g059 g073
A20	Building and Property Maintenance	Originating	5 years Setup tests and manuals = Equipment removed + 1 year	g049 g099 g123 g160
A21	Facilities Bookings	Originating	1 year	best practice/business need
A22	Accessibility of Services	Clerk's	5 years	g010
A23	Information Systems Production Activity & Control	IT	2 years	best practice/business need
A24	Access Control & Passwords	IT	Superseded	best practice/business need
A25	Performance Management/ Quality Assurance	CAO	6 years	g110
A26	Building Structure Systems		Superseded or life of system/ asset	g046 g100

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
A27	Drawings		Superseded or life of system/ asset	g073 g141

PRIMARY HEADING: COUNCIL AND BY-LAWS

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
C01	By-Laws	Clerk's	Permanent	g090 g131
C02	By-Laws - Other Municipalities	Clerk's	Superseded	best practice/business need
C03	Council Agenda	Clerk's	Superseded + 5 years	best practice/business need
C04	Council Minutes	Clerk's	Permanent working notes = 6 years copies = 2	g131
C05	Council Committee Agenda	Clerk's	Superseded	best practice/business need
C06	Council Committee Minutes	Clerk's	6 years **	g015
C07	Elections	Clerk's	day action took effect or voting day + 4 years Ballot = 120 days after voting or resolution of recount	g069 g070
C08	Goals and Objectives	Originating	10 years**	g052 g159

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
C09	Motions and Resolutions	Clerk's	Permanent copy = 1 year	g131
C10	Motions and Resolutions - Other Municipalities	Clerk's	Superseded	best practice/business need
C11	Reports to Council	Clerk's	Permanent	best practice/business need – also included in Council Minutes
C12	Appointments to Boards and Committees	Clerk's	Permanent	g131
C13	Accountability Transparency & Governance	Clerk's	2 years	g059

PRIMARY HEADING: DEVELOPMENT AND PLANNING

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
D01	Demographic Studies	Planning	10 years **	best practice/business need
D02	Economic Development	Planning	10 years **	best practice/business need
D03	Environment Planning	Planning	15 years **	g008 g016 g068 g146 g156
D04	Residential Development	Planning	10 years **	best practice/business need
D05	Natural Resources Planning	Planning	5 years **	best practice/business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
D06	Tourism Development	Planning	10 years **	best practice/business need
D07	Condominium Plans	Planning	Permanent Applications = 2 years after final decision	best practice/business need
D08	Official Plans	Clerk's	Permanent	g090 (15 years) best practice/business need (P)
D09	Official Plan Amendment Applications	Planning	Final decision or reflected in revised official plan + 5 years	
D10	Severances	Planning	land titles registration + 6 years	g133
D11	Site Plan Control	Planning	Permanent Application = 2 years after final decision	best practice/business need
D12	Subdivision Plans	Planning	Permanent Application = 2 years after final decision	best practice/business need
D13	Variance Applications	Planning	Permanent	best practice/business need
D14	Zoning	Planning	Final decision + 2 years	best practice/business need
D15	Easements	Planning	Termination of right + 6 years **	g133

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
D16	Encroachments	Planning	Termination of right + 6 years **	g133
D17	Annexation/ Amalgamation	Clerk's	Permanent	best practice/business need
D18	Community Improvement	Planning	Completion of project + 6 years **	best practice/business need
D19	Municipal Addressing	Planning	Superseded + 10 years **	best practice/business need
D20	Reference Plans	Planning	Permanent	best practice/business need
D21	Industrial/ Commercial Development	Planning	10 years **	best practice/business need
D22	Digital Mapping	Planning	Superseded Excludes actual data residing on these systems	best practice/business need
D23	Agricultural Development	Planning	10 years **	best practice/business need
D24	Official Plan Background	Planning	Final Decision + 5 years	best practice/business need
D25	Deeming Process	Planning	Final Decision + 2 years	best practice/business need
D26	Development Charges Study	Planning	10 years **	g128
D27	Part Lot Control	Planning	Final Decision + 5 years	best practice/business need

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PRIMARY HEADING: ENVIRONMENTAL SERVICES

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E00	Environmental Services	Originating	1 year	best practice/business need
E01	Sanitary Sewers	Works	project completed & no outstanding issues + 2 years Specifications = life of the asset as per A27	best practice/business need g059 g073 g089
E02	Storm Sewers	Works	project completed & no outstanding issues + 2 years Specifications = life of the asset as per A27	best practice/business need g059 g073
E03	Treatment Plants - Wastewater	Works	report made or equipment decommissioned + 5 years Specifications = life of the asset as per A27 Plans = cease to apply + 2 years	g008 g059 g073 g082 g089 g152
E04	Tree Maintenance	Works	5 years	best practice/business need g089

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E05	Air Quality Monitoring	Engineering	later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5 + 5 years **	g008 g089
E06	Utilities	Works	5 years **	best practice/business need
E07	Waste Management	Works	10 years or cease to apply + 10 years ** post landfill site closure documentation = closure + 25 years	g008 g037 g038 g039 g041 g042 g073 g089 g112 g117 g121 g138
E08	Water Works – Drinking Water Plant	Works	Superseded + 15 years Specifications =Permanent as per A27	g073 g082 g089 g108 g111

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E09	Drains	Works	Superseded + 5 years** Specifications = Permanent as per A27	g073 g082
E10	Pits and Quarries	Works	Superseded + 5 years** Specifications = life of the pit or quarry	g073 g082
E11	Nutrient Management	Works	Superseded + 5 years** or expiry of plan + 2 years	g129
E12	Private Sewage Disposal Systems	Works	Superseded + 7 years** Specifications = life of system	g037 g082 g129
E13	Water Monitoring	Engineering	created, approved or plan no longer in force + 15 years	g008 g016 g082 g089 g108 g110 g111 g115

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E14	Water Sampling	Engineering Child Care Facility	created, approved or plan no longer in force + 15 years child care facility plumbing flush and water testing = 6 years	g008 g016 g082 g089 g108 g110 g111 g115
E15	Chemical Sampling of Water	Engineering	created, approved or plan no longer in force + 15 years	g008 g016 g089 g108 g111 g110
E16	Backflow Prevention and Cross Connection Control	Engineering	Superseded + 15 years	g008 g082 g089 g108 g110 g111
E17	Energy Management	Engineering	End of reporting period to which relates + 7 years	best practice/business need
E18	Natural Heritage	Works	end of plan or designated year + 3 years	g057 g072 g089
E19	Renewable Energy	Engineering	created, approved or facility no longer in force + 15 years	g060

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E20	Source Water Protection	Engineering	created, approved or plan no longer in force + 15 years	best practice/business need g016 g060
E21	MOE Environmental Compliance Approvals	Engineering	Cease to apply + 3 years	g038 g089 g115 g144
E22	Private/Small Water Systems	Engineering	E + 15 years (as long as equipment in use)	g108 g115 g116
E23	Land Quality Monitoring	Engineering	Superseded + 7 years	g082 g156
E24	Gasoline Storage & Dispensing		use = 7 years tank install, inspection = system removed + 5 years	g045 g140 g141 g147 g158

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PRIMARY HEADING: FINANCE AND ACCOUNTING

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F01	Accounts Payable	Treasury	close of fiscal tax year end +7 years For welfare & child care payments E = provincial government year end + 7 years	g005 g006 g007 g032 g034 g051 g053 g055 g062 g086 g096
F02	Accounts Receivable	Treasury	close of fiscal tax year end + 7 years	g006 g007 g032 g034 g053 g055 g062
F03	Audits	Treasury	6 years	g032 g069
F04	Banking	Treasury	close of fiscal tax year end + 7 years	g007 g026 g053 g062
F05	Budgets and Estimates	Treasury	6 years **	best practice/business need
F06	Assets	Treasury	Disposal of asset + 10 years **	g006 g007

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F07	Cheques	Treasury	6 years	g006 g007 g034 g086
F08	Debentures and Bonds	Treasury	Debentures surrendered for exchange/cancellation + 6 years	g007
F09	Employee and Council Expenses	Treasury	close of fiscal tax year + 7 years	g006 g007
F10	Financial Statements	Treasury	Permanent	g069
F11	Grants and Loans	Treasury	repayment of loan + 6 years	g006 g007
F12	Investments	Treasury	Closure of account + 6 years	g006
F13	Journal Vouchers	Treasury	close of fiscal tax year + 6 years	g006 g007 g032 g034 g055
F14	Subsidiary Ledgers, Registers, and Journals	Treasury	close of fiscal tax year + 7 years **	g001 g005 g006 g007 g026 g032 g034 g053 g055 g086

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F15	General Ledgers and Journals	Treasury	Permanent	g001 g006 g007 g032 g034 g055 g131
F16	Payroll	Treasury	Close of fiscal tax year + 6 years	g001 g005 g007 g019 g032 g034
F17	Purchase Orders and Requisitions	Treasury	Close of fiscal tax year + 7 years	g006 g007 g032 g053 g062
F18	Quotations and Tenders	Treasury	E+7 years ** Unsuccessful bids - retain for 1 year from contract award	g006 g007 g032 g053 g062
F19	Receipts	Treasury	7 years	g006 g007 g032 g097
F20	Reserve Funds	Treasury	6 years	g069

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F21	Revenues	Treasury	7 years Records related to mortgages must be kept for 10 years.	g026 g032 g053 g062 g095
F22	Tax Rolls and Records	Clerk's	Permanent tax rolls = when no longer required for planning purposes	g007 g068 g095 (20-year limitation) g161 best practice/business need (P)
F23	Write Offs	Treasury	6 years Court services write-offs – 37 years	g006 g007 g027
F24	Trust Funds	Originating	fiscal year or last day of residence + 7 years	g047 g051 g062 g097
F25	Security Deposit	Treasury	Closure of account + 6 years	g006 g007
F26	Working Papers - Financial	Treasury	After completion of audit + 1 year	best practice/business need
F27	Regulatory Reporting – Financial		6 years	best practice/business need

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PRIMARY HEADING: HUMAN RESOURCES

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H01	Attendance and Scheduling	Personnel	5 years driver's daily logs = 6 months public vehicle and trip reports – 1 year	g035 g050 g151
H02	Benefits Program	Personnel	Superseded	best practice/business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H03	Employee Records	Personnel	<p>date employee ceased to be employed by employer + 5 years</p> <p>Drinking Water system training record = 5 years</p> <p>confined space training = cease to perform work and at least 5 years</p> <p>salt program training = 7 years</p> <p>Long-term care home staff = termination + 7 years</p> <p>Firefighter employment terms = 25 years</p>	<p>g035</p> <p>g045</p> <p>g065</p> <p>g103</p> <p>g139</p> <p>g148</p>

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H04	Health and Safety	Personnel	3 years Accident reports for construction projects retained with project 1 year after project completion	g045 g059 g076 g078 g123 g125
H05	Human Resource Planning	Personnel	day last used + 1 year (Human Rights special program designation minimum of 5 years)**	g054
H06	Job Descriptions	Personnel	Superseded**	best practice/business need
H07	Labour Relations	Personnel	Expiry of contract period + 10 years **	g013
H08	Organization Design	Originating	Superseded**	best practice/business need
H09	Salary Planning	Personnel	5 years	best practice/business need
H10	Pension and Benefits Records	Personnel	E + 6 years (employee departure)	g001 g088
H11	Recruitment	Personnel	1 year	g071

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H12	Training and Development	Personnel	<p>Date when that particular course ceases to be offered + 2 years **</p> <p>salt use training materials – 7 years</p> <p>drinking water training materials– 5 years</p> <p>Only courses developed and presented by the Municipality are subject to archival selection</p>	<p>g043</p> <p>g045</p> <p>g139</p> <p>g148</p>
H13	Claims	Personnel	<p>Resolution of claim + 3 years</p> <p>Hazardous exposure claims = longer of 40 years or 20 years after last record made</p>	<p>g078</p> <p>g125</p>
H14	Grievances	Personnel	<p>Resolution of claim + 10 years</p>	<p>g013</p> <p>g054</p>

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H15	Harassment And Violence	Personnel	Resolution of complaint + 3 years	g054 g059 best practice/business need
H16	Criminal Background Checks	Personnel	date employee ceased to be employed by employer + 7 years	best practice/business need
H17	Employee Medical Records – Hazardous Materials	Personnel	E+40 years or 20 years after last record of exposure	g078 g079 g103
H18	Employee Medical Records	Personnel	When STD/LTD claims are resolved + 3 years	g078 best practice/business need
H19	Disability Management	Personnel	day issued or earlier as may be specified by Commission + 5 years	g010 g054
H20	Confined Spaces	Personnel	1 year or the period necessary to ensure 2 most recent records retained	g075
H21	Employee Recognition	Personnel	5 years	best practice/business need
H22	Employee Certifications	Personnel	certification expired + 2 years	g059 g077

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PRIMARY HEADING: JUSTICE

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
J01	Certificates of Offence (Part I)	Court Services	completion + 2 years	g024 MOU
J02	Informations (Part III)/ Accident and Careless Driving Part 1	Court Services	completion + 6 years	g022 g023 MOU
J03	Control Lists/ Justice Reports	Court Services	4 years	MOU
J04	Court Dockets	Court Services	3 years statement of defence – not set to trial = 5 years	g025 g093 g150 MOU
J05	Transcripts and Records of Court Proceedings	Court Services	6 years **	g029 g093 MOU
J06	Enforcements & Suspensions	Court Services	8 years	MOU
J07	Appeals & Transfers	Court Services	7 years	MOU
J08	Statistics/ Payment Tracking	Court Services	8 years	MOU
J09	Disclosure	Court Services	6 years	MOU
J10	Certificates of Conviction Part 2	Court Services	6 years	MOU

Legend:

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PRIMARY HEADING: LEGAL AFFAIRS

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
L01	Appeals and Hearings	Clerk's	Permanent after Resolution of appeal	g059 g060 g068 g089 g090 (15 years) best practice/business need (P)
L02	Claims Against the Municipality	Clerk's	Resolution of claim and all appeals + 2 years ultimate limitation = 15 years	g047 g056 g059 g060 g089 g162
L03	Claims By the Municipality	Clerk's	Resolution of claim and all appeals + 2 years	g056 g057 g072
L04	Contracts and Agreements Under By-Law	Clerk's	act or omission on which claim is based took place + 15 years **	g060 g068
L05	Insurance Appraisals	Clerk's	After a new appraisal has been done + 15 years	g060
L06	Insurance Policies	Clerk's	Expiry of policy + 15 years	g060

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
L07	Land Acquisition and Sale	Clerk's	Property disposition + 10 years renewable energy projects agreements terms may not be more than 50 years append abandoned petroleum storage tank to deed	g041 g095 g133 g153
L08	Opinions and Briefs	Clerk's	Superseded**	best practice/business need
L09	Precedents	Clerk's	Superseded**	best practice/business need
L10	Federal Legislation	Originating	Superseded	best practice/business need
L11	Provincial Legislation	Originating	Superseded	best practice/business need
L12	Vital Statistics	Clerk's	Permanent Marriage licences 2 years	best practice/business need (P)
L13	Prosecutions	Originating	Delivery of judgement + 7 years	g059 (2 year limitation) g060 (15 year limitation) best practice/business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
L14	Contracts and Agreements – Simple	Clerk's	Expiry of contract + 2 years ** Long term care service providers = expiry + 7 years	g041 g042 g053 g059 g062 g130

PRIMARY HEADING: MEDIA AND PUBLIC RELATIONS

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
M01	Advertising	Originating	1 years**	best practice/business need
M02	Ceremonies and Events	Originating	5 years **	best practice/business need
M03	Charitable Campaigns/Fund Raising	Originating	1 year	best practice/business need
M04	Complaints Commendations and Inquiries	Originating	5 years **	g054 g121 g154 g160
M05	News Clippings	Originating	1 years**	best practice/business need
M06	News Releases	Originating	1 years**	best practice/business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
M07	Publications	Originating	Superseded** Superseded + 3 years if publication is subject to copyright or trademark	g134
M08	Speeches and Presentations	Originating	3 years **	best practice/business need
M09	Visual Identity and Insignia	Clerk's	Superseded + 5 years **	g134 g136
M10	Website & Social Media Content	Originating	Superseded + 2 years	g059
M11	Public Relations and Public Awareness	Originating	5 years **	best practice/business need
M12	Intellectual Property	Clerk's	copyright, patent or trademark expired or last use + 5 years	g134 g135 g136

PRIMARY HEADING: PROTECTION AND ENFORCEMENT SERVICES

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
P01	By-law Enforcement	Originating	6 years **	g059 g089
P02	Daily Occurrence Logs	Originating	5 years **	best practice/business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
P03	Emergency Planning and Response	Originating	S** or expiry of plan + 5 years if Canadian Environmental Protection Act applies	g144
P04	Hazardous Materials	Originating	Superseded + 5 years	g038 g076 g121 g140 g142 g143 g149
P05	Incident/ Accident Reports	Originating	5 years	g011
P06	Building and Structural Inspections	Building	inspections = 2 years initial fire system test report = life of system	g015 g045 g046 g073 g123
P07	Health and Fire Safety Inspections	Public Health	Superseded but, minimum 1 year	g045
P08	Investigations	Originating	10 years **	g059 g089 best practice/business need
P09	Licences	Clerk's	Expiry of licence + 2 years	g017
P10	Building Permits	Building	Permanent	g090 (15 years) best practice/business need (P)

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
P11	Permits - Other	Originating	Expiry of permit + 2	g017
P12	Warrants	Court Services By-law Services	Execution of warrant + 2 years Court services search warrants – 40 years	g028 g059
P13	Criminal Records	Court Services By-law Services	Occurrence/ investigation closed or disposition of charge + 5 years	best practice/business need
P14	Animal Control	Originating	date animal was last in the pound + 2 years	g012
P15	Community Protection Programs	Originating	Superseded + 2 years ** Surveillance video 72 hours unless requisitioned for use If requisitioned for use (MFIPPA or other investigation) = Superseded + 2 years	g071 best practice/business need
P16	Emergency Services	Originating	Superseded + 5 years	g011
P17	EMS and Fire Significant Incident & Impact Reports	EMS	Superseded + 5 years	g011

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
P18	EMS and Fire Accident Response Reports	EMS	Superseded + 5 years	g011
P19	EMS and Fire Statistics	EMS	Superseded + 2 years	best practice/business need
P20	Prohibition Notices & Orders	Legal	15 years	g016
P21	Facilities Routine Water Use, Monitoring and Testing	Parks & Recreation Child Care Facility	pools and recreational camps = 1 year child care facility plumbing flush and water testing = 6 years	g049 g109

PRIMARY HEADING: RECREATION AND CULTURE

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
R01	Heritage Preservation	Clerk's	End of plan year or removal of designation + 3 years **	g081
R02	Library Services	Clerk's	5 years	g134
R03	Museum and Archival Services	Clerk's	Superseded + 3 years **	g134

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
R04	Parks Management	Parks & Recreation	park maintenance = 5 years ** Playground equipment maintenance = 15	g060 best practice/business need
R05	intentionally left blank			
R06	Recreational Programming	Parks & Recreation	program development & evaluation = 3 years ** program registration = 1 year attendance fee collection = 6 years	best practice/business need g071 g006

PRIMARY HEADING: SOCIAL AND HEALTH CARE SERVICES

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
S01	Children's Day Care and Day Nursery Services	Community Services	Superseded (review after 3 years)	g125
S02	Elderly and Supportive Assistance Services	Community Services	Superseded (review after 3 years)	best practice/business need
S03	Long Term Care Facility Clients	Community Services	Discharged + 10 years	g061 g097
S04	Community and Social Assistance Services	Community Services	Superseded (review after 3 years)	best practice/business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
S05	Ontario Works Clients	Community Services	<p>date of last entry + 5 years</p> <p>outstanding overpayment = overpayment resolved + 5 years</p> <p>Fraud investigation = fraud resolved + 5 years</p> <p>outstanding family support issues = 10 years</p>	<p>g019</p> <p>g084</p> <p>g085</p>
S06	Medical Case Clients	Public Health	<p>discharged as a client + 15 years</p> <p>Note: reportable diseases may be longer</p>	<p>g060</p> <p>college of physicians & surgeons of Ontario recommendation</p>
S07	Children's Services	Community Services	Superseded (review after 3 years)	best practice/business need
S08	Public Health	Public Health	Superseded (review after 5 years)	best practice/business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
S09	Cemetery Interment	Clerk's	Permanent** Transfer to archives if no longer managed Burial permits = 2 years	g048 g101
S10	Day Care and Day Nursery Clients	Community Services	Last participated date + 3 years	g126
S11	Disabilities Support Clients	Community Services	no longer receiving support + 7 years	g155
S12	Housing Services	Community Services	10 years	g052 g163
S13	Housing Tenant Clients	Community Services	no longer resides + 5 years	g053 g163
S14	Home Child Care Program Administration	Community Services	3 years	g125
S15	Home Child Care Program Clients	Community Services	Last participated date + 3 years	g126
S16	Social and Health Care Planning and Management	Community Services	7 years	best practice/business need
S17	Client Care Coordination	Community Services	no longer receiving support + 10 years	g019 g053 g084 g085 g126 g155
S18	Long Term Care Operations	Community Services	4 years	g003 g064 g163

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
S19	Food Preparation and Service	Community Services	1 year	g063
S20	Cemetery Operations	Cemetery	Contract fulfilled or no longer applies + 6 years	g047

PRIMARY HEADING: TRANSPORTATION

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
T01	Illumination	Works	Removal of the equipment + 6 years Specifications = P	best practice/business need
T02	Parking	Works	Closure of lot or space + 6	best practice/business need
T03	Public Transit Operations	Works	Closure of route/ shelter/ stop + 1 year**, 2 year minimum retention	best practice/business need g094
T04	Road Construction	Works	project finished + 1 year** Specifications = P	g073
T05	Road Design and Planning	Works	project finished + 1 year** Specifications = P	g073

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
T06	Road Maintenance and Salt Usage	Works	project finished + 1 year salt plans, usage, training and reports = 7 years Specifications = P	g073 g139
T07	Signs and Signals	Works	Removal of sign/signal + 1 year	g073
T08	Traffic	Works	project finished + 1year** Temporary road closures = 2 years	best practice/business need
T09	Roads and Lanes Openings/ Closures	Works	project finished + 1year**	best practice/business need
T10	Field Survey/Road Survey Books	Works	project finished + 1 year	best practice/business need
T11	Bridges	Works	project finished + 1 year Specifications = P	g073

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PRIMARY HEADING: VEHICLES AND EQUIPMENT

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
V01	Fleet Management	Originating	termination of lease) + 2 years public vehicles trip record = 1 year Daily Inspection Logs = 2 years or 6 months after vehicle ceases to be operated	g050 g074 g094 g130
V02	Mobile Equipment	Originating	Disposal of equipment + 1 year	g074 best practice/business need
V03	Transportable Equipment	Originating	Disposal of equipment + 1 year	g074 best practice/business need
V04	Protective Equipment	Originating	Disposal of equipment + 1 year	g074 g075 best practice/business need
V05	Ancillary Equipment	Originating	Disposal of equipment + 1 year Set-up tests = until superseded	g074 g157