

SCHEDULE "A"
to
RECORDS RETENTION BY-LAW #1853 (1996)

Page: 1 of 22

Date: 11-04-96

Primary Heading: Administration						
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks
A00	Administration – General	Originating	1	–	1	
A01	Associations and Organizations	Originating	1	–	1	
A02	Staff Committees and Meetings	Originating	1	3	4**	
A03	Computer/Information Systems	Treasury	S	3	S+3	
A04	Conferences and Seminars	Originating	1	–	1**	Only those sponsored by the Municipality are subject to archival review
A05	Consultants	Originating	2	–	2**	
A06	Inventory Control	Originating	1	5	6	
A07	Office Equipment and Furniture	Originating	T	–	T	T= Disposal of item
A08	Office Services	Originating	1	–	1	
A09	Policies and Procedures	Originating	S	P	P**	
A10	Records Management	Clerk's	S	–	S	
A11	Records Disposition	Clerk's	P	–	P	
A12	Telecommunications Systems	Originating	S	–	S	
A13	Travel and Accommodation	Originating	1	–	1	
A14	Uniforms and Clothing	Originating	S	–	S**	
A15	Vendors and Suppliers	Originating	2	–	2	
A16	Intergovernmental Relations	Originating	1	4	5**	
A17	Accessibility of Records (FOI)	Clerk's	2	–	2	
A18	Security	Originating	2	3	5	

Legend: P – Permanent; * – Maximum Copy Retention; S – Superseded; T – Terminated
** – Subject to Archival Selection

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Primary Heading: Administration						
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks
A19	Facilities Construction and Renovations	Originating	T	6	T+6**	T= Completion of project - Specifications permanent
A20	Building and Property Maintenance	Originating	2	4	6	
A21	Facilities Bookings	Originating	1	-	1	

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Primary Heading: Council and By-Laws						
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks
C00	Council and By-Laws – General	Originating	1	–	1	
C01	By-Laws	Clerk's	P	–	P**	Copy retention S
C02	By-Laws – Other Municipalities	Clerk's	S	–	S	
C03	Council Agenda	Clerk's	S	5	S+5	
C04	Council Minutes	Clerk's	P	–	P**	Copy retention 2 years Working notes 6 years
C05	Council Committee Agenda	Clerk's	S	–	S	
C06	Council Committee Minutes	Clerk's	6	–	6**	
C07	Elections	Clerk's	T+90 days	–	T+90 days	T= election of new Council
C08	Goals and Objectives	Originating	S	–	S**	
C09	Motions and Resolutions	Clerk's	P	–	P**	Copy retention 1 year
C10	Motions and Resolutions – Other Municipalities	Clerk's	S	–	S	
C11	Reports to Council	Clerk's	1	P	P**	
C12	Appointments to Boards and Committees	Clerk's	1	P	P**	

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SCHEDULE "A"
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Primary Heading: Development and Planning						
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks
D00	Development and Planning – General	Originating	1	–	1	
D01	Demographic Studies	Planning	5	5	10**	
D02	Economic Development	Planning	5	5	10**	
D03	Environment Planning	Planning	5	5	10**	
D04	Residential Development	Planning	5	5	10**	
D05	Natural Resources	Planning	5	5	10**	
D06	Tourism Development	Planning	5	5	10**	
D07	Condominium Plans	Planning	5	P	P	Applications 2 years after final decision. Ontario Planning and Development Act, R.S.O. 1990, c. 3b, s.7, Repealed S.O. 1994, c.23, s.1.
D08	Official Plans	Clerk's	S	P	P**	Copy retention S Ontario Planning and Development Act, R.S.O. 1990, c. 3b, s.7, Repealed S.O. 1994, c.23, s.1.
D09	Official Plan Amendment Applications	Planning	T+1	4	T+5	T= Final decision. Ontario Planning and Development Act, R.S.O. 1990, c. 3b, s.7, Repealed S.O. 1994, c.23, s.1.

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Date: 11-04-96

Primary Heading: Development and Planning						
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks
D10	Severances	Planning	T+1	4	T+5	T= Final decision. Rules of Procedure – Consents Regulation, under the Planning Act, R.S.O. 1990, Reg. 922, s. 8(c) Revoked O.Reg. 120/95.
D11	Site Plan Control	Planning	5	P	P	Application 2 years after final decision
D12	Subdivision Plans	Planning	5	P	P	Application 2 years after final decision. Ontario Planning and Development Act, R.S.O. 1990, c. 3b, s.7, Repealed S.O. 1994, c.23, s.1.
D13	Variances	Planning	T+2	P	P	T= Final decision
D14	Zoning	Planning	T+2	–	T+2	T= Final decision
D15	Easements	Planning	T+1	5	T+6**	T= Termination of right
D16	Encroachments	Planning	T+1	5	T+6**	T= Termination of right
D17	Annexation/Amalgamation	Clerk's	1	P	P**	
D18	Community Improvement Projects	Planning	T+1	5	T+6**	T= Completion of project
D19	Municipal Addressing	Planning	S	10	S+10**	

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Primary Heading: Development and Planning						
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks
D20	Reference Plans	Planning	S	P	P	
D21	Industrial/Commercial Development	Planning	5	5	10**	

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Primary Heading: Environmental Services						
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks
E00	Environmental Services	Originating	1	-	1	
E01	Sanitary Sewers	Works	2	3	5	Specifications P
E02	Storm Sewers	Works	2	3	5**	Specifications P
E03	Treatment Plants	Works	2	3	5	Specifications P. Effluent Monitoring - General Regulation under the Environmental Protection Act, O.Reg. 695/88, s. 4(5), (7), (10), (11), as am., O. Reg. 533/89, s. 3 Revoked O. Reg. 215/95, s. 38.
E04	Trees	Works	2	3	5	
E05	Environmental Monitoring	Public Health	2	3	5**	Effluent Monitoring - General Regulation under the Environmental Protection Act, O.Reg. 695/88, s. 4(5), (7), (10), (11), as am., O. Reg. 533/89, s. 3 Revoked O. Reg. 215/95, s. 38.
E06	Utilities	Works	2	3	5**	
E07	Waste Management	Works	2	8	10**	
E08	Water Works	Works	2	3	5	Specifications P

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Primary Heading: Environmental Services						
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks
E09	Drains	Works	2	3	5**	Specifications P

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Primary Heading: Finance and Accounting						
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks
F00	Finance and Accounting – General	Originating	1	–	1	Do not file accounting records required for tax purposes
F01	Accounts Payable	Treasury	1	5	6	
F02	Accounts Receivable	Treasury	1	5	6	
F03	Audits	Treasury	1	5	6	
F04	Banking	Treasury	1	5	6	T+7 for ambulance banking records
F05	Budgets and Estimates	Treasury	1	5	6**	
F06	Assets	Treasury	T+1	5	T+6**	T= Disposal of asset

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Primary Heading: Finance and Accounting						
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks
F07	Cheques	Treasury	1	5	6	T+7 for ambulance service cheques
F08	Debentures and Bonds	Treasury	T+1	5	T+6	T= Debentures surrendered for exchange/cancellation
F09	Employee and Council Expenses	Treasury	1	5	6	
F10	Financial Statements	Treasury	2	P	P**	
F11	Grants and Loans	Treasury	1	5	6	
F12	Investments	Treasury	T+1	5	T+6	T= Closure of account
F13	Journal Vouchers	Treasury	1	5	6	T+7 for vouchers related to ambulance service

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Primary Heading: Finance and Accounting						
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks
F14	Subsidiary Ledgers, Registers, and Journals	Treasury	1	5	6**	
F15	General Ledgers and Journals	Treasury	1	P	P	
F16	Payroll	Treasury	1	5	6	
F17	Purchase Orders and Requisitions	Treasury	1	5	6	T+7 for p.o.'s and requisitions related to ambulance service
F18	Quotations and Tenders	Treasury	1	5	6**	

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Primary Heading: Finance and Accounting						
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks
F19	Receipts	Treasury	1	5	6	T+7 for ambulance service receipts
F20	Reserve Funds	Treasury	1	5	6	
F21	Revenues	Treasury	1	5	6	
F22	Tax Rolls and Records	Clerk's	S	P	P	
F23	Write Offs	Treasury	1	5	6	
F24	Trust Funds	Originating	T	6	T+6	T= Closure of account
F25	Security Deposit	Treasury	T	6	T+6	T= Closure of account
F26	Working Papers	Treasury	T+1	-	T+1	T= After completion of audit

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Primary Heading: Human Resources						
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks
H00	Human Resources - General	Originating	1	-	1	
H01	Attendance and Scheduling	Personnel	2	-	2**	
H02	Benefits	Personnel	S	-	S	
H03	Employee Records	Personnel	T+1	5	T+6**	T= Termination of employment. Employment Equity Plans Regulation, under the Police Services Act, O. Reg. 153/91, s. 4(a) Revoked by O. Reg. 528/95, s.1
H04	Health and Safety	Personnel	1	6	7	
H05	Human Resource Planning	Personnel	5	-	5**	Employment Equity Plans Regulation, under the Police Services Act, O. Reg. 153/91, s. 4(a) Revoked by O. Reg. 528/95, s.1
H06	Job Descriptions	Personnel	S	-	S**	

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Primary Heading: Human Resources						
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks
H07	Labour Relations	Personnel	T	10	T+10**	T= Expiry of contract period
H08	Organization	Originating	S	-	S**	
H09	Salary Planning	Personnel	5	-	5	
H10	Pension Records	Personnel	T	-	T	T= Death of employee/beneficiary Pension plans, annual information returns P
H11	Recruitment	Personnel	1	-	1**	
H12	Training and Development	Personnel	S	-	S**	Only courses developed and presented by the Municipality are subject to archival selection

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Primary Heading: Legal Affairs						
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks
L00	Legal Affairs – General	Originating	1	–	1	
L01	Appeals and Hearings	Clerk's	T	P	P	T= Resolution of appeal
L02	Claims Against the Municipality	Clerk's	T	1	T+1	T= Resolution of claim and all appeals
L03	Claims By the Municipality	Clerk's	T	1	T+1	T= Resolution of claims and all appeals
L04	Contracts and Agreements – Under Seal	Clerk's	T	20	T+20**	T= Termination of agreement
L05	Insurance Appraisals	Clerk's	S	–	S	
L06	Insurance Policies	Clerk's	T+1	19	T+20	T= Expiry of policy
L07	Land Acquisition and Sale	Clerk's	T	20	T+20**	T= Property disposition
L08	Opinions and Briefs	Clerk's	S	–	S**	
L09	Precedents	Clerk's	S	–	S**	
L10	Federal Legislation	Originating	S	–	S	
L11	Provincial Legislation	Originating	S	–	S	
L12	Vital Statistics	Clerk's	2	P	P	Marriage licences 2 years
L13	Prosecutions	Originating	T	7	T+7	T= Delivery of judgement
L14	Contracts and Agreements – Simple	Clerk's	T+1	5	T+6**	T= Expiry of contract

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Primary Heading: Media and Public Records						
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks
M00	Media and Public Relations – General	Originating	1	–	1	
M01	Advertising	Originating	1	–	1**	
M02	Ceremonies and Events	Originating	1	4	5**	
M03	Charitable Campaigns/Fund Raising	Originating	1	–	1	
M04	Complaints, Commendations and Inquiries	Originating	1	–	1**	
M05	News Clippings	Originating	1	–	1**	
M06	News Releases	Originating	1	–	1**	
M07	Publications	Originating	S	–	S**	
M08	Speeches and Presentations	Originating	1	2	3**	
M09	Visual Identity and Insignia	Clerk's	S	5	S+5**	

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Primary Heading: Protection and Enforcement Services						
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks
P00	Protection & Enforcement Services – General	Originating	1	–	1	
P01	By-law Enforcement	Originating	2	4	6**	
P02	Daily Occurrence Logs	Originating	1	4	5**	
P03	Emergency Planning	Originating	S	–	S**	
P04	Hazardous Materials	Originating	S	–	S	T+5 years for PCB material storage records after PCB removed from site
P05	Incident/Accident Reports	Originating	T	2	T+2	T= Cause of action or age of majority
P06	Building and Structural Inspections	Building	S	–	S	T+2 for inspections, maintenance and testing related to the fire code
P07	Health Inspections	Public Health	S	–	S	
P08	Investigations	Originating	2	8	10**	
P09	Licences	Clerk's	T	2	T+2	T= Expiry of licence
P10	Building Permits	Building	2	P	P	5 years off-site for residential permits
P11	Permits, Other	Originating	T	2	T+2	T= Expiry of permit
P12	Warrants	Police	T+2	–	T+2	T= Execution of warrant
P13	Criminal Records	Police	T	5	T+5	T= Occurrence investigation closed or disposition of charge

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Primary Heading: Protection and Enforcement Services						
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks
P14	Animal Control	Originating	2	3	5	
P15	Community Protection Programs	Originating	S	2	S+2**	

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Primary Heading: Recreation and Culture						
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks
R00	Recreation and Culture - General	Originating	1	-	1	
R01	Heritage Preservation	Clerk's	T	-	T**	T= Removal of designation
R02	Library Services	Clerk's	2	3	5	
R03	Museum and Archival Services	Clerk's	2	3	5**	
R04	Parks Management	Parks & Recreation	2	3	5**	
R05	Recreational Facilities	Parks & Recreation	2	3	5	
R06	Recreational Programming	Parks & Recreation	2	3	5**	

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Primary Heading: Social and Health Care Services						
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks
S00	Social and Health Care Services - General	Originating	1	-	1	
S01	Children's Day Nursery Services	Comm Service	2	3	5	Fire drills 2 years Inspection reports 2 years
S02	Elderly Assistance	Comm Service	2	3	5	Fire drills 2 years
S03	Homes for the Aged Residents	Comm Service	T+2	18	T+20	T= Date of last entry
S04	Social Assistance Programs	Comm Service	2	3	5	
S05	Welfare Case Records	Comm Service	T+2	5	T+7	T= File closed
S06	Medical Case Records	Public Health	T+1	5	T+6	T= Discharge of patient
S07	Children's Services	Comm Service	2	3	5	
S08	Public Health	Public Health	2	3	5	
S09	Cemetery Records	Clerk's	2	P	P**	
S10	Day Nursery Case Records	Comm Service	T+2	-	T+2	T= Discharge of child

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Primary Heading: Transportation						
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks
T00	Transportation – General	Originating	1	–	1	
T01	Illumination	Works	T	6	T+6	T= Completion of project specifications P
T02	Parking	Works	T	6	T+6	T= Closure of lot or space
T03	Public Transit	Works	T	6	T+6**	T= Closure of route/shelter/stop
T04	Road Construction	Works	T	6	T+6**	T= Completion of project specifications P
T05	Road Design and Planning	Works	T	6	T+6**	T= Completion of project specifications P
T06	Road Maintenance	Works	T	6	T+6	T= Completion of project specifications P
T07	Signs and Signals	Works	T	6	T+6	T= Removal of sign/signal
T08	Traffic	Works	2	8	10**	
T09	Roads and Lanes Closures	Works	P	–	P**	Temporary closures 2 years

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Primary Heading: Vehicles and Equipment						
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks
V00	Vehicles and Equipment - General	Originating	1	-	1	
V01	Fleet Management	Originating	T+1	5	T+6	T+7 for ambulance service fleet records. Motor Vehicle Safety Act, R.S.C. 1985, Repealed S.C. 1993, c. 1(b), s. 22.
V02	Mobile Equipment	Originating	T+1	5	T+6	
V03	Transportable Equipment	Originating	T+1	5	T+6	
V04	Protective Equipment	Originating	T+1	5	T+6	

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