

Tab:	<b>Records retention</b>	#:	<b>03-01-04</b>
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Overview	<p>The retention guidelines provided in the following retention schedule are based on our research to identify the citations provided in 03-01-05 PROVINCIAL Legislation Citations and 03-01-05 FEDERAL Legislation Citations. It should 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 may wish to seek legal advice to identify which records, if any, should be retained to meet potential claims affected by the Limitations Act.</p>
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Primary Heading: Administration							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
A00	Administration -general	Originating	1	-	1		
A01	Associations and Organizations	Originating	1	-	1		
A02	Staff Committees and Meetings	Originating	1	3	4**		g076
A03	Computer Systems and Architecture Information	Treasury	S	6	S+6		g033
A04	Conferences and Seminars	Originating	1	-	1**	archival review if sponsored by the Municipality	
A05	Consultants	Originating	2	-	2**		
A06	Inventory Control	Originating	1	5	6		g003 g032 g122
A07	Office Equipment and Furniture	Originating	E	-	E	E= Disposal of item	
A08	Office Services	Originating	1	-	1		
A09	Policies and Procedures	Originating	S	P	P**		g003 g010 g062 g076 g122 g124 g125

Legend: **P** - Permanent; **\*** - Maximum Copy Retention; **S** - Superseded; **E** - Event  
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Primary Heading: Administration							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
A10	Records Management	Clerk's	S	-	S		g067
A11	Records Disposition	Clerk's	P	-	P		g067
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 (F.O.I.)	Clerk's	1	1	2 years		g071 g067
A18	Security	Originating	2	3	5		
A19	Facilities Construction and Renovations	Originating	E	2	E + 2** As built = until superseded	E = project finished	g015 g073 g059
A20	Building and Property Maintenance	Originating	2	3	5 Setup tests and manuals = Equipment removed + 1 year		g074 g100 g101 g059
A21	Facilities Bookings	Originating	1	-	1		
A22	Accessibility of Services	Clerk's	2	3	5	g010	g010
A23	Information Systems Production Activity & Control	Treasury	2	-	2		g033
A24	Access Control & Passwords	Treasury	2	-	S		
A25	Performance Management/ Quality Assurance	CAO	S	-	S**		

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Primary Heading: Council and By-Laws							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
C00	Council and By-Laws –general	Originating	1	-	1		
C01	By-Laws	Clerk's	P	-	P**	Copy retention S	g118 g119
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	g091 g118 g119 g131
C05	Council Committee Agenda	Clerk's	S	-	S		
C06	Council Committee Minutes	Clerk's	6	-	6**		g091 g118 g119 g131
C07	Elections	Clerk's	E+4 Ballot = 120 days after voting or resolution of recount	-	E+4 Ballot = 120 days after voting or resolution of recount	E= day action took effect or voting day	g069 g070
C08	Goals and Objectives	Originating	S	-	S**		
C09	Motions and Resolutions	Clerk's	P	-	P**	Copy retention 1 year	g091 g118 g119 g131
C10	Motions and Resolutions - Other Municipalities	Clerk's	S	-	S		
C11	Reports to Council	Clerk's	1	P	P**		g118 g119

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<b>Primary Heading: Council and By-Laws</b>							
<b>Class Code</b>	<b>Secondary Heading</b>	<b>Responsible Dept.</b>	<b>Keep* Dept.</b>	<b>Off Site</b>	<b>Total Retention</b>	<b>Remarks</b>	<b>Citation Group</b>
C12	Appointments to Boards and Committees	Clerk's	1	P	p**		g119
C13	Accountability Transparency & Governance	Clerk's	2		2		g059

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Primary Heading: Development and Planning							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
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	E+5		E+5**	E = expired or later of: date of offence or day evidence of offence first came to attention of person appointed under s. 5.	g008 g036 g044 g089 g144 g146 g147
D04	Residential Development	Planning	5	5	10**		
D05	Natural Resources	Planning	5	-	5**		g044 g082
D06	Tourism Development	Planning	5	5	10**		
D07	Condominium Plans	Planning	5	P	P Applications = 2 years after final decision		g015
D08	Official Plans	Clerk's	S	P	P**	Copy retention S	g090
D09	Official Plan Amendment Applications	Planning	E+1	4	E+5	E= Final decision	g090
D10	Severances	Planning	E+1	5	E+6	E= land titles registration	g133
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.	
D13	Variances	Planning	E+2	P	P	E= Final decision	

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Primary Heading: Development and Planning							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
D14	Zoning	Planning	E+2	-	E+2	E= Final decision	
D15	Easements	Planning	E+1	5	E+6**	E= Termination of right	g133
D16	Encroachments	Planning	E+1	5	E+6**	E= Termination of right	
D17	Annexation/ Amalgamation	Clerk's	1	P	P**		
D18	Community Improvement Projects	Planning	E+1	5	E+6**	E= Completion of project	
D19	Municipal Addressing	Planning	S	10	S+10**		
D20	Reference Plans	Planning	S	P	P		
D21	Industrial/ Commercial Development	Planning	5	5	10**		g044
D22	Digital Mapping	Planning	S	-	S	Excludes actual data residing on these systems.	
D23	Agricultural Development	Planning	5	5	10**		
D24	Background Reports for Official Plan	Planning	E+1	4	E+5	E= Final Decision	
D25	Deeming Process	Planning	E+2	-	E+2	E= Final decision	
D26	Development Charges Study	Planning	5	5	10**		g128
D27	Part Lot Control	Planning	E+1	4	E+5	E= Final decision	g090

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Primary Heading: Environmental Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
E00	Environmental Services	Originating	1	-	1		
E01	Sanitary Sewers	Works	C+1	-	C+1 Specifications = permanent		g038 g073
E02	Storm Sewers	Works	C+1	-	C+1** Specifications = permanent		g038 g073
E03	Treatment Plants	Works	5	-	5 Specifications = permanent  Plans = cease to apply + 2		g015 g038 g073 g082
E04	Trees	Works	2	3	5		
E05	Air Quality Monitoring	Engineering	E+5	-	E+5**	E = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5	g008 g076 g089
E06	Utilities	Works	2	3	5**		
E07	Waste Management	Works	2 or Cease to apply + 2	8	10 or cease to apply + 10**  Annual landfill operations report and Hazardous waste sites records – depot ceases to operate + 2  *** if National		g002*** g008 g009 g036 g037 g038 g039 g040 g041 g042 g089 g112 g117

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Primary Heading: Environmental Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
					Guidelines apply, retention = P		g121 g138
E08	Water Works	Works	1	14 Specifications =P	15 Specifications =P		g008 g073 g089 g082 g108 g111 g116
E09	Drains	Works	E+1	4	E+5** Specifications =P		g073 g082
E10	Pits and Quarries	Works	2	3 Specifications =P	5** Specifications =P	Specifications are kept for the life of the pit or quarry.	g073 g082
E11	Nutrient Management	Works	2	3	5** or expiry of plan + 2 years		g129
E12	Private Sewage Disposal Systems	Works	2	3 Specifications =P	5** Specifications =P		g073 g082
E13	Water Monitoring	Engineering	2	13	E+15	E = created, approved or plan no longer in force	g008 g016 g082 g089 g108 g110 g111 g115
E14	Water Sampling	Engineering	2	13	E+15	E = created, approved or plan no longer in force	g008 g016 g082 g089 g108 g111

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Primary Heading: Environmental Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
							g110 g115
E15	Chemical Sampling of Water	Engineering	2	13	E+15	E = created, approved or plan no longer in force	g008 g016 g089 g108 g111 g110
E16	Backflow Prevention and Cross Connection Control	Engineering	2	13	15		g008 g089 g082 g108 g111 g110
E17	Energy Management		E+1	6	E+7	E = End of reporting period to which relates	g040 g044
E18	Natural Heritage		E+1	2	E + 3	E = end of designated year	g044 g057 g072 g080 g081
E19	Renewable Energy		2	13	E + 15	E = created, approved or facility no longer in force	g044
E20	Source Water Protection		15	-	E+15	E = created, approved or plan no longer in force	g016
E21	MOE Environmental Compliance Approvals	Engineering	Cease to apply + 2 years		Cease to apply + 2 years		g038 g059 g132

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Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
F00	Finance and Accounting – general	Originating	1	-	1	Do not file accounting records required for tax purposes	
F01	Accounts Payable	Treasury	E+1	6	E+7	E = fiscal year end  For welfare & child care payments E = provincial government year end	g006 g005 g007 g018 g032 g096 g034 g032 g051 g055 g062 g086 g095 g127
F02	Accounts Receivable	Treasury	E+1	6	E+7		g006 g007 g018 g032 g034 g055 g062 g127
F03	Audits	Treasury	1	5	6		g069
F04	Banking	Treasury	1	5	6		g007 g062
F05	Budgets and Estimates	Treasury	1	5	6**		
F06	Assets	Treasury	E+1	5	E+6**	E= Disposal of asset	g006 g007 g095

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Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
F07	Cheques	Treasury	1	5	6		g006 g007 g034 g032 g086 g127
F08	Debentures and Bonds	Treasury	E+1	5	E+6	E= Debentures surrendered for exchange/cancellation	g007 g034
F09	Employee and Council Expenses	Treasury	E+1	6	E+7	E = the end of the fiscal year	g006 g007
F10	Financial Statements	Treasury	2	P	P**	E = the end of the fiscal year	g069
F11	Grants and Loans	Treasury	E+1	5	E+6	E = repayment of loan	g006 g007 g127
F12	Investments	Treasury	E+1	5	E+6	E= Closure of account	g006
F13	Journal Vouchers	Treasury	E+1	5	E+6	E = the end of the fiscal year	g006 g007 g032 g034 g055 g127
F14	Subsidiary Ledgers Registers and Journals	Treasury	E+1	6	E+7**	E = the end of the fiscal year	g001 g006 g005 g007 g032 g034 g055 g086 g127
F15	General	Treasury	1	P	P		g001

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Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
	Ledgers and Journals						g006 g007 g032 g034 g055 g127 g131
F16	Payroll	Treasury	E+1	5	E+6	E = End of fiscal year	g001 g005 g007 g019 g032 g034 g102 g127
F17	Purchase Orders and Requisitions	Treasury	E+1	5	E+6	E = the end of the fiscal year	g006 g007 g032 g127
F18	Quotations and Tenders	Treasury	1	5	6**	Unsuccessful bids - retain for 1 year from contract award	
F19	Receipts	Treasury	1	5	6		g006 g007 g032 g127
F20	Reserve Funds	Treasury	1	5	6		g069
F21	Revenues	Treasury	1	5	6 Mortgage related = 10	Records related to mortgages must be kept for 10 years.	g026 g032 g095 g127
F22	Taxes and Records	Clerk's	S	P	P		g007 g014 g058 g068 g113

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Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
F23	Write Offs	Treasury	1	5	6 Court services write-offs – 37 years		g006 g007 g027
F24	Trust Funds	Originating	E	7	E + 7	E= fiscal year or last day of residence	g047 g051 g062 g097
F25	Security Deposit	Treasury	E	6	E+6	E= Closure of account	
F26	Working Papers	Treasury	E+1	-	E+1	E= After completion of audit	

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Primary Heading: Human Resources							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
H00	Human Resources – general	Originating	1	-	1		
H01	Attendance and Scheduling	Personnel	3	-	3**		g035
H02	Benefits	Personnel	S	-	S		
H03	Employee Records	Personnel	E+3 Drinking Water system trainee: E + 5 years  Long-term care home staff: E + 7 years	- Firefighter employment terms: E + 25 years	E+3** Drinking Water system training record – 5 years Long-term care home staff: E + 7 Firefighter employment terms = 25	E = date employee ceased to be employed by employer	g002 g010 g035 g065 g082 g103 g107
H04	Health and Safety	Personnel	1	2	3	Accident reports for construction projects retained with project 1 year after project completion	g045 g078 g076 g077 g059 g104 g125 g137 g148
H05	Human Resource Planning	Personnel	1	-	1**		
H06	Job Descriptions	Personnel	S	-	S**		
H07	Labour Relations	Personnel	E	10	E+10**	E= Expiry of contract period	g013
H08	Organization	Originating	S	-	S**		
H09	Salary Planning	Personnel	5	-	5		

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Primary Heading: Human Resources							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
H10	Pension Records	Personnel	E+6	-	E+6	E= Termination of employee	g001 g088
H11	Recruitment	Personnel	1	-	1**		g071
H12	Training and Development	Personnel	E+2	-	E+2**	Only courses developed and presented by the Municipality are subject to archival selection E = Date when that particular course ceases to be offered	g043
H13	Claims	Personnel	E+1	2	E+3 Hazardous exposure claims = longer of 40 years or 20 years after last record made	E = Resolution of claim.  Records related to exposure to airborne Acrylonitrile benzene lead mercury silica vinyl chloride arsenic ethylene oxide or asbestos must be kept longer	g078 g076 g104 g125
H14	Grievances	Personnel	E+1	9	E+10	E = Resolution of claim.	g013 g059

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Primary Heading: Human Resources							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
H15	Harassment And Violence	Personnel	E+1	2	E+3	E = Resolution of complaint	
H16	Criminal Background Checks	Personnel	E+2	5	E+7	E = date employee ceased to be employed by employer	
H17	Employee Medical Records – Hazardous Materials	Personnel	E+2	38	E+40 or 20 years after last record of exposure		g079 g103 g114
H18	Employee Medical Records	Personnel	E+1	2	E+3	E = When STD/LTD claims are resolved	g104 g078 g076 g114
H19	Disability Management	Personnel	E+2	3	E + 5	E = day issued or earlier as may be specified by Commission	g010 g078 g054
H20	Confined Spaces	Personnel	E+1	-	E+1 and 2 most recent records retained	Longer of: 1 year after the document was created Or: The period necessary to ensure 2 most recent records retained	g075

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Primary Heading: Justice							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
J00	Justice general	Originating	2	2	4		g021
J01	Certificates of Offence (Part I)	Court Services	2		2	From date of completion	g021 g024
J02	Control Lists Information (Part III)	Court Services	3	3	6	From date of completion	g021 g022 g023
J03	Control Lists	Court Services	2	2	4		g021
J04	Court Dockets	Court Services	3		3  statement of defence – not set to trial = 5		g004 g021 g093 g150
J05	Transcripts and Records of Court Proceedings	Court Services	2	4	6	Reporters Records are subject to archival selection	g004 g020 g029 g093
J06	Enforcements & Suspensions	Court Services	2	6	8		g021
J07	Appeals & Transfers	Court Services	3	4	7		g021
J08	Statistics	Court Services	2	6	8		g021
J09	Disclosure	Court Services	2	4	6		g021
J10	Certificates of Conviction Part 2	Court Services	2	4	6		g021

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Primary Heading: Legal Affairs							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
L00	Legal Affairs – general	Originating	1	-	1		
L01	Appeals and Hearings	Clerk's	E	P	P	E= Resolution of appeal	g068 g090
L02	Claims Against the Municipality	Clerk's	E	1	E+1	E= Resolution of claim and all appeals	
L03	Claims By the Municipality	Clerk's	E	1	E+1	E= Resolution of claims and all appeals	g086
L04	Contracts and Agreements - Under By-Law	Clerk's	E+2	13	E+15**	E= act or omission on which claim is based took place	g060
L05	Insurance Appraisals	Clerk's	E+1	14	E+15	E= After a new appraisal has been done	g060
L06	Insurance Policies	Clerk's	E+1	14	E+15	E= Expiry of policy	g060
L07	Land Acquisition and Sale	Clerk's	E	10	E+10**	E= Property disposition  renewable energy projects agreements terms may not be more than 50 years	g058 g095 g145
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	g066

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Primary Heading: Legal Affairs							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
L13	Prosecutions	Originating	E	7	E+7	E= Delivery of judgement	
L14	Contracts and Agreements – Simple	Clerk's	E+1	1 long term care service providers = 6	E+2** Long term care service providers = expiry + 7	E= Expiry of contract	g050 g059 g062

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Primary Heading: Media and Public Relations							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
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**  S+3 if publicati on is subject to copyrigh t or tradema rk		g134 g135
M08	Speeches and Presentations	Originating	1	2	3**		
M09	Visual Identity and Insignia	Clerk's	S	5	S+5**		
M10	Website & Social Media Content	Originating	S	-	S		g033
M11	Public Relations and Public Awareness Campaigns	Originating	1	4	5**		

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Primary Heading: Protection and Enforcement Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
P00	Protection & Enforcement Services – general	Originating	1	-	1		
P01	By-law Enforcement	Originating	2	4	6**		g008 g089
P02	Daily Occurrence Logs	Originating	1	4	5**		g015
P03	Emergency Planning	Originating	S	-	S** or E + 5 if Canadian Environmental Protection Act applies	E = expiry of plan	g144
P04	Hazardous Materials	Originating	S+1	4	S+5  7 years or tank removal + 7 years if Canadian Environmental Protection Act applies		g038 g076 g140 g141 g142 g143 g149
P05	Incident/Accident Reports	Originating	E	1	E+1 and 2 most recent records retained	E= One year or such longer period as is necessary to ensure that the two most recent reports or records are on file	g078
P06	Building and Structural Inspections	Building	S	2	E+2 for inspections maintenance and testing related to the fire code		g015 g073 g045 g046

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Primary Heading: Protection and Enforcement Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
P07	Health Inspections	Public Health	S	-	S		g073 g074
P08	Investigations	Originating	2	8	10**		g011
P09	Licences	Clerk's	E	2	E+2	E= Expiry of licence	g017
P10	Building Permits	Building	2 Residential permits = 5	P	P		g015 g090
P11	Permits Other	Originating	E	2	E+2	E= Expiry of permit	g017
P12	Warrants	Court Services  By-law Services	E+1	1	E + 2  Court services search warrants – 40 years	E= Execution of warrant  Search warrants are subject to archival selection	g028 g059
P13	Criminal Records	Court Services  By-law Services	E	5	E+5	E= Occurrence/ investigation closed or disposition of charge	
P14	Animal Control	Originating	E+2	-	E+2	E = date animal was last in the pound	g012 g092
P15	Community Protection Programs	Originating	S	2	S+2** Surveillance video 72 hours unless requisitioned for use If requisitioned for use (MFIPPA or other investigation) = S+2		

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Primary Heading: Protection and Enforcement Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
P16	Emergency Services	Originating	S	2	S+2		
P17	EMS Incident & Impact Reports	EMS	S+2	3	S+5		g011
P18	EMS Accident Reports	EMS	S	5	S+5		g011
P19	EMS Accident Statistics	EMS	S	2	S+2		
P20	Prohibition Notices & Orders	Legal	15	-	15		g015 g016

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Primary Heading: Recreation and Culture							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
R00	Recreation and Culture -general	Originating	1	-	1		
R01	Heritage Preservation	Clerk's	E	-	E**	E= Removal of designation	g080
R02	Library Services	Clerk's	2	3	5		
R03	Museum and Archival Services	Clerk's	1	-	1**		
R04	Parks Management	Parks & Recreation	2	3	5** Playground equipment maintenance = P		
R05	Recreational Facilities	Parks & Recreation	2	3	5 As built = until superseded	Architectural and engineering drawings As Built = keep until superseded	g049 g073
R06	Recreational Programming	Parks & Recreation	1	-	1**		

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Primary Heading: Social and Health Care Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
S00	Social and Health Care Services - general	Originating	1	-	1		
S01	Children's Day Nursery Services	Comm Service	E+2	- Water testing and reporting records = 4	E+2 Water testing and reporting records = 6 years	Fire drills are kept 2 years and Inspection reports are kept for 2 years	g105 g109 g115 g123 g124
S02	Elderly Assistance	Comm Service	2	5	7 Menus = 1 Fire drills = 2	Fire drills 2 years	g062 g063 g064 g098 g106
S03	Long Term Care Facility Residents	Comm Service	E+2	8	E+10	E= Date of last entry.	g061 g087 g114
S04	Social Assistance Programs	Comm Service	2	8	10		g052 g053 g083 g097
S05	Ontario Works Case Records	Comm Service	E+1	4 9 if outstanding family support issues	E+5 5 years and no ongoing fraud E + 10 if outstanding family support issues	E = applies to an applicant or recipient's case file in total and the documentation contained in the case file.	g019 g084 g085
S06	Medical Case Records	Public Health	E+1	-	E+1	E=1 year or shorter "as set out in by-law or resolution made by the institution. . ." or on consent	g071 g114
S07	Children's Services	Comm Service	3	-	3	Records of handicapped children are kept for at least 3	g126

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Primary Heading: Social and Health Care Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
						years after discharge.	
S08	Public Health	Public Health	2	3	5		
S09	Cemetery Records	Clerk's	2	P	P** Transfer to archives if no longer managed  Burial permits = 2		g047 g048 g101
S10	Day Nursery Case Records	Comm Service	E+3		Last participated date + 3		g071 g126

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Primary Heading: Transportation							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
T00	Transportation -general	Originating	1	-	1		
T01	Illumination	Works	E	6	E+6 Specifications = P	E= Removal of the equipment	
T02	Parking	Works	E	6	E+6	E= Closure of lot or space	
T03	Public Transit	Works	E	1	E+1**	E= Closure of route/ shelter/ stop	g094
T04	Road Construction	Works	E	1	E+1** Specifications = P	E = project finished	g073
T05	Road Design and Planning	Works	E	1	E+1** Specifications = P	E = project finished	g073
T06	Road Maintenance	Works	E	1	E+1 Specifications = P	E = project finished  Road salt usage = 7 years if Canadian Environmental Protection Act applies	g073 g139
T07	Signs and Signals	Works	E	1	E+1	E= Removal of sign/signal	g073
T08	Traffic	Works	E	1	E+1**	E = project finished Temporary road closures 2 years	
T09	Roads and Lanes Closures	Works	E	1	E+1**	Event = project finished	
T10	Field Survey/Road Survey Books	Works	E	1	E+1	E = project finished	
T11	Bridges	Works	E	1	E+1 Specifications = P	E = project finished	g073

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Primary Heading: Vehicles and Equipment							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
V00	Vehicles and Equipment - general	Originating	1	-	1		
V01	Fleet Management	Originating	E+1	1	E+2 Daily Inspection Logs = 6 months from last entry	E = termination of lease)	g050 g094 g130
V02	Mobile Equipment	Originating	E+1	-	E+1	E= Disposal of equipment	g074
V03	Transportable Equipment	Originating	E+1	-	E+1	E = Disposal of equipment	g074
V04	Protective Equipment	Originating	E+1	-	E+1	E = Disposal of equipment	g074
V05	Ancillary Equipment	Originating	E+1	-	E+1 Set-up tests = until superseded	E = Disposal of equipment  minimum 5 years for small water system equipment	g116

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