

The Corporation of the Township of Southgate

By-law Number 2019-175

being a By-law to provide a schedule of retention periods for the records of the Township of Southgate and to repeal and replace By-law No. 2017-036

Whereas Section 255 of the Municipal Act 2001, S.O. 2001, c. 25, as amended, provides that a 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 in accordance with Section 254 thereof; and

Whereas subsection 254(1) of the Municipal Act, 2001 (the "Act") provides that a municipality shall retain and preserve its records in a secure and accessible manner; and

Whereas subsection 255(3) of the Municipal Act provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which its records must be retained and preserved; and

Whereas subsection 255(2) of the Municipal Act provides that a municipality's records may be destroyed if a retention period for the records has been established and the retention has expired; and

Whereas the Council of the Corporation of the Township of Southgate deems it desirable to establish retention periods for the records of the municipality by enactment of this by-law;

Now Therefore be it resolved that the Council of the Corporation of the Township of Southgate hereby enacts as follows:

1. DEFINITIONS

In this by-law,

- a) "**Act**" means the Municipal Act, S.O. 2001, c. 25, as amended, or any successor thereto;
- b) "**Auditor**" means the person or firm appointed by the Council of the Township of Southgate from time to time to perform the annual audit of the records of the Township;
- c) "**Classification**" (as in records 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;
- d) "**Clerk**" shall mean the Municipal Clerk appointed by by-law for the Township, Deputy, or designate;
- e) "**Destroy**" means the process of eliminating or deleting data, documents and records so that the recorded information no longer exists. NOTE: See also the definition for expungement;
- f) "**Dispose**" means to destroy and "disposition" has the corresponding meaning – means a range of processes; associated actions; implementation; retention; destruction; loss; or transfer of custody or

ownership that are documented in disposition authorities or other instruments;

- g) "**E**" represents "Event" – As defined under "remarks" of the Schedule Citation Table;
- h) "**Expungement**" means a process to eliminate completely, to wipe out, to destroy, or to obliterate an electronic record. NOTE: See also the definition for destroy/destruction;
- i) "**File**" means the compilation of receipts, vouchers, instruments, rolls or other documents, records and papers which may be in their original form or microform that is certified by the Clerk of the Municipality, and has the same meaning as "records" and may be used interchangeably;
- j) "**Medium/media**" means the physical material which serves as a functional unit, in or on which information or data is normally recorded, in which information or data can be retained and carried, from which information or data can be retrieved, and which in nonvolatile in nature;
- k) "**Official records**" means the records that serve important functions of the Township, such as supporting program delivery or policy development, meeting legal, financial, and other official requirements or providing evidence of decisions and actions;
- l) "**P**" represents "Permanent". A file with this retention limit is never destroyed;
- m) "**Records**" means any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise, including correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, microfiche, sound records, videotapes, LaserFiche, e-mail, machine readable records, and any other documentary material regardless of physical form or characteristics, and including "official records" and "transitory records";
- n) "**Retention period**" means the period of time during which records must be kept by the Township before they may be disposed of;
- o) "**Retention schedule**" means a control document that describes the company's records at a series level and indicates the length of time that each series shall be retained before its final disposition. It specifies those records to be preserved for their archival or legal values, and authorizes on a continuing basis the destruction of the remaining records after the lapse of a specified retention period or the occurrence of specified actions or events. Records retention schedules serve as legal authorization for the disposal of the company's records;
- p) "**S**" represents "Superseded" – a file with this retention limit is transferred or destroyed when it has been replaced;
- q) "**T**" represents "Terminated" – a file with this retention limit is transferred or destroyed when the subject to which it pertains has ended in some way;
- r) "**Township**" means the Corporation of the Township of Southgate;

- s) **"Transitory"** means records kept solely for the convenience of reference and of limited value in documenting the planning or implementation of Township policy or programs, such as:
- i. Copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
 - ii. Information copies of widely distributed materials, such as minutes, agendas, and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
 - iii. Preliminary drafts of letters, memoranda, or reports and other informal final document and which do not record decisions;
 - iv. Duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
 - v. Voicemail messages;
 - vi. E-mail messages and other communications that do not relate to Township business;
 - vii. Copies of publications, such as published reports, administration manuals, telephone directories, categories, catalogues, pamphlets, or periodicals;
 - viii. Duplicate stocks of obsolete publications, pamphlets, or blank forms;
 - ix. Unsolicited advertising materials including brochures, company profiles, and price lists.
- t) **"Year"** means a full calendar year commencing on January 1 and terminating on December 31;
- u) **"**"** represents "Maximum Copy Retention". Records of any subject of which copies are retained by other departments have a total limit of no greater than the "Responsible Department's", "Keep in Department" value; and
- v) **"***"** represents "subject to Archival Selection". Certain records have been designated as having potential historical and research value to the municipality when their other values have been exceeded. These records may be set aside for review and culling by an archivist prior to their destruction.

2. RETENTION SCHEDULE

- a) The following schedules to this by-law form an integral part thereof:

Schedule "A" Records Retention Schedule
Schedule "B" Citation Schedule

- b) The Clerk shall administer this by-law and shall ensure that the retention periods set out in Schedule "A" attached hereto comply with all relevant legal requirements for records retention.

- c) In determining the retention periods for any records, the Records Management Coordinator shall consider, in consultation with other Township employees where appropriate:
 - a. The operational nature of the records, including the period of time during which the Township uses the records to perform its functions;
 - b. The legal nature of the records, including the period of time necessary to comply with statutory or regulatory requirements or requirements imposed by agreements, permits, or similar documents, or to ensure that the records are available in case of investigation or litigation;
 - c. The fiscal nature of the records, including the period of time necessary for audit or tax purposes; and
 - d. The historical nature of the records, including the long-term value of the records for documenting past events or the origins and history of the Township.

3. EMPLOYEE RESPONSIBILITIES

All Township employees who create, work with, or manage records shall:

- a) Comply with the retention periods as specified in Schedule "A" attached hereto;
- b) Ensure that official records in their custody or control are protected from inadvertent destruction or damage; and
- c) Ensure that transitory records in their custody or control are destroyed when they are no longer needed for short-term reference.

4. CLERK OR DESIGNATE

The Clerk or their designate shall:

- a) Develop and administer policies and establish administer procedures for the Township's records management program;
- b) Periodically review and make recommendations with respect to this by-law, including Schedule "A" attached hereto;
- c) Ensure that official records are preserved and disposed of in accordance with Schedule "A" attached hereto; and
- d) Ensure that all disposition notices prepared pursuant to Subsection (a) of Section 5 of this by-law and all certificates of disposition prepared pursuant to Subsection (f) of Section 5 of this by-law are preserved.

5. DISPOSITION OF RECORDS

- a) The Clerk or their designate shall notify the appropriate Township Department Head in writing of the scheduled disposition of records, including a list of the records eligible for disposition and scheduled disposition date.

- b) Any Department Head who needs records retained past the eligible disposition date shall notify the Clerk and state the reason why such further retention is necessary.
- c) Where the Clerk finds it appropriate, and taking into account the principles governing the disposition of records, shall reschedule the disposition of any records listed in the notice referred to in Subsection (b) of this section for up to one year later than the originally scheduled disposition date.
- d) In no notice is received under Subsection (b) of this section before the scheduled disposition date, the records shall be deemed to be authorized for disposition by the Clerk or their designate.
- e) Prior to destruction of an information database, the following documents are required:
 - 1. A written description containing, to the extent that such information is available, the following:
 - a. The title of the system;
 - b. The identification of the business unit responsible for the creation or use of the data;
 - c. A brief description of the system's purpose;
 - d. Where possible, a contents list of the information being destroyed; or
 - e. A brief description of any sub-systems, their purpose and relationship to the main system or other sub-systems; and
 - f. The name of the technical contact person who is responsible for documenting the system;
 - 2. The written approval of the signing authority; and
 - 3. After the destruction of an information database or orphan data, the signing authority must provide a destruction certificate to the Records Manager to provide an audit trail.
- f) Where appropriate and taking into account the principles governing the disposition of official records, the Clerk shall re-schedule the disposition of any records listed in the notice referred to in Subsection (b) of this section for up to one year later than the originally scheduled disposition date.
- g) Re-scheduling the disposition of any records beyond a one-year period required written notice from the Township Department Head or manager to the Clerk for each additional year.
- h) In no notice is received under Subsection (b) of Section 5 of this by-law before the scheduled disposition date, the records shall be deemed to be authorized for disposition by the Township Department Head or manager.
- i) When official records have been disposed of pursuant to this by-law, the Clerk shall obtain written confirmation of such disposition.

6. PRINCIPLES GOVERNING THE DESTRUCTION OF OFFICIAL RECORDS

a) The following principles govern the destruction of official records:

- i. When there are no further business or legal reasons for retaining official records, they shall be destroyed or expunged as appropriate;
- ii. Official records pertaining to pending or actual investigation or litigation shall not be destroyed;
- iii. Official records disposed of at the end of a retention period, as well as drafts and copies of records disposed of on a regular basis, shall be destroyed in a way that preserves the confidentiality of any information they contain.

b) Official records in the custody or control of the Township shall not be destroyed unless such records are older than the retention period set out in Schedule "A" attached hereto and have been identified in a disposition notice prepared pursuant to Subsection (a) of Section 5 of this by-law.

c) Copies of official records may be destroyed at any time if the original records are being retained in accordance with Schedule "A" attached hereto.

7. APPROVAL OF BY-LAW

This bylaw shall come into force on the day it receives its third and final reading by Council.

8. CITING OF BY-LAW

This by-law may be cited as the "Records Retention By-law".

9. REPEAL

Upon the coming into force of this by-law, By-law No. 2017-036 is hereby repealed.

Read a first, second and third time, and finally passed this 6th day of November, 2019.

John Woodbury, Mayor

Joanne Hyde, Clerk

"Schedule A" to By-law 2019-175

TOMRMS Manual
03-01-04 Retention Schedule 2019-07
Records Retention



03-01-04 RETENTION SCHEDULE 2019-07 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:	2019 - 07

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	business need
A02	Staff Committees and Meetings	Originating	4**	business need
A03	Computer Systems and Architecture	Treasury	S+6	business need
A04	Conferences and Seminars	Originating	1** archival review if sponsored by the Municipality	business need
A05	Consultants	Originating	2**	business need
A06	Inventory Control	Originating	6	business need
A07	Office Equipment and Furniture	Originating	disposal of item	business need
A08	Office Services	Originating	1	business need
A09	Policies and Procedures	Originating	15**	g046 g059 g060 g062 g125 g148 g155
A10	Records Management	Clerk's	S	business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
A11	Records Disposition	Clerk's	P	common practice (P) based on CAN/CGSB-72.34-2017: Electronic Record as Documentary Evidence
A12	Telecommunications Systems	Originating	S	business need
A13	Travel and Accommodation	Originating	1	business need
A14	Uniforms and Clothing	Originating	S**	business need
A15	Vendors and Suppliers	Originating	2	business need
A16	Intergovernmental Relations	Originating	5**	business need
A17	Information Access and Privacy	Clerk's	2	g071
A18	Security	Originating	5	business need
A19	Facilities Construction and Renovations	Originating	project finished and no outstanding issues + 2**	g059 g073
A20	Building and Property Maintenance	Originating	5 Setup tests and manuals = Equipment removed + 1 year	g049 g099 g123 g160
A21	Facilities Bookings	Originating	1	business need
A22	Accessibility of Services	Clerk's	5	g010
A23	Information Systems Production Activity & Control	IT	2	business need
A24	Access Control & Passwords	IT	S	business need
A25	Performance Management/ Quality Assurance	CAO	6	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	P**	g090 g131
C02	By-Laws - Other Municipalities	Clerk's	S	business need
C03	Council Agenda	Clerk's	S+5	business need
C04	Council Minutes	Clerk's	P** working notes = 6 copies = 2	g131
C05	Council Committee Agenda	Clerk's	S	business need
C06	Council Committee Minutes	Clerk's	6**	g015
C07	Elections	Clerk's	day action took effect or voting day + 4 Ballot = 120 days after voting or resolution of recount	g069 g070
C08	Goals and Objectives	Originating	10 **	g052 g159
C09	Motions and Resolutions	Clerk's	P** copy = 1	g131
C10	Motions and Resolutions - Other Municipalities	Clerk's	S	business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
C11	Reports to Council	Clerk's	P**	common practice – also included in Council Minutes
C12	Appointments to Boards and Committees	Clerk's	P**	g131
C13	Accountability Transparency & Governance	Clerk's	2	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**	business need
D02	Economic Development	Planning	10**	business need
D03	Environment Planning	Planning	15**	g008 g016 g068 g146 g156
D04	Residential Development	Planning	10**	business need
D05	Natural Resources Planning	Planning	5**	business need
D06	Tourism Development	Planning	10**	business need
D07	Condominium Plans	Planning	P Applications = 2 years after final decision	business need
D08	Official Plans	Clerk's	P**	g090 (15 years) common practice (P)

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
D09	Official Plan Amendment Applications	Planning	Final decision or reflected in revised official plan + 5	
D10	Severances	Planning	land titles registration + 6	g133
D11	Site Plan Control	Planning	P Application = 2 years after final decision	business need
D12	Subdivision Plans	Planning	P Application = 2 years after final decision	business need
D13	Variance Applications	Planning	P	common practice
D14	Zoning	Planning	Final decision + 2	business need
D15	Easements	Planning	Termination of right + 6**	g133
D16	Encroachments	Planning	Termination of right + 6**	g133
D17	Annexation/ Amalgamation	Clerk's	P**	business need
D18	Community Improvement	Planning	Completion of project + 6**	business need
D19	Municipal Addressing	Planning	S+10**	business need
D20	Reference Plans	Planning	P	business need
D21	Industrial/ Commercial Development	Planning	10**	business need
D22	Digital Mapping	Planning	S	business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
			Excludes actual data residing on these systems	
D23	Agricultural Development	Planning	10**	business need
D24	Official Plan Background	Planning	Final Decision + 5	business need
D25	Deeming Process	Planning	Final Decision + 2	business need
D26	Development Charges Study	Planning	10**	g128
D27	Part Lot Control	Planning	Final Decision + 5	business need

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	business need
E01	Sanitary Sewers	Works	project completed & no outstanding issues + 2 Specifications = life of the asset as per A27	business need g059 g073 g089
E02	Storm Sewers	Works	project completed & no outstanding issues + 2 Specifications = life of the asset as per A27	business need g059 g073

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E03	Treatment Plants - Wastewater	Works	report made or equipment decommissioned + 5 Specifications = life of the asset as per A27 Plans = cease to apply + 2	g008 g059 g073 g082 g089 g152
E04	Tree Maintenance	Works	5	business need g089
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**	g008 g089
E06	Utilities	Works	5**	business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E07	Waste Management	Works	10 or cease to apply + 10** post landfill site closure documentation = closure + 25	g008 g037 g038 g039 g041 g042 g073 g089 g112 g117 g121 g138
E08	Water Works – Drinking Water Plant	Works	15 Specifications =Permanent as per A27	g073 g082 g089 g108 g111
E09	Drains	Works	E+5** Specifications =Permanent as per A27	g073 g082
E10	Pits and Quarries	Works	5** Specifications = life of the pit or quarry	g073 g082
E11	Nutrient Management	Works	5** or expiry of plan + 2 years	g129
E12	Private Sewage Disposal Systems	Works	7** Specifications = life of system	g037 g082 g129

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E13	Water Monitoring	Engineering	created, approved or plan no longer in force + 15	g008 g016 g082 g089 g108 g110 g111 g115
E14	Water Sampling	Engineering Child Care Facility	created, approved or plan no longer in force + 15 child care facility plumbing flush and water testing = 6	g008 g016 g082 g089 g108 g110 g111 g115
E15	Chemical Sampling of Water	Engineering	created, approved or plan no longer in force + 15	g008 g016 g089 g108 g111 g110
E16	Backflow Prevention and Cross Connection Control	Engineering	15	g008 g082 g089 g108 g110 g111
E17	Energy Management	Engineering	End of reporting period to which relates + 7	business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E18	Natural Heritage	Works	end of plan or designated year + 3	g057 g072 g089
E19	Renewable Energy	Engineering	created, approved or facility no longer in force + 15	g060
E20	Source Water Protection	Engineering	created, approved or plan no longer in force + 15	business need g016 g060
E21	MOE Environmental Compliance Approvals	Engineering	Cease to apply + 3	g038 g089 g115 g144
E22	Private/Small Water Systems	Engineering	E+15 maintenance = as long as equipment in use	g108 g115 g116
E23	Land Quality Monitoring	Engineering	7	g082 g156
E24	Gasoline Storage & Dispensing		use = 7 tank install, inspection = system removed + 5	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 For welfare & child care payments E = provincial government year end + 7	g005 g006 g007 g032 g034 g051 g053 g055 g062 g086 g096
F02	Accounts Receivable	Treasury	close of fiscal tax year end + 7	g006 g007 g032 g034 g053 g055 g062
F03	Audits	Treasury	6	g032 g069
F04	Banking	Treasury	close of fiscal tax year end + 7	g007 g026 g053 g062
F05	Budgets and Estimates	Treasury	6**	business need
F06	Assets	Treasury	Disposal of asset + 10**	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	g006 g007 g034 g086
F08	Debentures and Bonds	Treasury	Debentures surrendered for exchange/cancellation + 6	g007
F09	Employee and Council Expenses	Treasury	close of fiscal tax year + 7	g006 g007
F10	Financial Statements	Treasury	P**	g069
F11	Grants and Loans	Treasury	repayment of loan + 6	g006 g007
F12	Investments	Treasury	Closure of account + 6	g006
F13	Journal Vouchers	Treasury	close of fiscal tax year + 6	g006 g007 g032 g034 g055
F14	Subsidiary Ledgers, Registers, and Journals	Treasury	close of fiscal tax year + 7**	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	P	g001 g006 g007 g032 g034 g055 g131
F16	Payroll	Treasury	Close of fiscal tax year + 6	g001 g005 g007 g019 g032 g034
F17	Purchase Orders and Requisitions	Treasury	Close of fiscal tax year + 7	g006 g007 g032 g053 g062
F18	Quotations and Tenders	Treasury	E+7** Unsuccessful bids - retain for 1 year from contract award	g006 g007 g032 g053 g062
F19	Receipts	Treasury	7	g006 g007 g032 g097
F20	Reserve Funds	Treasury	6	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 Records related to mortgages must be kept for 10 years.	g026 g032 g053 g062 g095
F22	Tax Rolls and Records	Clerk's	P tax rolls = when no longer required for planning purposes	g007 g068 g095 (20-year limitation) g161 common practice (P)
F23	Write Offs	Treasury	6 Court services write-offs – 37 years	g006 g007 g027
F24	Trust Funds	Originating	fiscal year or last day of residence + 7	g047 g051 g062 g097
F25	Security Deposit	Treasury	Closure of account + 6	g006 g007
F26	Working Papers - Financial	Treasury	After completion of audit + 1	business need
F27	Regulatory Reporting - Financial		6	business need

Legend:

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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	3 driver's daily logs = 6 months public vehicle and trip reports – 1 year	g035 g050 g151
H02	Benefits Program	Personnel	S	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	date employee ceased to be employed by employer + 3 Drinking Water system training record = 5 confined space training = cease to perform work and at least 5 years salt program training = 7 Long-term care home staff = termination + 7 Firefighter employment terms = 25	g035 g045 g065 g103 g139 g148

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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 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	S**	business need
H07	Labour Relations	Personnel	Expiry of contract period + 10**	g013
H08	Organization Design	Originating	S**	business need
H09	Salary Planning	Personnel	5	business need
H10	Pension and Benefits Records	Personnel	Termination of employee + 6	g001 g088
H11	Recruitment	Personnel	1	g071

Legend:

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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	Date when that particular course ceases to be offered + 2** salt use training materials – 7 years drinking water training materials– 5 years Only courses developed and presented by the Municipality are subject to archival selection	g043 g045 g139 g148
H13	Claims	Personnel	Resolution of claim + 3 Hazardous exposure claims = longer of 40 years or 20 years after last record made	g078 g125
H14	Grievances	Personnel	Resolution of claim + 10	g013 g054
H15	Harassment And Violence	Personnel	Resolution of complaint + 3	g054 g059 business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H16	Criminal Background Checks	Personnel	date employee ceased to be employed by employer + 7	business need
H17	Employee Medical Records – Hazardous Materials	Personnel	E+40 or 20 years after last record of exposure	g078 g079 g103
H18	Employee Medical Records	Personnel	When STD/LTD claims are resolved + 3	g078 business need
H19	Disability Management	Personnel	day issued or earlier as may be specified by Commission + 5	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	business need
H22	Employee Certifications	Personnel	certification expired + 2	g059 g077

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	g024 MOU

Legend:

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

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	P after Resolution of appeal	g059 g060 g068 g089 g090 (15 years) common practice (P)

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
L02	Claims Against the Municipality	Clerk's	Resolution of claim and all appeals + 2 ultimate limitation = 15 years	g047 g056 g059 g060 g089 g162
L03	Claims By the Municipality	Clerk's	Resolution of claim and all appeals + 2	g056 g057 g072
L04	Contracts and Agreements Under By-Law	Clerk's	act or omission on which claim is based took place + 15**	g060 g068
L05	Insurance Appraisals	Clerk's	After a new appraisal has been done + 15	g060
L06	Insurance Policies	Clerk's	Expiry of policy + 15	g060
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 g145 g153
L08	Opinions and Briefs	Clerk's	S**	business need
L09	Precedents	Clerk's	S**	business need
L10	Federal Legislation	Originating	S	business need
L11	Provincial Legislation	Originating	S	business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
L12	Vital Statistics	Clerk's	P (may be captured in provincial registry?) Marriage licences 2 years	common practice (P)
L13	Prosecutions	Originating	Delivery of judgement + 7	g059 (2 year limitation) g060 (15 year limitation) common practice
L14	Contracts and Agreements – Simple	Clerk's	Expiry of contract + 2** Long term care service providers = expiry + 7	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**	business need
M02	Ceremonies and Events	Originating	5**	business need
M03	Charitable Campaigns/Fund Raising	Originating	1	business need
M04	Complaints Commendations and Inquiries	Originating	5**	g054 g121 g154 g160
M05	News Clippings	Originating	1**	business need
M06	News Releases	Originating	1**	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	S** S+3 if publication is subject to copyright or trademark	g134
M08	Speeches and Presentations	Originating	3**	business need
M09	Visual Identity and Insignia	Clerk's	S+5**	g134 g136
M10	Website & Social Media Content	Originating	S + 2	g059
M11	Public Relations and Public Awareness	Originating	5**	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**	g059 g089
P02	Daily Occurrence Logs	Originating	5**	business need
P03	Emergency Planning and Response	Originating	S** or expiry of plan + 5 if Canadian Environmental Protection Act applies	g144

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
P04	Hazardous Materials	Originating	S+5	g038 g076 g121 g140 g142 g143 g149
P05	Incident/ Accident Reports	Originating	5	g011
P06	Building and Structural Inspections	Building	inspections = 2 initial fire system test report = life of system	g015 g045 g046 g073 g123
P07	Health and Fire Safety Inspections	Public Health	S, minimum 1 year	g045
P08	Investigations	Originating	10**	g059 g089 common practice
P09	Licences	Clerk's	Expiry of licence + 2	g017
P10	Building Permits	Building	P	g090 (15 years) common practice (P)
P11	Permits - Other	Originating	Expiry of permit + 2	g017
P12	Warrants	Court Services By-law Services	Execution of warrant + 2 Court services search warrants – 40 years	g028 g059

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
P13	Criminal Records	Court Services By-law Services	Occurrence/ investigation closed or disposition of charge + 5	business need
P14	Animal Control	Originating	date animal was last in the pound + 2	g012
P15	Community Protection Programs	Originating	S+2** Surveillance video 72 hours unless requisitioned for use If requisitioned for use (MFIPPA or other investigation) = S+2	g071 business need
P16	Emergency Services	Originating	S+5	g011
P17	EMS and Fire Significant Incident & Impact Reports	EMS	S+5	g011
P18	EMS and Fire Accident Response Reports	EMS	S+5	g011
P19	EMS and Fire Statistics	EMS	S+2	business need
P20	Prohibition Notices & Orders	Legal	15	g016
P21	Facilities Routine Water Use, Monitoring and Testing	Parks & Recreation Child Care Facility	pools and recreational camps = 1 child care facility plumbing flush and water testing = 6	g049 g109

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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**	g081
R02	Library Services	Clerk's	5	g134
R03	Museum and Archival Services	Clerk's	S + 3**	g134
R04	Parks Management	Parks & Recreation	park maintenance = 5** Playground equipment maintenance = 15	g060 business need
R05	intentionally left blank			
R06	Recreational Programming	Parks & Recreation	program development & evaluation = 3** program registration = 1 attendance fee collection = 6	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	S (review after 3 years)	g125

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
S02	Elderly and Supportive Assistance Services	Community Services	S (review after 3 years)	business need
S03	Long Term Care Facility Clients	Community Services	Discharged + 10	g061 g097
S04	Community and Social Assistance Services	Community Services	S (review after 3 years)	business need
S05	Ontario Works Clients	Community Services	date of last entry + 5 outstanding overpayment = overpayment resolved + 5 Fraud investigation = fraud resolved + 5 outstanding family support issues = 10	g019 g084 g085
S06	Medical Case Clients	Public Health	discharged as a client + 15 years Note: reportable diseases may be longer	g060 college of physicians & surgeons of Ontario recommendation
S07	Children's Services	Community Services	S (review after 3 years)	business need
S08	Public Health	Public Health	S (review after 5 years)	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	p** Transfer to archives if no longer managed Burial permits = 2	g048 g101
S10	Day Care and Day Nursery Clients	Community Services	Last participated date + 3	g126
S11	Disabilities Support Clients	Community Services	no longer receiving support + 7	g155
S12	Housing Services	Community Services	10	g052 g163
S13	Housing Tenant Clients	Community Services	no longer resides + 5	g053 g163
S14	Home Child Care Program Administration	Community Services	3	g125
S15	Home Child Care Program Clients	Community Services	Last participated date + 3	g126
S16	Social and Health Care Planning and Management	Community Services	7 years	business need
S17	Client Care Coordination	Community Services	no longer receiving support + 10	g019 g053 g084 g085 g126 g155
S18	Long Term Care Operations	Community Services	4	g003 g064 g163
S19	Food Preparation and Service	Community Services	1	g063

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
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 Specifications = P	business need
T02	Parking	Works	Closure of lot or space + 6	business need
T03	Public Transit Operations	Works	Closure of route/ shelter/ stop + 1**, 2 year minimum retention	business need g094
T04	Road Construction	Works	project finished + 1** Specifications = P	g073
T05	Road Design and Planning	Works	project finished + 1** Specifications = P	g073
T06	Road Maintenance and Salt Usage	Works	project finished + 1 salt plans, usage, training and reports = 7 years Specifications = P	g073 g139
T07	Signs and Signals	Works	Removal of sign/signal + 1	g073

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
T08	Traffic	Works	project finished + 1** Temporary road closures = 2 years	business need
T09	Roads and Lanes Openings/ Closures	Works	project finished + 1**	business need
T10	Field Survey/Road Survey Books	Works	project finished + 1	business need
T11	Bridges	Works	project finished + 1 Specifications = P	g073

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 public vehicles trip record = 1 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	g074 common practice
V03	Transportable Equipment	Originating	Disposal of equipment + 1	g074 common practice

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
V04	Protective Equipment	Originating	Disposal of equipment + 1	g074 g075 common practice
V05	Ancillary Equipment	Originating	Disposal of equipment + 1 Set-up tests = until superseded	g074 g157