

THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NUMBER 2011-189

BEING A BY-LAW TO ESTABLISH A RECORDS  
MANAGEMENT POLICY AND TO PROVIDE  
A SCHEDULE OF RETENTION PERIODS  
FOR THE RECORDS OF THE CITY OF NORTH BAY

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

**AND WHEREAS** Section 255.(2) of the *Act* provides that a municipality's records may be destroyed if a retention period for the record has been established;

**AND WHEREAS** Section 255(3) of the *Act* 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;

**AND WHEREAS** Council passed Resolution No. 2011-498 at its Regular Meeting held on Monday, July 4, 2011 to adopt the Corporate Records Management Policy and to approve the retention periods for municipal records by enactment of this by-law;

**NOW THEREFORE** the Council of The Corporation of the City of North Bay hereby enacts as follows:

**1.0 DEFINITIONS**

1. "**Auditor**" shall mean the person or firm appointed by the City from time to time to perform the annual audit of the records of the City;
2. "**Classification** (as in records classification)" shall mean the systematic identification and arrangement of business activities and/or records into categories according to logically structured conventions, methods, and procedural rules, represented in a classification scheme;
3. "**Destroy**" shall mean the process of eliminating or deleting data, documents and records so that the recorded information no longer exists;
4. "**Disposition with Respect to Records**" shall mean a range of processes associated with implementing records retention, destruction, loss, or transfer decisions or ownership that are documented in disposition authorities or other instruments;
5. "**Electronic Document/Record**" shall mean a set of recorded information that is recorded or stored on any medium in or by a computer system or similar device and that can be read, perceived by a person or a computer system or other similar device and maintained as evidence by the City, in pursuance of legal obligations or in the transaction of City business;
6. "**Legal Hold**" shall mean the process for preserving information and records that may be important to resolving a dispute;
7. "**Litigation Hold**" shall mean an affirmative action to prevent the destruction of documents, including physical documents on paper as well as electronically stored information (commonly referred to as ESI), which are relevant to a lawsuit or governmental investigation;
8. "**Official for Electronic Records**" shall mean the Director of Information Systems of The Corporation of the City of North Bay;

9. **“Official for Paper Records”** shall mean the City Clerk of The Corporation of the City of North Bay, who shall be responsible for the implementation of this by-law;
10. **“Records”** shall mean any recorded information, however recorded whether in printed form, on film, by electronic means or otherwise, including correspondence, memoranda, plans, drawings, graphic works, photographs, film, microfilm, microfiche, sound records, video tapes, e-mail, machine readable records, and any other documentary material regardless of physical form or characteristics, including “official records” and “transitory records”;
11. **“Records Management”** shall mean the field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records;
12. **“Retention Period”** shall mean the period of time that records are kept to meet operational, legal, regulatory, fiscal or other requirements by the City before they may be disposed of;
13. **“Retention Schedule”** shall mean a document that describes the City’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 value, and on a continuing basis, authorizes 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 the legal authorization for the disposal of the City’s records;
14. **“Transitory Records”** shall mean records kept solely for convenience of reference and of limited value in documenting the planning or implementation of City policy or programs, such as:
  - i. retained solely for convenience of reference;
  - ii. required solely for completion of a routine action, or preparation of another record;
  - iii. of insignificant or no value in documenting City business transactions;
  - iv. not an integral part of a City record;
  - v. not filed regularly with records or filing systems;
  - vi. copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
  - vii. 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;
  - viii. preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document and which do not record decisions;
  - ix. duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
  - x. voice-mail messages;
  - xi. e-mail messages and other communications that do not relate to City business;
  - xii. copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
  - xiii. duplicate stocks of obsolete publications, pamphlets or blank forms;
  - xiv. unsolicited advertising materials, including brochures, company profiles and price lists.

## 2.0 RETENTION SCHEDULE

- a) The records retention schedule attached hereto as Schedule “A” form part of this By-law.

- b) The City 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 City Clerk shall consider, in consultation with other City employees where appropriate:
  - i. the operational nature of the records, including the period of time during which the City uses the records to perform its functions;
  - ii. 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 hold;
  - iii. the fiscal nature of the records, including the period of time necessary for audit or tax purposes; and,
  - iv. 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 City.

### **3.0 EMPLOYEE RESPONSIBILITIES**

All City 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.

### **4.0 CITY CLERK**

The City Clerk shall:

- a) develop and administer policies and establish and administer procedures for the City'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 6 of this by-law and all certificates of disposition prepared pursuant to Subsection (f) of Section 5 of this by-law are preserved.

### **5.0 DISCRETION**

- a) The Official of Paper Records shall always have the discretion to retain paper records longer than the period provided by this By-Law and shall do so where he/she deems it appropriate;
- b) The Official of Electronic Records shall always have the discretion to retain electronic records longer than the period provided by this By-Law and shall do so where he/she deems it appropriate

### **6.0 DISPOSITIONS OF RECORDS**

- a) The Managing Director of the business unit shall notify the City Clerk in writing, before the scheduled disposition date, whether any of the records included in the disposition notice need to be retained past the scheduled disposition date, and the reason why such further retention is necessary;
- b) Prior to destruction of Paper Records, the City Clerk shall keep an index or metadata of:
  - i. Details of classification of the paper records, retention periods where appropriate.

- ii. Paper records destroyed and date destroyed.
- c) Where paper records are destroyed under this By-Law, the proper and complete destruction thereof is the responsibility of the City Clerk.
- d) Prior to destruction of electronic records from an information database the following documents are required:
  - i. the title of the application/system;
  - ii. the identification of the business unit responsible for the creation or use of the data;
  - iii. a brief description of the system's purpose;
  - iv. where possible a content list of the information together with the retention period attached to such records;
  - v. a brief description of any sub-systems, their purpose and relationship to the main system or other sub-systems; and
  - vi. an index data or metadata of the records destroyed be kept.
- e) For disposition of paper records after conversion to electronic images the Official of Electronic Records shall ensure that the following standards are applied during the conversion period and for maintenance of electronic records:
  - i. CAN/CGSB 72.11.00 – Microfilm and Electronic Images as Documentary Evidence
  - ii. CAN/CGSB 72.34-2005 – Electronic Records as Documentary Evidence
- f) When official records have been disposed of pursuant to this By-Law, the Official for Paper Records shall obtain written confirmation of such disposition and maintain this record as part of the disposition policy.

## **7.0 PRESERVATION OF ELECTRONIC RECORDS**

For the preservation of electronic records to meet the retention periods, the Official of the Electronic Records shall ensure:

- i. that the records are backed up daily/weekly and store backup tape on a weekly basis, and necessary controls towards the restore of data be maintained;
- ii. as required, the process of migration from one form of media or system to another be performed;
- iii. that when a long-term preservation of electronic records are required, the technology, the process of ingest of long-term records, and the appropriate media be maintained for the balance of retention period; or
- iv. the data be transferred to paper record.

## **8.0 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 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 City 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 6 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.

**9.0 REPEAL**

Upon this by-law taking effect, the previous Records Retention By-laws are hereby repealed: By-law No. 2000-94, 1990-85 and 1970-122.

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

READ A FIRST TIME IN OPEN COUNCIL THIS 15<sup>TH</sup> DAY OF AUGUST, 2011.

READ A SECOND TIME IN OPEN COUNCIL THIS 15<sup>TH</sup> DAY OF AUGUST, 2011.

READ A THIRD TIME IN OPEN COUNCIL AND PASSED THIS 15<sup>TH</sup> DAY OF AUGUST, 2011.

"original signature on file"

MAYOR ALLAN McDONALD

"original signature on file"

CITY CLERK CATHERINE CONRAD

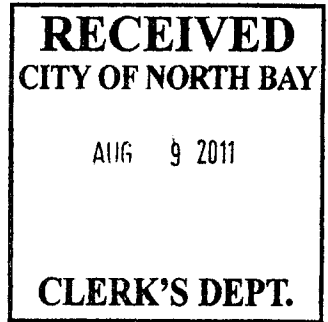
Auditor's letter dated August 8, 2011 attached.

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North Bay ON P1B 2T5 Canada



August 8, 2011

The Corporation of the City of North Bay  
Attention Catherine Conrad - City Clerk  
200 McIntyre Street East  
PO Box 360  
North Bay ON  
P1B 8H8

Dear Catherine,

We have reviewed section 255 of the Municipal Act with regards to the Municipality's ability to establish policies of record retention periods. In addition, we have reviewed your correspondence (including attachments) to our firm dated May 18, 2011 and July 6, 2011 with regards to the City of North Bay Records Management Policy.

Based on our reading of these documents nothing significant has come to our attention that would impact our annual audit (for example there are no retention periods of less than 2 years which is the typical period records are subject to annual audit testing).

Please note that we act in the capacity of the City's external auditor and as such our comments are limited to those which would have an impact on the conduct of the annual external audit.

We would also bring to your attention that there is a normal period of 7 years for certain financial records that might be subject to examination by taxation authorities such as Canada Revenue Agency. These would typically include payroll records, sales tax returns and supporting documentation.

We would recommend that the City consult a lawyer who is familiar with the Municipal Act and related legislative requirements regarding retention of records as an additional safeguard around sound retention policies.

Should you require anything further or wish to discuss the above do not hesitate to contact myself.

Yours truly

Dean N Decaire CA  
Partner  
BDO Canada LLP  
Chartered Accountants, Licensed Public Accountants

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Vehicles and Equipment ..... V

<b>ADMINISTRATION - A</b>		<b>COUNCIL, BOARDS AND BY-LAWS - C</b>	
Administration, General	A00	Council, Boards & By-Laws – General	C00
Associations and Organizations	A01	By-Laws	C01
Staff Committees and Meetings	A02	By-Laws - Other Municipalities	C02
Computer/Information Systems	A03	Council Agenda	C03
Conferences and Seminars	A04	Council Minutes	C04
Consultants	A05	Standing Committee Agenda	C05
Inventory Control	A06	Standing Committee Minutes	C06
Office Equipment and Furniture	A07	Elections	C07
Office Services	A08	Goals & Objectives	C08
Policies & Procedures	A09	Motions & Resolutions	C09
Records Management	A10	Motions & Resolutions - Other Municipalities	C10
Records Disposition	A11	Reports to Council & Standing Committees	C11
Telecommunications Systems	A12	Appointments to ABC's	C12
Travel & Accommodation	A13		
Uniforms and Clothing	A14		
Vendors and Suppliers	A15		
Intergovernmental Relations	A16		
Accessibility of Records (FOI)	A17		
Security	A18		
Facilities Construction & Renovations	A19		
Building & Property Maintenance	A20		
Facilities Bookings	A21		
Accessibility of Buildings	A22		

<b>DEVELOPMENT &amp; PLANNING - D</b>		<b>ENVIRONMENTAL SERVICES – E</b>	
Development & Planning - General	D00	Environmental Services - General	E00
Demographic Studies	D01	Sanitary Sewers	E01
Economic Development	D02	Storm Sewers	E02
Environment Planning	D03	Treatment Plants	E03
Residential Development	D04	Trees	E04
Natural Resources	D05	Air Quality Monitoring	E05
Tourism Development	D06	Utilities	E06
Condominium Plans	D07	Waste Management	E07
Official Plans	D08	Water Works	E08
Official Plan Amendment Applications	D09	Drains	E09
Severances	D10	Pits & Quarries	E10
Site Plan Control	D11	Nutrient Management	E11
Subdivision Plans	D12	Private Sewage Disposal Systems	E12
Variances	D13	Water Monitoring	E13
Zoning	D14	Water Sampling	E14
Easements	D15	Chemical Sampling of Water	E15
Encroachments	D16	Backflow Prevention & Cross Connection Control	E16
Annexation/Amalgamation	D17		
Community Improvement Projects	D18		
Municipal Addressing	D19		
Reference Plans	D20		
Industrial/Commercial Development	D21		
Digital Mapping	D22		
Agricultural Development	D23		
Background Reports for Official Plan	D24		
Secondary Plans	D25		



FINANCE & ACCOUNTING - F		HUMAN RESOURCES - H	
Finance & Accounting - General	F00	Human Resources - General	H00
Accounts Payable	F01	Attendance & Scheduling	H01
Accounts Receivable	F02	Benefits	H02
Audits	F03	Employee Records	H03
Banking	F04	Health & Safety	H04
Budgets & Estimates	F05	Human Resource Planning	H05
Assets	F06	Job Descriptions	H06
Cheques	F07	Labour Relations	H07
Debentures & Bonds	F08	Organization	H08
Employee & Council Expenses	F09	Salary Planning	H09
Financial Statements	F10	Pension Records	H10
Grants & Loans	F11	Recruitment	H11
Investments	F12	Training & Development	H12
Journal Vouchers	F13	Claims	H13
Subsidiary Ledgers, Registers & Journals	F14	Grievances	H14
General Ledgers & Journals	F15	Harassment & Violence	H15
Payroll	F16		
Purchase Orders & Requisitions	F17		
Quotations & Tenders	F18		
Receipts	F19		
Reserve Funds	F20		
Revenues	F21		
Tax Rolls & Records	F22		
Write-Offs	F23		
Trust Funds	F24		
Security Deposits	F25		
Working Papers	F26		
Capital Projects	F27		
HST	F28		

<b>JUSTICE – J</b>		<b>LEGAL AFFAIRS – L</b>	
Justice – General	J00	Legal Affairs - General	L00
Certificates of Offence (Part 1)	J01	Appeals & Hearings	L01
Control Lists Information (Part 3)	J02	Claims against the Municipality	L02
Control List	J03	Claims by the Municipality	L03
Court Dockets	J04	Contracts & Agreements - Under Seal	L04
Transcripts & Records of Court Proceedings	J05	Insurance Appraisals	L05
Enforcements & Suspensions	J06	Insurance Policies	L06
Appeals & Transfers	J07	Land Acquisition & Sale	L07
Statistics (RICO Reports)	J08	Opinions & Briefs	L08
Disclosure	J09	Precedents	L09
		Federal Legislation	L10
		Provincial Legislation	L11
		Vital Statistics	L12
		Prosecutions	L13
		Contracts & Agreements - Simple	L14
<b>MEDIA &amp; PUBLIC RELATIONS - M</b>		<b>PROTECTION &amp; ENFORCEMENT - P</b>	
Media & Public Relations - General	M00	Protection & Enforcement Services-General	P00
Advertising	M01	By-Law Enforcement	P01
Ceremonies & Events	M02	Daily Occurrence Logs	P02
Charitable Campaigns/Fund Raising	M03	Emergency Planning	P03
Complaints, Commendations & Inquiries	M04	Hazardous Materials	P04
News Clippings	M05	Incident/Accident Reports	P05
News Releases	M06	Building & Structural Inspections	P06
Publications	M07	Health Inspections	P07
Speeches & Presentations	M08	Investigations	P08
Visual Identity & Insignia	M09	Licenses	P09
		Building Permits	P10
		Permits, Other	P11
		Animal Control	P14
		Community Protection Programs	P15
		Emergency Services	P16

<b>RECREATION &amp; CULTURE - R</b>		<b>SOCIAL &amp; HEALTH CARE SERVICES – S</b>	
Recreation & Culture - General	R00	Social & Health Care Services – General	S00
Heritage Preservation	R01	Cemetery Records	S09
Parks & Trails Management	R04		
Recreational Facilities	R05		
Recreational Programming	R06		
Community & Sports Groups	R07		
<b>TRANSPORTATION – T</b>		<b>VEHICLES &amp; EQUIPMENT - V</b>	
Transportation - General	T00	Vehicles & Equipment – General	V00
Illumination	T01	Fleet Management	V01
Parking	T02	Mobile Equipment	V02
Public Transit	T03	Transportable Equipment	V03
Road Construction	T04	Protective Equipment	V04
Road Design & Planning	T05		
Road Maintenance	T06		
Signs & Signals	T07		
Traffic	T08		
Roads & Lane Closures	T09		
Field Survey/Road Survey Books	T10		
Bridges	T11		
Pedestrian Cross-overs	T12		
Sidewalks & Walkways	T13		

## LENGTH OF TIME TO KEEP RECORDS, OR RETENTION OF RECORDS

The Records Retention Schedule is based on the record series identified in the classification schedule. The Retention limits have been assigned based on the **legislation and regulations** which apply, as well as the administrative value of the records. The Clerk's Office will retain the original list of sources consulted (Acts and Legislations) and citations to support the number of years indicated.

All retention limits indicated begin after the current year. The Records Retention Schedule is divided into six columns as follows:

- **Class Code** - The assigned primary and secondary code for the record series.
- **Secondary Heading** - The heading associated with the file code.
- **Responsible Department** - This column indicates the department responsible for keeping the master copy of the record. Departments generally only request their own department's records.
- **Keep Department** - This column indicates the total length of time the record is to be kept in the Department. It is equivalent to the record's "active life". This can be based on fiscal or calendar years.
- **Off-Site** - This column indicates the total length of time the record is to be kept inactive or in storage.
- **Total Retention** - This column indicates the total length of time the record is to be kept (i.e. sum of Keep Department and Off-Site).
- **Legend** - is found at the bottom of each Schedule page. It provides definitions for abbreviations used in the Schedule.

### Abbreviations Used

- **P** - Represents "Permanent". A file with this retention limit is never destroyed.
- **S** - Represents "Superseded". A file with this retention limit is transferred or destroyed when it has been replaced.
- **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. For example, an employee file is terminated when an employee leaves the organization, etc. An insurance policy file is terminated upon expiry of the policy.
- **\*** represents "Maximum Copy Retention". Records of any subject of which copies are retained by other departments, have a total retention limit of no greater than the "Responsible Department's", "Keep in Department" value.
- **\*\*** 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 the City Clerk prior to their destruction.

All numbers in retention columns refer to years unless otherwise specified.

### Processing Inactive Records

Inactive records and records which have fulfilled their retention requirements should be purged or removed from the files. Purging should take place at least once a year in all departments.

Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.
A00	<p><b>Administration – General</b></p> <p>Includes administrative records which cannot be classified elsewhere including general correspondence, quarterly reports. Use only if no other heading is available.</p>	Originating	1	-	1
A01	<p><b>Associations &amp; Organizations</b></p> <p>Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff belongs or with which they communicate in the course of their duties such as AMO, FCM, AMCTO, MISA, etc. <u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Membership Fees - see Accounts Payable – see F01.</li> </ul>	Originating	1	-	1
A02	<p><b>Staff Committees &amp; Meetings</b></p> <p>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. <u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Council Minutes and Agenda - see C03-C04.</li> <li>• Standing Committees - see C05-C06.</li> </ul>	Originating	1	3	4**
A03	<p><b>Computer Systems &amp; Architecture Information</b></p> <p>Includes records relating to the design of computer systems and/or software, 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 fixes and upgrades. <u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Reports - file by subject.</li> <li>• Acquisitions - see Quotations &amp; Tenders – see F18.</li> </ul>	Originating	S	6	S+6
A04	<p><b>Conferences &amp; Seminars</b></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 as well as travel arrangements, accommodation, itineraries, reservations, confirmation of reservations, hotel brochures related to the conference, restaurants, convention sites etc. <u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Speeches &amp; Presentations - see M08.</li> <li>• Employee &amp; Council Expenses - see F09.</li> <li>• Ceremonies &amp; Events - see M02.</li> <li>• Invoices - see F01.</li> <li>• Rental Agreements - see L14</li> </ul>	Originating	1	-	1**

A05	<p><b>Consultants</b></p> <p>Includes correspondence, proposals, resumes and other documents regarding the selection, appointment and monitoring of consultants. May include similar records regarding legal solicitors and engineering firms.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Reports - file by subject.</li> <li>• Quotations &amp; Tenders - see F18.</li> <li>• Invoices - see F01.</li> </ul>	Originating	2	-	2**
A06	<p><b>Inventory Control</b></p> <p>Includes inventory statements and reports, and all other records regarding the control of supplies, fuel and small equipment stock levels.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Assets - see F06.</li> </ul>	Originating	1	5	6
A07	<p><b>Office Equipment &amp; Furniture</b></p> <p>Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, microfiche readers, etc.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Computer Hardware and Software - see Computer/Information Systems - see A03</li> <li>• Service Agreements - see Contracts and Agreements – Simple – see L14.</li> </ul>	Originating E=Disposal of asset	E	-	E
A08	<p><b>Office Services</b></p> <p>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 word-processing services.</p>	Originating	1	-	1
A09	<p><b>Policies &amp; Procedures</b></p> <p>Includes policy and procedure manuals, guidelines and directives.</p>	Originating	S	P	P**
A10	<p><b>Records Management</b></p> <p>Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, feasibility studies, and records centre operations.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Retention By-Law - see C01.</li> <li>• Policies and Procedures - see A09.</li> <li>• Records Disposition - see A11.</li> </ul>	Clerk's	S	-	S
A11	<p><b>Records Disposition</b></p> <p>Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.</p>	Clerk's	P	-	P

A12	<p><b>Telecommunications Systems</b></p> <p>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.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Licenses - see P09.</li> <li>• Assets - see F06.</li> <li>• Long Distance Call Records - see Accounts Payable, F01.</li> <li>• Agreements - see Contracts and Agreements, L04 or L14.</li> </ul>	Originating	S	-	S
A13	<p><b>Travel &amp; Accommodation</b></p> <p>Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Employee and Council expenses – see F09</li> </ul>	Originating	1	-	1
A14	<p><b>Uniforms &amp; Clothing</b></p> <p>Includes records regarding uniforms and special clothing used by municipal staff members, such as transit uniforms, fire fighters' clothing and safety clothing used by operating departments.</p>	Originating	S	-	S**
A15	<p><b>Vendors &amp; Suppliers</b></p> <p>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.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Purchase Orders and Requisitions - see F17.</li> <li>• Office Equipment - owned and leased - see A07.</li> <li>• Fleet Management - see V01.</li> </ul>	Originating	2	-	2
A16	<p><b>Intergovernmental Relations</b></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.</p> <p><b><i>Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.</i></b></p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Legislation – see L10/11.</li> </ul>	Originating	1	4	5**
A17	<p><b>Accessibility of Records (Freedom of Information – FOI)</b></p> <p>Includes documents regarding the municipality's responsibilities under the <i>Municipal Freedom of Information and Protection of Privacy Act</i>, and records regarding the handling of requests under the Act.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Copies of the Act - see L11.</li> <li>• Complaints and Inquiries - see M04.</li> </ul>	Clerk's	1	-	1

A18	<p><b>Security</b></p> <p>Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes and control of keys.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Vandalism Reports - see Incident/Reports, P05.</li> <li>• Computer Security - see Computer/Information Systems, A03.</li> </ul>	Originating	2	3	5
A19	<p><b>Facilities Construction &amp; Renovations</b></p> <p>Includes records for the planning and construction of municipal facilities such as fire stations, pools and buildings. Includes site meetings, consultant's reports, and cost reports. Also includes architectural and engineering drawings.</p>	Originating	E	1	E+1**
A20	<p><b>Building &amp; Property Maintenance</b></p> <p>Includes records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, bus terminals, garages and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts and office cleaning.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Parks Management - see R04</li> <li>• Recreational Facilities - see R05.</li> </ul>	Originating	2	3	5
A21	<p><b>Facilities Bookings</b></p> <p>Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.</p>	Originating	1	-	1
A22	<p><b>Accessibility of Buildings</b></p> <p>Includes records relating to the accessibility of municipal buildings and information to disabled persons.</p>	Clerk's	2	3	5
C00	<p><b>Council &amp; By-Laws – General</b></p> <p>Includes records regarding Council, Boards and by-laws which cannot be classified elsewhere. Use only if no other heading is available.</p>	Originating	1	-	1
C01	<p><b>By-Laws</b></p> <p>Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Background information - file by subject.</li> </ul>	Clerk's	P	-	P**
C02	<p><b>By-Laws - Other Municipalities</b></p> <p>Includes final versions of by-laws of other municipalities which are of interest.</p>	Clerk's	S	-	S
C03	<p><b>Council Agenda</b></p> <p>Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.</p>	Clerk's	S	5	S+5



C04	<b>Council Minutes</b> Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Standing Committees - see C05, C06.</li> <li>• Reports to Council - see C11.</li> </ul>	Clerk's	P	-	P**
C05	<b>Standing Committee Agenda</b> Includes notices of meetings and agenda for the Standing Committees of Council as well as working notes used in agenda preparation.	Clerk's	S	-	S
C06	<b>Standing Committee Minutes</b> Includes minutes of the Standing Committees of Council and copies of Local Board Minutes that members of Council belong to. Also includes all reports presented to Council and referenced in the minutes.	Clerk's	6	-	6**
C07	<b>Elections</b> Includes returned notices, ballots, lists of officials, voters' lists, nominations, election results, preliminary voters lists, oaths taken by council members, etc. Includes advertising.	Clerk's E=Day action took effect or Voting Day  Ballots E = 120 days after voting or resolution of recount	E+4	-	E+4
C08	<b>Goals and Objectives</b> Includes records concerning strategic planning, goals and objectives, and mission statements.	Originating	S	-	S**
C09	<b>Motions and Resolutions</b> Includes final signed versions of resolutions and motions of Council.	Clerk's	P	-	P**
C10	<b>Motions and Resolutions - Other Municipalities</b> Includes final versions of motions and resolutions of other municipalities which are of interest.	Clerk's	S	-	S
C11	<b>Reports to Council and Standing Committees</b> Includes all reports to Council. Filed by subject.	Clerk's	1	P	P**
C12	<b>Appointments to Boards and Committees</b> Includes records regarding appointments by Council of citizens and Council members.	Clerk's	1	P	P**
D00	<b>Development and Planning – General</b> Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1

D01	<p><b>Demographic Studies</b></p> <p>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.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Vital Statistics - see L12</li> </ul>	Planning	5	5	10**
D02	<p><b>Economic Development</b></p> <p>Includes records regarding the growth of the economy. Includes studies, statistics, projections, etc.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Demographic Studies - see D01.</li> <li>• Residential Development - see D04.</li> <li>• Tourism Development - see D06</li> <li>• Industrial/Commercial Development - see D21</li> </ul>	Planning	5	5	10**
D03	<p><b>Environment Planning</b></p> <p>Includes records regarding general types of environmental studies with a long range planning emphasis, such as storm drainage and flood control planning, parks and open spaces planning, and waste management planning.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Environmental Monitoring - see E05</li> <li>• Waste Management - see E07</li> </ul>	Planning Engineering  E=later of: date of offence first came to attention of person appointed under s.5 of the <i>Environmental            Assessment            Act.</i>	E+2	-	E+2**
D04	<p><b>Residential Development</b></p> <p>Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc</p>	Planning	5	5	10**
D05	<p><b>Natural Resources</b></p> <p>Includes records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral deposits, and other natural resources information</p>	Planning Engineering	2	-	2**
D06	<p><b>Tourism Development</b></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>	Economic Development	5	5	10**
D07	<p><b>Condominium Plans</b></p> <p>Includes records regarding the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.</p>	Planning  Applications can be destroyed 2 years after final decision.	5	P	P

D08	<b>Official Plans</b>  Includes the Official Plan 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. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Official Plan Amendment Applications - see D09</li> <li>• Background Reports – see D24</li> </ul>	Planning	S	P	P**
D09	<b>Official Plan Amendment Applications</b>  Includes applications to amend the official plan or secondary plans, staff reports, notices, resolutions and decisions.	Planning  E=Final Decision	E+1	4	E+5
D10	<b>Severances</b>  Includes records regarding the granting of severances to parcels of land including application for severance	Planning  E=Final Decision	E+1	4	E+5
D11	<b>Site Plan Control</b>  Includes records regarding 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. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Systems for Servicing Land - see relevant subject</li> <li>• Site Plan Agreements - see Contracts and Agreements, L04</li> </ul>	Planning	5	P	P
D12	<b>Subdivision Plans</b>  Includes records regarding the approval of plans of subdivisions (residential and commercial / industrial). 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. Includes house numbering map, schedule of approval, official notice of registration. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Subdivision Agreements - see Contracts and Agreements, L04.</li> </ul>	Planning	5	P	P
D13	<b>Variances</b>  Includes records regarding the granting of variances in land use including zoning applications from existing zoning regulations. Includes Part Lot Control Exemptions, and Pre-Consultations. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Budget Variances - see F05.</li> </ul>	Planning  E=Final Decision	E+2	P	P
D14	<b>Zoning</b>  Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities. Includes Holding Provisions and Temporary Use. <u>Excludes :</u> <ul style="list-style-type: none"> <li>• Zoning By-Laws - see C01</li> <li>• Variances - see D13</li> </ul>	Planning  E=Final Decision	E+2	-	E+2

D15	<p><b>Easements</b> 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. <u>Excludes:</u></p> <ul style="list-style-type: none"> <li>Original Agreements - see Contracts and Agreements, L04</li> </ul>	<p>Planning Engineering</p> <p>E= Termination of right</p>	E+1	5	E+6**
D16	<p><b>Encroachments</b> Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation. <u>Excludes:</u></p> <ul style="list-style-type: none"> <li>Original Agreements - See Contracts and Agreements, L04</li> <li>Original Encroachment By-Laws - see C01</li> </ul>	<p>Planning Engineering</p> <p>E= Termination of right</p>	E+1	5	E+6**
D17	<p><b>Annexation/Amalgamation</b> Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. May include studies on restructuring.</p>	Clerk's	1	P	P**
D18	<p><b>Community Improvement Projects</b> Includes records, studies, statistics and any required background information on community development programs. Examples include Community Area Improvement Programs, BIA, etc. May also include records on housing rehabilitation programs, i.e. RRAP, CMHC. <u>Excludes:</u></p> <ul style="list-style-type: none"> <li>Economic Development - see D02.</li> </ul>	<p>Planning</p> <p>E= Completion of Project</p>	E+1	5	E+6**
D19	<p><b>Municipal Addressing</b> 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>	Planning	S	10	S+10**
D20	<p><b>Reference Plans</b> Includes Registered Deposit (R Plans), site plans, property survey plans as received from Registry Office. May include correspondence <u>Excludes:</u></p> <ul style="list-style-type: none"> <li>Property Survey Plans - see Property/Roll file.</li> </ul>	<p>Planning; Engineering</p>	S	P	P
D21	<p><b>Industrial/Commercial Development</b> Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, monthly and quarterly reports, etc. <u>Excludes:</u></p> <ul style="list-style-type: none"> <li>Agricultural Development – see D23</li> </ul>	Planning	5	5	10**
D22	<p><b>Digital Mapping</b> Includes all records used to produce maps and updates in a digital format.</p>	<p>Planning; Information Services; Engineering</p>	S	-	S

D23	<b>Agricultural Development</b> Includes all records regarding development of agricultural growth.	Planning	5	5	10**
D24	<b>Background Reports for Official Plan</b> Includes reports pertaining to amendments and changes to the Official Plan.	Planning E=Final Decision	E+1	4	E+5
D25	<b>Secondary Plans</b> Includes reports pertaining to Secondary Plans and Part Lot Control.	Planning; Engineering	E+5	P	P
E00	<b>Environmental Services</b> Includes records regarding environmental services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1
E01	<b>Sanitary Sewers</b> Includes records regarding the design, construction and maintenance of sanitary sewers. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Waste Management - see E07.</li> <li>• Storm Sewers - see E02</li> <li>• Treatment Plants - see E03</li> </ul>	Engineering  E= Submission of the written report or for such longer period as the Director notifies the licensee in writing.  Specs are kept permanently	E+1	-	E+1
E02	<b>Storm Sewers</b> Includes records regarding the design, construction and maintenance of storm sewers.	Engineering  E= Submission of the written report or for such longer period as the Director notifies the licensee in writing.  Specs are kept permanently	E+1	-	E+1
E03	<b>Treatment Plants</b> Includes records regarding the operation of treatment and pumping stations and lagoons. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Private Sewage Disposal Systems – see E12.</li> </ul>	Engineering  Specs are kept permanently	2	-	2
E04	<b>Trees</b> Includes records of tree removal, planting, trimming, pruning and preservation.	Originating	2	3	5

E05	<p><b>Environmental Monitoring</b></p> <p>Includes records regarding the routine monitoring of water quality, water quantity and air quality as well as responses to interference with quality or quantity. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• By-Law Enforcement - see P01</li> <li>• Complaints and Inquiries - see M04</li> </ul>	<p>Originating</p> <p>E=Last record made</p>	E+2	38	E+40**
E06	<p><b>Utilities</b></p> <p>Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Site Plans - see D11</li> </ul>	Originating	2	3	5**
E07	<p><b>Waste Management</b></p> <p>Includes records regarding the collection and disposal of waste. Includes landfill site records, recycling, energy from waste, source separation, collection services and composting.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Sanitary Sewers - see E01</li> <li>• Environment Planning - see D03.</li> <li>• Private Sewage Disposal Systems – see E12</li> </ul>	Originating	2	8	10**
E08	<p><b>Water Works</b></p> <p>Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines and related facilities and equipment. Includes water meter registration numbers.</p>	<p>Engineering</p> <p>Specs are kept permanently</p>	1	14	15
E09	<p><b>Drains</b></p> <p>Includes records regarding the design, construction and maintenance of rural drains. Also includes engineer reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, bylaws and grants.</p>	<p>Engineering</p> <p>E= Submission of the written report or for such longer period as the Director notifies the licensee in writing.</p> <p>Specs are kept permanently</p>	E+1	-	E+1**
E10	<p><b>Pits and Quarries</b></p> <p>Includes records regarding the design, construction and maintenance of all pits and quarries. Includes engineer's reports, assessments, assessment reports, general specifications and correspondence.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• License/permits – see P09</li> </ul>	Originating	2	3	5**

E11	<p><b>Nutrient Management</b></p> <p>Includes records regarding the management of livestock and/or crop planning and regulations pertaining to the operations. Control of storing/spreading /using liquid manure on land, near waterways, runoff etc.</p>	Originating	2	3	5**
E12	<p><b>Private Sewage Disposal Systems</b></p> <p>Includes records regarding the design, construction and maintenance of sanitary sewers and septic systems.</p>	Engineering Specs held permanently	2	3	5**
E13	<p><b>Water Monitoring</b></p> <p>Includes records regarding the routine monitoring of water quantity, water quality, annual reports, and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), as well as responses to interference with quality or quantity. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Air Quality Monitoring – see E05.</li> <li>• By-law Enforcement – see P01.</li> <li>• Complaints &amp; Inquiries – see M04.</li> </ul>	Engineering	2	13	15
E14	<p><b>Water Sampling</b></p> <p>Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis – adverse samples, notice to Ministry – Spills Action Centre and local Health Unit.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Air Quality Monitoring – see E05.</li> <li>• By-law Enforcement – see P01.</li> <li>• Complaints &amp; Inquiries – see M04.</li> </ul>	Engineering	2	13	15
E15	<p><b>Chemical Sampling of Water</b></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 reports.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Air Quality Monitoring – see E05.</li> <li>• By-law Enforcement – see P01.</li> <li>• Complaints &amp; Inquiries – see M04.</li> </ul>	Engineering	2	13	15
E16	<p><b>Backflow Prevention &amp; Cross Connection Control</b></p> <p>Includes records relating to backflow prevention and cross connection control program. Records will included: 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, fee structures and any other type of media related directly to backflow prevention and cross connection control.</p>	Engineering	2	13	15

F00	<b>Finance and Accounting – General</b>  Includes records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available. <b>Do not file accounting records for tax purposes.</b>	Originating	1	-	1
F01	<b>Accounts Payable</b>  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, membership fees, employee and council expenses. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Cancelled Cheques – see F07.</li> <li>Employee &amp; Council expenses – see F09.</li> </ul>	Financial Services  E=Last taxation year	E+1	6	E+7
F02	<b>Accounts Receivable</b>  Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Includes correspondence related to collection tax and supporting documentation. Includes credit card (VISA) information. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Write-offs - see F23</li> <li>Tax Assessments, Rolls and Tax Arrears - see F22.</li> </ul>	Financial Services  E=Last taxation year	E+1	6	E+7
F03	<b>Audits</b>  Includes records regarding internal and external financial audits of accounts. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Operation audits - see relevant subject.</li> <li>Audited Financial Statements - see F10</li> </ul>	Financial Services	1	5	6
F04	<b>Banking</b>  Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Banking Statements - see F07</li> </ul>	Financial Services	1	5	6
F05	<b>Budgets &amp; Estimates</b>  Includes departmental and corporate budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.	Financial Services	1	5	6**
F06	<b>Assets</b>  Includes records regarding current and fixed assets. Includes inventories as well as records of initial expenditure, depreciation, amortization, and disposal. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Land Acquisition and Sale - see L07.</li> </ul>	Financial Services  E=Disposal of asset	E+1	5	E+6**



F07	<p><b>Cheques</b></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><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>Banking - see F04.</li> </ul>	Financial Services	1	5	6
F08	<p><b>Debentures &amp; Bonds</b></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><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>Debenture Registers - see Subsidiary Ledgers, Registers and Journals, F14.</li> </ul>	Financial Services  E= Debentures surrendered for exchange/cancellation	E+1	5	E+6
F09	<p><b>Employee &amp; Council Expenses</b></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. This is a separate file, organized by Name. Expenses could also be held under F01</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>Attendance - see H01.</li> </ul>	Financial Services	E+1	6	E+7
F10	<p><b>Financial Statements</b></p> <p>Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>All working notes, calculations and background documentation, see F26.</li> </ul>	Financial Services	2	P	P**
F11	<p><b>Grants &amp; Loans</b></p> <p>Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans, Community Fund and subsidies. Also includes submissions, acknowledgements, and reports. Such as the Road and Farm Tax Rebate, Waste Management Improvement Program etc.</p>	Financial Services	E+1	6	E+7
F12	<p><b>Investments</b></p> <p>Includes records regarding the municipality's investments, term deposits, and promissory notes.</p>	Financial Services  E=Closure of account	E+1	6	E+7
F13	<p><b>Journal Vouchers</b></p> <p>Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.</p>	Financial Services	E+1	6	E+7
F14	<p><b>Subsidiary Ledgers, Registers &amp; Journals</b></p> <p>Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>Documents and vouchers used to support entries - see relevant subject in this Primary.</li> </ul>	Financial Services	E+1	6	E+7

F15	<b>General Ledgers &amp; Journals</b> Includes all records in the Books of Original Entry.	Financial Services	1	P	P
F16	<b>Payroll</b> Includes all records of payments of salary, wages and deductions to employees. Includes time sheets, pay lists, Blue Cross reconciliations, T4 Slips and Statistics Canada reports. Also includes honoraria and fees to Council. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Payroll Registers - Subsidiary Ledgers, Registers and Journals - see F14.</li> </ul>	Financial Services	1	5	6
F17	<b>Purchase Orders &amp; Requisitions</b> Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Quotations and Tenders - see F18.</li> </ul>	Financial Services	E+1	6	E+7
F18	<b>Quotations &amp; Tenders</b> 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. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Successful quotations and tenders - see Contracts and Agreements, L04.</li> </ul>	Financial Services	1	5	6**
F19	<b>Receipts</b> Includes receipts issued for payment of items such as licenses, rentals and taxes.	Financial Services	1	5	6
F20	<b>Reserve Funds</b> Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	Financial Services	1	5	6
F21	<b>Revenues</b> Includes records regarding the generation of revenues other than taxes such as development charges. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Accounts Receivable - see F02.</li> <li>Tax Rolls - see F22.</li> </ul>	Financial Services *Records related to mortgages must be kept for 10 years.	1	5	6*
F22	<b>Taxes &amp; Records</b> 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. <u>Excludes :</u> <ul style="list-style-type: none"> <li>Accounts Receivable - see F02.</li> <li>Mortgage Companies - see F02</li> <li>Correspondence related to tax issues that are not of a long term importance - see F02.</li> </ul>	Financial Services	S	P	P

F23	<b>Write Offs</b> Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. <u>Excludes:</u> • Accounts Receivable - see F02.	Financial Services	1	5	6
F24	<b>Trust Funds</b> Includes records regarding funds established by the municipality for money held in trust, such as bequests and Ontario Home Renewal Program.	Financial Services E=Closure of account	E	6	E+6
F25	<b>Security Deposit</b> Includes development deposits, letters of credit, proof of insurance when required and records of monies held as security (i.e. bonds).	Financial Services E=Closure of account	E	6	E+6
F26	<b>Working Papers</b> Includes all working notes, calculations and background documentation used to calculate financial statements such as the Monthly Trial Balance. <u>Excludes:</u> • Financial Statements - see F10.	Financial Services E= Completion of audit	E+1	-	E+1
F27	<b>Capital Projects</b> Includes projects funded from capital expenditures.	Financial Services	E+1	6	E+7
F28	<b>HST</b> Includes information related to HST filing, revenues, costs.	Financial Services	E+1	6	E+7
H00	<b>Human Resources – General</b> Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1
H01	<b>Attendance &amp; Scheduling</b> Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, leave of absences, etc. <u>Excludes:</u> • Individual Time Sheets - see F16.	Human Resources	2	-	2**
H02	<b>Benefits</b> 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 EHT. <u>Excludes:</u> • Payroll - see F16.	Human Resources	S	-	S
H03	<b>Employee Records</b> Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, correspondence with the employee, and employee assistance. Includes part-time and student employees. <u>Excludes:</u> • Grievances – see H14.	Human Resources E=date employee ceased to be employed by the employer	E+3	-	E+3**

H04	<p><b>Health &amp; Safety</b></p> <p>Includes records regarding the occupational health and safety of staff. Includes accident reports, Workers' Compensation reports, and information on health and safety programs for staff.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Accidents of the Public - see Incident/Accident Reports, P05.</li> <li>• Lost-time reports and claims – see H13.</li> </ul>	Human Resources	1	6	7
H05	<p><b>Human Resource Planning</b></p> <p>Includes records of succession planning, executive placement, retirement programs, staff turnover rates, annual hire/promotion targets, recruitment freezes, employment equity, performance management, and related records.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Employee Records - see H03.</li> </ul>	Human Resources	1	-	1**
H06	<p><b>Job Descriptions</b></p> <p>Includes job descriptions and specifications as well as background information used in their preparation or amendment.</p>	Human Resources	S	-	S**
H07	<p><b>Labour Relations</b></p> <p>Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Collective Agreement – see L04.</li> </ul>	Human Resources E=Expiry of contract period	E	10	E+10**
H08	<p><b>Organization</b></p> <p>Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Job Descriptions - see H06</li> </ul>	Originating	S	-	S**
H09	<p><b>Salary Planning</b></p> <p>Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Employee Records - see H03.</li> </ul>	Human Resources	5	-	5
H10	<p><b>Pension Records</b></p> <p>Includes records detailing obligations to individuals under OMERS. Includes pension information of retired personnel, including registration and records.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Deductions for pensions – see F16</li> <li>• General information on pension plans - H02</li> <li>• Payments made to OMERS - F01.</li> </ul>	Human Resources E=Termination of employee/beneficiary	E+6	-	E+6
H11	<p><b>Recruitment</b></p> <p>Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.</p>	Human Resources	1	-	1**

H12	<p><b>Training &amp; Development</b></p> <p>Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation materials.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>Employee Records - see H03.</li> </ul> <p>Only courses developed and presented by the Municipality are subject to archival selection.</p>	Human Resources	E+2	-	E+2**
H13	<p><b>Claims</b></p> <p>Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>Non lost-time incidents or accidents - See H04</li> <li>Self-insured STD – See H01.</li> </ul>	Human Resources  E=resolution of claim.	E+1	6	E+7
H14	<p><b>Grievances</b></p> <p>Includes records dealing with grievance complaints filed against the City such as the initial complaint, investigation, reports and final resolution.</p>	Human Resources  E=resolution of claim	E+1	6	E+7
H15	<p><b>Harassment &amp; Violence</b></p> <p>Includes records dealing with harassment and violence complaints filed against the City.</p>	Human Resources	1	2	3
J00	<p><b>Justice General</b></p> <p>Includes Court &amp; POA Records which cannot be classified elsewhere. Use only if no other heading is available.</p>	Originating	2	2	4
J01	<p><b>Certificates Of Offence (Part I)</b></p> <p>Includes Court and POA records including Part 1 Certificates of Offence.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>Part 1 accident and careless driving matters - see J02.</li> </ul>	Originating	3	5	8
J02	<p><b>Information Part III</b></p> <p>Includes Court and POA records including all Part 3 Informations and Part 1 Certificates of Offence relating to accident and careless driving matters only.</p>	Originating	3	5	8
J03	<p><b>Control Lists</b></p> <p>Includes reports from Municipal and Provincial agencies such as Police, M.T.O. and M.N.R. etc.</p>	Originating	2	2	4
J04	<p><b>Court Dockets</b></p> <p>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.</p>	Originating	2	6	8

J05	<b>Transcripts &amp; Records of Court Proceedings</b>  Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes and log books.	Originating	2	6	8
J06	<b>Enforcements &amp; Suspensions</b>  Includes records regarding the suspension of licences issued by Provincial Government agencies and fine collection efforts. Also includes audit reports provided by the provincial database.	Originating	2	6	8
J07	<b>Appeals &amp; Transfers</b>  Includes records of appeals and of transfers to and from other Courts. <u>Excludes:</u> • Appeals & Hearings (Municipal) – see L01.	Originating	3	4	7
J08	<b>Statistics</b>  Includes reports and other statistical data, including all RICO reports (including ISCUS/Courtroom Utilization Reports). Also includes financial reports regarding write-offs	Originating	2	6	8
J09	<b>Disclosure</b>  Includes information requested by individuals in preparation for court cases.	Originating	2	4	6
L00	<b>Legal Affairs – General</b>  Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1
L01	<b>Appeals &amp; Hearings</b>  Includes all transcripts and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgments. Includes zoning appeals, official plan appeals, Ontario Municipal Board appeals and Committee of Adjustment appeals. Also includes orders issued by regulatory bodies and boards. <u>Excludes:</u> • Litigation - see Claims - L02-L03.	Clerk's  E=resolution of appeal	E	P	P
L02	<b>Claims Against the Municipality</b>  Includes all litigation made by other parties against the municipality. <u>Excludes:</u> • Appeals and Hearings - see L01.	Clerk's  E=resolution of claims and all appeals	E	1	E+1
L03	<b>Claims By the Municipality</b>  Includes all litigation made against other parties by the municipality. <u>Excludes:</u> • Appeals and Hearings - see L01.	Clerk's  E=resolution of claims and all appeals	E	1	E+1

L04	<p><b>Contracts &amp; Agreements - Under Seal</b></p> <p>Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, and subdivision agreements. Also includes agreements regarding easements, encroachments, area ways and laneways.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Office Equipment Maintenance Agmts - see L14.</li> <li>• Contracts regarding Land - see L07.</li> <li>• Insurance Policies - see L06.</li> </ul>	Clerk's  E= Termination of agreement	E+2	13	E+15**
L05	<p><b>Insurance Appraisals</b></p> <p>Includes appraisals of municipal property for insurance purposes.</p>	Corporate Services	E+1	-	E+15
L06	<p><b>Insurance Policies</b></p> <p>Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Employee Group Insurance - see Benefits, H02.</li> <li>• Third Party Contracts - see Contracts &amp; Agreements, L04.</li> </ul>	Corporate Services  E=Expiry of policy	E+1	14	E+15
L07	<p><b>Land Acquisition and Sale</b></p> <p>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, deeds and expropriation plans, purchase letters and appraisals.</p>	Originating  E= Property disposition	E	10	E+10**
L08	<p><b>Opinions and Briefs</b></p> <p>Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.</p>	Originating	S	-	S**
L09	<p><b>Precedents</b></p> <p>Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.</p>	Originating	S	-	S**
L10	<p><b>Federal Legislation</b></p> <p>Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality</p>	Originating	S	-	S
L11	<p><b>Provincial Legislation</b></p> <p>Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.</p>	Originating	S	-	S
L12	<p><b>Vital Statistics</b></p> <p>Includes registers of births, deaths and marriages.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Population Statistics - see Demographic Studies - D01.</li> </ul>	Clerk's	2	P	P

L13	<b>Prosecutions</b> Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Bylaw Enforcement - see P01.</li> <li>• Appeals and Hearings - see L01.</li> </ul>	Originating  E=delivery of judgement	E	7	E+7
L14	<b>Contracts and Agreements – Simple</b> Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle lease and purchase agreements.	Clerk's  E=Expiry of contract	E+1	1	E+1**
M00	<b>Media and Public Relations – General</b> Includes records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1
M01	<b>Advertising</b> Includes records regarding public advertising in magazines, newspapers, radio, television, and transit. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• News Releases - see M06.</li> <li>• Recruitment - see H11.</li> <li>• Elections - see C07.</li> </ul>	Originating	1	-	1**
M02	<b>Ceremonies &amp; Events</b> Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day. Also includes records regarding the set-up and running of special events.	Originating	1	4	5**
M03	<b>Charitable Campaigns/Fund Raising</b> For municipally run programs or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups, etc. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Receipts - see F19.</li> </ul>	Originating	1	-	1
M04	<b>Complaints, Commendations &amp; Inquiries</b> Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints. Also includes concerns about services offered by the municipality, inquiries about Council proceedings and congratulatory letters. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Accessibility of Records (FOI) - see A17.</li> <li>• Specific Complaints - see appropriate subject.</li> </ul>	Originating	1	-	1**
M05	<b>News Clippings</b> Includes clippings from newspapers, information from journals and other printed media. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Clippings used as reference material - see relevant subject.</li> </ul>	Originating	1	-	1**
M06	<b>News Releases</b> Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	Originating	1	-	1**



M07	<p><b>Publications</b></p> <p>Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature, Community Service guides and newsletters.</p>	Originating	S	-	S**
M08	<p><b>Speeches and Presentations</b></p> <p>Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Media coverage of speeches/ presentations - see M05.</li> <li>• News Releases - see M06.</li> </ul>	Originating	1	2	3**
M09	<p><b>Visual Identity and Insignia</b></p> <p>Includes records regarding the standards which apply to graphic designs in the interest of establishing a Visual Identity Program. Includes logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.</p>	Clerk's	S	5	S+5**
P00	<p><b>Protection &amp; Enforcement Services – General</b></p> <p>Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.</p>	Originating	1	-	1
P01	<p><b>By-law Enforcement</b></p> <p>Includes records of municipal efforts to enforce bylaws such as order to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs etc.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Environmental Monitoring - see E05.</li> <li>• Prosecutions - see L13.</li> </ul>	Originating	2	4	6**
P02	<p><b>Daily Occurrence Logs</b></p> <p>Includes logs maintained of daily occurrences logs maintained by the Chief Building Official and Municipal Law Enforcement Officers.</p>	Originating	1	4	5**
P03	<p><b>Emergency Planning</b></p> <p>Includes records regarding the planning and rehearsal of emergency measures</p>	Originating	S	-	S**
P04	<p><b>Hazardous Materials</b></p> <p>Includes information and reports on chemicals and substances that pose fire hazards. Also includes records dealing with toxic substances control, transportation and effects.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Staff Safety Training - see Health &amp; Safety, H04.</li> </ul>	Originating	S	-	S

P05	<b>Incident/Accident Reports</b>  Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Security - see A18.</li> <li>• Accidents of Municipal Staff - see Health &amp; Safety, H04.</li> <li>• Vehicle Accidents - see L02 or L03.</li> </ul>	Originating  E=One year or such longer period as is necessary to ensure that the most recent reports are on file.	E	1	E+1
P06	<b>Building &amp; Structural Inspections</b>  Includes inspection reports such as building, plumbing, fire prevention, and other structural inspections. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• By-law Enforcement – see P01.</li> </ul>	Originating  E+2 for inspections, maintenance and testing related to the Fire Code.	S	-	S
P07	<b>Health Inspections</b>  Includes health inspection reports conducted or performed by Health & Safety Committee on private, public and commercial properties and Fire Marshall's Inspections.	Originating	S	-	S
P08	<b>Investigations</b>  Includes records of investigation pertaining to law enforcement, traffic accidents, ambulance and fire fighting activities. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Bylaw Enforcement – see P01</li> </ul>	Originating	2	8	10**
P09	<b>Licences</b>  Includes records regarding licenses administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, businesses, lotteries, etc. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Marriage Licences - see Vital Statistics - L12.</li> </ul>	Clerk's  E=Expiry of License	E	2	E+2
P10	<b>Building Permits</b>  Includes permits issued to builders, contractors, and residents giving them permission to build or renovate. <u>Excludes :</u> <ul style="list-style-type: none"> <li>• All other permits - see P11.</li> </ul>	Building	2	P	P
P11	<b>Permits, Other</b>  Includes applications and copies of permits issued by other government bodies within the City as well as permits issued giving permission to hold special events, burn permits, facility rentals, transport oversize loads, erect signs, park on the street, etc. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Building Permits - see P10.</li> <li>• Encroachment Permits - see D16.</li> <li>• Burial Permits - see S09.</li> </ul>	Originating  E=Expiry of permit	E	-	E+2

P14	<b>Animal Control</b>  Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. <u>Excludes:</u> • Dog Licenses - see P09.	Originating	E+2	-	E+2
P15	<b>Community Protection Programs</b>  Includes records on community protection and crime prevention such as Community Policy, Victim Services Neighborhood Watch, and Fire Training Programs. Records include correspondence and brochures.	Originating	S	2	S+2**
P16	<b>Emergency Services</b>  Includes records regarding fire and rescue services.	Originating	S	2	S+2
R00	<b>Recreation and Culture – General</b>  Includes records regarding recreation and cultural services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1
R01	<b>Heritage Preservation</b>  Includes records regarding heritage and historical development, including designations of buildings, districts, and cemeteries. <u>Excludes:</u> • Original By-Laws - see By-Laws, C01.	Clerk's  E=Removal of designation	E	-	E**
R04	<b>Parks &amp; Trails Management</b>  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 <u>Excludes:</u> • Building and Property Maintenance – see A20	Community Services	2	3	5**
R05	<b>Recreational Facilities</b>  Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities, such as arenas, rinks, halls, schools, pools, and fitness centres. Includes floor plans, architectural and engineering drawings. More specific information is filed by subject. <u>Excludes:</u> • Facilities Construction - see A19. • Building and Property Maintenance - see A20.	Community Services	2	3	5
R06	<b>Recreational Programming</b>  Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs.	Community Services	1	-	1**
R07	<b>Community / Recreation Groups</b>  Includes sports groups, non-profit organizations.	Community Services	2	3	5**

S00	<b>Social and Health Care Services – General</b>  Includes records regarding social and health care services provided to individual residents which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1
S09	<b>Cemetery Records</b>  Includes burial permits, maps, plot ownership records, interment registers, and indexes for municipal cemeteries and abandoned cemeteries.  <u>Excludes:</u> • Building and Property Maintenance - see A20.	Clerk's	2	P	P**
T00	<b>Transportation – General</b>  Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1
T01	<b>Illumination</b>  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.	Engineering  E=completion of project.  Specs are kept permanently.	E	6	E+6
T02	<b>Parking</b>  Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.	Community Services  E=Closure of lot or space.	E	6	E+6
T03	<b>Public Transit</b>  Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records regarding the construction of bus shelters and similar facilities, route administration and planning, fare policies, intergovernmental transit co-ordination and access for the disabled.	Transit  E=Closure of route/shelter/ stop.	E	1	E+1**
T04	<b>Road Construction</b>  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, bridges, etc. <u>Excludes:</u> • Design and Planning - see T05. • Routine maintenance and minor improvements to road systems	Engineering  E=completion of project.  Specs are kept permanently.	E	1	E+1**
T05	<b>Road Design and Planning</b>  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.	Engineering  E=completion of project.  Specs are kept permanently.	E	1	E+1**

T06	<b>Road Maintenance</b>  Includes records and studies regarding the inspection and maintenance of roads. Includes the installation of culverts, minor repairs to the road surfaces, curbs and side-walks, cycle-ways, footpaths, walkways, etc. Also includes grading, ploughing and sanding of roads, and snow removal and cleaning.	Engineering  E=completion of project.  Specs are kept permanently.	E	1	E+1
T07	<b>Signs &amp; Signals</b>  Includes records and studies regarding the manufacture and installation of signs and signals. <u>Excludes:</u> • Visual Identity Program - see M09.	Engineering  E=removal of sign/signal	E	1	E+1
T08	<b>Traffic</b>  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 temporary road closures for special events.	Engineering  E=completion of project.  Temporary road closures – 2 years	E	1	E+1**
T09	<b>Roads &amp; Lanes Closures</b>  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. <u>Excludes:</u> • Temporary road closures - see Traffic, T08. • Land Sales - see Land Acquisition and Sale, L07. • Road Closing By-Laws - see C01.	Engineering	E	1	E+1**
T10	<b>Field Survey/Road Survey Books</b>  Includes engineering field survey notes as well as books.	Engineering  E= Completion of project	E	1	E+1
T11	<b>Bridges</b>  Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	Engineering  E=completion of project.  Specs are kept permanently.	E	1	E+1
T12	<b>Pedestrian Crossovers</b>  Includes estimates, studies and other records regarding projects specifically for pedestrian crossovers.	Engineering  E=completion of project.  Specs are kept permanently.	E	1	E+1**
T13	<b>Sidewalks &amp; Walkways</b>  Includes estimates, studies and other records regarding projects specifically for sidewalk and walkways construction and maintenance.	Engineering  E=completion of project.  Specs are kept permanently.	E	1	E+1**
V00	<b>Vehicles &amp; Equipment – General</b>  Includes records regarding vehicles and equipment which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1

V01	<p><b>Fleet Management</b></p> <p>Includes records of all vehicles currently leased or owned, operated and maintained by the municipality. This includes vehicle history files, and vehicle maintenance, registration and disposal.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Insurance Policies - see L06</li> <li>• Accident Claims - see L02, L03.</li> <li>• Leases/Contracts - see L14.</li> </ul>	<p>Originating</p> <p>E= Disposition of item/ termination of lease.</p>	E+1	-	E+1
V02	<p><b>Mobile Equipment</b></p> <p>Includes records regarding mobile equipment used in conjunction with vehicles. Also includes maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc.</p>	<p>Originating</p> <p>E= As long as the device is in service</p>	E+1	5	E+6
V03	<p><b>Transportable Equipment</b></p> <p>Includes records regarding transportable equipment used by the municipality. Also includes maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.</p>	<p>Originating</p> <p>E= As long as the device is in service</p>	E+1	5	E+6
V04	<p><b>Protective Equipment</b></p> <p>Includes records regarding protective equipment used by the municipality. Also includes maintenance and history files on equipment such as breathing apparatus, breathing tanks, down alarms, etc.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Uniforms and Clothing - see A14.</li> </ul>	<p>Originating</p> <p>E= disposition of item</p>	E+1	5	E+6