

By-Law Number 25-10

The Corporation of the Township of Clearview

Being a By-law to establish a schedule of retention periods, and to provide for the preservation and destruction for records of the municipality

(Records Retention By-law)

Whereas Section 254(1) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended (The Act), provides that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner;

And Whereas Section 255(3) the Act provides that a municipality 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 Section 255(2) of the Act provides that a municipality's records may be destroyed if retention periods for the records have been established and the retention periods have expired;

And Whereas the Council of the Corporation of the Township of Clearview passed By-law 16-10 as amended, establishing a schedule of retention periods for Township records;

And Whereas the Council of the Corporation of the Township of Clearview deems it desirable to repeal and replace By-law 16-10 as amended, to update and establish new retention periods for the records of the municipality;

Now Therefore Council of the Corporation of the Township of Clearview hereby enacts as follows:

1. Definitions

1.1 For the purpose of this by-law the following definitions shall apply:

"Active" means the status of records that are required by a department or division on a regular basis.

"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.

"Clerk" means the Clerk of the Corporation of the Township of Clearview.

"Constituency Records" means a record of a relationship between a Member and their constituents as an elected official.

"Destroy" means the process of eliminating or deleting data, documents, and records so that the recorded information no longer exists.

"Disposition" means the documented process that changes the status of a record, including retention, destruction, loss or transfer of custody or ownership.

"Event" means a trigger that occurs to begin the retention period of a record. This trigger could be a closure of an account or the termination of a contract.

"File" has the same meaning as "record" and may be used interchangeably.

"Official Record" means recorded information in any format or medium that documents the Township's business activities, rights, obligations or responsibilities, or recorded information that was created, received, distributed or maintained by the Township in compliance with a legal obligation. Official Records shall be classified, and either captured electronically or physically for storage.

"Permanent" or "Archival" means a record that shall be preserved and is never destroyed due to its long-term administrative, financial, legal, vital, historic or cultural value.

"Record" means information however recorded or stored, whether in printed form, on file, by electronic means or otherwise, and includes documents, financial statements, minutes, accounts, correspondence memoranda, plans, maps, drawings, photographs and files. This includes but is not limited to: email and records stored on laptops or other personal electronic devices, CDs, DVDs, and USB keys. Records created or in the custody of consultants, contractors or volunteers performing work for the Township may be under the control of the Township and subject to the Municipal Freedom of Information and Protection of Privacy Act.

"Records Management Coordinator" is a role designated for the purposes of facilitating communication between Records Management and staff across the corporation.

"Retention Period" means the period of time during which records must be kept by the Township before they may be disposed of.

"Retention Schedule" means a control document that describes the Municipality'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 at the end of a specified retention period of the occurrence of specified actions or events. Records retention schedules serve as legal authorization for the disposal of Township records.

"Superseded" means a record that is replaced by a more recent or up-dated record.

“Transitory or Temporary Record” means correspondence and documents that have a short-term value which are:

- a) Often created in preparation of a subsequent Official Record;
- b) Not needed to support or provide evidence for operations, making decisions or accounting for organizational activities;
- c) Of limited usefulness, created or received by staff, volunteers and Council in carrying out their activities;
- d) Of no ongoing value beyond an immediate and minor transaction to complete a task;
- e) Not regularly filed under the Township’s records classification system;
- f) Not required to meet statutory obligations and can be disposed of once it is no longer useful.

“TOMRMS” means The Ontario Municipal Records Management System which is the Township’s standardized file classification.

“Township” means the Corporation of the Township of Clearview.

“Vital Record” means those that record information that is essential to the operations of the Township, necessary to re-create the Township’s legal and financial position, and necessary to preserve its claims and right to other levels of government and stakeholders.

2. Delegation of Authority

2.1 The Clerk is hereby granted delegated authority to amend the records retention schedule for records (Schedule “A”), subject to the provisions of this by-law and with reference to the statutory citations and requirements under The Ontario Municipal Records Management System (TOMRMS).

3. Records Retention Schedule

3.1 The retention periods for the records of the Township of Clearview as outlined in Schedule “A” hereto and forming part of this By-Law, are hereby adopted and established as the retention periods for each such record.

3.2 The Clerk through direction to the Records Management Coordinator, shall administer this By-Law and ensure that the retention periods set out in Schedule “A” attached hereto, complies with all relevant legal requirements for records retention.

3.3 When used in the Retention Schedule, the following acronyms and abbreviations or symbols mean:

** =	Subject to Archival Selection	P =	Permanent
C =	Current	S =	Superseded
E =	Event		

- 3.4 All records within the Township's custody shall comply with the requirements of this By-Law and associated policies and procedures.
- 3.5 The retention schedule shall be the minimum period for retention of records. Senior Management of the Township, with the Clerk's consent, have the right to extend the retention period if the records are under their supervision, and a valid reason is given for the extension.
- 3.6 Any official record that is not classified in the retention schedule attached as Schedule "A", must be retained until such time as the official record is assigned a retention period and included in the by-law. By default, these records are designated as "Permanent" until the retention evaluation is complete, and a retention period has been assigned.
- 3.7 In determining the retention periods for any records, the Clerk or their designate 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.
- 3.8 The retention schedule, principles, record storage and protection, compliance audits, and suspension of policy shall apply to all hard copy and electronic form(s) of records.
- 3.9 Within the Records Retention Schedule there may be classification codes that are identified as "Unclassified". This means that the code does not currently have a classification and can be utilized in the future for records retention. They have not been removed from the retention schedule to maintain the sequential order.

4. Exemptions

- 4.1 Transitory Records and Constituency Records are exempt from the requirements under this by-law.

5. Employee Responsibilities

- 5.1 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;
 - c) Ensure the preservation, security and accessibility of all official records in their custody or control; and,
 - d) Ensure that transitory records in their custody or control are destroyed when they are no longer needed for short-term reference.

6. Clerk's Responsibilities

- 6.1 The Clerk or their designate that is assigned to manage the Township's Records Management program shall:
- a) Develop and administer policies and procedures for the Township's Records Management Program;
 - b) Periodically review and make recommendations or changes 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;
 - d) Ensure that official records of the Township that are selected for Archival Selection are transferred to the County of Simcoe Archives in accordance with their policies and procedures; and,
 - e) Ensure that all record destruction notices prepared pursuant to this by-law are preserved.

7. Records Management Coordinator Responsibilities

- 7.1 The Records Management Coordinator shall:
- a) Be aware of where all Official records are stored in their division, regardless of format;
 - b) Oversee and be responsible for preparing records for transfer to the Simcoe County Archives;
 - c) Review and prepare records for destruction when they have reached their disposition date. If written approval is not provided, obtain justification for the request to extend the destruction. If the disposition is approved, carry out the destruction of the records;
 - d) Work in accordance with the Clerk to ensure compliance with the Records Retention Schedule.

8. Electronic Scanning

- 8.1 Official Records, and specifically Vital Records should be preserved through the process of electronic scanning, upon the best of the Township's financial and personnel capabilities.
- 8.2 If the record is not considered vital, the record can be stored in one form for the remainder of the retention period. All records should be found in the electronic records management system. It is not necessary to keep a non-vital record in physical form after it has been digitized.

9. Principles Governing the Destruction of Official Records

- 9.1 The following principles govern the destruction of Official Records:
 - a) When there are no further business or legal reasons for retaining official records, they shall be destroyed or expunged as appropriate;
 - b) Official Records pertaining to a pending or actual investigation or litigation, shall not be destroyed;
 - c) Official Records disposed of at the end of 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. 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. Copies of Official Records may be destroyed at any time if the original records are being retained in accordance with Schedule "A" attached hereto.
- 9.2 In the event of any conflict between this By-Law and any statute or regulation of the Government of Canada or the Government of the Province of Ontario, such statute or regulation shall prevail. If changes in an Act or pending legislation require the retention of any documents or records beyond the period stipulated in the By-Law, then such documents or records shall be retained according to such requirements.
- 9.3 As part of the regular process for the disposal of records and subsequent to any destruction of records, such destruction shall be authorized in writing, by completing a Corporate Records Destruction Form, by the Department Head and the Clerk.
- 9.4 The Corporate Records Destruction Form when completed, will note the TOMRMS class code for each record, description, and the period of time the records relate to. The form shall also state the method of destruction and the destruction date.
- 9.5 The Clerk and/or the Records Management Coordinator has the authority to destroy records, provided that they have been retained until the retention period as outlined in Schedule "A" has expired and has received the Corporate Records Destruction Form and authorization from the Department Head.

10. Archival of Records

- 10.1 Such records listed as "Subject to Archival Selection" will be preserved to the standards of the County of Simcoe Archives and shall be transferred upon the transfer date selected by the County of Simcoe Archives, which may occur once during a calendar year, or as otherwise stated by the County of Simcoe

11. Records Storage and Protection

- 11.1 Records will be stored in a manner that prevents loss through misplacement, deterioration, accidental destruction, theft, and unauthorized or inappropriate access. They shall be stored in a manner that ensures their continued readability.
- 11.2 Records will be stored in a protected environment for the duration of their schedule retention.

12. Suspension of Policy

- 12.1 In the event of a notice of a potential litigation, claim, audit or investigation for which the Township may have relevant records, the suspension of this policy shall come into effect for all records applicable to the issue.
- 12.2 Suspensions shall be initiated before the expiration of a retention period and will be in effect until the completion of the action or until expiration of the retention period, whichever is later.

13. Short Title

- 13.1 This By-Law shall be known as the "Records Retention By-Law".

14. Repeal of By-Law

- 14.1 That By-Law 16-10 including all schedules and amending by-laws, is hereby repealed.

15. Force and Effect

- 15.1 This By-Law shall come into force and take effect upon the passage thereof.

By-law Number 25-10 read a first, second and third time and finally passed this 27th day of January, 2025.

Douglas Measures, Mayor

Sasha Helmkey, Director of Legislative Services/Clerk



CLEARVIEW
TOWNSHIP

Schedule A of By-law 25-10

Records Retention Schedule



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A	<p>Administration</p> <p>Includes records regarding routine administration and office services functions.</p>
B	<p>Building</p> <p>Includes records regarding building permits and may consist of drawings, lot gradings, final inspection reports, occupancy reports and occupant load reports.</p>
C	<p>Council, Boards and By-laws</p> <p>Includes records regarding the establishment of policy and by-laws, and the operations of Council and of Boards for which Council is responsible.</p>
D	<p>Development and Planning</p> <p>Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning, etc.</p>
E	<p>Environmental Services</p> <p>Includes records regarding provisions of public works and other environmental services other than roads. Includes water works, sewers, treatment plants, waste management and environmental monitoring. Also includes tree removal and pruning.</p>
F	<p>Finance and Accounting</p> <p>Includes records regarding the management of funds.</p>
H	<p>Human Resources</p> <p>Includes records regarding the municipality's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.</p>
J	<p>Justice</p> <p>Includes records regarding POA and Court activities.</p>

<p>L</p>	<p>Legal Affairs</p> <p>Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.</p>
<p>M</p>	<p>Media and Public Relations</p> <p>Includes records regarding the municipality's relationship with the media and the general public.</p>
<p>P</p>	<p>Protection and Enforcement Services</p> <p>Includes records regarding the operational functions of law enforcement, licensing and public protection within the community.</p>
<p>R</p>	<p>Recreation and Culture</p> <p>Includes records regarding the provision of recreational and cultural services to the community.</p>
<p>S</p>	<p>Social and Health Care Services</p> <p>Includes records regarding the social services and health care programs.</p>
<p>T</p>	<p>Transportation Services</p> <p>Includes records regarding the development and improvement of transportation systems, including roads and public transit.</p>
<p>V</p>	<p>Vehicles and Equipment</p> <p>Includes records regarding municipal vehicles and equipment. Includes records on fleet management, mobile equipment, and protective equipment related to maintenance activities.</p>
<p>Z</p>	<p>Emergency Services</p> <p>Includes records regarding fire prevention within the community.</p>

A – Administration

Class Code	Description	Total Retention (years)	Notes
A00	<p>Corporate Templates</p> <p>Includes corporate templates and forms to be used by each department when sending corporate correspondence.</p>	S	
A01	<p>Associations and Organizations</p> <p>Includes correspondence, minutes, agendas, notices and reports regarding organizations and associations to which staff members belong or communicate in the course of their duties such as AMCTO, AMO.</p> <p>Excludes</p> <p>Membership fees – F01 Government agencies – A16</p>	1	
A02	<p>Staff Committees and Meetings</p> <p>Includes records regarding the activities of staff committees and meetings. Includes notices of meetings, agendas, minutes, etc. May also include copies of staff activity reports.</p> <p>Excludes</p> <p>Council minutes and agendas – C03 Committees & Boards – C05</p>	4**	
A03	<p>Computer and Information Systems</p> <p>Includes records regarding all types of information systems in use. Includes computer hardware, computer software, data transmission, system design and implementation, quality control and office automation.</p> <p>Excludes</p> <p>Quotations & tenders – F18</p>	S + 6	

Class Code	Description	Total Retention (years)	Notes
A04	<p>Conferences and Seminars</p> <p>Includes invitations, approvals, agendas, notes on proceedings and other records regarding conferences, conventions, seminars and special functions attended by staff or sponsored by the municipality.</p> <p>Excludes</p> <p>Speeches and presentations – M08 Employee and council expenses – F09 Ceremonies and events – M02 Invoices – F01 Rental agreements – L14</p>	1**	Archival review if sponsored by the Municipality
A05	<p>Consultants</p> <p>Includes correspondence, proposals, resumes and other documents regarding the selection, appointment and monitoring of consultants.</p>	2**	
A06	<p>Inventory Control</p> <p>Includes inventory statements and reports, and all other records regarding the control of supplies, furnishings and office and small equipment stock levels.</p> <p>Excludes</p> <p>Assets – F06 Petroleum products – E24</p>	6	
A07	<p>Office Equipment and Furniture</p> <p>Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc.</p> <p>Excludes</p> <p>Computer Hardware and Software – A03 Service Agreements – L04 or L14 Assets – F06</p>	Disposal of Item	

Class Code	Description	Total Retention (years)	Notes
A08	<p>Office Services</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 management of forms and templates.</p>	1	
A09	<p>Policies and Procedures</p> <p>Includes policy and procedure manuals, work instructions, protocols, guidelines and directives relating to administrative, governance and operational processes.</p>	P**	Vital
A10	<p>Records Management</p> <p>Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, classification structures, feasibility studies and records centre operations.</p> <p>Excludes</p> <p>Retention by-law – C01 Policies and procedures – A09 Records disposition – A11</p>	S	
A11	<p>Records Disposition</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>	P	Vital

Class Code	Description	Total Retention (years)	Notes
A12	<p>Telecommunication Systems</p> <p>Includes records regarding all types of telecommunication systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communication systems and 911 emergency systems.</p> <p>Excludes</p> <p>Licences – P09 Assets – F06 Agreements – L04</p>	S	
A13	<p>Travel and Accommodation</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>Excludes</p> <p>Employee and Council expenses – F09</p>	1	
A14	<p>Uniforms and Clothing</p> <p>Includes records regarding uniforms and special clothing used by municipal staff members, such as police uniforms, firefighters clothing and safety clothing used by public works employees.</p>	S**	
A15	<p>Vendors and Suppliers</p> <p>Includes records regarding vendors and suppliers of goods and services as well as information about these services, such as catalogues, price lists, correspondence and bidders' information sheets.</p> <p>Excludes</p> <p>Purchase order and requisitions – F17 Office equipment – A07 Fleet management – V01</p>	2	

Class Code	Description	Total Retention (years)	Notes
A16	<p>Intergovernmental Relations</p> <p>Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (such as telephone numbers, contact names etc.) May include correspondence to and from Boards and Commissions.</p>	5**	
A17	<p>Accessibility of Records (F.O.I)</p> <p>Includes documents regarding the municipality's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and records regarding the handling of requests under the Act. Includes routine disclosure requests, FOI requests made by the municipality, and privacy breaches. Also includes lists of Personal Information Banks (PIBSs).</p> <p>Excludes</p> <p>Non MFIPPA complaints – M04</p>	E + 4**	E= Final decision
A18	<p>Security</p> <p>Includes reports, requests, logs and other records regarding the security of offices/facilities and properties such as security passes, control of keys and closed circuit television (CCTV) output.</p> <p>Excludes</p> <p>Vandalism reports – P05 Computer security – A03</p>	5	Vital

Class Code	Description	Total Retention (years)	Notes
A19	<p>Facilities Construction and Renovations</p> <p>Includes records for the planning and construction of municipal facilities such as fire stations, pools and office buildings. Includes site meetings, consultant's reports, cost reports and design, inspections and site safety certifications.</p> <p>Excludes</p> <p>As-built drawings – A27</p>	E + 2**	<p>Vital</p> <p>E = project completion and no outstanding issues</p>
A20	<p>Building and Property Maintenance</p> <p>Includes records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, bus terminals, garages, libraries and office buildings. Includes exteriors maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes the interior design of buildings including floor layouts, office cleaning and pest control as well as licences for devices such as elevators.</p> <p>Excludes</p> <p>Parks management – R04 Building systems – A26</p>	5	
A21	<p>Facilities Bookings</p> <p>Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.</p>	1	
A22	<p>Accessibility of Services</p> <p>Includes records relating to the accessibility of municipal buildings, services and information to disabled persons. Includes multi-year accessibility plans, efforts to remove barriers and notices of availability of these services.</p>	P	

Class Code	Description	Total Retention (years)	Notes
A23	<p>Information Systems Production Activity & Control</p> <p>Includes records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders and file access control reports.</p>	2	Vital
A24	<p>Access Control and Passwords</p> <p>Records related to the management of and access to programs. Includes individuals access, password management, etc.</p>	S	Vital
A25	<p>Performance Management and Quality Assurance</p> <p>Includes records regarding the performance of the municipality as a whole and quality assurance programs such as the Ontario Municipal Benchmarking Initiative (OMBI), and Excellence Canada. Types of records included are key performance indicators, and annual reports submitted to a Ministry such as drinking water annual reports.</p> <p>Excludes</p> <p>Employee performance appraisal – H03 Council goals and objectives – C08 Financial regulatory reporting (FIR) – F27</p>	6	
A26	<p>Building Structure Systems</p> <p>Includes records regarding building systems that are part of the building structure such as HVAC, ventilation, fire and life systems, electrical safety, elevators, furnace and emergency lighting. Includes manufacturer's operation/technical manuals and warranties, inspection and testing reports, inspection logs and remedial action for building systems.</p>	Superseded or life of system/asset	

Class Code	Description	Total Retention (years)	Notes
A27	<p>Drawings</p> <p>Includes architectural and engineering drawings and as-built drawings and supporting documentation such as specifications required to interpret the drawings and identify the current state of a facility or infrastructure for assessment, rehabilitation and warranty support purposes.</p>	Superseded or life of system/asset	
A28	<p>Correspondence</p> <p>Includes correspondence of a general nature created by municipal staff to residents, external entities, etc. Correspondence should be filed by department. Correspondence related to special projects, etc. can be filed with the project information.</p>	E + 2**	E= Date the correspondence was sent

B – Building

Class Code	Description	Total Retention (years)	Notes
B00	<p>Building General</p> <p>Includes building records which cannot be classified elsewhere. Use only if no other heading is available.</p>	10	
B01	<p>Statistics</p> <p>Includes yearly, quarterly, and monthly statistics involving permit statistics, building statistics, MPAC statistics, and Tarion statistics. May includes miscellaneous statistics.</p>	10	
B02	<p>Forms</p> <p>Includes all forms created and used by building in their daily operations.</p>	10	
B03	<p>Studies and Reports</p> <p>Includes Building Permit Fee Studies. May include studies revolving around other building subject matter.</p>	10	Vital
B04	<p>Accessibility</p> <p>Records and working notes relating to the Building Department's role on the municipality's Accessibility Advisory Committee.</p>	10	
B05	<p>Complaints and Investigations</p> <p>Records regarding complaints and subsequent investigations received and conducted by the Building Department.</p>	10	

C – Council, Boards and By-laws

Class Code	Description	Total Retention (years)	Notes
C00	<p>Council, Boards & By-laws General</p> <p>Includes records regarding Council that cannot be classified elsewhere. Use only if no other heading is available.</p>	4	
C01	<p>By-laws</p> <p>Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws. Also includes any background documentation required to explain or justify the by-law.</p>	P**	Vital
C02	<p>By-laws – Working Files</p> <p>Includes background information and research in reference to Township by-laws, both current and proposed. Includes draft by-laws.</p>	S	
C03	<p>Council Agendas</p> <p>Includes notices of meetings and agendas of Council meetings, as well as working notes used in agenda preparation.</p> <p>Excludes Council Committees – see C05</p>	P	
C04	<p>Council Minutes</p> <p>Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes as well.</p> <p>Excludes Council Committees – see C06 Reports to Council – see C11</p>	P**	Vital

Class Code	Description	Total Retention (years)	Notes
C05	Council Committee/Board Agendas Includes notices of meetings and agendas for Committees and Boards of Council, as well as working notes used in agenda preparation.	P	Permanent digital copy only.
C06	Council Committee Minutes Includes minutes of the Committees and Boards of Council. May also include copies of local board minutes that members of Council belong to.	P**	Vital
C07	Elections Includes returned notices, lists of officials, initial and amended voter's lists, change of name applications, nominations, notices ballots, election results, preliminary voter's lists, objection lists, candidate compliance reports, third party campaign financial and auditor reports, election report, election coordination documentation, oaths taken by council members and information on ward boundaries.	E + 4	Vital E = Day action took effect or voting day Ballots are kept 120 days after voting or resolution of recount
C08	Goals, Objectives and Strategic Plans Includes records concerning strategic planning, goals and objectives such as shared services and mission statements, and corporate strategic plans.	10**	
C09	Accountability, Transparency and Governance Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports, Ombudsman investigations and reports, closed meeting investigations and initiatives, and registry of lobbyists.	P	Vital

Class Code	Description	Total Retention (years)	Notes
C10	Unclassified		
C11	Reports to Council Includes all reports to Council. Records are filed by subject/department.	P**	Vital
C12	Appointments to Boards and Committees Includes records regarding appointments by Council to boards and committees.	P**	Permanent digital copy only.
C13	Boards and Committees – General Includes records relating to the operation of Council appointed boards and committees. These records may include contact lists, correspondence, meeting schedules, resources etc.	E + 5**	E= Document creation
C14	Oaths and Affidavits Records associated with affidavits of oaths by government officials, commissioners and notaries public. This record series may include applications and appointments.	E + 2	Vital E= Until successor takes office or expiry
C15	Petitions Includes original petitions from ratepayers and groups, or associations and organizations.	5	
C16	Electoral Review Records associated with reviewing the municipality's electoral system. This includes proposals, studies, maps, public meeting information, notices, petitions etc.	S**	Vital

D – Development and Planning

For Development and Planning, only final, approved versions are **Vital**.

Class Code	Description	Total Retention (years)	Notes
D00	<p>Development and Planning General</p> <p>Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.</p>	1	
D01	<p>Demographic Studies</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>Excludes</p> <p>Vital statistics – L12</p>	10**	Vital
D02	<p>Economic Development</p> <p>Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections etc.</p> <p>Excludes</p> <p>Demographic studies – D01</p> <p>Tourism development – D06</p>	10**	Vital

Class Code	Description	Total Retention (years)	Notes
D03	<p>Environmental Planning</p> <p>Includes records regarding general types of environmental studies with long range planning emphasis, such as salt usage impact, storm drainage and flood control, parks and open spaces, water sustainability and conservation, pollution prevention and waste management planning. Also contains information on invasive species and source water protection such as risk assessments, well development and purging, risk management plans, site condition reports and information prepared for Phase One and Phase Two environmental assessments.</p> <p>Excludes</p> <p>Environmental monitoring – E05, E13, E15 Waste management – see E07</p>	S + 15**	Vital
D04	<p>Residential Development</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>	10**	Vital
D05	<p>Natural Resources Planning</p> <p>Includes records regarding planning for the management and preservation of forests, natural features, the characteristic of various minerals as well as mineral deposits and other natural resources information.</p> <p>Excludes</p> <p>Tree maintenance – E04 Natural resource management – E18</p>	2**	Vital

Class Code	Description	Total Retention (years)	Notes
D06	<p>Tourism Development</p> <p>Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.</p>	10**	
D07	<p>Unclassified</p>		
D08	<p>Official Plans</p> <p>Includes the official plan and exemptions and amendments to the plan. Also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning, development and redevelopment of specific planning districts. Includes reports pertaining to amendments and changes to the Official Plan.</p>	P**	Vital
D09	<p>Official Plan Amendment Applications</p> <p>Includes the pre-consultation and applications to amend the official plan or secondary plans, staff reports, meeting minutes and written comments on the application, notices, resolutions and decisions.</p>	E + 5	<p>Vital</p> <p>E = Final decision or reflected in revised official plan</p>
D10	<p>Severances</p> <p>Includes records regarding the granting of severances to parcels of land including applications for a severance.</p>	P	Vital
D11	<p>Site Plan Control</p> <p>Includes records regarding approval for the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways.</p> <p>Excludes</p> <p>Site Plan Agreements – L04</p>	P	<p>Vital</p> <p>Applications destroyed 2 years after final decision.</p> <p>Applications not finalized or registered on title will be disposed of after 6 years.</p>

Class Code	Description	Total Retention (years)	Notes
D12	<p>Condominium/Subdivision Plans</p> <p>Includes records regarding the pre-consultation and the approval of plans of subdivisions and condominiums (both residential and commercial). Includes drawings, technical reports correspondence, written comments, working notes and background information. Includes clearance letters, draft plan approvals and redline revisions, applications, registered plans and changes to approved plans. Also includes notices of approval.</p> <p>Excludes</p> <p>Subdivision agreements – L04</p>	P	<p>Vital</p> <p>Applications destroyed 2 years after subdivision registration.</p> <p>Applications not finalized or registered on title will be disposed of after 6 years.</p>
D13	<p>Variance Applications</p> <p>Includes records regarding the pre-consultation and the granting of minor variances in land use including zoning applications from existing zoning regulations.</p>	P	Vital
D14	<p>Zoning Applications</p> <p>Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities.</p> <p>Excludes</p> <p>Zoning By-laws – C01 Variances – D13</p>	E + 2	<p>Vital</p> <p>E = Final decision</p>
D15	<p>Easements</p> <p>Includes all records on rights of way and easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private property. Also includes municipal consents.</p>	E + 6**	<p>Vital</p> <p>E = Termination of right</p>

Class Code	Description	Total Retention (years)	Notes
D16	<p>Encroachments</p> <p>Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also include surveys and any other related documentation.</p> <p>Excludes</p> <p>Original agreements – L04 Original encroachment by-laws – C01</p>	E + 6**	<p>Vital</p> <p>E = Termination of right</p>
D17	<p>Annexation and Amalgamation</p> <p>Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also include amalgamation of municipalities. May include studies on county restructuring.</p>	P**	Vital
D18	<p>Community Improvement</p> <p>Includes records studies, statistics and any required background information on community development programs. Examples include community area improvement programs (CIP) and Business Area Improvement (BIAs). May also include records on housing rehabilitation programs i.e. CMHC.</p> <p>Excludes</p> <p>Economic development – D02</p>	E + 6**	E = completion of project
D19	<p>Municipal Addressing</p> <p>Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings and copies of related by-laws.</p>	S + 10**	Vital

Class Code	Description	Total Retention (years)	Notes
D20	Reference Plans Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from the Land Registry Office.	P	Vital
D21	Industrial/Commercial Development Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc. Excludes Agricultural Development – D23	10**	Vital
D22	Digital Mapping Includes all records used to produce maps and updates in a digital format as in GIS.	S	Vital Excludes actual data residing on these systems
D23	Agricultural Development Includes all records regarding development of agricultural growth.	10**	
D24	Unclassified		
D25	Archaeology and Culture Includes all information regarding archeological and cultural resources and programs of the municipality.	10**	
D26	Source Water Protection Includes all planning information regarding source water protection.	P**	Vital
D27	Niagara Escarpment Commission (NEC) Includes general records regarding the Niagara Escarpment Commission. Excludes: Property specific permits and records should be filed by subject.	E + 6**	Vital

Class Code	Description	Total Retention (years)	Notes
D28	<p>Nottawasaga Valley Conservation Authority (NVCA) Includes all records regarding the Nottawasaga Valley Conservation Authority. Excludes: Property specific permits and records should be filed by subject.</p>	E + 6**	Vital
D29	<p>Simcoe County Includes general planning record regarding the County of Simcoe. Excludes: Property specific permits and records should be filed by subject.</p>	10**	
D30	<p>Legislation and Policy Includes records regarding provincial planning policy and regulations.</p>	10**	
D31	<p>Design Guidelines and Standards Includes all records regarding development of planning design guidelines and standards including background materials and approved guidelines and standards.</p>	P**	Vital
D32	<p>Adjacent Municipalities Includes all records pertaining to adjacent municipalities such as planning circulations and planning documents.</p>	10**	
D33	<p>Reference Library Includes all planning reference materials as a digital reference library.</p>	S + 2**	Vital
D34	<p>Planning Staff Folders Includes all planning documents stored by individual staff for temporary reference or use.</p>	S	Drafts or reference documents are transitory and can be disposed of by staff member.

Class Code	Description	Total Retention (years)	Notes
D35	Application Index Includes an index of all planning applications and associated records regarding use and maintenance of the index.	P	Vital
D36	Property Database Includes all planning records and documents with respect to specific properties.	P	Vital This class code will become locked for additions with the implementation of CityView.
D37	Forms, Notices and Processes Includes all planning forms and notices other than public meeting notices and decisions pertaining to specific properties which are files in the Property Database.	S + 5**	Vital
D38	Pre-Consultations All files pertaining to planning applications, inquiries and pre-consultations on potential applications.	E + 5**	E= Final decision/Completion of Pre-consultation
D39	Part Lot Control All files pertaining to planning applications, inquiries and pre-consultations on potential applications.	E + 5	Vital E= Final decision
D40	Deeming Applications Includes records relating to the de-registering of part or all of a plan of subdivision.	E + 5	Vital E = Final decision
D41	Community Improvement Plan Includes all records pertaining to the Township providing incentive to improve areas of the municipality. This can include the background information for the creation of grant programs, or property tax relief incentives.	E + 5	E= Final decision

E – Environmental Services

Class Code	Description	Total Retention (years)	Notes
E00	<p>Environmental Services General</p> <p>Includes records regarding environmental services which cannot be classified elsewhere. Use only if no other heading is available.</p>	1	
E01	<p>Sanitary Sewers</p> <p>Includes records regarding the design, construction and maintenance of sanitary sewers such as underground conduits that carry off waster matter.</p> <p>Excludes</p> <p>Treatment plants – E03 MOE Approvals – E28 Drawings and specs – E25</p>	E + 15	<p>Vital</p> <p>E = Project completed or no outstanding issues</p> <p>Specifications are kept the life of the asset</p>
E02	<p>Storm Sewers</p> <p>Includes records regarding the design, construction and maintenance of storm sewers such as underground conduits that carry off drainage water.</p> <p>Excludes</p> <p>Drawings and specs – E25</p>	E + 15	<p>Vital</p> <p>E = Project completed or no outstanding issues</p> <p>Specifications are kept the life of the asset</p>

Class Code	Description	Total Retention (years)	Notes
E03	<p>Treatment Plants – Wastewater</p> <p>Includes records regarding the operation of sewage treatment and pumping stations and lagoons, Includes wastewater treatment facility/collection, identification reports, operator in charge records, treatment unit instructions, equipment operating statuses records and equipment design, construction and maintenance records (work orders) as well as the operations and maintenance manuals.</p> <p>Excludes</p> <p>Private sewage systems – E12 Drawings and specs – E25</p>	E + 15	<p>Vital</p> <p>E = Report made or equipment decommissioned</p> <p>Specifications are kept the life of the asset</p>
E04	<p>Tree Maintenance</p> <p>Includes records of tree removal, planting, trimming, pruning and preservation measures taken.</p>	5	
E05	<p>Air Quality Monitoring</p> <p>Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity from pollution sources such as smoke, dust, smog or gaseous impurities. Also includes claims and compliance orders.</p> <p>Excludes</p> <p>Water quality – E13 to E15</p>	E + 5**	<p>Vital</p> <p>E = Later of: the date of offence or the day evidence of offence came to attention of person</p>
E06	<p>Utilities</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>Excludes</p> <p>Site plans – D11</p>	E + 5**	<p>Vital</p> <p>E = Removal of utility</p>

Class Code	Description	Total Retention (years)	Notes
E07	<p>Waste Management</p> <p>Includes records regarding the collection and disposal of waste. Includes site operating plans, landfill site records, facility inspections and stack testing, recycling, energy from waste, source separation, collection services, recycling site vicinity maps, hazardous waste collection, hauled sewage waste collection and composting records.</p>	10**	<p>Vital</p> <p>Landfill site closure documentation is closure date + 25 years</p>
E08	<p>Water Works - Drinking Water Plants</p> <p>Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines, hydrants and related facilities and equipment as well as operational plans. Includes water meter registration numbers. Includes point of entry water treatment records, operator in charge shift monitoring and inspection records, water treatment facility/distribution and equipment design, construction, manuals, process adjustment records and maintenance records. Work orders compliance orders, equipment work orders and general work orders. May include records pertaining to water treatment facility/distribution upgrades design, construction and commissioning and operations manuals for equipment. Adverse Drinking Water Quality reports, MECP inspection reports and corrective action reports. Quality Management System meeting records and audit reports.</p> <p>Excludes</p> <p>Drawings and specs – E25</p>	S + 15	<p>Vital</p> <p>Specifications are kept the life of the asset.</p>

Class Code	Description	Total Retention (years)	Notes
E09	<p>Drains</p> <p>Includes records regarding the design, construction and maintenance of drains carrying surplus liquid such as rainwater, usually to a sewer. Also includes engineer reports, petitions, assessments, general specifications and correspondence.</p> <p>Excludes</p> <p>Drawings and specs – E25</p>	S + 10**	Vital
E10	<p>Pits and Quarries</p> <p>Includes records regarding the design, construction, maintenance and monitoring of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence.</p> <p>Excludes</p> <p>Licences/permits – P09</p>	S + 5**	Vital Specifications are kept for the life of the pit or quarry
E11	<p>Nutrient Management</p> <p>Includes records regarding the control of storing/spreading/using waste materials such as liquid manure and sewage bio-solids on land, near waterways, runoff etc. includes the agricultural management strategy/plan, Greenhouse Nutrient Feedwater Strategy, documentation relating to the storage and distribution of nutrient material, non-agricultural source material (NASM) plans and sampling results. Also includes broker transfer and hauled sewage disposal site records.</p>	S + 5**	Vital
E12	<p>Private Sewage Disposal Systems</p> <p>Includes records regarding the design, construction, maintenance and monitoring of private sanitary sewers and septic systems.</p>	S + 7**	Vital Specifications are kept for the life of the system and can be found in the property file under D04

Class Code	Description	Total Retention (years)	Notes
E13	<p>Water Monitoring</p> <p>Includes records regarding the routine monitoring of water quality and water quantity. Includes water taking logs, water level monitoring, operational checks, SCADA system data and annual reports.</p> <p>Excludes</p> <p>Air quality monitoring – E05 Land quality monitoring – E23 Source Water Protection – E27 Flooding – E32</p>	E + 15	<p>Vital</p> <p>E = Record was created, approved or plan no longer in force</p>
E14	<p>Bacteriological Sampling of Water</p> <p>Includes routine microbiological sampling and testing, chain of custody, report of analysis and adverse sample results.</p> <p>Excludes</p> <p>AWQI reports – E08 Wastewater Effluent Sampling – E03</p>	E + 15	<p>Vital</p> <p>E = Record was created, approved or plan no longer in force</p>
E15	<p>Chemical Sampling of Water</p> <p>Includes routine chemical samples collected and tested. Including nitrates, THM's, HAA's, inorganic and organics parameters as well as lead, sodium and fluoride samples.</p>	E + 15	<p>Vital</p> <p>E = Record was created, approved or plan no longer in force</p>
E16	<p>Backflow Prevention and Cross Connection Control</p> <p>Includes records relating to backflow prevention and cross connection control. Records will include cross connection surveys, test reports and test results, inspection reports, list of approved and installed backflow prevention devices/assemblies, compliance tracking and notifications, plumbing drawings, and correspondence.</p>	S + 15	<p>Vital</p>

Class Code	Description	Total Retention (years)	Notes
E17	<p>Energy Management</p> <p>Includes all records relating to the Township's energy management program. Includes published annual energy plans, consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports, and records pertaining to the benchmarking of energy cost and consumption and greenhouse gas emissions. Also includes management of energy consumption and conservation at municipal facilities.</p>	E + 7	E = End of reporting period to which the record relates
E18	<p>Natural Heritage</p> <p>Includes records regarding green lands, municipal forests and forestry including tree by-law enforcement records. Also includes records relating to the management and preservation of parks, harbours and beaches and plans to manage, control, eradicate invasive species or prevent release.</p> <p>Excludes</p> <p>Natural resources planning – D05 Tree maintenance – E04</p>	E + 3	E = End of plan or designated year
E19	<p>Renewable Energy</p> <p>Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g., wind, water, biomass, biogas, biofuel, solar energy, geothermal energy and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts.</p>	S + 15	

Class Code	Description	Total Retention (years)	Notes
E20	<p>Engineering Standards</p> <p>Records relating to the municipality's engineering standards for a new civil construction. Includes roads, water, sewer, sidewalks etc.</p>	S + 2	
E21	<p>Development and Service Changes</p> <p>Records of proposed changes and actual changes to the water and sewer systems, due to new development or advancements. Includes Environmental Services comments on subdivision proposals.</p>	E + 2	E= when file is completed
E22	<p>Customer Service</p> <p>Records regarding inquiries, complaints from residents, or work on services provide by the municipality that could result in a legal claim.</p>	5	
E23	<p>Budgets</p> <p>Copies of records from Environmental Services for budget background information and presentations. Includes current budgeted asset replacement schedule, and large maintenance schedule related to assets for Environmental Services. Includes information used for the basis of Water & Sewer Rates studies and Financial Plans. These records are used as a reference, and original information regarding budgets is under Finance and Accounting.</p> <p>Excludes:</p> <p>Original Budget information – see F05</p>	E + 6	

Class Code	Description	Total Retention (years)	Notes
E24	<p>Capital Assets</p> <p>Copies of records regarding all capital assets maintained by the Environmental Services Department. Records include building, equipment, pipes, valves, manholes, etc. These records are used as a reference, and original information regarding capital assets is under Finance and Accounting.</p> <p>Excludes:</p> <p>Original Annual Tangible Capital Asset Continuity Schedules – see F06</p>	P	Vital
E25	<p>System Drawings</p> <p>Includes engineering drawings and as-built drawings for water pumphouses, sewage treatment plants, water distribution systems, sewage collection systems and supporting documentation such as individual property servicing records.</p>	S + 2	Vital
E26	<p>DWQMS Documents</p> <p>Includes documents, forms and procedures controlled through the Drinking Water Quality Management System. Including the Operational Plan, operations and maintenance manuals and contingency plans.</p>	S + 10	Vital

Class Code	Description	Total Retention (years)	Notes
E27	<p>Source Water Protection</p> <p>Includes Risk Management Official and Inspector appointment certificates and the Risk Management Official's Annual Report, fee schedules for risk management applications, plans, issuing of notices or compliance orders or the acceptance of an assessment. Also includes modelling analysis, vulnerability assessments, source protection area assessment reports and comments, technical studies and Significant Drinking Water Threat (SDWT) verification surveys.</p> <p>Excludes</p> <p>Risk management plans/assessments - D03 Contracts and agreements – L04 Soil contamination – E23 Nutrient management – E11</p>	E + 15	E = Record was created, approved or plan no longer in force
E28	<p>Ministry of the Environment, Conservation and Park (MECP) Environmental Compliance Approvals</p> <p>Includes Environmental Compliances, Licences and Permits issued by the MECP to the municipality for municipal drinking water systems, municipal & private sewage works and waste disposal sites, sanitary collection systems, air quality, noise, storm-water management, storm sewers, culverts, etc.</p>	E + 10	E = Record ceases to apply
E29	<p>Private/Small Water Systems</p> <p>Includes records and correspondence regarding the design, construction, operation and maintenance of private water systems and development agreements for private waterworks. Includes operating manuals, maintenance orders, maintenance logs, warning notice checks and system audit reports.</p>	E + 15	

Class Code	Description	Total Retention (years)	Notes
E30	<p>Quality Monitoring Includes records regarding the routine monitoring of land/soil quality, excess soils and site condition reports as well as responses to interference with quality or contamination.</p> <p>Excludes Water quality – E13 to E15 Air quality monitoring – E05 Natural heritage – E18</p>	S + 7	
E31	<p>Gasoline Storage Dispensing Includes gasoline storage tank and municipal gasoline dispensing records.</p>	In use= 7 Tank install, inspection= E + 7	E= System removed
E32	<p>Flooding Includes records regarding the monitoring and control of creeks and floods.</p>	E + 15	E = Record was created, approved or plan no longer in force

F – Finance and Accounting

Class Code	Description	Total Retention (years)	Notes
F00	<p>Finance and Accounting General</p> <p>Includes records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available.</p>	1	
F01	<p>Accounts Payable</p> <p>Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay account, rebates, levies payable, reports, telephone bills and membership fees.</p> <p>Excludes</p> <p>Cancelled Cheques - F07 Employee and council expenses – F09</p>	E + 7	E = End of fiscal year
F02	<p>Accounts Receivable</p> <p>Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Includes correspondence related to tax collection and supporting documentation.</p> <p>Excludes</p> <p>Write-offs - F23 Tax assessments, rolls and arrears - F22</p>	E + 7	E = End of fiscal year
F03	<p>Audits</p> <p>Includes records regarding internal and external financial audits of accounts.</p> <p>Excludes</p> <p>Operational audits - see relevant subject Audited financial statements - F10</p>	7	Vital

Class Code	Description	Total Retention (years)	Notes
F04	<p>Banking</p> <p>Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records.</p> <p>Excludes</p> <p>Banking Statements - F07</p>	E + 7	E = End of fiscal year
F05	<p>Budgets and Estimates</p> <p>Includes departmental and corporate budgets and plans, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.</p>	7**	Vital
F06	<p>Assets</p> <p>Includes records regarding current and fixed assets. Includes fixed asset inventory including records of initial expenditure, depreciation, amortization, and disposal. Also includes supporting information required for Public Sector Accounting (PSAB) purposes.</p>	E + 10**	<p>Vital</p> <p>E = Disposal of asset</p>
F07	<p>Cheques</p> <p>Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements.</p> <p>Excludes</p> <p>Banking - F04</p>	7	

Class Code	Description	Total Retention (years)	Notes
F08	<p>Debentures and Bonds</p> <p>Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors.</p> <p>Excludes</p> <p>Debenture registers - F14</p>	E + 7	<p>Vital</p> <p>E = Debentures surrendered for exchange/cancellation</p>
F09	<p>Employee and Council Expenses</p> <p>Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc. May also include employee time sheets combined with travel and expense statements.</p> <p>Excludes:</p> <p>Attendance - H01 Honoraria and fees to council – F16</p>	E + 7	E = End of fiscal year
F10	<p>Financial Statements</p> <p>Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements</p> <p>Excludes</p> <p>All working notes, calculations and background documentation - F26</p>	P**	Vital

Class Code	Description	Total Retention (years)	Notes
F11	<p>Grants and Loans</p> <p>Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies such as the Road and Farm Tax Rebate, Waste Management Improvement Program etc. Also includes submissions, acknowledgements, and reports such as market value of assistance report.</p>	E + 7	E = Grant finalization For loans it is the repayment of the loan + 7
F12	<p>Investments</p> <p>Includes records regarding the municipality's investments, term deposits, and promissory notes.</p>	E + 7	Vital E = Closure of account
F13	<p>Journal Vouchers</p> <p>Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.</p>	E + 7	E = End of fiscal year
F14	<p>Subsidiary Ledgers, Registers and Journals</p> <p>Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers.</p>	E + 7**	Vital E = End of fiscal year
F15	<p>General Ledgers and Journals</p> <p>Includes all records in the Books of Original Entry.</p>	P	Vital

Class Code	Description	Total Retention (years)	Notes
F16	<p>Payroll</p> <p>Includes all records of payments of salary, wages and deductions to employees including vacation entitlement and pay, alternative vacation entitlements, notice of garnishment and termination or severance pay. Includes time sheets and vacation taken, pay lists, Blue Cross reconciliations, T4 Slips, Record of Earnings for pension contribution purposes, Records of Employment (ROE) and Statistics Canada reports. Also includes honoraria and fees to Council.</p> <p>Excludes</p> <p>Payroll registers, subsidiary ledgers, registers and journals - F14</p>	E + 7	<p>E = End of fiscal year</p> <p>Payroll registers are kept 15 years</p> <p>T-4 summaries and documents submitted to the CRA are kept for 25 years</p>
F17	<p>Purchase Orders and Requisitions</p> <p>Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services.</p> <p>Excludes</p> <p>Quotations and tenders - F18</p>	E + 7	E = End of fiscal year
F18	<p>Quotations and Tenders</p> <p>Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process.</p> <p>Excludes</p> <p>Successful quotations and tenders - L04</p>	E + 7**	<p>Vital</p> <p>E = Successful bid awarded</p> <p>Unsuccessful bids retain for 1 year from contract award</p>

Class Code	Description	Total Retention (years)	Notes
F19	<p>Receipts</p> <p>Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the municipality.</p>	7	Vital
F20	<p>Reserve Funds</p> <p>Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.</p>	7	
F21	<p>Revenues</p> <p>Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees.</p> <p>Excludes</p> <p>Accounts receivable - see F02 Tax rolls - see F22</p>	7	
F22	<p>Tax Rolls and Records</p> <p>Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls.</p> <p>Excludes</p> <p>Accounts receivable - F02 Mortgage companies - F02 Correspondence related to tax issues that are not of a long term importance - F02</p>	P	<p>Vital</p> <p>Tax rolls can be destroyed when no longer required for planning purposes</p>

Class Code	Description	Total Retention (years)	Notes
F23	<p>Write-offs</p> <p>Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies.</p> <p>Excludes</p> <p>Accounts receivable - F02</p>	7	Court services write offs destroyed after 37 years
F24	<p>Trust Funds</p> <p>Includes records regarding funds established by the municipality for money held in trust, such as bequests, cemetery trust funds, cemetery care and maintenance programs, Homes for the Aged Residents (including authorization, receipts and statements of withdrawal) and Ontario Home Renewal Program such as fund accounting records, bank statements, banking instructions and fund audit records.</p>	E + 7	<p>Vital</p> <p>E = End of fiscal year</p>
F25	<p>Security Deposits</p> <p>Includes development deposits, letters of credit, and certificates of insurance when required and records of monies held as security (i.e. bonds).</p>	E + 7	<p>Vital</p> <p>E = Closure of account</p>
F26	<p>Working Papers – Financial Statements</p> <p>Includes all working notes, calculations, reconciliations, end of year payment in lieu of taxes statements to school, and background documentation used to calculate financial statements such as the Monthly Trial Balance. Also includes records relating to annual tangible capital assets.</p> <p>Excludes</p> <p>Financial statements - F10</p>	E + 7	<p>Vital</p> <p>E = After completion of audit</p>

Class Code	Description	Total Retention (years)	Notes
F27	<p>Regulatory Reporting – Financial</p> <p>Includes regulatory, financial information returns and government reporting such as HST returns, tax rebate filings, and the Ministry of Municipal Affairs Financial Information Return (FIR) and the Municipal Performance Measurement Program (MPMP) that collects municipal services data on an annual basis as a part of the FIR.</p> <p>Excludes</p> <p>Performance management & quality assurance – A25</p>	7	Vital
F28	Unclassified		
F29	<p>Capital Projects</p> <p>Financial information, working sheets and other related information for capital projects. Does not include specific valuation records keeping information related to Tangible Capital Assets which are include in F06.</p>	E + 7	<p>Vital</p> <p>E = Disposal of asset</p>
F30	<p>Development Charges</p> <p>Includes Development Charges studies, copies of by-laws, pamphlets, correspondence, working papers, and other development charges related information.</p>	P	Vital
F31	<p>Financial Information Return (FIR)</p> <p>Includes FIR returns, correspondence, working papers and other related information.</p>	P**	Vital
F32	<p>Taxation Working Files</p> <p>Records related to property taxes that are not permanent. Includes correspondence to and from mortgage companies, correspondence to and from lawyers, etc.</p>	7	

Class Code	Description	Total Retention (years)	Notes
F33	<p>Reports and Studies</p> <p>Includes various reports and studies from both the Township and external entities that are of use for the financial operation of the municipality.</p>	25	
F34	<p>Utility Billing</p> <p>Includes records documenting funds owing to the municipality, in relation to utility billing. Includes correspondence, meter readings, PAP documents and information regarding utility issues.</p>	E + 7	E = End of fiscal year

H – Human Resources

Class Code	Description	Total Retention (years)	Notes
H00	<p>Human Resources General</p> <p>Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.</p>	7	
H01	<p>Metrics and Lists</p> <p>Organizational Human Resources performance measurements, and associated reports and lists.</p>	7	
H02	<p>Benefits and Pension Records</p> <p>Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits and pensions offered to employees, such as group insurance, OMERS general information, dental plans, Canada Savings Bonds, and general information on Employer Health Tax.</p> <p>Excludes Payroll - F16</p>	S	
H03	<p>Employee Records</p> <p>Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, Criminal Background Checks, performance evaluations, correspondence with the employee, and employee assistance. Includes part-time and student employees.</p> <p>Excludes Grievances – H14 Employee Relations – H15</p>	P	Vital

Class Code	Description	Total Retention (years)	Notes
H04	<p>Health and Safety</p> <p>Includes records regarding the occupational health and safety of staff. Includes accident reports, Workplace Safety & Insurance board reports and information on health and safety programs for staff. Also includes Health & Safety Committee meeting minutes.</p> <p>Excludes</p> <p>Accidents of the public - P05 Lost-time reports and claims – H13</p>	10	Vital
H05	<p>Human Resources Planning</p> <p>Includes records of succession planning, executive placement, retirement programs, staff turnover rates, staffing level plans, annual hire/promotion targets, recruitment freezes, employment equity, performance management, volunteer plans, employee information reporting and related records.</p> <p>Excludes</p> <p>Employee Records - H03</p>	E + 1	E = No longer relevant
H06	<p>Job Descriptions</p> <p>Includes job descriptions and specifications as well as background information used in their preparation or amendment.</p>	S + 7**	
H07	<p>Labour Relations</p> <p>Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.</p> <p>Excludes</p> <p>Collective agreement – L04</p>	P	Vital

Class Code	Description	Total Retention (years)	Notes
H08	<p>Organization Design</p> <p>Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.</p> <p>Excludes</p> <p>Job descriptions - H06</p>	S + 7**	Vital
H09	<p>Salary Planning</p> <p>Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, compensation ranges, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity and compliance.</p> <p>Excludes</p> <p>Employee Records - H03</p>	P	Vital
H10	Unclassified		
H11	<p>Recruitment</p> <p>Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.</p> <p>Excludes</p> <p>Successful applications – H03</p>	E + 7**	E= Job posting no longer accessible to the public
H12	<p>Training and Development</p> <p>Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation and course content delivery materials and attendance records for specific courses.</p> <p>Excludes</p> <p>Individual employee training records - H03</p>	E + 7**	<p>E = Date when that particular course ceases to be offered</p> <p>Only courses developed by municipality subject to archival selection</p>

Class Code	Description	Total Retention (years)	Notes
H13	<p>Claims</p> <p>Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice, accident report</p>	P	<p>Vital</p> <p>E = Resolution of claim</p> <p>Records related to exposure to airborne Acrylonitrile, benzene, lead, mercury, silica, vinyl chloride, arsenic, ethylene oxide or asbestos must be kept the longer of (a) 40 years from the time such records were first made with respect to the worker; or (b) 20 years from the time the last of such records were made with respect to the worker</p>
H14	<p>Grievances and Harassment and Violence</p> <p>Includes records dealing with grievance complaints filed against the municipality such as the initial complaint, investigation, reports and final resolution. Also includes records dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution.</p>	E + 10	E = Resolution of grievance

Class Code	Description	Total Retention (years)	Notes
H15	<p>Employee Relations</p> <p>Includes records regarding relationships with employees on matters of a general nature, service awards and progressive discipline.</p> <p>Excludes</p> <p>Grievances – H14 Employee Records – H03 Organization – see H08</p>	7	

J – Justice

Class Code	Description	Total Retention (years)	Notes
J00	<p>Justice General</p> <p>Includes Court & POA records which cannot be classified elsewhere. Us only if no other heading is available.</p>	4	
J01	<p>Certificates of Offence (Part I)</p> <p>Includes Part 1 Certificates of Offence excluding Accident and Careless Driving offences. Records identified as POA schedule # CD-4R1.</p> <p>Excludes</p> <p>Part I accident/careless driving matters – J02</p>	E + 2	<p>Vital</p> <p>E = Completion date</p>
J02	<p>Control Lists Information (Part III)</p> <p>Includes Court and POA records including all Part3 information and Part 1 Certificates of Offence relating to accident and careless driving matters.</p>	E + 6	<p>Vital</p> <p>E = Completion date</p>
J03	<p>Control Lists</p> <p>Includes certificate control lists and reports from municipal and provincial agencies such as Police, MTO and MNR, etc.</p>	4	Vital
J04	<p>Court Dockets</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>	3	<p>Vital</p> <p>Statement of defence, not set to trial retained for 5 years</p>
J05	<p>Transcripts and Records of Court Proceedings</p> <p>Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes and log books.</p>	6**	<p>Vital</p> <p>E = Completion date</p>

Class Code	Description	Total Retention (years)	Notes
J06	<p>Enforcements and Suspensions</p> <p>Includes records regarding the suspension of licences issued by provincial government agencies such as RICO-4015 Preliminary Enforcement Report and RICO-4017 Enforcement Review Journal and fine collection efforts. Also includes audit reports provided by the provincial database.</p>	8	Vital
J07	<p>Appeals and Transfers</p> <p>Includes records of appeals and of transfers to and from other courts.</p> <p>Excludes</p> <p>Appeals & hearings (municipal) – L01</p>	7	Vital
J08	<p>Statistics</p> <p>Includes reports and other statistical data, including all RICO reports such as RICO-2100 New Offence Register, FICO-0100 forms to be printed control list, RICO-4400 Cases Disposed to Criminal Court, daily courtroom utilization report and verification report, and all RICO and RICM cash payments and receipt reports, analysis and adjustments.</p>	8	Vital
J09	<p>Disclosure</p> <p>Includes information requested by individuals in preparation of court cases.</p>	6	Vital E = Completion date

L – Legal Affairs

Class Code	Description	Total Retention (years)	Notes
L00	<p>Legal Affairs General</p> <p>Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.</p>	1	
L01	<p>Appeals and Hearings</p> <p>Includes zoning appeals, development and educational charges appeals, official plan appeals and Committee of Adjustment appeals. Records include notices of appeal, all transcripts and related documentation regarding appeals, hearings, legal proceedings and final judgements. Also includes orders issued by regulatory bodies and boards.</p> <p>Excludes</p> <p>Litigation – L02 or L03 Harassment & violence – H15</p>	P	Vital
L02	<p>Claims Against the Municipality</p> <p>Includes all litigation and insurance claims made by other parties against the municipality.</p> <p>Excludes</p> <p>Appeals and hearings – L01</p>	E + 2	<p>Vital</p> <p>E = Resolution of claims and all appeals</p> <p>Ultimate limitation is 15 years</p>
L03	<p>Claims by the Municipality</p> <p>Includes all litigation and insurance claims made against other parties by the municipality.</p> <p>Excludes</p> <p>Appeals and hearings – L01</p>	E + 2	<p>Vital</p> <p>E = Resolution of claims and all appeals</p>

Class Code	Description	Total Retention (years)	Notes
L04	<p>Contracts and Agreements</p> <p>Includes all agreements entered into by the municipality. Includes construction contracts, collective agreements, child care centres/home child care agency licensee agreements, development front-ending agreements, and subdivision agreements. Also includes agreements regarding tax arrears payment extension, easements, encroachments, area ways, laneways and records transfer. Also includes simple contracts such as equipment rental and service contacts and vehicle leases, facility rental agreements.</p> <p>Excludes</p> <p>Contracts regarding land – L07 Insurance policies – L06 Line fence agreements – P01</p>	E + 15**	<p>Vital</p> <p>E = After the agreement/contract is terminated</p>
L05	<p>Insurance Appraisals</p> <p>Includes appraisals of municipal property for insurance purposes.</p>	E + 15	<p>Vital</p> <p>E = After new appraisal is done</p>
L06	<p>Insurance Policies</p> <p>Includes municipal insurance policy documents such as vehicle, liability, theft and fire insurance.</p> <p>Excludes</p> <p>Employee group insurance – H02 Third party contracts – L04 Insurance claims – L03</p>	E + 15	<p>Vital</p> <p>E = Expiry of policy</p>

Class Code	Description	Total Retention (years)	Notes
L07	<p>Land Acquisition and Sale</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 including underground storage abandonment records, expropriation plans, purchase letters and appraisals.</p> <p>Excludes</p> <p>Tax sales – F22</p>	E + 10	<p>Vital</p> <p>E = Property disposition</p>
L08	<p>Opinions and Briefs</p> <p>Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.</p>	S**	Vital
L09	<p>Precedents</p> <p>Includes records regarding judgements and decisions which may affect the municipality's position in actual or potential legal matters.</p>	S**	Vital
L10	<p>Federal Legislation</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>	S	
L11	<p>Provincial Legislation</p> <p>Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.</p>	S	

Class Code	Description	Total Retention (years)	Notes
L12	<p>Vital Statistics</p> <p>Includes registers of births, deaths and marriages. Registers include license or permit serial numbers, date of issue and name of the parties.</p> <p>Excludes</p> <p>Population statistics – D01</p>	P	Vital
L13	<p>Prosecutions</p> <p>Includes records regarding prosecutions for enforce by-laws and federal and provincial legislation.</p> <p>Excludes</p> <p>By-law enforcement – P01 Appeals and hearings – L01</p>	E + 7	Vital E = Delivery of judgement
L14	Unclassified		
L15	<p>Risk Management</p> <p>Records associated with the identification and control of potential hazards and accidental loss that may jeopardize the County. May include risk analysis, insurance coverage and claims adjustment.</p>	7**	
L16	Unclassified		
L17	<p>Trademarks, Patents and Copyright</p> <p>Records associated with the copyright, patent and trademark protection of municipal logos, and products used for visual identity.</p>	S**	Vital

M – Media and Public Relations

Class Code	Description	Total Retention (years)	Notes
M00	<p>Media and Public Relations General</p> <p>Includes records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.</p>	1	
M01	<p>Advertising</p> <p>Includes records regarding public advertising in magazines, newspapers, radio, television and transit.</p> <p>Excludes</p> <p>New releases – M06 Recruitment – H11 Elections – C07</p>	1**	
M02	<p>Ceremonies and Events</p> <p>Includes records regarding participation in special events, openings and anniversaries such as Remembrance Day and Winter Carnival. Also includes records regarding the set-up and running of special events.</p>	5**	
M03	<p>Charitable Campaigns / Fundraising</p> <p>Includes records regarding the raising of funds and donation for the municipality, for municipally run programs or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups etc.</p>	1	

Class Code	Description	Total Retention (years)	Notes
M04	<p>Complaints, Commendations and Inquiries</p> <p>Includes records regarding commendations, requests for information, and very general types of inquiries and complaints related to services provided by the municipality. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters.</p> <p>Excludes</p> <p>Freedom of information requests – A17 Grievances or harassment – H14 or H15 Employee recognition – H21</p>	5**	
M05	<p>News Clippings</p> <p>Includes clippings from newspapers, information from journals and other printed media. May also include information related to online media coverage, radio or television clips.</p>	1**	
M06	<p>News Releases</p> <p>Includes background notes and final versions of news releases issues. Includes messages for inclusion in special event programs.</p>	1**	
M07	<p>Publications</p> <p>Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, program and services pamphlets, trade shows, current events, industrial directories, business directories and maps. May include annual reports of a non-fictional nature.</p>	S**	

Class Code	Description	Total Retention (years)	Notes
M08	<p>Speeches and Presentations</p> <p>Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.</p>	3**	
M09	<p>Visual Identity and Insignia</p> <p>Includes records regarding branding and the standards which apply to graphic designs as part of a visual identity program. Includes logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seal of office.</p>	S + 5**	
M10	<p>Website and Social Media Content</p> <p>Includes records of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook and Twitter.</p> <p>Excludes</p> <p>Published website content – M07</p>	S + 2	
M11	<p>Public Relations and Public Awareness</p> <p>Includes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters etc. Also includes issues regarding internal/external communications. Includes programs designed for public awareness and engagement. Includes communications and records regarding proclamations and flag raisings.</p>	5**	

Class Code	Description	Total Retention (years)	Notes
M12	<p>Intellectual Property</p> <p>Includes certificates of copyright, applications for patents and trademark registration. Also includes monitoring and enforcement of authorized use of copyright, trademarks and patents including copyright use permission requests.</p>	E + 5	E = Copyright, patent or trademark expired or last used
M13	<p>Photo Waivers</p> <p>Includes records of signed waivers to use photographs and content for Township publications and general use. Includes waivers signed by parents to use the image of their child, or waivers/authorization forms signed by the owner of the photography, to use their images.</p>	P	Vital

P – Protection and Enforcement Services

Class Code	Description	Total Retention (years)	Notes
P00	<p>Protection and Enforcement Services General</p> <p>Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.</p>	1	
P01	<p>By-law Enforcement</p> <p>Includes records of municipal efforts to enforce by-laws such as parking tickets and fence-line disputes. Includes orders to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs, line fence agreements, etc.</p> <p>Excludes</p> <p>Health and fire inspections – P07 Investigations – P08 Prosecutions – L13 Animal control – P14</p>	6**	Vital
P02	<p>Daily Occurrence Logs</p> <p>Includes daily occurrence logs maintained by the Chief Building Official.</p>	5**	
P03	<p>Emergency Planning and Response</p> <p>Includes records regarding the planning, testing, rehearsal of and response to emergency safety and contingency measures. May also include records of previous disasters including emergency command centre operation, response reports, press clippings etc.</p>	E + 5	<p>Vital</p> <p>E = Expiry of plan if Canadian Environmental Protection Act applies</p>

Class Code	Description	Total Retention (years)	Notes
P04	<p>Hazardous Materials</p> <p>Includes information and reports on chemicals and substances that pose fire or environmental hazards such as PCBs, refrigerants and halocarbons. Also includes material safety data sheets and records dealing with toxic substances control, halocarbon charging records and leak tests/release reports, and environmental spills.</p> <p>Excludes</p> <p>Staff safety training – H04 Personal exposure – H17 Manifests – E07</p>	5	Vital
P05	<p>Incident / Accident Reports</p> <p>Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties.</p> <p>Excludes</p> <p>Security – A18 Accidents of municipal staff – H04 Compensation claims and vehicle accidents – L02 or L03</p>	5	Vital
P06	<p>Building and Structural Inspections</p> <p>Includes building and structural tests and inspection reports relating to work platforms, plumbing and sprinkler systems, fire alarm circuits, power supply and system, fire suppression systems, electrical and other structural inspections. Also includes inspections of marijuana grow operations and appropriate notification from a police force.</p> <p>Excludes</p> <p>By-law enforcement – P01</p>	P	Vital

Class Code	Description	Total Retention (years)	Notes
P07	<p>Health and Fire Safety Inspections</p> <p>Includes Fire Marshal's reports, public health and related health and safety violation and verification inspections reports conducted or performed on private, public and commercial properties.</p> <p>Excludes</p> <p>Internal health & safety inspections – H04</p>	P	Vital
P08	<p>Investigations</p> <p>Includes records of investigation pertaining to law enforcement, or the origin or cause of traffic accidents, serious occurrences and abuse allegations, ambulance and fire response scrutiny.</p> <p>Excludes</p> <p>By-law enforcement – P01 Harassment and violence investigations – H15</p>	10**	Vital
P09	<p>Licences</p> <p>Includes records regarding licences administered by or required by the municipality or the province. Such as licensing for dogs and kennels, liquor, and businesses, etc.</p> <p>Excludes</p> <p>Marriage licences – L12</p>	E + 2	Vital E = Expiry of licence
P10	<p>Building Permits</p> <p>Includes permits issued to builders, contractors and residents giving them permission to build or renovate. Also includes permits for construction of cell towers and the structure for wind-powered turbines.</p>	P	Vital

Class Code	Description	Total Retention (years)	Notes
P11	<p>Permits - Other</p> <p>Includes application and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to hold special events, temporary road closure, drinking water works permits, transport oversize loads, erect signs, etc.</p> <p>Excludes</p> <p>Building permits – P10 Burial permits – A13 Encroachment permits – D16</p>	E + 2	<p>Vital</p> <p>E = Expiry of permit</p>
P12	<p>Warrants</p> <p>Includes all warrants issued for By-law enforcement purposes.</p>	E + 2	<p>Vital</p> <p>E = Execution of warrant</p>
P13	<p>Criminal Records</p> <p>Includes all documentation relating to individuals with a history of criminal activity.</p> <p>Excludes</p> <p>Staff police background checks – H16 Investigations – P08 Prosecutions – L13</p>	E + 5	<p>Vital</p> <p>E = Occurrence / investigation closed or disposition of charge</p>
P14	<p>Animal Control</p> <p>Includes records regarding the control of household pets, strays, livestock and wildlife and their evaluation reports. Also includes records of distraised animals and pound animal records.</p> <p>Excludes</p> <p>Dog licences – P09</p>	E + 2	<p>E = Date animal was last in the pound</p>

Class Code	Description	Total Retention (years)	Notes
P15	<p>Community Protection Programs</p> <p>Includes records on community protection and crime prevention such as Community Policy, Victim Services Neighbourhood Watch and Block Parents. Also includes programs aimed at public education on fire, water and traffic safety and similar programs. Records include correspondence and brochures. Also includes video surveillance footage of high incident and public spaces.</p>	S + 2**	Surveillance video retained for 72 hours unless requisitioned for use, then retained S + 2
P16	<p>Emergency Services</p> <p>Includes records regarding police, land ambulance, fire and rescue services.</p>	S + 5	Vital
P17	<p>EMS Incident and Impact Reports</p> <p>Includes reports and statements documenting significant and noteworthy incidents events that occur when responding to an EMS, the role of the attending responders in the incident and the actual or potential impact of these incidents.</p> <p>Excludes Fire response – Z01</p>	10**	Vital
P18	<p>EMS Accident Reports</p> <p>Includes records relating to emergency services provided such as ambulance paramedical services and patient transport, and emergency call response. Includes ambulance call reports (ACR) and emergency response reporting.</p> <p>Excludes Investigations – P08 Fire suppression – Z01 Fire Emergency Calls – Z07</p>	10**	Vital

Class Code	Description	Total Retention (years)	Notes
P19	<p>EMS Accident Statistics</p> <p>Includes records relating to performance plans and the associated statistical reporting of performance, calls and accidents involving emergency medical services, traffic and work-related issues.</p> <p>Excludes</p> <p>Fire Accident Statistics – Z02</p>	S + 5	Vital
P20	<p>Prohibitions and Notices</p> <p>Includes prohibition orders, notices and correspondence related to prohibition under regulations such as Source Drinking Water Protection. May also contain building code applications denied because of prohibition.</p>	15	
P21	<p>Facilities Routine Water Use, Monitoring and Testing</p> <p>Includes records regarding the testing of swimming pool or splash pad water for chlorine and pH levels, water outlet inspection, the number of bathers per day, any rescues or breakdowns of equipment. Also includes routine testing, monitoring and flushing of water systems in recreational camps, child care and long term care facilities.</p>	6	
P22	<p>Parking Enforcement</p> <p>Includes forms regarding Notice of Intended Conviction. Includes parking by-laws, Ministry of Transportation Log spreadsheets, Certified Conviction records.</p>	8	
P23	<p>Crossing Guards</p> <p>Includes general records consisting of crossing guard calendars, legislative alerts and advisories, information of signs, list of crossing guards. Includes records regarding individual schools including requests, surveys, and locations.</p>	S	

R – Recreation and Culture

Class Code	Description	Total Retention (years)	Notes
R00	<p>Recreation and Culture General</p> <p>Includes records regarding recreation and culture which cannot be classified elsewhere. Use only if no other heading is available.</p>	1	
R01	<p>Heritage Preservation</p> <p>Includes records regarding heritage and historical development, including designations and registers of buildings, districts and cemeteries as well as archaeological digs, archeological and heritage assessments and heritage conservations district studies and plans. May also include heritage registers.</p> <p>Excludes</p> <p>Heritage designation by-laws – C01 Natural heritage preservation – E18</p>	E + 3**	<p>Vital</p> <p>E = End of plan year or removal of designation</p>
R02	<p>Library Services</p> <p>Includes circulation lists, recommendations for additions to library collections, information searches, inter-library loan requests and more general records regarding the operation of libraries. May include subscription renewals of magazines and receipts from book sales.</p>	5	
R03	<p>Museum and Archival Services</p> <p>Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records.</p> <p>Excludes</p> <p>Record operations – A10</p>	S + 3**	<p>Vital</p>

Class Code	Description	Total Retention (years)	Notes
R04	<p>Parks Management</p> <p>Includes correspondence, descriptions, reports and other records dealing with the management design, set-up, landscaping and maintenance of municipal parks. Includes maps and plans. Also includes information dealing with maintenance of playground equipment.</p> <p>Excludes</p> <p>Building and property maintenance – A20</p>	5**	<p>Vital</p> <p>Playground equipment maintenance retained 15 years</p>
R05	<p>Recreational Facilities</p> <p>Includes correspondence, description, reports and other records dealing with the management, operation and design of specific municipal recreational facilities such as arenas, rinks, pools, and fitness centre. Includes floor plans, architectural and engineering drawings. More specific information is filed by subject.</p> <p>Excludes</p> <p>Facilities construction – see A19</p>	5	<p>Vital</p>
R06	<p>Recreational Programming</p> <p>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.</p>	3**	<p>Applications with waivers will be retained for 7 years after age of majority of the youth</p>
R07	<p>Unclassified</p>		
R08	<p>Recreation Plan</p> <p>Includes the approved Master Plan, contact lists, steering committee information, questionnaires, etc.</p>	S + 2	<p>Vital</p>

Class Code	Description	Total Retention (years)	Notes
R09	<p>Clearview Youth Centre Includes records regarding the day-to-day operations of the Youth Centre.</p>	10	

S – Social and Health Care Services

Class Code	Description	Total Retention (years)	Notes
S00	<p>Social and Health Care Services - General</p> <p>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.</p>	1	
S01	<p>Children’s Day Nursery Services</p> <p>Includes general program information regarding childcare programs such as municipal and private daycare and day nursery services. Also includes general resource information used in counselling children and parents involved in these programs.</p>	S	
S02	<p>Elderly Assistance</p> <p>Includes general program information regarding programs intended to improve the quality of life for senior citizens such as home care, housing and transit subsidies. Includes any homes for the aged as well as general resource information used in counselling seniors considering moving to homes for the aged. May include indigent elderly patient report. Also includes Meals on Wheels program.</p>	S	
S03	<p>Homes for Aged Residents</p> <p>Includes records regarding residents of homes for the aged.</p> <p>Excludes</p> <p>General program information – see S02</p>	P	

Class Code	Description	Total Retention (years)	Notes
S04	<p>Social Assistance Programs</p> <p>Includes general program information regarding social assistance programs available to residents. Also includes general resource information used in counselling recipients of social assistance and information pertaining to Employment Support Programs and Community Support Services. Also includes records regarding subsidized housing.</p> <p>Excludes</p> <p>Ontario Works Case Records – see S05</p>	S	
S05	<p>Ontario Works Case Records</p> <p>Includes records regarding individual social assistance recipients. May includes income reporting cards.</p> <p>Excludes</p> <p>General program information – see S04</p>	E + 5	E = Date of last entry
S06	<p>Medical Case Records</p> <p>Includes case records regarding communicable diseases, venereal diseases, dental case, maternal care, etc.</p>	E + 15	E = discharged as a client
S07	<p>Children's Services</p> <p>Includes general information regarding programs benefiting developmentally handicapped children, abused children, and other children's programs. Also includes general resources information used in counselling children and parents involved in these programs. May include Children's Aid Society records as well.</p>	S	

Class Code	Description	Total Retention (years)	Notes
S08	<p>Public Health</p> <p>Includes records regarding public health programs such as health and safety education, school health programs, family planning and disease control, including immunization.</p>	S	Vital
S09	<p>Cemetery Records</p> <p>Includes burial permits, maps, plot ownership records, interment registers, and indexes for municipal cemeteries and abandoned cemeteries.</p>	P**	Vital
S10	<p>Day Nursery Case Records</p> <p>Application for enrolment, child's name, home address, date of birth, and records of names, addresses, phone numbers of parents, place at which they can be reached, etc.</p> <p>Excludes</p> <p>Disabled children – see S07</p>	E + 3	E = Last date participated
S11	<p>Disabilities Support Clients</p> <p>Includes records dealing with applications for and provision of services and funding support to person with mental or physical disabilities including service and support profiles, and accessible transportation eligibility application and approval, behaviour support plans, intrusive behaviour intervention and crisis situation incident reporting. Also includes personal support plans and records for individuals as well as reports relating to support services provided for people with disabilities.</p>	E + 7	E = No longer receiving support

Class Code	Description	Total Retention (years)	Notes
S12	<p>Housing Services</p> <p>Includes records and correspondence related to housing programs such as municipally owned and managed properties, the non-profit housing corporations, Strong Communities Rent Supplement program, landlords and other housing providers. Also includes records and correspondence related to affordable housing initiatives developed by the Federal Government, the Provincial Government and/or the municipality.</p>	10	
S13	<p>Housing Tenant Clients</p> <p>Includes information regarding social housing applications, and records regarding housing tenants such as personal identification, income verification documentation, rent calculations and notices, leases and consent forms.</p>	E + 5	E = No longer residing
S14	<p>Home Child Care Program Administration</p> <p>Provider files (eligibility requirements), correspondence, inspections, serious occurrence reporting, health unit reporting, Director's directions, attendance records & financial reconciliation information.</p>	3	
S15	<p>Home Child Care Program Clients</p> <p>Client records include the completed and signed enrolment form and information pertaining to the child as prescribed by the Ministry under the Child Care and Early Years Act, 2014 and eligibility requirements for the program. May also include referral letters from third part agencies, custody documents and medical referrals.</p> <p>Excludes: Day care and day nursery clients – see S10</p>	E + 3	E = Date last participated

Class Code	Description	Total Retention (years)	Notes
S16	<p>Social and Health Care Planning and Management</p> <p>Includes records related to social, health care and coordinated care initiatives planning, process definition, and program monitoring and evaluation. Includes records related to research, action plans, governance, evaluations, statistical information, and action plans. Includes records related to Long-Term Care facility capacity and service planning and copies of records required for reporting purposes. Also includes program marketing plans and presentations.</p>	7	
S17	<p>Client Care Coordination</p> <p>Includes records regarding individual clients and their care coordination planning.</p> <p>Excludes:</p> <p>Public health medical client information – see S06</p>	E + 10	E = No longer receiving support

Class Code	Description	Total Retention (years)	Notes
S18	<p>Long Term Care Operations</p> <p>Includes records relating to administration/organization, health and wellness concerns and initiatives, outbreaks/health related issues, programming for residents, and volunteer programming within the Long-Term Care facility. Also includes vacancy lists, client satisfaction surveys, quarterly and annual evaluations of facility programs and responses to client behaviour and violence zero tolerance, staff training, complaints review, reports required for regulatory reporting purposes such as the health care organization annual quality improvement plans, and patient and caregiver complaints summary reporting, controlled drug substances records, and drug record book identifying narcotics received by the Long-Term Care facility outside of the routine medications which are dispensed to residents.</p> <p>Excludes:</p> <p>Complaints – see M04</p> <p>Serious occurrence and abuse allegation investigations – see P04</p> <p>Food preparation & service monitoring – see S19</p>	P	
S19	<p>Food Preparations & Service</p> <p>Includes records relating to food production for residents of municipally managed Long-Term Care Homes and visitors (non-residents) as well as Child Care Centres. Includes the approved menu cycle and menu substitutions, records relating to food quality such as temperature and inspection records, client responses to food quality and private lab inspection reports.</p>	1	

T – Transportation Services

Class Code	Description	Total Retention (years)	Notes
T00	<p>Transportation Services General</p> <p>Includes records regarding transportation services which cannot be classified elsewhere. Use only if no other heading is available.</p>	1	
T01	<p>Illumination</p> <p>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.</p>	E + 6	<p>Vital</p> <p>E = Removal of equipment</p> <p>Specifications are kept permanently</p>
T02	<p>Parking</p> <p>Includes records and studies regarding municipal parking issues such as accessible parking, lot and garage operations, fire routes and employee parking.</p>	E + 6	E = Closure of lot or space
T03	<p>Public Transit Operations</p> <p>Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records, route administration and planning, fare policies, intergovernmental transit coordination.</p>	E + 1**	<p>E = Closure of route / shelter / stop</p> <p>2 year minimum retention</p>
T04	<p>Road Construction</p> <p>Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, etc.</p> <p>Excludes</p> <p>Design and planning – T05 Routine maintenance – T06</p>	E + 6**	<p>Vital</p> <p>E = Project finished</p> <p>Specifications are kept permanently</p>

Class Code	Description	Total Retention (years)	Notes
T05	<p>Road Design and Planning</p> <p>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.</p>	E + 6**	<p>Vital</p> <p>E = Project finished</p> <p>Specifications are kept permanently</p>
T06	<p>Road Maintenance and Salt Usage</p> <p>Includes records and studies regarding the inspection and maintenance of roads. Minor repair maintenance includes the installation of culverts, minor repairs to the road surfaces, curbs and sidewalks, cycle-ways, footpaths, walkways etc. Routine maintenance includes grading, plowing, sanding of roads, snow removal and cleaning.</p> <p>Also includes Salt Management Plan and revisions, yearly review, reports and other records, studies and information regarding salt usage and contamination from salt used on the roads.</p>	E + 20**	<p>Vital</p> <p>E = Project finished</p> <p>Specifications are kept permanently</p> <p>Salt plans and usage retained for 7 years</p>
T07	<p>Signs and Signals</p> <p>Includes records and studies regarding the manufacture, installation, servicing and maintenance of signs and signals.</p> <p>Excludes</p> <p>Visual identity – M09 Sign permits – P11</p>	E + 7	<p>Vital</p> <p>E = Removal of sign</p>

Class Code	Description	Total Retention (years)	Notes
T08	<p>Traffic</p> <p>Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes records regarding impacts of temporary road closures for special events.</p> <p>Excludes</p> <p>Permits for temporary closures – P11</p>	E + 10**	<p>Vital</p> <p>E = Project finished</p> <p>Temporary road closures retained for 2 years</p>
T09	<p>Road and Lane Openings / Closures</p> <p>Includes records on roads and lanes closed on a permanent or regular basis. Records includes reports, appraisals, correspondence and district court applications. Also includes records related to requests to open road and street allowances.</p> <p>Excludes</p> <p>Temporary road closures – T08 Land sales – L07 Road closing by-laws – C01</p>	E + 7**	<p>Vital</p> <p>E = Project finished</p>
T10	<p>Field Survey / Road Survey Books</p> <p>Includes engineering field survey notes and books.</p>	E + 1	E = Project finished
T11	<p>Bridges</p> <p>Includes estimates, studies and other records regarding projects specifically for bridge construction. Also includes bridge repairs and maintenance.</p>	E + 1	<p>Vital</p> <p>E = Project finished</p> <p>Specifications are kept permanently</p>
T12	Unclassified		

Class Code	Description	Total Retention (years)	Notes
T14	<p>Roads and Highways – Transfer of Responsibility</p> <p>Records associated with the transfer of responsibility for roads and highways from one level of government to another.</p>	P	Vital
T15	<p>Road Patrol and Inspections</p> <p>Records associated with road patrols and weather reports; forecast and actual.</p>	20	Vital

V – Vehicles and Equipment

Class Code	Description	Total Retention (years)	Notes
V00	<p>Vehicles and Equipment General</p> <p>Includes records regarding vehicles and equipment which cannot be classified elsewhere. Use only if no other heading is available.</p>	1	
V01	<p>Fleet Management</p> <p>Includes records of summary fleet information and fleet records for each vehicle (including attached devices such as firefighting chassis mounted aerial devices) leased or owned, operated and maintained by the municipality. This includes plate permits, CVOR certificates, operating manuals, routine/daily inspections, vehicle history files, vehicle maintenance, fuel reporting, registration and disposal.</p> <p>Excludes</p> <p>Insurance policies – L06 Accident claims – L02 or L03 Leases/contracts – L04</p>	E + 2	<p>Vital</p> <p>E = Disposal of vehicle</p> <p>Daily inspection logs retained for 2 years</p>
V02	<p>Mobile Equipment</p> <p>Includes records and operating manuals regarding mobile (motorized) equipment used in conjunction with vehicles. Also includes routine inspections, maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc.</p>	E + 1	<p>Vital</p> <p>E = Disposal of equipment</p>
V03	<p>Transportable Equipment</p> <p>Includes operating manuals and records regarding transportable equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.</p>	E + 1	<p>Vital</p> <p>E = Disposal of equipment</p>

Class Code	Description	Total Retention (years)	Notes
V04	<p>Protective Equipment</p> <p>Includes operating manuals and records regarding protective equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as portable fire extinguishers, rescue equipment, breathing apparatus, breathing tanks, down alarms, etc.</p> <p>Excludes</p> <p>Uniforms and clothing – A14</p>	E + 1	<p>Vital</p> <p>E = Disposal of equipment</p>
V05	<p>Ancillary Equipment</p> <p>Includes records regarding fixed equipment which is non-vehicle and non-office in nature. Includes equipment such as work or suspended platforms, lifting devices not attached to a structure, appliances such as autoclaves and dishwashers, garbage compactors, industrial shredders etc. Includes correspondence, equipment user and procedural manuals, warranty, routine inspections, maintenance, licences, and history records.</p> <p>Excludes</p> <p>Gasoline and storage tanks – E24</p> <p>Mechanical & operational systems integral to building structure – see A26</p> <p>Private/small water systems – see E22</p>	E + 1	E = Disposal of equipment

Z – Emergency Services

Class Code	Description	Total Retention (years)	Notes
Z00	<p>Emergency Services – General</p> <p>General records relating to the day-to-day operations of emergency services. Including complaints from the public, staff meeting notes and communications.</p>	3	
Z01	<p>Fire Prevention</p> <p>Records associated with the inspections and prevention of fire incidents at multiple facilities and residences.</p>	10	
Z02	<p>Accident Statistics</p> <p>Records associated with statistical reporting of accidents involving emergency services, traffic and work-related issues.</p> <p>Excludes</p> <p>Vehicle and property not associated with Emergency Services – see V06</p>	11	Vital
Z03	<p>Ontario Fire Marshall</p> <p>Statistics received from the Office of the Fire Marshall.</p>	5	
Z04	<p>Dispatch Plan Recovery</p> <p>Records associated with plans for potential loss of services and protection during unforeseeable incidents such as fire, natural disaster, terrorism and theft. Includes the Corporate Disaster Recovery Plan and any related components.</p>	S + 5**	Vital
Z05	<p>Recruitment</p> <p>Records associated with the recruitments of new volunteer firefighters.</p>	E + 7	

Class Code	Description	Total Retention (years)	Notes
Z06	Uniforms Records associated with uniforms for employees and volunteers who work within emergency services.	S**	
Z07	Emergency Calls Records associated with emergency calls such as fire, ambulance and police incidents. Records may include damage reports.	6	
Z08	Emergency Planning and Services Records associated with emergency measures for planning and services provided by the municipality. This record series may include evacuee centres in the event of a disaster, provision of services and emergency resources, and contingency planning.	S	
Z09	Equipment Maintenance and Testing Records associated with inspection and routine maintenance, testing of all emergency services vehicles and equipment. May include permits and registrations, reports and use statistics, and maintenance history.	E + 1	E= disposal of equipment
Z10	Tenders and Request for Proposals Copies of tenders and RFPs for emergency services, to be used as a resource for informational purposes. Excludes Original Quotations and Tenders – see F18 Successful Quotations and Tenders – see L04	7	Vital

Class Code	Description	Total Retention (years)	Notes
Z11	<p>Training Files</p> <p>All records regarding the training of emergency personnel, including volunteer firefighters.</p>	P	Vital