

Municipality Of Chatham-Kent

Legislative Services

Municipal Governance

To: Mayor and Members of Council
From: Judy Smith, Director Municipal Governance/Clerk
Date: November 24, 2017
Subject: Records Retention By-law

Recommendations

It is recommended that:

1. A by-law to retain and preserve the records of the municipality and its local boards in a secure and accessible manner, be approved.
2. By-law 287-1999, a by-law to establish schedules of retention periods during which receipts vouchers, instruments, rolls or other documents, records and papers must be kept by the municipality or its local boards, be repealed.

Background

The Ontario Municipal Records Management System (TOMRMS) was selected in 1999 after amalgamation to fulfil the requirements of the records retention for the Municipality of Chatham-Kent.

This system is a file classification scheme and retention schedule that organizes all of the Municipality's administrative files in a logical alphanumeric system. TOMRMS is used in numerous municipalities within the Province of Ontario and has proven itself to be an effective system for management of records.

Comments

The proposed schedule is based on legal, regulatory, audit and administrative requirements. It provides a standard user-friendly document that can be implemented across all departments within the Municipality. It not only identifies appropriate retention periods, but it also serves the following purposes:

- a) Identifies the department responsible for maintaining the original or official record
- b) Guides the user to how long to keep files and records in the office

- c) Allows the user know which records should be sent to inactive storage, when, and for how long; and
- d) Cites the applicable legal requirements.

A full copy of the retention schedule and the citation table is attached with the by-law (Appendix A).

Quarterly review of legislation by a firm known as *The Information Professionals* occurs. The president, Michael O'Shea, utilizes a Carswell product called *FileLaw*, as the base of the system. The limitation periods and legislative references in *FileLaw* are reviewed and researched by the firm to confirm accuracy and to tailor for municipal records.

Areas of Strategic Focus and Critical Success Factors

The recommendations in this report support the following areas of strategic focus:

- Economic Prosperity:
Chatham-Kent is an innovative and thriving community with a diversified economy
- A Healthy and Safe Community:
Chatham-Kent is a healthy and safe community with sustainable population growth
- People and Culture:
Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
- Environmental Sustainability:
Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

- Financial Sustainability:
The Corporation of the Municipality of Chatham-Kent is financially sustainable
- Open, Transparent and Effective Governance:
The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
- Has the potential to support all areas of strategic focus & critical success factors
- Neutral issues (does not support negatively or positively)

Consultation

Legal Services reviewed the Appendix A to ensure all retention periods met legislation.

The Executive Management Team was presented with the updated retention schedule and citation table.

Financial Implications

There is no financial implications with regard to the passing of this by-law.

Prepared by:

Reviewed by:

Judy Smith, CMO
Director, Municipal Governance/Clerk

John Norton
Departmental Lead, Legislative Services

Consulted and confirmed the content of the consultation section of the report by:

Christine Jackson
Manager Provincial Offences Court

Appendix A: By-law and Retention Schedule

c. Christine Jackson, Manager, Provincial Offence Court

RTC:LEGISLATIVE SERVICES/2018 Files/Municipal Governance/Jan 15 – Records Retention By-law

By-law Number
Of The Corporation of the
Municipality of Chatham-Kent

A By-law to retain and preserve the records of the municipality and its local boards in a secure and accessible manner.

FINALLY PASSED the day of December, 2017

Whereas Section 254 (1) of the Municipal Act, 2001 (S.O. 2001, c.25) and amendments thereto 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 it is deemed expedient to establish schedules of retention periods for the records of the municipality.

And Whereas the retention period shall be those set out in the schedules attached hereto.

Now Therefore the Municipal Council of The Corporation of the Municipality of Chatham-Kent enacts as follows:

1. That the retention periods during which municipal records shall be retained and the same are hereby established in Schedule "A", attached hereto and forming part of this by-law.
2. That for the purpose of this by-law, "year" shall be deemed to mean the calendar year commencing January 1st and terminating on December 31st.
3. That for the purpose of calculating the period of retention within this by-law, the period of retention shall be deemed to commence on the first day of January next following the passage of this by-law.
4. That the Clerk or his designate shall satisfy themselves that the period of retention established by by-law has expired, and that no reason exists for further retention, and may then order documents to be destroyed in accordance with the retention period set out in the schedule attached hereto and forming part of this by-law.
5. That by-law 287-1999 be repealed.

Read a First, Second and Third time this day of December, 2017

MAYOR – Randy R. Hope

CLERK – Judy Smith

**THE ONTARIO MUNICIPAL RECORDS MANAGEMENT SYSTEM
FILE CLASSIFICATION and RECORDS RETENTION SCHEDULE**

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Primary Heading: Administration							
Class Code	Secondary Heading	Responsible Dept.	Keep in Dept.	Inactive	Total Ret.	Remarks	Cite Table
A00	Administration - General <u>Includes:</u> Administrative records which cannot be classified elsewhere. Use only if no other heading is available. <u>Excludes:</u> Day Books/Logs – A22	Originating	1	-	1		
A01	Associations and Organizations <u>Includes:</u> Correspondence, minutes, agendas, notices regarding meetings and reports regarding organizations, associations and societies to which staff belong or with which they communicate in the course of their duties. <u>Excludes:</u> Membership Fees - See Accounts Payable - F01.	Originating	1	-	1		
A02	Associations and Organizations - Other Municipalities / Regions <u>Includes:</u> Minutes, notes, correspondence, notices, brochures and reports.	Originating	1	-	1		
A03	Associations and Organizations - Provincial and Federal Government. <u>Includes:</u> Government agencies, boards and departments in the Provincial Government	Originating	2	-	2	As above	
A04	Staff Committees and Meetings <u>Includes:</u> Records regarding the activities of staff committees and meetings. Includes notices of meetings, agenda, minutes, etc. May also include copies of staff activity reports. <u>Excludes:</u> Council Minutes and Agenda - C03-C04; Standing Committees - C05-C06.	Originating	2	2	4**	Subject to archival selection	g076

Legend: **P** = Permanent * = Maximum Copy Retention **S** = Superseded **C** = Current Year
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Class Code	Secondary Heading	Responsible Dept.	Keep in Dept.	Inactive	Total Ret.	Remarks	Cite Table
A05	<p>Computer/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, office automation, and electronic correspondence management. Also includes Geographic Information Systems (G.I.S.)</p> <p>Excludes: Reports - file by subject. Acquisitions - See Quotations and Tenders - F18.</p>	Corporate Services - Information Systems (ITS)	S	S+6	S+6	E-mail Archive retain 6 yrs.	g033
A06	<p>Conferences and Seminars</p> <p>Includes: Conferences, invitations, approvals, agenda, notes on proceedings and other records regarding conferences, conventions, seminars and special functions attended by staff, or sponsored by the municipality.</p> <p>Excludes: Travel Arrangements - See Travel and Accommodation - A13; Speeches and Presentations - M08; Employee and Council Expenses - F09; Ceremonies and Events - M02.</p>	Originating	1	-	1	Only those sponsored by the Municipality are subject to archival review.	
A07	<p>Consultants</p> <p>Includes: Correspondence, proposals, resumes and other documents regarding the selection, appointment and monitoring of consultants.</p> <p>Excludes: Reports - file by Subject; Quotations and Tenders - F18.</p>	Originating	2	-	2**	Subject to archival selection	

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Class Code	Secondary Heading	Responsible Dept.	Keep in Dept.	Inactive	Total Ret.	Remarks	Cite Table
A08	Inventory Control <u>Includes:</u> Inventory statements and reports, and all other records regarding the control of supplies, fuel and small equipment supply. <u>Excludes:</u> Assets - F06.	Originating	3	3	6		g003 g032 g122
A09	Office Equipment and Furniture <u>Includes:</u> Records regarding the design and maintenance and operational manuals of owned and leased office equipment and furniture. Includes copiers, microfiche readers, paper shredders, coffee makers, etc. <u>Excludes:</u> Computer Hardware and Software - See Computer/Information Systems - A05; Service Agreements - See Contracts and Agreements – Simple - L14; Assets - F06.	Originating	E	-	E	E= Disposal of item	
A10	Office Services <u>Includes:</u> Records regarding rates and services provided by courier, mail and postage firms. Also, includes records regarding the inter-office mail system, internal printing, and word-processing services.	Originating	1	-	1		
A11	Policies and Procedures <u>Includes:</u> Policy and procedure manuals, guidelines and directives.	Originating	S	P	P		G003 010,062, 076,122, 124,125

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A12	<p>Records Management</p> <p>Includes: Information regarding the management of corporate records, regardless of medium. Specific records include file listings, feasibility studies, and records centre operations.</p> <p>Excludes: Retention By-Law - C01; Policies and Procedures - A11; Records Disposition - A13.</p>	Legislative Services – Municipal Governance	S	-	S		g067
A13	<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>	Legislative Services – Municipal Governance	P	-	P		g067
A14	<p>Telecommunications Systems</p> <p>Includes: Records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communications systems, and 911 emergency systems.</p> <p>Excludes: Telephone Logs – A22; Licenses - P09; Assets - F06; Long Distance Call Records - See Accounts Payable - F01; Agreements - See Contracts and Agreements - L04 or L14.</p>	Corporate Services - Information Systems (ITS)/Originating	S	-	S		

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A15	<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: Employee and Council Expenses - F09.</p>	Originating	1	-	1		
A16	<p>Uniforms and Clothing</p> <p>Includes: Records regarding uniforms, special/safety clothing and footwear used by municipal staff members, such as police, fire-fighters and public works employees.</p>	Originating	S	-	S		
A17	<p>Vendors and Suppliers</p> <p>Includes: Records regarding vendors and suppliers of goods and services as well as information about these goods and services such as catalogues, price lists, correspondence, and bidders' information sheets.</p> <p>Excludes: Purchase Orders and Requisitions - F17; Quotations & Tenders – F18; Office Equipment - A09; Fleet Management - V01.</p>	Originating	2		2		

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A18	<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. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.</p>	Originating	2	3	5**	Subject to archival selection	
A19	<p>Accessibility of Records (FOI)</p> <p>Includes: Documents regarding the municipality's responsibilities under the Freedom of Information and Protection of Privacy Act, Municipal Freedom and Protection of Privacy Act and the Personal Health Information Protection Act and records regarding the handling of requests under the Act.</p> <p>Excludes: Copies of the Act - Provincial Legislation - L11; Complaints and Inquiries - M04.</p>	Legislative Services - Clerk	2	-	2		g071 g067
A20	<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.</p> <p>Excludes: Day Books/Logs – A22; Vandalism Reports - See Incident/Reports, P05; Computer Security – See A05</p>	Originating	3	2	5		

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Primary Heading: Administration							
Class Code	Secondary Heading	Responsible Dept.	Keep in Dept.	Inactive	Total Ret.	Remarks	Cite Table
A21	Facilities Bookings Includes: Copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	Originating	1	-	1		
A22	Day Books/Logs/Sheets Includes: Day Books, daily activity sheets and/or logs and other records of daily activity. Excludes: Telecommunications – A14; Travel – A15; Security – A20; Accounts Payable – F01; Employee and Council expenses – F09; Daily Occurrence Logs - P02	Originating	3	2	5	Subject to archival selection	

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Primary Heading: Council and By-Laws							
Class Code	Secondary Heading	Responsible Dept.	Keep in Dept.	Inactive	Total Ret.	Remarks	Cite Table
C00	Council and By-Laws - General Includes: Records regarding Council, Boards and by-laws which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1		
C01	By-Laws Includes: Final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws. Also includes indices. Excludes: Background Information - file by subject.	Legislative Services – Municipal Governance/ Clerk	P	-	P		g118 g119
C02	By-Laws - Other Municipalities Includes: Final versions of by-laws of other municipalities which are of interest.	Originating	S	-	S		
C03	Council Agenda Includes: Notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.	Legislative Services – Municipal Governance/ Clerk	S	5	5**	Subject to Archival Selection	
C04	Council Minutes Includes: Minutes of the proceedings of Council meetings. Includes attachments to the minutes. Also includes Declaration(s) of Pecuniary Interest Excludes: Council Committees - C05 & C06; Reports to Council - C11.	Legislative Services – Municipal Governance/ Clerk	P		P	Copy retention 2 years Working notes 6 years Audio/Visual – 2 years	g091 g118 g119 g131

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Primary Heading: Council and By-Laws							
Class Code	Secondary Heading	Responsible Dept.	Keep in Dept.	Inactive	Total Ret.	Remarks	Cite Table
C05	Council Committee Agenda Includes: Notes of meetings and agenda for the committees of Council, as well as working notes used in agenda preparation.	Legislative Services – Municipal Governance/ Clerk	S		S**	Subject to Archival Selection	462, 466
C06	Council Committee Minutes Includes: Minutes of the committees of Council.	Legislative Services - Clerk	6		6**	Subject to archival selection	g091 g118 g119 g131
C07	Elections Includes: Returned notices, lists of officials, voters' lists, nominations, election results, and information on ward boundaries. Includes advertising.	Legislative Services – Municipal Governance/ Clerk	E+6		E+6	E=day action took effect or voting day Ballots E= 120 days after voting or resolution of recount	g069 g070
C08	Strategic/Operational Planning Includes: Records concerning strategic planning, goals and objectives, and mission statements.	CAO/ Originating	S	-	S**	Subject to Archival Selection	
C09	Motions and Resolutions Includes: Final signed versions of resolutions and motions of Council.	Legislative Services – Municipal Governance/ Clerk	P	-	P		g091 g118 g119 g131
C10	Motions and Resolutions - Other Municipalities Includes: Final versions of motions and resolutions of other municipalities which are of interest.	Legislative Services – Municipal Governance Clerk/	S	-	S		

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Primary Heading: Council and By-Laws							
Class Code	Secondary Heading	Responsible Dept.	Keep in Dept.	Inactive	Total Ret.	Remarks	Cite Table
C11	Reports to Council <u>Includes:</u> All reports to Council. Filed by subject.	Legislative Services – Municipal Governance/ Clerk	2	P	P		g118 g119
C12	Appointments to Boards and Committees <u>Includes:</u> Records regarding appointments by Council of staff and council members.	Legislative Services – Municipal Governance/ Clerk	2	P	P		g119
C13	Delegations To Council <u>Includes:</u> Copies of Letters to Council, Submissions to Council. Also includes Petitions.	Legislative Services – Municipal Governance/ Clerk	2	2	4**	Subject to Archival Selection	

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Primary Heading: Community Development and Planning							
Class Code	Secondary Heading	Responsible Dept.	Keep in Dept.	Inactive	Total Ret.	Remarks	Cite Table
D00	<p>Community Development & Planning - General</p> <p><u>Includes:</u> Records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.</p>	Originating	1	-	1		
D01	<p>Demographic Studies</p> <p><u>Includes:</u> Records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc.</p> <p><u>Excludes:</u> Vital Statistics - L12.</p>	Originating	5	5	10**	Subject to Archival Selection	
D02	<p>Economic Development</p> <p><u>Includes:</u> Records regarding the growth of the economy. Includes studies, statistics, projections, etc.</p> <p><u>Excludes:</u> Demographic Studies - D01; Residential Development - D04; Tourism Development; D06</p>	CAO- Economic Development	5	5	10**	Subject to Archival Selection	
D03	<p>Environmental Planning</p> <p><u>Includes:</u> Records regarding general types of environmental studies with a long range planning emphasis, such as storm drainage and flood control planning, parks and open spaces planning, and waste management planning.</p> <p><u>Excludes:</u> Environmental Monitoring - E05; Waste Management - E07; Energy Management - E09</p>	Originating	5		5**	Subject to Archival Selection	g008 g036 g044 g089 g144 g146 g147

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Primary Heading: Community Development and Planning							
Class Code	Secondary Heading	Responsible Dept.	Keep in Dept.	Inactive	Total Ret.	Remarks	Cite Table
D04	Residential Development <u>Includes:</u> Records regarding the availability of housing. Includes general assessments of the need for affordable housing, Social Housing, occupancy rates, housing costs statistics, etc.	Legislative Services – Planning/Ori-ginating	5	5	10**	Subject to Archival Selection	
D05	Natural Resources <u>Includes:</u> Records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral deposits, and other natural resources (parks, harbours, beaches)	Legislative Services – Planning/Originating	5		5**	Subject to archival selection	g044 g082
D06	Tourism Development <u>Includes:</u> 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 for special events.	Community Development - Economic Development	5	5	10**	Subject to Archival Selection	
D07	Condominium Plans <u>Includes:</u> Records regarding the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.	Legislative Services – Planning	5	P	P		g015

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Class Code	Secondary Heading	Responsible Dept.	Keep in Dept.	Inactive	Total Ret.	Remarks	Cite Table
D08	Official Plans <u>Includes:</u> The official plan and amendments to the official plan. Also includes secondary plans and amendments containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts. <u>Excludes:</u> Official Plan Amendment Applications - D09.	Legislative Services – Planning	S	P	P		g090
D09	Official Plan Amendment Applications <u>Includes:</u> Applications to amend the official plan or secondary plans, background reports, staff reports, notices, resolutions and decisions. <u>Excludes:</u> Official Plans – D08	Legislative Services – Planning	3	2	E+5	E= Final decision.	g090
D10	Severances <u>Includes:</u> Records regarding the granting of severances to parcels of land.	Legislative Services – Planning	E+2	P	P	E= Final decision.	g133
D11	Site Plan Control <u>Includes:</u> Records regarding the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways. <u>Excludes:</u> Systems for Servicing Land - See relevant subject; Site Plan Agreements - See Contracts and Agreements - L04.	Legislative Services – Planning	5	P	P	Applications may be destroyed 2 years after final decision	

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Class Code	Secondary Heading	Responsible Dept.	Keep in Dept.	Inactive	Total Ret.	Remarks	Cite Table
D12	<p>Subdivision Plans</p> <p>Includes: Records regarding the approval of plans of subdivisions (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans.</p> <p>Excludes: Subdivision Agreements - See Contracts and Agreements - L04</p>	Legislative Services – Planning	5	P	P	Applications may be destroyed 2 years after final decision	
D13	<p>Variances</p> <p>Includes: Records regarding the granting of variances in land use from existing zoning regulations.</p> <p>Excludes: Budget Variances – F05</p>	Legislative Services – Planning	E+2	P	P	E= Final decision	
D14	<p>Zoning</p> <p>Includes: Records and standards regarding the designation of zones for land use planning purposes. Includes zoning applications.</p> <p>Excludes: Zoning By-Laws - C01; Variances - D13; Zoning Appeals and Hearings - L01</p>	Legislative Services – Planning Services	E+2	-	E+2	E= Final decision	

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D15	<p>Easements</p> <p>Includes: All records on Easements and Rights of Way concerning municipal ownership of private lands in order to maintain public services such as water and sewer lines that cross private property.</p> <p>Excludes: Original Agreements - See Contracts and Agreements - L04.</p>	Legislative Services – Planning/ Originating	E+3	3	E+6	E=Termination of right	g133
D16	<p>Encroachments</p> <p>Includes: All records regarding private properties encroaching on municipal lands. Also includes surveys and any other related documentation.</p> <p>Excludes: Original Agreements - See Contracts and Agreements - L04; Original Encroachments By-Laws - See By-Laws - C01.</p>	Legislative Services – Planning	E+3	3	E+6	E=Termination of right	
D17	<p>Annexation/Amalgamation</p> <p>Includes: All records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. May include studies on county restructuring.</p> <p>Excludes: Chatham-Kent Amalgamation - D24</p>	Legislative Services – Legal Dept./ Planning	3	P	P		

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Class Code	Secondary Heading	Responsible Dept.	Keep in Dept.	Inactive	Total Ret.	Remarks	Cite Table
D18	<p>Community Improvement Projects / Programs Includes: Records, studies, statistics and any required background information on community development programs and job creation programs, such as Workfare. Examples of community development programs include Ontario Neighbourhood Improvement Programs (ONIP) & Community Area Improvement Programs (CAIP). Records on housing rehabilitation programs such as Residential Rehabilitation Assistance Program (RRAP) & Ontario Home Renewal Program (OHRP) are permanent files. Excludes: Economic Development - D02.</p>	Legislative Services – Planning/ Originating	E+3	3	E+6	E= Completion of project Drawings/specs permanent N.B. Archival RRAP & OHRP files are permanent	
D19	<p>Municipal Addressing 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>	Legislative Services – Planning	5	5	10**	Subject to Archival Selection	
D20	<p>Reference Plans Includes: Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence. Excludes: Original drawings and plans for municipal facilities, plants, pumping stations, etc. - O01.</p>	Legislative Services – Planning/ Originating	P		P		
D21	<p>Industrial Development Includes: Records regarding promotion and development of industry. Records include studies, statistics, projections, etc.</p>	Community Development - Economic Development/ Planning	5	5	10**	Subject to Archival Selection	

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Primary Heading: Community Development and Planning							
Class Code	Secondary Heading	Responsible Dept.	Keep in Dept.	Inactive	Total Ret.	Remarks	Cite Table
D22	Commercial Development <u>Includes:</u> Records regarding commercial promotion and development. Records include studies, statistics, projections, etc.	Community Development - Economic Development/ Planning	5	5	10**	Subject to Archival Selection	
D23	Agricultural Development <u>Includes:</u> Records regarding promotion and development of the agricultural industry. May include correspondence with the Ontario Federation of Agriculture, reports and studies.	Community Development - Economic Development	5	5	10**	Subject to Archival Selection	
D24	Chatham-Kent Amalgamation <u>Includes:</u> All records relating to the amalgamation, County government. review, county study, Transition Board, Task Force Reports and restructuring correspondence.	CAO- Municipal Governance/ Archives	-	-	P		
D25	Transportation / Traffic Planning <u>Includes:</u> In-house and external studies relating to the planning of the Region's transportation network including working papers, technical reports and plans. Also includes development files and traffic studies.	I & ES – Engineering/ Traffic Division	3	3	6**	Subject to Archival Selection	
D28	Combined Applications	Community Development - Planning	5	5	10		
D29	Community Strategic Plan Broad based plan with a vision of viewing C-K as a whole.	CAO/ Originating	S		S	Subject to Archival Selection	
D30	Corporate Strategic Plan Operations and Business Plans of an individual organization(s).	CAO	S		S	Subject to Archival Selection	

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Primary Heading: Environmental Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
E00	Environmental Services <u>Includes:</u> Records regarding environmental services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1		
E01	Sanitary Sewers <u>Includes:</u> Records regarding the design, construction and maintenance of sanitary sewers. <u>Excludes:</u> Waste Management E07; Storm Sewers E02; Treatment Plants - E03; Backflow Prevention – E09	PUC- Water/Waste water I & ES – Engineering/ Public Works	2	3	5	Specifications P Connection Cards P	g038 g073
E02	Storm Sewers <u>Includes:</u> Records regarding the design, construction and maintenance of storm sewers. Also includes sewer connection cards. <u>Excludes:</u> Backflow Prevention – E09	PUC- Water/Waste water I & ES- Engineering/ Public Works	2	3	5	Specifications P Connection Cards P	g038 g073
E03	Treatment Plants <u>Includes:</u> Records regarding the operation of Water treatment systems <u>Excludes:</u> Water Pumping Stations - See Water Works - E08.	PUC- Water/Waste water	5	10	15	Specifications P	g015 g038 g073 g082
E04	Trees <u>Includes:</u> Records of tree removal, planting, trimming, pruning and preservation.	I & ES - Public Works	2	3	5		

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Primary Heading: Environmental Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
E05	<p>Environmental Monitoring</p> <p><u>Includes:</u> Records regarding the routine monitoring of water quality, water quantity and air quality, as well as responses to interference with quality or quantity. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water.</p> <p><u>Excludes:</u> By-Law Enforcement P01; Complaints and Inquiries M04.</p>	<p>PUC- Water/Waste water</p> <p>Health & Family Services – Health Unit</p> <p>I&ES-Public Works</p>	5	10	15		g008 g076 g089
E06	<p>Utilities</p> <p><u>Includes:</u> Records regarding utility services provided to residents. Includes telephone lines, gas mains, power lines, and water meters. Includes locates of above services.</p> <p><u>Excludes:</u> Site plans - D11.</p>	Originating	3	2	5		
E07	<p>Waste Management/Waste Disposal Sites</p> <p><u>Includes:</u> Records regarding the collection and disposal of waste. Includes site records, recycling, source separation, collection services and composting.</p> <p><u>Excludes:</u> Sanitary Sewers-E01; Environment Planning-D03.</p>	I & ES – Waste & Recycling	5	5	10	Specifications P	g002/08/ 09/036//0 37/038/0 39/040/0 41/042/0 89/112/1 17/121/1 38
E08	<p>Water Works</p> <p><u>Includes:</u> Records regarding the design, construction, maintenance & inspection of water mains, tanks, pipelines, pump stations, fire hydrants and related facilities and equipment.</p>	<p>PUC- Water/Waste water</p> <p>I&ES– Engineering/ Public Works</p>	5	10	15	Specifications P	g008/073 /089/082/ 108/111/ 116

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Primary Heading: Environmental Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
E09	<p>Backflow Prevention & Cross Connection Controls</p> <p><u>Includes:</u> Records regarding identification, installation & annual monitoring of backflow & cross connection controls for industrial & commercial enterprises. Also includes records listing approved contractors, permits, control surveys, device test reports & notification letters.</p> <p><u>Excludes:</u> Water Works – E08 & Environmental Monitoring – E05</p>	PUC – Water/Waste water	5	10	15	**These files are electronic & stored on Cityview software	g008/082 /089/108/ 110/ 111

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Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
F00	Finance and Accounting - General <u>Includes:</u> Records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1		
F01	Accounts Payable <u>Includes:</u> Records documenting funds payable by the municipality, such as paid invoices, rebates, levies payable, reports, membership fees, and telephone bills	Finance	2	5	7	Permission to destroy prior to expiration of retention period must be obtained by the Minister of Finance	g006/005/007/018/032/096/034/032/096/034/032/051/055/062/086/095/127
F02	Accounts Receivable <u>Includes:</u> Records documenting funds owing to the municipality, such as invoices, billing listings, and recoveries reports. Includes tax, water and rent receivables. Also includes subsidy claims and fines owing to the Municipality	Finance	2	5	7	Same as above	G006/007/018/032/096/034/032/096/034/032/051/055/062/086/095/127
F03	Audits <u>Includes:</u> Records regarding internal and external financial audits of accounts. <u>Excludes:</u> Operation Audits - See Relevant subject. Audited Financial Statements - See Financial Statements - F10.	Finance	2	5	7		g069

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Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Responsible Dept.	Keep * Dept.	Inactive	Total Ret.	Remarks	Cite Table
F04	Banking <u>Includes:</u> Records regarding banking transactions and relationships with banks. Includes bank statements, bank reconciliations and deposit records.	Finance	2	5	7		g007 g062
F05	Budgets & Estimates <u>Includes:</u> Departmental and corporate budgets, both capital and operating. <u>Excludes:</u> Budget Preparation Working Papers - F30	Budget & Performance Management	2	5	7		
F06	Assets <u>Includes:</u> Records regarding tangible capital assets. Includes asset inventories as well as records of initial expenditure, betterments, amortization, impairments, disposal and assessment notices <u>Excludes:</u> Land Acquisition and Sale L07; Inventory Control A08	Finance	3	3	E+6	E= Disposal of the asset	g006/007 /095
F07	Cheques <u>Includes:</u> All cancelled cheques issued such as payroll and payables. Also includes cheque requisitions, cheque listings, and supporting documents to authorize issuance of cheques. <u>Excludes:</u> Banking - F04.	Finance	2	5	7		g006/007 /034/032/ 086/127

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Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
F08	Debentures and Bonds <u>Includes:</u> 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. Also includes cancelled / surrendered debentures. <u>Excludes:</u> Debenture Registers - See Subsidiary Ledgers, Registers and Journals - F14.	Finance	3	3	E+6	E= Debentures surrendered for exchange/ cancellation	g007 g034
F09	Employee and Council Expenses <u>Includes:</u> Travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate expense claims.	Finance	2	5	7		g006 g007
F10	Financial Statements <u>Includes:</u> The Balance Sheet, Income Statement and Statement of Source and Application of Funds. <u>Excludes:</u> All working notes, calculations and background documentation - F30.	Finance	2	P	P		g069

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Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
F11	Grants and Loans <u>Includes:</u> Records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies. Also include submissions, acknowledgements, and reports. Examples are road and transit subsidies, capital works program grants.	Finance/ Originating	2	5	7		g006 g007
F12	Investments <u>Includes:</u> Records regarding the municipality's investments, term deposits, and promissory notes.	Finance	3	3	E+6	E= Closure of account	g006
F13	Journal Vouchers <u>Includes:</u> Completed journal voucher forms, input forms, and all background documentation. Used to substantiate journal entries.	Finance	2	5	7		g006/007 /032 /034/055/ 127
F14	Subsidiary Ledgers, Registers, and Journals <u>Includes:</u> All subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals and Debenture Registers. <u>Excludes:</u> Documents and vouchers used to support entries – Filed by relevant subject.	Finance	2	5	7		g001/ 005/006/ 007/032/ 034/055/ 086/127

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Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
F15	General Ledger & Journals <u>Includes:</u> All records in the Books of Original Entry.	Finance	2	P	P		g001/006/07/032/034/055/127/131
F16	Payroll <u>Includes:</u> All records of payment of salary, wages and deductions to employees. Includes pay lists, T4 Slips, OMERS yearly reports and Statistics Canada reports. Also includes honoraria and fees to Council. <u>Excludes:</u> Payroll Registers - See Subsidiary Ledgers, Registers and Journals - F14; Time Sheets - See Timesheets / Overtime Sheets - F26.	HROD Payroll/Originating	2	5	7		g001/005/07/019/032/034/102/127
F17	Purchase Orders and Requisitions <u>Includes:</u> Purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services. <u>Excludes:</u> Quotations and Tenders - F18.	Finance	2	5	7		g006/007032/127

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Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
F18	<p>Quotations and Tenders</p> <p><u>Includes:</u> Records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposals, Invitations to Tender, Proposals, Tender Submissions, Prequalification, and all documentation regarding the selection process.</p> <p><u>Excludes:</u> Successful quotations and tenders - See Contracts and Agreements - L04.</p>	Finance/ Originating	2	5	7	Unsuccessful bids – retain for 1 year from contract award	
F19	<p>Receipts</p> <p><u>Includes:</u> Receipts issued for payment of items such as parking tickets, licenses, rentals and taxes. Also includes receipts for donations.</p>	Finance	2	5	7		g006/007/ 032/127
F20	<p>Reserve Funds</p> <p><u>Includes:</u> Records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.</p>	Finance	2	5	7		g069
F21	<p>Revenues</p> <p><u>Includes:</u> Records regarding the generation of revenues, such as fees from applications for severance, lot levies, development charges, and surplus equipment sales.</p> <p><u>Excludes:</u> Accounts Receivable - F02.</p>	Finance	2	5	7	Records related to mortgages must be kept for 10 years	g026/032/ 095/127

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Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
F22	Tax Rolls and Records <u>Includes:</u> Taxation records of long term importance, such as assessment rolls, arrears register cards and tax collector's rolls. <u>Excludes:</u> Accounts Receivable - F02 and Tax Sales - F32	Finance	P		P		g007/014/058/068/113
F23	Write Offs <u>Includes:</u> Accounts receivable that have been written-off as uncollectible. Also includes records of bankruptcies. <u>Excludes:</u> Accounts Receivable - F02.	Finance	2	5	7	Court Services write-off – retain for 37 years	g006/007/027
F24	Trust Funds <u>Includes:</u> Records regarding funds established by the municipality for money held in trust, such as bequests and Ontario Home Renewal Program.	Originating	2	5	7	E= Closure of account	g047/051/062/097
F25	Security Deposit <u>Includes:</u> Development deposits, letter of credit, and proof of insurance when required and records of monies held as security (i.e. bonds).	Finance	2	5	E+7	E= Closure of account	
F26	Timesheets / Overtime Sheets <u>Includes:</u> Records include timesheets, overtime sheets, part-time sheets and time cards.	HROD – Payroll/ Originating	2	5	7		
F27	Mortgage Files <u>Includes:</u> Tax bills, mortgage listings and correspondence	Finance	5	5	10		
F28	Homes for the Aged - Resident Statements <u>Includes:</u> Copies of computer printout of statements and batch header with reconciliation.	Finance/ Originating	2	8	E+10	E=death or discharge of Resident	g061/087/114

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Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
F29	Tax Certificates <u>Includes:</u> Requests for tax certificates, reconciliations and copies of tax certificates	Finance	2	5	7		
F30	Working Papers <u>Includes:</u> Records such as Monthly Trial Balance, etc.	Finance	E+1	-	E+1	E= After completion of audit	
F31	Budget Preparation <u>Includes:</u> all working notes, calculations and background documentation. Also includes Budget Variances. <u>Excludes:</u> Final Budget Document F05	Budget & Performance Management	2	5	7		
F32	Tax Sale <u>Includes:</u> Tax sale records, tax sale deeds and related correspondence <u>Excludes:</u> Tax roll and records F22	Finance/ Legal	2	P	P		

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Primary Heading: Human Resources							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
H00	Human Resources - General <u>Includes:</u> Records regarding Human Resources which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1		1		
H01	Attendance and Scheduling <u>Includes:</u> Records regarding employment attendance, shift scheduling, vacation schedules, hours of work, etc. <u>Excludes:</u> Payroll - F16; Timesheets. - See Timesheets / Overtime Sheets - F26	HROD Human Resources/ Originating	3		E+3	E = Termination of Employment	g035
H02	Benefits <u>Includes:</u> Brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on OMERS. <u>Excludes:</u> Payroll - F16; Pension Records - H10.	HROD Comp & Benefits	S	-	S		
H03	Employee Records <u>Includes:</u> Records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, change of address notifications, and employee assistance. Includes part-time and student employees. May include grievances. Also includes Harassment & Violence Investigations, Criminal Background checks, Employee Medical Records & LTD Claims <u>Excludes:</u> Payroll Information –F16 Volunteer Records – H16	HROD Human Resources	E+5	- -	P	E=date employee ceases to be employed *Long term care home staff retain E+ 7yrs *Firefighters retain E+25 *Drinking Water system trainee retain E+5	g002/ 010/035/ 065/082/ 103/107/ 079/114/ 104/078/ 076/054

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**THE ONTARIO MUNICIPAL RECORDS MANAGEMENT SYSTEM
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Primary Heading: Human Resources							
Class Code	Secondary Heading	Responsible Dept.	Keep * Dept.	Inactive	Total Ret.	Remarks	Cite Table
H04	<p>Health and Safety</p> <p><u>Includes:</u> Records regarding the occupational health and safety of staff. Includes accident reports, Workers' Safety Insurance Board reports, MSDS sheets and information on health and safety programs for staff.</p> <p><u>Excludes:</u> Health and Safety Education - See Training and Development - H12; WSIB Claims - see WSIB Claims / Rehabilitation - H14; Accidents of the Public - See Incident /Accident Reports - P05.</p>	<p>HROD</p> <p>Occupational Safety</p>	2	1	3		g045/ 076/076/ 077/078/ 059/104/ 125/137/ 148
H05	<p>Human Resource Planning</p> <p><u>Includes:</u> Records of succession planning, executive placement, retirement programs, staff turnover rates, annual hire/promotion targets, recruitment freezes, employment equity, performance management, and related records.</p> <p><u>Excludes:</u> Employee Records - H03.</p>	<p>HROD</p> <p>Human Resources/ Originating</p>	S	-	**S	Subject to archival selection	
H06	<p>Job Descriptions</p> <p><u>Includes:</u> Job descriptions and specifications, as well as background information used in their preparation or amendment. Also includes physical demands analysis.</p>	<p>HROD</p> <p>Human Resources/ Originating</p>	S	-	S**	Subject to archival selection	

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Primary Heading: Human Resources							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
H07	<p>Labour Relations</p> <p><u>Includes:</u> Records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions, and negotiations.</p> <p><u>Excludes:</u> Grievances - H13; Collective Agreement - See Contracts and Agreements - L04.</p>	HROD Labour relations	5	5	E+10	E= Expiry of contract period	g013
H08	<p>Organization</p> <p><u>Includes:</u> Records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organizational charts.</p> <p><u>Excludes:</u> Job Descriptions - H06.</p>	Originating	S	-	**S	Subject to archival selection	
H09	<p>Salary Planning</p> <p><u>Includes:</u> Records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity.</p> <p><u>Excludes:</u> Employee Records - H03</p>	HROD Human Resources	S	-	S		
H10	<p>Pension Records</p> <p><u>Includes:</u> Annual Information returns, OMERS statements & correspondence with OMERS.</p> <p><u>Excludes:</u> Deductions - See Payroll - F16; General information on Pensions - See Benefits - H02; Payments made to OMERS - See Accounts Payable - F01.</p>	HROD Human Resources	3	3	E + 6	E= Death or termination of employee and the end of all pension benefits.	g001 g088

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Primary Heading: Human Resources							
Class Code	Secondary Heading	Responsible Dept.	Keep * Dept.	Inactive	Total Ret.	Remarks	Cite Table
H11	<p>Recruitment</p> <p><u>Includes:</u> Records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications*.</p>	HROD Human Resources	3	4	7	Successful candidates retain for 7 yrs. Unsuccessful candidates retain for 6 months	g071
H12	<p>Training and Development</p> <p><u>Includes:</u> Records regarding courses offered to employees, such as workplace violence & harassment, health and safety, and information on career and professional development programs. Also includes orientation materials.</p> <p><u>Excludes:</u> Employee Records - H03; Volunteer Records – H16</p>	HROD Human Resources	2		2	E=date when course ceases to be offered	g043
H13	<p>Grievances and Arbitrations</p> <p><u>Includes:</u> Copy of grievance, correspondence, legal, union costings, notes and decisions.</p> <p><u>Excludes:</u> Appeals & Hearings – L01 and Claims – L02 & L03</p>	HROD Human Resources	5	5	E+10	E= Resolution of claim	g013 g059
H14	<p>WSIB Claims / Rehabilitation</p> <p><u>Includes:</u> Attending physician reports, benefits history, current injury / accident details, accident investigation reports, WCB reports, correspondence and return to work certifications.</p>	HROD Human Resources	E+1	P	P		g076 g078 g104 g125
H15	<p>Pay Equity</p> <p><u>Includes:</u> Records associated with the evaluation of positions by comparing skills, duties and responsibilities of similar positions. Also may include policies and pay equity programs, classification ratings and job evaluation information.</p> <p><u>Excludes:</u> Employee Records- H03; Salary Planning – H09</p>	HROD Human Resources	E+2	P	P		

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Primary Heading: Human Resources							
Class Code	Secondary Heading	Responsible Dept.	Keep * Dept.	Inactive	Total Ret.	Remarks	Cite Table
H16	<p>Volunteer Records</p> <p><u>Includes:</u> Records regarding history of Volunteers at Municipal facilities. Also includes applications, evaluations, criminal records checks, reference checks, training, orientation & agreements of confidentiality etc.</p> <p><u>Excludes:</u> Job Descriptions – H06; Training & Development – H12</p>	HROD Human Resources/ Originating			E+2	E= Termination of Volunteer Placement	
H17	<p>Workplace Investigation</p> <p><u>Includes:</u> Statements, reports and other data collected from Employee Alert System(s).</p> <p><u>Excludes:</u> Health & Safety – H04; Grievances & Arbitration – H13; Incident/Accident Reports – P05, Investigations - P08</p>	HROD Human Resources	2	8	10		
H18	<p>Workwell Audit</p> <p><u>Includes:</u> Documentation, reports, correspondence and other related material to WSIB Audit. Also includes Final Report and recommendations.</p> <p><u>Excludes:</u> Health & Safety – H04; WSIB Claims/Rehabilitation – H14; Appeals & Hearing s- L01</p>	HROD Occupational Safety	5	-	5		

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Primary Heading: Justice							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
J00	Justice – General <u>Includes:</u> Court and P.O.A. records which cannot be classified elsewhere. Use if no other heading is available.	Legislative Services - Provincial Offences Court	2	2	4		g021
J01	Appeals – Provincial Offences <u>Includes:</u> Correspondence and records of appeals related only to Provincial Offences <u>Excludes:</u> Appeals and Hearings (Municipal) – L01	Legislative Services - Provincial Offences Court	3	4	7	From date of Judgement	g021
J02	Control Lists <u>Includes:</u> Reports from Municipal and M.N.R. etc. Provincial agencies such as Police, M.T.O.	Legislative Services - Provincial Offences Court	2	2	4		g21
J03	Court Dockets <u>Includes:</u> Register of Court activity including court staff, statistics on accused and disposition of fines.	Legislative Services - Provincial Offences Court	2	4	6		g004 g021 g093 g150
J04	Court Utilization <u>Includes:</u> Records and reports of occupancy of court facilities and related staffing requirements. <u>Excludes:</u> Timesheets – F26 and Attendance and Scheduling –H01	Legislative Services - Provincial Offences Court	2	4	6		
J05	Disclosure <u>Includes:</u> Information requested by individuals in preparation for court cases. <u>Excludes:</u> Accessibility of Information (FOI) A19	Legislative Services - Provincial Offences Court	2	6	8	From date of Judgement	g021
J06	Enforcements and Suspensions <u>Includes:</u> Records regarding the suspension of licences issued by Provincial Government bodies e.g. Driver's Licence <u>Excludes:</u> Marriage Licences – L12; Licences (Municipal) - P09	Legislative Services - Provincial Offences Court	2	6	8	From date of Judgement	g021

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**THE ONTARIO MUNICIPAL RECORDS MANAGEMENT SYSTEM
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Primary Heading: Justice							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
J07	Transcripts and Exhibits <u>Includes:</u> Records of court proceedings and related evidence	Legislative Services - Provincial Offences Court	2	6	8	From date of Judgement	g004 g020 g029 g093
J08	Statistics <u>Includes:</u> Reports and other related statistical data including RICO reports** (ICON) ***, ISCUS reports**** and write offs. <u>Excludes:</u> Accounts Receivable Write Offs – F23	Legislative Services - Provincial Offences Court	2	6	8		g021
J09	Transfers <u>Includes:</u> Records of transfers to and from other Provincial Courts	Legislative Services - Provincial Offences Court	3	4	7	From date of Judgement	g021
J10	Certificates of Offence (Part 1)	Legislative Services - Provincial Offences Court	3	5	8	From date of Judgement	g021 g024
J11	Certificates of Offence (Part 2)	Legislative Services - Provincial Offences Court	3	5	8	From date of Judgement	g021 g024

*These retentions are based on the **MEMORANDUM OF UNDERSTANDING** between Her Majesty the Queen in Right of Ontario (as represented by the Attorney-General) and the Corporation of the Municipality of Chatham-Kent.

**RICO - Reports on ICON

***ICON - Integrated Courts Offenses Network

****ISCUS – ICON Scheduling Courtroom Utilization Screen

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Primary Heading: Legal Affairs							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
L00	Legal Affairs - General <u>Includes:</u> Records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.	Legislative Services - Originating	2	-	2		
L01	Appeals and Hearings <u>Includes:</u> All transcripts and related documentation regarding appeals, hearings and legal proceedings. Includes final judgements. Includes zoning appeals, official plan appeals and Committee of Adjustment appeals. Also includes orders issued by regulatory bodies and boards. <u>Excludes:</u> Litigation - See Claims - L02, L03.	Legislative Services – Legal/ Originating	P		P		g068 g090
L02	Claims Against the Municipality <u>Includes:</u> All claims made by other parties against the municipality. <u>Excludes:</u> Appeals and Hearings - L01.	Legislative Services - Legal	2	P	P		
L03	Claims By the Municipality <u>Includes:</u> All claims made against other parties by the municipality. <u>Excludes:</u> Appeals and Hearings - L01.	Legislative Services - Legal	2	P	P		g086

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Primary Heading: Legal Affairs							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
L04	<p>Contracts and Agreements - Under Seal</p> <p><u>Includes:</u> All agreements entered into by the municipality. Includes construction contracts, collective agreements, purchase of service and subdivision agreements. Also includes agreements regarding easements, encroachments, area ways and laneways.</p> <p><u>Excludes:</u> Office Equipment Maintenance Agreements - L14; Contracts regarding Land - L07; Insurance Policies - L06.</p>	Legislative Services - Legal	5	10	E+15	E= Termination of agreement Specifications P	g060
L05	<p>Insurance Appraisals</p> <p><u>Includes:</u> Appraisals of municipal property for insurance purposes.</p>	Legislative Services - Legal	5	10	E+15	E=a new appraisal has been completed	g060
L06	<p>Insurance Policies</p> <p><u>Includes:</u> Municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance.</p> <p><u>Excludes:</u> Employee Group Insurance - See Benefits - H02; Third Party Contracts - See Contract And Agreements - L04.</p>	Legislative Services - Legal	5		P	Permanent is defined as 100 yrs. retention	g060
L07	<p>Land Acquisition and Sale</p> <p><u>Includes:</u> Records regarding real estate transactions; conveyances, such as lot sales, alley closings/ allowances through voluntary transactions or expropriation. Includes leases, deeds, letters of purchase, expropriation plans & environmental assessments.</p>	Legislative Services - Legal	5		P	Permanent is defined as 100 yrs. retention	g058 g095 g145

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**THE ONTARIO MUNICIPAL RECORDS MANAGEMENT SYSTEM
FILE CLASSIFICATION and RECORDS RETENTION SCHEDULE**

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Primary Heading: Legal Affairs							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
L08	Opinions and Briefs <u>Includes:</u> Copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	Legislative Services - Legal	S	-	S**	Subject to Archival selection	
L09	Precedents <u>Includes:</u> Records regarding judgements and decisions which may affect the municipality's position in actual or potential legal matters.	Legislative Services - Legal	S	-	S**	Subject to Archival selection	
L10	Federal Legislation <u>Includes:</u> Records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.	Originating	S	-	S		
L11	Provincial Legislation <u>Includes:</u> Records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.	Originating	S	-	S		
L12	Vital Statistics <u>Includes:</u> Registers of births, deaths and marriages. <u>Excludes:</u> Population Statistics - See Demographic Studies - D01.	Corporate Services- Customer Services Legislative Services - Licensing	2		P	Marriage applications - retain 10 years	g066

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Primary Heading: Legal Affairs							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
L13	<p>Prosecutions</p> <p><u>Includes:</u> Records regarding prosecutions to enforce by-laws and federal and provincial legislation.</p> <p><u>Excludes:</u> By-Law Enforcement - P01; Appeals and Hearings - L01; Warrants - P12.</p>	Legislative Services - Legal	3	4	E+7	E= Delivery of judgement	
L14	<p>Contracts and Agreements - Simple</p> <p><u>Includes:</u> Contacts and agreements not under corporate seal, such as equipment rental and service contracts and vehicle leases and purchase agreements.</p>	Legislative Services - Legal	E+1	5	E+6	E= Expiry of contract Long Term Care Service Providers Retain E+7	g050 g059 g062
L15	<p>First Nations Reservations</p> <p><u>Includes:</u> All records regarding Delaware Nation (Moravian) Reservation and Caldwell Band. Also includes sub searches and Federal Government and Provincial Government correspondence.</p>	Legislative Services - Legal	2		P		

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**THE ONTARIO MUNICIPAL RECORDS MANAGEMENT SYSTEM
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Primary Heading: Media and Public Records							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
M00	Media and Public Relations - General <i>Includes:</i> Records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1		
M01	Advertising <i>Includes:</i> Records regarding public advertising in magazines, internet websites, social media, newspapers radio, television, and transit. <i>Excludes:</i> News Releases- M06; Recruitment - H11; Elections - C07.	Originating	1	-	1	Subject to Archival Selection	
M02	Ceremonies and Events <i>Includes:</i> Records regarding participation in special events, openings, and anniversaries, such as Remembrance Day. Also includes records regarding the set-up and running of special events.	Originating	2	3	5	Subject to Archival Selection	
M03	Charitable Campaigns/Fund Raising <i>Includes:</i> Records regarding the raising of funds and donations for the municipality, for municipality-run programs or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups, etc. <i>Excludes:</i> Receipts - F19.	Originating	2	-	2		

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Primary Heading: Media and Public Records							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
M04	<p>Complaints, Commendations and Inquiries</p> <p><u>Includes:</u> Records regarding complaints, commendations, requests for information, and very general types of inquiries. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters.</p> <p><u>Excludes:</u> Accessibility of Records (Freedom of Information) - A19.</p>	<p>CAO Communica tions Officer</p>	2	-	2		
M05	<p>News Clippings</p> <p><u>Includes:</u> Clippings from newspapers, information from journals and other printed media.</p> <p><u>Excludes:</u> Clippings used as reference material - See relevant subject.</p>	<p>Originating</p>	2	-	2		
M06	<p>News Releases</p> <p><u>Includes:</u> Background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.</p>	<p>CAO Communica tions Officer</p>	2	-	2	Subject to Archival Selection	
M07	<p>Publications by the Municipality</p> <p><u>Includes:</u> Published documents of any medium. Includes typed manuscripts, artwork, printed copies & related records regarding the publication of tourism information, trade shows, current events, industrial & business directories, and maps. Also includes Internet website, Intranet & annual reports of a non-financial nature as well as copies of Social networking sites published by the Municipality</p>	<p>Originating/ Communica tions Officer</p>	2	3	5	Subject to Archival Selection	

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**THE ONTARIO MUNICIPAL RECORDS MANAGEMENT SYSTEM
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Primary Heading: Media and Public Records							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
M08	<p>Speeches and Presentations</p> <p><u>Includes:</u> Background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.</p> <p><u>Excludes:</u> Media coverage of speeches/presentations - See News Clippings - M05; News Releases - M06.</p>	CAO Communica tions Officer	1	2	3	Subject to Archival Selection	
M09	<p>Visual Identity and Insignia</p> <p><u>Includes:</u> Records regarding the standards which apply to graphic designs in the interest of establishing a Visual Identity Program. Includes logo and letterhead design, signage, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.</p>	Community Development	S	5	5	Subject to Archival Selection	

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**THE ONTARIO MUNICIPAL RECORDS MANAGEMENT SYSTEM
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Primary Heading: Operations							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
O00	Operations - General <u>Includes:</u> Records regarding operations which cannot be classified elsewhere. Use only if no other heading is available.	Originating	2	-	2		
O01	Drawings / Plans <u>Includes:</u> Original drawings for Regional and Municipal contracts, subdivisions, intersections, facilities, plants, pumping stations, culverts, bridges and mapping.	I&ES - Originating	P	P	P	Final constructed drawings (as built) kept by Engineering	
O02	Property Files <u>Includes:</u> Building permits, violations, zoning reviews, plans, etc. relevant to individual properties	Legislative Services – Building Services	P	P	P		
O03	Facilities Construction and Renovations <u>Includes:</u> Records for the planning and construction of municipal facilities such as Homes for the Aged, fire stations, pools, and office buildings. Includes site meetings, consultants' reports, and cost reports. Also includes architectural and engineering drawings.	I & ES – Engineering/ Originating	3	3	E+6	E= Completion of project Specifications/ Drawings permanent Subject to Archival Selection	g015 g073 g059

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**THE ONTARIO MUNICIPAL RECORDS MANAGEMENT SYSTEM
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Primary Heading: Operations							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
O04	<p>Building and Property Maintenance</p> <p><u>Includes:</u> Records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, garages, libraries, airport and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts and office cleaning.</p> <p><u>Excludes:</u> Parks Management - R04; Recreational Facilities - R05.</p>	Originating	3	2	5	Specifications/Manuals permanent	g074 g100 g101 g059
O05	<p>Drainage Files</p> <p><u>Includes:</u> Records regarding the design, construction and maintenance of rural drains. Also includes engineer reports, plans and profiles, petitions, assessments, general specifications, manuals and correspondence. May include convenience copies of tenders, by-laws, grants and Drainage Board Hearings Tribunal.</p>	I & ES – Drainage Department	P	P	P		
O06	<p>Tile Loans</p> <p><u>Includes:</u> Original application, copy of the by-law, map of the tiled area and copy of the inspection completion certificate.</p>	I & ES - Drainage Department	P	P	P		
O07	<p>ARDA* Dyke Records</p> <p>*Agricultural & Rural Development Act</p> <p><u>Includes:</u> Maps, copy of by-laws, plan and profiles, design specifications and correspondence of the ARDA Dyke System.</p>	I & ES - Engineering	P	P	P		

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**THE ONTARIO MUNICIPAL RECORDS MANAGEMENT SYSTEM
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Primary Heading: Operations							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
O08	Field/Road Survey Books <u>Includes:</u> Field Books containing notes made by engineers and surveyors.	I & ES – Engineering/ Public Works	3	3	E+6	E= Date of last entry in book Subject to Archival Selection	
O09	Road Construction <u>Includes:</u> 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. <u>Excludes:</u> Design and planning - O10; Routine maintenance and minor improvements to road systems - See Road Maintenance - O11; Bridges & Culverts – O12	I & ES – Engineering/ Public Works	3	3	E+6	E= Completion of Project Drawings & Plans Permanent	g073
O10	Road Design and Planning <u>Includes:</u> Estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycleways, footpaths, walkways, etc.	I & ES – Engineering/ Public Works	3	3	E+6	E= Completion of Project Drawings & Plans Permanent	g073
O11	Road Maintenance <u>Includes:</u> Records and studies regarding the inspection and maintenance of roads. Includes minor repairs to the road surfaces, curbs and sidewalks, cycleways, footpaths, walkways, etc. Also includes grading, ploughing and sanding of roads and snow removal and cleaning. <u>Excludes:</u> O13 – Daily log books/Weather reports	I & ES - Public Works & Engineering	E	6	E+6	E= Completion of project Drawings & Plans P Road salt usage records retain 7 yrs. as per Canadian Environmental Protection Act	g073 g139

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Primary Heading: Operations							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
O12	Bridges & Culverts <u>Includes:</u> Records associated with construction, maintenance and restoration of bridges & culverts. Also includes drawings, plans, inspection reports, licenses of occupation, studies, surveys and structural investigations. <u>Excludes:</u> Drawings Plans – O01	I & ES – Engineering	3	3	E+6	E= Completion of Project Drawings, Plans & Studies Permanent	
O13	Daily Weather Forecasts Includes Daily log books	I & ES – Engineering/ Public Works	5	5	10		

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**THE ONTARIO MUNICIPAL RECORDS MANAGEMENT SYSTEM
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Primary Heading: Protection and Enforcement Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
P00	Protection & Enforcement Services - General <u>Includes:</u> Records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	2	-	2		
P01	By-law Enforcement <u>Includes:</u> Records of municipal efforts to enforce by-laws, such as parking infractions, pest control, fence viewing, etc. <u>Excludes:</u> Inspections - P07; Investigations - P08; Environmental Monitoring - E05; Prosecutions - L13.	Legislative Services – Building Department	3	4	7		g008 g089
P02	Daily Occurrence Logs <u>Includes:</u> Logs maintained of daily occurrences such as police dispatches, fire assistance calls & emergency medical dispatches. <u>Excludes:</u> Daily Book/Logs – A22	Originating	3	3	6		g015
P03	Emergency Planning <u>Includes:</u> Records regarding the planning and rehearsal of emergency measures.	Fire & Emergency Services/ Coordinator Emergency Medical Services	S	-	S		g144
P04	Hazardous Materials <u>Includes:</u> Information and reports on chemicals and substances that pose fire hazards. Also includes records dealing with toxic substances control, transportation and effects. <u>Excludes:</u> Staff Safety training – H04	Originating	2	3	5	Tank removal records – retain for 7 yrs. If Canadian Environmental Act applies retain records for 7 yrs.	g038 g076 g140 g141 g142 g143 g149

**THE ONTARIO MUNICIPAL RECORDS MANAGEMENT SYSTEM
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Primary Heading: Protection and Enforcement Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
P05	Incident/Accident Reports <u>Includes:</u> Vandalism and security incident reports and reports of accidents that occur at facilities owned & operated by the Municipality. <u>Excludes:</u> Security - A18; Accidents or Municipal Staff - See Health and Safety - H04; Vehicle Accidents - T05.	Originating	E	2	E+2	E= 1 year or such longer period as is necessary to ensure that the 2 most recent reports or records are on file	g078
P06	Building and Structural Inspections <u>Includes:</u> Inspection reports such as building, plumbing, fire prevention, and other structural inspections. Includes fire inspections for Day Nurseries and Homes for the Aged. <u>Excludes:</u> By-Law Enforcement - P01.	Fire & Emergency Services – Fire Department Legislative Services – Building Services	2		E+2	E+2 for inspections, maintenance and testing related to the fire code. E=date of inspection	g015 g045 g046 g073
P07	Public Health Inspections <u>Includes:</u> Health inspection reports conducted on private, public and commercial properties, such as day nurseries, restaurants, commercial/industrial operations, abattoirs & tobacco retailers. <u>Excludes:</u> By-law enforcement P01	Health & Family Services – Public Health	S		S		g073 g074
P08	Investigations <u>Includes:</u> Records of investigations pertaining to law enforcement, traffic accidents and firefighting activities. <u>Excludes:</u> By-Law Enforcement - P01; Workplace Investigation – H17	Originating	5	5	10		g011

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Primary Heading: Protection and Enforcement Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
P09	Licences <u>Includes:</u> Records regarding licenses administered by or required by the municipality or required by the province, such as licensing for bingos, taxis, dogs, liquor, businesses, lotteries, hunting, fishing and quarries, etc. <u>Excludes:</u> Marriage Licenses - Vital Statistics - L12.	Legislative Services - Licensing	E+2	2	E+4	E= Expiry of licence	g017
P10	Building Permits <u>Includes:</u> Permits issued to builders, contractors, and residents, giving them permission to build or renovate.	Legislative Services – Building Services	5	P	P		g015 g090
P11	Permits, Other <u>Includes:</u> Applications, permits and consents that the municipality issues, giving permission to hold special events, transport oversize loads, erect signs, park on the street, and other purposes. <u>Excludes:</u> Building Permits - P10.	Originating	E	2	E+2	E= Expiry of permit	g017
P12	Warrants <u>Includes:</u> All issued warrants and documentation related to the issue of warrants.	Police Services	E+2	-	E+2	E= Execution of warrant Court Services search warrants retain 40 yrs. Archival selection	g028 g059
P13	Criminal Records <u>Includes:</u> All documentation related to individuals with a history of criminal activity. <u>Excludes:</u> Investigations - P08; Prosecutions - L13.	Police	E	5	E+5	E= Occurrence/ investigation closed or disposition of charge	

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**THE ONTARIO MUNICIPAL RECORDS MANAGEMENT SYSTEM
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Primary Heading: Protection and Enforcement Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
P14	<p>Animal Control</p> <p><u>Includes:</u> Records regarding the control of household pets, strays, livestock and wildlife. Also includes animal control officer's reports.</p> <p><u>Excludes:</u> Dog Licenses - P09.</p>	Municipal Governance- Licensing Services	E+2		E+2	E=date animal was last impounded	g012 g092
P15	<p>Community Protection Programs</p> <p><u>Includes:</u> Records on community protection and crime prevention such as Neighbourhood Watch and Block Parents, etc. Records include correspondence and brochures. <u>Includes:</u> video surveillance/recordings</p>	Originating	S+2		S+2	Video surveillance keep for 72 hours unless requested for use under MFIPPA or an investigation – then retain S+2	
P16	<p>Accessibility of Services for Disabled Persons</p> <p><u>Includes:</u> Correspondence, reports and complaints regarding enforcement of the Accessibility for Ontarians with Disabilities Act (AODA).</p> <p><u>Excludes:</u> Policies and Procedures – A11; Provincial Legislation – L14; By-law Enforcement – P01.</p>	I & ES – Asset Management /HROD	3	2	5		g010

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Primary Heading: Recreation and Culture							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
R00	Recreation and Culture - General <u>Includes:</u> Records regarding recreation and cultural services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1		
R01	Heritage Preservation <u>Includes:</u> Records regarding heritage and historical development, including designations of buildings, districts, and cemeteries. <u>Excludes:</u> Original By-Laws - See By-Laws - C01.	Legislative Services – Planning Services	E	-	E	E= Removal of designation Subject to Archival Selection	g080
R02	Library Services <u>Includes:</u> Circulation, lists, recommendations for additions to library collections, information searches, inter-library loan requests and more general records regarding the operation of libraries. Records may be in any medium.	Community Development – Library Services	2	3	5		
R03	Museum/Cultural Centre and Archival Services <u>Includes:</u> Registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information, and related records of any medium. <u>Excludes:</u> Records Centre Operations - See Records Management - A10	Community Development - Culture	2	3	5	Subject to Archival Selection	220

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**THE ONTARIO MUNICIPAL RECORDS MANAGEMENT SYSTEM
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Primary Heading: Recreation and Culture							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
R04	<p>Parks Management</p> <p><u>Includes:</u> Correspondence, descriptions, reports and other records dealing with the management, design, set-up, landscaping and maintenance of specific municipal parks. Includes maps and plans. Other specific information is filed by subject.</p> <p><u>Excludes:</u> Building and Property Maintenance - A20.</p>	Community Development - Parks & Recreation	2	3	5	Plans are permanent Playground equipment maintenance records are retained permanently	
R05	<p>Recreational Facilities</p> <p><u>Includes:</u> Correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities, such as arenas, rinks, pools, and fitness centres. Includes architectural and engineering drawings. More specific information is filed by subject.</p> <p><u>Excludes:</u> Facilities Construction - See Facilities Construction and Renovations - O03; Building and Property Maintenance - O04; Original Drawings / Plans - O01.</p>	Community Services- Parks & Recreation	2	3	5	Plans/Drawings are permanent	g049 g073
R06	<p>Recreational Programming</p> <p><u>Includes:</u> 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, Museum & Library programs</p>	Originating	2		2		

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Primary Heading: Recreation and Culture							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
R07	Recreation Volunteer Committees <u>Includes:</u> Correspondence, reports, minutes, terms of reference and general information regarding the business and administration of the Recreation Volunteer Committees	Originating	2	3	5		
R08	Art Gallery <u>Includes:</u> Activity reports, programs, services, register of holdings, records of displays and art exhibits. Also includes records of a general nature regarding the operation of the Gallery. <u>Excludes:</u> Assets – F06	Community Development - Culture	3	3	6	Subject to Archival Selection	
R09	Memorial Recognition <u>Includes:</u> Correspondence, reports, terms of reference, procedures etc. for creating and maintaining memorials (i.e. Parks, Arenas, Benches, Cairns) to honour the memory of deceased employees, Wardens & Council members. <u>Excludes:</u> Trees – E04; Bldg. & Property Maintenance – O04.	Originating	P		P		

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Primary Heading: Social and Health Care Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
S00	Social and Health Care Services - General <u>Includes:</u> Records regarding social and health care services provided to individual residents which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1		
S01	Children's Day Nursery Services <u>Includes:</u> General program information regarding child care programs such as municipal and private day care and day nursery services. Also includes general resource information used in counselling children and parents involved in these programs. <u>Excludes:</u> Medical Records - S06; Children's Services – S07; Day Nursery Case Records – S10; Health and Fire Inspections - See Building and Structural Inspections - P06.	Health & Family Services	3	2	5	Fire Drills & Inspection Reports are kept 2 years and Records of handicapped children are kept for 2 years after discharge	g105 g109 g115 g123 g124
S02	Elderly Assistance <u>Includes:</u> 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. <u>Excludes:</u> Homes for the Aged Residents - S03.	Health & Family Services	3	5	7	Fire drills kept for 2 years	g062 g063 g064 g098 g106

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Primary Heading: Social and Health Care Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
S03	<p>Homes for the Aged Residents</p> <p><u>Includes:</u> Records regarding individual residents of homes for the aged.</p> <p><u>Excludes:</u> General program information - See Elderly Assistance - S02; Fire equipment tests - See Building and Structural Inspections - P06</p>	Health & Family Services – Riverview Gardens	E+5	5	E+10	E=Date of last entry	g061 g087 g114
S04	<p>Social Assistance Programs</p> <p><u>Includes:</u> 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.</p> <p><u>Excludes:</u> Employment & Social Serves Case Records - S05.</p>	Health & Family Services	5	5	10		g052 g053 g083 g097
S05	<p>Employment & Social Services Case Records</p> <p><u>Includes:</u> Records regarding individual social assistance recipients such as application form, verification documents, enhanced verification, client profiles, assignments and child care fee subsidy applications.</p> <p><u>Excludes:</u> General program information - See Social Assistance S04.</p>	Health & Family Services – Employment & Social Services (formerly Ontario Works)	E+2	5	E+5	E= File is closed Note – S05 overpayment files are retained permanently until the debt is resolved	g019 g084 g085

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Primary Heading: Social and Health Care Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
S06	<p>Medical Case Records</p> <p><u>Includes:</u> Case records regarding maternal care, family planning, communicable diseases, animal bites, rabies, tuberculosis, dental services, immunizations etc.</p> <p><u>Excludes:</u> Employment and Social Services Case Records – S05; Children’s Services – S07; Day Nursery Case Records – S10.</p>	Health & Family Services - Originating	E+5	5	E+10	E= The latter of the client’s last visit or the date at which the client turned 18 (whichever is greater)	g071 g114
S07	<p>Children’s Services</p> <p><u>Includes:</u> Records regarding Healthy Babies Healthy Children, breastfeeding assessments, parent drop-ins, Ready Set Grow Preschool Programs, consents to programs, attendance and sign-in sheets. Also includes records regarding Children’s Programs such as Best Start and other community based Children’s Programs.</p> <p><u>Excludes:</u> Grants & Loans – F11; Medical records – S06; Day Care Programs – S01; Day Nursery Case Records – S10</p>	Health & Family Services - Originating	E+5	5	E+10	E= The latter of the client’s last visit or the date at which the client turned 18 (whichever is greater)	g126
S08	<p>Public Health</p> <p><u>Includes:</u> Records regarding public health programs such as health and safety education, school health programs, family planning education.</p> <p><u>Excludes:</u> Medical Case Records – S06; Communicable Diseases – S14; Dental Health – S15; Immunization – S16.</p>	Health & Family Services – Public Health Unit	2	3	5		
S09	<p>Cemetery Records</p> <p><u>Includes:</u> Burial permits, maps, plot ownership records, interment registers, lot receipts and permissions and indexes for municipal cemeteries.</p> <p><u>Excludes:</u> Building and Property Maintenance.</p>	Community Services – Cemeteries Division	2	P	P		g047 g048 g101

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Primary Heading: Social and Health Care Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
S10	Day Nursery Case Records <u>Includes:</u> Applications for enrolment, name, home address, date of birth, names, home addresses, phone numbers of parents, place at which they can be reached, persons to whom may be released, OHIP number, subscriber name, date of admission, date of discharge, daily attendance, previous communicable diseases, immunization, conditions requiring medical attention, symptoms of ill health, instructions for medical treatment, special diet, rest or exercise requirements, name, address, phone number of family physician.	Health & Family Services	E+10	-	E+10	E= The latter of the client's last visit or the date at which the client turned 18 (whichever is greater)	g071 g126
S12	Hospitals <u>Includes:</u> Records of the municipality's relationship with local hospitals and Hospital Boards and Commissions. <u>Excludes:</u> Grants – F11 and Medical Case Records – S06	Originating	2	5	7		
S13	Housing Services Clients <u>Includes:</u> Records of application, tenant history for Social Housing facilities. Also includes records for deceased tenants. <u>Excludes:</u> Employment & Social Services Case records – S05	Health & Family Services – Housing Services	E+2	3	E+5	E= Tenant leaves facility 7years For financial records	

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Primary Heading: Transportation							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
T00	Transportation - General <u>Includes:</u> Records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.	Originating	2	-	2		
T01	Street Lighting <u>Includes:</u> 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.	I&ES – Traffic	E	6	E+6	E= Removal of the equipment Specifications P	
T02	Parking <u>Includes:</u> Records and studies regarding municipal parking issues, such as handicapped parking, lot and garage operations, fire routes, and employee parking.	I&ES – Traffic	E	6	E+6	E= Closure of lot or space	
T03	Public Transit <u>Includes:</u> Records and studies regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records regarding the construction of bus shelters and similar facilities, route administration and planning, fare policies, intergovernmental transit co-ordination, and access for the disabled.	I&ES – Public Works	E	6	E+6	E= Closure of route/shelter/stop	g094

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Primary Heading: Transportation							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
T04	Signs and Signals <u>Includes:</u> Records and studies regarding the manufacture and installation of signs and signals. <u>Excludes:</u> Visual Identity Program - M09.	I&ES – Public Works	E	6	E+6	E= Removal of sign/signal	g073
T05	Traffic <u>Includes:</u> Records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, traffic accident and incident reports, accident statistics and related records.	I&ES – Traffic	E+5		E+5	E=project finished	
T06	Roads and Lanes Closures <u>Includes:</u> Records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications. <u>Excludes:</u> Temporary road closures - See Traffic - T05; Land Sales - See Land Acquisition and Sale - L07; Road Closing By-Laws - C01.	I&ES- Public Works	P	-	P	Temporary closures retain for 2 years	

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T52	Railway and Road Intersecting Crossings <u>Includes:</u> Correspondence regarding intersections of municipal roads and railway systems	I&ES – Engineering/ Public Works	3	3	6		
T56	Newsletters <u>Includes:</u> Newsletters and other professional publications	I&ES - Engineering	1	1	2		
T60	Ministry of Transportation <u>Includes:</u> Correspondence to and from M.T.O.	I&ES - Engineering	3	-	3		
T61	Directives <u>Includes:</u> Directives set out by M.T.O.	I&ES - Engineering	2	-	2		
T63	Transportation Services <u>Includes:</u> Records regarding transfers of roads and transportation related responsibilities from Province to municipalities	I&ES - Engineering	3	3	6		
T65	Transportation Studies <u>Includes :</u> Road studies conducted province wide regarding transportation network, policy and planning cross boundary info, etc.	I&ES - Engineering	3	3	6		

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Primary Heading: Vehicles and Equipment							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
V00	<p>Vehicles and Equipment - General</p> <p><u>Includes:</u> Records regarding vehicles and equipment which cannot be classified elsewhere. Use only if no other heading is available.</p>	Originating	2	-	2		
V01	<p>Fleet Management</p> <p><u>Includes:</u> Records of all vehicles currently leased or owned, operated and maintained by the municipality. This includes vehicle history files, and vehicle maintenance, registration and disposal. Records include inspection reports, odometer readings, fuel and oil distribution reports and daily road inspections.</p> <p><u>Excludes:</u> Insurance Policies - L06. - See Accident Claims - L02, L03.</p>	I& ES -Fleet Management	E+2	-	E+2	E=disposal of vehicle or termination of lease	G050 G094 G130
V02	<p>Mobile Equipment</p> <p><u>Includes:</u> Records regarding mobile equipment used in conjunction with vehicles. Also includes maintenance and history files on equipment such as generators, pumps, snow blower, sanders, etc.</p>	Originating	E+1	-	E+1	E=disposal of equipment	g074
V03	<p>Transportable Equipment</p> <p><u>Includes:</u> Records regarding transportable equipment used by the municipality. Also includes maintenance and history files on equipment such as lawnmowers hoses, weed eaters, drills, and rescue equipment.</p>	Originating	E+1	-	E+1	E=Disposal of equipment	g074

**THE ONTARIO MUNICIPAL RECORDS MANAGEMENT SYSTEM
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Primary Heading: Vehicles and Equipment							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Inactive	Total Ret.	Remarks	Cite Table
V04	<p>Protective Equipment</p> <p><u>Includes:</u> Records regarding protective equipment used by the municipality. Also includes maintenance and history files on equipment such as breathing apparatus, breathing tanks, down alarms, etc.</p> <p><u>Excludes:</u> - Uniforms and Clothing - A16.</p>	Originating	E+1	-	E+1	E= Disposal of equipment	

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