

**The Corporation of the Township of  
Southgate By-law Number 2017-036**

being a By-law to provide a schedule of retention periods for the records of the Township of Southgate and to repeal and replace By-law No. 11-2001

**Whereas** Section 255 of the Municipal Act 2001, S.O. 2001, c. 25, as amended, provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254 thereof; and

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

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

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

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

**Now therefore be it resolved that** the Council of The Corporation of Southgate enacts as follows:

**1. DEFINITIONS**

In this by-law,

- a) "**Act**" means the Municipal Act, S.O. 2001, c. 25, as amended, or any successor thereto;
- b) "**Auditor**" means the person or firm appointed by the Council of The Township of Southgate from time to time to perform the annual audit of the records of the Township;
- c) "**Classification**" (as in records classification) means the systematic identification and arrangement of records into categories according to logically structured conventions, methods, and procedural rules, represented in a classification scheme;
- d) "**Clerk**" shall mean the Municipal Clerk appointed by By-law for the Township, Deputy or designate;
- e) "**Destroy**" means the process of eliminating or deleting data, documents and records so that the recorded information no longer exists. NOTE See also the definition for expungement;
- f) "**Dispose**" means to destroy and "disposition" has a corresponding meaning – means a range of processes; associated actions; implementation; retention; destruction; loss; or transfer of custody or ownership that are documented in disposition authorities or other instruments;
- g) "**E**" represents "Event" - As defined under "remarks" of the Schedule Citation Table;
- h) "**Expungement**" means a process to eliminate completely, to wipe out, to destroy, or to obliterate an electronic record NOTE: See also the definition for destroy/destruction;

- i) **"File"** means the compilation of receipts, vouchers, instruments, rolls or other documents, records and papers which may be in their original form or microform that is certified by the Clerk of the Municipality, and has the same meaning as "records" and may be used inter-changeably;
- j) **"Medium/media"** means the physical material which serves as a functional unit, in or on which information or data is normally recorded, in which information or data can be retained and carried, from which information or data can be retrieved, and which is nonvolatile in nature;
- k) **"Official records"** means records that serve important functions of the Township, such as supporting program delivery or policy development, meeting legal, financial and other official requirements or providing evidence of decisions and actions;
- l) **"P"** represents "Permanent". A file with this retention limit is never destroyed;
- m) **"Records"** means any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise, including correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, microfiche, sound records, videotapes, LaserFiche, e-mail, machine readable records, and any other documentary material regardless of physical form or characteristics, and including "official records" and "transitory records";
- n) **"Retention period"** means the period of time during which records must be kept by the Township before they may be disposed of;
- o) **"Retention schedule"** means a control document that describes the company's records at a series level, and indicates the length of time that each series shall be retained before its final disposition. It specifies those records to be preserved for their archival or legal values, and authorizes on a continuing basis the destruction of the remaining records after the lapse of a specified retention period or the occurrence of specified actions or events. Records retention schedules serve as the legal authorization for the disposal of the company's records;
- p) **"S"** represents "Superseded" - a file with this retention limit is transferred or destroyed when it has been replaced;
- q) **"T"** represents "Terminated" - a file with this retention limit is transferred or destroyed when the subject to which it pertains has ended in some way;
- r) **"Township"** means The Corporation of the Township of Southgate;
- s) **"Transitory"** records means records kept solely for convenience of reference and of limited value in documenting the planning or implementation of Township policy or programs, such as:
  - i) copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
  - ii) information copies of widely distributed materials, such as minutes, agendas and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
  - iii) preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document and which do not record decisions;
  - iv) duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
  - v) voice-mail messages;
  - vi) e-mail messages and other communications that do not relate to Township business;
  - vii) copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
  - viii) duplicate stocks of obsolete publications, pamphlets or blank forms;
  - ix) unsolicited advertising materials, including brochures, company profiles and price lists.

- t) **"Year"** means a full calendar year commencing on January 1 and terminating on December 31;
- u) **"\*\*"** represents "Maximum Copy Retention". Records of any subject of which copies are retained by other departments have a total limit of no greater than the "Responsible Department's", "Keep in Department" value; and
- v) **"\*\*\*"** represents "subject to Archival Selection". Certain records have been designated as having potential historical and research value to the municipality when their other values have been exceeded. These records may be set aside for review and culling by an archivist prior to their destruction.

## 2. **RETENTION SCHEDULE**

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

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

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

## 3. **EMPLOYEE RESPONSIBILITIES**

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

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

## 4. **CLERK OR DESIGNATE**

The Clerk or his/her designate shall:

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

## 5. DISPOSITION OF RECORDS

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

## 6. PRINCIPLES GOVERNING THE DESTRUCTION OF OFFICIAL RECORDS

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

- i. When there are no further business or legal reasons for retaining official records, they shall be destroyed or expunged as appropriate;
  - ii. Official records pertaining to pending or actual investigation or litigation shall not be destroyed;
  - iii. Official records disposed of at the end of a retention period, as well as drafts and copies of records disposed of on a regular basis, shall be destroyed in a way that preserves the confidentiality of any information they contain.
- b) Official records in the custody or control of the Township shall not be destroyed unless such records are older than the retention period set out in Schedule "A" attached hereto and have been identified in a disposition notice prepared pursuant to Subsection (a) of Section 5 of this by-law.
  - c) Copies of official records may be destroyed at any time if the original records are being retained in accordance with Schedule "A" attached hereto.

**7. APPROVAL OF BY-LAW**

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

**8. CITING OF BY-LAW**

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

**9. REPEAL**

Upon the coming into force of this by-law, By-law No. 11-2001 is hereby repealed.

**Read a first, second and third time and finally passed this 5<sup>th</sup> day of April, 2017.**

  
Anna-Marie Fosbrooke - Mayor

  
Joanne Hyde - Clerk

Tab:	<b>Township of Southgate Records Retention</b>	#:	<b>03-01-04</b>
Section:	<b>The schedule</b>	Page:	1 of 27
Subject:	<b>Records retention schedule/citation table</b>	Date:	2016 - 12

Overview	The retention guidelines provided in the following retention schedule are based on research to identify the citations provided in 03-01-05 PROVINCIAL Legislation Citations and 03-01-05 FEDERAL Legislation Citations. It should be noted that citation g120 relates to the Limitations Act and indicates that no limitation exists for a variety of proceedings including sexual assault and undiscovered environmental claims.
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Primary Heading: Administration							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
A00	Administration -general	Originating	1	-	1		
A01	Associations and Organizations	Originating	1	-	1		
A02	Staff Committees and Meetings	Originating	1	3	4**		g076
A03	Computer Systems and Architecture Information	Treasury	S	6	S+6		g033
A04	Conferences and Seminars	Originating	1	-	1**	archival review if sponsored by the Municipality	
A05	Consultants	Originating	2	-	2**		
A06	Inventory Control	Originating	1	5	6		g003 g032 g122
A07	Office Equipment and Furniture	Originating	E	-	E	E= Disposal of item	
A08	Office Services	Originating	1	-	1		
A09	Policies and Procedures	Originating	S	P	P**		g003 g010 g062 g076 g122 g124 g125
A10	Records Management	Clerk's	S	-	S		g067
A11	Records Disposition	Clerk's	P	-	P		g067
A12	Telecommunications Systems	Originating	S	-	S		

Legend: **P** - Permanent; \* - Maximum Copy Retention; **S** - Superseded; **E** - Event  
**C** - Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

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Primary Heading: Administration							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
A13	Travel and Accommodation	Originating	1	-	1		
A14	Uniforms and Clothing	Originating	S	-	S**		
A15	Vendors and Suppliers	Originating	2	-	2		
A16	Intergovernmental Relations	Originating	1	4	5**		
A17	Accessibility of Records (F.O.I.)	Clerk's	1	1	2 years		g071 g067
A18	Security	Originating	2	3	5		
A19	Facilities Construction and Renovations	Originating	E	2	E + 2** As built = until superseded	E = project finished	g015 g073 g059
A20	Building and Property Maintenance	Originating	2	3	5 Setup tests and manuals = Equipment removed + 1 year		g074 g100 g101 g059
A21	Facilities Bookings	Originating	1	-	1		
A22	Accessibility of Services	Clerk's	2	3	5	No legislated retention requirements	g010
A23	Information Systems Production Activity & Control	Treasury	2	-	2		g033
A24	Access Control & Passwords	Treasury	2	-	2		g033
A25	Performance Management/ Quality Assurance	CAO	S	-	S**		

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Primary Heading: Council and By-Laws							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
C00	Council and By-Laws –general	Originating	1	-	1		
C01	By-Laws	Clerk's	P	-	P**	Copy retention S	g118 g119
C02	By-Laws - Other Municipalities	Clerk's	S	-	S		
C03	Council Agenda	Clerk's	S	5	S+5		
C04	Council Minutes	Clerk's	P	-	P**	Copy retention 2 years Working notes 6 years	g091 g118 g119 g131
C05	Council Committee Agenda	Clerk's	S	-	S		
C06	Council Committee Minutes	Clerk's	6	-	6**		g091 g118 g119 g131
C07	Elections	Clerk's	E+4 Ballot = 120 days after voting or resolution of recount	-	E+4 Ballot = 120 days after voting or resolution of recount	E= day action took effect or voting day	g069 g070
C08	Goals and Objectives	Originating	S	-	S**		
C09	Motions and Resolutions	Clerk's	P	-	P**	Copy retention 1 year	g091 g118 g119 g131
C10	Motions and Resolutions - Other Municipalities	Clerk's	S	-	S		
C11	Reports to Council	Clerk's	1	P	P**		g118 g119

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

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Primary Heading: Development and Planning							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
D00	Development and Planning -general	Originating	1	-	1		
D01	Demographic Studies	Planning	5	5	10**		
D02	Economic Development	Planning	5	5	10**		
D03	Environment Planning	Planning	E+5		E+5**	E = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5.	g008 g036 g044 g089
D04	Residential Development	Planning	5	5	10**		
D05	Natural Resources	Planning	5	-	5**		g044 g082
D06	Tourism Development	Planning	5	5	10**		
D07	Condominium Plans	Planning	5	P	P Applications = 2 years after final decision		g015
D08	Official Plans	Clerk's	S	P	P**	Copy retention S	g090
D09	Official Plan Amendment Applications	Planning	E+1	4	E+5	E= Final decision	g090
D10	Severances	Planning	E+1	5	E+6	E= land titles registration	g133
D11	Site Plan Control	Planning	5	P	P	Application 2 years after final decision	
D12	Subdivision Plans	Planning	5	P	P	Application 2 years after final decision.	
D13	Variances	Planning	E+2	P	P	E= Final decision	
D14	Zoning	Planning	E+2	-	E+2	E= Final decision	

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

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Primary Heading: Environmental Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
E00	Environmental Services	Originating	1	-	1		
E01	Sanitary Sewers	Works	C+1	-	C+1 Specifications = permanent		g038 g073
E02	Storm Sewers	Works	C+1	-	C+1** Specifications = permanent		g038 g073
E03	Treatment Plants	Works	5	-	5 Specifications = permanent Plans = cease to apply + 2		g015 g038 g073 g082
E04	Trees	Works	2	3	5		
E05	Air Quality Monitoring	Engineering	E+5	-	E+5**	E = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5	g008 g076 g089
E06	Utilities	Works	2	3	5**		
E07	Waste Management	Works	2 or Cease to apply + 2	8	10 or cease to apply + 10** Annual landfill operations report and Hazardous waste sites records – depot ceases to operate + 2		g008 g009 g036 g037 g038 g039 g040 g041 g042 g089 g112 g117 g121

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Primary Heading: Environmental Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
E08	Water Works	Works	1	14 Specifications =P	15 Specifications =P		g008 g073 g089 g082 g108 g111 g116
E09	Drains	Works	E+1	4	E+5** Specifications =P		g073 g082
E10	Pits and Quarries	Works	2	3 Specifications =P	5** Specifications =P	Specifications are kept for the life of the pit or quarry.	g073 g082
E11	Nutrient Management	Works	2	3	5** or expiry of plan + 2 years		g129
E12	Private Sewage Disposal Systems	Works	2	3 Specifications =P	5** Specifications =P		g073 g082
E13	Water Monitoring	Engineering	2	13	15		g008 g016 g082 g089 g108 g110 g111 g115
E14	Water Sampling	Engineering	2	13	15		g008 g016 g082 g089 g108 g111 g110 g115
E15	Chemical	Engineering	2	13	15		g008

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Primary Heading: Environmental Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
	Sampling of Water						g016 g089 g108 g111 g110
E16	Backflow Prevention and Cross Connection Control	Engineering	2	13	15		g008 g089 g082 g108 g111 g110
E17	Energy Management		E+1	6	E+7	E = End of reporting period to which relates	g040 g044
E18	Natural Heritage		E+1	2	E + 3	E = end of designated year	g044 g057 g072 g080 g081
E19	Renewable Energy		2	48	50		g044
E20	Source Water Protection –		15	-	15		g016
E21	MOE Environmental Compliance Approvals	Engineering			Cease to apply + 2 years		g038 g059 g132

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

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

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

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

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Primary Heading: Human Resources							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
H00	Human Resources – general	Originating	1	-	1		
H01	Attendance and Scheduling	Personnel	3	-	3**		g035
H02	Benefits	Personnel	S	-	S		
H03	Employee Records	Personnel	E+3 Drinking Water system trainee: E + 5 years  Long-term care home staff: E + 7 years	- Firefighter employment terms: E + 25 years	E+3** Drinking Water system training record – 5 years Long-term care home staff: E + 7 Firefighter employment terms = 25	E = date employee ceased to be employed by employer	g002 g010 g035 g065 g082 g103 g107
H04	Health and Safety	Personnel	1	2	3	Accident reports for construction projects retained 1 year after project completion	g045 g078 g076 g077 g059 g104 g125
H05	Human Resource Planning	Personnel	1	-	1**		
H06	Job Descriptions	Personnel	S	-	S**		
H07	Labour Relations	Personnel	E	10	E+10**	E= Expiry of contract period	g013
H08	Organization	Originating	S	-	S**		
H09	Salary Planning	Personnel	5	-	5		
H10	Pension Records	Personnel	E+6	-	E+6	E= Termination of	g001 g088

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Primary Heading: Human Resources							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
						employee	
H11	Recruitment	Personnel	1	-	1**		g071
H12	Training and Development	Personnel	E+2	-	E+2**	Only courses developed and presented by the Municipality are subject to archival selection E = Date when that particular course ceases to be offered	g043
H13	Claims	Personnel	E+1	2	E+3 Hazardous exposure claims = longer of 40 years or 20 years after last record made	E = Resolution of claim. Records related to exposure to airborne Acrylonitrile benzene lead mercury silica vinyl chloride arsenic ethylene oxide or asbestos must be kept longer	g078 g076 g104 g125
H14	Grievances	Personnel	E+1	6	E+7	E = Resolution of claim.	g013 g059
H15	Harassment And Violence	Personnel	E+1	2	E+3	E = Resolution of complaint	

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

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Primary Heading: Justice							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
J00	Justice general	Originating	2	2	4		g021
J01	Certificates of Offence (Part I)	Court Services	2		2	From date of completion	g021 g024
J02	Control Lists Information (Part III)	Court Services	3	3	6	From date of completion	g021 g022 g023
J03	Control Lists	Court Services	2	2	4		g021
J04	Court Dockets	Court Services	3		3		g021 g093
J05	Transcripts and Records of Court Proceedings	Court Services	2	4	6	Reporters Records are subject to archival selection	g020 g029 g093
J06	Enforcements & Suspensions	Court Services	2	6	8		g021
J07	Appeals & Transfers	Court Services	3	4	7		g021
J08	Statistics	Court Services	2	6	8		g021
J09	Disclosure	Court Services	2	4	6		g021
J10	Certificates of Conviction Part 2	Court Services	2	4	6		g021

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Primary Heading: Legal Affairs							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
L00	Legal Affairs –general	Originating	1	-	1		
L01	Appeals and Hearings	Clerk's	E	P	P	E= Resolution of appeal	g068 g090
L02	Claims Against the Municipality	Clerk's	E	1	E+1	E= Resolution of claim and all appeals	
L03	Claims By the Municipality	Clerk's	E	1	E+1	E= Resolution of claims and all appeals	g086
L04	Contracts and Agreements - Under By-Law	Clerk's	E+2	13	E+15**	E= act or omission on which claim is based took place	g060
L05	Insurance Appraisals	Clerk's	E+1	14	E+15	E= After a new appraisal has been done	g060
L06	Insurance Policies	Clerk's	E+1	14	E+15	E= Expiry of policy	g060
L07	Land Acquisition and Sale	Clerk's	E	10	E+10**	E= Property disposition	g058 g095
L08	Opinions and Briefs	Clerk's	S	-	S**		
L09	Precedents	Clerk's	S	-	S**		
L10	Federal Legislation	Originating	S	-	S		
L11	Provincial Legislation	Originating	S	-	S		
L12	Vital Statistics	Clerk's	2	P	P	Marriage licences 2 years	g066
L13	Prosecutions	Originating	E	7	E+7	E= Delivery of judgement	
L14	Contracts and Agreements – Simple	Clerk's	E+1	1 long term care service providers = 6	E+2** Long term care service providers = expiry + 7	E= Expiry of contract	g050 g059 g062

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Primary Heading: Media and Public Relations							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
M00	Media and Public Relations - general	Originating	1	-	1		
M01	Advertising	Originating	1	-	1**		
M02	Ceremonies and Events	Originating	1	4	5**		
M03	Charitable Campaigns/Fund Raising	Originating	1	-	1		
M04	Complaints Commendations and Inquiries	Originating	1	-	1**		
M05	News Clippings	Originating	1	-	1**		
M06	News Releases	Originating	1	-	1**		
M07	Publications	Originating	S	-	S**		
M08	Speeches and Presentations	Originating	1	2	3**		
M09	Visual Identity and Insignia	Clerk's	S	5	S+5**		
M10	Website & Social Media Content	Originating	S	-	S		g033

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Primary Heading: Protection and Enforcement Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
P00	Protection & Enforcement Services – general	Originating	1	-	1		
P01	By-law Enforcement	Originating	2	4	6**		g008 g089
P02	Daily Occurrence Logs	Originating	1	4	5**		g015
P03	Emergency Planning	Originating	S	-	S**		
P04	Hazardous Materials	Originating	S+1	2	S+3		g038 g076
P05	Incident/Accident Reports	Originating	E	1	E+1 and 2 most recent records retained	E= One year or such longer period as is necessary to ensure that the two most recent reports or records are on file	g078
P06	Building and Structural Inspections	Building	S	2	E+2 for inspections maintenance and testing related to the fire code		g015 g073 g045 g046
P07	Health Inspections	Public Health	S	-	S		g073 g074
P08	Investigations	Originating	2	8	10**		g011
P09	Licences	Clerk's	E	2	E+2	E= Expiry of licence	g017
P10	Building Permits	Building	2 Residential permits = 5	P	P		g015 g090
P11	Permits Other	Originating	E	2	E+2	E= Expiry of permit	g017

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Primary Heading: Protection and Enforcement Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
P12	Warrants	Court Services By-law Services	E+1	1	E + 2 Court services search warrants – 40 years	E= Execution of warrant Search warrants are subject to archival selection	g028 g059
P13	Criminal Records	Court Services By-law Services	E	5	E+5	E= Occurrence/ investigation closed or disposition of charge	
P14	Animal Control	Originating	E+2	-	E+2	E = date animal was last in the pound	g012 g092
P15	Community Protection Programs	Originating	S	2	S+2** Surveillance video 72 hours unless requisitioned for use If requisitioned for use (MFIPPA or other investigation) = S+2		
P16	Emergency Services	Originating	S	2	S+2		
P17	EMS Incident & Impact Reports	EMS	S+2	3	S+5		g011
P18	EMS Accident Reports	EMS	S	5	S+5		g011
P19	EMS Accident Statistics	EMS	S	2	S+2		
P20	Prohibition	Legal	15	-	15		g015

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Primary Heading: Protection and Enforcement Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
	Notices & Orders						g016

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

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

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Primary Heading: Social and Health Care Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
						are kept for at least 3 years after discharge.	
S08	Public Health	Public Health	2	3	5		
S09	Cemetery Records	Clerk's	2	P	p** Transfer to archives if no longer managed  Burial permits = 2		g047 g048 g101
S10	Day Nursery Case Records	Comm Service	E+3		Last participated date + 3	E= Every operator shall ensure that the records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child Records of handicapped children are kept for at least 2 years after discharge.	g071 g126

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

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

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