

THE CORPORATION OF THE TOWN OF GREATER NAPANEE

BY-LAW NO. 2009 - 44

A By-law to Establish a Records Management Policy, Adopt a New Records Classification System and Establish a Schedule of Retention Periods for the Records of the Corporation of the Town of Greater Napanee

WHEREAS Section 255 of the *Municipal Act, 2001* permits a municipality, subject to the approval of the municipal auditor, to establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved;

AND WHEREAS a records retention policy and by-law were adopted by council at amalgamation in 1998 to consolidate records management practices from the former municipalities;

AND WHEREAS the organizational structure, operation and technology of the Town of Greater Napanee have changed in the intervening ten years and thus it is now appropriate to adopt a new records management by-law for the municipality;

NOW THEREFORE the Council of The Corporation of the Town of Greater Napanee hereby enacts as follows:

1. This by-law shall be referred to as the "Records Management By-law".
2. The Records Management Policy (attached as Schedule A) which establishes the general parameters for interpretation and implementation of the Records Management By-law is hereby adopted.
3. The Records Classifications and Retention Schedule (attached as Schedule B) which sets out the municipality's records classification system and records retention periods for each classification are hereby adopted.
4. The list of vital records (attached as Schedule C) which are needed to enable the municipality to recover from a disaster situation with minimum dislocation, cost and risk are hereby adopted.
5. The Town of Greater Napanee Records Management and Retention By-law Nos. 1998-16 and 1998-17 are hereby repealed.
6. This by-law shall come into force and take effect upon approval of the retention periods by the municipal auditor.

Read a first and second time and finally passed on September 22, 2009.

Gordon Schermerhorn, Mayor

Rebecca Murphy, Clerk

RECORDS MANAGEMENT POLICY

A. Definitions & Acronyms

- Active Records:** This term refers to the time frame a record is actively used in the department and retained in the department (e.g. 2 years for accounts payable).
- Archival Records:** Archival records are records of enduring significance that have historical value for both the municipality and individuals engaged in historical research. Some examples of archival records include: council minutes, by-laws, Greater Napanee official plans, financial statements, vital statistics, aerial photographs, publications, etc. Records identified as “archival” in this schedule, whether in paper or microfilm form, will be assessed for archival value by the Clerk’s department after the retention period, after which they may be offered to the County of Lennox and Addington Museum and Archives (the “County Archives”). The County Archives is the central depository of the municipality’s archival records. Materials which are not selected by County Archives may be destroyed or retained within the municipality, at the sole discretion of the Clerk’s department.
- Computer Reports / Printouts:** These records provide back-up to information stored on systems and in databases. Reports that can be easily reproduced are considered duplicate information and may be discarded when they have no operational value. Reports that capture a snapshot and that cannot be reproduced are considered “official records” for the department responsible for producing them. Copies distributed to other departments can be discarded at any time.
- Duplicate Record:** A copy of a record containing information which is identical to that contained in the official record. Examples include:
- part of a multiple-part form
 - extra copies of records retained solely for user convenience (also called convenience copies)
 - a photocopied document/report
 - a computer printout received from a department responsible for producing it
 - a copy of a published report
- NOTE: If information is added to a duplicate record, it is considered an official record and should be retained for the official record retention period. A duplicate record may replace an official/original record should the latter be lost, damaged or stolen.
- A duplicate record with source documents attached to it is considered an official record.

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| Electronic Records: | <p>Electronic records are records maintained in a machine-sensitive data medium that can be related back to the supporting source documents and which is supported by a system capable of producing accessible and readable copy, including emails and voice mail messages. Electronic records must be managed systematically throughout their life cycle from creation through active reference to inactivity and preservation or destruction.</p> <p>Note: When electronically generated documents are produced in hard copy and subsequently signed and used for legal or official municipal purposes, the electronic version may be considered a copy and can be discarded when it is no longer useful. Otherwise, the electronic version is the official record.</p> |
| Inactive Records: | <p>This term refers to the time frame a record will be retained in storage or other secure location until it has fulfilled its retention requirements.</p> |
| Non-record: | <p>Certain materials have no documentary value to the municipality and should be discarded as soon as practicable. Non-record materials include, but are not restricted to:</p> <ul style="list-style-type: none">• 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;• voice-mail messages not transcribed;• e-mail messages and other communications that do not relate to the business of the municipality;• publications, such as, published reports, books/library materials, telephone directories, catalogues, pamphlets, magazines or periodicals;• government publications of wide circulation;• duplicate stocks of publications, pamphlets or blank forms;• unsolicited advertising materials, including brochures, company profiles, supplier literature <p>NOTE: Prior to discarding blank forms bearing preprinted serial numbers or codes, users must check with their department head beforehand to ensure that audit and control requirements have been met.</p> |
| Official Record: | <p>An original or “authentic” record generated or received by a department. But an official record is not always <u>the</u> original (i.e. copy of outgoing correspondence is an official record) or may not only be in paper format (e.g. electronic information in a database is an official record).</p> |
| Physical Media Records: | <p>Information that is eye-readable (paper documents, maps, photographs) and other media for which the equipment is readily available and does not require specific hardware, a software application or security access. Examples include: video, audiotape, CD, DVD. These records may be part of a business transaction or contain business records of the corporation. Records maintained in other physical media format should be classified and managed in accordance with schedule B.</p> |

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| Record: | <p>Documentary material regardless of physical form or characteristics. It includes, but is not limited to:</p> <ul style="list-style-type: none">• correspondence/memoranda• forms• reports• record books• computer printouts• email• maps/drawings/plans• photographs• sound/video recordings• computer discs/tapes/electronic records or systems or any other documentary materials that:• are made or received in pursuance of municipal law,• or in connection with the transaction of municipal public business;• contain information of the organization, function, procedure, policies and/or activities, or other information of value to the municipality; or• are of historic value. |
| Record Classification: | <p>A grouping of identical or related records that are used and filed as a unit, and that permit evaluation as a unit for retention scheduling purposes. This by-law is based on The Ontario Municipal Records Management System (TOMRMS).</p> |
| Responsible Department: | <p>The responsible department is the official holder of certain records of a specific classification that is essential to its day-to-day operations or program delivery, and whose contents are intact.</p> <p>For example, the official holder of “Agreements” is the Clerk’s department, since this department is responsible for the records of council. Other sections within the municipality may maintain similar, but incomplete records for this classification (i.e. copies), but these sections are not considered official holders.</p> <p>Where responsibility for maintaining the official copy of a record is clear, as in the above example, the “Responsible Department” is identified in this by-law. Where the “Responsible Department” is not identified, every user who maintains an official copy of a record in any record classification listed in the schedule is considered an official holder of that record.</p> |
| Vital Records | <p>Vital records are those records that are essential to the continuation or resumption of municipality business, fulfillment of obligations to ratepayers, employees, federal, provincial and regional governments and other outside interests, and to recreating the financial and legal status of the municipality in case of emergency. Briefly, these are records, which are needed to enable the municipality to recover from a disaster situation with minimum dislocation, cost and risk.</p> <p>Some examples of vital records include:</p> <ul style="list-style-type: none">• council minutes |

- by-laws and their attachments
- assessment/tax rolls
- contracts
- deeds
- leases
- accounts receivable
- accounts payable
- general ledger
- payroll records
- systems

Records identified as “vital” in this by-law, whether in paper, microfilm or electronic form should be protected by departments holding these records with appropriate backups, security and fire safe equipment.

B. General

1. The goals of the records management policy are:
 - a. to streamline information and record keeping systems thereby promoting efficient and effective decision making;
 - b. to improve productivity and control costs by making records and information readily available to all users; and
 - c. to demonstrate to judicial and legislative authorities that the municipality is making every reasonable attempt to retain and dispose of its records in a responsible manner and in accordance with applicable guidelines, legislation and good business practices.
2. All records created or received by an employee of the municipality are considered property of the municipality and are subject to disclosure under the *Municipal Freedom of Information and Protection of Privacy Act*.
3. All employees who create, work with or manage records shall:
 - a. comply with this records management policy and the retention periods for records as specified in schedule B;
 - b. ensure that official records in their custody or control are protected from inadvertent destruction or damage; and
 - c. ensure that non-records in their custody or control are destroyed when they are no longer needed for short-term reference.
4. There are three major categories of records:
 - a. Paper Records (e.g., letters, reports, computer printouts, photographs)
 - b. Physical Media Records (e.g., video, audio tapes, CD, DVD, microfilm)
 - c. Electronic Records (e.g., emails, word processing, spreadsheet or database files, pdf files)

Records and information management cover all three categories of records listed above.

5. Retention periods for active and inactive records in this by-law are in years, unless otherwise noted. The inactive retention period of a record is that period during which a record is no longer required for current use but must be kept for legal, fiscal, operational or historical

purposes. The final disposition of records not identified for permanent retention is destruction, unless otherwise noted (i.e. review for archival purposes).

6. The retention period of an official record, in paper or physical format, is calculated from the close date of the record as entered in the records management database. It includes a period of time the record is retained in the department after closure (active) plus a period of time in storage (inactive). Duplicate records are retained within the department only.
7. This by-law does not apply to publications, reference material, and other non-records that have no documentary value to the municipality.

C. Administration

1. In support of the municipality's records management program, the Clerk's department is responsible for:
 - a. the development, coordination and administration of records management policies and procedures in support of the records management program;
 - b. providing assistance to determine if material is an official record, non-record, or duplicate and ensuring that official records are preserved and disposed of in accordance with schedule B;
 - c. in addition to providing day-to-day assistance to users in all aspects of the records management program, from records creation to final disposition of records, the Clerk's department is also responsible for identifying and assessing records and items of historical value and transferring archival materials to the County Archives;
 - d. the identification of records held in storage, which have fulfilled their retention requirements in accordance with this by-law and obtaining departmental approvals prior to their destruction;
 - e. maintenance of a list of all records of the municipality for use by all departments including all records that have been destroyed in accordance with this by-law or any predecessor records retention by-law;
 - f. the establishment and maintenance of the records classifications and retention schedule in consultation with the CAO, department heads and the municipal auditor;
 - g. the identification and protection of all records vital to the functioning of the municipality and for providing the municipality with a records recovery process to implement in the event of a disaster;
 - h. advising all departments and local boards, commissions and agencies of the municipality on the most appropriate and efficient ways for them to create, classify, handle, store, retrieve and dispose of their records;
 - i. providing assistance to the municipality's departments to comply with the *Municipal Freedom of Information and Privacy Act*, and any other federal or provincial legislation affecting records management practices; and
 - j. the development of an automated records management system to control the creation, use and final disposition of electronic records.
2. In addition to the responsibilities of the Clerk's department, a records management working group is to be created which consists of one representative from each functional area within the municipality. Each individual in the working group will act as the records liaison for their department to organize the proper storage, transfer and disposal of their records. The working group will meet under the direction of the Clerk and will provide assistance with all aspects of the records management program specific to their departments, including maintaining the list

of records of the municipality, moving records to inactive storage and updating the records classification and retention schedule.

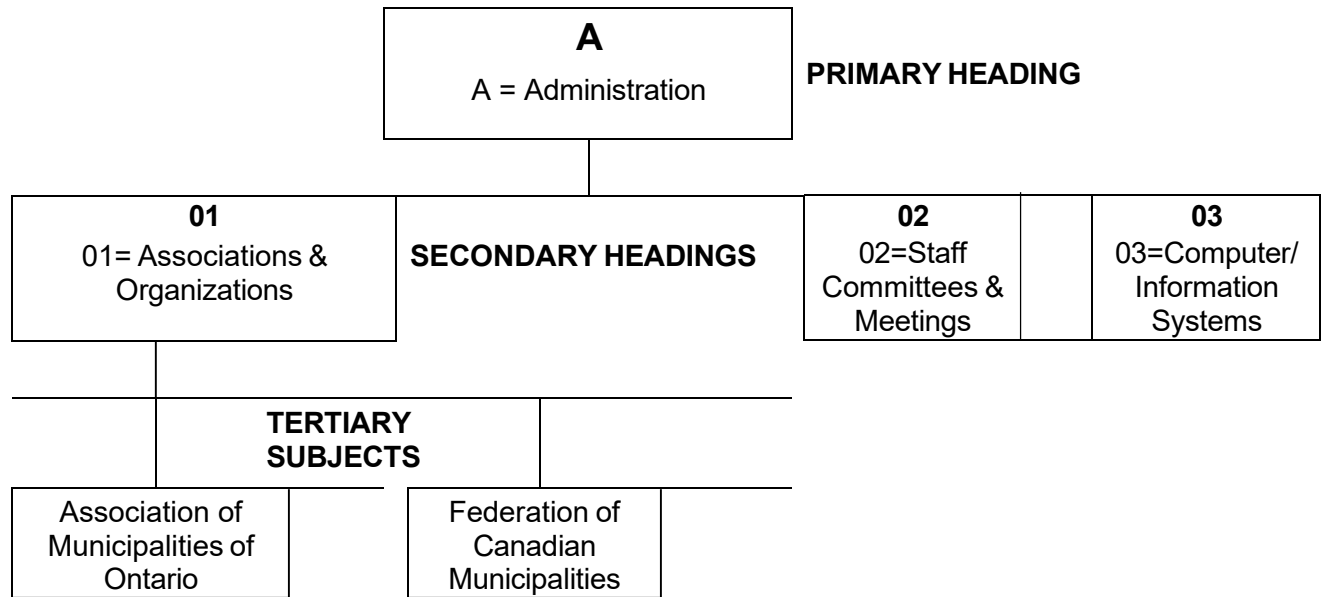
D. Records Transfer and Disposal

1. Selection and transfer of records to inactive storage is usually an annual function undertaken by department staff and/or records liaison in the first quarter of the year. If a space problem exists in the active office area, more frequent transfer arrangements can be made as required upon consultation with the Clerk's department.
2. Records transferred to inactive storage should meet the following parameters:
 - a. packed storage boxes should contain at least two inches of free space so that lids fit properly;
 - b. no box should contain more than one record series, or if more than one record series, no more than one destruction date;
 - c. files are placed upright in boxes in the same order as the file drawer; do not place file folders flat on top of others in the box; and
 - d. do not place binders in storage boxes; files are to be removed to folders and labeled.
3. The following principles govern the destruction of official records:
 - a. when there are no further business or legal reasons for retaining official records, they shall be destroyed or expunged as appropriate;
 - b. official records pertaining to pending or actual investigation or litigation shall not be destroyed until the matter is resolved;
 - c. 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.
4. The Clerk's department will notify the appropriate department head or manager in writing of the scheduled disposition of records, including a list of the records eligible for disposition and the scheduled disposition date.
5. The department head or manager shall notify the Clerk's department in writing, before the scheduled disposition date, whether any of the records included in the disposition notice need to be retained past the scheduled disposition date, and the reason why such further retention is necessary.
6. If no response is received from the department head or manager before the scheduled disposition date the Clerk's department will issue a second notice regarding the pending disposition of records. If no further response is received then the records which are the subject of the disposition notice shall be deemed to be authorized for disposition by the department head or manager.
7. The final disposition of records may be either archival storage or destruction. Destruction of records is carried out, under the supervision of the Clerk, by recycling, regular garbage collection or by shredding, as warranted by the confidential nature of the records.
8. Generally, the following approvals are required for records disposition:
 - a. Official Records: Necessary approvals must be obtained in advance before destruction of any official records takes place. Only the Clerk's department has the authority to destroy official records after the necessary approvals are obtained.

- b. Duplicate Records: Duplicate records do not require formal approval for destruction. The retention period of a duplicate record is only a guideline. With few exceptions as noted in schedule B, duplicate records may be destroyed before the retention period for the original is fulfilled. However, before premature destruction takes place, users must check with their department's records liaison to ensure that the purpose of the duplicate record has been served. They should also consult with the Clerk's department to ensure that the originals of these records are available from the official holders.
 - c. Physical Media Records: Video, audiotape, CD, DVD, etc. may be official records and should follow the retention periods specified for the appropriate classification. Necessary approvals must be obtained in advance before destruction.
 - d. Electronic Records: Electronic Records (e.g., emails, word processing, spreadsheet or database files, pdf files) may be official records. Until such time as the municipality implements an electronic records management system, electronic records should be classified and handled by each user in accordance with the Records Management By-law. Please confer with the department records liaison prior to destruction.
 - e. Litigation Records: Active records pertaining to existing or potential litigation cases should be retained and maintained within the department until the matter is resolved.
 - f. Non-records: Non-records can be destroyed by users at any time without approval.
9. When official records have been disposed of pursuant to this by-law, the Clerk's department shall obtain written confirmation of such disposition and a record shall be kept of all dispositions.

Records Classifications

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| Records Classification System | <p>The standardized records classification system that is being used for records of the Corporation of the Town of Greater Napanee is a subject numeric system consisting of three levels in a hierarchical structure: primary, secondary and tertiary.</p> <p>This system must be used in all departments and for all records of the municipality. Any variations to the subject numeric system must be approved by the Clerk's Department.</p> |
| Primary Headings | <p>The primary headings are indicated by an alphabetic character.</p> <p>Primary headings are functional, not organizational or departmental; e.g., although the Recreation Department may use more files with the character "R" (Recreation and Culture), they would also use other subjects as they pertain to specific functions. Conversely, other departments may have files dealing with recreation matters and these would be filed in this "R" Primary.</p> <p>A listing of the Primary Headings is provided below.</p> |
| Secondary Headings | <p>Secondary headings are indicated by a two digit number. The codes are assigned according to municipal needs by the Clerk's Department.</p> <p>A listing of the Secondary Headings is provided below.</p> |
| Tertiary Subjects | <p>The tertiary subjects or file titles are assigned by the user department. They are typed on a plain or colour coded label and affixed to the folder. Alphabetic labels or numeric labels can also be affixed to the folder to aid in retrieval.</p> |
| Scope Notes | <p>The Scope Notes explain the types of records to be filed under each heading, as well as those records to be excluded.</p> |
| Illustration | <p>The structure of the system is illustrated on the following page.</p> |



Primary Headings

- A ADMINISTRATION**
 Includes records regarding routine administration, office services functions and facilities management

- C COUNCIL, BOARDS AND BY-LAWS**
 Includes records regarding the establishment of policy and by-laws, and the operations of Council and of Boards for which Council is responsible

- D DEVELOPMENT AND PLANNING**
 Includes records regarding municipal development and planning; includes general studies as well as official plans, zoning, etc; subjects are grouped according to long range vs. developmental planning

- E ENVIRONMENTAL SERVICES**
 Includes records regarding provision of public works and other environmental services other than roads; includes water works, sewers, treatment plants, waste management and environmental monitoring; also includes tree removal and pruning

- F FINANCE AND ACCOUNTING**
 Includes records regarding the management of funds

- H HUMAN RESOURCES**
 Includes records regarding the municipality's relationship with its employees; includes records regarding general staff programs as well as information on specific employees

- J JUSTICE – DO NOT USE**
Includes records regarding Provincial Offences Act (POA) and Court activities
- L LEGAL AFFAIRS**
Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters
- M MEDIA AND PUBLIC RELATIONS**
Includes records regarding the municipality's relationship with the media and the general public
- P PROTECTION AND ENFORCEMENT SERVICES**
Includes records regarding the operational functions of law enforcement, licensing, public protection and fire prevention within the community
- R RECREATION AND CULTURE**
Includes records regarding the provision of recreational and cultural services to the community
- S SOCIAL AND HEALTH CARE SERVICES – DO NOT USE**
Includes records regarding social services and health care programs
- T TRANSPORTATION SERVICES**
Includes records regarding the development and improvement of transportation systems (roads and public transit)
- V VEHICLES AND EQUIPMENT**
Includes records regarding municipal vehicles and equipments; includes records on fleet management, mobile equipment, and protective equipment and related maintenance activities

Secondary Headings

ADMINISTRATION – A

| | |
|---|-----|
| Administration, General | A00 |
| Associations and Organizations | A01 |
| Staff Committees and Meetings | A02 |
| Computer/Information Systems | A03 |
| Conferences and Seminars | A04 |
| Consultants | A05 |
| Inventory Control | A06 |
| Office Equipment and Furniture | A07 |
| Office Services | A08 |
| Policies and Procedures | A09 |
| Records Management | A10 |
| Records Disposition..... | A11 |
| Telecommunications Systems | A12 |
| Travel and Accommodation | A13 |
| Uniforms and Clothing | A14 |
| Vendors and Suppliers | A15 |
| Intergovernmental Relations | A16 |
| Accessibility of Records (Freedom of Information) | A17 |
| Security | A18 |
| Facilities Construction and Renovations | A19 |
| Building and Property Maintenance | A20 |
| Facilities Bookings..... | A21 |
| Accessibility of Buildings..... | A22 |

COUNCIL, BOARDS AND BY-LAWS – C

| | |
|---|-----|
| Council, Boards and By-Laws - General | C00 |
| By-Laws | C01 |
| By-Laws – Background Information | C02 |
| Council Agenda | C03 |
| Council Minutes..... | C04 |
| Council Committee Agenda | C05 |
| Council Committee Minutes..... | C06 |

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|--|-----|
| Elections | C07 |
| Goals and Objectives | C08 |
| Motions and Resolutions | C09 |
| Motions and Resolutions - Other Municipalities & Organizations | C10 |
| Reports to Council | C11 |
| Appointments to Boards and Committees | C12 |
| Council, Boards and Committee Information | C99 |

DEVELOPMENT AND PLANNING – D

| | |
|---|-----|
| Development and Planning - General | D00 |
| Demographic Studies | D01 |
| Economic Development..... | D02 |
| Environment Planning | D03 |
| Residential Development..... | D04 |
| Natural Resources..... | D05 |
| Tourism Development | D06 |
| Condominium Plans | D07 |
| Official Plans | D08 |
| Official Plan Amendment & Zoning Applications | D09 |
| Severances | D10 |
| Site Plan Control | D11 |
| Subdivision Plans | D12 |
| Minor Variances | D13 |
| Zoning..... | D14 |
| Easements | D15 |
| Encroachments | D16 |
| Annexation/Amalgamation | D17 |
| Community Improvement Projects | D18 |
| Municipal Addressing | D19 |
| Reference Plans..... | D20 |
| Industrial/Commercial Development | D21 |
| Mapping | D22 |
| Agricultural Development..... | D23 |
| Background Reports for Official Plan | D24 |

ENVIRONMENTAL SERVICES – E

| | |
|--|-----|
| Environmental Services - General | E00 |
| Sanitary Sewers | E01 |
| Storm Sewers..... | E02 |
| Treatment Plants | E03 |
| Trees..... | E04 |
| Air Quality Monitoring | E05 |
| External Utilities..... | E06 |
| Waste Management | E07 |
| Water Works | E08 |
| Drains | E09 |
| Pits & Quarries | E10 |
| Nutrient Management..... | E11 |
| Private Sewage Disposal Systems | E12 |
| Water Monitoring | E13 |
| Water Sampling..... | E14 |
| Chemical Sampling of Water | E15 |
| Richmond Landfill..... | E99 |

FINANCE AND ACCOUNTING – F

| | |
|--|-----|
| Finance and Accounting - General | F00 |
| Accounts Payable | F01 |
| Accounts Receivable | F02 |
| Audits..... | F03 |
| Banking | F04 |
| Budgets and Estimates | F05 |
| Assets | F06 |
| Cheques..... | F07 |
| Debentures and Bonds | F08 |
| Employee and Council Expenses | F09 |
| Financial Statements | F10 |
| Grants and Loans | F11 |
| Investments..... | F12 |
| Journal Vouchers..... | F13 |

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|---|-----|
| Subsidiary Ledgers, Registers and Journals..... | F14 |
| General Ledgers and Journals | F15 |
| Payroll..... | F16 |
| Purchase Orders and Requisitions | F17 |
| Quotations and Tenders..... | F18 |
| Receipts | F19 |
| Reserve Funds | F20 |
| Revenues..... | F21 |
| Tax Rolls and Records..... | F22 |
| Write-Offs | F23 |
| Trust Funds | F24 |
| Security Deposits..... | F25 |
| Working Papers | F26 |

HUMAN RESOURCES – H

| | |
|--------------------------------|-----|
| Human Resources - General..... | H00 |
| Attendance and Scheduling..... | H01 |
| Benefits | H02 |
| Employee Records | H03 |
| Health and Safety | H04 |
| Human Resource Planning | H05 |
| Job Descriptions | H06 |
| Labour Relations | H07 |
| Organization | H08 |
| Salary Planning | H09 |
| Pension Records | H10 |
| Recruitment..... | H11 |
| Training and Development | H12 |
| Claims..... | H13 |
| Grievances | H14 |

LEGAL AFFAIRS – L

| | |
|----------------------------------|-----|
| Legal Affairs - General | L00 |
| Appeals and Hearings..... | L01 |
| Claims Against Municipality..... | L02 |

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|--|-----|
| Claims By Municipality | L03 |
| Contracts and Agreements - Under Seal..... | L04 |
| Insurance Appraisals | L05 |
| Insurance Policies..... | L06 |
| Land Sales | L07 |
| Opinions and Briefs..... | L08 |
| Precedents | L09 |
| Federal Legislation | L10 |
| Provincial Legislation | L11 |
| Vital Statistics | L12 |
| Prosecutions | L13 |
| Contracts and Agreements - Simple | L14 |
| PUC Sale to Hydro One | L99 |

MEDIA AND PUBLIC RELATIONS – M

| | |
|---|-----|
| Media and Public Relations - General..... | M00 |
| Advertising | M01 |
| Ceremonies and Events | M02 |
| Charitable Campaigns/Fund Raising..... | M03 |
| Complaints, Commendations and Inquiries | M04 |
| News Clippings..... | M05 |
| News Releases | M06 |
| Publications | M07 |
| Speeches and Presentations..... | M08 |
| Visual Identity and Insignia..... | M09 |

PROTECTION AND ENFORCEMENT SERVICES – P

| | |
|--|-----|
| Protection and Enforcement Services - General..... | P00 |
| By-Law Enforcement..... | P01 |
| Emergency Planning..... | P03 |
| Hazardous Materials | P04 |
| Incident/Accident Reports..... | P05 |
| Building and Structural Inspections | P06 |
| Health Inspections | P07 |
| Investigations | P08 |

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|-------------------------------------|-----|
| Licenses | P09 |
| Building Permits..... | P10 |
| Permits, Other | P11 |
| Warrants | P12 |
| Criminal Records | P13 |
| Animal Control | P14 |
| Community Protection Programs | P15 |
| Emergency Services | P16 |

RECREATION AND CULTURE – R

| | |
|--|-----|
| Recreation and Culture - General | R00 |
| Heritage Preservation | R01 |
| Parks Management..... | R04 |
| Recreational Facilities | R05 |
| Recreational Programming..... | R06 |

TRANSPORTATION SERVICES – T

| | |
|---|-----|
| Transportation Services - General | T00 |
| Illumination | T01 |
| Parking..... | T02 |
| Road Construction | T04 |
| Road Design and Planning..... | T05 |
| Road Maintenance | T06 |
| Signs and Signals | T07 |
| Traffic..... | T08 |
| Roads and Lane Openings/Closures | T09 |
| Field Survey/Road Survey Books | T10 |
| Bridges..... | T11 |

VEHICLES AND EQUIPMENT – V

| | |
|--|----|
| Vehicles and Equipment - General | 00 |
| Fleet Management..... | 01 |
| Mobile Equipment..... | 02 |
| Transportable Equipment..... | 03 |
| Protective Equipment..... | 04 |

Scope Notes

ADMINISTRATION – A

A00 ADMINISTRATION – GENERAL

Retention: 1 Year
Department Responsible: Originating

Includes administrative records which cannot be classified elsewhere; use only if no other heading is available

A01 ASSOCIATIONS AND ORGANIZATIONS

Retention: 1 Year
Department Responsible: Originating

Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff members belong or with which they communicate in the course of their duties such as Boards of Council, AMCTO, MISA, ORFA, OGRA, OBOA, and MFOA etc

Excludes: Membership Fees - see Accounts Payable, F01

A02 STAFF COMMITTEES AND MEETINGS

Retention: 4 Years**
Department Responsible: Originating

Includes records regarding the activities of staff committees (i.e. Social Committee) and meetings; includes notices of meetings, agenda, minutes, etc; may also include copies of staff activity reports

Excludes: Council Minutes and Agendas - see C03-C04
Standing Committees - see C05-C06
Health & Safety Committee – see H04

A03 COMPUTER/INFORMATION SYSTEMS

Retention: Superseded + 6 Years
Department Responsible: Finances

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

Excludes: Reports - file by subject
Acquisitions - see Quotations and Tenders, F18
Leases – see L14
Assets – see F06

A04 CONFERENCES AND SEMINARS

Retention: 1 Year**

Department Responsible: Originating

Includes invitations, approvals, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff, or sponsored by the municipality as well as travel arrangements, accommodation, itineraries, reservations, confirmation of reservations, hotel brochures related to the conference, restaurants, convention sites etc.

Excludes: Speeches and Presentations - see M08
 Employee and Council Expenses - see F09.
 Ceremonies and Events - see M02.
 Invoices - see F01.
 Rental Agreements - see L14.

A05 CONSULTANTS

Retention: Completion of Project + 2 Years**

Department Responsible: Originating

Includes correspondence, proposals, resumes and other documents regarding the selection, appointment and monitoring of consultants; may include similar records regarding legal solicitors and engineering firms

Excludes: Reports - file by subject
 Quotations and Tenders - see F18
 Invoices - see F01

A06 INVENTORY CONTROL

Retention: 6 Years

Department Responsible: Originating

Includes inventory statements and reports, and all other records regarding the control of supplies, fuel and small equipment stock levels

Excludes: Assets - see F06

A07 OFFICE EQUIPMENT & FURNITURE

Retention: Disposal of Item

Department Responsible: Originating

Includes records regarding the design and maintenance of owned and leased office equipment and furniture; includes chairs, desks, tables, postage meter, filing cabinets etc

Excludes: Computer Hardware and Software - see A03
 Service Agreements - see Contracts and Agreements, L14
 Assets - see F06

A08 OFFICE SERVICES

Retention: 1 Year

Department Responsible: Originating

Includes records regarding rates and services provided by courier, mail and postage firms; also includes records regarding the inter-office mail system, internal printing, and word-processing services

A09 POLICIES AND PROCEDURES

Retention: Permanent

Department Responsible: Originating (Corporate Policies: Clerks)

Includes policy and procedure manuals, guidelines and directives

A10 RECORDS MANAGEMENT

Retention: Superseded

Department Responsible: Clerk's

Includes information regarding the management of corporate records, regardless of medium; specific records include file listings, feasibility studies, and records centre operations

Excludes: Retention By-Law - see C01
 Policies and Procedures - see A09
 Records Disposition - see A11

A11 RECORDS DISPOSITION

Retention: Permanent

Department Responsible: Clerk's

Includes records regarding the disposition of municipal records; includes the disposal method used and forms authorizing and describing the destruction of records.

A12 TELECOMMUNICATIONS SYSTEMS

Retention – Superseded (Fire Audio Files – 6 months)

Department Responsible: Originating

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

Excludes: Licenses - see P09
 Assets - see F06
 Phone Bills - see Accounts Payable, F01
 Agreements - see Contracts and Agreements, L04 or L14

A13 TRAVEL AND ACCOMMODATION

Retention: 1 Year

Department Responsible: Originating

Includes records regarding travel and accommodation arrangements; includes itineraries, maps, authorizations; reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants.

Excludes: Employee and Council expenses – see F09

A14 UNIFORMS AND CLOTHING

Retention: Superseded**

Department Responsible: Originating

Includes records regarding uniforms and special clothing used by municipal staff members, such as by-law uniforms, fire fighters clothing and safety clothing used by utilities operators / labourers

A15 VENDORS AND SUPPLIERS

Retention: 2 Years

Department Responsible: Originating

Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as correspondence, and bidder's information sheets

Excludes: Purchase Orders and Requisitions - see F17
Office Equipment - owned and leased - see A07
Fleet Management - see V01

A16 INTERGOVERNMENTAL RELATIONS

Retention: 5 Years**

Department Responsible: Originating

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 unrelated Boards and Commissions, excluding comments on development applications **Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence**

Excludes: Provincial Orders – see L01
Special Acts – see L11
Development / planning comments – see D03 to D24

A17 ACCESSIBILITY OF RECORDS (FOI)

Retention: 2 Years

Department Responsible: Clerk's

Includes documents regarding the municipality's responsibilities under the Freedom of Information and Protection of Privacy Act, and records regarding the handling of requests under the Act

Excludes: Copies of the Act - see Provincial Legislation, L11
Complaints and Inquiries - see M04

A18 SECURITY

Retention: 5 Years

Department Responsible: Originating

Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes and control of keys

Excludes: Vandalism Reports - see Incident/Reports, P05
Computer Security - see Computer/Information Systems, A03

A19 FACILITIES CONSTRUCTION AND RENOVATIONS

Retention: Completion of Project Date + 1 Year** (Specs & mapping kept permanently)

Department Responsible: Originating

Includes records for the planning and construction of municipal facilities such as fire stations, pools, and office buildings; includes site meetings, consultant's reports, and cost reports. Also includes architectural and engineering drawings

Excludes: Building Permits – see P10
Building & Structural Inspection Reports: see P06

A20 BUILDING AND PROPERTY MAINTENANCE

Retention: 5 Years (Floor Plans – Superseded)

Department Responsible: Originating

Includes records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, garages, libraries, 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.

Excludes: Parks Management - see R04
Recreational Facilities - see R05
Health and Safety Inspection Reports: see H04
Orders to Comply: see L01

A21 FACILITIES BOOKINGS

Retention: 2 Year

Department Responsible: Originating

Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities

A22 ACCESSIBILITY OF BUILDINGS

Retention: 5 Years

Department Responsible: Clerk's

Includes records relating to the accessibility of Town Buildings to disabled persons

COUNCIL, BOARDS AND BY-LAWS - C

C00 COUNCIL, BOARDS AND BY-LAWS – GENERAL

Retention: 1 Year
Department Responsible: Originating

Includes records regarding Council, Boards and by-laws which cannot be classified elsewhere; use only if no other heading is available

C01 BY-LAWS

Retention: Permanent**
Department Responsible: Clerk's

Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws

Excludes: Background information – see C02

C02 BY-LAWS – BACKGROUND INFORMATION

Retention: 5 Years
Department Responsible: Clerk's

Includes all background notes and working papers used for the preparation of by-laws and final versions of by-laws of other municipalities which are of interest

C03 COUNCIL AGENDA

Retention: Permanent**
Department Responsible: Clerk's

Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation

C04 COUNCIL MINUTES

Retention: Permanent
Department Responsible: Clerk's

Includes minutes of the proceedings of Council meetings; includes attachments to the minutes.

Excludes: Council Committees - see C05, C06
Reports to Council - see C11

C05 COUNCIL COMMITTEE AGENDA

Retention: Superseded
Department Responsible: Clerk's

Includes notices of meetings and agenda for the committees of Council as well as working notes used in agenda preparation

C06 COUNCIL COMMITTEE MINUTES

Retention: Permanent**

Department Responsible: Clerk's

Includes minutes of the committees of Council such as Committee of Adjustment, Heritage Committee, Solid Waste Advisory Committee

C07 ELECTIONS

Retention: Voting Day + 90 Days

Department Responsible: Clerk's

Includes returned notices, lists of officials, voters' lists, nominations, election results, preliminary voter's lists, ballots and information on ward boundaries

Excludes Oaths of Office – see C12
Documents required to be kept longer by Municipal Elections Act

C08 GOALS AND OBJECTIVES

Retention: Superseded**

Department Responsible: Originating

Includes records concerning strategic planning, goals and objectives, and mission statements

C09 MOTIONS AND RESOLUTIONS

Retention: 4 Years (Term of Council)

Department Responsible: Clerk's

Includes final signed versions of resolutions and motions of Council

C10 MOTIONS AND RESOLUTIONS - OTHER MUNICIPALITIES & ORGANIZATIONS

Retention: 1 Year

Department Responsible: Clerk's

Includes final versions of motions and resolutions of other municipalities, which are of interest

Excludes: Associations & Organizations: see A01
Council Committee Minutes: see C06

C11 REPORTS TO COUNCIL

Retention: Permanent**

Department Responsible: Clerk's

Includes all reports to Council; kept with Council Agendas

C12 APPOINTMENTS TO BOARDS AND COMMITTEES

Retention: Permanent

Department Responsible: Clerk's

Includes records regarding appointments by Council of staff, public and council members, including oaths of office

C99 COUNCIL, BOARDS AND COMMITTEE INFORMATION

Retention: 5 Years**

Department Responsible: Clerk's

Includes correspondence for information received by Council, minutes of boards and committees that staff or Council belong to (i.e. BIA, Conservation Authorities, County of L&A Committees) and records of boards / committees that are of long term importance to the municipality

DEVELOPMENT AND PLANNING - D

D00 DEVELOPMENT AND PLANNING – GENERAL

Retention: 1 Year
Department Responsible: Originating

Includes records regarding development and planning which cannot be classified elsewhere; use only if no other heading is available

D01 DEMOGRAPHIC STUDIES

Retention: 10 Years**
Department Responsible: Originating

Includes records regarding trends in population growth, census reports, and density studies; also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc

Excludes Vital Statistics - see L12

D02 ECONOMIC DEVELOPMENT

Retention: 10 Years**
Department Responsible: Development Services

Includes records regarding the growth of the economy; includes studies, statistics, projections, etc.

Excludes Demographic Studies - see D01
Residential Development - see D04
Tourism Development - see D06
Industrial/Commercial Development - see D21

D03 ENVIRONMENT PLANNING

Retention: 10 Years**
Department Responsible: Originating

Includes records regarding general types of environmental studies with a long range planning emphasis, such as storm drainage and flood control planning, parks and open spaces planning, and waste management planning

Excludes Environmental Monitoring - see E05
Waste Management - see E07
Provincial Orders: see L01

D04 RESIDENTIAL DEVELOPMENT

Retention: 10 Years**
Department Responsible: Development Services

Includes records regarding the availability of housing; includes general assessments of the need for affordable housing, occupancy rates, housing cost and building statistics, etc

D05 NATURAL RESOURCES

Retention: 10 Years**

Department Responsible: Originating

Includes records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral deposits, and other natural resources information; also includes records regarding bodies of water, creek beds etc

D06 TOURISM DEVELOPMENT

Retention: 10 Years**

Department Responsible: Development Services

Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event

D07 CONDOMINIUM PLANS

Retention: Permanent

Department Responsible: Development Services

Includes records regarding the approval of plans of condominiums; includes drawings, technical reports, and correspondence, background information and applications

D08 OFFICIAL PLANS

Retention: Permanent

Department Responsible: Clerk's

Includes the official plan and amendments to the official plan, also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts

Excludes Official Plan Amendment Applications - see D09
 By-laws & Amended By-laws – see C01
 Background Reports – see D24

D09 OFFICIAL PLAN AMENDMENT & ZONING APPLICATIONS

Retention: Final Decision + 5 Years

Department Responsible: Development Services

Includes applications to amend the official plan, secondary plans or zoning by-law, staff reports, notices, and decisions

Excludes: By-laws & Amended By-laws – see C01

D10 SEVERANCES

Retention: Final Decision + 10 Years
Department Responsible: Development Services

Includes records regarding the granting of severances to parcels of land including application for severance

Excludes: Committee of Adjustment Minutes – see C06

D11 SITE PLAN CONTROL

Retention: Permanent
Department Responsible: Development Services

Includes records regarding the provision of services within the road allowance and to individual land sites; includes water, sewage, utility approvals, comments, correspondence and drawings; also includes correspondence regarding parking areas, drainage and driveways

Excludes Systems for Servicing Land - see relevant subject
Site Plan Agreements - see Contracts and Agreements, L04

D12 SUBDIVISION PLANS

Retention: See Tertiary Coding
Department Responsible: Development Services

Includes records regarding the approval of plans of subdivisions and private development (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

Excludes Subdivision Agreements - see Contracts and Agreements, L04

D13 MINOR VARIANCES

Retention: Permanent
Department Responsible: Development Services

Includes records regarding the granting of minor variances in land use including applications from existing zoning regulations

Excludes Budget Variances - see F05

D14 ZONING

Retention: Permanent

Department Responsible: Development Services

Includes records and standards regarding the designation of zones for land use planning purposes

Excludes Zoning By-Laws - see C01
 Zoning Applications – see D09
 Variances - see D13

D15 EASEMENTS

Retention: Termination of Right + 6 Years**

Department Responsible: Development Services

Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water, drainage and sewer and drainage lines that cross private property

Excludes Original Agreements - see Contracts and Agreements, L04

D16 ENCROACHMENTS

Retention: Termination of Right + 6 Years**

Department Responsible: Development Services

Includes all records regarding private properties encroaching on municipal lands including encroachment permits; also includes surveys and any other related documentation

Excludes Original Agreements - See Contracts and Agreements, L04
 Original Encroachment By-Laws - see C01

D17 ANNEXATION/AMALGAMATION

Retention: Permanent

Department Responsible: Clerk's

Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth; may include studies on the Town of Greater Napanee restructuring

Excludes: Staff notes on population demographics – see D01
 Records of annexation or amalgamation that did not proceed – 10 Years

D18 COMMUNITY IMPROVEMENT PROJECTS

Retention: Completion of Project + 6 Years**

Department Responsible: Development Services

Includes records, studies, statistics and any required background information on community development programs; examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs, BIA, Street Smarts, may also include records on housing rehabilitation programs, i.e. RRAP, CMHC

Excludes Economic Development - see D02
 Funding information and conditions of grants – see F11

D19 MUNICIPAL ADDRESSING

Retention: 10 Years**

Department Responsible: Development Services

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

D20 REFERENCE PLANS

Retention: Permanent

Department Responsible: Development Services

Includes Registered Plans (RD Plans), site plans, property survey plans; may include correspondence

D21 INDUSTRIAL/COMMERCIAL DEVELOPMENT

Retention: 10 Years**

Department Responsible: Development Services

Includes records regarding promotion and development of industry and commerce; records include studies, statistics, projections, etc

Excludes – Agricultural Development – see D23

D22 MAPPING

Retention: Superseded

Department Responsible: Development Services

Includes all records used to produce maps and updates for assessment maps, air photos, topographical, digital and zone schedules

D23 AGRICULTURAL DEVELOPMENT

Retention: 10 Years**

Department Responsible: Development Services

Includes all records regarding development of agricultural growth

D24 BACKGROUND REPORTS FOR OFFICIAL PLAN

Retention: Final Decision + 5 Years

Department Responsible: Development Services

Includes reports pertaining to amendments and changes to the Official Plan

ENVIRONMENTAL SERVICES - E

E00 ENVIRONMENTAL SERVICES – GENERAL

Retention: 1 Year
Department Responsible: Originating

Includes records regarding environmental services which cannot be classified elsewhere; use only if no other heading is available

E01 SANITARY SEWERS

Retention: 5 Years (Specs and mapping kept permanently)
Department Responsible: Public Works

Includes records regarding the design, construction and maintenance of sanitary sewers

Excludes Waste Management - see E07
 Storm Sewers - see E02
 Treatment Plants - see E03

E02 STORM SEWERS

Retention: 5 Years** (Specs and mapping kept permanently)
Department Responsible: Public Works

Includes records regarding the design, construction and maintenance of storm sewer systems

E03 TREATMENT PLANTS

Retention: 5 Years (Specs and mapping kept permanently)
Department Responsible: Public Works

Includes records regarding the operation of treatment and pumping stations and lagoons

Excludes – Private Sewage Disposal Systems – see E12

E04 TREES

Retention: 5 Years
Department Responsible: Public Works

Includes records of tree inventory, removal, planting, trimming, pruning and preservation

E05 AIR QUALITY MONITORING

Retention: Last Record + 40 Years
Department Responsible: Utilities

Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity

Excludes By-Law Enforcement - see P01
 Complaints and Inquiries - see M04

E06 EXTERNAL UTILITIES

Retention: 5 Years**

Department Responsible: Utilities

Includes maps and location drawings and municipal consent approvals provided to the municipality from utility companies such as telephone lines, gas mains, power lines etc

Excludes Site Plans - see D11
 Water and Waste Water – see E01, E03, E08

E07 WASTE MANAGEMENT

Retention: 10 Years**

Department Responsible: Public Works

Includes records regarding the collection and disposal of waste; includes landfill site records, recycling, energy from waste, source separation, collection services and composting

Excludes Sanitary Sewers - see E01
 Environment Planning - see D03
 Private Sewage Disposal Systems – see E12

E08 WATER WORKS

Retention: 15 Years (Specs and mapping kept permanently)

Department Responsible: Originating

Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines and related facilities and equipment; includes water meter registration numbers

E09 DRAINS

Retention: Event + 1 Year** (Specs and mapping kept permanently)

Department Responsible: Public Works

Includes records regarding the design, construction and maintenance of municipal rural drains; also includes engineer reports, petitions, assessments, general specifications and correspondence; may include convenience copies of tenders, bylaws and grants

E10 PITS AND QUARRIES

Retention: 5 Years** (Specs and mapping kept for life of quarry)

Department Responsible: Public Works

Includes records regarding the design, construction and maintenance of all pits and quarries; includes engineer's reports, assessments, general specifications and correspondence

Excludes License/permits – see P09

E11 NUTRIENT MANAGEMENT

Retention: 5 Years**

Department Responsible: Public Works

Includes the records regarding the management of livestock and/or crop planning and regulations pertaining to the operations; control of storing/spreading /using liquid manure on land, near waterways, runoff etc

E12 PRIVATE SEWAGE DISPOSAL SYSTEMS

Retention: 5 Years** (Specs kept permanently)

Department Responsible: Public Works

Includes records regarding the design, construction and maintenance of sanitary sewers and septic systems

E13 WATER MONITORING

Retention: 15 Years

Department Responsible: Utilities

Includes records regarding the routine monitoring of water quality, water quantity, annual reports, and chemical samples collected quarterly (tri-halo methane, nitrate and nitrites), as well as responses to interference with quality or quantity. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water

E14 WATER SAMPLING

Retention: 15 Years

Department Responsible: Utilities

Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis; adverse samples, notices to Ministry; Spills Action Centre and local Health Unit

E15 CHEMICAL SAMPLING OF WATER

Retention: 15 Years

Department Responsible: Utilities

Includes chemical samples collected and tested, inorganic and organics, samples collected and tested every 60 months and lead, sodium and fluoride samples collected and tested annually, and engineer evaluation reports

E99 RICHMOND LANDFILL

Retention: 20 Years**

Department Responsible: Utilities

Includes records regarding the expansion of the Richmond Landfill and any associated records regarding the landfill that are of long term importance to the municipality

FINANCE AND ACCOUNTING - F

F00 FINANCE AND ACCOUNTING – GENERAL

Retention: 1 Year

Department Responsible: Originating

Includes records regarding finance and accounting which cannot be classified elsewhere; use only if no other heading is available

Excludes Accounting records required for tax purposes

F01 ACCOUNTS PAYABLE

Retention: 7 Years

Department Responsible: Finance

Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay account, rebates, and levies payable, reports (i.e. Invoice Listing report), telephone bills and membership fees

Excludes Cancelled Cheques - see F07
Employee and Council expenses – see F09

F02 ACCOUNTS RECEIVABLE

Retention: 7 Years

Department Responsible: Finances

Includes records documenting funds owing to the municipality, such as invoices, invoice register, requests from mortgage companies and recoveries reports; includes correspondence related to the collection of tax, arrears listings and supporting documentation

Excludes Write-offs - see F23
Tax Assessments, Tax Rolls - see F22

F03 AUDITS

Retention: 6 Years

Department Responsible: Finances

Includes records regarding internal and external financial audits of accounts and Audit binder

Excludes Operation audits - see relevant subject
Audited Financial Statements - see Financial Statements, F10

F04 BANKING

Retention: 6 years
Department Responsible: Finances

Includes records regarding banking transactions and relationships with banks; includes bank reconciliations and deposit reports
Excludes Bank Statements - see F07

F05 BUDGETS AND ESTIMATES

Retention: 6 Years**
Department Responsible: Finances

Includes departmental and corporate budgets, both capital and operating; includes all working notes, calculations and background documentation; also includes Budget Variances

F06 ASSETS

Retention: Disposal of Asset + 6 Years**
Department Responsible: Finances

Includes records regarding current and fixed assets (such as land), also includes inventories as well as records of initial expenditure (including copies of invoices or bills), depreciation, amortization, and disposal

Excludes Land Sales - see L07

F07 CHEQUES

Retention: 6 Years
Department Responsible: Finances

Includes all cancelled cheques issued; also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques and N.S.F. cheques

Excludes Banking - see F04
A/P cheques – see F01

F08 DEBENTURES AND BONDS

Retention: Surrender + 6 Years
Department Responsible: Finances

Includes records regarding debentures and bonds issued by the municipality; includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors

Excludes Debenture Registers - see Subsidiary Ledgers, Registers and Journals, F14

F09 EMPLOYEE AND COUNCIL EXPENSES

Retention: 7 Years

Department Responsible: Finances

Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims; may include Credit Card information i.e. account numbers and statements etc; may also include employee time sheets combined with travel and expense statements

Excludes - Attendance - see H01
Payroll Expenses – see F16

F10 FINANCIAL STATEMENTS

Retention: Permanent

Department Responsible: Finances

Includes the Balance Sheet, Income Statements, FIR and Financial Statements

Excludes all working notes, calculations and background documentation, see F26

F11 GRANTS AND LOANS

Retention: 7 Years**

Department Responsible: Finances

Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies; also includes submissions, acknowledgements, and reports; such as the Waste Management Improvement Program etc. **Supporting documentation for eligible costs under federal or provincial grant programs subject to archival review**

F12 INVESTMENTS

Retention: Closure of Account + 6 Years

Department Responsible: Finances

Includes records regarding the municipality's investments, term deposits, and promissory notes

F13 JOURNAL VOUCHERS

Retention: 7 Years

Department Responsible: Finances

Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries

F14 SUBSIDIARY LEDGERS, REGISTERS AND JOURNALS

Retention: 7 Years**

Department Responsible: Finances

Includes all subsidiary ledgers, registers, and Journals such as payment and receipt journals, payroll registers, and debenture registers

Excludes Documents and vouchers used to support entries - see relevant subject in this Primary

F15 GENERAL LEDGERS AND JOURNALS

Retention: Permanent

Department Responsible: Finances

Includes all records in the books of original entry

F16 PAYROLL

Retention: 6 Years

Department Responsible: Finances

Includes all records of payments of salary, wages and deductions to employees; includes time sheets, pay lists, Blue Cross reconciliations, T4 Slips, Records of Employment and Statistics Canada reports; also includes honoraria and fees to Council

Excludes Payroll registers – sub ledgers, registers and journals - see F14
Pay equity and wage comparison studies – see H05

F17 PURCHASE ORDERS AND REQUISITIONS

Retention: 7 Years

Department Responsible: Finances

Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services

Excludes Quotations and Tenders - see F18

F18 QUOTATIONS AND TENDERS

Retention: 6 Years**

Department Responsible: Finances

Includes records regarding quotations and tenders obtained from suppliers of goods & services; includes RFP's, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process

Excludes Successful quotations and tenders - see Contracts and Agreements, L04

F19 RECEIPTS

Retention: 6 Years

Department Responsible: Finances

Includes receipts issued for payment of items such as licenses, rentals and taxes; also includes receipt batches (cash, coin, PAP)

F20 RESERVE FUNDS

Retention: 6 Years

Department Responsible: Finances

Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc

F21 REVENUES

Retention: 6 Years - Mortgage Records – 10 Years

Department Responsible: Finances

Includes records regarding the generation of revenues other than taxes such as development charges, fees and service charges

Excludes Accounts Receivable - see F02
 Tax Rolls – see F22

F22 TAX ROLLS AND RECORDS

Retention: Permanent

Department Responsible: Clerk's

Includes taxation records of long term importance, such as assessment rolls, tax rates, tax sale records, tax sale deeds, property tax registrations and tax collector's rolls

Excludes Accounts Receivable - see F02
 Mortgage Companies - see F02
 Correspondence related to tax issues that are not of a long term
 importance - see F02

F23 WRITE-OFFS

Retention: 6 Years

Department Responsible: Finances

Includes accounts receivable that have been written off as uncollectible; also includes records of bankruptcies

Excludes Accounts Receivable - see F02

F24 TRUST FUNDS

Retention: Closure of Account + 6 Years
Department Responsible: Originating

Includes records regarding funds established by the municipality for money held in trust, such as bequests and Ontario Home Renewal Program

F25 SECURITY DEPOSITS

Retention: Closure of Account + 6 Years
Department Responsible: Finances

Includes development deposits, letters of credit, proof of insurance when required and records of monies held as security (i.e. bonds)

F26 WORKING PAPERS

Retention: Completion of Audit + 6 Years
Department Responsible: Finances

Includes all working notes, calculations and background documentation used to calculate financial statements such as the Monthly Trial Balance and Year End binders

Excludes Financial Statements - see F10

HUMAN RESOURCES – H

H00 HUMAN RESOURCES – GENERAL

Retention: 1 Year

Department Responsible: Originating

Includes records regarding human resources which cannot be classified elsewhere; use only if no other heading is available

H01 ATTENDANCE AND SCHEDULING

Retention: 2 Years**

Department Responsible: Originating

Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, etc

Excludes Individual Time Sheets - see F16

H02 BENEFITS

Retention: Superseded

Department Responsible: Human Resources

Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on EHT

Excludes Payroll - see F16

H03 EMPLOYEE RECORDS

Retention – Termination of Obligation + 6 Years**

Department Responsible: Human Resources

Includes records regarding the employment history of municipal employees; includes initial resumes and applications, performance evaluations, training records, driving records, correspondence with the employee, and employee assistance; includes part-time and student employees

Excludes Grievances – see H14

H04 HEALTH AND SAFETY

Retention: 7 Years

Department Responsible: Human Resources

Includes records regarding the occupational health and safety of staff; includes accident reports, Workers' Compensation reports, Health & Safety Committee meetings and information on health and safety programs for staff

Excludes Accidents of the Public - see Incident/Accident Reports, P05
 Lost-time reports and claims – see H13
 Health & Safety Inspections – see P07

H05 HUMAN RESOURCE PLANNING

Retention: 5 Years** (Pay Equity Information – 20 Years)

Department Responsible: Human Resources

Includes records of succession planning, executive placement, retirement programs, staff turnover rates, annual hire/promotion targets, recruitment freezes, employment equity, performance management, and related records.

Excludes Employee Records - see H03

H06 JOB DESCRIPTIONS

Retention: Superseded + 3 Years**

Department Responsible: Human Resources

Includes job descriptions and specifications as well as background information used in their preparation or amendment

H07 LABOUR RELATIONS

Retention: Expiry of Contract + 10 Years**

Department Responsible: Human Resources

Includes records regarding the relationship between labour and management; includes collective bargaining, correspondence with unions and negotiations

Excludes Collective Agreement – see L04

H08 ORGANIZATION

Retention: Superseded + 3 Years**

Department Responsible: Originating

Includes records regarding reporting relationships, reorganization, organizational analysis, etc; includes organization charts

Excludes Job Descriptions - see H06

H09 SALARY PLANNING

Retention: Superseded + 5 Years
Department Responsible: Human Resources

Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules

Excludes Employee Records - see H03
Pay Equity Information – see H05

H10 PENSION RECORDS

Retention: Employee's Termination + 6 Years
(Pension plan annual information returns kept permanently)
Department Responsible: Finance

Includes records detailing obligations to individuals under OMERS; includes pension information of retired personnel, including registration and records.

Excludes Deductions for pensions – see F16
General information on pension plans - H02
Payments made to OMERS - F01

H11 RECRUITMENT

Retention: 1 Year**
Department Responsible: Human Resources

Includes records regarding the recruitment of staff; includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications

H12 TRAINING AND DEVELOPMENT

Retention: Superseded**
Department Responsible: Human Resources

Includes records regarding courses offered to employees, and information on career and professional development programs; also includes orientation materials

Excludes Employee Records - see H03

H13 CLAIMS

Retention: Resolution of Claim + 7 Years
Department Responsible: Human Resources

Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD

Excludes Non lost-time incidents or accidents - see H04
Self-insured STD – see H01

H14 GRIEVANCES

Retention: Resolution of Claim + 7 Years

Department Responsible: Human Resources

Includes records dealing with grievance complaints filed against the Town of Greater Napanee such as the initial complaint, investigation, reports and final resolution

LEGAL AFFAIRS - L

L00 LEGAL AFFAIRS – GENERAL

Retention: 1 Year

Department Responsible: Originating

Includes records regarding legal affairs which cannot be classified elsewhere; use only if no other heading is available

L01 APPEALS AND HEARINGS

Retention: Permanent

Department Responsible: Clerk's

Includes all transcripts and related documentation regarding appeals, hearings (such as property standards) and legal proceedings; includes final judgments; includes zoning appeals, official plan appeals and Committee of Adjustment appeals; also includes orders issued by regulatory bodies and boards (such as Provincial Orders)

Excludes Litigation - see Claims - L02-L03.

L02 CLAIMS AGAINST MUNICIPALITY

Retention: Resolution of Claim + 1 Year

Department Responsible: Clerk's

Includes all litigation made by other parties against the municipality

Excludes Appeals and Hearings - see L01

L03 CLAIMS BY MUNICIPALITY

Retention: Resolution of Claim + 1 Year

Department Responsible: Clerk's

Includes all litigation made against other parties by the municipality

Excludes Appeals and Hearings - see L01

L04 CONTRACTS AND AGREEMENTS - UNDER SEAL

Retention: Expiry of Contract + 15 Years**

Department Responsible: Clerk's

Includes all agreements entered into by the municipality which require a by-law for approval; includes construction contracts and specifications, collective agreements, and subdivision agreements; also includes agreements regarding easements, encroachments, areaways and laneways

Excludes Office Equipment Maintenance Agreements - see L14
Contracts regarding Land - see L07
Insurance Policies - see L06

L05 INSURANCE APPRAISALS

Retention: Event + 15 Years
Department Responsible: Finances

Includes appraisals of municipal property for insurance purposes

L06 INSURANCE POLICIES

Retention: Expiry of Policy + 15 Years
Department Responsible: Finances

Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance

Excludes Employee Group Insurance - see Benefits, H02
Third Party Contracts - see Contracts and Agreements, L04

L07 LAND SALES

Retention: Property Disposition + 10 Years**
Department Responsible: Clerk's

Includes records regarding real estate transactions and conveyance of land such as lot or road allowance sales whether through voluntary transactions or expropriation; includes leases, deeds and expropriation plans, purchase letters and appraisals, quit claims

L08 OPINIONS AND BRIEFS

Retention – Superseded**
Department Responsible: Originating

Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws

L09 PRECEDENTS

Retention: Superseded**
Department Responsible: Clerk's

Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters

L10 FEDERAL LEGISLATION

Retention: Superseded
Department Responsible: Originating

Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality

L11 PROVINCIAL LEGISLATION

Retention: Superseded
Department Responsible: Originating

Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality

L12 VITAL STATISTICS

Retention: Permanent
Department Responsible: Clerk's

Includes registers of births, deaths, stillbirths and marriages

Excludes Population Statistics - see Demographic Studies - D01
 Marriage License Applications – see P09

L13 PROSECUTIONS

Retention: Judgement + 7 Years
Department Responsible: Originating

Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation such as information, certificates requesting conviction, reports from court re: sentencing and fine payment, and fence viewing

Excludes By-Law Enforcement - see P01
 Appeals and Hearings - see L01

L14 CONTRACTS AND AGREEMENTS - SIMPLE

Retention: Expiry of Contract + 2 Years**
Department Responsible: Originating

Includes contracts and agreements, which do not require by-law approval, such as equipment rental and service contracts and vehicle lease agreements

Excludes: Original purchase agreements for capital assets – see F06

L99 PUC SALE TO HYDRO ONE

Retention: Permanent
Department Responsible: Originating

Includes contracts and agreements that required by-law approval, such as employee transfer, vehicle information, insurance documents and legal correspondence

MEDIA AND PUBLIC RELATIONS – M

M00 MEDIA AND PUBLIC RELATIONS – GENERAL

Retention: 1 Year

Department Responsible: Originating

Includes records regarding media and public relations which cannot be classified elsewhere; use only if no other heading is available

M01 ADVERTISING

Retention: 2 Years**

Department Responsible: Originating

Includes records regarding municipal advertising in magazines, newspapers, radio, television, and transit

Excludes News Releases - see M06
 Recruitment - see H11
 Elections - see C07

M02 CEREMONIES AND EVENTS

Retention: 5 Years**

Department Responsible: Originating

Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day, Canada Day and Winter Carnival; also includes records regarding the set-up and running of special events such as U18 curling

M03 CHARITABLE CAMPAIGNS/FUND RAISING

Retention: 1 Year

Department Responsible: Originating

Includes 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

Excludes Receipts - see F19

M04 COMPLAINTS, COMMENDATIONS & INQUIRIES

Retention: 1 Year**

Department Responsible: Originating

Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints; also includes concerns about services offered by the municipality, inquiries about council proceedings, general correspondence and congratulatory letters

Excludes Accessibility of Records (Freedom of Information) - see A17
 Specific Complaints - see appropriate subject
 Employee Records – see H03
 By-law Enforcement – see P01

M05 NEWS CLIPPINGS

Retention: 2 Years**

Department Responsible: Originating

Includes clippings from newspapers, information from journals and other printed media regarding the municipality, its employees or council

Excludes Clippings used as reference material - see relevant subject

M06 NEWS RELEASES

Retention: 1 Year**

Department Responsible: Originating

Includes background notes and final versions of news releases issued; includes messages for inclusion in special event programs

M07 PUBLICATIONS

Retention: Superseded**

Department Responsible: Originating

Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, trade shows, current events, industrial directories, business directories, municipal guides and maps; may include annual reports of a non financial nature

M08 SPEECHES AND PRESENTATIONS

Retention: 5 Years**

Department Responsible: Originating

Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials

Excludes Media coverage of speeches/presentations - see News Clippings - M05
 News Releases - see M06

M09 VISUAL IDENTITY AND INSIGNIA

Retention: Superseded + 5 Years**

Department Responsible: Clerk's

Includes records regarding the standards which apply to graphic designs in the interest of establishing a Visual Identity Program; includes logo and letterhead design, signage, flags, vehicle identification, etc.; also includes records regarding corporation insignia and seals of office

PROTECTION AND ENFORCEMENT SERVICES - P

P00 PROTECTION AND ENFORCEMENT SERVICES – GENERAL

Retention: 1 Year

Department Responsible: Originating

Includes records regarding protection and enforcement services which cannot be classified elsewhere; use only if no other heading is available

P01 BY-LAW ENFORCEMENT

Retention: 6 Years**

Department Responsible: Clerk's

Includes records of municipal efforts to enforce bylaws such as order to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs and paid parking tickets etc

Excludes Environmental Monitoring - see E05
 Prosecutions - see L13

P03 EMERGENCY PLANNING

Retention: Superseded**

Department Responsible: Development Services

Includes records regarding the planning and rehearsal of emergency measures

Excludes Committee Minutes – see C06

P04 HAZARDOUS MATERIALS

Retention: Superseded

Department Responsible: Originating

Includes information and reports on chemicals and substances that pose a fire hazard; also includes records dealing with toxic substances control, transportation and effects

Excludes Staff Safety Training - see Health and Safety, H04

P05 INCIDENT/ACCIDENT REPORTS

Retention: 2 Years**

Department Responsible: Originating

Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties

Excludes Security - see A18
 Accidents of Municipal Staff - see Health and Safety, H04
 Vehicle Accidents - see L02 or L03
 Claims by the Municipality – see L03

P06 BUILDING AND STRUCTURAL INSPECTIONS

Retention: Permanent

Department Responsible: Development Services

Includes inspection reports such as building, plumbing, fire prevention, and other structural inspections

Excludes By-Law Enforcement - see P01

P07 HEALTH INSPECTIONS

Retention: Superseded

Department Responsible: Human Resources

Includes health inspection reports conducted or performed by Health & Safety Committee on private, public and commercial properties and Fire Marshall's Inspections

P08 INVESTIGATIONS

Retention: 10 Years**

Department Responsible: Originating

Includes records of investigation pertaining to law enforcement, traffic accidents, ambulance and fire fighting

Excludes Bylaw Enforcement – see P01

P09 LICENSES

Retention: Expiry + 2 Years

Department Responsible: Clerk's

Includes records regarding licenses administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, businesses, lotteries and quarries, marriage license applications, taxi applications etc

Excludes Marriage Licences - see Vital Statistics - L12

P10 BUILDING PERMITS

Retention: Permanent

Department Responsible: Development Services

Includes permits issued to builders, contractors, and residents giving them permission to build or renovate; includes lot grading certificates

Excludes - All other permits - see P11.

P11 PERMITS, OTHER

Retention – Expiry of Permit + 2 Years
Department Responsible: Originating

Includes applications and copies of permits issued by other government bodies within the Town of Greater Napanee, as well as permits issued by the Town of Greater Napanee giving permission to hold special events, transport oversize loads, erect signs, park on the street, excavation permits, burn permits, vendor permits etc

Excludes Building Permits - see P10
 Encroachment Permits - see D16
 Burial Permits - see S09

P12 WARRANTS

Retention: 2 Years after Execution of Warrant
Department Responsible: Originating

Includes all issued warrants

P13 CRIMINAL RECORDS

Retention - 5 Years after Termination of Occurrence or Disposition of Charge
Department Responsible: Originating

Includes all documentation relating to individuals with a history of criminal activity

Excludes Investigations – see P08
 Prosecutions – see L13

P14 ANIMAL CONTROL

Retention: Date Last In Pound + 5 Years
Department Responsible: Clerk's

Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports

Excludes Dog Licenses - see P09

P15 COMMUNITY PROTECTION PROGRAMS

Retention: Termination of Program + 2 Years**
Department Responsible: Originating

Includes records on community protection and crime prevention such as Community Policy, Victim Services, Neighborhood Watch and Block Parents; records include correspondence and brochures

P16 EMERGENCY SERVICES

Retention: Superseded + 2 Years (Fire Statistics – 5 Years)

Department Responsible: Originating

Includes records regarding fire and rescue services and all 1st response activities

Excludes Burn Permits – see P11
 Fire Investigation Reports – see P08
 Employee Records – see H03

RECREATION AND CULTURE - R

R00 RECREATION AND CULTURE – GENERAL

Retention: 1 Year

Department Responsible: Parks & Recreation

Includes records regarding recreation and cultural services which cannot be classified elsewhere; use only if no other heading is available

R01 HERITAGE PRESERVATION

Retention: Removal of designation**

Department Responsible: Clerk's

Includes records regarding heritage and historical development, including designations of buildings, districts, and cemeteries

Excludes Original By-Laws - see By-Laws, C01

R04 PARKS MANAGEMENT

Retention: 5 Years**

(Playground Equipment Maintenance – Permanent)

Department Responsible: Parks & Recreation

Includes correspondence, descriptions, reports and other records dealing with the management design, set-up, landscaping and maintenance of specific municipal parks; includes maps and plans

Excludes Building and Property Maintenance – see A20
Incident / Accident Reports – see P05

R05 RECREATIONAL FACILITIES

Retention: 5 Years**

Department Responsible: Parks & Recreation

Includes 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 floor plans, architectural and engineering drawings; more specific information is filed by subject

Excludes Facilities Construction - see A19
Building and Property Maintenance - see A20
Parks Management – see R04

R06 RECREATIONAL PROGRAMMING

Retention: 5 Years**

Department Responsible: Parks & Recreation

Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs

TRANSPORTATION SERVICES - T

T00 TRANSPORTATION SERVICES – GENERAL

Retention: 1 Year

Department Responsible: Originating

Includes records regarding transportation which cannot be classified elsewhere; use only if no other heading is available

T01 ILLUMINATION

Retention: 6 Years

Department Responsible: Public Works

Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc.; also includes records on power consumption

Excludes Signs and signals – see T07
 Assets – see A06

T02 PARKING

Retention: 6 Years (from the closure of lot or space)

Department Responsible: Clerk's

Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking

T04 ROAD CONSTRUCTION

Retention: End of Project + 6 Years** (Specs and mapping kept permanently)

Department Responsible: Public Works

Includes records and studies regarding construction, planning and design of specific road projects; includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, etc.

Excludes Routine maintenance and minor improvements to roads – see Road
 Maintenance – T06
 Assets – see A06

T05 ROAD DESIGN & PLANNING

Retention: Completion of Project + 6 Years** (Specs and mapping kept permanently)

Department Responsible: Public Works

Includes estimates, studies and other records regarding the operation of roads; also includes operations of curbs and sidewalks, cycle ways, footpaths, walkways, intersections and general roadway features

T06 ROAD MAINTENANCE

Retention: Completion of Project + 6 Years**
Department Responsible: Public Works

Includes records and studies regarding the inspection and maintenance of roads; includes the installation of culverts, drainage, minor repairs to the road surfaces, curbs and side-walks, cycle-ways, footpaths, walkways etc.; also includes grading, ploughing and sanding of roads and snow removal

T07 SIGNS AND SIGNALS

Retention: Removal of Sign / Signal + 6 Years
Department Responsible: Public Works

Includes records and studies regarding the manufacture and installation of signs and signals on roadways and on municipal property

T08 TRAFFIC

Retention: End of Project + 10 Years**
Department Responsible: Public Works

Includes records and studies regarding the flow of traffic on roads; includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records

T09 ROADS AND LANES OPENINGS / CLOSURES

Retention: Permanent
Temporary Road Closures – 2 Years
Department Responsible: Public Works

Includes records on roads and lanes closed on a permanent or regular basis; records include reports, appraisals, correspondence and district court applications, as well as records related to requests to open / close roads and street allowances including temporary road closures

Excludes Land Sales - see Land Acquisition and Sale, L07
Road Closing By-Laws - see C01

T10 FIELD SURVEY/ROAD SURVEY BOOKS

Retention: End of Project + 6 Years
Department Responsible: Development Services

Includes engineering field survey notes as well as books

T11 BRIDGES

Retention: End of Project + 6 Years (Specs and mapping kept permanently)

Department Responsible: Public Works

Includes records and studies regarding construction, planning and design of specific bridge and culvert projects; includes the construction of new bridges/ installation of new culverts and major improvements to existing bridges and culverts, such as deck replacements and major rehabilitations

VEHICLES AND EQUIPMENT - V

V00 VEHICLES AND EQUIPMENT – GENERAL

Retention: 1 Year

Department Responsible: Originating

Includes records regarding vehicles and equipment which cannot be classified elsewhere; use only if no other heading is available

V01 FLEET MANAGEMENT

Retention: Termination of Lease / Disposal of Vehicle + 6 Years

Department Responsible: Originating

Includes records of all vehicles currently leased or owned, operated and maintained by the municipality. This includes vehicle history files, and vehicle maintenance, registration and disposal

Excludes Insurance Policies - see L06
 Accident Claims - see L02, L03
 Leases/Contracts - see L14

V02 MOBILE EQUIPMENT

Retention: Disposal of Item + 6 Years

Department Responsible: Originating

Includes records regarding mobile equipment used in conjunction with vehicles; also includes maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc

V03 TRANSPORTABLE EQUIPMENT

Retention: Disposal of Item + 6 Years

Department Responsible: Originating

Includes records regarding transportable equipment used by the municipality; also includes maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment

V04 PROTECTIVE EQUIPMENT

Retention: Disposal of Item + 6 Years

Department Responsible: Originating

Includes records regarding protective equipment used by the municipality; also includes maintenance and history files on equipment such as breathing apparatus, breathing tanks, down alarms, etc

Excludes Uniforms and Clothing - see A14

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Vital records are those records that are essential to the continuation or resumption of business, fulfillment of obligations to ratepayers, employees, federal, provincial and regional governments and other outside interests, and to recreating the financial and legal status of the municipality in case of emergency.

Records identified as “vital” in this by-law, whether in paper, microfilm or electronic form should be protected by departments holding these records with appropriate backups, security and fire safe equipment.

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| C11 | Reports to Council | H10 | Pension Records |
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