

Records Retention By-law

A.-7323-298 – Effective November 24, 2015

**This by-law is printed under and by authority
of the Council of the City of London, Ontario, Canada**

Disclaimer:

The following consolidation is an electronic reproduction made available for information only. It is not an official version of the By-law. The format may be different, and plans, pictures, other graphics or text may be missing or altered. The City of London does not warrant the accuracy of this electronic version. This consolidation cannot be distributed or used for commercial purposes. It may be used for other purposes only if you repeat this disclaimer and the notice of copyright.

Copies of Official versions of all by-laws can be obtained from the City Clerk's Department by calling 519-661-4530 or e-mailing docservices@london.ca.

For by-law related inquiries or complaints please contact the Licensing & Municipal Law Enforcement Department at 519-661-4660 or enforcement@london.ca.



Bill No. 391
2015

By-law No. A.-7323-298

A by-law to provide for the classification, retention and destruction of the records of The Corporation of the City of London and to repeal By-Law No. A.-4640-291 being "A by-law to provide for the retention of documents and for the destruction of certain documents".

WHEREAS Section 254 of the *Municipal Act, 2001, S.O. 2001, Chapter 25*, as amended, requires municipalities to retain and preserve the records of the municipality and its local boards in a secure and accessible manner;

AND WHEREAS Section 255 of the *Municipal Act, 2001, S.O. 2001, Chapter 25*, as amended, permits municipalities and its local boards to destroy records if a retention period for the record has been established under this section and the retention period has expired or the record is a copy of the original record;

AND WHEREAS the City Auditor approved Schedule "A" attached to this By-law on October 13, 2015;

AND WHEREAS the Council of The Corporation of the City of London deems it expedient to retain, preserve and destroy municipal records:

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

**SHORT TITLE:
RECORDS CLASSIFICATION AND RETENTION BY-LAW**

1. DEFINITIONS

In this by-law:

- a. **"Corporation"** means The Corporation of the City of London.
 - b. **"Functional"** refers to a classification method for organizing records based on the actual business function, activity or transaction type associated with the records. The Records Retention Schedule attached as Schedule 'A' is the Corporation's functional classification system.
 - c. **"Record"** means information however recorded or stored, whether imprinted form, on film, by electronic means or otherwise, and includes documents, financial statements, minutes, accounts, correspondence, memoranda, plans, maps, drawing, photographs and films".
 - d. **"Transitory Record"** means records, regardless of format, that have temporary usefulness and are not required to meet statutory obligations, set policy, establish guidelines or procedures, certify a transaction, become a receipt or provide evidence of a legal, financial, operational or other decisions of the municipality.
2. The Corporation will classify, retain and destroy records in accordance with this by-law and the Records Classification & Retention Schedule attached as Schedule A.
 3. When records exist which fall outside of those listed in the Records Classification & Retention Schedule, functional classification based on an analysis of the Corporation's business activities and legislative responsibilities shall be the guiding principle for classifying, retaining, and destroying those records in cooperation with the Manager of Records and Information Services, or designate.

4. Electronic records may be stored in databases, shared drives, servers or SharePoint sites. Records classifications and retention periods indicated in the Records Classification & Retention Schedule apply equally to paper and electronic records.
5. All emails in the Microsoft Exchange system which have not already been deleted as transitory records and are older than 5 years from date of receipt or creation will automatically be permanently destroyed.
6. Unless otherwise specified in the Records Classification & Retention Schedule, or unless required for legal purposes or as otherwise provided by law, transitory records may be destroyed at any time.
7. By-law No. A.-4640-291 being "A by-law to provide for the retention of documents and for the destruction of certain documents" passed on the 5th day of July 1982 is hereby repealed.

Passed in open Council on November 24, 2015.

Matt Brown
Mayor

Catharine Saunders
City Clerk

First reading - November 24, 2015
Second reading - November 24, 2015
Third reading - November 24, 2015

Schedule 'A'

File Code	Series Title	Series Description	Retention (yrs.)	Notes
LEGEND E = trigger event, S = when superseded, P = permanent, ** = subject to archival selection				Revised April 13, 2015
A - ADMINISTRATION				
Includes records regarding routine administration and office services functions.				
A00	Administration - General	Includes administrative records, which cannot be classified elsewhere. Use only if no other heading is available.	1	
A01	Associations and Organizations	Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff belong or with which they communicate in the course of their duties such as AMCTO, FCM, AMO, etc.	1	
A02	Staff Committees and Meetings	Includes records regarding the activities of staff committees and meetings. Includes notices of meetings, agenda, minutes, etc. May also include copies of staff activity reports.	4**	
A03	Information Technology	Includes records regarding the administration and operation of computers and information systems in use. Includes data transmission, quality control, office automation, electronic correspondence management (email), systems audits and systems security, computer hardware and software, data security, systems development and implementation, and website development and support	S+6	
A04	Conference and Seminars	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.	1	
A05	Consultants and Contractors	Includes correspondence, proposals, resumes and other documents regarding the selection, appointment and monitoring of consultants/Contractors. May include similar records regarding legal solicitors and engineering firms.	2**	
A06	Inventory Control	Includes inventory statements and reports, and all other records regarding the control of supplies, fuel and small equipment stock levels. Excludes: Assets - see F06.	6	
A07	Office Equipment and Furniture	Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, microfiche readers, etc. Excludes: Computer Hardware & Computer Software A03	E	E = disposal of item
A08	Office Supplies and Services	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 catering.	3	
A09	Policies and Procedures	Contains records regarding the development of policy and procedure manuals, Standard Operation Procedures, guidelines and directives. Also includes the actual manuals, supporting documentation, etc. Excludes: Training Manuals - see H12	P**	
A10	Records Management	Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, feasibility studies, Vital Records Protection Programs and classification systems.	3**	
A11	Records Storage and Disposition	Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	P**	
A12	Telecommunication Systems	Includes records regarding all types of telecommunications systems. Includes telephone systems, data communications, facsimile machines, base and mobile stations, towers, antennae, police and fire communications systems, and 911 emergency systems.	S	
A13	Travel, Visits and Tours	Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles, and catalogues and brochures concerning hotels, convention sites, and restaurants. Includes staff travel away from City Hall and special visitors and groups to City Hall.	1	
A14	Uniforms and Clothing	Includes records regarding uniforms and special clothing used by municipal staff members, such as police uniforms, firefighters' clothing, coveralls and safety clothing.	3	
A15	Vendors and Suppliers	Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, resumes, biographies, and bidder's information sheets.	2	
A16	Intergovernmental Relations	Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (such as telephone numbers, contact names, etc.). May include correspondence to and from Boards and Commissions. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.	5**	
A17	Information Access and Privacy	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: Access Requests - see A17A	1	

File Code	Series Title	Series Description	Retention (yrs.)	Notes
LEGEND E = trigger event, S = when superseded, P = permanent, ** = subject to archival selection				Revised April 13, 2015
A17A	Access Requests	Includes records relating to formal access requests made to the Head under the Municipal Freedom of Information and Protection of Privacy Act and any associated appeals.	2	
A17B	Privacy Complaints	Includes records relating to privacy complaints made to the Head under the Municipal Freedom of Information and Protection of Privacy Act and any associated investigations	2	
A18	Physical Security	Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes and control of keys.	5	
A19	Properties Planning	Includes records for the planning, construction, and renovation of municipal facilities such as fire stations, pools, and office buildings. Includes proposals, site meetings, consultant's reports, and cost reports. Also includes architectural and engineering drawings, floor plans, and correspondence. Records pertaining to equipment and furniture for large construction projects also included.	E+2	E = disposal of asset
A20	Properties Administration	Includes records regarding the administration and maintenance of the municipality's buildings and properties. Includes interior and exterior maintenance to buildings and grounds. Also includes administrative concerns such as parking and tenant matters.	5	
A21	Facilities Bookings	Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities and equipment. Including but not limited to arenas, meeting rooms, court room scheduling, laptops, projectors, cameras, etc.	1	
A22	Accessibility	Includes records relating to the accessibility of City buildings to disabled persons. Also includes records regarding accessibility for parks, sidewalks, trails, curb cutting, buildings, ramps, pavement markers, pedestrian signals, etc.	5	
A23	Service Area/Unit Planning	Records associate with strategic planning, goals and objectives, and mission statements at the division and section level. Includes procedural audits and studies to analyze the existing operations, business plans and division activity reports.	7	
A24	Performance Management/Quality Assurance	Includes records regarding the performance of the Municipality as a whole and quality assurance programs. As an example, information on the Ontario Municipal Benchmarking Initiative (OMBI), National Quality Institute (NQI), Benchmarking, Balanced Score Cards, Municipal Performance Measurement Programs, key performance indicators, etc. would be included in this code. Types of records included would be reports, statistical analysis, program documentation, correspondence, awards for outstanding organizational achievements, work plans, etc.	8	
A25	Forms Management	Records which relate to the creation and maintenance of forms and applications used for the collection of data. Includes examples of forms (templates) but not supplies of blank forms for general use. Supplies are maintained separately from corporate records.	3	
A26	Personal Appointments and Scheduling	Includes records regarding copies of appointment calendars, phone message log books, daily diary note books, agenda/day planner entries, etc. Including printouts of computer generated copies.	1	
A27	Geographical Information Systems	Includes records regarding the Geographic and Information Systems (GIS) resources used by the City.	S+6	
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.				
C00	Council, Boards and By-Laws - General	Includes records regarding Council, Boards and By-laws, which cannot be classified elsewhere. Use only if no other heading is available.	1	
C01	By-Laws	Includes final versions of the municipality's By-laws and amendments and attachments that are legally part of the By-laws. Includes By-law indexes. Excludes: Background information and reports - file by subject	P**	
C1A	By-Law Processing	Includes statutory notices, records of correspondence and all administrative documents required for by-law processing	7	
C02	By-Laws - Other Municipalities	Includes final and draft version of By-laws of other municipalities, which are of interest.	2	
C03	City Council	Includes agendas and minutes of the proceedings of Council meetings.	P	
C04	Council Committees	Includes agendas and minutes of the proceedings of Council Committee meetings	P	
C05	Boards and Commissions	Includes agendas and minutes of the proceedings of meetings of Boards and Commissions.	P	
C06	Council Task Force and Working Groups	Includes agendas and minutes of the proceedings of meetings of Council Task Forces and Working Groups.	P	
C06A	Secretariat Working Papers	Includes all working papers generated in the creation of minutes for council, committees, boards, commissions, task forces, and working groups. Includes handwritten notes	3	
C07	Elections Administration	Includes lists of officials, voters' lists, and information on ward boundaries. Includes advertising, general correspondence re the election and distribution of trustees, oaths by staff, etc.	E+4**	E = day action took effect or voting day
C07A	Final Results	Includes reports showing the final results from Municipal Elections. This includes all reports for all races, jurisdictions, etc.	P	
C07B	Voting Day Records	Includes used ballots and all records used by the DRO and Poll Clerks such as voting lists and all forms completed by the voters and the DRO's and Poll Clerk's.	E+120 days	E = clerk certification

File Code	Series Title	Series Description	Retention (yrs.)	Notes
LEGEND E = trigger event, S = when superseded, P = permanent, ** = subject to archival selection				Revised April 13, 2015
C07C	Nomination Papers	Includes completed nomination papers, by all candidates for Municipal Elections.	E	E = first council meeting after next regular election
C07D	Financial Reports	Includes all financial reports, required by legislation that the candidates file with the City Clerk.	E	E = first council meeting after next regular election
C08	Corporate Planning	At the Council, Corporate & Service Area levels, records relating to strategic planning, goals & objectives, mission statements, procedural audits, studies to analyze existing operations, business plans & activity reports	8	
C09	Motions and Resolutions	Includes final signed versions of resolutions and motions of Council and other related correspondence. Direction Memos should be filed under the appropriate subject.	P	
C10	Motion and Resolutions - Other Municipalities	Includes final versions of motions and resolutions of other municipalities, which are of interest and other related correspondence.	3	
C11	Conflict and Integrity Issues	All information related to actual or potential conflict of interest situations involving members of council, including investigations conducted by the Ombudsman or integrity commissioner.	10	
C12	Governance Administration	Includes records regarding administration of committees including appointments by Council of staff and council members.	5	
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.				
D00	Development and Planning - General	Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.	1	
D01	Demographic and Employment	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. Specific demographic studies for development purposes may be filed by subject.	10**	
D02	Economic Planning and Development	Includes records regarding the growth and promotion of the City of London's economy, businesses, etc. Includes studies, statistics, projections, etc. Includes client files that have relocated/established/expanded in London (ex. leases, rentals, etc.)	10**	
D03	Environmental Planning	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.	50	
D04	Residential Planning and Development	Includes records regarding the availability of housing, the planned development of new residential subdivisions, condominiums and townhouses. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc. Also includes records concerning the Rental Housing Protection Act.	10**	
D05	Natural Resources	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.	10**	
D06	Tourism Development	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. Includes proposals for development of Hotels, convention/resorts, performing arts centres, etc.	10**	
D07	Condominium Plans	Includes records regarding the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.	P**	
D08	Official Plans	Includes the official (Original) 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.	P**	
D09	Land Use Changes Applications	Includes records to amended the official plan, secondary plans, the zoning by-law, and removal of Holding "H" Provisions. Includes background reports, studies, correspondence, notices and working files.	E+7	E = final decision
D10	Severances	Includes records regarding the granting of severance to parcels of land zoned but not entitled to sever. Also Committee of Adjustments severance decisions.	E+7	E = final decision
D11	Site Plan Control	Includes records regarding the provision of services to individual land sites, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways. Excludes: Systems for Servicing Land - see relevant subject Site Plan Agreements - see L04	P	
D12	Subdivision Plans	Includes records regarding the approval of plans of subdivisions and plans of condominiums (residential, industrial and commercial). Includes drawings, technical reports, and correspondence, written comments, working notes and background information. Includes clearance/compliance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans.	P	

File Code	Series Title	Series Description	Retention (yrs.)	Notes
	LEGEND E = trigger event, S = when superseded, P = permanent, ** = subject to archival selection			Revised April 13, 2015
D13	Variations	Includes records regarding the granting of variances in land use from existing zoning regulations. Also includes Committee of Adjustment Variance Decisions. Excludes: Budget Variances - see F05.	P	
D14	Zoning	Includes records and standards regarding the designation of zones for land use planning purposes. Excludes: staff reports and amendments to the Zoning By-law - see D09	7**	
D15	Easements	Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private property. Excludes: Original Agreements - see Contracts and Agreements, L04.	E+6**	E = termination of right
D16	Encroachments	Includes all records regarding private properties encroaching on municipal lands. Also includes quit claims, surveys and any other related documentation as well as copies of insurance policies. Excludes: Original Agreements - See Contracts and Agreements, L04.	E+6**	E = termination of right
D17	Boulevard Parking	Records regarding boulevard parking applications & associated correspondence Includes front yard parking.	E+6	E = close of file
D18	Municipal Restructuring	Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. May include county restructuring studies, joint services studies and city boundary adjustments.	P**	
D19	Community Improvement Projects & Studies	Includes records, studies, statistics and any required background information on community improvement/development programs and special studies. Examples include Ontario Neighbourhood Improvement Programs (ONIP), Community Area Improvement Programs, Business Improvement Area (BIA), Programs for Renewal, Improvement, Development, Economic Revitalization (PRID), etc. May also include records on housing rehabilitation programs, i.e. Residential Rehabilitation Assistance Program (RRAP) Canada Mortgage and Housing Corporation (CNMHC), Ontario Home Renewal Program (OHRP) and Community Renewal records, Downtown Façade and Streetscape improvements, programs, etc. Excludes: Economic Development – see D02 Legal Agreements – L04	E+6**	
D20	Reference Plans	Includes Registered Deposit Plans (RD Plans), site plans, and property survey plans as received from Registry Office. May include correspondence.	P	
D21	Industrial/Commercial Development	Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc. and listings of available Industrial Commercial Investment (ICI) space.	10**	
D22	Growth Management	Includes all records and correspondence related to growth management and sustainable development in the municipality.	10	
D23	Sidewalk Use	Includes application for use of extended sidewalks and the establishment of outdoor patios, kiosks, and fixed site locations for vendors. Also includes applications from street musicians and buskers.	2	
D24	Local Improvements	Includes records regarding improvements to water mains, sanitary sewers, etc. Also includes petitions, Section 326 requests, etc.	E+10	E = completion of project
D25	Part Lot Control	Includes records regarding pre-zoned applications and background material for Part Lot Control exemptions, council decisions, correspondence, etc. This covers land already entitled to be divided into smaller lots, by a registered plan.	E+10	E = completion of project
D26	Survey Monuments/Aerial Mapping	Includes records regarding survey monuments as horizontal geographic controls and vertical elevations (benchmarks) that are utilized by the corporation. Includes specific information on location, type etc. for said monuments. Also includes background information on aerial mapping, and aerial maps.	S	
D27	Adjacent Municipalities	Records regarding monitoring of land development in adjacent municipalities, such as copies of plan applications from adjacent municipalities, circulation and response by the City.	3	
D28	Consents	Records regarding applications for consents to land. Includes applications, reports, plans, maps, correspondence, OMB appeals & hearings etc. Does not include Committee of Adjustment agendas or minutes.	E+10	E = final decision
D29	Municipal Addressing	Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings, and copies of related by-laws.	S+10**	
D30	Planning Act Pre-Application Consultations	Includes all records of pre-application consultations under the Planning Act, including proposal summaries.	3	
D32	Urban Design	Includes records and standards regarding Urban Design - minutes, agendas (i.e. Urban Design Review Panel), correspondence, maps, plans, staff reports, plans and other site specific review material. Comments provided from other sections within the Division.	20	
E - ENVIRONMENTAL SERVICES				
Description - 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.				
E00	Environmental Services - General	Includes records regarding environmental services, which cannot be classified elsewhere. Use only if no other heading is available.	1	

File Code	Series Title	Series Description	Retention (yrs.)	Notes
	LEGEND E = trigger event, S = when superseded, P = permanent, ** = subject to archival selection			Revised April 13, 2015
E01	Sewers	Includes records regarding the design, construction and maintenance of sanitary and storm sewers	50**	
E01A	Sewer Videos	Includes video records created for sewer maintenance	10	
E02	MOE Approvals	Includes Ministry of the Environment certificates of approval for the installation of storm/sanitary sewers in industrial, commercial and residential developments. Includes annual monitoring reports as a requirement of the Ministry of the Environment Certificate of Approval. Also includes documentation from the Ministry of Natural Resources and other provincial bodies	P	
E03	Stormwater Management Facilities and Sewage Treatment Plants	Includes records regarding the operation of sewage treatment and pumping stations and lagoons, and stormwater management facilities.	20	
E04	Forestry	Includes records of tree removal, planting, trimming, pruning and preservation, forestry maintenance including work orders.	5	
E05	Environmental Monitoring	Includes records regarding the monitoring of soil quality, water quality, water quantity and air quality in relationship to industrial and commercial operations. Records also include monitoring and control of Storm Water, Sanitary Sewers, spills, etc. In addition, it contains responses to interference with quality or quantity, and disposition of contaminated soil.	50**	
E06	Utilities	Includes records regarding utility services provided to residents. Includes telephone lines, gas mains, locates, underground power plants, power lines, bell cabling, etc.	5**	
E07	Waste Management	Includes records regarding the collection and disposal of waste. Includes landfill site records, recycling, energy from waste, source separation, collection services and composting.	10**	
E07A	Landfill Site Records	Includes records regarding the collection and disposal of waste at landfill sites.	E+40	E = expiry of lease
E08	Water Works	Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines and related facilities and equipment. Includes water meter registration numbers.	15	
E09	Drains	Includes records regarding the design, construction and maintenance of rural/urban drains. Also includes engineer reports, assessments, general specifications and correspondence.	10**	
E10	Pits & Quarries	Includes records regarding the design, construction and maintenance of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence.	5**	
E11	Nutrient Management	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.	5**	
E12	Private Sewage Disposal Systems	Includes records regarding the design, construction and maintenance of sanitary sewers and septic systems.	5**	
E13	Water Monitoring	Includes records regarding the routine monitoring of water quality, water quantity, annual reports and chemical samples, collected quarterly (trihalomethanes, nitrate and nitrites), as well as responses to interference with quality or quantity. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil, and storm water.	15	
E14	Water Sampling	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.	15	
E15	Chemical Sampling of Water	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.	15	
E16	Backflow Prevention and Cross Connection Control	Includes records relating to backflow prevention and cross connection control By-law program. Records will include: cross connection surveys, test reports and test results, inspection reports, list of approved and installed backflow prevention devices/assemblies, compliance tracking and notifications; plumbing drawings/schematics; correspondence, forms, copies of work orders, job reports, copies of invoices, fees structures and any other type of media related directly to backflow prevention and cross connection control.	15	
E17	Energy Management	Includes all records relating to the municipality's Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and green house gas emissions	7	
E18	Natural Heritage	Includes records regarding greenlands, municipal forests and forestry including tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks, harbours and beaches.	7	
E19	Renewable Energy	Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (wind, water, biomass, biogas, biofuel, solar energy, geothermal energy, tidal forces and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts.	7	

File Code	Series Title	Series Description	Retention (yrs.)	Notes
	LEGEND E = trigger event, S = when superseded, P = permanent, ** = subject to archival selection			Revised April 13, 2015
E20	Environmentally-Sensitive Areas	Records regarding the planning, maintenance and operation of sensitive areas, including reports and survey, impact on local area, wetlands. Excludes developed parks or parks designation	7	
E21	River Management	Records regarding river management. Includes flood protection, water quality, waterways, creeks, ravines, watershed management (UTRCA, LTVCA, KCCA), erosion, dams, bicycle paths, multi use paths, flood plain lands etc. Also includes records relating to the management and preservation of harbours and beaches.	15	
F - Finance				
Description - Includes Records regarding the management of funds.				
F00	Finance and Accounting - General	Includes records regarding finance and accounting, which cannot be classified elsewhere. Use only if no other heading is available.	1	
F01	Accounts Payable	Includes records documenting funds payable by the municipality, such as paid invoices, cheque requisitions, rebates, levies payable, reports, membership fees, and telephone bills. Also included are payment certificates, grants, refunds, etc. and supporting documents authorizing payment. Excludes: Grants to the city - see F11	7	
F02	Accounts Receivable	Includes records documenting funds owing to the municipality, such as invoices, tax bills, billing listings, tax certificates, water services and recovery reports. Includes tax receivables, water receivables, rent receivables, payment plans, both equal billing and pre-authorized payment plans, and first and final meter readings. Excludes: Write-offs - see F23.	7	
F03	Audits	Includes records regarding internal and external financial audits of accounts.	7	
F04	Banking	Includes records regarding banking transactions and relationships with banks. Includes bank statements, bank reconciliation and deposit records.	7	
F05	Budgets and Estimates - Capital	Includes capital departmental and corporate budgets. Includes all working notes, calculations and background documentation. Also includes budget variances.	E+7	E = end of the last year in which the capital budget is expended.
F05A	Budgets and Estimates - Operating	Includes operating departmental and corporate budgets. Includes all working notes, calculations and background documentation. Also includes budget variances.	7	Budget books held permanently
F06	Assets	Includes records regarding current and fixed assets. Includes inventories as well as records of initial expenditure, depreciation, amortization, and disposal.	E + 7	E = completion of project
F06A	Asset Planning	Includes State of Infrastructure Report and Corporate Asset Management Plan, along with documents acquired for asset planning purposes, such as models and financial templates, processes, outreach documents, and external surveys	10	
F07	Cheques	Includes all canceled cheques issued. Also includes cheque copies and cheque listings	6	
F08	Debentures and Bonds	Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors.	E+6**	E = debentures surrendered for exchange/cancellation
F09	Employee and Council Expenses	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.	7	
F10	Financial Statements	Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Excludes: All working notes, calculations and background documentation -see F26.	10**	
F11	Grants/Loans/Funding - Incoming	Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies. Also includes submissions, acknowledgments, and reports. Examples are road and transit subsidies, rebates (Fuel Tax), etc. Records regarding programs offering financial assistance to Business, Tax Vacancy Rebates, (ix. Government).	7	
F11A	Grants/Loans/Funding - Outgoing	Includes records regarding grants, loans, and funding provided to external organizations. Also includes submissions, acknowledgements and reports.	E+7	E= expiry of grant
F12	Investments	Includes records regarding the municipality's investments, term deposits, and promissory notes.	E+6	E = end of term
F13	Journal Vouchers	Includes completed journal voucher forms, A/R adjustments, input forms, and all background documentation used to substantiate journal entries.	7	
F14	Subsidiary Ledgers/Registers/Journals	Includes all subsidiary ledgers, registers, and journals such as payment and receipt journals. Includes documents and vouchers used to support entries, crew cards tax year-end reports accounts receivable registers, time sheets and cheque registers.	7	
F15	General Ledgers and Journals	Includes all records in the Books of Original Entry. In addition, Account Code listings are covered.	P	
F16	Payroll	Includes all records of payments of salary, wages, expenses and deductions to employees. Includes pay lists, Employer Health Tax (EHT) and Ontario Hospital Insurance Plan (OHIP) reconciliation, OMERS yearly reports and Statistics Canada reports. Also includes honoraria and fees to Council.	6	

File Code	Series Title	Series Description	Retention (yrs.)	Notes
	LEGEND E = trigger event, S = when superseded, P = permanent, ** = subject to archival selection			Revised April 13, 2015
F17	Purchase Orders and Requisitions	Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services.	7	
F18	Quotations and Tenders	Includes records regarding tenders and quotations obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process. Excludes: Successful quotations and tenders - see Contracts and Agreements, L04.	6**	
F19	Receipts	Includes receipts issued for payment of items such as parking tickets, licences, petty cash, rentals, Landfill tipping fees, BAC's and taxes not filed as part of cashbooks.	6	
F20	Reserve Funds	Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, work orders, etc.	6	
F21	Revenues	Includes records regarding the generation of revenues other than assessment taxes and water receivable, such as fees from applications for severance, parking tickets, lot levies, development charges, sale of recyclables and auction sales.	6	
F22	Tax Rolls and Records	Includes records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, tax arrears register cards, tax collector's rolls.	P	
F22A	Tax General Collection	Records associated with the assessment of properties within the municipality. Includes notices, inquiries, appeals, Assessment Review Board decisions, etc.	7	
F23	Write Offs	Includes accounts receivable that have been written off as uncollectible/not to be collected (POA). Also includes records of bankruptcies, Tax write-offs. Excludes: Accounts Receivable - see F02.	6	
F24	Trust Funds	Includes records regarding funds established by the municipality for money held in trust, such as bequests and Ontario Home Renewal Program.	E+6	E = closure of account
F25	Security Deposits	Includes development deposits, letters of credit, proof of insurance when required and records of moneys held as security (i.e. bonds, performance bonds, etc.). Also includes records regarding the deposits made or securities given by customers open a new account for water billing purposes. Records include security letters, deposit cards and bank letters.	E+6	E = closure of account
F26	Working Papers	Includes records such as Monthly Trial Balance, etc.	E+1**	E = completion of audit
F27	Federal and Provincial Taxes	Includes all records and correspondence relating to the collection, payment and tracking of all federal and provincial taxes paid by the municipality.	7	
H - HUMAN RESOURCES				
Description - Includes Records regarding the municipality's relationship with it employees. Includes records regarding general staff programs as well as information on specific employees.				
H00	Human Resources - General	Includes records regarding human resources, which cannot be classified elsewhere. Use only if no other heading is available.	1	
H01	Attendance & Scheduling	Includes records regarding employee scheduling, vacation schedules, hours of work, etc.	6**	
H02	Benefits	Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, general information on OMERS and Employers Health Tax. Also includes information on Employee Assistance Programs.	20	
H03	Employees Records	Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, correspondence with the employee, and employee assistance. Includes part-time and student employees. Excludes: Grievances – see H14 Harassment – see H15	E+25	E = date employee ceased to be employed by employer. Every licensee of a long-term care home shall ensure that the record of every former staff member of the home is retained by the licensee for at least seven years after the staff member ceases working or being employed at the home
H04	Health and Safety	Includes records regarding the occupational health and safety of staff. Includes information on health and safety programs for staff, WHMIS information, First Aid Incident forms, etc.	7	
H05	Human Resource Planning	Includes records of succession planning, executive placement, retirement programs, staff turnover rates, annual hire/promotion targets, recruitment freezes, employment equity, performance management, strike contingency planning and related records. Goals and objectives on a departmental, divisional, or sectional level are also included.	3**	

File Code	Series Title	Series Description	Retention (yrs.)	Notes
	LEGEND E = trigger event, S = when superseded, P = permanent, ** = subject to archival selection			Revised April 13, 2015
H06	Job Descriptions and Evaluations	Includes job descriptions, job fact sheets, job evaluations and job classifications as well as background information used in their preparation or amendment. Also includes records regarding issues related to pay equity.	20	
H07	Labour Relations	Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions, and negotiations, arbitration, mediation, etc. Excludes: Grievances - see H14	20	
H08	Organization	Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts. Service needs analysis information also included. Excludes: Job Descriptions - see H06	10**	
H09	Salary Planning	Includes records regarding the planning and scheduling of salaries, job classification systems, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity, compensation reviews, etc. Excludes: Employee Records - see H03. Job descriptions – see H06.	5	
H10	Pension Records	Includes records detailing pension obligations due to individuals under OMERS.	E + 25	
H11	Recruitment	Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.	1**	
H12	Training and Development	Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation materials and training manuals offered by the Municipality, driver training, Ontario Fire College training, etc.	5	
H14	Grievances	Includes records dealing with grievance complaints filed against the municipality such as the initial complaint, investigation, reports and final resolution. Excludes: Harassment & Violence – see H15	10**	
H15	Harassment & Violence	Includes records dealing with harassment and/or violence by or against employees of the municipality. It includes documents regarding the violence in the workplace program such as the initial complaint, investigation, reports and final resolution. Excludes: Grievances – see H14.	E+7	E = closure of file
H16	Criminal Background Checks	Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers. Also includes annual Criminal Offence Declaration.	3	
H17	Employee Medical Records - Hazardous Substances	Includes records of exposure to asbestos and other hazardous materials.	50	
H18	Return to Work Records	Includes doctor's notes, correspondence, and health reports related to an employee's medical situation.	50	
H19	Disability Management/Claims	Includes all records related to occupational and non-occupational injuries and illnesses. Also includes accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation, records regarding Workplace Safety Insurance Board (WSIB) accident claims.	50	
H20	Confined Spaces	Includes records relating to the assessment of confined spaces and written plan and procedures for the control of hazards in confined spaces.	E+1	E = period necessary to ensure 2 most recent records retained
H21	Employee Awards and Honours	Records regarding employee awards, honours, recognition and rewards, such as recognition, long service awards, employee suggestion program, outstanding service awards, and performance rewards. Individual employee awards and honours will be placed in the employee file.	3	
H22	Employee Events and Social Activities	Includes records regarding the planning of employee events and social activities. Also includes communication materials and photographs.	2	
J - Justice				
Description - Includes records regarding POA and Court activities				
J00	Justice - General	Includes administrative records, which cannot be classified elsewhere. Use only if no other heading is available.	4	
J01	Courts Administration	Includes records regarding <i>Provincial Offences Act</i> enforcement administered by or required by the municipality. Includes general statistics, certificates of offence, scheduling of interpreters, courtrooms, etc. Excludes: Dockets - see J04 - Charging Documents – see J02 – Charging Documents, Part 1, 2 & 3	8	
J02	Control Lists Informations (Part 3)	Includes Court and POA records including all Part 3 Informations and Part 1 Certificates of Offence relating to accident and careless driving matters only.	8	
J03	Control Lists	Includes Part 1 matters correctly filed, late filed and returned Certificates to the originating enforcement agencies, and Part II Certificates Requesting Convictions on Parking for Non-opted In Municipalities.	4	
J04	Court Dockets	Includes records of daily lists regarding prosecutions to enforce the <i>Provincial Offences Act</i> . – includes Fail to Respond dockets, Walk in Guilty Dockets and sitting court dockets at the various court locations	8	
J05	Transcripts & Records of Court Proceedings	Includes official transcripts of court proceedings that are administered by the municipality, etc.	8	

File Code	Series Title	Series Description	Retention (yrs.)	Notes
	LEGEND E = trigger event, S = when superseded, P = permanent, ** = subject to archival selection			Revised April 13, 2015
J06	Enforcements and Suspensions	Includes records regarding maintenance to Provincial Offences Act enforcement records. These records include the audit reports provided by the provincial database such as suspension reports and civil enforcement reports.	8	
J07	Appeals & Transfers	Includes records of appeals and of transfers to and from other Courts. Excludes: Appeals & Hearings (Municipal) – L01	7	
J08	Statistics and Reports	Includes reports and other statistical data, including all ICON reports. Also includes financial reports regarding write-offs	8	
J09	Disclosure	Includes information requested by individuals in preparation for court cases.	6	
L - Legal Affairs				
Description - Includes Records regarding legal matters as well as contracts and agreements, Real Estate matters.			Insurance and	
L00	Legal Affairs - General	Includes records regarding legal affairs, which cannot be classified elsewhere. Use only if no other heading is available.	1	
L01	Appeals and Hearings	Includes all notices, transcripts and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgments and appeals conducted by Hearings Officers. Excludes: Litigation - see L18	P	
L02	Claims Against the Municipality	Includes all liability/insurance claims made by other parties against the municipality. Excludes: Appeals and Hearings - see L01, Claims including Juveniles – see L02A	E+7	E = resolution of claim and all appeals
L02A	Claims Against the Municipality - Juveniles	Includes all liability/insurance claims made by other parties under the age of 18 against the municipality. Excludes: Appeals and Hearings - see L01, Adult claims – see L02	E+20	E = resolution of claim and all appeals
L02B	Injury Reports	Includes records of injuries sustained on City property. Excludes Claims	25	
L03	Claims By the Municipality	Includes all litigation against other parties by the municipality. Excludes: Appeals and Hearings - see L01.	E+1	E = resolution of claim and all appeals
L04	Contracts	Includes contracts entered into by the municipality. Background information should be filed under the subject. Includes supplementary documents required as a condition of the contract	20	
L04A	Agreements	Includes agreements entered into by the municipality, such as vehicle lease and purchase agreements, railway crossing agreements (pipe, gas, telephone cable, etc.). Subdivision agreements and agreement regarding easements, encroachments and laneways.	P	
L05	Insurance Appraisals	Includes appraisals of municipal property for insurance purposes.	E+15	E = completion of appraisal
L06	Insurance Certificates - Incoming	Includes proof of insurance provided to the City	99	
L06A	Insurance Certificates - Outgoing	Includes proof of insurance provided by the City	E+5	E = expiry of policy
L07	Land Acquisition and Sale	Includes records regarding real estate transactions and conveyance of land such as lot sales, alley closings and allowances whether through voluntary transactions or expropriation. Includes leases, deeds and expropriation plans, purchase letters and appraisals.	E+10**	E = property disposition
L07A	Land and Property - Leasing	Includes records regarding buildings, land and properties owned by others, and leased or rented by the municipality, for municipal purposes	E+10**	E = expiry of lease
L07B	Land and Property - Leasing Out	Includes records regarding land, buildings and properties owned by the municipality, and leased out to others	E+10**	E = expiry of lease
L08	Opinions and Briefs	Includes copies of opinions and briefs prepared by the municipality's legal counsel or staff on specific issues and By-laws. Usually filed by subject.	S**	
L09	Precedents	Includes records regarding judgments and decisions, which may affect the municipality's position in actual or potential legal matters. Records may included frequently used examples of court documents, pleadings in action, case law	S**	
L10	Federal Legislation	Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.	S	
L11	Provincial Legislation	Includes records regarding bills, acts and regulations enacted by the Ontario Legislature, which affect or are of interest to the municipality.	S	
L12	Vital Statistics	Includes registers of births, deaths and marriages. Excludes: Vital Statistics Correspondence - see L12A	P	
L12A	Vital Statistics - Correspondence	Includes general correspondence received by the City, or sent out from the City, regarding the management of vital statistic records. Excludes: Vital Statistics Registers - see L12	2	
L13	Prosecutions	Includes records regarding prosecutions to enforce By-laws and federal and provincial legislation. Also includes Trespass files, notices of conflict of interest for prosecutors, discovery/disclosure requests, etc. Excludes: By-law Enforcement - see P01, Appeals and Hearings - see L01, Warrants - see P12.	E+7	E = delivery of judgment
L14	Corporate Interests	Includes records regarding the acquisition and protection of intellectual property rights on behalf of the municipality. Includes patent, trademark and copyright applications as well as records dealing with the use of the City's name and/or logo by third parties.	P	

File Code	Series Title	Series Description	Retention (yrs.)	Notes
	LEGEND E = trigger event, S = when superseded, P = permanent, ** = subject to archival selection			Revised April 13, 2015
L15	Legal Compliance	Records relating to the legal compliance of an individual or corporation in relation to an agreement or memorandum of agreement with the city. Use this category only when a specific agreement file does not exist in the business unit. May include requests from and responses to lawyers about the status of agreement compliance, related instruments and lot grading certificates which do not relate to correct sub-division or site plan files.	E+7	E = termination of agreement
L16	Deeds	Originals of deeds of lands held by the City and copies of deeds of lands sold or exchanged by the City. Originals held in the Clerk's Office.	P	
L17	Construction Liens	Records regarding liens including construction liens, condominium liens. May also include release of liens, correspondence, etc.	7	
L18	Litigation	Records regarding litigation disputes involving the City, its employees, and various municipal boards and commissions.	E+7	E = resolution of dispute
L19	Insurance Records	Includes general and background information, correspondence, and historical summaries related to insurance.	7	
L19A	Insurance Policies - Liability	Includes municipal insurance policy documents, such as vehicle, theft, and fire insurance related to liability.	99	
L19B	Insurance Policies - Non-Liability	Includes municipal insurance policy documents such as vehicle, theft, and fire insurance with no liability.	7	
M - Media and Public Relations				
Description - Includes Records regarding the municipality's relationship with the media and general public.				
M00	Media and Public Relations - General	Includes records regarding media and public relations, which cannot be classified elsewhere. Use only if no other heading is available.	1	
M01	Advertising	Includes records regarding public advertising in magazines, newspapers, radio, television, and transit placed by the City.	1**	
M02	Ceremonies and Events	Includes records regarding participation in special/cultural events, openings, and anniversaries, such as Remembrance Day, Winter Carnival, Performing Arts productions, etc. Also includes records regarding the planning and running of special events such as Communities in Bloom, international competitions, Awards of Merit and proclamations.	4	
M02A	Invitations and Regrets	Records regarding invitations extended to the Mayor, Council, Commissions and other City Officials as well as RSVP records.	1	
M03	Charitable Campaigns/Fundraising	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. Also includes sponsorship information for various cultural events, programs, etc. Excludes: Receipts - see F19.	1	
M04	Customer Service	Includes records regarding requests for information, and very general types of inquiries. Also includes concerns about services offered by the municipality, inquiries about council proceedings.	1**	
M04A	Complaints - General	Includes records regarding general complaints, services requests, work orders, ex. City operations, curbside collection, debris, events, drainage, forestry, maintenance, parks, surface and traffic work orders, etc. Excludes: By-Law Enforcement - see P01	1	
M04B	Commendations	Includes communications to the City commending its staff and activities. Also includes records about presentations made to the City honouring its staff and activities (e.g. certificates and plaques).	1	
M04C	Legal Inquiries & Correspondence	Includes legal correspondence and inquiries of a general nature that is not related to litigation or a specific claim.	7	
M05	News Clippings	Includes clippings from newspapers, information from journals and other printed media.	5**	
M06	News Releases	Includes background notes, draft and final versions of news releases issued. Includes messages for inclusion in special event programs, Public Service Announcements (PSAs), etc.	2**	
M07	Publications	Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature. Includes newsletters, journals, etc. from other organizations.	S**	
M08	Speeches and Presentations	Includes background notes, draft and final versions of speeches, presentations and news conferences given by elected and non-elected officials and staff. Excludes: Media coverage of speeches/presentations - see News Clippings - M05. News Releases - see M06.	3**	
M09	Visual Identity and Insignia	Includes records regarding the standards that apply to graphic designs in the interest of establishing a Visual Identity Program. Includes logo and letterhead design, signage, vehicle identification, etc. Also includes records regarding corporation insignia, seals of office, city pins, incorporation of city name, Branding, etc.	10**	
M10	Website Content & Social Media	Includes information on the creation of website contents, snapshots of website content and copies of web pages created by the municipality for general public use, etc. Also includes information on social media sites such as Facebook & Twitter, etc.	2	
M11	Awards - External/Recognition	Records regarding awards made to individual businesses and citizens on behalf of the City. Includes Mayor's New Year's Honour List	2	

File Code	Series Title	Series Description	Retention (yrs.)	Notes
	LEGEND E = trigger event, S = when superseded, P = permanent, ** = subject to archival selection			Revised April 13, 2015
M12	Donations/Pledges/ Bequests	Records regarding donations, pledges, bequests, endowments to the municipality. May include land or property donations as well as artworks etc.	E+7	E = when the City ceases to control the item of donation
M13	Media Relations	Records regarding the monitoring and collection of information in the media about the City, such as clippings and broadcast tapes. Excludes corporate/business releases.	3	
M14	Promotional Materials	Records regarding the production and distribution of promotional materials, such as key chains, caps, water bottles and mouse pads, audio visual items. Excludes promotional publications - see M10	2	
M15	Protocol & Etiquette	Records regarding matters of protocol, such as placement of foreign country flags, national anthems, honors guard, forms of address and doing business with other cultures.	5**	
M16	Strategic Alliances	Records regarding the liaison and relationship with the sister and twin cities, economic development ventures, trade, NAFTA, etc. Twinning Agreements, Friendship Agreements, ambassador/delegate visits from/to other cities, sports teams/choirs exchange trips, gift exchanges from/to other cities, and exchange of economic, cultural, recreational, industrial etc. information from/to other cities.	P	
M17	Communication Plans	Includes internal and external communication plans, marketing, and all supporting and related material such as news releases, backgrounders, announcements, speeches, presentations, graphics, photos etc. pertaining to individual projects.	5	
M18	Tourist Services	Includes records relating to the planning and development of tourist related services such as municipal souvenirs, pins and tourism pamphlets. As well as records relating to the Town Crier and to minor special events. Includes records on the tours conducted by the City through its various facilities, such as water facilities, water pollution control centre, recreation centres, office buildings, etc.	6	
M19	Promotions/Educational Programs	Includes promotional events and programs, media contact and community awareness information. Also includes the records on the installation of banners to announce up-coming events, fire prevention public education programs, etc. Excludes: Ceremonies and Special Events - see M02, Promotional Materials - see M14	2	
P - Protection and Enforcement Services				
Description - Includes Records regarding the operational functions of law enforcement, licensing, public protection and fire prevention within the community.				
P00	Protection and Enforcement Services - General	Includes records regarding protection and enforcement services, which cannot be classified elsewhere. Use only if no other heading is available.	1	
P01	By-Law Enforcement	Includes records of municipal efforts to enforce bylaws, such as pest control, fence viewing, municipal addressing requirements, properties, plumbing and vital services. Excludes: Animal Control - see P14, Taxis - See P09A	7	
P02	Daily Occurrence Logs - General	Includes logs maintained of daily occurrences such as police dispatches, fire assistance calls (911). Also includes daily Development Services field inspection journals, call outs, Municipal Law Enforcement Officer's incident log books, Property Standards Officer's log books, 911 call logs, etc.	5**	
P03	Emergency Planning	Includes records regarding the planning/rehearsal/response of emergency measures, 911, disaster recovery, Fire Safety Plans, etc.	S**	
P04	Hazardous Materials	Includes information and reports on chemicals and substances that pose fire hazards. Also includes records dealing with toxic substance control, transportation and effects, PCB storage, oil interceptors, pre-fire plans and spill response.	S	
P05	Incident/Accident Reports	Includes vandalism, security and vehicle incident reports, reports of accidents, fire incident reports that occur at recreational facilities and other municipal properties.	E+7	E = incident
P06	Building and Structural Inspections	Includes inspection reports such as building, plumbing, fire prevention, electrical, and other structural inspections. Inspections and requirements as a result of Grow-Op Notices Excludes: By-law Enforcement - see P01. Inspections as a result of applications for building permits - see P10	S	
P07	Health Inspections	Includes health inspection reports conducted or performed by Health & Safety Committee on private, public and commercial properties and Fire Marshall's Inspections.	S	
P08	Investigations	Includes records of investigations pertaining to law enforcement, traffic accidents, CVOR investigations (ex. illegal discharges), notices of violations, Property Standards, fire fighting activities, fire prevention investigations, fire code violations, harassment, discrimination, and investigations by the Investigative & Enforcement Bureau of the Ministry of the Environment, etc.	10**	
P09	Licences	Includes records regarding licences administered by or required by the municipality, or required by the province, such as quarries, vehicles, fireworks, liquor, etc.	E+2**	E = expiry of licence
P09A	Taxi Owners and Plates	Includes licensing information regarding taxi plates	S+2	

File Code	Series Title	Series Description	Retention (yrs.)	Notes
	LEGEND E = trigger event, S = when superseded, P = permanent, ** = subject to archival selection			Revised April 13, 2015
P10	Building Permits	Contains permits issued to builders, contractors, and residents giving them permission to build or renovate. Also includes records regarding inspections, inspection reports, etc. required for the issuance of permits. Ex. plumbing, structural, drawings, specifications, etc. Also includes entrance/exit, road access files.	P	
P10A	Drawings - Major and Minor Residential	Architectural, structural and mechanical drawings for the construction of new residential buildings, alterations or additions. Residential includes single detached, semi-detached, duplex, triplex, four-plex and row townhouses, etc.	15	
P10B	Drawings - New Commercial/Industrial/Institutional and Alterations	Architectural, structural and mechanical drawings for the construction of new or alterations/additions to existing commercial, industrial, or institutional buildings.	P	
P10C	Drawings - City Facilities	Architectural, structural and mechanical drawings for the construction of new or alterations/additions to existing City facilities.	S	
P10D	Demolitions	Records regarding demolitions of dwellings & buildings.	E+15	E = closure of file
P11	Permits, Other	Includes applications and permits that the municipality issues such as giving permission to hold special events, transport oversized loads, park on the street, demolish buildings, and waste disposal. Other records include Permissions to Burn, Fireworks Displays, Site Alteration and other purposes, 2 Unit Housing registration, Sediment and Erosion Control Permits, etc.	3	
P12	Warrants	Includes all issued warrants such as search warrants for fire prevention issues, etc.	3	
P13	Criminal Records	Includes documentation related to individuals with a history of criminal activity. Excludes: Investigations - see P08, Prosecutions - see L13	3	
P14	Animal Control	Includes records regarding the licensing and control of household pets, exotic animals, strays, livestock and wildlife. Also includes the enforcement of animal control By-laws, and animal control officer's reports. Excludes: Enforcement of Animal Control By-Laws - See P01	6	
P15	Community Protection Programs	Includes records on community protection and crime prevention such as Neighbourhood Watch and Block Parents, etc. Records include correspondence and brochures. Also includes Public Safety Programs.	2	
P15A	Surveillance Camera Video - Downtown Camera Program	Includes all records generated by surveillance cameras as part of the Downtown Camera Program.	72 hours	
P15B	Surveillance Camera Video – Cameras on Civic Buildings and Properties	Includes all records generated by surveillance cameras on civic buildings and properties.	7 days	
P16	Emergency Services	Includes records regarding land ambulance, fire and rescue services.	S+2	
P16	Emergency Services	Includes records regarding land ambulance, fire and rescue services.	S+2	
R - Recreation and Culture				
Description - Includes Records regarding the provision of recreational and cultural services to the community.				
R00	Recreation and Culture - General	Includes records regarding recreation and cultural services which cannot be classified elsewhere. Use only if no other heading is available.	1	
R01	Heritage Preservation	Includes records regarding heritage and historical development, including designations of buildings, districts, and cemeteries.	E**	
R02	Library Services	Includes circulation lists, recommendations for additions to library collections, information searches, inter-library loan requests and more general records regarding the operation of libraries. May include subscription renewals of magazines and receipts from book sales.	5	
R03	Museum and Archival Services	Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records.	1**	
R04	Parks Management	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. Also includes information dealing with maintenance of playground equipment.	5**	
R05	Recreational Facilities	Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of municipal recreational facilities, including Budweiser Gardens, Springbank Gardens, etc. Includes floor plans, architectural and engineering drawings. More specific information is filed by subject. Excludes: Arenas - see R05A, Recreation and Community Centres - see R05B, Aquatic Facilities - see R05C, and Golf Courses - see R05D	5	
R05A	Arenas	Records regarding the development, maintenance, operation of municipally owned arenas.	5	
R05B	Recreation/Community Centres	Records regarding the development, maintenance, operation of municipally owned recreation and community centres.	5	
R05C	Aquatic Facilities	Records regarding the development, maintenance, operation of municipally owned aquatic facilities.	5	
R05D	Golf Courses	Records regarding the development, maintenance, operation of municipally owned golf courses.	5	

File Code	Series Title	Series Description	Retention (yrs.)	Notes
	LEGEND E = trigger event, S = when superseded, P = permanent, ** = subject to archival selection			Revised April 13, 2015
R06	Recreational Programming	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.	2	
R07	Art and Artifacts	Contains records regarding the history of ownership of the City's art and artifact holdings and their descriptions, assessments, and valuations.	E	E = deaccession
R08	Cultural Development	Includes records regarding program development, investigation of cultural events, arts programming, etc.	3	
S - Social Health Care Services				
Description - Includes Records regarding social and health care programs.				
S00	Social and Health Care Services - General	Includes records regarding social and health care services provided to individual residents which cannot be classified elsewhere. Use only if no other heading is available.	1	
S01	Children's Day Nursery Services	Includes general program information regarding childcare programs such as municipal and private day care and day nursery services. Also includes general resource information used in counselling children and parents involved in these programs.	10	
S02	Elderly Assistance	Includes general program information regarding programs intended to improve the quality of life for senior citizens such as home care, housing and transit subsidies. Includes any homes for the aged as well as general resource information used in counselling seniors considering moving to homes for the aged. May include Indigent Elderly Patient reports. Also included Meals on Wheels program. Excludes: Homes for the Aged Residents - see S03.	5	
S03	Homes for the Aged Residents	Includes records regarding individual residents of homes for the aged. Excludes: General program information - see S02.	E1+5 E2+20	
S04	Social Assistance Programs	Includes general program information regarding social assistance programs available to residents. Also includes general resource information used in counselling recipients of social assistance and information pertaining to Employment Support Programs and Community Support Services. Also includes records regarding subsidized housing.	5	
S05	Ontario Works Case Records	Includes records regarding individual social assistance recipients. May include Income Reporting Cards.	E + 5	E - closure of file with no outstanding overpayments
S06	Medical Case Records	Includes case records regarding communicable diseases, venereal diseases, dental care, maternal care, etc.	E+1	E = 1 year of shorter "as set out in by-law or resolution made by the institution" or on consent
S07	Children's Services	Includes general program information regarding programs benefiting developmentally handicapped children, abused children and other children's programs. Also includes general resource information used in counselling children and parents involved in these programs. May include CAS (Children's Aid Society) records as well. Excludes: Medical Records – see S06, Day care programs – see S01.	7	
S08	Public Health Services	Includes records regarding public health programs such as health and safety education, school health programs, family planning and disease control including immunization.	5	
S09	Cemetery Records	Includes burial permits, maps, plot ownership records, interment registers, and indexes for municipal cemeteries and abandoned cemeteries.	P**	
S10	Day Nursery Case Records	Application for enrolment, child's name, home address, date of birth, names, addresses, phone numbers of parents, place at which they can be reached, etc.	7	
S11	Affordable Housing & Housing Services	Records regarding affordable housing of a general nature. Also includes housing service issues such as housing registry, housing statistics, landlord & tenant issues. Does not include Affordable Housing case records or hearings. Excludes: Housing Case Records - See S11A	7	
S11A	Affordable Housing Case Records	Records regarding the case records of tenants of municipal social housing.	E+9	E = close of file
S12	Community Programs	Records regarding the development of programs in the community including diversity, housing, youth, employment services, emergency shelters, disability support, childcare, anti-poverty, neighbourhood groups. Excludes: Homelessness - See S14	3	
S13	Educational Services	Records regarding schools including elementary, secondary, college & university. Also includes private schools.	3	
S14	Homelessness	Includes records relating to the issue of homelessness and to the provision of services for the homeless.	3	
S15	Multicultural Relations	Records regarding race relation & diversity issues, human rights (not employees). Does not include committees.	3	
S16	Rent Supplement Programs	Includes records relating to the administration of rent supplement programs.	E+7	E = close of file
S17	Employment Support Program Records	Includes records regarding individual recipients utilizing Employment Support Programs.	E+5	E = close of file
T - Transportation Services				
Description - Includes Records regarding the development and improvement of transportation systems (roads and public transit)				

File Code	Series Title	Series Description	Retention (yrs.)	Notes
		LEGEND E = trigger event, S = when superseded, P = permanent, ** = subject to archival selection		Revised April 13, 2015
T00	Transportation Services - General	Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.	1	
T01	Illumination	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.	6	
T02	Parking	Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.	6	
T03	Public Transportation Services	Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records regarding the construction of bus shelters and similar facilities, route administration and planning, fare policies, intergovernmental transit co-ordination and access for the disabled.	6	
T04	Road & Sidewalk Construction	Includes records and studies regarding construction projects on roads and sidewalks. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, bridges, etc. Also includes records regarding sidewalk construction projects, noise barriers, road widenings and extensions, and survey books.	20	
T05	Road Design and Planning	Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycle ways, footpaths, walkways, etc.	20	
T06	Road Maintenance	Includes records and studies regarding the inspection and maintenance of roads. Includes the installation of culverts, minor repairs to the road surfaces, curbs and side-walks, cycle-ways, footpaths, walkways, etc. Also includes grading, ploughing and sanding of roads, and snow removal and cleaning.	7	
T07	Signs and Signals	Includes records and studies regarding the manufacture and installation of signs and signals.	6	
T08	Traffic	Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes temporary road closures for special events.	6	
T09	Roads and Lane Closures	Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications. As well as records related to requests to open road and street allowances.	6	
T10	Transportation Planning	Includes records relating to the planning and development of public transportation services. Includes buses, ferries, bridges, taxis and trains and intergovernmental transit planning.	20	
V - Vehicles and Equipment				
Includes records regarding municipal vehicles and equipment. Includes records on fleet management, mobile equipment, and protective equipment and related maintenance activities.				
V00	Vehicles and Equipment - General	Includes records regarding vehicles and equipment which cannot be classified elsewhere. Use only if no other heading is available.	1	
V01	Fleet Management	Records regarding the management & maintenance of leased or owned city vehicles. May include cars, trucks, vans, garbage collection vehicles, snow removal vehicles, street cleaning vehicles etc. May include city vehicle accident reports, vehicle logs, vehicle manuals.	E+1	E = termination of lease
V01A	Fuel Management	Records regarding fuel management of City vehicles and equipment.	1	
V02	Mobile Equipment	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.	E+6	E = disposal of equipment
V03	Transportable Equipment	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.	E+6	E = disposal of equipment
V04	Protective Equipment	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.	E+6	E = disposal of equipment
V05	Ancillary Equipment	Records regarding fixed equipment which is non-vehicle and non-office in nature. Includes equipment such as appliances, water heaters, garbage compactors, furniture (non-office), industrial shredders, playground equipment, etc. Includes correspondence, warranty maintenance and history records.	E+2	E = disposal of equipment
V06	Medical Equipment	Records regarding medical equipment. May include breathing apparatus, alarm systems, rescue equipment, etc.	E+6	E = disposal of equipment
V07	Maintenance Equipment & Tools	Records regarding equipment & tools used to maintain city equipment including lifting device audits. Does not include city vehicles.	E+6	E = disposal of equipment
V08	Industrial Equipment	Includes records on the operation, maintenance and history of equipment such as drive motors, ice making equipment for skating rinks, etc. Includes manuals.	E+6	E = disposal of equipment
V09	Vehicle Inspections	Includes vehicle inspection records, conducted by the City and other organizations, such as Driver's Daily Pre-trip Reports, etc.	E+6	E = date of inspection