

THE CORPORATION OF THE COUNTY OF PERTH

BY-LAW NO. 3253-2011

A Bylaw of The Corporation of the County of Perth to provide for the Preservation, Retention and Destruction of Records for the County of Perth

WHEREAS Section 254 of the Municipal Act, S.O. 2001, c.25, as amended, requires that municipalities retain and preserve municipal records; and

WHEREAS Section 255 of the Municipal Act, S.O. 2001, c.25, as amended, permits municipalities to establish, subject to auditor approval, retention periods during which records must be retained and preserved in accordance with Section 254; and

WHEREAS the Council of the Corporation of the County of Perth deems it expedient to establish retention periods as a means to effectively retain, preserve and destroy municipal records;

NOW THEREFOR the Council of The Corporation of the County of Perth enacts as follows:

1) **DEFINITIONS**

In this by-law:

- a) **Active** refers to a record that is required for current use or is regularly referenced.
- b) **Archival** refers to those records that are to be retained on a permanent basis due to their historical and research value.
- c) **Auditor** means the person or firm appointed by the Council of the County of Perth from time to time to perform the annual audit of the records of the County of Perth
- d) **Classification** (as in records classification) means the systematic identification and arrangement of records into categories according to logically structured conventions, methods, and procedural rules, represented in a classification scheme.
- e) **Corporation** means The Corporation of the County of Perth
- f) **Destroy** refers to the process of eliminating or deleting of data, documents and records so that the recorded information no longer exists.

g) **Disposition** with respect to records – means the range of processes; associated actions; implementation; retention; destruction; loss; or transfer of custody or ownership that are documented in disposition authorities or other instruments.

h) **File** has the same meaning as “records” and may be used inter-changeably.

i) **Inactive** refers to the status of those records which have exceeded their active use but are still required on a less frequent basis. The retention of a record will start at this point because the file has been closed or ended in some way.

j) **In Department (In Dept.)** refers to the period of time records are kept “On-Site” or in department during the inactive portion of their lifecycle.

k) **Medium/media** means the physical material which serves as a functional unit, in or on which information or data is normally recorded, in which information or data can be retained and carried, from which information or data can be retrieved, and which is nonvolatile in nature.

l) **Official records** means recorded information in any format or medium that documents the company’s business activities, rights, obligations, or responsibilities or recorded information that was created, received, distributed or maintained by the company in compliance with a legal obligation.

m) **Off-Site** the period of time records may be kept “Off-Site” or in storage during the inactive portion of their lifecycle.

n) **Records** means any record of information, however recorded, whether in printed form, on film, by electronic means or otherwise, including but not limited to correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, microfiche, sound records, videotapes, machine readable records including e-mail and databases, and any other documentary material regardless of physical form or characteristics, and including “official records” and “transitory records”.

o) **Records Coordinator** means the County Clerk or a Records Coordinator as designated by the Corporation.

p) **Retention Period** means the period of time during which records must be kept by the County before they may be disposed of.

q) **Retention Schedule** refers to a control document that describes the corporation's records at a series level and indicates the length of time that each series shall be retained before its final disposition. It specifies those records to be preserved for their archival or legal values, and authorizes on a continuing basis the destruction of the remaining records after the lapse of a specified retention period or the occurrence of specified actions or events. Records retention schedules serve as the legal authorization for the disposal of the corporation's records.

r) **Transitory Records** means records kept solely for convenience of reference and of limited value in documenting the planning or implementation of County policy or programs.

s) **Vital Records** are those that are essential to the continuation or resumption of County business. Such records are required in order to recreate the financial and legal status of the County in an emergency situation and/or are needed in order to enable the municipality to recover from a disaster situation with minimal disruption, cost and risk.

2. DUTIES AND RESPONSIBILITIES

a) The "Official Record Holder" refers to the department, division, or service area which holds custody and control of the original records for the length of time required under Schedule "A" attached;

b) All County employees who create, work with, or manage records shall:

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

c) The Municipal Clerk is delegated the authority to make any amendments to the retention schedule, attached hereto as "Schedule "A"

3. RETENTION SCHEDULE

a) The retention schedule attached hereto as Schedule "A" forms part of this by-law.

b) The Records Coordinator shall administer this by-law and shall ensure that the retention periods set out in Schedule "A" attached hereto complies with all relevant legal requirements for records retention.

4. DEFINITION OF RETENTION SYMBOLS

Schedule "A" attached hereto includes letters and symbols under the Retention Period Column. Such letters and symbols signify the following:

"S" – stands for "Superseded". A file with this retention limit is transferred or destroyed when it has been replaced.

"T" – represents "Terminated". A file with this retention limit is transferred or destroyed when the subject to which it pertains has ended in some way.

"P" – stands for "Permanent". A file with this retention limit is never destroyed.

""** – represents "Subject to Archival Selection". Certain records have been designated as having potential historical and research value to the municipality when their other values have been exceeded. These records will be set aside for review and culling to assess their archival value prior to destruction.

5. PRINCIPLES GOVERNING THE DESTRUCTION OF OFFICIAL RECORDS

a) The following principles govern the destruction of official records.

i. When there are no further business or legal reasons for retaining official records, they shall be destroyed or expunged as appropriate;

ii. Official records pertaining to pending or actual investigation or litigation shall not be destroyed;

iii. Official records disposed of at the end of a retention period, as well as drafts and copies of records disposed of on a regular basis, shall be destroyed in a way that preserves the confidentiality of any information they contain.

b) Official records in the custody or control of the County shall not be destroyed unless such records are older than the retention period set out in Schedule "A" attached.

c) "Copies" of official records may be destroyed at any time if the original records are being retained in accordance with Schedule "A" attached hereto.

d) In the event of any conflict between this By-law and any statute or regulation of the Government of Canada or the Government of the Province of Ontario, such statute or regulation shall prevail. If changes in the Act or pending legislation require the retention of any documents or records beyond the period stipulated in this by-law, then such documents or records shall be retained according to such requirements.

6. REPEAL OF BY-LAW

That By-Law 2983 (2006) including all appendices are hereby repealed.

7. APPROVALS

Read a first and second time this 12th day of May, 2011.

Read a third time and finally passed this 12th day of May, 2011.

Julie Behrns, Warden

Kerri Ann O'Rourke, County Clerk

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Corporation of the
County of Perth

Section: The Schedule

Subject: Records Retention Schedule/Citation Table

Date: May, 2011

Primary Heading: Administration							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
A00	Administration - General	Originating	1	-	1		
A01	Associations and Organizations	Originating	1	-	1		
A02	Staff Committees and Meetings	Originating	1	3	4**		303, 305
A03	Computer/Information Systems	Corporate Services	S	6	S+6		30
A04	Conferences and Seminars	Originating	1	-	1**	Only those sponsored by the Municipality are subject to archival review.	
A05	Consultants	Originating	2	-	2**		
A06	Inventory Control	Originating	1	5	6		2, 7, 8, 17, 19, 20, 21, 22, 23, 24, 25, 26, 28, 190, 196, 197
A07	Office Equipment and Furniture	Originating	E	-	E	E= Disposal of item	
A08	Office Services	Originating	1	-	1		
A09	Policies and Procedures	Originating	S	P	P**		33, 34, 35, 499
A10	Records Management	Clerk's	S	-	S		388, 462, 463, 464, 465, 466
A11	Records Disposition	Clerk's	P	-	P		388, 462, 463, 464, 465, 466
A12	Telecommunications Systems	Originating	S	-	S		
A13	Travel and Accommodation	Originating	1	-	1		
A14	Uniforms and Clothing	Originating	S	-	S**		
A15	Vendors and Suppliers	Originating	2	-	2		
A16	Intergovernmental Relations	Originating	1	4	5**		

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

All numbers in retention columns refer to years unless otherwise specified.

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**Corporation of the
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Section: The Schedule

Subject: Records Retention Schedule/Citation Table

Date: May, 2011

Primary Heading: Administration							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
A17	Accessibility of Records (F.O.I.)	Clerk's	1	-	1		220, 464, 465
A18	Security	Originating	2	3	5		
A19	Facilities Construction and Renovations	Originating	E	1	E+1**	E = project finished	306, 368, 369, 372, 406
A20	Building and Property Maintenance	Originating	2	3	5		172, 202, 211, 244, 245, 267, 398, 399, 400, 401, 402, 403, 406
A21	Facilities Bookings	Originating	1	-	1		
A22	Accessibility of Services	Clerk's	2	3	5	No retention requirements	493, 494, 495, 496, 498

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Subject: Records Retention Schedule/Citation Table

Date: May, 2011

Primary Heading: Council and By-Laws							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
C00	Council and By-Laws - General	Originating	1	-	1		
C01	By-Laws	Clerk's	P	-	P**	Copy retention S	246
C02	By-Laws - Other Municipalities	Clerk's	S	-	S		
C03	Council Agenda	Clerk's	S	5	S+5		
C04	Council Minutes	Clerk's	P	-	P**	Copy retention 2 years Working notes 6 years	109, 110, 111, 112, 462, 466
C05	Council Committee Agenda	Clerk's	S	-	S		462, 466
C06	Council Committee Minutes	Clerk's	6	-	6**		109, 110, 111, 112, 246
C07	Elections	Clerk's	E+4	-	E+4	E= day action took effect or voting day Ballots E= 120 days after voting or resolution of recount	297, 412 to 450
C08	Goals and Objectives	Originating	S	-	S**		
C09	Motions and Resolutions	Clerk's	P	-	P**	Copy retention 1 year	246
C10	Motions and Resolutions - Other Municipalities	Clerk's	S	-	S		
C11	Reports to Council	Clerk's	1	P	P**		
C12	Appointments to Boards and Committees	Clerk's	1	P	P**		

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Section: The Schedule

Subject: Records Retention Schedule/Citation Table

Date: May, 2011

Primary Heading: Development and Planning							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
D00	Development and Planning - General	Originating	1	-	1		
D01	Demographic Studies	Planning	5	5	10**		
D02	Economic Development	Planning	5	5	10**		
D03	Environment Planning	Planning	E+2	-	E+2**	E = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5.	155, 158
D04	Residential Development	Planning	5	5	10**		
D05	Natural Resources	Planning	2	-	2**		309
D06	Tourism Development	Planning	5	5	10**		
D07	Condominium Plans	Planning	5	P	P	Applications can be destroyed 2 years after final decision.	
D08	Official Plans	Planning	S	P	P**	Copy retention S	312
D09	Official Plan Amendment Applications	Planning	E+1	4	E+5	E= Final decision.	

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Section: The Schedule

Subject: Records Retention Schedule/Citation Table

Date: May, 2011

Primary Heading: Development and Planning							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
D10	Severances	Planning	E+1	4	E+5	E= Final decision.	
D11	Site Plan Control	Planning	5	P	P	Application 2 years after final decision	
D12	Subdivision Plans	Planning	5	P	P	Application 2 years after final decision.	
D13	Variances	Planning	E+2	P	P	E= Final decision	
D14	Zoning	Planning	E+2	-	E+2	E= Final decision	
D15	Easements	Planning	E+1	5	E+6**	E= Termination of right	
D16	Encroachments	Planning	E+1	5	E+6**	E= Termination of right	
D17	Annexation/Amalgamation	Clerk's	1	P	P**		
D18	Community Improvement Projects	Planning	E+1	5	E+6**	E= Completion of project	
D19	Municipal Addressing	Planning	S	10	S+10**		
D20	Reference Plans	Planning	S	P	P		
D21	Industrial/Commercial Development	Planning	5	5	10**		
D22	Digital Mapping	Planning	S	-	S	Excludes the actual data residing on these systems.	
D23	Agricultural Development	Planning	5	5	10**		
D24	Background Reports for Official Plan	Planning	E+1	4	E+5	E= Final Decision	

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Date: May, 2011

Primary Heading: Environmental Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
E00	Environmental Services	Originating	1	-	1		
E01	Sanitary Sewers	Works	E+1	-	E+1	E = submission of the written report required by clause (c) or for such longer period as the Director notifies the licensee in writing. Specifications are kept permanently	
E02	Storm Sewers	Works	E+1	-	E+1**	E = submission of the written report required by clause (c) or for such longer period as the Director notifies the licensee in writing. Specifications are kept permanently	
E03	Treatment Plants	Works	2	-	2	Specifications are kept permanently	459 460, 461, 467, 468
E04	Trees	Works	2	3	5		
E05	Air Quality Monitoring	Works	E+2	38	E+40**	Event = last record made	113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 125, 126, 127, 129, 130, 131, 132, 134, 136, 137, 138, 140, 142, 158, 220, 376, 377
E06	Utilities	Works	2	3	5**		
E07	Waste Management	Works	2	8	10**		220, 234, 235, 236, 237, 238,

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Date: May, 2011

Primary Heading: Environmental Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
							239, 240, 241, 328, 329, 330, 331, 332, 333, 334, 335
E08	Water Works	Works	1	14	15	Specifications are kept permanently	159, 467, 468, 469, 470, 475, 476, 477, 486
E09	Drains	Works	E+1	-	E+1**	E = submission of the written report required by clause (c) or for such longer period as the Director notifies the licensee in writing. Specifications P	
E10	Pits and Quarries	Works	2	3	5**	Specifications are kept for the life of the pit or quarry.	
E11	Nutrient Management	Planning	2	3	5**		
E12	Private Sewage Disposal Systems	Works	2	3	5**	Specification are kept permanently	
E13	Water Monitoring	Works	2	13	15		158, 220, 309, 376, 377, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492
E14	Water Sampling	Works	2	13	15		158, 220, 309, 376, 377, 469, 470, 471,

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Date: May, 2011

Primary Heading: Environmental Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
							472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492
E15	Chemical Sampling of Water	Works	2	13	15		113, 114, 124, 128, 133, 135, 139, 141, 143, 158, 220, 376, 377, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492
E16	Backflow Prevention and Cross Connection Control	Works	2	13	15		158, 220, 309, 469, 470, 471, 473, 474, 475, 477, 481, 482, 483, 484, 486, 487, 488, 489, 490

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Date: May, 2011

Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
F00	Finance and Accounting – General	Originating	1	-	1	Do not file accounting records required for tax purposes	
F01	Accounts Payable	Corporate Services	E+1	6	E+7	<p>Permission to destroy prior to the expiration of the retention period must be obtained from the Minister of Finance.</p> <p>Permission to destroy records related to the Employer Health Tax must be obtained from the Minister of Finance.</p> <p>An information or complaint under the Provincial Offences Act, in respect of an offence under this Act may be laid or made on or before the day that is eight years after the day on which the subject-matter of the information or complaint arose.</p>	2, 3, 4, 5, 9, 16, 17, 108, 149, 150, 151, 173, 174, 186, 198, 201, 221, 247, 254, 255, 256, 390, 410, 439

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Date: May, 2011

Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
F02	Accounts Receivable	Corporate Services	E+1	6	E+7	<p>Permission to destroy prior to the expiration of the retention period must be obtained from the Minister of Finance.</p> <p>Permission to destroy records related to the Employer Health Tax must be obtained from the Minister of Finance.</p> <p>An information or complaint under the Provincial Offences Act, in respect of an offence under this Act may be laid or made on or before the day that is eight years after the day on which the subject-matter of the information or complaint arose.</p>	2, 3, 4, 5, 16, 17, 173, 174, 186, 189, 198, 221, 247, 266, 410
F03	Audits	Corporate Services	1	5	6		221, 439
F04	Banking	Corporate Services	1	5	6		3, 4, 16, 17, 149, 208, 247
F05	Budgets and Estimates	Corporate Services	1	5	6**		181

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Date: May, 2011

Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
F06	Assets	Corporate Services	E+1	5	E+6**	E= Disposal of asset	2, 4, 5, 16, 30, 149, 189, 247, 391, 392
F07	Cheques	Corporate Services	1	5	6		3, 16, 17, 30, 149, 173, 186, 198, 221, 247
F08	Debentures and Bonds	Corporate Services	E+1	5	E+6	E= Debentures surrendered for exchange/cancellation	3, 16, 17, 30, 149, 247
F09	Employee and Council Expenses	Corporate Services	E+1	6	E+7		3, 4, 16, 17, 30, 149, 174, 189, 198, 247
F10	Financial Statements	Corporate Services	2	P	P**		221, 247, 439
F11	Grants and Loans	Corporate Services	E+1	6	E+7		3, 4, 6, 16, 174, 186, 247,
F12	Investments	Corporate Services	E+1	5	E+6	E= Closure of account	3, 5, 16, 149, 247, 439

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Date: May, 2011

Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
F13	Journal Vouchers	Corporate Services	E+1	6	E+7		2, 3, 16, 17, 149, 173, 174, 186, 189, 198, 221, 247, 266
F14	Subsidiary Ledgers, Registers, and Journals	Corporate Services	E+1	6	E+7**	Permission to destroy C.P.P. and Employment Insurance records prior to the expiration of their retention period must be obtained from the Minister of Revenue.	1, 2, 3, 5, 9, 10, 11, 12, 13, 14, 16, 17, 30, 149, 173, 174, 186, 189, 198, 221, 247, 266, 439
F15	General Ledgers and Journals	Corporate Services	1	P	P		3, 4, 16, 17, 149, 173, 186, 189, 198, 221, 247, 266, 439
F16	Payroll	Corporate Services	1	5	6		1, 3, 9, 10, 11, 12, 13, 14, 16, 17, 30, 149, 186, 198, 220, 221, 247, 355, 357, 358

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Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
F17	Purchase Orders and Requisitions	Corporate Services	E+1	6	E+7		2, 3, 5, 16, 17, 30, 149, 174, 198, 221, 224, 247
F18	Quotations and Tenders	Originating	1	5	6**		
F19	Receipts	Corporate Services	1	5	6		2, 3, 16, 30, 186, 189, 198, 205, 221, 247, 266
F20	Reserve Funds	Corporate Services	1	5	6		439
F21	Revenues	Corporate Services	1	5	6	Records related to mortgages must be kept for 10 years.	2, 4, 6, 17, 149, 173, 186, 189, 198, 221, 239, 390, 391, 392, 439
F22	Taxes and Records	Corporate Services	S	P	P	The sections of the Education Act related to Protestant and Roman Catholic School Board Index Books have been repealed.	3, 6, 16, 30, 101, 408
F23	Write Offs	Corporate Services	1	5	6		2, 16, 17
F24	Trust Funds	Corporate Services	E	6	E+6	E= Closure of account	178, 219, 224, 226, 439

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Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
F25	Security Deposit	Corporate Services	E	6	E+6	E= Closure of account	
F26	Working Papers	Corporate Services	E+1	-	E+1	E= After completion of audit	

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Date: May, 2011

Primary Heading: Human Resources							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
H00	Human Resources – General	Originating	1	-	1		
H01	Attendance and Scheduling	Human Resources	2	-	2**		183, 220, 461
H02	Benefits	Human Resources	S	-	S		9, 150
H03	Employee Records	Human Resources	E+3	-	E+3**	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.	220, 227, 355, 357, 381, 382, 383, 406, 462, 464, 466, 514
H04	Health and Safety	Human Resources	1	6	7	Records related to exposure to airborne Acrylonitrile, benzene, lead, mercury, silica, vinyl chloride, arsenic, ethylene oxide or asbestos must be kept the longer of (a) 40 years from the time such records were first made with respect to the worker; or (b) 20 years from the time the last of such records were made with respect to the worker.	113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 167, 187, 220, 243, 303, 304, 305, 306, 328, 376, 377, 406
H05	Human Resource Planning	Human	1	-	1**		220

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Subject: Records Retention Schedule/Citation Table

Date: May, 2011

Primary Heading: Human Resources							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
		Resources					
H06	Job Descriptions	Human Resources	S	-	S**		
H07	Labour Relations	Human Resources	E	10	E+10**	E= Expiry of contract period	
H08	Organization	Originating	S	-	S**		
H09	Salary Planning	Human Resources	5	-	5		
H10	Pension Records	Human Resources	E+6	-	E+6	E= Termination of employee/ beneficiary Pension plans, annual information returns are kept permanently	1, 311, 462, 464, 466
H11	Recruitment	Human Resources	1	-	1**		220
H12	Training and Development	Human Resources	E+2	-	E+2**	Only courses developed and presented by the Municipality are subject to archival selection E = Date employee ceases to perform activity that has risk of work place violence associated with it; in paper or electronic form	38, 458
H13	Claims	Human Resources	E+1	6	E+7	E = Resolution of claim. Records related to exposure to airborne Acrylonitrile, benzene, lead, mercury, silica, vinyl chloride, arsenic, ethylene oxide or asbestos must be kept the longer of	113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142,

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Date: May, 2011

Primary Heading: Human Resources							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
						(a) 40 years from the time such records were first made with respect to the worker; or (b) 20 years from the time the last of such records were made with respect to the worker.	143, 167, 187, 220, 243, 303, 304, 305, 306, 328, 376, 377
H14	Grievances	Human Resources	E+1	6	E+7	E = Resolution of claim.	406
H15	Harassment And Violence	Human Resources	1	2	3		36, 37

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Date: May, 2011

Primary Heading: Justice							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
J00	Justice General	Originating	2	2	4		
J01	Certificates of Offence (Part I)	Originating	3	5	8	From date of completion	
J02	Control Lists Informations (Part III)	Originating	3	5	8	From date of completion	
J03	Control Lists	Originating	2	2	4		
J04	Court Dockets	Originating	2	6	8		
J05	Transcripts and Records of Court Proceedings	Originating	2	6	8		
J06	Enforcements & Suspensions	Originating	2	6	8		
J07	Appeals & Transfers	Originating	3	4	7		
J08	Statistics	Originating	2	6	8		
J09	Disclosure	Originating	2	4	6		

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Date: May, 2011

Primary Heading: Legal Affairs							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
L00	Legal Affairs – General	Originating	1	-	1		
L01	Appeals and Hearings	Clerk's	E	P	P	E= Resolution of appeal	
L02	Claims Against the Municipality	Clerk's	E	1	E+1	E= Resolution of claim and all appeals	
L03	Claims By the Municipality	Clerk's	E	1	E+1	E= Resolution of claims and all appeals	
L04	Contracts and Agreements - Under Seal	Clerk's	E+2	13	E+15**	E= act or omission on which claim is based took place	407
L05	Insurance Appraisals	Corporate Services	E+1	-	E+15	E= act or omission on which claim is based took place	407
L06	Insurance Policies	Corporate Services	E+1	14	E+15	E= Expiry of policy	107, 259, 261, 263, 407
L07	Land Acquisition and Sale	Clerk's	E	10	E+10**	E= Property disposition	392, 393, 397, 422, 408,
L08	Opinions and Briefs	Clerk's	S	-	S**		
L09	Precedents	Clerk's	S	-	S**		
L10	Federal Legislation	Originating	S	-	S		
L11	Provincial Legislation	Originating	S	-	S		
L12	Vital Statistics	Clerk's	2	P	P	Marriage licences 2 years	276, 277, 349, 462, 466
L13	Prosecutions	Originating	E	7	E+7	E= Delivery of judgement	
L14	Contracts and Agreements – Simple	Clerk's	E+1	1	E+2**	E= Expiry of contract	252, 401, 406

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Date: May, 2011

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

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Date: May, 2011

Primary Heading: Protection and Enforcement Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
P00	Protection & Enforcement Services – General	Originating	1	-	1		
P01	By-law Enforcement	Originating	2	4	6**		
P02	Daily Occurrence Logs	Originating	1	4	5**		
P03	Emergency Planning	Originating	S	-	S**		177, 191, 193, 223
P04	Hazardous Materials	Originating	S	-	S		328
P05	Incident/Accident Reports	Originating	E	1	E+1	E= One year or such longer period as is necessary to ensure that the two most recent reports or records are on file	171, 243, 462, 466
P06	Building and Structural Inspections	Works	S	-	S	E+2 for inspections, maintenance and testing related to the fire code	223, 370, 371, 500-512
P07	Health Inspections	Public Health	S	-	S		370, 371, 376, 377
P08	Investigations	Originating	2	8	10**		316
P09	Licences	Clerk's	E	2	E+2	E= Expiry of licence	
P10	Building Permits	Building	2	P	P	5 years off-site for residential permits	
P11	Permits, Other	Originating	E	2	E+2	E= Expiry of permit	
P12	Warrants	Police	E+1	-	E+1	E= Execution of warrant	220
P13	Criminal Records	Police	E	5	E+5	E= Occurrence/ investigation closed or disposition of charge	220, 317

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Date: May, 2011

Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
P14	Animal Control	Originating	E+2	-	E+2	E = date animal was last in the pound	320, 321
P15	Community Protection Programs	Originating	S	2	S+2**		
P16	Emergency Services	Originating	S	2	S+2		

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Date: May, 2011

Primary Heading: Recreation and Culture							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
R00	Recreation and Culture - General	Originating	1	-	1		
R01	Heritage Preservation	Clerk's	E	-	E**	E= Removal of designation	307
R02	Library Services	Clerk's	2	3	5		322, 463, 464
R03	Museum and Archival Services	Corporate Services	1	-	1**		220
R04	Parks Management	Parks & Recreation	2	3	5**	Playground equipment maintenance records are retained permanently	
R05	Recreational Facilities	Parks & Recreation	2	3	5		325
R06	Recreational Programming	Parks & Recreation	1	-	1**		220

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Date: May, 2011

Primary Heading: Social and Health Care Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
S00	Social and Health Care Services - General	Originating	1	-	1		
S01	Children's Day Nursery Services	Comm Service	E+2	18	E+20	Fire drills are kept 2 years and Inspection reports are kept for 2 years Records of handicapped children are kept for at least 2 years after discharge.	171, 175, 176, 179, 180, 182, 184, 187, 188, 192, 193, 194, 220, 228, 229, 230, 231, 380
S02	Elderly Assistance	Comm Service	2	3	5	Fire drills 2 years	380, 451, 452, 453, 454, 455, 456, 457
S03	Homes for the Aged Residents	Comm Service	E+2	8	E+10	E= Date of last entry. Records pertaining to a resident can be destroyed 5 years after the death of the resident.	201, 202, 204, 205, 206, 207, 208, 209, 210, 212, 215, 216, 217, 218, 220, 222, 223, 345, 380, 462, 466, 513
S04	Social Assistance Programs	Comm Service	2	3	5		380
S05	Ontario Works Case Records	Comm Service	E+1	-	E+1	E=1 year or shorter "as set out in by-law or resolution made by the institution. . ." or on consent	220, 308, 462, 466
S06	Medical Case Records	Public Health	E+1	-	E+1	E=1 year or shorter "as set out in by-law or resolution made by the institution. . ." or on consent	102, 220, 257, 462, 466

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Date: May, 2011

Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
S07	Children's Services	Comm Service	2	-	2	Records of handicapped children are kept for at least 2 years after discharge.	171, 175, 192 195, 380
S08	Public Health	Public Health	2	3	5		
S09	Cemetery Records	Clerk's	2	P	P**		160, 161, 162, 163, 462, 466
S10	Day Nursery Case Records	Comm Service	E+2	-	E+2	E= Every operator shall ensure that the records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child	102, 178, 192, 195, 220, 325

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Date: May, 2011

Primary Heading: Transportation							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
T00	Transportation - General	Originating	1	-	1		
T01	Illumination	Works	E	6	E+6	E= Completion of project specifications P	
T02	Parking	Works	E	6	E+6	E= Closure of lot or space	
T03	Public Transit	Works	E	1	E+1**	E= Closure of route/shelter/stop	233
T04	Road Construction	Works	E	1	E+1**	E = project finished Specifications are kept permanently.	368, 369, 372
T05	Road Design and Planning	Works	E	1	E+1**	E = project finished Specifications are kept permanently.	368, 369, 370, 371, 372
T06	Road Maintenance	Works	E	1	E+1	E = project finished Specifications are kept permanently.	368, 369, 372
T07	Signs and Signals	Works	E	1	E+1	E= Removal of sign/signal	373, 374, 375
T08	Traffic	Works	E	1	E+1**	E = project finished Temporary road closures 2 years	373, 374, 375
T09	Roads and Lanes Closures	Works	E	1	E+1**		373, 374, 375
T10	Field Survey/Road Survey Books	Works	E	1	E+1	E = project finished	
T11	Bridges	Works	E	1	E+1	E = project finished Specifications are kept permanently.	368, 369, 372

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Date: May, 2011

Primary Heading: Vehicles and Equipment							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
V00	Vehicles and Equipment - General	Originating	1	-	1		
V01	Fleet Management	Originating	E+1	-	E+1	E = termination of lease)	18, 220, 248, 249, 250, 251, 252, 253, 409
V02	Mobile Equipment	Originating	E+1	5	E+6	E=As long as the device is in service.	166
V03	Transportable Equipment	Originating	E+1	5	E+6		
V04	Protective Equipment	Originating	E+1	5	E+6		

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