

# THE CORPORATION OF THE COUNTY OF MIDDLESEX

## BY- LAW #7251

A BY-LAW to establish a schedule of retention periods for records of the County of Middlesex

### WHEREAS:

- A. Section 254 of the *Municipal Act, 2001*, S.O. 2001, c.25, (the "*Municipal Act, 2001*"), requires municipalities to retain and preserve records in a secure and accessible manner;
- B. Section 255 of the *Municipal Act, 2001* authorizes a municipality to establish retention periods for its records;
- C. Section 255 of the *Municipal Act, 2001* states a record of a municipality or a local board may be destroyed 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;
- D. proper records retention and disposition policies and procedures are essential to ensure that the municipality is able to effectively manage its records, meet its legal obligations, and provide access to information as required by law;

**NOW THEREFORE** the Council of the Corporation of the County of Middlesex enacts as follows:

### SHORT TITLE

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

### Section 1-Definitions

1.1 For the purposes of this By-law:

- a. 'Active Record' shall mean a record that is referred to and used on a regular basis.
- b. 'Archival Record' shall mean a record or item that has been appraised for permanent retention because of its historical, fiscal, legal (including evidential), operational, or administrative value. The long term value of the record justifies its preservation.
- c. 'County' shall mean the Corporation of the County of Middlesex.
- d. 'County Clerk' shall mean the Clerk of the Corporation of the County of Middlesex.
- e. 'Corporate Records' shall mean any record created, received, deposited or held by any County employee in the course of business and used to support a County function or to conduct County business. Corporate Records does not include Councillor Constituency records.
- f. 'Disposition' shall mean the final phase of the records life cycle, meaning the disposal of records, or the transfer of archival records to permanent storage.
- g. 'Disposition Authority' shall mean the individual responsible for the records under the care and control of a particular service area.

- h. 'Inactive Record' shall mean a record that is referred to infrequently.
- i. 'Life Cycle' shall mean the life span of a record from its creation or receipt throughout its active and inactive stage to final disposition.
- j. 'Metadata' shall mean data that provides information about a record's content, making it easier to retrieve, use, or manage. Metadata includes, but is not limited to: means of creation of the data, purpose of the data, time and date of creation, creator or author of data.
- k. 'Record' shall mean information, however recorded or stored, whether in printed form, on film, by electronic means, or otherwise, that may include: correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics.
- l. 'Records Classification System' shall mean a system to promote the effective use of County information by providing a consistent standard for the description and management of corporate records and improving control and accessibility.
- m. 'Records Coordinator' shall mean an employee within each service area who acts as records management liaison and representative for the service area, administers and supports the service area's records management.
- n. 'Records Management' shall mean the process of planning, organizing, directing, and controlling all the steps involved in the life cycle of records.
- o. 'Retention Schedule' shall mean the schedule prescribing retention periods for records identified in the records classification system as set out in Schedule 'A'.
- p. 'Superseded' shall mean when a record is replaced by a more recent or updated record.
- q. 'Transitory Records' shall mean records that have temporary usefulness and are only required for the completion of a routine action, or the preparation of another record. They are not an integral part of a record and are not filed regularly with records or the records classification system. Transitory Records are not required to meet statutory obligations or to sustain administrative or operational functions. Their retention and disposition are not governed by the records classification system or retention schedules. Transitory Records include, but are not limited to:
  - i. Additional duplicate copies
  - ii. Telephone messages
  - iii. Texts
  - iv. E-mails
  - v. Working papers/drafts
  - vi. Miscellaneous notices or memoranda
  - vii. External publications
  - viii. Unsolicited advertising information
  - ix. Tapes or notes from a meeting for which the minutes or reports have been adopted or finalized

## **Section 2 – Objectives**

- 2.1 The records classification system applies controls and standards to the creation, security, use, retention, conversion, disposition and preservation of County records. A standardized records classification system allocates sufficient resources to:
- a. manage the information life cycle to meet all legislated requirements for record keeping, including those of the *Municipal Act, 2001*, the *Municipal Freedom of Information and Protection of Privacy Act, 1990* and the *Personal Health Information Protection Act, 2004*;
  - b. manage information holdings, making them readily available for decision making and to meet information access requests, including those made under the *Municipal Freedom of Information and Protection of Privacy Act, 1990* and the *Personal Health Information Protection Act, 2004*;
  - c. protect the integrity and authenticity of records so that they may be relied upon as evidence of organizational activity and administrative decisions and thereby meet legal, evidential and accountability requirements;
  - d. ensure the identification and preservation of permanently valuable records and the destruction of records that have surpassed their retention, in a timely, secure, and environmentally sound manner;
  - e. promote organizational efficiency and economy through sound record keeping practices, including reducing storage costs; and,
  - f. establish and define accountability, responsibility and roles, as appropriate to level of involvement with records management.

## **Section 3 – General Provisions**

- 3.1 All records created or received by an employee of the County in the course of official business are subject to County records management practices and procedures.
- 3.2 Transfer of original County records into the possession of private organizations or individuals is prohibited except for the purposes of imaging, duplication, format conversion, binding, conservation, or other records management and preservation procedures or where authorized by by-law, legislation or contractual agreement.
- 3.3 Records created or accumulated by County Councillors acting in their political or constituency capacity are not corporate records where these records are stored and managed separately from County records.
- 3.4 Records in the custody of consultants, contractors, and private service providers performing work for the County may be under the control of the County and subject to the *Municipal Freedom of Information and Protection of Privacy Act, 1990*.
- 3.5 Records created by volunteers or part time workers performing work under the direction of a County employee are corporate records subject to this by-law and to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act, 1990*.
- 3.6 When physical custody of original corporate records is transferred to another institution not covered by this by-law, a protocol agreement must be in place. The agreement must identify the records in question, define the rights retained

by the County and ensure that the records will be managed in accordance with government legislation, by-laws, regulations, policies, standards and records schedules. Protocol agreements may contain the following provisions:

- a. the County may restrict access to or the disposition of records transferred or those created after the transfer;
  - b. new records created or documentation added to existing records may become County property;
  - c. records must be returned to the County once they are no longer required or if the information is requested by the County; and,
  - d. intellectual property rights (such as patents, copyright, etc.) must be retained by the County.
- 3.7 The Middlesex County Barrister & Solicitor's Office "MCBSO", diligently adheres to the rules and regulations set forth by the Law Society of Ontario "LSO", as amended or replaced, including without limitation, the establishment of robust backup system for its electronic records of legal documents. All Middlesex County legal records will be retained for a period of (15) years, subject to exceptions established by MCBSO, to appropriately safeguard the evidentiary interests of the MCBSO's clients, Middlesex County, and its Local Boards from the maximum 15-year limitation period prescribed by the *Limitations Act* (Ontario) and *Rules of Civil Procedure* (Ontario), as amended or replaced.

#### **Section 4 - Records Classification System**

- 4.1 The Records Classification System, based on the Ontario Municipal Records Management System (TOMRMS), as amended by the County Clerk shall be the County's records classification system and retention schedule.
- 4.2 All County records will be retained and disposed of according to the retention schedule attached hereto as Schedule 'A'.

#### **Section 5 - Transitory Records**

- 5.1 Transitory records may be destroyed at any time.
- 5.2 The provisions of Schedule 'A' of this by-law shall not apply to the destruction of transitory records.
- 5.3 Where a record is destroyed upon expiry of the retention period described in Schedule 'A', any corresponding transitory record shall also be destroyed.

#### **Section 6 - Destruction of Records**

- 6.1 Destruction of records may occur at the end of a record's life cycle as described in Schedule 'A'. Destruction includes deletion, shredding, and paper recycling.
- 6.2 Records shall be destroyed using a method appropriate to their medium and to their content. Records containing confidential and/or personal information shall be destroyed through a process that achieves definitive obliteration of information.
- 6.3 Records must be destroyed promptly following the expiration of approved retention periods. Exceptions to this planned destruction process include records still required for the ongoing functions of a municipal program, records that are the subject of a request under the *Municipal Freedom of Information*

*and Protection of Privacy Act, 1990* and records required for ongoing legal purposes.

## **Section 7 - Authority and Responsibility**

7.1 The County Clerk will:

- a. provide leadership for records management with respect to vision, mission, policy, standards, strategic planning, training, quality assurance, and facilitate the development, maintenance and improvement of records keeping solutions, tools and systems;
- b. coordinate the corporate wide program for records management;
- c. recommend and implement policies;
- d. ensure the currency of the records retention schedule; and
- e. have delegated authority to amend the records retention schedule as required to support effective records management.

7.2 Service Area Managers will:

- a. manage records in accordance with the records classification system and records retention schedules;
- b. as the Disposition Authority, review and sign off on the destruction of records that have reached their scheduled disposition date. If destruction sign-off is not provided, the Disposition Authority shall provide written justification for the request to extend destruction dates;
- c. inform the County Clerk of breaches of records management (e.g. damage, theft, misuse, privacy complaints or unauthorized disposition of records); and,
- d. designate an employee in each service area to act as the records coordinator.

7.3 All County Employees will ensure that all the records they create or receive that are used to support a County function or to conduct County business will be maintained and preserved in accordance with this by-law.

## **Section 8 - Administration**

8.1 This by-law shall apply to all records of the County.

8.2 By-law No. 5464, as amended, shall be repealed, in its entirety, immediately upon this by-law taking effect.

8.3 This by-law shall come into force and effect on the date of its passing by the Council of the Corporation of the County of Middlesex.

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Cathy Burghardt-Jesson, Warden

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Paul Shipway, County Clerk

**SCHEDULE 'A'**  
**By-law #7251**  
**Record Retention By-law**

	SECONDARY HEADING	DESCRIPTION
A	Administration	Includes records regarding routine administration and office services functions.
C	Council, Boards and By-Laws	Includes records regarding the establishment of policy and by-laws, and the operations of Council and of Boards for which Council is responsible.
D	Development and Planning	Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning, etc. Subjects are grouped according to long range vs. developmental planning.
E	Environmental Services	Includes records regarding provision of public works and other environmental services other than roads. Includes water works, sewers, treatment plants, waste management and environmental monitoring. Also includes tree removal and pruning.
F	Finance and Accounting	Includes records regarding the management of funds.
H	Human Resources	Includes records regarding the municipality's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.
L	Legal Affairs	Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.
M	Media and Public Relations	Includes records regarding the municipality's relationship with the media and the general public.
P	Protection and Enforcement Services	Includes records regarding the operational functions of law enforcement, licensing, public protection, fire prevention and within the community.
R	Recreation and Culture	Includes records regarding the provision of recreational and cultural services to the community.
S	Social and Health Care Services	Includes records regarding social services and health care programs.
T	Transportation Services	Includes records regarding the development and improvement of transportation systems (roads and public transit).
V	Vehicles and Equipment	Includes records regarding municipal vehicles and equipment. Includes records on fleet management, mobile equipment, and protective equipment and related maintenance activities.

CLASSIFICATION	SECONDARY CLASSIFICATION	DESCRIPTION	RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION
A00	General	Includes administrative records, which cannot be classified elsewhere. Use only if no other heading is available.	Calendar Year	1 Year					
A01	Associations and Organizations	Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff members belong or with which they communicate in the course of their duties such as Drayton & Community Citizens Association, AMCTO, MISA, Ontario Farm Drainage Association, etc. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.	Calendar Year	1 Year	Membership Fees - see F01				
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.	Calendar Year	4 Years	Council Minutes and Agenda - see C03	Council Minutes and Agenda - see C04	Standing Committees - see C05	Standing Committees - see C06	Health & Safety Committee Meetings see H04
A03	Computer Systems and Architecture	Includes records relating to the design of computer systems, system changes and/or software and network architecture, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions and product evaluations. May also include requests for significant modification, fixes and upgrades.	Superseded Date	6 Years	Acquisitions - see F18				
A04	Conferences 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.	Calendar Year	1 Year	Speeches and Presentations - see M08	Employee and Council Expenses - see F09	Ceremonies and Events - see M02	Invoices - see F01	
A05	Consultants	Records contained should be filed in other classification categories.	Calendar Year	2 Years	Reports - file by subject	Consulting relationship management and evaluation - see A15	Project based monitoring of consultant activities - see project file	Procurement, Quotations and Tenders - see F18	Invoices - see F01
A06	Inventory Control	Includes inventory statements and reports, and all other records regarding the control of supplies, furnishings and office and small equipment stock levels.	Calendar Year	6 Years	Assets - see F06	Controlled Drug Substances - see S18	Petroleum Products - see E24		
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, scanners, etc.	Disposal Date	1 Year	Computer Hardware and Software - see A03	Service Agreements see L14	Assets - see F06		
A08	Office 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 management of forms and templates.	Calendar Year	1 Year					
A09	Policies and Procedures	Includes policy and procedure manuals, work instructions, protocols, guidelines and directives relating to administrative, governance and operational processes.	Superseded Date	15 Years					
A10	Records Management	Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, classification structures, feasibility studies, and records centre operations.	Superseded Date	1 Year	Retention By-Law - see C01	Policies and Procedures - see A09	Records Disposition - see A11		
A11	Records Disposition	Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.		Permanent					
A12	Telecommunications Systems	Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communications systems, and 911 emergency systems.	Superseded Date	1 Year	Licenses - see P09	Assets - see F06	Long Distance Call Records - see F01	Agreements - see L04	Agreements - see L14
A13	Travel and Accommodation	Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants.	Calendar Year	1 Year	Employee and Council expenses - see F09				
A14	Uniforms and Clothing	Includes records regarding uniforms and special clothing used by municipal staff members, such as police uniforms, fire-fighters' clothing and safety clothing used by utilities operators.	Superseded Date	1 Year					
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, and bidders' information sheets.	Calendar Year	2 Years	Purchase Orders and Requisitions - see F17	Office Equipment - owned and leased - see A07	Fleet Management - see V01		
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.	Calendar Year	5 Years	Legislation - see L10	Legislation - see L11			
A17	Information Access and Privacy	Includes documents regarding the municipality's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and records regarding the handling of requests under the Act. Includes routine disclosure requests and processing, notices of disclosure, responses to FOI request made to the municipality, access request transfers to another institution, FOI requests made by the municipality, notices of appeal and privacy breach investigation/processing. Also includes lists of Personal Information Banks (PIBs).	Calendar Year	2 Years	Copies of the Act - see L11	Non MFIPPA Complaints and Inquiries - see M04			
A18	Security	Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes, control of keys and closed-circuit television (CCTV) output.	Calendar Year	2 Weeks	Vandalism Reports see P05	Computer Security - see A03			



CLASSIFICATION	SECONDARY CLASSIFICATION	DESCRIPTION	RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION
A19	Facilities Construction and Renovations	Includes records for the planning and construction of municipal facilities such as fire stations, pools, and office buildings. Includes site meetings, consultant's reports, cost reports, and design, inspections and site safety certification of equipment such as scaffolds and safety platforms for construction sites controlled by the municipality.	Superseded Date	15 Years	As-Built and drawings - see A27				
A20	Building and Property Maintenance	Includes records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, bus terminals, garages, libraries, and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts, office cleaning and pest control as well as licenses for devices such as elevators.	Calendar Year	5 Years	Parks Management - see R04	Building Systems - see A26			
A21	Facilities Bookings	Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	Calendar Year	1 Year					
A22	Accessibility of Services	Includes records relating to the accessibility of Municipal buildings, services and information to disabled persons. Includes multi-year accessibility plan, efforts to remove barriers and notices of availability of these services.	Calendar Year	5 Years	Report on services see A25				
A23	Information Systems Production Activity and Control	Includes records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports.	Calendar Year	2 Years					
A24	Access Control and Passwords	Records related to the management of and access to programs. Includes individual access, password management, etc.	Superseded Date	1 Year					
A25	Performance Management Quality Assurance	Includes records regarding the performance of the Municipality as a whole and quality assurance programs such as the Ontario Municipal Benchmarking Initiative (OMBI), Excellence Canada (formerly the National Quality Institute), Benchmarking, and Balanced Score Cards. Types of records included are key performance indicators, annual reports submitted to a Ministry such as the Leaf and Yard Waste System Annual Waste Reduction Reports, Waste Recycling Sites Annual Report, drinking water system annual report, Long-Term Care Home Licensee Annual Report, Personal Health Information Annual Report, Housing Services Annual Report, Funding Agencies Annual Report, and other information related to the efficiency and effectiveness of municipal operations as designated by a Ministry.	Calendar Year	6 Years	Employee performance appraisal - see H03	Council Goals & Objectives - see C08	Financial Regulatory reporting, FIR and MPMP - see F27		
A26	Building Structure Systems	Includes records regarding building systems that are part of the building structure such as HVAC, ventilation, fire and life systems, electrical safety, elevators, furnace, and emergency lighting. Includes manufacturer's operation/technical manuals and warranties; inspection and testing reports; approved life safety studies, approved compliance equivalencies, inspection log books and remedial action for building systems.	Superseded Date	15 Years					
A27	Drawings	Includes architectural and engineering drawings and As-Built drawings and supporting documentation such as specifications required to interpret the drawings and identify the current state of a facility or infrastructure for assessment, rehabilitation and warranty support purposes.	Superseded Date	15 Years					

CLASSIFICATION	SECONDARY CLASSIFICATION	DESCRIPTION	RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION	EXCLUSION
C00	Council and By-Laws - General	Includes records regarding Council, by-laws and draft by-laws which cannot be classified elsewhere. Use only if no other heading is available.	Calendar Year	1 Year			
C01	By-Laws	Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws. Also includes any background documentation required to explain or justify the By-Law.		Permanent			
C02	By-Laws - Other Municipalities	Includes final versions of by-laws of other municipalities which are of interest.	Superseded Date	1 Year			
C03	Council Correspondence	Includes correspondence of Wardens, Council members, CAO and Clerk regarding council meetings or committees and correspondence from CAO and Clerk	Calendar Year	5 Years			
C04	Council Agenda	Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.	Calendar Year	5 Years			
C04	Council Minutes	Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes and voting records.		Permanent	Council Committees - see C05	Council Committees - see C06	Reports to Council - see C11
C05	Council Committee Agenda	Includes notices of meetings and agenda for the committees of Council as well as working notes used in agenda preparation.	Calendar Year	5 Years			
C05	Council Committee Minutes	Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to.		Permanent			
C06	Liaison Committee Agenda	Includes notices of meetings and agenda of Liaison Committee meetings between the City and the County or the County and the Municipalities/Townships, as well as working notes used in agenda preparation.	Calendar Year	5 Years			
C06	Liaison Committee Minutes	Includes minutes of the Liaison Committee meetings between the City and the County or the County and the Municipalities/Townships.		Permanent			
C07	Elections	Includes returned notices, lists of officials, initial MPAC and amended voters' lists, change of name applications, nominations, notices, ballots, election results, preliminary voters' lists, objections lists, candidate compliance reports, third party campaign financial and auditor reports, election report, election coordination documentation, oaths taken by council members and information on ward boundaries. Includes advertising.	File Closed Date	4 Years			
C08	Goals and Objectives	Includes records concerning strategic planning, goals and objectives such as shared services and mission statements such as the municipal sustainability plan housing plan, and growth plan submissions prepared for the Ministry.	Superseded Date	10 Years	Environmental Planning - see D03	Official Plan - see D08	
C09	Motions and Resolutions	Includes final signed versions of resolutions and motions of Council.		Permanent			
C10	Motions and Resolutions - Other Municipalities	Includes final versions of motions and resolutions of other municipalities which are of interest.	Calendar Year	1 Year			
C11	Reports to Council	Includes all departmental reports to Council such as staff reports, the Treasurer's agreements, investments and funds disposition reports. Filed by subject.		Permanent			
C12	Appointments to Boards and Committees	Includes records regarding appointments by Council of staff and council members to roles on council committees and boards.		Permanent			
C13	Accountability, Transparency & Governance	Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports (including Integrity Commissioner reports, Ombudsman investigations and reports), closed meeting investigations and initiatives., registry of lobbyists, etc.	File Closed Date	2 Years			

CLASSIFICATION	SECONDARY CLASSIFICATION	DESCRIPTION	RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION
D00	General	Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.	Calendar Year	1 Year		
D01	Demographic Studies	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.	Superseded Date	10 Years	Vital Statistics - see L12	
D02	Economic Development	Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections, etc.	Superseded Date	10 Years	Demographic Studies - see D01	Residential Development - see D04
D03	Environment Planning	Includes records regarding general types of environmental studies with a long-range <b>planning</b> emphasis, such as salt usage impact, storm drainage and flood control, parks and open spaces, water sustainability and conservation, pollution prevention and waste management planning. Also contains information on invasive species and source water protection such as risk assessments, well development and purging, risk management plans, site condition reports and information prepared for Phase One and Phase Two environmental assessments.	Superseded Date	15 Years	Environmental Monitoring - see E05	Environmental Monitoring - see E13
D04	Residential Development	Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	Superseded Date	10 Years		
D05	Natural Resources Planning	Includes records regarding planning for the management and preservation of forests, natural features, the characteristics of various minerals as well as mineral deposits, and other natural resources information.	Superseded Date	5 Years	Tree maintenance - see E04	Natural Resource management and preservation - see E18
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.	Superseded Date	10 Years		
D07	Condominium Plans	Includes records regarding the pre-consultation and the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.		Permanent		
D08	Official Plans and Amendments	Includes the official plan, and exemptions 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.		Permanent		
D09	Official Plan Amendment Applications	Includes the pre-consultation and applications to amend the official plan or secondary plans, staff reports, meeting minutes and written comments on the application, notices, resolutions and decisions.	File Closed Date	5 Years		
D10	Severances	Includes records regarding the granting of severances to parcels of land including application for severance.	File Closed Date	6 Years		
D11	Site Plan Control	Includes records regarding approval for the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways.		Permanent	Systems for Servicing Land - see relevant subject.	Site Plan Agreements - see L04
D12	Subdivision Plans	Includes records regarding the pre-consultation and the approval of plans of subdivisions (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans. Also includes notices of approval.		Permanent	Subdivision Agreements - see L04	
D13	Variance Applications	Includes records regarding the pre-consultation and the granting of minor variances in land use including zoning applications from existing zoning regulations.		Permanent	Budget Variances - see F05	

CLASSIFICATION	SECONDARY CLASSIFICATION	DESCRIPTION	RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION
D14	Zoning	Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities.	File Closed Date	2 Years	Zoning By-Laws - see C01	Variances - see D13
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.	File Closed Date	6 Years	Original Agreements - see L04	
D16	Encroachments	Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation.	File Closed Date	7 Years	Original Agreements - see L04	Original Encroachment By-Laws - see C01
D17	Annexation/ Amalgamation	Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on county restructuring.		Permanent		
D18	Community Improvement	Includes records, studies, statistics and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs, BIA, BIC, PRID, etc. May also include records on housing rehabilitation programs, i.e.. RRAP, CMHC.	File Closed Date	6 Years	Economic Development - see D02	
D19	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.	Superseded Date	10 Years		
D20	Reference Plans	Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence.		Permanent		
D21	Industrial/ Commercial Development	Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc.	File Closed Date	10 Years	Agricultural Development - see D23	
D22	Digital Mapping	Includes all records used to produce maps and updates in a digital format as in a GIS.	Superseded Date	5 Years		
D23	Agricultural Development	Includes all records regarding development of agricultural growth.	File Closed Date	10 Years		
D24	Official Plan Background	Includes reports pertaining to amendments and changes to the Official Plan.	File Closed Date	5 Years		
D25	Deeming Process	Includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-laws, correspondence, etc. A Deeming By-law application is applied for in order to allow for two or more neighbouring lots on a registered plan of subdivision to merge. Only applicable to parcels of land contained within a plan of subdivision that has been registered for at least 8 years.	File Closed Date	2 Years		
D26	Development Charges Study	Includes records related to the development of and the final Development Charges Study as required under the Development Charges Act. Includes advertising, public meeting notices, responses, stakeholder lists, public meeting information, background information and supporting documentation, consultant reports, notices regarding adoption of the Development Charges By-law, and other records related to requirements for the development of the Development Charges By-law	File Closed Date	10 Years		
D27	Part Lot Control	Includes records regarding applications and background material for Part Lot Control exemptions, council decisions, by-law, correspondence, etc. A Part Lot Control application is applied for to allow the conveyance of a portion of a lot without requiring approval of a land division committee (typically used to separately convey semi-detached and townhouse units). Only applicable to parcels of land contained with a registered plan of subdivision.	File Closed Date	5 Years		
D49	Proposed: OPA's, Condominiums, Subdivisions (Not adopted locally)	Proposals that were forwarded to the County but the OPA's, Condominiums or subdivisions were not adopted locally and never before Middlesex County officially.	Calendar Year	1 Year		
D50	Official Plan and OP Amendments (other municipalities)		Calendar Year	1 Year		

CLASSIFICATION	SECONDARY CLASSIFICATION	DESCRIPTION	RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION
E00	Environmental Services	Includes records regarding environmental services, which cannot be classified elsewhere. Use only if no other heading is available.	Calendar Year	1 Year					
E01	Sanitary Sewers	Includes records regarding the design, construction and maintenance of sanitary sewers such as underground conduits that carry off waste matter.	File Closed Date	2 Years	Waste Management - see E07	Storm Sewers - see E02	Treatment Plants - see E03	MOE Approvals - see E21	Drawings/ As Built and specifications - see A27
E02	Storm Sewers	Includes records regarding the design, construction and maintenance of storm sewers such as underground conduits that carry off drainage water.	File Closed Date	2 Years	Drawings/ As Built and specifications - see A27				
E03	Treatment Plants (Wastewater Treatment and Collection Systems)	Includes records regarding the operation of sewage treatment and pumping stations and lagoons. Includes wastewater treatment facility/collection, identification reports, operator-in-charge records, treatment unit instructions, equipment operating status records and equipment design, construction and maintenance records (work orders) as well as the operations and maintenance manuals. Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts & site-specific collection-related work (i.e. sewer rodding, lateral inspections, etc.). Also includes facility classification certificate and license to operate. May include records pertaining to Wastewater Treatment Facility and/or Collection upgrades design, construction and commissioning.	File Closed Date	5 Years	Private Sewage Disposal Systems - see E12	Drawings/ As Built and specifications - see A27			
E04	Tree Maintenance	Includes records of tree removal, planting, trimming, pruning and preservation measures taken.	Calendar Year	5 Years					
E05	Air Quality Monitoring	Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity from pollution sources such as smoke, dust, smog or gaseous impurities. Also includes claims and compliance orders.	File Closed Date	5 Years	Water Quality - see E13 to E15	By-Law Enforcement - see P01	Complaints and Inquiries - see M04	Land Quality Monitoring - see E23	
E06	Utilities	Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc.	File Closed Date	5 Years	Site Plans - see D11				
E07	Waste Management	Includes records regarding the collection and disposal of waste. Includes site operating plans, landfill site records, facility inspections and stack testing, recycling, energy from waste, source separation, collection services, recycling site vicinity maps, hazardous waste collection, hauled sewage waste collection and composting records. Also includes transportation manifests, transfer compliance records and records of site condition, daily waste reception and inspection records, dust suppression records and closure reports.	File Closed Date	10 Years	Sanitary Sewers - see E01	Environment Planning - see D03	Private Sewage Disposal Systems - see E12	Annual reports on blue boxes, recycling program, etc. - see A25	
E08	Water Works (Drinking Water Plant)	Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines, hydrants and related facilities and equipment as well as operational plans. Includes water meter registration numbers. Includes point of entry water treatment record, operator in charge shift monitoring and inspection records, water treatment facility/distribution and equipment design, construction, manuals, process adjustment records and maintenance records (work orders). Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts & site-specific distribution-related work (i.e. water meters, curb stops, etc.) May include records pertaining to Water Treatment Facility and/or Distribution upgrades design, construction and commissioning and operations manuals for equipment. Also includes notices of potential problems and disinfection equipment continuous performance records.	File Closed Date	15 Years	Water Pumping Stations - see E03	Drawings/ As Built and specifications - see A27			
E09	Drains	Includes records regarding the design, construction and maintenance of drains (channel or pipe) carrying surplus liquid such as rainwater or liquid waste, usually to a sewer. Also includes engineer reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, bylaws and grants.	File Closed Date	5 Years	Drawings/ As Built and specifications - see A27				
E10	Pits and Quarries	Includes records regarding the design, construction, maintenance and monitoring of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence.	File Closed Date	5 Years	License/ permits - see P09				
E11	Nutrient Management	Includes the records regarding the control of storing/spreading /using waste materials such as liquid manure and sewage bio-solids on land, near waterways, runoff etc. Includes the agricultural management strategy/plan, the Greenhouse Nutrient Feedwater Strategy, Site Characterization Plan, documentation relating to the storage and distribution of nutrient material, non-agricultural source material (NASM) plans and sampling results. Also includes broker transfer and hauled sewage disposal site records.	File Closed Date	5 Years	Strategy/plan review - see A25				
E12	Private Sewage Disposal Systems	Includes records regarding the design, construction, maintenance and monitoring of private sanitary sewers and septic systems.	File Closed Date	7 Years					
E13	Water Monitoring	Includes records regarding the routine monitoring of water quality, water quantity for source water protection purposes, as well as warning notice checks and posting of them and responses to interference with quality or quantity such as and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), water taking logs, methodology and reports. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water. Includes records of Ministry of the Environment drinking water and waste water Compliance Inspection Reports, data request items, inspection responses and related documents.	File Closed Date	15 Years	Air Quality Monitoring - see E05	Land Quality Monitoring - see E23	By-Law Enforcement - see P01	Complaints and Inquiries - see M04	Annual reports - see A25

CLASSIFICATION	SECONDARY CLASSIFICATION	DESCRIPTION	RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION
E14	Water Sampling	Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custody, report of analysis – adverse samples, notices to Ministry – Spills Action Centre and local Health Unit. Includes hydrocarbon records, drinking Water and Wastewater routine sampling and Determination results, systems effluent information records, sewer overflow reports, CoC and laboratory related communications or documentation (LSN, Scope of Accreditation & Procedures/Requirements). Includes phosphorous content records, Hydrocarbon records of Upset Condition and Spill Reports for Wastewater Treatment and/or Collection systems to Ministry of the Environment and local Health Unit.	File Closed Date	15 Years	Air Quality Monitoring - see E05	By-Law Enforcement - see P01	Complaints and Inquiries - see M04	Facilities Routine water use, monitoring & testing - see P21	
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 and corrective action reports and pesticide parameter test results.	File Closed Date	15 Years	Air Quality Monitoring - see E05	By-Law Enforcement - see P01	Complaints and Inquiries - see M04	Facilities Routine water use, monitoring & testing - see P21	
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.	File Closed Date	15 Years					
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 greenhouse gas emissions. Also includes conservation and demand measures information and management of energy consumption and conservation at municipal buildings and facilities.	File Closed Date	7 Years					
E18	Natural Heritage	Includes records regarding green lands, 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 and plans to manage, control or eradicate invasive species or prevent release.	File Closed Date	3 Years	Natural Resources Planning - see D05	Tree Maintenance - see E04	Conservation district plans - see R01	Archaeological and heritage site investigation reports - see R01	
E19	Renewable Energy	Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g., wind, water, biomass, biogas, biofuel, solar energy, geothermal energy and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts. Also includes reports on hazards to birds and bats monitoring and locations of wind turbines as well as land requirement transfers.	File Closed Date	15 Years					
E20	Source Water Protection	Includes Risk Management Official and Inspector appointment certificates and the Risk Management Official's Annual Report, fee schedules for risk management applications, plans, issuing of notices or compliance orders or the acceptance of an assessment. Also includes modelling analysis, vulnerability assessments, source protection area assessment reports and comments, technical studies and Significant Drinking Water Threat (SDWT) verification surveys. Includes Source Water Protection Committee's Terms of Reference and Meeting Minutes	File Closed Date	15 Years	Risk Management Plans and/or Assessments - see D03	Prohibition Notices and Orders - P20	Contracts and Agreements - Simple (Not Under Seal) - L14	Nutrient Management - E11	Soil Contamination - E23
E21	Ministry of The Environment (MOE) Environmental Compliance Approvals	Includes Environmental Compliances issued by MOE to the municipality for municipal drinking water systems, municipal & private sewage works and waste disposal sites, air quality, noise, storm-water management, storm sewers, culverts, etc.	File Closed Date	3 Years					
E22	Private/Small Water Systems	Includes records and correspondence regarding the design, construction, operation and maintenance of private water systems and development agreements for private waterworks. Includes operating manuals, maintenance orders, maintenance logs, warning notice checks and system audit reports.	File Closed Date	15 Years					
E23	Land Quality Monitoring	Includes records regarding the routine monitoring of land/soil quality and site condition reports as well as responses to interference with quality or contamination.	File Closed Date	7 Years	Water Quality - see E13 to E15	By-Law Enforcement - see P01	Complaints and Inquiries - see M04	Air Quality Monitoring - see E05	Natural Heritage - E18
E24	Gasoline Storage and Dispensing	Includes gasoline storage tank and municipal gasoline dispensing records. Routine monitoring and dispensing records relate to loading and dispensing throughput volume; vapour control equipment operation, daily/weekly visual inspection/deficiency remedy actions and maintenance; Free Oil Layer and Separated Solid Layers Measurements and removal records measurements; tank bottom water removal; temporary tank removal; Loss of Product / Inventory Control and Reconciliation Records; excavation and nearby construction potentially affecting the storage tank system integrity; vapour barrier equipment downtime record; pumping equipment tests; pumping connection leak records; storage leak tests; gasoline levels measurement, and loss and gain records; and piping system pressure tests. System records relate to drawings and specifications for system; installation record; tank and piping systems locates; storage tank and Stage II vapour recovery system commissioning inspection and testing records; and storage tank component inspection reports and compliance documents (including warnings and notices of violations).	File Closed Date	7 Years	Underground storage abandonment record - see L07	Major spills - see E23			

CLASSIFICATION	SECONDARY CLASSIFICATION	DESCRIPTION	RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION	EXCLUSION
F00	General	Includes records regarding finance and accounting, which cannot be classified elsewhere. Use only if no other heading is available.	Calendar Year	1 Year			
F01	Accounts Payable	Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay account, rebates, levies payable, reports, telephone bills and membership fees.	Calendar Year	7 Years	Cancelled Cheques - see F07	Employee and council expenses - see F09	
F02	Accounts Receivable	Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Includes correspondence related to tax collection and supporting documentation.	Calendar Year	7 Years	Write-offs - see F23	Tax Assessments, Rolls and Tax Arrears - see F22	
F03	Audits	Includes records regarding internal and external financial audits of accounts.	File Closed Date	6 Years	Operational audits - see relevant subject.	Audited Financial Statements - see Financial Statements, F10	
F04	Banking	Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records.	Calendar Year	7 Years	Banking Statements - see F07		
F05	Budgets and Estimates	Includes departmental and corporate budgets and plans, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.	Calendar Year	6 Years			
F06	Assets	Includes records regarding current and fixed assets. Includes fixed asset inventory including records of initial expenditure, depreciation, amortization, and disposal. Also includes supporting information required for Public Sector Accounting (PSAB) purposes.	File Closed Date	10 Years	Land Acquisition and Sale - see L07		
F07	Cheques	Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements.	Calendar Year	6 Years	Banking - see F04		
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.	File Closed Date	6 Years	Debenture Registers - see Subsidiary Ledgers, Registers and Journals, F14		
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.	Calendar Year	7 Years	Attendance - see H01	Honoraria and fees to Council - see F16	
F10	Financial Statements	Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements.		Permanent	all working notes, calculations and background documentation, see F26		
F11	Grants and Loans	Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies such as the Road and Farm Tax Rebate, Waste Management Improvement Program etc. Also includes submissions, acknowledgements, and reports such as market value of assistance report.	File Closed Date	6 Years			
F12	Investments	Includes records regarding the municipality's investments, term deposits, and promissory notes.	File Closed Date	6 Years			
F13	Journal Vouchers	Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Calendar Year	6 Years			
F14	Subsidiary Ledgers, Registers and Journals	Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers.	Calendar Year	7 Years	Documents and vouchers used to support entries - see relevant subject in this Primary.		
F15	General Ledgers and Journals	Includes all records in the Books of Original Entry.		Permanent			
F16	Payroll	Includes all records of payments of salary, wages and deductions to employees including vacation entitlement and pay, alternative vacation entitlements, notice of garnishment and termination or severance pay. Includes time sheets and vacation taken, pay lists, Blue Cross reconciliations, T4 Slips, Record of Earnings for pension contribution purposes, Records of Employment (ROE) and Statistics Canada reports. Also includes honoraria and fees to Council.	Calendar Year	6 Years	Payroll Registers - Subsidiary Ledgers, Registers and Journals - see F14	Non-payroll related government and statistical reporting - see F27	
F17	Purchase Orders and Requisitions	Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services.	Calendar Year	7 Years	Quotations and Tenders - see F18		
F18	Quotations and Tenders	Includes records regarding quotations and tenders 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.	File Closed Date	7 Years	successful quotations and tenders - see Contracts and Agreements, L04		
F19	Receipts	Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the municipality.	Calendar Year	7 Years			

CLASSIFICATION	SECONDARY CLASSIFICATION	DESCRIPTION	RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION	EXCLUSION
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, etc.	Calendar Year	6 Years			
F21	Revenues	Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees.	Calendar Year	7 Years	Accounts Receivable - see F02	Tax Rolls - see F22	
F22	Tax Rolls and Records	Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls.		Permanent	Accounts Receivable - see F02	Mortgage Companies - see F02	Correspondence related to tax issues that are not of a long term importance - see F02
F23	Write-Offs	Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies.	Calendar Year	6 Years	Accounts Receivable - see F02		
F24	Trust Funds	Includes records regarding funds established by the municipality for money held in trust, such as bequests, cemetery trust funds, cemetery care and maintenance programs, Homes for the Aged Residents (including authorization, receipts and statements of withdrawal) and Ontario Home Renewal Program such as fund accounting records, bank statements, banking instructions and fund audit records.	Calendar Year	7 Years			
F25	Security Deposits	Includes development deposits, letters of credit, certificates of insurance when required and records of monies held as security (i.e. bonds).	File Closed Date	6 Years			
F26	Working Papers – Financial	Includes all working notes, calculations, reconciliations, end of year payment in lieu of taxes statements to school, and background documentation used to calculate financial statements such as the Monthly Trial Balance.	File Closed Date	1 Year	Financial Statements - see F10		
F27	Regulatory Reporting Financial	Includes regulatory, financial information returns and government reporting such as HST returns, tax rebate filings, and the Ministry of Municipal Affairs Financial Information Return (FIR) and the Municipal Performance Measurement Program (MPMP) that collects municipal services data on an annual basis as a part of the FIR.	Calendar Year	6 Years	Performance management & quality assurance - see A25		
F49	Tangible Capital Assets	Includes final yearly tangible capital assets reports, and fixed assets reports	Calendar Year	49 Years			
F50	Final Voucher of Payroll Register	Includes the final vouchers of Payroll Registers for all employee groups. Information is occasionally used for employee buy back of OMERS and accredited service	Calendar Year	49 Years			



CLASSIFICATION	SECONDARY CLASSIFICATION	DESCRIPTION	RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION	EXCLUSION
H00	General	Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.	Calendar Year	1 Year			
H01	Attendance and Scheduling	Includes records regarding the planning of employee attendance. This includes dates and times of hours worked and as well as of on-call schedules and any changes made to on-call scheduling including cancellations, and driver daily logs and record of on-duty and off-duty time. Includes statements related to public holiday substitution dates.	File Closed Date	5 Years	Individual Time Sheets - see F16	Vacation Time and Pay - see F16	
H02	Benefits Program	Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on Employer Health Tax.	File Closed Date	5 Years	Payroll - see F16	Individual Pension and Benefit records - see H10	
H03	Employee Records	Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, leave documentation, training reports, correspondence with the employee, and employee assistance. Also includes agreements on extended hours and averaging hours of work, annual summary of hours worked. Includes full-time, part-time, student employees and volunteers. Includes CVOR operator safety record, certificates and licences such as lifeguard, instructor, first aid and retirement home staff certificates; and training records such as working at heights and service station operations training and training certificates for employees related to legislation such as the Safe Drinking Water Act, Environmental Protection Act, Occupational Health and Safety Act and the Ontario Water Resources Act.	File Closed Date	7 Years	Grievances - see H14	Harassment - see H15	Health & Safety Training see H04
H04	Health and Safety	Includes records regarding the occupational health and safety of staff. Includes lists of designated substances and assessments, designated substance assessments, fire drill records, ventilation and air quality inspection, fire hydrant flushing, first aid records, non-lost time accident reports, traffic protection plans, portable fire extinguisher maintenance records, chimney test and inspection records, fire safety inspections, safety inspections, Workplace Safety & Insurance Board reports, WSIB certificates, and information on health and safety programs training for staff. Also includes Health & Safety Committee meeting minutes.	File Closed Date	3 Years	Accidents of the Public - see P05	Lost-time reports and claims - see H13	
H05	Human Resource Planning	Includes records of succession planning, executive placement, retirement programs, staff turnover rates, staffing level plans, annual hire/promotion targets, recruitment freezes, employment equity, performance management, volunteer plans, employee information reporting and related records.	Superseded Date	5 Years	Employee Records - see H03		
H06	Job Descriptions	Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Superseded Date	5 Years			
H07	Labour Relations	Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.	File Closed Date	10 Years	Collective Agreement - see L04		
H08	Organization Design	Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.	Superseded Date	5 Years	Job Descriptions see H06		
H09	Salary Planning	Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, compensation ranges, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity and compliance.	Superseded Date	5 Years	Employee Records - see H03		
H10	Pension and Benefits Records	Includes records detailing obligations to individuals under OMERS. Includes pension and benefit information of current and retired personnel, including registration/enrolment and records.	File Closed Date	6 Years	Deductions for pensions - see F16	General information on pension plans - H02	Payments made to OMERS - F01
H11	Recruitment	Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.	File Closed Date	1 Year	Successful applications - see H03		
H12	Training and Development	Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation and course content delivery materials and attendance records for specific courses.	File Closed Date	7 Years	Individual Employee Training Records - see H03		
H13	Claims	Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice, accident report	File Closed Date	3 Years	Non lost-time incidents or accidents - See H04	Self-insured STD - See H04	
H14	Grievances	Includes records dealing with grievance complaints filed against the municipality such as the initial complaint, investigation, reports and final resolution including arbitration and arbitration awards.	File Closed Date	10 Years	Harassment & Violence - see H15		
H15	Harassment and Violence	Includes records dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution.	File Closed Date	3 Years	Grievances - see H14	Abuse investigation records not involving staff - P08	

CLASSIFICATION	SECONDARY CLASSIFICATION	DESCRIPTION	RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION	EXCLUSION
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.	File Closed Date	7 Years			
H17	Employee Medical Records – Hazardous Materials	Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.	File Closed Date	40 Years			
H18	Employee Medical Records	Includes doctor's notes, correspondence, and health reports related to an employee's medical situation.	File Closed Date	3 Years			
H19	Disability Management	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.	File Closed Date	5 Years			
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. Also includes confined space atmospheric tests and a record of each worker's entries and exists.	File Closed Date	1 Year	Health & Safety - see H03	Staff training - see H12	
H21	Employee Recognition	Includes all records and correspondence related to employee awards and honours granted by the Municipality. Includes: organized employee events such as staff barbeques, retirement celebrations, service awards, recognition parties, etc.	File Closed Date	5 Years			
H22	Employee Certifications	Includes records regarding individual employee certification, credentialing and mandatory training required by legislation or professional standards as a condition of employment. Includes applications, confirmation of mandatory training, certificate renewals and appointment renewals such as fire fighter mandatory training, water quality analyst certificates, sewage works operator certificates and commissioner of oaths appointment.	File Closed Date	2 Years			
H50	Employee Training Records - Firefighters	Includes records regarding individual employee certification, certification and mandatory training required by legislation or professional standards as a condition of employment. Includes applications, confirmation of mandatory training, certificate renewals and appointment renewals such as fire fighter mandatory training, water quality analyst certificates, sewage works operator certificates and commissioner of oath appointment.	File Closed Date	25 Years			

CLASSIFICATION	SECONDARY CLASSIFICATION	DESCRIPTION	RETENTION TRIGGER	TOTAL RETENTION	SUGGESTED METADATA	EXCLUSION
J01	Certificates of Offence (Part I)	Includes Part 1 Certificates of Offence excluding Accident and Careless Driving offences. Records identified as POA schedule # CD-4R1.	File Closed Date	2 Years		
J02	Informations Part III / Accident and Careless Driving Part I	Includes all Part 3 Informations and Part 1 Informations Certificates of Offence relating to accident and careless driving matters. Records identified as POA schedule # CD-2.	File Closed Date	6 Years		
J03	Control Lists / Justice Reports	Includes certificate control lists and reports from Municipal and Provincial agencies such as Police, M.T.O. and M.N.R. etc.	Superseded Date	4 Years		
J04	Court Dockets	Includes registers of court activity including POA (trial) dockets, Fail To Respond (FTR) dockets and Walk In Guilty (WIG) dockets detailing case dispositions (completed dockets). Also includes statistics on court activities and disposition of fines.	File Closed Date	3 Years		
J05	Transcripts & Records of Court Proceedings	Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes and log books.	File Closed Date	6 Years **		
J06	Enforcements & Suspensions	Includes records regarding the suspension of licenses issued by Provincial Government agencies such as RICO-4015 Preliminary Enforcement Report and RICO-4017 Enforcement Review Journal and fine collection efforts. Also includes audit reports provided by the provincial database.	File Closed Date	8 Years		
J07	Appeals & Transfers	Includes records of appeals and of trans	File Closed Date	7 Years		
J08	Statistics/Payment Tracking	Includes reports and other statistical data, including all RICO reports such as RICO-2100 New Offence Register, FICO-0100 Forms to be Printed Control List, RICO-4400 Cases Disposed to Criminal Court, daily courtroom utilization report and verification report, and all RICO and RCM cash payments and receipt reports, analysis, adjustments.	File Closed Date	8 Years		
J09	Disclosure	Includes information requested by indiv	File Closed Date	6 Years		
J10	Certificates of Conviction (Part 2)	Includes Court and POA records includi	File Closed Date	6 Years		

CLASSIFICATION	SECONDARY CLASSIFICATION	DESCRIPTION	SUGGESTED RETENTION TRIGGER	RECOMMENDED TOTAL RETENTION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION
L00	Legal Affairs - General	Includes records regarding legal affairs, which cannot be classified elsewhere. Use only if no other heading is available.	Calendar Year	1 Year				
L01	Appeals and Hearings	Includes zoning appeals, development and educational charges appeals, official plan appeals, and Committee of Adjustment appeals. Records include notices of appeal, all transcripts and related documentation regarding appeals, hearings, legal proceedings and final judgments. Also includes orders issued by regulatory bodies and boards.		Permanent	Litigation - see Claims - L02	Litigation - see Claims - L03	Harassment & Violence - see H15	
L02	Claims Against the Municipality	Includes all litigation and insurance claims made by other parties against the municipality.	File Closed Date	15 Years	Appeals and Hearings - see L01			
L03	Claims by The Municipality	Includes all litigation and insurance claims made against other parties by the municipality.	File Closed date	15 Years	Appeals and Hearings - see L01			
L04	Contracts and Agreements - Under By-Law	Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, child care centres/home child care licensee agreements, development front-ending agreements, and subdivision agreements. Also includes agreements regarding tax arrears payment extension, easements, encroachments, area ways, laneways and records transfer.		Permanent	Office Equipment Maintenance Agreements - see L14	Contracts regarding Land - see L07	Insurance Policies - see L06	Line fence agreements - see P01
L05	Insurance Appraisals	Includes appraisals of municipal property for insurance purposes.	File Closed Date	15 Years				
L06	Insurance Policies	Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance.	File Closed Date	15 Years	Employee Group Insurance - see H02	Third Party Contracts - see L04	Insurance Claims - see L03	
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, deed including underground storage abandonment record, expropriation plans, purchase letters and appraisals.		Permanent	Tax sales - see F22			
L08	Opinions and Briefs	Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	File Closed Date	15 Years				
L09	Precedents	Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.	File Closed Date	15 Years				
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.	File Closed Date	15 Years				
L11	Provincial Legislation	Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.	File Closed Date	15 Years				
L12	Vital Statistics	Includes registers of births, deaths and marriages. Registers include license or permit serial numbers, date of issue and name of the parties.		Permanent	Population Statistics - see Demographic Studies - D01			
L13	Prosecutions	Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation.	File Closed Date	15 Years	By-Law Enforcement - see P01	Appeals and Hearings - see L01		
L14	Contracts and Agreements - Simple	Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle lease, purchase agreements, waste removal agreements, apprenticeship training contracts, vehicle leases, housing service managers and long-term care home licensee agreements relating to funding, service accountability and charges between licensees and authorized persons or residents. Also includes consents required under The Canadian Anti-Spam Legislation (CASL)	File Closed Date	15 Years	Contracts and Agreements Under By-Law - L04	Line Fences agreements - see P01		
L15	Leases	Includes records relating to leases and rental of Municipal property by other parties. All leases for buildings for Municipal use.	File Closed Date	15 Years				
L16	Copyright Purposes	Includes the request for permission to use the Crests, to copy material (written or photographic) published by/or owned by the County/Municipality. Also includes the denial of permission to copy material.	File Closed Date	15 Years				

CLASSIFICATION	SECONDARY CLASSIFICATION	DESCRIPTION	RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION
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.	Calendar Year	1 Year				
M01	Advertising	Includes records regarding public advertising in magazines, newspapers, radio, television, and transit.	File Closed Date	1 Year	News Releases - see M06	Recruitment - see H11	Elections - see C07	
M02	Ceremonies and Events	Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day and Winter Carnival. Also includes records regarding the set-up and running of special events.	File Closed Date	5 Years	permit to hold event - see P11			
M03	Charitable Campaigns/Fund Raising	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.	File Closed Date	1 Year	Receipts - see F19			
M04	Complaints, Commendations and Inquiries	Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints related to services provided by the municipality. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. May also include compliance letters issued in response to a lawyer's request.	File Closed Date	5 Years	Accessibility of Records (Freedom of Information) requests - see A17	Grievances or harassment/ violence complaints by or against employees - see H14	Grievances or harassment/ violence complaints by or against employees - see H15	Employee recognition - see H21
M05	News Clippings	Includes clippings from newspapers, information from journals and other printed media. May also include information related to online media coverage, radio or television clips.	Calendar Year	1 Year	Clippings used as reference material - see relevant subject.			
M06	Media Releases	Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	Calendar Year	5 Years				
M07	Publications	Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, program and services pamphlets, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature as well as copies of social networking sites (website, Facebook, etc.) published by the municipality.	File Closed Date	5 Years				
M08	Speeches and Presentations	Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.	File Closed Date	3 Years	Media coverage of speeches/presentations - see M05	News Releases - see M06		
M09	Visual Identity and Insignia	Includes records regarding branding and the standards which apply to graphic designs as part of a Visual Identity Program. Includes trademarks, logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.	File Closed Date	5 Years				
M10	Website and Social Media Content	Includes records of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook & Twitter.	File Closed Date	2 Years	Published website content - see M07			
M11	Public Relations and Public Awareness	Includes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters, etc. Also includes issues regarding internal/external communications. Includes programs designed for public awareness and engagement.	File Closed Date	5 Years				
M12	Intellectual Property	Include certificates of copyright, applications for patents and trademark registration. Also includes monitoring and enforcement of authorized use of copyright, trademarks and patents including copyright use permission requests.	File Closed Date	5 Years				

CLASSIFICATION	SECONDARY CLASSIFICATION	DESCRIPTION	RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION
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.	Calendar Year	1 Year						
P01	By-Law Enforcement	Includes records of municipal efforts to enforce bylaws such as parking tickets and fence-line disputes. Includes order to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs, line fence agreements, etc.	File Closed Date	6 Years	Health & Fire Inspections - see P07	Investigations - see P08	Environmental Monitoring - Industrial/Commercial - see E05	Prosecutions - see L13	Animal Control Enforcement - see P14	Lottery license Enforcement - see P09
P02	Daily Occurrence Logs	Includes daily occurrences logs maintained by the Chief Building Official.	File Closed Date	5 Years						
P03	Emergency Planning and Response	Includes records regarding the planning, testing, rehearsal of and response to emergency, pandemic, safety and contingency measures. May also include records of previous disasters including emergency command centre operation, response reports, press clippings, pandemic planning, etc.	File Closed Date	5 Years						
P04	Hazardous Materials	Includes information and reports on chemicals and substances that pose fire or environmental hazards such as PCBs, refrigerants and halocarbons, also includes Material Safety Data Sheets (MSDS) and records dealing with toxic substances control, halocarbon charging records, halocarbon leak tests and release reports, transportation and effects as well as records of pesticide use and environmental spills	File Closed Date	5 Years	Staff Safety Training - see H04	Personal exposure - see H17	Manifests - see E07			
P05	Incident/Accident Reports	Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties.	File Closed Date	5 Years	Security - see A18	Accidents of Municipal Staff see H04	Compensation claims and vehicle accidents - see L02 or L03	Long Term Care Home medication incidents - see S18	Private Child Care Centre incidents - see S14	Municipal Child Care Centre incidents - see S10
P06	Building and Structural Inspections	Includes building and structural tests and inspection reports relating to work platforms; plumbing and sprinkler systems; fire alarm circuits, power supply and system; fire suppression systems; electrical; and other structural inspections. Also includes inspections of marijuana grow operations after appropriate notification from a police force.	Calendar Year	2 Years	By-Law Enforcement - see P01					
P07	Health and Fire Safety Inspections	Includes Fire Marshall's, Public Health and related health and safety violation and verification inspection reports conducted or performed on private, public and commercial properties.	Calendar Year	2 Years	Internal Health & Safety Inspections - see H04	Routine building and structural inspections - see P06				
P08	Investigations	Includes records of investigation pertaining to law enforcement, or the origin or cause of traffic accidents, serious occurrences and abuse allegations, ambulance and fire response scrutiny.	File Closed Date	10 Years	By-law Enforcement - see P01	Harassment & Violence staff investigations - see H15				
P09	Licences	Includes records regarding licences administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, cemetery, crematorium, funeral establishment licenses, businesses, lotteries, accessible transportation operation and quarries, etc.	File Closed Date	2 Years	Marriage Licences - see L12					
P10	Building Permits	Includes permits issued to builders, contractors, and residents giving them permission to build or renovate. Also includes permits for construction of cell towers and the structure for wind-powered turbines.		Permanent	All other permits - see P11					

CLASSIFICATION	SECONDARY CLASSIFICATION	DESCRIPTION	RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION
P11	Permits – Other	Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to hold special events, temporary road closure, drinking water works permits, transport oversize loads, erect signs, park on the street, etc.	File Closed Date	2 Years	Building Permits - see P10	Encroachment Permits - see D16	Burial Permits - see S09	Road and lane opening/ closings - see T09		
P12	Warrants	Includes all warrants issued for By-Law enforcement purposes.	File Closed Date	2 Years						
P13	Criminal Records	Includes all documentation relating to individuals with a history of criminal activity.	File Closed Date	5 Years	Staff Police Background Checks - see H16	Investigations - see P08	Prosecutions - see L13			
P14	Animal Control	Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Also includes records of distraised animals and pound animal records.	File Closed Date	2 Years	Dog Licenses - see P09					
P15	Community Protection Programs	Includes records on community protection and crime prevention such as Community Policy, Victim Services Neighbourhood Watch and Block Parents. Also includes programs aimed at public education on fire, water and traffic safety and similar programs. Records include correspondence and brochures. Also includes video surveillance footage of high incident and public spaces.	File Closed Date	S+2** Surveillance video 72 hours unless requisitioned for use If requisitioned for use (MFIPPA or other investigation) = S+2						
P16	Emergency Services	Includes records regarding police, land ambulance, fire and rescue services	File Closed Date	5 Years						
P17	Ems And Fire Significant Incident and Impact Reports	Includes reports and statements documenting significant and noteworthy incidents events that occur when responding to an EMS or Fire, the role of the attending responders in the incident, and the actual or potential impact of these incidents.	File Closed Date	5 Years						
P18	Ems And Fire Accident Response Reports	Includes records relating to emergency services provided such as ambulance paramedical services and patient transport, and fire suppression and emergency call response. Includes ambulance call reports (ACR), emergency response reporting, fire call reports and fire cause identification.	File Closed Date	5 Years	Investigations - see P08					
P19	Ems And Fire Statistics	Includes records relating to performance plans and the associated statistical reporting of performance, calls and accidents involving emergency medical services, traffic and work-related issues	File Closed Date	2 Years						
P20	Prohibitions & Notices	Includes prohibition orders, notices and correspondence related to prohibition under regulations such as Source Drinking Water Protection. May also contain building code applications denied because of prohibition.	File Closed Date	15 Years						
P21	Facilities Routine Water Use, Monitoring and Testing	Includes records regarding the testing of swimming pool or splash pad water for chlorine and pH levels, water outlet inspections, the number of bathers per day, any rescues or breakdowns of equipment. Also includes routine testing, monitoring and flushing of water systems in recreational camps, child care and long term care facilities.	File Closed Date	1 Year						
P50	Provincial Offences	Includes records relating to Provincial Offences which is managed by the City of London under the Municipal Service Agreement with the County and Local Municipalities. Includes correspondence.	Calendar Year	6 Years						
P51	Fire Inspection Reports	Includes Fire Inspection Reports completed by Middlesex County Fire Prevention Officer	Calendar Year	10 Years						

CLASSIFICATION	SECONDARY CLASSIFICATION	DESCRIPTION	RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION CONT'D	EXCLUSION CONT'D	EXCLUSION CONT'D
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.	Calendar Year	1 Year				
R01	Heritage Preservation	Includes records regarding heritage and historical development, including designations and registers of buildings, districts, and cemeteries as well as archaeological digs, archeological and heritage assessments, and heritage conservation district studies and plans. May also include heritage registries.	File Closed Date	3 Years	Historical Designation By-Laws - see C01	Natural heritage preservation - see E18		
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. May also include copy logs.	File Closed Date	5 years				
R03	Museum and Archival Services	Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records. May also include copy logs.	File Closed Date	5 Years	Record Centre Operations - see A10			
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.	File Closed Date	5 Years	Building and Property Maintenance - see A20			
R05	Recreational Facilities	Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities, such as arenas, rinks, pools, and fitness centres. Includes floor plans, architectural and engineering drawings. More specific information is filed by subject.	Calendar Year	5 Years				
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.	File Closed Date	5 Years				



CLASSIFICATION	SECONDARY CLASSIFICATION	DESCRIPTION	RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION
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.	Calendar Year	1 Year							
S01	Children's Day Care and 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 as well as records regarding operations, waiting lists, drinking water testing requirements and fire drills requirements.	File Closed Date	5 Years	Children's services not related to day care and nursery schools - see S07	Day care and nursery school enrolment records - see S10	Home day care program clients - see S15	Medical client records - see S06	Day care and day nursery facility operation records - see applicable category	Water, Plumbing and flushing records - see P21	Fire drill records - see H04
S02	Elderly and Supportive Assistance Services	Includes general program information regarding programs intended to improve the quality of life for senior citizens and the disabled such as home care, day programs, housing and transit subsidies. Includes general resource and long-term care facility information used in counselling seniors considering moving to a long term care facility. Meals on Wheels program and adult day programs. May also include waiting and vacancy lists for Long Term Care homes or other programs and Indigent Elderly Patient reports.	File Closed Date	5 Years	Long Term Care Facility Residents - see S03	Long Term Care Operations - see S18	Disability Support Clients - see S11				
S03	Long Term Care Facility Clients	Includes records regarding individual residents of retirement residences and homes for the aged long-term care homes including resident care plans and conferences, applications for funding, weight monitoring, adverse drug reaction and use of physical restraint and monitoring records and use of targeted substances. Also includes testing for tuberculosis upon admission.	File Closed Date	10 Years	General program information - see S02	Serious occurrence and abuse allegation investigation involving program participants (non-staff) - see P04	Serious occurrences and abuse allegations involving municipal staff - see H15				
S04	Community and Social Assistance Services	Includes general program information regarding assistance programs and support available to residents and the homeless within the municipality. Includes general resource information used in counselling recipients regarding community support services, life skills, services to obtain housing and maintain housing, emergency assistance, social assistance options and information pertaining to Employment Support Programs.	File Closed Date	5 Years	Ontario Works Case Records - see S05	Social Housing Programs - see S12	Housing and Homelessness research and initiatives - see S12	Social and health care planning and management - see S18	Programs for the elderly and persons with disabilities - see S02		
S05	Ontario Works Clients	Includes records regarding funding for individual Ontario Works social assistance recipients and residents in subsidized housing. May include Income Reporting Cards.	File Closed Date	7 Years	General program information - see S04						
S06	Medical Case Clients	Includes case records regarding communicable diseases, venereal diseases, dental care, maternal care, respiratory, gastrointestinal or infectious disease outbreaks, medication errors, etc. Includes reportable diseases reports and medical screening.	File Closed Date	15 Years							
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 general CAS (Children's Aid Society) information as well.	File Closed Date	25 Years	Medical client case records - see S06	Day care and day nursery programs - see S01					
S08	Public Health	Includes records regarding public health programs such as health and safety education, school health programs, infection control, family planning and disease control including immunization.	File Closed Date	5 Years	Medical Client case files - see S06						
S09	Cemetery Interment	Includes cemetery license, burial permits, maps, plot ownership records, deemed cancellations, death certificates and warrants to bury, interment or scattering rights certificates, created remains and body disposal registers, and indexes for municipal cemeteries and abandoned cemeteries.		Permanent	Building and Property Maintenance - see A20	Promotional materials - see M07	Price lists and cemetery operation - see S20				
S10	Day Care and Day Nursery Clients	Application for enrolment for day care and day nurseries, child's name, home address, date of birth, names, addresses, phone numbers of parents, place at which they can be reached, etc.	File Closed Date	3 Years	Handicapped children services - see S07	Serious occurrence and abuse allegation investigation involving program participants (non-staff) - see P08	Serious occurrences and abuse allegations involving municipal staff - see H15				
S11	Disabilities Support Clients	Includes records dealing with applications for and provision of services and funding support to persons with mental or physical disabilities including service and support profiles, and accessible transportation eligibility application and approval, behaviour support plans, intrusive behaviour intervention and crisis situation incident reporting. Also includes personal support plans and records for individuals as well as summary reports relating to support services provided for people with disabilities.	File Closed Date	7 Years	Children's program information - see S07	Serious occurrence and abuse allegation investigation involving program participants (non-staff) - see P08	Serious occurrences and abuse allegations involving municipal staff - see H15				
S12	Housing Services	Includes records and correspondence related to housing programs such as municipally owned and managed properties, the non-profit housing corporations, Strong Communities Rent Supplement program, landlords, and other housing providers. Records include Service Manager's Housing Plan and Housing Provider annual reports as well as unsuccessful applications for social housing. Also includes records and correspondence related to affordable housing initiatives developed by the Federal Government, the Provincial Government and/or the municipality such as programs include construction of new rental housing/units, rent supplements, home ownership, home repairs and home modification initiatives.	File Closed Date	10 Years	Resources used to assist potential tenants - see S04						
S13	Housing Tenant Clients	Includes information regarding social housing applications, and records regarding housing tenants such as personal identification, income verification documentation, rent calculations and notices, leases and consent forms.	File Closed Date	5 Years	Serious occurrence and abuse allegation investigation involving program participants (non-staff) - see P04	Serious occurrences and abuse allegations involving municipal staff - see H15					
S14	Home Child Care Program Administration	Provider files (eligibility requirements), correspondence, inspections, serious occurrence reporting, health unit reporting, Director's directions, attendance records & financial reconciliation information.	File Closed Date	3 Years							
S15	Home Child Care Program Clients	Client records include the completed and signed enrolment form and information pertaining to the child as prescribed by the Ministry under the Child Care and Early Years Act, 2014 and eligibility requirements for the program. May also include referral letters from third party agencies, custody documents and medical referrals.	File Closed Date	3 Years	Day care and day nursery clients - see S10						
S16	Social and Health Care Planning and Management	Includes records related to social, health care and coordinated care initiatives planning, process definition, and program monitoring and evaluation. Includes records related to research, action plans, governance, evaluations, statistical information, and action plans. Includes records related to Long-Term Care facility capacity and service planning and copies of records required for reporting purposes. Also includes program marketing plans and presentations.	File Closed Date	7 Years							

CLASSIFICATION	SECONDARY CLASSIFICATION	DESCRIPTION	RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION	EXCLUSION
S17	Client Care Coordination	Includes records regarding individual clients and their care coordination planning.	File Closed Date	10 Years	Public health medical client information - see S06						
S18	Long Term Care Operations	Includes records relating to administration/organization, health and wellness concerns and initiatives, outbreaks/health related issues, programming for residents, and volunteer programming within the Long-Term Care facility. Also includes vacancy lists, client satisfaction surveys, quarterly and annual evaluations of facility programs and responses to client behaviour and violence zero tolerance, staff training, complaints review, reports required for regulatory reporting purposes such as the health care organization annual quality improvement plans, and patient and caregiver complaints summary reporting, controlled drug substances records, and drug record book identifying narcotics received by the Long-Term Care facility outside of the routine medications which are dispensed to residents.	File Closed Date	4 Years	complaints - see M04	serious occurrence and abuse allegations investigation - see P04	Food preparation & Service monitoring - see S19				
S19	Food Preparation & Service	Includes records relating to food production for residents of municipally managed Long-Term Care Homes and visitors (non-residents) as well as Child Care Centres. Includes the approved menu cycle and menu substitutions, records relating to food quality such as temperature and inspection records, client responses to food quality and private lab inspection reports.	File Closed Date	1 Year							
S20	Cemetery Operations	Includes records relating to the business operation of a municipal cemetery including price lists and removed markers records.	File Closed Date	6 Years	burial permits, interment records, etc. - see S09						
S50	Social Assistance Program - Other	Includes general program information on Social Assistance Programs other than Ontario Works Programs available to residents	Calendar Year	5 Years							

CLASSIFICATION	SECONDARY CLASSIFICATION	DESCRIPTION	RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION	EXCLUSION
T00	Transportation - General	Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.	Calendar Year	1 Year			
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.	File Closed Date	6 Years			
T02	Parking	Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.	File Closed Date	6 Years			
T03	Public Transit Operations	Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records, route administration and planning, fare policies, intergovernmental transit co-ordination.	File Closed Date	6 Years	Accessible transportation application and approval - see S11	Driver scheduling - H01	
T04	Road Construction	Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, etc.	File Closed Date	6 Years	Design and Planning - see T05	Routine maintenance and minor improvements to road systems see Road Maintenance - see T06	As-Built - see A25
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.	File Closed Date	1 Year			
T06	Road Maintenance and Salt Usage	Includes records and studies regarding the inspection and maintenance of roads. Minor repair maintenance includes the installation of culverts, minor repairs to the road surfaces, curbs and sidewalks, cycle-ways, footpaths, walkways, etc. Routine maintenance includes grading, ploughing and sanding of roads, and snow removal and cleaning. Also includes Salt Management Plan and revisions, yearly review, reports, other records, studies, and information regarding salt usage and contamination from salt used on roads. Includes training program materials and records of training for all personnel when managing or performing winter maintenance activities involving the use of road salts.	File Closed Date	7 Years	Non salt usage training records - see H03		
T07	Signs and Signals	Includes records and studies regarding the manufacture, installation, servicing and maintenance of signs and signals.	File Closed Date	1 Year	Visual Identity Program - see M09	Sign Permits - see P11	
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 records regarding impacts of temporary road closures for special events.	File Closed Date	1 Year	Permits for temporary closure - see P11		
T09	Roads and Lanes Openings/ 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.		Permanent	Temporary road closures - see T08	Land Sales - see L07	Road Closing By Laws - see C01
T10	Field Survey/Road Survey Books	Includes engineering field survey notes as well as books.	File Closed Date	1 Year			
T11	Railroads	Maintenance of railroad crossings on Municipal Roads.	File Closed Date	1 Year			
T12	Bridges	Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	File Closed Date	6 Years			

CLASSIFICATION	SECONDARY CLASSIFICATION	DESCRIPTION	RETENTION TRIGGER	TOTAL RETENTION	EXCLUSION	EXCLUSION	EXCLUSION
V00	Vehicles and Equipment - General	Includes records regarding vehicles and equipment, which cannot be classified elsewhere. Use only if no other heading is available.	Calendar Year	1 Year			
V01	Fleet Management	Includes records of summary fleet information and fleet records for each vehicle (including attached devices such as Fire-Fighting Chassis Mounted Aerial Devices) leased or owned, operated and maintained by the municipality. This includes plate permits, CVOR certificates, operating manuals, routine/daily inspections, vehicle history files, ignition interlock device installation, and vehicle maintenance, registration and disposal.	File Closed Date	6 Years	Insurance Policies - see L06	Accident Claims - see L02, L03	Leases/ Contracts - see L14
V02	Mobile Equipment	Includes records and operating manuals regarding mobile (motorized) equipment used in conjunction with vehicles. Also includes routine inspections, maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc.	File Closed Date	1 Year			
V03	Transportable Equipment	Includes operating manuals and records regarding transportable equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	File Closed Date	1 Year			
V04	Protective Equipment	Includes operating manuals and records regarding protective equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as portable fire extinguishers, rescue equipment, breathing apparatus, breathing tanks, down alarms, etc.	File Closed Date	1 Year	Uniforms and Clothing - see A14		
V05	Ancillary Equipment	Includes records regarding fixed equipment, which is non-vehicle and non-office in nature. Includes equipment such as work or suspended platforms, lifting devices not attached to a structure, appliances such as autoclaves and dishwashers, garbage compactors, industrial shredders etc. Includes correspondence, equipment user and procedural manuals, warranty, routine inspections, maintenance, licences and history records. Includes setup tests and manuals.	File Closed Date	1 Year	Gasoline storage tanks - see E24	Mechanical & operational systems integral to building structure - see A26	Private/small water systems - see E22
V50	Machine and Hoist Use	Includes records regarding machine hourly usage which is charged to various equipment. Also includes records on hoist usage	Calendar Year	7 Years			