

TOWNSHIP OF SOUTH FRONTENAC  
BY-LAW 2022-68

Being a By-law to Adopt the Records Retention Schedule and Records Management Policy for the Township of South Frontenac

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

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

**Therefore Be It Resolved That** the Council of the Corporation of the Township of South Frontenac exacts as follows:

1. **That** the Records Retention Schedule for the Township of South Frontenac is hereby adopted in the form attached hereto as Schedule A; it being understood that the Clerk be authorized to amend Schedule A as required.
2. **That** the Records Management Policy attached hereto as Schedule B be adopted; it being understood that the Clerk be authorized to amend Schedule B as required.
3. **That** this By-law shall come into force and take effect upon the date of final passing
4. **That** By-law 2004-29 be repealed upon the passage of this by-law.

Read a First and Second Time this 12<sup>th</sup> day of July, 2022.

Read a Third Time, Signed, Sealed and Finally Passed this 12<sup>th</sup> day of July, 2022.

THE CORPORATION OF THE  
TOWNSHIP OF SOUTH FRONTENAC

  
\_\_\_\_\_  
Ron Vandewal, Mayor

  
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Angela Maddocks, Clerk

## Schedule A

### Township of South Frontenac Records Retention Schedule

#### Introduction

This retention schedule describes the length of time municipal records are to be kept until their destruction or transfer to the Township Archives.

#### Structure

The schedule reflects the functions documented by the records, rather than the divisions creating them. It is divided according to the primary functions and secondary categories identified in the Township's records classification scheme, plus a special section for transitory records. The primary functions are not arranged by the names of the divisions/offices creating or receiving the records.

#### Informational Content vs. Record Format

The schedule does not generally specify the physical format of the records. Instead, it indicates the period for which the *information* contained in the records needs to be maintained. Records should be organized and retained according to their subject matter and not the format they are stored in.

#### Disposal of Entire "File" vs. Individual Components

The basis of the Township's records classification scheme is that all like documents in a calendar year or for a specific case or project are maintained together under the appropriate classification category within each work unit. Generally, the retention periods contained in the schedule refer to the entire body of documents maintained as a file. Unless file components have been specifically listed with different retention periods, or records have been selected to be maintained for archival purposes, related files and documents should be maintained and disposed of together.

#### Schedule Format

The Records Retention Schedule is divided into six columns as follows:

**Primary Heading** – Grouping of class codes organized by records series.

**Class Code** - The assigned primary and secondary code for the record series.

**Secondary Heading** - The heading associated with the file code.

**Responsible Department** - The department responsible for keeping the master copy of the record. Only this department may request this record from the storage facility.

**Total Retention** - The total length of time the record is to be kept.

#### Legend:

**P** – Permanent; \* - Maximum Copy Retention; **S** – Superseded; **E** – Event

**C** – Current Year; \*\* - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

**Retention Justification/ Citations** – This column identifies additional legislated retention requirements as prescribed by the Federal Government or Provincial Government.

### Scope Notes

The Scope Notes summarize the type of records that may be classified and filed under each Primary and Secondary Heading. The sole purpose of the scope notes is to assist the user with classifying to the correct TOMRMS category. The Scope Notes form part of Schedule A.

**Legend** – The legend is found at the bottom of each page of Schedule A. It provides definitions for abbreviations used in the Schedule.

**C** - Current Year - All retention limits indicated begin after the current year.

**E** - Event – Refers to records for which a specific retention period cannot be predetermined as they must be kept until after the termination of a defined activity, event or function. In some cases, “E” has been defined to guide the decision.

**S** - Superseded - A file with this retention limit is transferred or destroyed when it has been replaced.

**P** – Permanent - A file with this retention limit is never destroyed.

**\*** - Maximum Copy Retention - Records of any subject of which copies are retained by other departments, have a total retention limit of no greater than the "Responsible Department", "Total Retention" value.

**\*\*** - Subject to Archival Selection - Certain records have been designated as having potential historical and research value to the municipality when their values have been exceeded. These records may be set-aside for review and culling by an archivist prior to their destruction.

### Omissions and Changes

Although the retention schedule is based on the most accurate information available, some records may not be included. Where specific authority is not provided in this schedule, records cannot legally be disposed. They must be retained until the schedule is amended.

In addition, retention periods prescribed in this schedule may be altered due to changes in legislation or functional requirements. Once such changes become known, no disposal may take place until the appropriate amendments are made to the schedule.

#### Legend:

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**PRIMARY HEADING: ADMINISTRATION**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Responsible Dept.</b>	<b>Total Retention (# of years after current year)</b>	<b>Retention Justification/ Citations</b>
A01	Associations and Organizations	Originating	1	business need
A02	Staff Committees and Meetings	Originating	4**	business need
A03	Computer Systems and Architecture	Corporate Services - Treasury	S+6	business need
A04	Conferences and Seminars	Originating	1**  Archival review if sponsored by the Municipality	business need
A05	Consultants	Originating	2**	business need
A06	Inventory Control	Originating	6	business need
A07	Office Equipment and Furniture	Originating	Disposal of item	business need
A08	Office Services	Originating	1	business need
A09	Policies and Procedures	Originating	15**	g046 g059 g060 g062 g125 g148 g155
A10	Records Management	Clerk's Department	S	business need
A11	Records Disposition	Clerk's Department	P	common practice (P) based on CAN/CGSB-72.34-2017: Electronic Record as Documentary Evidence
A12	Telecommunications Systems	Originating	S	business need
A13	Travel and Accommodation	Originating	1	business need
A14	Uniforms and Clothing	Originating	S**	business need
A15	Vendors and Suppliers	Originating	2	business need
A16	Intergovernmental Relations	Originating	5**	business need

**Legend:**

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**By-law 2022-68  
Exhibit A**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Responsible Dept.</b>	<b>Total Retention (# of years after current year)</b>	<b>Retention Justification/ Citations</b>
A17	Information Access and Privacy	Clerk's Department	2	g071
A18	Security	Originating	5	business need
A19	Facilities Construction and Renovations	Originating	Project finished and no outstanding issues + 2**	g059 g073
A20	Building and Property Maintenance	Originating	5 Setup tests and manuals = Equipment removed + 1 year	g049 g099 g123 g160
A21	Facilities Bookings	Originating	1	business need
A22	Accessibility of Services	Clerk's Department	5	g010
A23	Information Systems Production Activity & Control	Corporate Services – Information Services	2	business need
A24	Access Control & Passwords	Corporate Services – Information Services	5	business need
A25	Performance Management/ Quality Assurance	CAO	6	g110
A26	Building Structure Systems	Originating	Superseded or life of system/ asset	g046 g100
A27	Drawings	Originating	Superseded or life of system/ asset	g073 g141

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**PRIMARY HEADING: COUNCIL AND BY-LAWS**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Responsible Dept.</b>	<b>Total Retention (# of years after current year)</b>	<b>Retention Justification/ Citations</b>
C01	By-Laws	Clerk's Department	P**	g090 g131
C02	By-Laws - Other Municipalities	Clerk's Department	S	business need
C03	Council Agenda	Clerk's Department	S+5	business need
C04	Council Minutes	Clerk's Department	P** Working notes = 6 copies = 2	g131
C05	Council Committee Agenda	Clerk's Department	S	business need
C06	Council Committee Minutes	Clerk's Department	6**	g015
C07	Elections	Clerk's Department	Day action took effect or voting day + 4 Ballot = 120 days after voting or resolution of recount	g069 g070
C08	Goals and Objectives	Originating	10 **	g052 g159
C09	Motions and Resolutions	Clerk's Department	P**  Copy = 1	g131
C10	Motions and Resolutions - Other Municipalities	Clerk's Department	S	business need

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C11	Reports to Council	Clerk's Department	P**	common practice – also included in Council Minutes
C12	Appointments to Boards and Committees	Clerk's Department	P**	g131
C13	Accountability Transparency & Governance	Clerk's Department	2	g059

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**PRIMARY HEADING: DEVELOPMENT AND PLANNING**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Responsible Dept.</b>	<b>Total Retention (# of years after current year)</b>	<b>Retention Justification/ Citations</b>
D01	Demographic Studies	Development Services - Planning	10**	business need
D02	Economic Development	Development Services - Planning	10**	business need
D03	Environment Planning	Development Services - Planning	15**	g008 g016 g068 g146 g156
D04	Residential Development	Development Services - Planning	10**	business need
D05	Natural Resources Planning	Development Services - Planning	5**	business need
D06	Tourism Development	Development Services - Planning	10**	business need
D07	Condominium Plans	Development Services - Planning	P Applications = 2 years after final decision	business need
D08	Official Plans	Clerk's Department	P**	g090 (15 years) common practice (P)
D09	Official Plan Amendment Applications	Development Services - Planning	Final decision or reflected in revised official plan + 5	
D10	Severances	Development Services - Planning	Land titles registration + 6	g133
D11	Site Plan Control	Development Services - Planning	P Application = 2 years after final decision	business need

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D12	Subdivision Plans	Development Services - Planning	P  Application = 2 years after final decision	business need
D13	Variance Applications	Development Services - Planning	P	common practice
D14	Zoning	Development Services - Planning	Final decision + 2	business need
D15	Easements	Development Services - Planning	Termination of right + 6**	g133
D16	Encroachments	Development Services - Planning	Termination of right + 6**	g133
D17	Annexation/ Amalgamation	Clerk's Department	P**	business need
D18	Community Improvement	Development Services - Planning	Completion of project + 6**	business need
D19	Municipal Addressing	Development Services - Planning	S+10**	business need
D20	Reference Plans	Development Services - Planning	P	business need
D21	Industrial/ Commercial Development	Development Services - Planning	10**	business need
D22	Digital Mapping	Development Services - Planning	S Excludes actual data residing on these systems	business need
D23	Agricultural Development	Development Services - Planning	10**	business need
D24	Official Plan Background	Development Services - Planning	Final Decision + 5	business need
D25	Deeming Process	Development Services - Planning	Final Decision + 2	business need

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D26	Development Charges Study	Development Services - Planning	10**	g128
D27	Part Lot Control	Development Services - Planning	Final Decision + 5	business need

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PRIMARY HEADING: ENVIRONMENTAL SERVICES

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E00	Environmental Services	Originating	1	business need
E01	Sanitary Sewers	Public Services – Technical Services & Infrastructure	Project completed & no outstanding issues + 2 Specifications = life of the asset as per A27	business need g059 g073 g089
E02	Storm Sewers	Public Services – Technical Services & Infrastructure	Project completed & no outstanding issues + 2 Specifications = life of the asset as per A27	business need g059 g073
E03	Treatment Plants - Wastewater	Public Services – Technical Services & Infrastructure	Report made or equipment decommissioned + 5 Specifications = life of the asset as per A27  Plans = cease to apply + 2	g008 g059 g073 g082 g089 g152
E04	Tree Maintenance	Public Services – Operations & Fleet	5	business need g089
E05	Air Quality Monitoring	Public Services – Facilities & Solid Waste	Later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5 + 5**	g008 g089

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E06	Utilities	Public Services – Technical Services & Infrastructure	5**	business need
E07	Waste Management	Public Services – Facilities & Solid Waste	10 or cease to apply + 10**  Post landfill site closure documentation = closure + 25	g008 g037 g038 g039  g041 g042 g073 g089 g112 g117 g121 g138
E08	Water Works – Drinking Water Plant	Public Services – Technical Services & Infrastructure	15  Specifications = Permanent as per A27	g073 g082 g089 g108 g111
E09	Drains	Public Services – Technical Services & Infrastructure	E+5**  Specifications = Permanent as per A27	g073 g082
E10	Pits and Quarries	Public Services – Technical Services & Infrastructure	5**  Specifications = life of the pit or quarry	g073 g082
E11	Nutrient Management	Public Services – Technical Services & Infrastructure	5** or expiry of plan + 2 years	g129
E12	Private Sewage Disposal Systems	Development Services	7**  Specifications = life of system	g037 g082 g129

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E13	Water Monitoring	Public Services – Technical Services & Infrastructure	Created, approved or plan no longer in force + 15	g008 g016 g082 g089 g108 g110 g111 g115
E14	Water Sampling	Public Services – Technical Services & Infrastructure  Child Care Facility	Created, approved or plan no longer in force + 15  Childcare facility plumbing flush and water testing = 6	g008 g016 g082 g089 g108 g110 g111 g115
E15	Chemical Sampling of Water	Public Services – Technical Services & Infrastructure	Created, approved or plan no longer in force + 15	g008 g016 g089 g108 g111 g110
E16	Backflow Prevention and Cross Connection Control	Public Services – Technical Services & Infrastructure	15	g008 g082 g089 g108 g110 g111
E17	Energy Management	Public Services – Technical Services & Infrastructure	End of reporting period to which relates + 7	business need

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E18	Natural Heritage	Public Services	End of plan or designated year + 3	g057 g072 g089
E19	Renewable Energy	Public Services – Technical Services & Infrastructure	Created, approved or facility no longer in force + 15	g060
E20	Source Water Protection	Public Services – Technical Services & Infrastructure	Created, approved or plan no longer in force + 15	business need g016 g060
E21	MOE Environmental Compliance Approvals	Public Services – Technical Services & Infrastructure	Cease to apply + 3	g038 g089 g115 g144
E22	Private/Small Water Systems	Public Services – Technical Services & Infrastructure	E+15  Maintenance = as long as equipment in use	g108 g115 g116
E23	Land Quality Monitoring	Public Services – Technical Services & Infrastructure	7	g082 g156
E24	Gasoline Storage & Dispensing	Public Services – Operations & Fleet	Use = 7  Tank install, inspection = system removed + 5	g045 g140 g141 g147 g158

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**PRIMARY HEADING: FINANCE AND ACCOUNTING**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Responsible Dept.</b>	<b>Total Retention (# of years after current year)</b>	<b>Retention Justification/ Citations</b>
F01	Accounts Payable	Corporate Services - Treasury	Close of fiscal tax year end +7  For welfare & childcare payments E = provincial government year end + 7	g005 g006 g007 g032 g034 g051 g053 g055 g062 g086 g096
F02	Accounts Receivable	Corporate Services - Treasury	Close of fiscal tax year end + 7	g006 g007 g032 g034 g053 g055 g062
F03	Audits	Corporate Services - Treasury	6	g032 g069
F04	Banking	Corporate Services - Treasury	Close of fiscal tax year end + 7	g007 g026 g053 g062
F05	Budgets and Estimates	Corporate Services - Treasury	6**	business need
F06	Assets	Corporate Services - Treasury	Disposal of asset + 10**	g006 g007
F07	Cheques	Corporate Services - Treasury	6	g006 g007 g034 g086

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F08	Debentures and Bonds	Corporate Services - Treasury	Debentures surrendered for exchange/cancellation + 6	g007
F09	Employee and Council Expenses	Corporate Services - Treasury	Close of fiscal tax year + 7	g006 g007
F10	Financial Statements	Corporate Services - Treasury	P**	g069
F11	Grants and Loans	Corporate Services - Treasury	Repayment of loan + 6	g006 g007
F12	Investments	Corporate Services - Treasury	Closure of account + 6	g006
F13	Journal Vouchers	Corporate Services - Treasury	Close of fiscal tax year + 6	g006 g007 g032 g034 g055
F14	Subsidiary Ledgers, Registers, and Journals	Corporate Services - Treasury	Close of fiscal tax year + 7**	g001 g005 g006 g007 g026 g032 g034 g053 g055 g086
F15	General Ledgers and Journals	Corporate Services - Treasury	P	g001 g006 g007 g032 g034 g055 g131

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F16	Payroll	Corporate Services - Treasury	Close of fiscal tax year + 6	g001 g005 g007 g019 g032 g034
F17	Purchase Orders and Requisitions	Corporate Services - Treasury	Close of fiscal tax year + 7	g006 g007 g032 g053 g062
F18	Quotations and Tenders	Corporate Services - Treasury	E+7**  Unsuccessful bids - retain for 1 year from contract award	g006 g007 g032 g053 g062
F19	Receipts	Corporate Services - Treasury	7	g006 g007 g032 g097
F20	Reserve Funds	Corporate Services - Treasury	6	g069
F21	Revenues	Corporate Services - Treasury	7  Records related to mortgages must be kept for 10 years.	g026 g032 g053 g062 g095

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F22	Tax Rolls and Records	Clerk's Department	P  Tax rolls = when no longer required for planning purposes	g007 g068 g095 (20-year limitation) g161 common practice (P)
F23	Write Offs	Corporate Services - Treasury	6 Court services write-offs – 37 years	g006 g007 g027
F24	Trust Funds	Originating	Fiscal year or last day of residence + 7	g047 g051 g062 g097
F25	Security Deposit	Corporate Services - Treasury	Closure of account + 6	g006 g007
F26	Working Papers - Financial	Corporate Services - Treasury	After completion of audit + 1	business need
F27	Regulatory Reporting – Financial	Corporate Services - Treasury	6	business need

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**PRIMARY HEADING: HUMAN RESOURCES**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Responsible Dept.</b>	<b>Total Retention (# of years after current year)</b>	<b>Retention Justification/ Citations</b>
H01	Attendance and Scheduling	Human Resources	5  Driver's daily logs = 6 months  Public vehicle and trip reports – 1 year	g035 g050 g151
H02	Benefits Program	Human Resources	S	business need
H03	Employee Records	Human Resources	Date employee ceased to be employed by employer + 5  Drinking Water system training record = 5  Confined space training = cease to perform work and at least 5 years  Salt program training = 7  Long-term care home staff = termination + 7  Firefighter employment terms = 25	g035 g045 g065 g103 g139 g148

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H04	Health and Safety	Human Resources	3  Accident reports for construction projects retained with project 1 year after project completion	g045 g059 g076 g078 g123 g125
H05	Human Resource Planning	Human Resources	Day last used + 1 year (Human Rights special program designation minimum of 5 years)**	g054
H06	Job Descriptions	Human Resources	S**	business need
H07	Labour Relations	Human Resources	Expiry of contract period + 10**	g013
H08	Organization Design	Originating	S**	business need
H09	Salary Planning	Human Resources	5	business need
H10	Pension and Benefits Records	Human Resources	Termination of employee + 6	g001 g088
H11	Recruitment	Human Resources	1	g071

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H12	Training and Development	Human Resources	Date when that particular course ceases to be offered + 2**  Salt use training materials – 7 years  Drinking water training materials– 5 years  Only courses developed and presented by the Municipality are subject to archival selection	g043 g045 g139 g148
H13	Claims	Human Resources	Resolution of claim + 3  Hazardous exposure claims = longer of 40 years or 20 years after last record made	g078 g125
H14	Grievances	Human Resources	Resolution of claim + 10	g013 g054
H15	Harassment And Violence	Human Resources	Resolution of complaint + 3	g054 g059 business need

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H16	Criminal Background Checks	Human Resources	Date employee ceased to be employed by employer + 7	business need
H17	Employee Medical Records – Hazardous Materials	Human Resources	E+40  or 20 years after last record of exposure	g078 g079 g103
H18	Employee Medical Records	Human Resources	When STD/LTD claims are resolved + 3	g078 business need
H19	Disability Management	Human Resources	Day issued or earlier as may be specified by Commission + 5	g010 g054
H20	Confined Spaces	Human Resources	1 year or the period necessary to ensure 2 most recent records retained	g075
H21	Employee Recognition	Human Resources	5	business need
H22	Employee Certifications	Human Resources	certification expired + 2	g059 g077

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PRIMARY HEADING: JUSTICE

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
J01	Certificates of Offence (Part I)	Originating	Completion + 2	g024 MOU
J02	Information (Part III)/ Accident and Careless Driving Part 1	Originating	Completion + 6	g022 g023 MOU
J03	Control Lists/ Justice Reports	Not Applicable	4	MOU
J04	Court Dockets	Not Applicable	3  Statement of defence – not set to trial = 5	g025 g093 g150 MOU
J05	Transcripts and Records of Court Proceedings	Not Applicable	6**	g029 g093 MOU
J06	Enforcements & Suspensions	Originating	8	MOU
J07	Appeals & Transfers	Originating	7	MOU
J08	Statistics/ Payment Tracking	Originating	8	MOU
J09	Disclosure	Originating	6	MOU
J10	Certificates of Conviction Part 2	Not Applicable	6	MOU

**Legend:**

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**PRIMARY HEADING: LEGAL AFFAIRS**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Responsible Dept.</b>	<b>Total Retention (# of years after current year)</b>	<b>Retention Justification/ Citations</b>
L01	Appeals and Hearings	Clerk's Department	P  After Resolution of appeal	g059 g060 g068 g089 g090 (15 years) common practice (P)
L02	Claims Against the Municipality	Clerk's Department	Resolution of claim and all appeals + 2  ultimate limitation = 15 years	g047 g056 g059 g060 g089 g162
L03	Claims By the Municipality	Clerk's Department	Resolution of claim and all appeals + 2	g056 g057 g072
L04	Contracts and Agreements - Under By-Law	Clerk's Department	act or omission on which claim is based took place + 15**	g060 g068
L05	Insurance Appraisals	Clerk's Department	After a new appraisal has been done + 15	g060
L06	Insurance Policies	Clerk's Department	Expiry of policy + 15	g060
L07	Land Acquisition and Sale	Clerk's Department	Property disposition + 10 years  Renewable energy projects agreements terms may not be more than 50 years  Append abandoned petroleum storage tank to deed	g041 g095 g133 g153

**Legend:**

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**By-law 2022-68  
Exhibit A**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Responsible Dept.</b>	<b>Total Retention (# of years after current year)</b>	<b>Retention Justification/ Citations</b>
L08	Opinions and Briefs	Clerk's Department	S**	business need
L09	Precedents	Clerk's Department	S**	business need
L10	Federal Legislation	Originating	S	business need
L11	Provincial Legislation	Originating	S	business need
L12	Vital Statistics	Clerk's Department	P (may be captured in provincial registry?)  Marriage licences 2 years	common practice (P)
L13	Prosecutions	Originating	Delivery of judgement + 7	g059 (2 year limitation) g060 (15 year limitation) common practice
L14	Contracts and Agreements – Simple	Clerk's Department	Expiry of contract + 2**  Long term care service providers = expiry + 7	g041 g042 g053 g059 g062 g130

**Legend:**

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**PRIMARY HEADING: MEDIA AND PUBLIC RELATIONS**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Responsible Dept.</b>	<b>Total Retention (# of years after current year)</b>	<b>Retention Justification/ Citations</b>
M01	Advertising	Originating	1**	business need
M02	Ceremonies and Events	Originating	5**	business need
M03	Charitable Campaigns/Fund Raising	Originating	1	business need
M04	Complaints Commendations and Inquiries	Originating	5**	g054 g121 g154 g160
M05	News Clippings	Originating	1**	business need
M06	News Releases	Originating	1**	business need
M07	Publications	Originating	S**  S+3 if publication is subject to copyright or trademark	g134
M08	Speeches and Presentations	Originating	3**	business need
M09	Visual Identity and Insignia	Clerk's Department	S+5**	g134 g136
M10	Website & Social Media Content	Originating	S + 2	g059
M11	Public Relations and Public Awareness	Originating	5**	business need
M12	Intellectual Property	Clerk's Department	Copyright, patent or trademark expired or last use + 5 years	g134 g135 g136

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**PRIMARY HEADING: PROTECTION AND ENFORCEMENT SERVICES**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Responsible Dept.</b>	<b>Total Retention (# of years after current year)</b>	<b>Retention Justification/ Citations</b>
P01	By-law Enforcement	Originating	6**	g059 g089
P02	Daily Occurrence Logs	Originating	5**	business need
P03	Emergency Planning and Response	Originating	S** or expiry of plan + 5 if Canadian Environmental Protection Act applies	g144
P04	Hazardous Materials	Originating	S+5	g038 g076 g121 g140 g142 g143 g149
P05	Incident/ Accident Reports	Originating	5	g011
P06	Building and Structural Inspections	Development Services – Building  Emergency Services	Inspections = 2 initial fire system test report = life of system	g015 g045 g046 g073 g123
P07	Health and Fire Safety Inspections	Originating	S, minimum 1 year	g045
P08	Investigations	Originating	10**	g059 g089 common practice
P09	Licences	Clerk’s Department	Expiry of licence + 2	g017
P10	Building Permits	Development Services - Building	P	g090 (15 years) common practice (P)

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Exhibit A**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Responsible Dept.</b>	<b>Total Retention (# of years after current year)</b>	<b>Retention Justification/ Citations</b>
P11	Permits - Other	Originating	Expiry of permit + 2	g017
P12	Warrants	Originating	Execution of warrant + 2  Court services search warrants – 40 years	g028 g059
P13	Criminal Records	Originating	Occurrence/ investigation closed or disposition of charge + 5	business need
P14	Animal Control	Originating	date animal was last in the pound + 2	g012
P15	Community Protection Programs	Originating	S+2** Surveillance video 72 hours unless requisitioned for use If requisitioned for use (MFIPPA or other investigation) = S+2	g071 business need
P16	Emergency Services	Originating	S+5	g011
P17	EMS and Fire Significant Incident & Impact Reports	Originating	S+5	g011
P18	EMS and Fire Accident Response Reports	Originating	S+5	g011
P19	EMS and Fire Statistics	Originating	S+2	business need
P20	Prohibition Notices & Orders	Originating	15	g016

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Exhibit A**

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
P21	Facilities Routine Water Use, Monitoring and Testing	Public Services Recreation & Arena  Child Care Facility	Pools and recreational camps = 1  Childcare facility plumbing flush and water testing = 6	g049 g109

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**PRIMARY HEADING: RECREATION AND CULTURE**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Responsible Dept.</b>	<b>Total Retention (# of years after current year)</b>	<b>Retention Justification/ Citations</b>
R01	Heritage Preservation	Clerk's Department	End of plan year or removal of designation + 3**	g081
R02	Library Services	Clerk's Department	5	g134
R03	Museum and Archival Services	Clerk's Department	S + 3**	g134
R04	Parks Management	Public Services – Recreation & Arena	Park maintenance = 5** Playground equipment maintenance = 15	g060 business need
R05	intentionally left blank			
R06	Recreational Programming	Public Services – Recreation & Arena	Program development & evaluation = 3**  Program registration = 1  Attendance fee collection = 6	business need g071 g006

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**PRIMARY HEADING: SOCIAL AND HEALTH CARE SERVICES**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Responsible Dept.</b>	<b>Total Retention (# of years after current year)</b>	<b>Retention Justification/ Citations</b>
S01	Children's Day Care and Day Nursery Services	Not Applicable	S (review after 3 years)	g125
S02	Elderly and Supportive Assistance Services	Not Applicable	S (review after 3 years)	business need
S03	Long Term Care Facility Clients	Not Applicable	Discharged + 10	g061 g097
S04	Community and Social Assistance Services	Not Applicable	S (review after 3 years)	business need
S05	Ontario Works Clients	Not Applicable	Date of last entry + 5  Outstanding overpayment = overpayment resolved + 5  Fraud investigation = fraud resolved + 5  Outstanding family support issues = 10	g019 g084 g085
S06	Medical Case Clients	Not Applicable	Discharged as a client + 15 years  Note: reportable diseases may be longer	g060  college of physicians & surgeons of Ontario recommendation
S07	Children's Services	Not Applicable	S (review after 3 years)	business need
S08	Public Health	Originating	S (review after 5 years)	business need

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<b>Class Code</b>	<b>Secondary Heading</b>	<b>Responsible Dept.</b>	<b>Total Retention (# of years after current year)</b>	<b>Retention Justification/ Citations</b>
S09	Cemetery Interment	Corporate Services	P** Transfer to archives if no longer managed  Burial permits = 2	g048 g101
S10	Day Care and Day Nursery Clients	Not Applicable	Last participated date + 3	g126
S11	Disabilities Support Clients	Not Applicable	No longer receiving support + 7	g155
S12	Housing Services	Not Applicable	10	g052 g163
S13	Housing Tenant Clients	Not Applicable	No longer resides + 5	g053 g163
S14	Home Child Care Program Administration	Not Applicable	3	g125
S15	Home Child Care Program Clients	Not Applicable	Last participated date + 3	g126
S16	Social and Health Care Planning and Management	Not Applicable	7 years	business need
S17	Client Care Coordination	Not Applicable	No longer receiving support + 10	g019 g053 g084 g085 g126 g155
S18	Long Term Care Operations	Not Applicable	4	g003 g064 g163
S19	Food Preparation and Service	Not Applicable	1	g063
S20	Cemetery Operations	Corporate Services	Contract fulfilled or no longer applies + 6 years	g047

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**PRIMARY HEADING: TRANSPORTATION**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Responsible Dept.</b>	<b>Total Retention (# of years after current year)</b>	<b>Retention Justification/ Citations</b>
T01	Illumination	Public Services – Technical Services & Infrastructure	Removal of the equipment + 6 Specifications = P	business need
T02	Parking	Public Services – Technical Services & Infrastructure	Closure of lot or space + 6	business need
T03	Public Transit Operations	Public Services – Operations & Fleet	Closure of route/ shelter/ stop + 1**, 2 year minimum retention	business need g094
T04	Road Construction	Public Services – Technical Services & Infrastructure	Project finished + 1** Specifications = P	g073
T05	Road Design and Planning	Public Services – Technical Services & Infrastructure	Project finished + 1** Specifications = P	g073
T06	Road Maintenance and Salt Usage	Public Services – Operations & Fleet	Project finished + 1 salt plans, usage, training and reports = 7 years Specifications = P	g073 g139
T07	Signs and Signals	Public Services – Operations & Fleet	Removal of sign/signal + 1	g073
T08	Traffic	Public Services – Technical Services & Infrastructure	project finished + 1**  Temporary road closures = 2 years	business need
T09	Roads and Lanes Openings/ Closures	Public Services – Operations & Fleet	Project finished + 1**	business need
T10	Field Survey/Road Survey Books	Public Services – Technical Services & Infrastructure	Project finished + 1	business need

**Legend:**

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Exhibit A**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Responsible Dept.</b>	<b>Total Retention (# of years after current year)</b>	<b>Retention Justification/ Citations</b>
T11	Bridges	Public Services – Technical Services & Infrastructure	Project finished + 1 Specifications = P	g073

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**PRIMARY HEADING: VEHICLES AND EQUIPMENT**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Responsible Dept.</b>	<b>Total Retention (# of years after current year)</b>	<b>Retention Justification/ Citations</b>
V01	Fleet Management	Public Services – Operations & Fleet	Termination of lease) + 2  Public vehicles trip record = 1 Daily Inspection Logs = 2 years or 6 months after vehicle ceases to be operated	g050 g074 g094 g130
V02	Mobile Equipment	Originating	Disposal of equipment + 1	g074 common practice
V03	Transportable Equipment	Originating	Disposal of equipment + 1	g074 common practice
V04	Protective Equipment	Originating	Disposal of equipment + 1	g074 g075 common practice
V05	Ancillary Equipment	Originating	Disposal of equipment + 1  Set-up tests = until superseded	g074 g157

**Legend:**

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**TRANSITORY RECORDS**

The following records are common to most divisions and are normally required for a very limited period of time. Unless otherwise specified in the schedule, or unless required for legal or legislated purposes, these records may be destroyed when their value ceases as determined by the individual work unit.

<b>Class Code</b>	<b>Record Series Description</b>
N/A	Additional Duplicate Copies: Additional copies of records. Includes those created for ease of reference or for distribution at meetings, training sessions, etc. Examples include multiple copies of project or committee materials such as minutes, reports, agendas, etc. as sent to various committee members and staff. Duplicate copies of documents retained only for distribution or convenience (e.g. multiple copies of reports or memos).
N/A	Telephone Messages: Includes personal telephone messages and simple telephone messages recorded on post-it notes, message pads, log books, and in voicemail which do not record official business decisions, or have future business, financial, operational, administrative, legal, vital, or archival value.
N/A	Working Papers: Rough notes, work preparation materials and instructions, calculations, preliminary drafts, rough research notes and similar materials used in the preparation of correspondence, statistical tables, reports or other records. Preliminary drafts of letters, memoranda, reports, etc. which do not form significant stages in the preparation of a final document and do not record official business decisions, or have future business, financial, operational, administrative, legal, vital, or archival value.
N/A	Miscellaneous Notices or Memoranda: Includes "All Staff" emails, messages on upcoming special events, or memos on minor administrative details.
N/A	External Publications: Includes administrative manuals, directories, catalogues, newsletters, pamphlets and periodicals produced by organizations external to the municipality. Also Includes unsolicited advertising, brochures and flyers.

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## 02-01-05 SCOPE NOTES 2020 MANUAL CONTROL AND USE

Tab:	<b>Records classification system</b>	#:	<b>02-01-05</b>
Section:	<b>The System</b>	Page:	1 of 62
Subject:	<b>Scope notes</b>	Date:	2020- 07

<b>A</b>	<b>ADMINISTRATION</b> Includes records regarding routine administration and office services functions.
<b>C</b>	<b>COUNCIL, BOARDS AND BY-LAWS</b> Includes records regarding the establishment of policy and by-laws, and the operations of Council and of Boards for which Council is responsible.
<b>D</b>	<b>DEVELOPMENT AND PLANNING</b> 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.
<b>E</b>	<b>ENVIRONMENTAL SERVICES</b> 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.
<b>F</b>	<b>FINANCE AND ACCOUNTING</b> Includes records regarding the management of funds.
<b>H</b>	<b>HUMAN RESOURCES</b> Includes records regarding the municipality's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.
<b>J</b>	<b>JUSTICE</b> Includes records regarding POA and Court activities.
<b>L</b>	<b>LEGAL AFFAIRS</b> Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.
<b>M</b>	<b>MEDIA AND PUBLIC RELATIONS</b> Includes records regarding the municipality's relationship with the media and the general public.

<b>P</b>	<b>PROTECTION AND ENFORCEMENT SERVICES</b> Includes records regarding the operational functions of law enforcement, licensing, public protection, fire prevention and within the community.
<b>R</b>	<b>RECREATION AND CULTURE</b> Includes records regarding the provision of recreational and cultural services to the community.
<b>S</b>	<b>SOCIAL AND HEALTH CARE SERVICES</b> Includes records regarding social services and health care programs.
<b>T</b>	<b>TRANSPORTATION SERVICES</b> Includes records regarding the development and improvement of transportation systems (roads and public transit).
<b>V</b>	<b>VEHICLES AND EQUIPMENT</b> Includes records regarding municipal vehicles and equipment. Includes records on fleet management, mobile equipment, and protective equipment and related maintenance activities.

## ADMINISTRATION - A

<p><b>A01</b></p>	<p><b>ASSOCIATIONS AND ORGANIZATIONS</b></p> <p>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 &amp; Community Citizens Association, AMCTO, MISA, Ontario Farm Drainage Association, etc. <b>Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.</b></p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Membership Fees - see F01</li> </ul>
<p><b>A02</b></p>	<p><b>STAFF COMMITTEES AND MEETINGS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Council Minutes and Agenda - see C03-C04</li> <li>• Standing Committees - see C05-C06</li> <li>• Health &amp; Safety Committee Meetings – see H04</li> </ul>
<p><b>A03</b></p>	<p><b>COMPUTER SYSTEMS AND ARCHITECTURE</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Reports - file by subject</li> <li>• Acquisitions - see F18</li> </ul>

<b>A04</b>	<b>CONFERENCES AND SEMINARS</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Speeches and Presentations - see M08</li><li>• Accommodation &amp; Travel Arrangements – see A13</li><li>• Employee and Council Expenses - see F09</li><li>• Ceremonies and Events - see M02</li><li>• Invoices - see F01</li><li>• Rental Agreements - see L14</li></ul>
<b>A05</b>	<b>CONSULTANTS</b>  Category removed. Records contained should be filed in other classification categories.  For: <ul style="list-style-type: none"><li>• Reports - file by subject</li><li>• Consulting relationship management and evaluation – see A15</li><li>• Project based monitoring of consultant activities – see project file</li><li>• Procurement, Quotations and Tenders - see F18</li><li>• Invoices - see F01</li></ul>
<b>A06</b>	<b>INVENTORY CONTROL</b>  Includes inventory statements and reports, and all other records regarding the control of supplies, furnishings and office and small equipment stock levels.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Assets - see F06</li><li>• Controlled Drug Substances – see S18</li><li>• Petroleum Products – see E24</li></ul>

<b>A07</b>	<p><b>OFFICE EQUIPMENT AND FURNITURE</b></p> <p>Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Computer Hardware and Software - see A03</li> <li>• Service Agreements - see L14</li> <li>• Assets - see F06</li> </ul>
<b>A08</b>	<p><b>OFFICE SERVICES</b></p> <p>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.</p>
<b>A09</b>	<p><b>POLICIES AND PROCEDURES</b></p> <p>Includes policy and procedure manuals, work instructions, protocols, guidelines and directives relating to administrative, governance and operational processes.</p>
<b>A10</b>	<p><b>RECORDS MANAGEMENT</b></p> <p>Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, classification structures, feasibility studies, and records centre operations.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Retention By-Law - see C01</li> <li>• Policies and Procedures - see A09</li> <li>• Records Disposition - see A11</li> </ul>
<b>A11</b>	<p><b>RECORDS DISPOSITION</b></p> <p>Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.</p>

<b>A12</b>	<b>TELECOMMUNICATIONS SYSTEMS</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Licenses - see P09</li><li>• Assets - see F06</li><li>• Long Distance Call Records – see F01</li><li>• Agreements - see L04 or L14</li></ul>
<b>A13</b>	<b>TRAVEL AND ACCOMMODATION</b>  Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Employee and Council expenses – see F09</li></ul>
<b>A14</b>	<b>UNIFORMS AND CLOTHING</b>  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.
<b>A15</b>	<b>VENDORS AND SUPPLIERS</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Purchase Orders and Requisitions - see F17</li><li>• Office Equipment - owned and leased - see A07</li><li>• Fleet Management - see V01</li></ul>

<p><b>A16</b></p>	<p><b>INTERGOVERNMENTAL RELATIONS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Legislation – see L10/L11</li> </ul>
<p><b>A17</b></p>	<p><b>INFORMATION ACCESS AND PRIVACY</b></p> <p>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).</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Copies of the Act - see L11</li> <li>• Non MFIPPA Complaints and Inquiries - see M04</li> </ul>
<p><b>A18</b></p>	<p><b>SECURITY</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Vandalism Reports - see P05</li> <li>• Computer Security - see A03</li> </ul>
<p><b>A19</b></p>	<p><b>FACILITIES CONSTRUCTION AND RENOVATIONS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• As-Builts and drawings – see A27</li> </ul>

<p><b>A20</b></p>	<p><b>BUILDING AND PROPERTY MAINTENANCE</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Parks Management - see R04</li> <li>• Building Systems – see A26</li> </ul>
<p><b>A21</b></p>	<p><b>FACILITIES BOOKINGS</b></p> <p>Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.</p>
<p><b>A22</b></p>	<p><b>ACCESSIBILITY OF SERVICES</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Report on services – see A25</li> </ul>
<p><b>A23</b></p>	<p><b>INFORMATION SYSTEMS PRODUCTION ACTIVITY AND CONTROL</b></p> <p>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.</p>
<p><b>A24</b></p>	<p><b>ACCESS CONTROL AND PASSWORDS</b></p> <p>Records related to the management of and access to programs. Includes individual access, password management, etc.</p>

<p><b>A25</b></p>	<p><b>PERFORMANCE MANAGEMENT/QUALITY ASSURANCE</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Employee performance appraisal - see H03</li> <li>• Council Goals &amp; Objectives - see C08</li> <li>• Financial Regulatory reporting, FIR and MPMP – see F27</li> </ul>
<p><b>A26</b></p>	<p><b>BUILDING STRUCTURE SYSTEMS</b></p> <p>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.</p>
<p><b>A27</b></p>	<p><b>DRAWINGS</b></p> <p>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.</p>

## COUNCIL, BOARDS AND BY-LAWS - C

<b>C01</b>	<b>BY-LAWS</b> 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.
<b>C02</b>	<b>BY-LAWS - OTHER MUNICIPALITIES</b> Includes final versions of by-laws of other municipalities which are of interest.
<b>C03</b>	<b>COUNCIL AGENDA</b> Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.
<b>C04</b>	<b>COUNCIL MINUTES</b> Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes and voting records. <b>Excludes:</b> <ul style="list-style-type: none"> <li>• Council Committees - see C05, C06</li> <li>• Reports to Council - see C11</li> </ul>
<b>C05</b>	<b>COUNCIL COMMITTEE AGENDA</b> Includes notices of meetings and agenda for the committees of Council as well as working notes used in agenda preparation.
<b>C06</b>	<b>COUNCIL COMMITTEE MINUTES</b> Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to.
<b>C07</b>	<b>ELECTIONS</b> 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.

<b>C08</b>	<p><b>GOALS AND OBJECTIVES</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Environmental Planning – see D03</li> <li>• Official Plan – see D08</li> </ul>
<b>C09</b>	<p><b>MOTIONS AND RESOLUTIONS</b></p> <p>Includes final signed versions of resolutions and motions of Council.</p>
<b>C10</b>	<p><b>MOTIONS AND RESOLUTIONS - OTHER MUNICIPALITIES</b></p> <p>Includes final versions of motions and resolutions of other municipalities which are of interest.</p>
<b>C11</b>	<p><b>REPORTS TO COUNCIL</b></p> <p>Includes all departmental reports to Council such as staff reports, the Treasurer’s agreements, investments and funds disposition reports. Filed by subject.</p>
<b>C12</b>	<p><b>APPOINTMENTS TO BOARDS AND COMMITTEES</b></p> <p>Includes records regarding appointments by Council of staff and council members to roles on council committees and boards.</p>
<b>C13</b>	<p><b>ACCOUNTABILITY, TRANSPARENCY &amp; GOVERNANCE</b></p> <p>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.</p>

## DEVELOPMENT AND PLANNING - D

<p><b>D01</b></p>	<p><b>DEMOGRAPHIC STUDIES</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Vital Statistics - see L12</li> </ul>
<p><b>D02</b></p>	<p><b>ECONOMIC DEVELOPMENT</b></p> <p>Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections, etc.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Demographic Studies - see D01</li> <li>• Residential Development - see D04</li> <li>• Tourism Development - see D06</li> <li>• Industrial/Commercial Development - see D21</li> </ul>
<p><b>D03</b></p>	<p><b>ENVIRONMENT PLANNING</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Environmental Monitoring - see E05, E13 - E15</li> <li>• Waste Management - see E07</li> <li>• Source Water Protection Committee – see E20</li> </ul>
<p><b>D04</b></p>	<p><b>RESIDENTIAL DEVELOPMENT</b></p> <p>Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.</p>

<p><b>D05</b></p>	<p><b>NATURAL RESOURCES PLANNING</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Tree maintenance – see E04</li> <li>• Natural Resource management and preservation – see E18</li> </ul>
<p><b>D06</b></p>	<p><b>TOURISM DEVELOPMENT</b></p> <p>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.</p>
<p><b>D07</b></p>	<p><b>CONDOMINIUM PLANS</b></p> <p>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.</p>
<p><b>D08</b></p>	<p><b>OFFICIAL PLANS</b></p> <p>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.</p>
<p><b>D09</b></p>	<p><b>OFFICIAL PLAN AMENDMENT APPLICATIONS</b></p> <p>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.</p>
<p><b>D10</b></p>	<p><b>SEVERANCES</b></p> <p>Includes records regarding the granting of severances to parcels of land including application for severance.</p>

<p><b>D11</b></p>	<p><b>SITE PLAN CONTROL</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Systems for Servicing Land - see relevant subject.</li> <li>• Site Plan Agreements - see L04</li> </ul>
<p><b>D12</b></p>	<p><b>SUBDIVISION PLANS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Subdivision Agreements - see L04</li> </ul>
<p><b>D13</b></p>	<p><b>VARIANCE APPLICATIONS</b></p> <p>Includes records regarding the pre-consultation and the granting of minor variances in land use including zoning applications from existing zoning regulations.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Budget Variances - see F05</li> </ul>
<p><b>D14</b></p>	<p><b>ZONING</b></p> <p>Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Zoning By-Laws - see C01</li> <li>• Variances - see D13</li> </ul>
<p><b>D15</b></p>	<p><b>EASEMENTS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Original Agreements - see L04</li> </ul>

<p><b>D16</b></p>	<p><b>ENCROACHMENTS</b></p> <p>Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Original Agreements - see L04</li> <li>• Original Encroachment By-Laws - see C01</li> </ul>
<p><b>D17</b></p>	<p><b>ANNEXATION/AMALGAMATION</b></p> <p>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.</p>
<p><b>D18</b></p>	<p><b>COMMUNITY IMPROVEMENT</b></p> <p>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, ie. RRAP, CMHC.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Economic Development - see D02</li> </ul>
<p><b>D19</b></p>	<p><b>MUNICIPAL ADDRESSING</b></p> <p>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.</p>
<p><b>D20</b></p>	<p><b>REFERENCE PLANS</b></p> <p>Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence.</p>
<p><b>D21</b></p>	<p><b>INDUSTRIAL/COMMERCIAL DEVELOPMENT</b></p> <p>Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Agricultural Development – see D23</li> </ul>
<p><b>D22</b></p>	<p><b>DIGITAL MAPPING</b></p> <p>Includes all records used to produce maps and updates in a digital format as in a GIS.</p>

<b>D23</b>	<p><b>AGRICULTURAL DEVELOPMENT</b></p> <p>Includes all records regarding development of agricultural growth.</p>
<b>D24</b>	<p><b>OFFICIAL PLAN BACKGROUND</b></p> <p>Includes reports pertaining to amendments and changes to the Official Plan.</p>
<b>D25</b>	<p><b>DEEMING PROCESS</b></p> <p>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.</p>
<b>D26</b>	<p><b>DEVELOPMENT CHARGES STUDY</b></p> <p>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</p>
<b>D27</b>	<p><b>PART LOT CONTROL</b></p> <p>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.</p>

## ENVIRONMENTAL SERVICES - E

<p><b>E01</b></p>	<p><b>SANITARY SEWERS</b></p> <p>Includes records regarding the design, construction and maintenance of sanitary sewers such as underground conduits that carry off waste matter.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Waste Management - see E07</li> <li>• Storm Sewers - see E02</li> <li>• Treatment Plants - see E03</li> <li>• MOE Approvals – see E21</li> <li>• Drawings/As Built and specifications – see A27</li> </ul>
<p><b>E02</b></p>	<p><b>STORM SEWERS</b></p> <p>Includes records regarding the design, construction and maintenance of storm sewers such as underground conduits that carry off drainage water.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Drawings/ As Built and specifications – see A27</li> </ul>
<p><b>E03</b></p>	<p><b>TREATMENT PLANTS (Wastewater Treatment and Collection Systems)</b></p> <p>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 &amp; site-specific collection-related work (i.e. sewer rodding, lateral inspections, etc.). Also includes facility classification certificate and license to operate.</p> <p>May include records pertaining to Wastewater Treatment Facility and/or Collection upgrades design, construction and commissioning.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Private Sewage Disposal Systems – see E12</li> <li>• Drawings/ As Built and specifications – see A27</li> </ul>
<p><b>E04</b></p>	<p><b>TREE MAINTENANCE</b></p> <p>Includes records of tree removal, planting, trimming, pruning and preservation measures taken.</p>

<p><b>E05</b></p>	<p><b>AIR QUALITY MONITORING</b></p> <p>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, dusk, smog or gaseous impurities. Also includes claims and compliance orders.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Water Quality – see E13 to E15</li> <li>• By-Law Enforcement - see P01</li> <li>• Complaints and Inquiries - see M04</li> <li>• Land Quality Monitoring – see E23</li> </ul>
<p><b>E06</b></p>	<p><b>UTILITIES</b></p> <p>Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Site Plans - see D11</li> </ul>
<p><b>E07</b></p>	<p><b>WASTE MANAGEMENT</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Sanitary Sewers - see E01</li> <li>• Environment Planning - see D03</li> <li>• Private Sewage Disposal Systems – see E12</li> <li>• Annual reports on blue boxes, recycling program, etc. – see A25</li> </ul>

<p><b>E08</b></p>	<p><b>WATER WORKS (Drinking Water Plant)</b></p> <p>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 &amp; site-specific distribution-related work (i.e. water meters, curb stops, etc.)</p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Water Pumping Stations – see E03</li> <li>• Drawings/ As Built and specifications – see A27</li> </ul>
<p><b>E09</b></p>	<p><b>DRAINS</b></p> <p>Includes records regarding the design, construction and maintenance of drains (channel or pip) 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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Drawings/ As Built and specifications – see A27</li> </ul>
<p><b>E10</b></p>	<p><b>PITS AND QUARRIES</b></p> <p>Includes records regarding the design, construction, maintenance and monitoring of all pits and quarries. Includes engineer’s reports, assessments, general specifications and correspondence.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• License/permits – see P09</li> </ul>

<p><b>E11</b></p>	<p><b>NUTRIENT MANAGEMENT</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Strategy/plan review – see A25</li> </ul>
<p><b>E12</b></p>	<p><b>PRIVATE SEWAGE DISPOSAL SYSTEMS</b></p> <p>Includes records regarding the design, construction, maintenance and monitoring of private sanitary sewers and septic systems.</p>
<p><b>E13</b></p>	<p><b>WATER MONITORING</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Air Quality Monitoring – see E05</li> <li>• Land Quality Monitoring – see E23</li> <li>• By-Law Enforcement - see P01</li> <li>• Complaints and Inquiries - see M04</li> <li>• Annual reports – see A25</li> </ul>

<p><b>E14</b></p>	<p><b>WATER SAMPLING</b></p> <p>Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis – adverse samples, notices to Ministry – Spills Action Centre and local Health Unit.</p> <p>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 &amp; 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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Air Quality Monitoring – see E05</li> <li>• By-Law Enforcement - see P01</li> <li>• Complaints and Inquiries - see M04</li> <li>• Facilities Routine water use, monitoring &amp; testing – see P21</li> </ul>
<p><b>E15</b></p>	<p><b>CHEMICAL SAMPLING OF WATER</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Air Quality Monitoring – see E05</li> <li>• By-Law Enforcement - see P01</li> <li>• Complaints and Inquiries - see M04</li> <li>• Facilities Routine water use, monitoring &amp; testing – see P21</li> </ul>
<p><b>E16</b></p>	<p><b>BACKFLOW PREVENTION AND CROSS CONNECTION CONTROL</b></p> <p>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.</p>

<p><b>E17</b></p>	<p><b>ENERGY MANAGEMENT</b></p> <p>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.</p>
<p><b>E18</b></p>	<p><b>NATURAL HERITAGE</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Natural Resources Planning – see D05</li> <li>• Tree Maintenance – see E04</li> <li>• Conservation district plans – see R01</li> <li>• Archaeological and heritage site investigation reports – see R01</li> </ul>
<p><b>E19</b></p>	<p><b>RENEWABLE ENERGY</b></p> <p>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.</p>

<p><b>E20</b></p>	<p><b>SOURCE WATER PROTECTION</b></p> <p>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</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Risk Management Plans and/or Assessments - see D03</li> <li>• Prohibition Notices and Orders - P20</li> <li>• Contracts and Agreements - Simple (Not Under Seal) - L14</li> <li>• Soil Contamination – E23</li> <li>• Nutrient Management – E11</li> </ul>
<p><b>E21</b></p>	<p><b>MINISTRY OF THE ENVIRONMENT (MOE) ENVIRONMENTAL COMPLIANCE APPROVALS</b></p> <p>Includes Environmental Compliances issued by MOE to the municipality for municipal drinking water systems, municipal &amp; private sewage works and waste disposal sites, air quality, noise, storm-water management, storm sewers, culverts, etc.</p>
<p><b>E22</b></p>	<p><b>PRIVATE/SMALL WATER SYSTEMS</b></p> <p>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.</p>
<p><b>E23</b></p>	<p><b>LAND QUALITY MONITORING</b></p> <p>Includes records regarding the routine monitoring of land/soil quality and site condition reports as well as responses to interference with quality or contamination.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Water Quality – see E13 to E15</li> <li>• By-Law Enforcement - see P01</li> <li>• Complaints and Inquiries - see M04</li> <li>• Air Quality Monitoring – see E05</li> <li>• Natural Heritage – E18</li> </ul>

**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).

**Excludes:**

- Underground storage abandonment record – see L07
- Major spills – see E23

## FINANCE AND ACCOUNTING – F

<b>F01</b>	<b>ACCOUNTS PAYABLE</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Cancelled Cheques - see F07</li><li>• Employee and council expenses – see F09</li></ul>
<b>F02</b>	<b>ACCOUNTS RECEIVABLE</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Write-offs - see F23</li><li>• Tax Assessments, Rolls and Tax Arrears - see F22</li></ul>
<b>F03</b>	<b>AUDITS</b>  Includes records regarding internal and external financial audits of accounts.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Operational audits - see relevant subject.</li><li>• Audited Financial Statements - see Financial Statements, F10</li></ul>
<b>F04</b>	<b>BANKING</b>  Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Banking Statements - see F07</li></ul>
<b>F05</b>	<b>BUDGETS AND ESTIMATES</b>  Includes departmental and corporate budgets and plans, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.

<p><b>F06</b></p>	<p><b>ASSETS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Land Acquisition and Sale - see L07</li> </ul>
<p><b>F07</b></p>	<p><b>CHEQUES</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Banking - see F04</li> </ul>
<p><b>F08</b></p>	<p><b>DEBENTURES AND BONDS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Debenture Registers - see Subsidiary Ledgers, Registers and Journals, F14</li> </ul>
<p><b>F09</b></p>	<p><b>EMPLOYEE AND COUNCIL EXPENSES</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Attendance - see H01</li> <li>• Honoraria and fees to Council – see F16</li> </ul>
<p><b>F10</b></p>	<p><b>FINANCIAL STATEMENTS</b></p> <p>Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• all working notes, calculations and background documentation, see F26</li> </ul>

<b>F11</b>	<p><b>GRANTS AND LOANS</b></p> <p>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.</p>
<b>F12</b>	<p><b>INVESTMENTS</b></p> <p>Includes records regarding the municipality's investments, term deposits, and promissory notes.</p>
<b>F13</b>	<p><b>JOURNAL VOUCHERS</b></p> <p>Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.</p>
<b>F14</b>	<p><b>SUBSIDIARY LEDGERS, REGISTERS AND JOURNALS</b></p> <p>Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Documents and vouchers used to support entries - see relevant subject in this Primary.</li> </ul>
<b>F15</b>	<p><b>GENERAL LEDGERS AND JOURNALS</b></p> <p>Includes all records in the Books of Original Entry.</p>
<b>F16</b>	<p><b>PAYROLL</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Payroll Registers - Subsidiary Ledgers, Registers and Journals - see F14</li> <li>• Non-payroll related government and statistical reporting – see F27</li> </ul>

<p><b>F17</b></p>	<p><b>PURCHASE ORDERS AND REQUISITIONS</b></p> <p>Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Quotations and Tenders - see F18</li> </ul>
<p><b>F18</b></p>	<p><b>QUOTATIONS AND TENDERS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• successful quotations and tenders - see Contracts and Agreements, L04</li> </ul>
<p><b>F19</b></p>	<p><b>RECEIPTS</b></p> <p>Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the municipality.</p>
<p><b>F20</b></p>	<p><b>RESERVE FUNDS</b></p> <p>Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.</p>
<p><b>F21</b></p>	<p><b>REVENUES</b></p> <p>Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Accounts Receivable - see F02</li> <li>• Tax Rolls - see F22</li> </ul>

<p><b>F22</b></p>	<p><b>TAX ROLLS AND RECORDS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Accounts Receivable - see F02</li> <li>• Mortgage Companies - see F02</li> <li>• Correspondence related to tax issues that are not of a long term importance - see F02</li> </ul>
<p><b>F23</b></p>	<p><b>WRITE-OFFS</b></p> <p>Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Accounts Receivable - see F02</li> </ul>
<p><b>F24</b></p>	<p><b>TRUST FUNDS</b></p> <p>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.</p>
<p><b>F25</b></p>	<p><b>SECURITY DEPOSITS</b></p> <p>Includes development deposits, letters of credit, certificates of insurance when required and records of monies held as security (i.e. bonds).</p>
<p><b>F26</b></p>	<p><b>WORKING PAPERS – FINANCIAL</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Financial Statements - see F10</li> </ul>

**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.

**Excludes:**

- Performance management & quality assurance – see A25

## HUMAN RESOURCES – H

<p><b>H01</b></p>	<p><b>ATTENDANCE AND SCHEDULING</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Individual Time Sheets - see F16</li> <li>• Vacation Time and Pay – see F16</li> </ul>
<p><b>H02</b></p>	<p><b>BENEFITS PROGRAM</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Payroll - see F16</li> <li>• Individual Pension and Benefit records – see H10</li> </ul>
<p><b>H03</b></p>	<p><b>EMPLOYEE RECORDS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Grievances – see H14</li> <li>• Harassment – see H15</li> <li>• Health &amp; Safety Training - see H04</li> </ul>

<p><b>H04</b></p>	<p><b>HEALTH AND SAFETY</b></p> <p>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 &amp; Insurance Board reports, WSIB certificates, and information on health and safety programs training for staff. Also includes Health &amp; Safety Committee meeting minutes.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Accidents of the Public - see P05</li> <li>• Lost-time reports and claims – see H13</li> </ul>
<p><b>H05</b></p>	<p><b>HUMAN RESOURCE PLANNING</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Employee Records - see H03</li> </ul>
<p><b>H06</b></p>	<p><b>JOB DESCRIPTIONS</b></p> <p>Includes job descriptions and specifications as well as background information used in their preparation or amendment.</p>
<p><b>H07</b></p>	<p><b>LABOUR RELATIONS</b></p> <p>Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Collective Agreement – see L04</li> </ul>
<p><b>H08</b></p>	<p><b>ORGANIZATION DESIGN</b></p> <p>Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Job Descriptions - see H06</li> </ul>

<p><b>H09</b></p>	<p><b>SALARY PLANNING</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Employee Records - see H03</li> </ul>
<p><b>H10</b></p>	<p><b>PENSION AND BENEFITS RECORDS</b></p> <p>Includes records detailing obligations to individuals under OMERS. Includes pension and benefit information of current and retired personnel, including registration/enrolment and records.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Deductions for pensions – see F16</li> <li>• General information on pension plans - H02</li> <li>• Payments made to OMERS - F01</li> </ul>
<p><b>H11</b></p>	<p><b>RECRUITMENT</b></p> <p>Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Successful applications – see H03</li> </ul>
<p><b>H12</b></p>	<p><b>TRAINING AND DEVELOPMENT</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Individual Employee Training Records - see H03</li> </ul>
<p><b>H13</b></p>	<p><b>CLAIMS</b></p> <p>Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice, accident report</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Non lost-time incidents or accidents - See H04</li> <li>• Self-insured STD – See H04</li> </ul>

<p><b>H14</b></p>	<p><b>GRIEVANCES</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Harassment &amp; Violence – see H15</li> </ul>
<p><b>H15</b></p>	<p><b>HARASSMENT AND VIOLENCE</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Grievances – see H14</li> <li>• Abuse investigation records not involving staff – P08</li> </ul>
<p><b>H16</b></p>	<p><b>CRIMINAL BACKGROUND CHECKS</b></p> <p>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.</p>
<p><b>H17</b></p>	<p><b>EMPLOYEE MEDICAL RECORDS – HAZARDOUS MATERIALS</b></p> <p>Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.</p>
<p><b>H18</b></p>	<p><b>EMPLOYEE MEDICAL RECORDS</b></p> <p>Includes doctor’s notes, correspondence, and health reports related to an employee’s medical situation.</p>
<p><b>H19</b></p>	<p><b>DISABILITY MANAGEMENT</b></p> <p>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.</p>

<b>H20</b>	<b>CONFINED SPACES</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Health &amp; Safety – see H03</li><li>• Staff training – see H12</li></ul>
<b>H21</b>	<b>EMPLOYEE RECOGNITION</b>  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.
<b>H22</b>	<b>EMPLOYEE CERTIFICATIONS</b>  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.

## JUSTICE – J

<b>J01</b>	<b>CERTIFICATES OF OFFENCE (PART I)</b> Includes Part 1 Certificates of Offence excluding Accident and Careless Driving offences. Records identified as POA schedule # CD-4R1. <b>Excludes:</b> <ul style="list-style-type: none"><li>• Part 1 accident and careless driving matters – see J02</li></ul>
<b>J02</b>	<b>INFORMATIONS PART III / ACCIDENT AND CARELESS DRIVING PART I</b> 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.
<b>J03</b>	<b>CONTROL LISTS / JUSTICE REPORTS</b> Includes certificate control lists and reports from Municipal and Provincial agencies such as Police, M.T.O. and M.N.R. etc.
<b>J04</b>	<b>COURT DOCKETS</b> 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.
<b>J05</b>	<b>TRANSCRIPTS &amp; RECORDS OF COURT PROCEEDINGS</b> Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes and log books.
<b>J06</b>	<b>ENFORCEMENTS &amp; SUSPENSIONS</b> 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.
<b>J07</b>	<b>APPEALS &amp; TRANSFERS</b> Includes records of appeals and of transfers to and from other Courts. <b>Excludes:</b> <ul style="list-style-type: none"><li>• Appeals &amp; Hearings (Municipal) – L01</li></ul>

<b>J08</b>	<b>STATISTICS/PAYMENT TRACKING</b> 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 RICM cash payments and receipt reports, analysis, adjustments.
<b>J09</b>	<b>DISCLOSURE</b> Includes information requested by individuals in preparation for court cases.
<b>J10</b>	<b>CERTIFICATES OF CONVICTION (PART 2)</b> Includes Court and POA records including Part 2 - Certificates of Conviction.

**LEGAL AFFAIRS – L**

<p><b>L01</b></p>	<p><b>APPEALS AND HEARINGS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Litigation - see Claims - L02-L03</li> <li>• Harassment &amp; Violence – see H15</li> </ul>
<p><b>L02</b></p>	<p><b>CLAIMS AGAINST THE MUNICIPALITY</b></p> <p>Includes all litigation and insurance claims made by other parties against the municipality.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Appeals and Hearings - see L01</li> </ul>
<p><b>L03</b></p>	<p><b>CLAIMS BY THE MUNICIPALITY</b></p> <p>Includes all litigation and insurance claims made against other parties by the municipality.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Appeals and Hearings - see L01</li> </ul>
<p><b>L04</b></p>	<p><b>CONTRACTS AND AGREEMENTS - UNDER BY-LAW</b></p> <p>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 agency 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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Office Equipment Maintenance Agreements - see L14</li> <li>• Contracts regarding Land - see L07</li> <li>• Insurance Policies - see L06</li> <li>• Line fence agreements – see P01</li> </ul>

<b>L05</b>	<b>INSURANCE APPRAISALS</b> Includes appraisals of municipal property for insurance purposes.
<b>L06</b>	<b>INSURANCE POLICIES</b> Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance. <b>Excludes:</b> <ul style="list-style-type: none"> <li>• Employee Group Insurance - see H02</li> <li>• Third Party Contracts - see L04</li> <li>• Insurance Claims – see L03</li> </ul>
<b>L07</b>	<b>LAND ACQUISITION AND SALE</b> 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. <b>Excludes:</b> <ul style="list-style-type: none"> <li>• Tax sales – see F22</li> </ul>
<b>L08</b>	<b>OPINIONS AND BRIEFS</b> Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.
<b>L09</b>	<b>PRECEDENTS</b> Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.
<b>L10</b>	<b>FEDERAL LEGISLATION</b> Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.
<b>L11</b>	<b>PROVINCIAL LEGISLATION</b> Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.

<b>L12</b>	<b>VITAL STATISTICS</b> Includes registers of births, deaths and marriages. Registers include license or permit serial numbers, date of issue and name of the parties. <b>Excludes:</b> <ul style="list-style-type: none"><li>• Population Statistics - see Demographic Studies - D01</li></ul>
<b>L13</b>	<b>PROSECUTIONS</b> Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation. <b>Excludes:</b> <ul style="list-style-type: none"><li>• By-Law Enforcement - see P01</li><li>• Appeals and Hearings - see L01</li></ul>
<b>L14</b>	<b>CONTRACTS AND AGREEMENTS - SIMPLE</b> 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) <b>Excludes:</b> <ul style="list-style-type: none"><li>• Contracts and Agreements Under By-Law – L04</li><li>• Line Fences agreements – see P01</li></ul>

## MEDIA AND PUBLIC RELATIONS – M

<p><b>M01</b></p>	<p><b>ADVERTISING</b></p> <p>Includes records regarding public advertising in magazines, newspapers, radio, television, and transit.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• News Releases - see M06</li> <li>• Recruitment - see H11</li> <li>• Elections - see C07</li> </ul>
<p><b>M02</b></p>	<p><b>CEREMONIES AND EVENTS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• permit to hold event – see P11</li> </ul>
<p><b>M03</b></p>	<p><b>CHARITABLE CAMPAIGNS/FUND RAISING</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Receipts - see F19</li> </ul>
<p><b>M04</b></p>	<p><b>COMPLAINTS, COMMENDATIONS AND INQUIRIES</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Accessibility of Records (Freedom of Information) requests - see A17</li> <li>• Grievances or harassment/violence complaints by or against employees – see H14, H15</li> <li>• Employee recognition – see H21</li> </ul>

<p><b>M05</b></p>	<p><b>NEWS CLIPPINGS</b></p> <p>Includes clippings from newspapers, information from journals and other printed media. May also include information related to online media coverage, radio or television clips.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Clippings used as reference material - see relevant subject.</li> </ul>
<p><b>M06</b></p>	<p><b>NEWS RELEASES</b></p> <p>Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.</p>
<p><b>M07</b></p>	<p><b>PUBLICATIONS</b></p> <p>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.</p>
<p><b>M08</b></p>	<p><b>SPEECHES AND PRESENTATIONS</b></p> <p>Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Media coverage of speeches/presentations - see M05</li> <li>• News Releases - see M06</li> </ul>
<p><b>M09</b></p>	<p><b>VISUAL IDENTITY AND INSIGNIA</b></p> <p>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.</p>
<p><b>M10</b></p>	<p><b>WEBSITE AND SOCIAL MEDIA CONTENT</b></p> <p>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 &amp; Twitter.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Published website content – see M07</li> </ul>

<b>M11</b>	<b>PUBLIC RELATIONS AND PUBLIC AWARENESS</b> 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.
<b>M12</b>	<b>INTELLECTUAL PROPERTY</b> 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.

## PROTECTION AND ENFORCEMENT SERVICES – P

<p><b>P01</b></p>	<p><b>BY-LAW ENFORCEMENT</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Health &amp; Fire Inspections - see P07</li> <li>• Investigations – see P08</li> <li>• Environmental Monitoring - Industrial/Commercial - see E05</li> <li>• Prosecutions - see L13</li> <li>• Animal Control Enforcement - see P14</li> <li>• Lottery license Enforcement - see P09</li> </ul>
<p><b>P02</b></p>	<p><b>DAILY OCCURRENCE LOGS</b></p> <p>Includes daily occurrences logs maintained by the Chief Building Official.</p>
<p><b>P03</b></p>	<p><b>EMERGENCY PLANNING AND RESPONSE</b></p> <p>Includes records regarding the planning, testing, rehearsal of and response to emergency, safety and contingency measures. May also include records of previous disasters including emergency command centre operation, response reports, press clippings, pandemic planning, etc.</p>
<p><b>P04</b></p>	<p><b>HAZARDOUS MATERIALS</b></p> <p>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</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Staff Safety Training - see H04</li> <li>• Personal exposure - see H17</li> <li>• Manifests - see E07</li> </ul>

<p><b>P05</b></p>	<p><b>INCIDENT/ACCIDENT REPORTS</b></p> <p>Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Security - see A18</li> <li>• Accidents of Municipal Staff - see H04</li> <li>• Compensation claims and vehicle accidents - see L02 or L03</li> <li>• Long Term Care Home medication incidents – see S18</li> <li>• Private Child Care Centre incidents – see S14</li> <li>• Municipal Child Care Centre incidents – see S10</li> </ul>
<p><b>P06</b></p>	<p><b>BUILDING AND STRUCTURAL INSPECTIONS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• By-Law Enforcement – see P01</li> </ul>
<p><b>P07</b></p>	<p><b>HEALTH AND FIRE SAFETY INSPECTIONS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Internal Health &amp; Safety Inspections – see H04</li> <li>• Routine building and structural inspections – see P06</li> </ul>
<p><b>P08</b></p>	<p><b>INVESTIGATIONS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• By-law Enforcement – see P01</li> <li>• Harassment &amp; Violence staff investigations – see H15</li> </ul>

<p><b>P09</b></p>	<p><b>LICENCES</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Marriage Licences – see L12</li> </ul>
<p><b>P10</b></p>	<p><b>BUILDING PERMITS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• All other permits – see P11</li> </ul>
<p><b>P11</b></p>	<p><b>PERMITS – OTHER</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Building Permits – see P10</li> <li>• Encroachment Permits – see D16</li> <li>• Burial Permits – see S09</li> <li>• Road and lane opening/closings – see T09</li> </ul>
<p><b>P12</b></p>	<p><b>WARRANTS</b></p> <p>Includes all warrants issued for By-Law enforcement purposes.</p>
<p><b>P13</b></p>	<p><b>CRIMINAL RECORDS</b></p> <p>Includes all documentation relating to individuals with a history of criminal activity.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Staff Police Background Checks – see H16</li> <li>• Investigations – see P08</li> <li>• Prosecutions – see L13</li> </ul>

<p><b>P14</b></p>	<p><b>ANIMAL CONTROL</b></p> <p>Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Also includes records of distrained animals and pound animal records.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Dog Licenses – see P09</li> </ul>
<p><b>P15</b></p>	<p><b>COMMUNITY PROTECTION PROGRAMS</b></p> <p>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.</p>
<p><b>P16</b></p>	<p><b>EMERGENCY SERVICES</b></p> <p>Includes records regarding police, land ambulance, fire and rescue services</p>
<p><b>P17</b></p>	<p><b>EMS AND FIRE SIGNIFICANT INCIDENT AND IMPACT REPORTS</b></p> <p>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.</p>
<p><b>P18</b></p>	<p><b>EMS AND FIRE ACCIDENT RESPONSE REPORTS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Investigations – see P08</li> </ul>
<p><b>P19</b></p>	<p><b>EMS AND FIRE STATISTICS</b></p> <p>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</p>

<b>P20</b>	<b>PROHIBITIONS &amp; NOTICES</b> 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.
<b>P21</b>	<b>FACILITIES ROUTINE WATER USE, MONITORING AND TESTING</b> 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.

## RECREATION AND CULTURE – R

<p><b>R01</b></p>	<p><b>HERITAGE PRESERVATION</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Historical Designation By-Laws - see C01</li> <li>• Natural heritage preservation – see E18</li> </ul>
<p><b>R02</b></p>	<p><b>LIBRARY SERVICES</b></p> <p>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.</p>
<p><b>R03</b></p>	<p><b>MUSEUM AND ARCHIVAL SERVICES</b></p> <p>Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records. May also include copy logs.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Record Centre Operations - see A10</li> </ul>
<p><b>R04</b></p>	<p><b>PARKS MANAGEMENT</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Building and Property Maintenance – see A20</li> </ul>
<p><b>R06</b></p>	<p><b>RECREATIONAL PROGRAMMING</b></p> <p>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.</p>

**SOCIAL AND HEALTH CARE SERVICES – S**

<p><b>S01</b></p>	<p><b>CHILDREN’S DAY CARE AND DAY NURSERY SERVICES</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Children’s services not related to day care and nursery schools – see S07</li> <li>• Day care and nursery school enrolment records – see S10</li> <li>• Home day care program clients – see S15</li> <li>• Medical client records - see S06</li> <li>• Day care and day nursery facility operation records – see applicable category</li> <li>• Water, Plumbing and flushing records – see P21</li> <li>• Fire drill records – see H04</li> </ul>
<p><b>S02</b></p>	<p><b>ELDERLY AND SUPPORTIVE ASSISTANCE SERVICES</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Long Term Care Facility Residents - see S03</li> <li>• Long Term Care Operations – see S18</li> <li>• Disability Support Clients– see S11</li> </ul>

<p><b>S03</b></p>	<p><b>LONG TERM CARE FACILITY CLIENTS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• General program information - see S02</li> <li>• Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P04</li> <li>• Serious occurrences and abuse allegations involving municipal staff – see H15</li> </ul>
<p><b>S04</b></p>	<p><b>COMMUNITY AND SOCIAL ASSISTANCE SERVICES</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Ontario Works Case Records – see S05</li> <li>• Social Housing Programs – see S12</li> <li>• Housing and Homelessness research and initiatives – see S12</li> <li>• Social and health care planning and management – see S18</li> <li>• Programs for the elderly and persons with disabilities – see S02</li> </ul>
<p><b>S05</b></p>	<p><b>ONTARIO WORKS CLIENTS</b></p> <p>Includes records regarding funding for individual Ontario Works social assistance recipients and residents in subsidized housing. May include Income Reporting Cards.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• General program information – see S04</li> </ul>
<p><b>S06</b></p>	<p><b>MEDICAL CASE CLIENTS</b></p> <p>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.</p>

<p><b>S07</b></p>	<p><b>CHILDREN’S SERVICES</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Medical client case records – see S06</li> <li>• Day care and day nursery programs – see S01</li> </ul>
<p><b>S08</b></p>	<p><b>PUBLIC HEALTH</b></p> <p>Includes records regarding public health programs such as health and safety education, school health programs, infection control, family planning and disease control including immunization.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Medical Client case files – see S06</li> </ul>
<p><b>S09</b></p>	<p><b>CEMETERY INTERMENT</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Building and Property Maintenance - see A20</li> <li>• Promotional materials – see M07</li> <li>• Price lists and cemetery operation – see S20</li> </ul>
<p><b>S10</b></p>	<p><b>DAY CARE AND DAY NURSERY CLIENTS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Handicapped children services – see S07</li> <li>• Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P08</li> <li>• Serious occurrences and abuse allegations involving municipal staff – see H15</li> </ul>

<p><b>S11</b></p>	<p><b>DISABILITIES SUPPORT CLIENTS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Children’s program information – see S07</li> <li>• Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P08</li> <li>• Serious occurrences and abuse allegations involving municipal staff – see H15</li> </ul>
<p><b>S12</b></p>	<p><b>HOUSING SERVICES</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Resources used to assist potential tenants – see S04</li> </ul>
<p><b>S13</b></p>	<p><b>HOUSING TENANT CLIENTS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P04</li> <li>• Serious occurrences and abuse allegations involving municipal staff – see H15</li> </ul>

<p><b>S14</b></p>	<p><b>HOME CHILD CARE PROGRAM ADMINISTRATION</b></p> <p>Provider files (eligibility requirements), correspondence, inspections, serious occurrence reporting, health unit reporting, Director’s directions, attendance records &amp; financial reconciliation information.</p>
<p><b>S15</b></p>	<p><b>HOME CHILD CARE PROGRAM CLIENTS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Day care and day nursery clients – see S10</li> </ul>
<p><b>S16</b></p>	<p><b>SOCIAL AND HEALTH CARE PLANNING AND MANAGEMENT</b></p> <p>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.</p>
<p><b>S17</b></p>	<p><b>CLIENT CARE COORDINATION</b></p> <p>Includes records regarding individual clients and their care coordination planning.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Public health medical client information – see S06</li> </ul>

<p><b>S18</b></p>	<p><b>LONG TERM CARE OPERATIONS</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• complaints – see MO4</li> <li>• serious occurrence and abuse allegations investigation – see P04</li> <li>• Food preparation &amp; Service monitoring – see S19</li> </ul>
<p><b>S19</b></p>	<p><b>FOOD PREPARATION &amp; SERVICE</b></p> <p>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.</p>
<p><b>S20</b></p>	<p><b>CEMETERY OPERATIONS</b></p> <p>Includes records relating to the business operation of a municipal cemetery including price lists and removed markers records.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• burial permits, interment records, etc. – see S09</li> </ul>

## TRANSPORTATION SERVICES - T

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<b>T01</b>	<b>ILLUMINATION</b>  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.
<b>T02</b>	<b>PARKING</b>  Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.
<b>T03</b>	<b>PUBLIC TRANSIT OPERATIONS</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Accessible transportation application and approval - see S11</li><li>• Driver scheduling – H01</li></ul>
<b>T04</b>	<b>ROAD CONSTRUCTION</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Design and Planning - see T05</li><li>• Routine maintenance and minor improvements to road systems - see Road Maintenance – see T06</li><li>• As-Builts – see A25</li></ul>
<b>T05</b>	<b>ROAD DESIGN AND PLANNING</b>  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.

<p><b>T06</b></p>	<p><b>ROAD MAINTENANCE AND SALT USAGE</b></p> <p>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 side-walks, cycle-ways, footpaths, walkways, etc. Routine maintenance includes grading, ploughing and sanding of roads, and snow removal and cleaning.</p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Non salt usage training records - see H03</li> </ul>
<p><b>T07</b></p>	<p><b>SIGNS AND SIGNALS</b></p> <p>Includes records and studies regarding the manufacture, installation, servicing and maintenance of signs and signals.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Visual Identity Program - see M09</li> <li>• Sign Permits – see P11</li> </ul>
<p><b>T08</b></p>	<p><b>TRAFFIC</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Permits for temporary closure – see P11</li> </ul>

<b>T09</b>	<b>ROADS AND LANES OPENINGS/CLOSURES</b>  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.  <b>Excludes:</b> <ul style="list-style-type: none"><li>• Temporary road closures - see T08</li><li>• Land Sales - see L07</li><li>• Road Closing By-Laws - see C01</li></ul>
<b>T10</b>	<b>FIELD SURVEY/ROAD SURVEY BOOKS</b>  Includes engineering field survey notes as well as books.
<b>T11</b>	<b>BRIDGES</b>  Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.

## VEHICLES AND EQUIPMENT – V

<p><b>V01</b></p>	<p><b>FLEET MANAGEMENT</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Insurance Policies - see L06</li> <li>• Accident Claims - see L02, L03</li> <li>• Leases/Contracts - see L14</li> </ul>
<p><b>V02</b></p>	<p><b>MOBILE EQUIPMENT</b></p> <p>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.</p>
<p><b>V03</b></p>	<p><b>TRANSPORTABLE EQUIPMENT</b></p> <p>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.</p>
<p><b>V04</b></p>	<p><b>PROTECTIVE EQUIPMENT</b></p> <p>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.</p> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Uniforms and Clothing - see A14</li> </ul>

**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.

**Excludes:**

- Gasoline storage tanks – see E24
- Mechanical & operational systems integral to building structure – see A26
- Private/small water systems – see E22



# **Schedule B Records Management Policy**

Clerk's Department – July, 2022

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## What is the Records Management Team?

The Records Management Team supports all of the departments and units throughout the Corporation by managing and maintaining systematic controls and standards for the creation, security, use, retention, conversion, disposition and preservation of recorded information. Additionally, the Records Management Team assists both the public and Township of South Frontenac staff with record searches, including responding to information requests submitted through the *Municipal Freedom of Information and Protection of Privacy Act* and the *Personal Health Information Protection Act* (MFIPPA)

### Some of the main Records Management objectives are:

- Manage legislated requirements for record keeping.
- Ensure dependable access to inactive records, making them readily available for decision making and record requests.
- 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.
- Control the retention of records to ensure that information is retained in accordance with the By-law 2022-68.
- Promote organization efficiency and economy through sound record keeping practices, including reducing storage costs through the use of the archive filing space and appropriate technology.

If you have any questions concerning any aspect of records management, please direct them to the Records Management Team.

### Records Management Team

- **Angela Maddocks**, Records Management Coordinator, Clerk, Ext. 2222
- **James Thompson**, Deputy Records Management Coordinator, Deputy Clerk, Ext. 2239

#### Departmental Leads:

- Office of the CAO;
  - Executive Assistant/Communications Officer
  - Human Resources/Compliance Officer
- Corporate Services
  - Director, Corporate Services
- Development Services
  - Administrative Assistant; Development Services
- Emergency Services
  - Administrative Assistant; Emergency Services
- Public Services
  - Clerical Assistant; Public Services
  - Administrative Assistant; Solid Waste & Facilities

## What is a Record?

Any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes,

- (a) 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, and any copy thereof, and
- (b) subject to the regulations, any record that is capable of being produced from a machine-readable record under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution; (“document”) This means things such as emails, text messages from a municipal cell phone.

## Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

**Purpose of the Act** – MFIPPA is an Act of Ontario which, with some limitations, provides the public with the right of access to records held by the Township of South Frontenac and protects the privacy of personal and sensitive information.

**What is Personal Information** – Personal Information is any recorded information that can be linked directly or indirectly to an identifiable individual, including Township of South Frontenac employees, the public, planning applicants, or residents.

### When Handling MFIPPA Information Requests:

- Information should only be shared with other employees that need the information to perform the duties of their position.
- Any requests for records that contain another person’s **personal information** should be referred to the Clerk for assistance.
- Any requests for records that contain **confidential business information or information supplied in confidence** (such as but not limited to responses RFP’s, RFI’s and RFQ’s) should be referred to the Clerk for advice.

## Shred Bins

Throughout each administrative building, shred bins are available for depositing unneeded copies of records containing confidential, personal, or personal health information. Please ensure that all confidential, personal, or personal health information is placed in one of these locked shred bins.

Do not use garbage bins or recycling bins to discard confidential information.

### Shred Bin Locations:

#### 4432 George Street:

**Upstairs – Corporate Services and Clerk’s Departments**  
(Photocopier Room next to Treasury Office)



#### Downstairs- Development Services

(Reception Area next to Development Services Counter)



**2490 Keeley Road:**

**Public Services Department:**  
(TBD)

**5855 Perth Road:**

**Emergency Services Department**  
(TBD)

The following items can be discarded into the shred bins:

- Loose paper
- Paper that is held together by staples
- Paper that is held together by plastic bindings and paperclips
- CD's

Please contact the Clerk's Department should you need to discard an item or items that are too large for the shred bins.

**Storing of Inactive Records**

**Archive (Records) Room**

The Archive Room – The Township of South Frontenac Administrative building (4432 George St) stores the majority of its inactive records in the archive room which is located in the lower level next to the vault room and in the computer server room. All records stored in the archive room are catalogued into the Township of South Frontenac's Records Management spreadsheet for ease in searching for requested information. Requested records can easily be retrieved. Throughout a typical year, records are moved from active offices to the archive room; while other records are removed from the archive room for shredding after reaching the end of their retention periods. Access to the archive room is monitored by the Records Management Team.

**Queen's University Archives**

In the interests of preserving corporate/civic history, the Township of South Frontenac transferred a number of former Township of South Frontenac documents and selected materials of historical value to the Queen's University Archives. This Facility, which is located on the Queen's University main campus, acts as the area's local public archives.



*Archives*

## Preparing Records for Storage

Files and paper records, other than rolled plans or large binders, need to be boxed for inactive storage. Record storage boxes (archive boxes) are available from the Records Management Team or in Township of South Frontenac department offices.

### Regular Box

Commonly known as a “Banker’s Box”. This type of box opens at the top and can be used for storing the majority of records.

### Binders

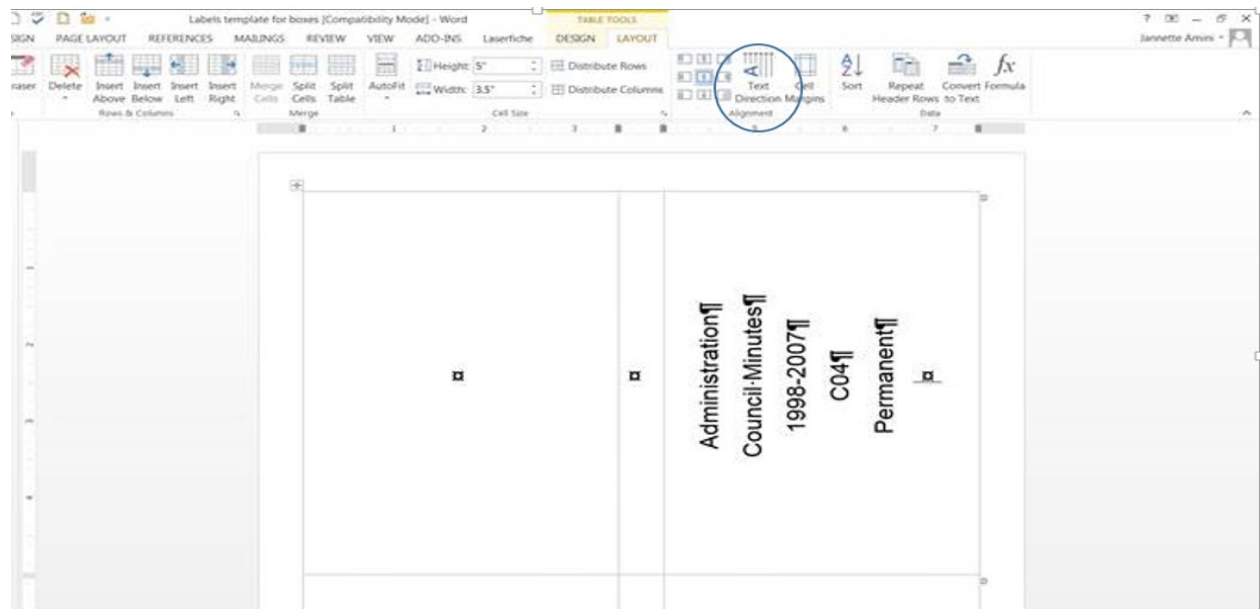
Documents transferred to the archive room in a binder are stored on the shelf to the right of the door.

### Rolled Plans

Additional information to be provided.

### Labelling Boxes

Use white Avery Labels 5168. Labels are available from the shared supply storage at 4432 George St. Under the Labels layout tab, click the “Text Direction” button to landscape the labels as noted below.



Complete your label with the following information:

- Department or Unit (e.g. Human Resources or South Frontenac Fire & Rescue)
- A general description of what the records are in the box (e.g. Terminated Employee Records)
- Alpha range (if applicable) (e.g. A-CL)
- Date range (i.e. 2009 – 2010)
- TOMRMS Code (i.e. H03)
- Destruction date or Permanent

Once you have labeled your box with the white 5168 Avery label, you may take your box to the member of the Records Management Team in your respective department for further processing as noted below.

It is essential that enough information be included to allow records to be retrieved years later by anyone having no knowledge of your unit's records, terms or procedures. The information that is provided will aid in cataloguing the records into the Township of South Frontenac's information and records management spreadsheet.

### Processing of archival records by Records Management Team

If the box contains permanent records that cannot be destroyed, the Records Management Team will use a pink label completed with the details as listed below. If the box contains records that can be destroyed after they have met their retention date, a green label will be used completed with the details as shown below.



[Department] Human Resources  
[description of box contents]  
Terminated Employee Records  
[Alpha range] A-CL  
[Date Range] d/m/y-d/m/y  
[TOMRMS Code] HO3  
Destroy 2022 or Permanent

2016-01  
DESTROY - 2020  
A-1-1

OR

2016-03  
Permanent  
A-1-1

#### Green Label (Avery 5163)

- Box Number
- Destruction date (i.e. 2020)(destruction date to have 1 year added to it. i.e. if a record can be destroyed in 2020, the destruction date will be 2020)
- Box location in the archive room (i.e. A-1-1)

#### Pink Labels (Avery 5163)

- Box Number
- Permanent
- Box location in the archive room (i.e. A-1-1)

## **Information and Records Management Spreadsheet**

All records being transferred to the archive room are required to be logged in the Information and Records Management Spreadsheet by the member of the Records Management Team in your department, which is an excel document with two worksheets as follows:

### **Archived Worksheet**

Information to be included in this worksheet is as follows:

- Department (e.g. Human Resources or South Frontenac Fire Services)
- Box Number which should include the year the retention commenced (2020)-next available number (01) e.g. 2020-01
- Location (this is the location in the (Archive Room-Office site Storage areas and ideally we would work toward Row-Shelf-Spot (A-1-1) once one permanent is determined
- Contents (A general description of what the records are in the box (e.g. Terminated Employee Records))
- Alpha Range (if applicable)
- Date Range
- TOMRMS Code
- Destruction date (if applicable and if so see note above to add one year) or Permanent Record

### **Spaces Available Worksheet**

This worksheet identifies all spaces available in the archive room. Those spaces that have a box are noted with the Box number. When preparing a record to be sent down to the archive room, find a space available on this worksheet and indicate your box number in the space beside it titled "box number".

When boxes that have met their retention date are removed from the archive room, the box number for that space is also removed from this worksheet.

### **Transferring Records**

Once all records are prepared for storage, contact the member of the Records Management Team in your Department to arrange the transfer of the records to the Archive Room.

### **Records that have met Retention Date**

- a) On an annual basis (during Q1), the Records Management Coordinator will coordinate with the Records Management Team the scheduled disposition of records, including a list of the records eligible for disposition and the scheduled disposition date. The list of records will be sent to the appropriate Township of South Frontenac department head or manager.
- b) The Township of South Frontenac department head/director or manager shall notify the Records Management Coordinator in writing, before the scheduled disposition date, whether any of the records included in the disposition notice

need to be retained past the scheduled disposition date, and the reason why such further retention is necessary.

- c) Prior to destruction of an information database or orphan data, the following documents are required:
  1. a written description containing, to the extent that such information is available, the following:
    - a. the title of the system;
    - b. the identification of the business unit responsible for the creation or use of the data;
    - c. a brief description of the system's purpose;
    - d. where possible, a contents list of the information being destroyed; or
    - e. a brief description of any sub-systems, their purpose and relationship to the main system or other sub-systems; and
    - f. the name of the technical contact person who is responsible for documenting the system;
  2. the written approval of the signing authority; and
  3. where applicable to satisfy the provisions of the *Federal Income Tax Act*, *Excise Tax Act*, *Employment Insurance Act* or Canada Pension Plan, an exemption from the Minister of National Revenue from the requirement to keep records in an electronically readable format.
  4. After the destruction of an information database or orphan data, the signing authority must provide a destruction certificate to the Records Manager to provide an audit trail.

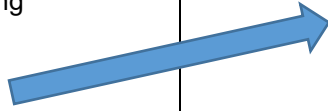
### **Corporate Classification / Indexing System**

File classification is the process of organizing documents and records into an organized system so that they are very easy to find. This is especially beneficial as the Township of South Frontenac has multiple departments and staff from one department are able to easily locate documents in a separate department.

The Township of South Frontenac of Frontenac uses a standard system for creating workgroup file folders. The Ontario Municipal Records Management System (TOMRMS) is a systematic method of coding and categorizing records for ease of use, retrieval and disposal. Every file should be given a record classification code (e.g. H03) to follow the corporate standards. The Scope Notes (corporate files classification system) can be found on the Township of South Frontenac's P Drive or can be requested from the Records Management Team. (See below for Scope Notes)

### Primary Classification Headings

A – Administration  
C – Council, Boards and Committees  
D – Development and Planning  
E – Environmental Services  
F – Finance and Accounting  
**H – Human Resources**  
J – Justice  
L – Legal Affairs  
M – Media and Public Relations  
P – Protection and Enforcement Services  
R – Recreation and Culture  
S – Social and Health Services  
T – Transportation  
V – Vehicles and Equipment



### Secondary Record Classifications

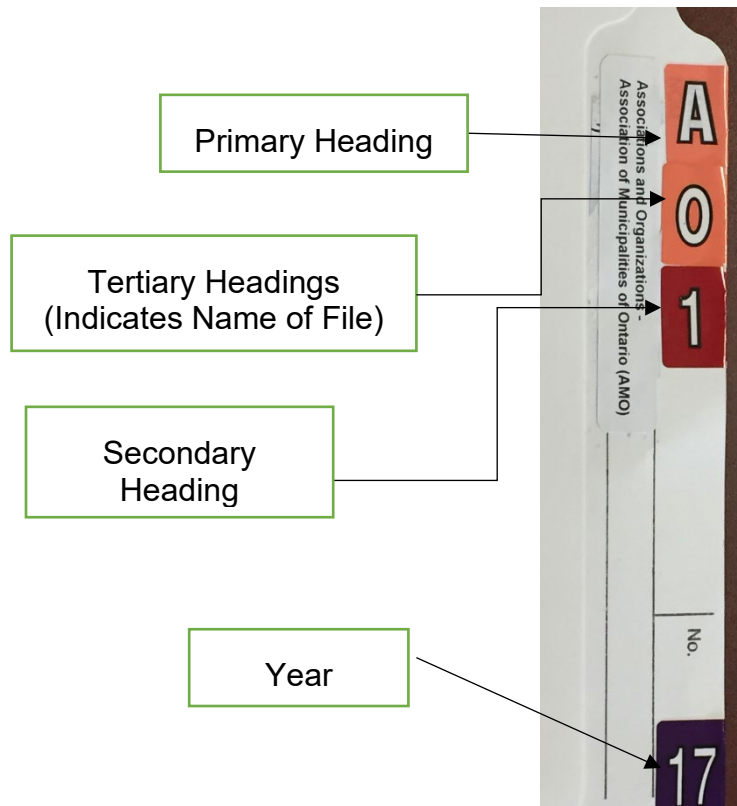
**H – Human Resources**  
H00 – Human Resources – General  
H01 – Attendance and Scheduling  
H02 – Benefits  
**H03 – Employee Records**  
H04 – Health and Safety  
H05 – Human Resources Planning  
H06 – Job Descriptions  
H07 – Labour Relations  
H08 – Organization  
H09 – Salary Planning  
H10 – Pension Records  
Etc.

The classification code for H03 is placed on the label tab of files within the category of Employee Records.

### Scope Notes

The scope notes summarize the type of records that may be classified and filed under each Primary and Secondary heading. The sole purpose of the scope notes is to assist the user with classifying to the correct TOMRMS category. Scope Notes are available for both Primary and Secondary Headings and can be found on the home landing page of the P Drive and attached to Schedule A of By-law 2022-68.

**Creating a Township of South Frontenac File Folder –** File folders and TOMRMS alpha and numerical labels can be found in the storage cabinets by the main floor photocopier. The illustration below shows the standard label layout used by the Corporation as well as the Records Management Teams endorsed file folder type (legal or letter size ½ inch cut reversible tab)



## **Electronic Filing System Options**

Additional information to be provided in 2023.

### **Filing documents on the Township of South Frontenac P Drive**

The Township of South Frontenac's shared network drive or the P Drive is mirrored with the TOMRMS filing system. Documents created or saved on this drive should be filed according to the TOMRMS filing system. In order to protect the integrity of the P Drive, the primary heading and secondary heading landing pages are locked and users are only able to save documents once they have opened a secondary heading.

If you are unsure under which primary or secondary heading documents should be filed, consult the scope notes. The scope notes can be found on the landing page of the P drive. If you are still unsure or have questions concerning where to file documents, you can consult the Records Management Team.

### **Access to the Township of South Frontenac P Drive**

Access to the P Drive primary and secondary folders will be limited to those staff who can justify to the folder owner that they require access. All requests for access to a folder must come from the department head of the person requesting access and must be made to and approved by the folder owner. All folder owners are identified in the scope notes that can be found on the home landing page of the P Drive.

### **Monitoring the Township of South Frontenac S Drive**

Each member of the Records Management Team will carry out random audits of their respective department's folders on the S drive to ensure that records are being saved and filed in accordance with TOMRMS.