

### Schedule B

Reference Number & Title	Record Series Description	Retention Period
<b>A00 - Administration General</b>	Includes administrative records which cannot be classified elsewhere. Use only if no other heading is available	
A01 - Associations and Organizations	Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff belong or with which they communicate in the course of their duties such as AMCTO, MISA, AMO ect. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence. Excludes: *Membership Fees - see Accounts Payable, F01	C+ 2
A02 - Staff Committees and Meetings	Includes records regarding the activities of staff committees and meetings; Includes notices of meetings, agenda, minutes, etc. May also include copies of staff activity reports. Excludes: *Council Minutes and Agenda - see C03-C04. *Standing Committees - see C05-C06.	C + 4
A03 - Computer systems and Architecture Information	Includes records relating to the design of computer systems and/or software, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user signoffs, 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. Excludes: * Reports - file by subject * Acquisitions - see Quotations and Tenders, F18	C + 4

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Reference Number & Title	Record Series Description	Retention Period
A04 - Conferences and Seminars	<p>Includes invitations, approvals, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars, and special functions attended by staff, or sponsored by the municipality as well as travel arrangements, accommodation, itineraries, reservations, confirmation of reservations, hotel brochures related to the conference, restaurants, convention sites etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>* Speeches and Presentations - see M08.</li> <li>* Accommodation, Travel Arrangements see A13.</li> <li>* Employee and Council Expenses - see F09.</li> <li>* Ceremonies and Events - see M02.</li> <li>* Invoices - see F01 * Rental Agreements - see L14.</li> </ul>	C + 2
A05 - Consultants	<p>Includes correspondence, proposals, resumes and other documents regarding the selection, appointment, and monitoring of consultants. May include similar records regarding legal solicitors and engineering firms.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>* Reports - file by subject</li> <li>* Quotations and Tenders - see F18.</li> <li>* Invoices - see F01</li> </ul>	P
A06 - Inventory Control	<p>Includes inventory statements and reports, and all other records regarding the control of supplies, fuel and office and small equipment stock levels.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>* Assets - see F06</li> </ul>	C + 6
A09 - Policies and Procedures	Includes policy and procedure manuals, guidelines, and directives.	P
A10 - Records Management	<p>Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, feasibility studies, and records centre operations.</p> <p>Excludes:</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>	C + 4

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A11 - Records Disposition	Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	P
A12 - Telecommunications systems	Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae and fire communications systems. Excludes: * Licenses - see P09 * Assets - see F06. * Long Distance Call Records - see Accounts Payable, F01 * Agreements - see Contracts and Agreements, L04 or L14	P
A14 - Uniforms and Clothing	Includes records regarding uniforms and special clothing used by municipal staff members, such as fire-fighters' clothing and safety clothing used by utilities operators.	C + 6
A15 - Vendors and Suppliers	Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidder's information sheets. Excludes: * Purchase Orders and Requisitions - see F17. * Office Equipment - owned and leased - see A07. * Fleet Management - see V01	P
A16 - Intergovernmental relations	Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (such as telephone numbers, contact names, etc.). May include correspondence to and from Boards and Commissions. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence. Excludes: * Legislation see L10/L11	P

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A17 - Accessibility of Records (Freedom of Information)	Includes documents regarding the municipality's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act and records regarding the handling of requests under the Act. Excludes * Copies of the Act - see Provincial Legislation, L11 * Complaints and Inquiries - see M04	C +3
A18 - Security	Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes and control of keys. Excludes * Vandalism Reports - see Incident/Reports, P05. * Computer Security - see Computer/Information Systems, A03	P
A19 - Facilities Construction and Renovations	Includes records for the planning and construction of municipal facilities such as fire stations, pools, and office buildings. Includes site meetings, consultant's reports, and cost reports. Also includes architectural and engineering drawings.	P
A20 - Building and Property Maintenance	Includes records regarding the maintenance of the municipality's buildings and properties, such as garages and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts and office cleaning. Excludes: * Parks Management - see R04. * Recreational Facilities - see R05	P
A21 - Facilities Bookings	Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	C + 4
A22 - Accessibility of Services	Includes records relating to the accessibility of Municipal buildings, services, and information to disabled persons.	C + 4
A23 - Information systems Production Activity and Control	Includes records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports and system changes.	P
A24 - Access Control and Passwords	Records related to the management of and access to programs. Includes individual access, password management, etc.	P

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A25 - Performance Management / Quality Assurance	Includes records regarding the performance of the Municipality as a whole and quality assurance programs such as the Ontario Municipal Benchmarking Initiative (OMBI), National Quality Institute (NQI) Benchmarking, Balanced Score Cards, Municipal Performance, Measurement Programs, Key performance indicators, etc. would also be included, types of records included would be reports, statistical analysis, program documentation correspondence, awards for outstanding organizational achievements, work plans, etc. Excludes: *Employee performance appraisal – see H03. * Council Goals & Objectives – see C08.	P
<b>C00 - Council, Boards By-laws-General</b>	Includes records regarding Council, Boards and by-laws which cannot be classified elsewhere. Use only if no other heading is available.	
C01 - By-Laws	Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws. Excludes: * Background information - file by subject.	P
C03 - Council Agenda	Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.	P
C04 - Council Minutes	Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes. Excludes: * Council Committees - see C05, C06. * Reports to Council - see C11.	P
C06 - Council Committee Minutes	Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to.	P
C07 - Elections	Includes returned notices, lists of officials, voters' lists, nominations, election results, preliminary voters lists, oaths taken by council members and information on ward boundaries; Includes advertising.	C + 8

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C08 - Goals and Objectives	Includes records concerning strategic planning, goals and objectives, and mission statements such as the municipal sustainability plan	C + 4
C09 - Motions and Resolutions	Includes final signed versions of resolutions and motions of Council.	P
C10 - Motions and Resolutions - other Municipalities	Includes final versions of motions and resolutions of other municipalities which are of interest.	C + 1
C11 - Reports to Council	Includes all reports to Council. Filed by meetings	C + 6
C12 - Appointments to Boards and Committees	Includes records regarding appointments by Council of staff and council members.	P
C13 - Accountability Transparency Governance	Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports (including Integrity Commissioner reports, Ombudsman investigations and reports), closed meeting investigations and initiatives., etc.	P
<b>D00 - Development and Planning General</b>	Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.	
D02 - Economic Development	Includes records regarding the growth of the economy, Includes studies, statistics, projections, etc. Excludes: * Demographic Studies - see D01. * Residential Development - see D04. * Tourism Development - see D06. * Industrial/Commercial Development - see D21.	C + 4
D03 - Environment Planning	Includes records regarding general types of environmental studies with a long-range planning emphasis, such as storm drainage and flood control planning, parks and open spaces planning, and waste management planning. Also contains information on source water protection such as risk assessments and risk management plans. Excludes * Environmental Monitoring - see E05, E13 - E15. * Waste Management - see E07.	P

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D04 - Residential Development	Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	C + 10
D05 - Natural Resources	Includes records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral deposits, and other natural resources information.	C + 10
D06 - Tourism Development	Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.	C + 5
D07 - Condominium Plans	Includes records regarding the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.	P
D08 - Official Plans	Includes the official plan and amendments to the official plan. Also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts.	P
D09 - Official Plan Amendment Applications	Includes applications to amend the official plan or secondary plans, staff reports, notices, resolutions, and decisions.	P
D10 - Severances	Includes records regarding the granting of severances to parcels of land including application for severance.	P
D11 - Site Plan Control	Includes records regarding 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. Excludes * Systems for Servicing Land - see relevant subject. * Site Plan Agreements - see Contracts and Agreements, L04.	P

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D12 - Subdivision Plans	Includes records regarding 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. Excludes: *Subdivision Agreements - see Contracts and Agreements, L04.	P
D13 - Variances	Includes records regarding the granting of variances in land use including zoning applications from existing zoning regulations. Excludes: * Budget Variances - see F05.	P
D14 - Zoning	Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities. Excludes: * Zoning By-Laws - see C01. * Variances - see D13.	P
D15 - Easements	Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private property. Excludes: * Original Agreements - see Contracts and Agreements, L04.	P
D16 - Encroachments	Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation. Excludes * Original Agreements - See Contracts and Agreements, L04. * Original Encroachment By-Laws - see C01.	P
D17 - Annexation / Amalgamation	Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on county restructuring.	P



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D18 - Community Improvement Projects	Includes records, studies, statistics, and any required background information on community development programs. Examples include Community Area Improvement Programs, BIA, etc. May also include records on housing rehabilitation programs. Excludes: * Economic Development - see D02.	C + 10
D19 - Municipal Addressing	Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings, and copies of related by-laws.	P
D20 - Reference Plans	Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence.	P
D21 - Industrial / Commercial Development	Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc. Excludes: * Agricultural Development - see D23	P
D22 - Digital Mapping	Includes all records used to produce maps and updates in a digital format.	C + 6
D23 - Agricultural Development	Includes all records regarding development of agricultural growth.	P
D24 - Background Reports for Official Plan	Includes reports pertaining to amendments and changes to the Official Plan.	P
D26 - Development Charges Study	Includes records related to the development of and the final Development Charges Study as required under the Development Charges Act. Includes advertising, public meeting notices, responses, stakeholder lists, public meeting information, background information and supporting documentation, consultant reports, notices regarding adoption of the Development Charges By-law, and other records related to requirements for the development of the Development Charges By-law	P
<b>E00 - Environmental Services General</b>	Includes records regarding environmental services which cannot be classified elsewhere. Use only if no other heading is available.	

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E01 - Sanitary Sewers	Includes records regarding the design, construction, and maintenance of sanitary sewers. Excludes: * Waste Management - see E07. * Storm Sewers - see E02. * Treatment Plants - see E03.	P
E02 - Storm Sewers	Includes records regarding the design, construction, and maintenance of storm sewers.	P
E03 - Treatment Plants (Wastewater Treatment and Collection Systems)	Includes records regarding the operation of sewage treatment and pumping stations and lagoons. Includes wastewater treatment facility/collection and equipment design, construction, and maintenance records (work orders). Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts & site-specific collection-related work (i.e., sewer rodding, lateral inspections, etc.). May include records pertaining to Wastewater Treatment Facility and/or Collection upgrades design, construction and commissioning. Excludes * Private Sewage Disposal Systems - see E12	P
E04 - Trees	Includes records of tree removal, planting, trimming, pruning and preservation.	C + 6
E06 - Utilities	Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc. Excludes: * Site Plans - see D11.	P
E07 - Waste Management	Includes records regarding the collection and disposal of waste. Includes landfill site records, recycling, energy from waste, source separation, collection services and composting. Excludes: * Sanitary Sewers - see E01. * Environment Planning - see D03. * Private Sewage Disposal Systems - see E12	P

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Reference Number & Title	Record Series Description	Retention Period
E08 - Water Works - (Drinking Water Treatment and Distribution)	Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines, hydrants and related facilities and equipment. Includes water meter registration numbers. Includes water treatment facility/distribution and equipment design, construction, and maintenance records (work orders). Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts, site-specific distribution-related work (i.e., water meters, curb stops, etc. May include records pertaining to Water Treatment Facility and/or Distribution upgrades design, construction, and commissioning. Excludes: * Water Pumping Stations - E03	P
E09 - Drains	Includes records regarding the design, construction, and maintenance of drains. Also includes engineer reports, petitions, assessments, general specifications, and correspondence. May include convenience copies of tenders, by-laws, and grants.	P
E10 - Pits and Quarries	Includes records regarding the design, construction and maintenance of all pits and quarries. Includes engineer reports, assessments, general specifications, and correspondence. Excludes: * License/permits -see P09	P
E11 - Nutrient Management	Includes the records regarding the control of storing/spreading /using waste materials such as, liquid manure, sewage biosolids on land, near waterways, runoff etc. Includes documentation relating to the storage and distribution of nutrient material, non-agricultural source material (NASM) plans and sampling results.	P
E12 - Private Sewage Disposal Systems	Includes records regarding the design, construction and maintenance of sanitary sewers and septic systems.	P

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Reference Number & Title	Record Series Description	Retention Period
E13 - Water Monitoring	<p>Includes records regarding the routine monitoring of water quality, water quantity, annual reports, and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), as well as responses to interference with quality or quantity. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, topsoil and storm water. Includes H/C records of Ministry of the Environment DW and WW Compliance Inspection Reports, data request items, inspection responses and related documents.</p> <p>Excludes:</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> </ul>	P
E14 - Water Sampling	<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. Includes H/C records Water and Wastewater routine sampling results, CoC and laboratory related communications or documentation (LSN, Scope of Accreditation, Procedures/Requirements). Includes H/C 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>Excludes:</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> </ul>	P

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E15 - Chemical Sampling of Water	Includes chemical samples collected and tested, inorganic and organics, samples collected and tested every 60 months and lead, sodium and fluoride samples collected and tested annually, and engineer evaluation reports; Lead sampling documents include all Community Lead Sampling Program specific documents and guidance. Excludes: * Air Quality Monitoring -see E05. * By-Law Enforcement - see P01. * Complaints and Inquiries - see M04	P
E16 - Backflow Prevention and Cross Connection Control	Includes records relating to backflow prevention and cross connection control By-law program. Records will include, cross connection surveys, test reports and test results, inspection reports, list of approved and installed backflow prevention devices/assemblies, compliance tracking and notifications; plumbing drawings/schematics; correspondence, forms, copies of work orders, job reports, copies of invoices, fees structures and any other type of media related directly to backflow prevention and cross connection control.	P
E17 - Energy Management	Includes all records relating to the municipality 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 retrofit project files and reports and records pertaining to the benchmarking of energy cost and consumption and green house gas emissions. Also includes management of energy consumption and conservation at municipal buildings and facilities.	C+ 6
E18 - Natural Heritage	Includes records regarding greenlands, municipal forests and forestry including tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks, harbours, and beaches.	P
E19 - Renewable Energy	Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g., wind, water, biomass, biogas, biofuel, solar energy, geothermal energy, tidal forces, and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts.	P

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E20 - Source Water Protection	Includes Risk Management Official and Inspector appointment certificates and the Risk Management Official Annual Report, fee schedules for risk management applications, plans, issuing of notices 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 Excludes: *Risk Management Plans and/or Assessments - see D03. * Prohibition Notices and Orders - P20 *Contracts and Agreements - Simple (Not Under Seal) - L14	P
E21 - Ministry of the Environment (MOE) Environmental Compliance Approvals	Includes Environmental Compliance s issued by MOE to the municipality for municipal drinking water systems, municipal private sewage works and waste disposal sites, air quality, noise, storm-water management, storm sewers, culverts, etc.	P
<b>F00 - Finance and Accounting - General</b>	Includes records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available.	
F01 - Accounts Payable	Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay account, rebates, levies payable, reports, telephone bills and membership fees. Excludes: * Cancelled Cheques - see F07. * Employee and council expenses- see F09	C + 6
F02 - Accounts Receivable	Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Includes correspondence related to tax collection and supporting documentation. Excludes: * Write-offs - see F23. * Tax Assessments, Rolls and Tax Arrears - see F22.	C + 6

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F03 - Audits	Includes records regarding internal and external financial audits of accounts. Excludes: * Operational audits - see relevant subject. * Audited Financial Statements - see Financial Statements, F10	P
F04 - Banking	Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records. Excludes: * Banking Statements - see F07.	C + 6
F05 - Budgets and Estimates	Includes departmental and corporate budgets, both capital and operating. Includes all working notes, calculations, and background documentation. Also includes Budget Variances.	C + 9
F06 - Assets	Includes records regarding current and fixed assets. Includes inventories as well as records of initial expenditure, depreciation, amortization, and disposal. Excludes: * Land Acquisition and Sale - see L07.	E + 7
F07 - Cheques	Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements. Excludes: * Banking - see F04.	C + 6
F08 - Debentures and Bonds	Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors. Excludes: * Debenture Registers - see Subsidiary Ledgers, Registers and Journals, F14.	E + 7

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F09 - Employee and Council Expenses	Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e., account numbers and statements etc. May also include employee time sheets combined with travel and expense statements. Excludes: * Attendance - see H01	C + 6
F10 - Financial Statements	Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements. Excludes: * all working notes, calculations, and background documentation, see F26.	P
F11 - Grants and Loans	Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans, and subsidies. Also includes submissions, acknowledgements, and reports. Such as the Road and Farm Tax Rebate, Waste Management Improvement Program etc.	E + 7
F12 - Investments	Includes records regarding the municipality's investments, term deposits, and promissory notes.	E + 7
F13 - Journal Vouchers	Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	P
F14 - Subsidiary Ledgers, Registers and Journals	Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers. Excludes: * Documents and vouchers used to support entries - see relevant subject in this Primary.	E + 7
F15 - General Ledgers and Journals	Includes all records in the Books of Original Entry.	P
F16 - Payroll	Includes all records of payments of salary, wages, and deductions to employees. Includes time sheets, pay lists, Blue Cross reconciliations, T4 Slips and Statistics Canada reports. Also includes honoraria and fees to Council. Excludes: * Payroll Registers - Subsidiary Ledgers, Registers and Journals - see F14.	P

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F18 - Quotations and Tenders	Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process. Excludes: * successful quotations and tenders - see Contracts and Agreements, L04.	C + 6
F19 - Receipts	Includes receipts issued for payment of items such as licenses, rentals, and taxes.	C + 6
F20 - Reserve Funds	Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	C + 6
F21 - Revenues	Includes records regarding the generation of revenues other than taxes such as development charges. Excludes: * Accounts Receivable - see F02. * Tax Rolls - see F22.	P
F22 - Tax Rolls and Records	Includes taxation records of long-term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls. Excludes: * Accounts Receivable - see F02. * Mortgage Companies - see F02. * Correspondence related to tax issues that are not of a long-term importance - see F02.	P
F23 - Write-offs	Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. Excludes: * Accounts Receivable - see F02.	C + 6
F25 - Security Deposits	Includes development deposits, letters of credit, proof of insurance when required and records of monies held as security (i.e., bonds).	E + 7

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F26 - Working Papers	Includes all working notes, calculations and background documentation used to calculate financial statements such as the Monthly Trial Balance. Excludes: * Financial Statements - see F10.	C + 6
<b>H00 - Human Resources - General</b>	Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.	
H01 - Attendance and Scheduling	Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, etc. Excludes * Individual Time Sheets - see F16.	E + 6
H02 - Benefits	Includes brochures, rates, quotes, correspondence, and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on EHT. Excludes: * Payroll - see F16.	C + 6
H03 - Employee Records	Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, training reports, correspondence with the employee, and employee assistance. Includes full-time, part-time, student employees and volunteers. Excludes: * Grievances - see H14. * Harassment - see H15. * Health & Safety Training - see H04	P
H04 - Health and Safety	Includes records regarding the occupational health and safety of staff. Includes accident reports, Workplace Safety, Insurance Board reports and information on health and safety programs for staff. Excludes: * Accidents of the Public - see Incident/Accident Reports, P05. * Lost-time reports and claims - see H13	P

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H05 - Human Resource Planning	Includes records of succession planning, executive placement, retirement programs, staff turnover rates, annual hire/promotion targets, recruitment freezes, employment equity, performance management, and related records. Excludes * Employee Records - see H03.	C + 6
H06 - Job Descriptions	Includes job descriptions and specifications as well as background information used in their preparation or amendment.	P
H07 - Labour Relations	Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations. Excludes: * Collective Agreement - see L04	P
H08 - Organization	Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts Excludes: * Job Descriptions - see H06.	P
H09 - Salary Planning	Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity. Excludes: * Employee Records - see H03.	P
H10 - Pension Records	Includes records detailing obligations to individuals under OMERS. Includes pension information of retired personnel, including registration and records. Excludes: * Deductions for pensions - see F16. * General information on pension plans - H02 * Payments made to OMERS - F01	C + 6
H11 - Recruitment	Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications. Excludes: * Successful applications - see H03	C + 3

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Reference Number & Title	Record Series Description	Retention Period
H12 - Training and Development	Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation materials. Excludes: * Employee Records - see H03.	P
H13 - Claims	Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Excludes: * Non-lost-time incidents or accidents - See H04. * Self-insured STD - See H04	P
H14 - Grievances	Includes records dealing with grievance complaints filed against the municipality such as the initial complaint, investigation, reports, and final resolution. Excludes: * Harassment & Violence - see H15	E + 6
H15 - Harassment and Violence	Includes records dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports, and final resolution. Excludes: * Grievances - see H14	E + 6
H16 - Criminal Background Checks	Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers. Also includes annual Criminal Offence Declaration.	P
H17 - Employee Medical Records - Hazardous Materials	Includes records of exposure to asbestos and other hazardous materials.	P
H18 - Employee Medical Records	Includes doctor's notes, correspondence, and health reports related to an employee's medical situation	P
H19 - Disability Management	Includes all records related to occupational and non-occupational injuries and illnesses. Also includes accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation.	P

**Legend**      **C - Current Year**      **P - Permanent**      **E - Event**

## Schedule B

Reference Number & Title	Record Series Description	Retention Period
H20 - Confined Spaces	Includes records relating to the assessment of confined spaces and written plan and procedures for the control of hazards in confined spaces.	P
<b>L00 - Legal Affairs - General</b>	Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.	
L01 - Appeals and Hearings	Includes all transcripts and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgments. Includes zoning appeals, official plan appeals, and Committee of Adjustment appeals. Also includes orders issued by regulatory bodies and boards. Excludes: * Litigation - see Claims - L02-L03. * Harassment & Violence - see H15	P
L02 - Claims against the Municipality	Includes all litigation made by other parties against the municipality. Excludes: * Appeals and Hearings - see L01.	P
L03 - Claims by the Municipality	Includes all litigation made against other parties by the municipality. Excludes: * Appeals and Hearings - see L01.	P
L04 - Contracts and Agreements - Under By-law	Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, and subdivision agreements. Also includes agreements regarding easements, encroachments, area ways and laneways. Excludes: * Office Equipment Maintenance Agreements - see L14. * Contracts regarding Land - see L07. * Insurance Policies - see L06.	P
L05 - Insurance Appraisals	Includes appraisals of municipal property for insurance purposes.	P

## Schedule B

Reference Number & Title	Record Series Description	Retention Period
L06 - Insurance Policies	Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance. Excludes: * Employee Group Insurance - see Benefits, H02. * Third Party Contracts - see Contracts and Agreements, L04.	P
L07 - Land Acquisition and Sale	Includes records regarding real estate transactions and conveyance of land such as lot sales, alley closings and allowances whether through voluntary transactions or expropriation. Includes leases, deeds and expropriation plans, purchase letters and appraisals.	P
L08 - Opinion and Briefs	Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	P
L10 - Federal Legislation	Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.	P
L11 - Provincial Legislation	Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.	P
L12 - Vital Statistics	Includes registers of births, deaths, and marriages. Excludes: * Population Statistics - see Demographic Studies - D01.	P
L13 - Prosecution	Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation. Excludes: * By-Law Enforcement - see P01. * Appeals and Hearings - see L01.	P
L14 - Contracts and Agreements - Simple	Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle lease and purchase agreements. Also includes consents required under The Canadian Anti Spam Legislation (CASL)	E + 6
L15 - Lawyer Requests	Deeds	P
L16 - Lawyer Requests - Tax	Includes lawyer requests for property tax information	P
L17 - Lawyer Requests - Zoning	Includes lawyer requests for Zoning information	P

**Legend**      **C - Current Year**      **P - Permanent**      **E - Event**

## Schedule B

Reference Number & Title	Record Series Description	Retention Period
<b>M00 - Media and Public Relations - General</b>	Includes records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.	
M01 - Advertising	Includes records regarding public advertising in magazines, newspapers, radio, television, and transit. Excludes: * News Releases - see M06. * Recruitment - see H11. * Elections - see C07.	C + 3
M02 - Ceremonies and Events	Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day and Winter Carnival. Also includes records regarding the set-up and running of special events. Excludes: *permit to hold event - see P11	C + 3
M03 - Charitable Campaigns / Fund Raising	Includes records regarding the raising of funds and donations for the municipality, for municipality run programs or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups, etc. Excludes: * Receipts - see F19.	C + 3
M04 - Complaints, Commendations and Inquiries	Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. Excludes: * Accessibility of Records (Freedom of Information) - see A17. * Specific Complaints - see appropriate subject.	C + 3
M05 - News Clippings	Includes clippings from newspapers, information from journals and other printed media. Excludes * Clippings used as reference material - see relevant subject.	C + 3
M06 - News Releases	Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	C + 3

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## Schedule B

Reference Number & Title	Record Series Description	Retention Period
M07 - Publications	Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature as well as copies of social networking sites (website, Facebook, etc.) published by the municipality.	C + 3
M08 - Speeches and Presentations	Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials. Excludes: * Media coverage of speeches/presentations - see News Clippings - M05. * News Releases - see M06.	C + 3
<b>P00 - Protection and Enforcement Services - General</b>	Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.	
P01 - By-Law Enforcement	Includes records of municipal efforts to enforce bylaws such as parking tickets, order to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs etc. Excludes: * Inspections - see P07-P08. * Environmental Monitoring - Industrial/Commercial - see E05. * Prosecutions - see L13. * Animal Control Enforcement - see P14. * Lottery license Enforcement - see P09	E + 3
P02 - Daily Occurrence Logs	Includes daily occurrences logs maintained by the Chief Building Official	C + 1
P03 - Emergency Planning	Includes records regarding the planning and rehearsal of emergency measures. May also include records of previous disasters including reports, press clippings, etc.	E + 6



## Schedule B

Reference Number & Title	Record Series Description	Retention Period
P04 - Hazardous Materials	Includes information and reports on chemicals and substances that pose fire hazards. Also includes records dealing with toxic substances control, transportation, and effects. Excludes: * Staff Safety Training - see Health and Safety, H04. * Personal exposure - see H17. * Manifests - see E07	C + 3
P05 - Incident / Accident Reports	Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. Excludes: * Security - see A18. * Accidents of Municipal Staff - see Health and Safety, H04. * Vehicle Accidents - see L02 or L03.	E + 3
P06 - Buildings & Structural Inspections	Includes inspection reports such as building, plumbing, fire prevention, and other structural inspections. Also includes inspections of marijuana grow operations after appropriate notification from a police force. Excludes: * By-Law Enforcement - see P01.	P
P07 - Health Inspections	Includes health inspection reports conducted or performed by Health & Safety Committee on private, public, and commercial properties and Fire Marshall's Inspections.	P
P08 - Investigations	Includes records of investigation pertaining to law enforcement, traffic accidents, ambulance, and fire fighting activities. Excludes: * Bylaw Enforcement - see P01. * Harassment & Violence - see H15	C + 6
P09 - Licences	Includes records regarding licences administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, businesses, lotteries, and quarries, etc. Excludes: * Marriage Licences - see Vital Statistics - L12.	C + 3

**Legend**      **C - Current Year**      **P - Permanent**      **E - Event**

## Schedule B

Reference Number & Title	Record Series Description	Retention Period
P10 - Building Permits	Includes permits issued to builders, contractors, and residents giving them permission to build or renovate. Excludes: * All other permits - see P11.	P
P11 - Permits, Other	Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to hold special events, transport oversize loads, erect signs, park on the street, etc. Excludes: * Building Permits - see P10. * Encroachment Permits - see D16. * Burial Permits – see S09	C + 6
P14 - Animal Control	Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Excludes: * Dog Licenses - see P09.	C + 2
P16 - Emergency Services	records regarding police, land ambulance, fire, and rescue services.	P
P17 - EMS Incident and Impact Reports	Records associated with emergency medical services incident reporting.	E + 6
P18 - EMS Accident Report	Records associated with emergency medical services accident reporting.	P
P19 - EMS Statistics	Records associated with statistical reporting of accidents involving emergency medical services, traffic, and work-related issues.	C + 6
P20 - Prohibitions & Notices	Includes prohibition orders, notices and correspondence related to prohibition under regulations such as Source Drinking Water Protection. May also contain building code applications denied because of prohibition.	C + 6
P21 - Demolition permits	Includes demolition permits	P
<b>R00 - Recreation and Culture General</b>	Includes records regarding recreation and cultural services which cannot be classified elsewhere. Use only if no other heading is available.	

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## Schedule B

Reference Number & Title	Record Series Description	Retention Period
R01 - Heritage Preservation	Includes records regarding heritage and historical development, including designations of buildings, districts, and cemeteries. Excludes: * Original By-Laws - see By-Laws, C01.	P
R03 - Museum and Archival Services	Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records. Excludes: * Record Centre Operations - see A10.	P
R04 - Park Management	Includes correspondence, descriptions, reports and other records dealing with the management design, set-up, landscaping and maintenance of specific municipal parks. Includes maps and plans. Also includes information dealing with maintenance or playground equipment. Excludes: *Building and Property Maintenance - see A20	P
R05 - Recreational Facilities	Includes correspondence, descriptions, reports, and other records dealing with the management, operation, and design of specific municipal recreational facilities, such as arenas, rinks, pools, and fitness centres. Includes floor plans, architectural and engineering drawings. More specific information is filed by subject. Excludes: * Facilities Construction - see A19. * Building and Property Maintenance - see A20.	P
R06 - Recreational Programming	Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts, and other programs.	C + 3
<b>T00 - Transportation Services - General</b>	Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.	
T01 - Illumination	Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as streetlights, pedestrian crossover lights, etc. Also includes records on power consumption.	P

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### Schedule B

Reference Number & Title	Record Series Description	Retention Period
T02 - Parking	Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.	P
T04 - Road Construction	Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, bridges, etc. Excludes: * Design and Planning - see T05. * Routine maintenance and minor improvements to road systems - see Road Maintenance, T06.	P
T05 - Road Design and Planning	Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycle ways, footpaths, walkways, etc.	P
T06 - Road Maintenance	Includes records and studies regarding the inspection and maintenance of roads. Includes the installation of culverts, minor repairs to the road surfaces, curbs and sidewalks, cycle ways, footpaths, walkways, etc. Also includes grading, plowing, and sanding of roads, and snow removal and cleaning.	C + 6
T07 - Signs and Signals	Includes records and studies regarding the manufacture and installation of signs and signals. Excludes: * Visual Identity Program - see M09	C + 6
T08 - Traffic	Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes temporary road closures for special events.	C + 6

## Schedule B

Reference Number & Title	Record Series Description	Retention Period
T09 - Roads and Lanes Openings / Closures	Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence, and district court applications. As well as records related to requests to open road and street allowances. Excludes: * Temporary road closures - see Traffic, T08. * Land Sales - see Land Acquisition and Sale, L07. * Road Closing By-Laws - see C01	P
T11 - Bridges	Includes estimates, studies, and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	P
<b>V00 - Vehicles and Equipment - General</b>	Includes records regarding vehicles and equipment which cannot be classified elsewhere. Use only if no other heading is available.	
V01 - Fleet Management	Includes records of all vehicles currently leased or owned, operated, and maintained by the municipality. This includes vehicle history files, and vehicle maintenance, registration, and disposal. Excludes: * Insurance Policies - see L06. * Accident Claims - see L02, L03. * Leases/Contracts - see L14.	P
V02 - Mobile Equipment	Includes records regarding mobile equipment used in conjunction with vehicles. Also includes maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc.	P
V03 - Transportable Equipment	Includes records regarding transportable equipment used by the municipality. Also includes maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	C + 6
V04 - Protective Equipment	Includes records regarding protective equipment used by the municipality. Also includes maintenance and history files on equipment such as breathing apparatus, breathing tanks, down alarms, etc. Excludes: * Uniforms and Clothing - see A14.	P

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