

# THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

## BY-LAW NO. 69/13

A by-law to establish retention periods for records of the Township of Puslinch and to repeal By-law No. 30-1966.

WHEREAS subsection 254(1) of the *Municipal Act 2001*, S.O. 2001, c. 25 as amended, ("*Municipal Act*") provides that a municipality shall retain and preserve its records in a secure and accessible manner; and

WHEREAS subsection 255(3) 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; and

WHEREAS subsection 255(2) of the *Municipal Act 2001*, S.O. 2001, c. 25 as amended, provides that a municipality's records may be destroyed if a retention period for the record has been established and the retention has expired; and

WHEREAS the Council of The Corporation of the Township of Puslinch deems it appropriate to update the Township's Records Retention By-law;

NOW THEREFORE the Council of The Corporation of the Township of Puslinch HEREBY ENACTS AS FOLLOWS:

### 1. DEFINITIONS

For the purpose of this by-law:

- (a) **"Deputy Clerk"** means the Township's Deputy Clerk;
- (b) **"Destruction"** means the final phase of a record's life cycle;
- (c) **"Destruction Notice"** means a formal detailed notification of the scheduled destruction of records;
- (d) **"Life Cycle"** means the life span or time period from the creation or receipt of a record through its useful life to its final disposition. The five stages in the life cycle of a record include; the creation, distribution, use, storage/maintenance, retention, and disposition/destruction.
- (e) **"Record"** means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes,
  - (i) 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
  - (ii) 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.
- (e) **"Responsible Department"** is a column heading in the retention table and identifies the department with the primary responsibility for retaining the record;
- (f) **"Retention"** means the length of time a record is to be retained before its final disposition;
- (g) **"Signing Authority"** means the Department Head of the responsible department, or his or her designate;
- (h) **"Township"** means the Corporation of the Township of Puslinch;

- (i) **“Transitory Record”** means a record that has temporary usefulness and is only required for the completion of a routine action or until superseded, and should be discarded as soon as practicable. Transitory material include, but are not restricted to:
  - (i) duplicate copies of documents retained only for distribution or as a convenience copy;
  - (ii) one of a number of multiple copies of a record such as minutes, reports, or agendas;
  - (iii) unsolicited advertising information;
  - (iv) draft letters, memos, reports, and informal notes that do not represent significant steps in the preparation of a final document;
  - (v) publications, directories, catalogues, pamphlets, brochures and other promotional materials that are superseded or no longer useful;
  - (vi) emails and voice mail having only a temporary value;
  - (vii) business not related to the Township; and
  - (viii) a non-integral part of a Township record;
- (j) **“Viital Record”** means a record of any form or format, containing information that is essential to continue the immediate operation of the Township, and that is necessary to recreate its legal and financial position, and to preserve its claims and rights and those of its stakeholders.

## **2. ADMINISTRATION**

- (a) The Deputy Clerk shall be responsible for administering this By-law in accordance with the provisions of this By-law.

## **3. RETENTION SCHEDULE**

- (a) The retention schedule attached as Schedule “A” forms part of this By-law.

## **4. RECORDS DESTRUCTION**

The following principles shall govern the Destruction of Records:

- (a) no Record shall be destroyed unless authorized by the Signing Authority and first classified according to this By-law;
- (b) the Retention period has expired or the Record is a Transitory Record;
- (c) all Records shall be destroyed in a manner that preserves the confidentiality of any information contained in such Records;
- (d) any Record pertaining to pending or actual litigation or investigation or a request under privacy legislation shall not be destroyed until such Record is no longer required for such purpose; and
- (e) all original Record Destruction Notices are to be retained by the Deputy Clerk.

## **5. RECORDS AND INFORMATION MANAGEMENT**

The Deputy Clerk will be responsible for establishing procedures to provide guidelines to ensure that Records are created, classified, organized, managed, retrieved, maintained, and destroyed efficiently throughout their Life Cycle in accordance with the *Municipal Act, 2001*, the *Municipal Freedom of Information and Protection of Privacy Act*, and the principles of The Ontario Municipal Records Management System (TOMRMS) for the management of Records within the Township.

## **6. EFFECTIVE DATE**

This by-law shall take effect upon approval by the Township's Auditor.

**7. TITLE**

This By-law shall be known as the Records Retention By-law.

**8. REPEAL**

By-law No. 30-1966 is hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20<sup>TH</sup> DAY OF NOVEMBER, 2013.**

\_\_\_\_\_  
Dennis Lever, Mayor

\_\_\_\_\_  
Karen Landry, Clerk

## Records Retention Schedule

### Primary Heading: Administration

Includes records regarding routine administration and office services functions

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
A00	<b>Administration - General</b> Includes administrative records which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
A01	<b>Associations and Organizations</b> 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 Ratepayers Association, AMCTO, AMO, MISA, etc.	All Departments	1		Excludes: Membership Fees - see F01
A02	<b>Staff Committees and Meetings</b> 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.	All Departments	4**		Excludes: - Council Minutes and Agenda - see C03-C04 - Council Committees - see C05-C06
A03	<b>Computer Systems and Architecture Information</b> 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 sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions. May also include requests for significant modification, fixes and upgrades.	Administration	S+6	V	Excludes: - Reports - file by subject. - Acquisitions - see F18
A04	<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 as well as travel arrangements, accommodation, itineraries, reservations, confirmation of reservations, hotel brochures related to the conference, restaurants, convention sites etc.	All Departments	1**		Only those sponsored by the Township are subject to archival review Excludes: - Speeches and Presentations - see M08 - Employee/Council Expenses - see F09 - Ceremonies and Events - see M02 - Invoices - see F01 - Rental Agreements - see L14

#### Legend:

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
A05	<b>Consultants</b> 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.	All Departments	2**		Excludes: - Reports - file by subject. - Quotations and Tenders - see F18 - Invoices - see F01
A06	<b>Inventory Control</b> Includes inventory statements and reports, and all other records regarding the control of supplies, fuel and small equipment stock levels.	All Departments	6		Excludes: - Assets - see F06
A07	<b>Office Equipment and Furniture</b> Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, microfiche readers, etc.	Finance	E+1		E = disposal of item  Excludes: - Computer Hardware /Software - see A03 - Service Agreements - see L14 - Assets - see F06
A08	<b>Office Services</b> 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 word-processing services.	Finance	1		
A09	<b>Policies and Procedures</b> Includes policy and procedure manuals, guidelines and directives.	Administration	P**		
A10	<b>Records Management</b> Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, feasibility studies, and records centre operations.	Administration	S+2	V	Excludes: - Retention By-Law - see C01 - Policies and Procedures - see A09 - Records Disposition - see A11
A11	<b>Records Disposition</b> Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	Administration	P		
A12	<b>Telecommunications Systems</b> Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, fire communications systems, and 911 emergency systems.	Fire Public Works Administration	S	V	Excludes: - Licences - see P09 - Assets - see F06 - Long Distance Call Records - see F01 - Agreements - see L04 or L14

### Legend:

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
A13	<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.	All Departments	2		Excludes: - Employee and Council Expenses - see F09
A14	<b>Uniforms and Clothing</b> Includes records regarding uniforms and special clothing used by municipal staff members, such as fire-fighters' clothing and safety clothing.	All Departments	S**		
A15	<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.	All Departments	2		Excludes: - Purchase Orders and Requisitions - see F17 - Office Equipment - see A07 - Fleet Management - see V01
A16	<b>Intergovernmental Relations</b> 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.	All Departments	5**		Excludes: - Legislation – see L10/L11  Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.
A17	<b>Accessibility of Records (F.O.I.)</b> 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.	Administration	E+2		E= completion of the FOI Request  Excludes: - Copies of the Act – see L11 - Complaints and Inquiries - see M04
A18	<b>Security</b> Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes and control of keys.	All Departments	5		Excludes: - Vandalism Reports - see P05 - Computer Security - see A03
A18	<b>Audio and Video Surveillance Tapes</b> Audio and video surveillance tapes created during the monitoring of buildings or areas for preventing crime and for security purposes.	All Departments	14 days		If not required to support known investigations, litigation or an FOI request, reuse or destroy in 14 days.
A19	<b>Facilities Construction and Renovations</b> 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.	All Departments	E+2**	V	E = project finished  Specifications, architectural and engineering drawings are kept permanently.

### Legend:

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
A20	<b>Building and Property Maintenance</b> Includes records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, 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.	All Departments	5		Excludes: - Parks Construction & Management - see R04 - Recreational Facilities - see R05
A21	<b>Facilities Bookings</b> Includes copies of permits and bookings issued for the rental of outdoor and indoor recreational and administrative facilities for specific activities.	Recreation	2		
A22	<b>Accessibility Of Services</b> Includes records relating to the accessibility of Municipal buildings, services and information to persons with a disability.	All Departments	5		Excludes: - Policy & Procedures – see A09 - Construction records, inspections – see A19
A23	<b>Information Systems Production Activity and Control</b> Includes records relating to computer system operations. Includes activity logs, help desk tickets, change control sheets, change orders and reports, file access control reports and system changes	Finance	E + 2		E = date closed
A24	<b>Access Control and Passwords</b> Records related to the management of and access to programs. Includes individual access, password management, etc.	Finance	2		

**Legend:**

**E** = Event / **P** = Permanent / **S** = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

### Primary Heading: Council and By-laws

Includes records regarding the establishment of policy and by-laws, and the operations of Council and of Boards for which Council is responsible

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
C00	<b>Council and 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.	All Departments	1		
C01	<b>By-Laws</b> Includes signed and final versions of the municipality's by-laws, along with amendments and attachments that are legally part of the by-laws.	Administration	P**		Excludes: - Background information –working documents are kept for 4 years after the approval of the by-law and filed by subject
C02	<b>By-Laws - Other Municipalities</b> Includes final versions of by-laws of other municipalities which are of interest.	All Departments	S		
C03	<b>Council Agenda</b> Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.	Administration	S+5		Excludes: - Council Committees - see C05
C04	<b>Council Minutes</b> Includes minutes of the proceedings of Council meetings.	Administration	P**		Excludes: - Council Committees - see C06 - Reports to Council - see C11
C05	<b>Council Committee Agenda</b> Includes notices of meetings and agenda for the committees of Council .	Administration	S+2		
C06	<b>Council Committee Minutes</b> Includes minutes of the committees of Council and copies of Council Local Boards.	Administration	P**		

#### Legend:

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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



## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
C07	<b>Elections - Management</b> Includes records related to the processes involved in the management of Township elections, by-elections. May include management of election projects such as voting system, voting locations, election personnel, training manuals, communications, media management, applications to amend voters list, and all other administrative activities.	Administration	E+4	V  (only during election year)	E = Date of Election
C07	<b>Elections - Personnel</b> Includes records related to election personnel appointed to assist in the election. Including election worker applications, letters of appointment, oaths, etc.	Administration	E + 120 days	V  (only during election year)	E = Date of Election
C07	<b>Election - Candidates</b> Includes records relating to candidates running for the office of Mayor, Area and County Councillors, and Board Members. Also includes completed nomination forms, nomination withdrawal, signed oaths, financial statements, affidavits, and all supporting correspondence	Administration	E+4	V  (only during election year)	E = Date of Election
C07	<b>Election - Returns</b> Includes records related to the Township's official voting place documentation and materials. Also includes ballot box documents, advance poll sheets, used spoiled and cancelled ballots, voters' lists.	Administration	E+ 120 days	V  (only during election year)	E = Date of Election  In accordance with the <i>Elections Act</i> , retention is set at 120 days after official declarations of results unless there is a court order or recount. The retention will then be re-determined if this occurs.
C07	<b>Election - Recount</b> Includes records related to the request for and conduct of Township election recount. Also includes recount request, associated amendments, affidavits and certifications, recount notices and other supporting recount documents.	Administration	E+4	V  (only during election year)	E = Date of Election  Supporting documentation does not need to be retained.
C07	<b>Election - Results</b> Includes records related to the Township's official election results including election date, Township Clerk's official declaration of election, poll by poll results, and all other supporting documentation.	Administration	P	V  (only during election year)	Supporting documentation does not need to be retained.

**Legend:**

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
C08	<b>Goals and Objectives</b> Includes records concerning strategic planning, goals and objectives, and mission statements.	All Departments	S**		
C09	<b>Motions and Resolutions</b> Includes final signed versions of resolutions and motions of Council.	Administration	P		
C10	<b>Motions and Resolutions - Other Municipalities</b> Includes final versions of motions and resolutions of other municipalities which are of interest.	Administration	1		
C11	<b>Reports to Council</b> Includes all original reports to Council.	Administration	P**		
C12	<b>Appointments to Boards and Committees</b> Includes records regarding appointments of citizen and members of Council.	Administration	P**		

Legend:

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

### Primary Heading: Development and Planning

Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning, etc.  
Subjects are grouped according to long range vs. developmental planning

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
D00	<b>Development and Planning - General</b> Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.	Administration	1		
D01	<b>Demographic Studies</b> 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.	Administration	10**		Excludes: - Vital Statistics - see L12
D02	<b>Economic Development</b> Includes records regarding the growth of the economy. Includes studies, statistics, projections, etc.	Administration	10**		Excludes: - Demographic Studies - see D01 - Residential Development - see D04 - Tourism Development - see D06 - Industrial/Commercial Development - see D21
D03	<b>Environment Planning</b> 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.	Administration	E+2**	V	E = completion of project  Excludes: - Environmental Monitoring - see E05, E13-E15 - Waste Management - see E07
D04	<b>Residential Development</b> Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	Administration	10**		
D05	<b>Natural Resources</b> 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.	Administration	2**		

**Legend:**

**E** = Event / **P** = Permanent / **S** = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
D06	<b>Tourism Development</b> 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.	Administration	10**		
D07	<b>Condominium Plans</b> Includes records regarding the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.	Administration	P		Applications can be destroyed 2 years after final decision.
D08	<b>Official Plans</b> 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.	Administration	P**		Excludes: - Official Plan Amendment Applications - see D09 - Background Reports – see D24
D09	<b>Official Plan Amendment Applications</b> Includes applications to amend the official plan or secondary plans, staff reports, notices, resolutions and decisions.	Administration	E+5		E = final decision  Excludes: - OMB Hearings & Decisions – see L01 - Hearing – see L01 - Decision – see C01 (with Bylaw)
D10	<b>Severances</b> Includes records regarding the granting of severances to parcels of land including application for severance.	Administration	P		E = final decision Applications can be destroyed 5 years after the final decision. Certificates and Decisions are kept permanently
D11	<b>Site Plan Control</b> 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.	Building	P		Applications can be destroyed 2 years after final execution and registration on title.  Excludes: - Systems for Servicing Land - see relevant subject - Site Plan Agreements - see L04

### Legend:

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
D12	<b>Subdivision Plans</b> 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.	Administration	P		Applications can be destroyed 2 years after final decision  Excludes: - Subdivision Agreements - see L04
D13	<b>Variances</b> Includes records regarding the granting of variances in land use including zoning applications from existing zoning regulations.	Administration	P		Excludes: - Budget Variances - see F05
D14	<b>Zoning</b> Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities.	Administration	E+2		E = Final Decision  Excludes: - Zoning By-Laws - see C01  Permanent Retention Only: Affidavit/OMB Decision – C01 (with By-law)
D15	<b>Easements</b> 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 or Township-owned property.	Administration	E+6*		E = termination of rights  Excludes: - Agreements - see L04
D16	<b>Encroachments</b> Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation.	Administration	E+6**		E = termination of rights  Excludes: - Agreements - See L04 - Encroachment By-Laws - see C01
D17	<b>Annexation/Amalgamation</b> 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 restructuring.	Administration	P**		

**Legend:**

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
D18	<b>Community Improvement Projects</b> 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.	Administration	E+6**		E = completion of project  Excludes: - Economic Development - see D02
D19	<b>Municipal Addressing</b> 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.	Building	S+10**	V	
D20	<b>Reference Plans</b> Includes Registered Deposit Plans and site plans, as received from Registry Office.	Building	P		
D21	<b>Industrial/Commercial Development</b> Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc.	Administration	10**		Excludes: - Agricultural Development – see D23
D22	<b>Digital Mapping</b> Includes all records used to produce maps and updates in a digital format.	Administration	S		Excludes the actual data residing on these systems  Air photos subject to archival selection.
D23	<b>Agricultural Development</b> Includes applications and records relating to exemption from Part Lot Control, under the Planning Act in order to create additional lots.	Administration	10**		
D24	<b>Background Reports for Official Plan</b> Includes reports pertaining to amendments and changes to the Official Plan.	Administration	E+5		<b>County Responsibility</b>  E = final decision

**Legend:**

**E** = Event / **P** = Permanent / **S** = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
D25	<b>Part Lot Control</b> Includes applications and records relating to exemption from Part Lot Control, under the Planning Act in order to create additional lots.	Administration	E+2		E = final decision Applications can be destroyed 2 years after decision. Excludes: Bylaws – see C01
D26	<b>Property Files</b> Includes records relating to a specific property. This includes original documents such as: Building Permit Applications, issued Building Permits, Occupancy Permit, all drawings and plans, inspections reports, heat calculations, septic, and orders to comply. Also includes copies of other property related records such as Compliance Letters, Zoning By-law Amendments, Variances, Site Plans, Decisions for Fence Viewer and Assessment Review Board, Agreements for Site Plan, Demolition, 2 <sup>nd</sup> Dwelling, and other permits such as Fill, Pool Fence and Trailers. Property files are maintained by roll number.	Administration	P		

Legend:

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

### Primary Heading: **Environmental Services**

Includes records regarding provision of public works and other environmental services other than roads.  
Includes water works, sewers, treatment plants, waste management and environmental monitoring. Also includes tree removal and pruning.

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
E00	<b>Environmental Services - General</b> Includes records regarding environmental services which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
E01	<b>Sanitary Sewers</b> Includes records regarding the design, construction and maintenance of sanitary sewers.	Public Works	E + 1		Specifications are kept permanently
E02	<b>Storm Sewers</b> Includes records regarding the design, construction and maintenance of storm sewers.	Public Works	E +1**	V	Specifications are kept permanently
E03	<b>Storm Water Management Ponds</b> Includes records relating to the construction and maintenance of storm water management ponds.	Public Works	P		
E04	<b>Trees</b> Includes records of tree removal, planting, trimming, pruning and preservation.	Public Works	5		
E05	<b>Air Quality Monitoring</b> Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity.	All Departments	E+2**		Event = last record made  Excludes: - Water Quality – see E13 to E15 - By-Law Enforcement - see P01 - Complaints and Inquiries - see M04
E06	<b>Utilities</b> Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc.	Public Works	5**	V	Excludes: - Site Plans - see D11

Legend:

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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



## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
E07	<b>Waste Management</b> Includes records regarding the collection and disposal of waste. Includes landfill site records, recycling, energy from waste, source separation, collection services and composting.	All Departments	2		<b>County Responsibility</b>  Excludes: - Environment Planning - see D03 - Private Sewage Disposal Systems – see E12
E08	<b>Water Works</b> Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines and related facilities and equipment	Public Works	15		Specifications are kept Permanently
E09	<b>Drains</b> 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.	Public Works	E+1**	V	Specifications are kept Permanently
E10	<b>Pits &amp; Quarries</b> Includes records regarding the design, construction and maintenance of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence.	Administration	P		
E11	<b>Nutrient Management</b> Includes the records regarding the management of livestock and/or crop planning and regulations pertaining to the operations. Control of storing/spreading /using liquid manure on land, near waterways, runoff etc.	Administration	5**		
E12	<b>Private Sewage Disposal Systems</b> Includes records regarding the design, construction and maintenance of septic systems.	Building	P		NOTE:  Private Septic - see D24/Property File.
E13	<b>Water Monitoring</b> Includes records regarding the routine monitoring of water quality, water quantity, annual reports, and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), as well as responses to interference with quality or quantity. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water.	All Departments	15		Excludes; - Air Quality Monitoring – see E05 - By-Law Enforcement - see P01 - Complaints and Inquiries - see M04

### Legend:

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
E14	<b>Water Sampling</b> 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.	All Departments	15		Excludes: - Air Quality Monitoring – see E05 - By-Law Enforcement - see P01 - Complaints and Inquiries - see M04
E15	<b>Chemical Sampling of Water</b> 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.	All Departments	15		Excludes: - Air Quality Monitoring – see E05 - By-Law Enforcement - see P01 - Complaints and Inquiries - see M04
E16	<b>Backflow Prevention and Cross Connection Control</b> 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.	All Departments	15		
E17	<b>Energy Management</b> 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.	Finance	E + 7		E = end of reporting period

### Legend:

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
E18	<b>Natural Heritage</b> 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.	Administration	E + 3		E = end of designated year
E19	<b>Renewable Energy</b> 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.	All Departments	50		

**Legend:**

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

### Primary Heading: Finance and Accounting

Includes records regarding the management of funds

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
F00	<b>Finance and Accounting – General</b> Includes records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		Do not file accounting records required for tax purposes
F01	<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.	Finance	E+7		Excludes: - Cancelled Cheques - see F07 - Employee and council expenses – see F09  Permission to destroy prior to the expiration of the retention period must be obtained from the Minister of Finance.  Permission to destroy records related to the Employer Health Tax must be obtained from the Minister of Finance.
F02	<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.	Finance	E+7	V	Excludes: - Write-offs - see F23 - Tax Assessments, Rolls and Tax Arrears - see F22  Permission to destroy prior to the expiration of the retention period must be obtained from the Minister of Finance.  Permission to destroy records related to the Employer Health Tax must be obtained from the Minister of Finance.
F03	<b>Audits</b> Includes records regarding internal and external financial audits of accounts.	Finance	E+7		Excludes: - Operational audits - see relevant subject - Audited Financial Statements - see F10

**Legend:**

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
F04	<b>Banking</b> Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records.	Finance	E+7	V	Excludes: - Banking Statements - see F07
F05	<b>Budgets and Estimates</b> Includes departmental and corporate budgets, both capital and operating. Also includes Budget Variances.	Finance	E+7**		E = end of the last year in which the capital budget is expended
F06	<b>Assets</b> Includes records regarding current and fixed assets. Includes inventories as well as records of initial expenditure, depreciation, amortization, and disposal.	Finance	E+7**	V	E = disposal of asset  Excludes: - Land & Building Purchases – see L07 - Land & Building Sales - see L07
F07	<b>Cheques</b> 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.	Finance	E+7		Excludes: - Banking - see F04
F08	<b>Debentures and Bonds</b> 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.	Finance	E+7		E = debentures surrendered for exchange/cancellation  Excludes: - Debenture Registers - see F14
F09	<b>Employee and Council Expenses</b> 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.	Finance	E+7		Excludes: - Attendance - see H01
F10	<b>Financial Statements</b> Includes consolidated statements of Financial Position, Operations, Changes in Net Financial Assets and Cash Flows, and the summary of significant accounting policies and other explanatory information.	Finance	P**		Excludes: - all working notes, calculations and background documentation, see F26

**Legend:**

**E** = Event / **P** = Permanent / **S** = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
F11	<b>Grants and Loans received by Township</b>  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.	Finance	E+7		E = date the loan was paid off
F12	<b>Investments</b>  Includes records regarding the municipality's investments, term deposits, and promissory notes.	Finance	E+7		E = closure of the account, maturity of investment
F13	<b>Journal Vouchers</b>  Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Finance	E+7		E= completion of transaction
F14	<b>Subsidiary Ledgers, Registers, and Journals</b>  Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers.	Finance	E+7**		E= completion of transaction Excludes: - Documents and vouchers used to support entries - see relevant subject in this Primary. Permission to destroy C.P.P. and Employment Insurance records prior to the expiration of their retention period must be obtained from the Minister of Revenue.
F15	<b>General Ledgers and Journals</b>  Includes all records in the Books of Original Entry.	Finance	P	V	
F16	<b>Payroll</b>  Includes all records of payments of salary, wages and deductions to employees. Includes pay lists, Blue Cross reconciliations, T4 Slips and Statistics Canada reports. Also includes honoraria and fees to Council.	Finance	E+7	V	Excludes: - Payroll Registers - see F14
F17	<b>Purchase Orders and Requisitions</b>  Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services.	Finance	E+7		E= expiry of contract and warranty  Excludes: - Quotations and Tenders - see F18

### Legend:

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
F18	<b>Quotations and Tenders</b> 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.	Finance	E+7		Excludes: - Agreements – See L04 or L14 (agreement/contract file will also contain successful bid, original tender and attachments) Unsuccessful bids – retain for 1 year from contract award
F19	<b>Receipts</b> Includes receipts issued for payment of items such as licenses, rentals and taxes.	Finance	E+7		
F20	<b>Reserve Funds</b> Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	Finance	E+7		
F21	<b>Revenues</b> Includes records regarding the generation of revenues other than taxes such as development charges, and public donations and sponsorships.	Finance	E+7		Excludes: - Accounts Receivable - see F02 - Tax Rolls - see F22 - Agreements (MOU) – see L04 Records related to mortgages must be kept for 10 years.
F22	<b>Tax Rolls and Records</b> 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.	Finance	P	V	Excludes: - Accounts Receivable - see F02 - Mortgage Companies - see F02 - Correspondence related to tax issues that are not of a long term importance - see F02
F23	<b>Write Offs</b> Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies.	Finance	E+7		Excludes: - Accounts Receivable - see F02
F24	<b>Trust Funds</b> Includes records regarding funds established by the municipality for money held in trust, such as bequests, Ontario Home Renewal Program, and Homes for the Aged Residents.	Finance	E+7		E = closure of account

### Legend:

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
F25	<b>Security Deposits</b> Includes development deposits, letters of credit, proof of insurance when required and records of monies held as security (ie. bonds).	Finance	E+7		E = closure of account
F26	<b>Working Papers</b> Includes all budget working papers, and working notes, calculations and background documentation used to calculate financial statements such as the Monthly Trial Balance.	Finance	E+3		E = after completion of audit  Excludes: - Financial Statements - see F10

**Legend:**

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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



## Records Retention Schedule

### Primary Heading: Administration

Includes records regarding the municipality's relationship with its employees.  
Includes records regarding general staff programs as well as information on specific employees.

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
H00	<b>Administration – General</b> Includes records regarding Administration which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
H01	<b>Attendance and Scheduling</b> Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, etc.	Finance	4**	V	Excludes: - Individual Time Sheets - see F16
H02	<b>Benefits</b> 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.	Finance	S		Excludes: - Payroll - see F16
H03	<b>Employee Records</b> Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, correspondence with the employee, and employee assistance.  Includes full-time, part-time, student employees and volunteers.	Administration	E+10		E = date employee ceased to be employed by the Township  History of employee is kept permanently.  Note: Part-time and Volunteer fire-fighter employee records are kept permanently.  Excludes: - Employee Complaints, Investigations, and Grievances – see H14 - Pension Records – see H10
H04	<b>Health and Safety</b> Includes records regarding the occupational health and safety of staff.  Includes information on health, safety and wellness programs for staff, and Health & Safety Committee inspections on Township property.	Administration	7**		Excludes: - Accidents of the Public – see P05 - Lost-time reports and claims – see H13  Accident and Workplace Safety & Insurance Board (WSIB) reports are kept permanently

#### Legend:

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
H05	<b>Human Resource Planning</b> 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.	Administration	2**		Excludes: - Employee Records - see H03
H06	<b>Job Descriptions</b> Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Administration	S+1**		
H07	<b>Labour Relations</b> Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.	Administration	E+10**	V	E = expiry of contract period Excludes: - Collective Agreement – see L04
H08	<b>Organization</b> Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.	Administration	S+6**		Excludes - Job Descriptions - see H06
H09	<b>Salary Planning</b> Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules.	Administration	S+4		Excludes: - Employee Records - see H03
H09	<b>Pay Equity</b> Includes any reference material retained regarding issues related to pay equity and job evaluation documents.	Administration	P		
H10	<b>Pension Records</b> Includes records detailing obligations to individuals under OMERS. Includes pension information of retired personnel, including registration and records.	Administration	E+6		E = termination of employee/beneficiary  Excludes: - Deductions for pensions – see F16 - General information on pension plans – see H02 - Payments made to OMERS – see F01  Pension plans, annual information returns, and OMERS eligibility letters and waivers are kept Permanently.
H11	<b>Recruitment</b> Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.	All Departments	E+1**		E = close of competition

**Legend:**

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
H12	<b>Training and Development</b> Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation materials.	All Departments	S**		Only courses developed and presented by the Township are subject to archival selection  Excludes: - Employee Records - see H03
H13	<b>Claims</b> Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD.	Finance	E+10		E = resolution of claim  Excludes: - Non lost-time incidents or accidents - see H04 - Self-insured STD – see H01  WSIB claims are kept permanently.  Records related to exposure to airborne Acrylonitrile, benzene, lead, mercury, silica, vinyl chloride, arsenic, ethylene oxide or asbestos must be kept the longer of: (a) 40 years from the time such records were first made with respect to the worker; or (b) 20 years from the time the last of such records were made with respect to the worker.
H14	<b>Employee Complaints, Investigations and Grievances</b> Includes records dealing with complaints by or against employees of the Township such as the initial complaint, investigation, reports and final resolution, in relation to the <i>Occupational Health and Safety Act</i> , the Human Rights Code, and the Township's Code of Conduct.	Administration	E+7**		E = resolution of complaint , investigation or grievance
H15	<b>Harassment and Violence</b> 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.	Administration	3		Excludes Employee Complaints, Investigations or Grievances – see H14

**Legend:**

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

### Primary Heading: Legal Affairs

Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
L00	<b>Legal Affairs – General</b> Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
L01	<b>Appeals and Hearings</b> Includes all records regarding appeals, hearings, and legal proceedings.  Also includes final judgments and appeals such as zoning, official plan, closed meeting investigations, and all OMB orders, etc.	Administration	P		Excludes: - Litigation - see Claims - L02-L03 - Harrassment & Violence see H15
L02	<b>Claims Against the Municipality</b> Includes all litigation made by other parties against the municipality.	Administration	E + 10**		E= resolution of claim and all appeals  Excludes: - Appeals and Hearings - see L01  NOTE: Human Rights Claims will be subject to archival selection.
L03	<b>Claims By the Municipality</b> Includes all litigation made against other parties by the municipality.	Administration	E + 5		E= resolution of claims and all appeals  Excludes: - Appeals and Hearings - see L01
L04	<b>Contracts and Agreements - Under Seal</b> 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.	Administration	E+15**		E = expiry of Contract/Agreement and warranty  Excludes: - Simple Agreements - see L14 - Contracts regarding Land - see L07 - Insurance Policies - see L06
L05	<b>Insurance Appraisals</b> Includes appraisals of municipal property for insurance purposes.	Administration	E+15		E= change of appraisal value

#### Legend:

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
L06	<b>Insurance Policies</b> Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance.	Administration	E+15	V	E= expiry of policy  Excludes: - Employee Group Insurance - see H02 - Third Party Contracts - see L04
L07	<b>Land Acquisition and Sale</b> Includes records regarding the purchase, sale or expropriation of land and buildings by the Township.	Administration	P		
L08	<b>Opinions and Briefs</b> Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	Administration	S**		
L09	<b>Precedents</b> Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.	Administration	S**		
L10	<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.	All Departments	S		
L11	<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.	All Departments	S		
L12	<b>Vital Statistics</b> Includes registers of births, deaths and marriages.	Administration	P	V	Excludes: - Population Statistics - see D01  NOTE: Once the Form 17's (Notice of Registration of Birth or Stillbirth) are on register they can be destroyed after 2 years.
L12	<b>Marriage Licence Applications</b>	Administration	2		
L13	<b>Prosecutions</b> Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation.	Administration	E+7		E= delivery of judgment  Excludes: - By-Law Enforcement - see P01 - Appeals and Hearings - see L01

### Legend:

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
L14	<b>Contracts and Agreements – Simple</b> Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts, vehicle lease, purchase agreements, street sweeping, gravel, etc.	All Departments	E + 7**		E= expiry of contract and warranty

**Legend:**

**E** = Event / **P** = Permanent / **S** = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

### Primary Heading: **Media and Public Records**

Includes records regarding the municipality's relationship with the media and the general public.

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
M00	<b>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.	All Departments	1		
M01	<b>Advertising / Marketing</b> Includes records regarding public advertising in magazines, newspapers, radio, television, and transit.	All Departments	1**		Excludes: - News Releases - see M06 - Recruitment - see H11 - Elections - see C07
M02	<b>Ceremonies and Events</b> Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day. Also includes records regarding the set-up and running of special events.	All Departments	5**		
M03	<b>Charitable Campaigns/Fund Raising</b> Includes records regarding the raising of funds and donations for the Township, for Township run programs, or for other charitable organizations.	All Departments	E+1		E= end of campaign  Excludes: - Receipts - see F19
M04	<b>Complaints, Commendations and Inquiries</b> 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.	All Departments	1**		Excludes: - Accessibility of Records(FOI) - see A17 - Specific Complaints - see appropriate subject
M05	<b>News Clippings</b> Includes clippings from newspapers, information from journals and other printed media.	All Departments	1**		Excludes: - Clippings used as reference material - see relevant subject
M06	<b>News Releases</b> Includes final versions of news releases issued. Includes messages for inclusion in special event programs.	All Departments	1**		
M07	<b>Publications</b> Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, trade shows, current events, recreation guide, industrial directories, business directories, and maps. May include annual reports of a non-financial nature.	All Departments	S**		

#### Legend:

**E** = Event / **P** = Permanent / **S** = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
M08	<b>Speeches and Presentations</b> Includes final versions of speeches, presentations and news conferences given by elected and non-elected officials.	All Departments	3**		Excludes: - Media coverage of speeches/ presentations – see M05 - News Releases - see M06
M09	<b>Visual Identity, Insignia, Logo Trademark Registrations</b> Includes records regarding the standards which apply to graphic designs in the interest of establishing a Visual Identity Program. Includes logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office. Also includes trademark registrations and infringements/violation of usage.	Administration	P		
M10	<b>Website and Social Media Content</b> Includes snapshots of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook & Twitter.	Administration	S		

**Legend:**

**E** = Event / **P** = Permanent / **S** = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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



## Records Retention Schedule

### Primary Heading: Protection and Enforcement Services

Includes records regarding the operational functions of law enforcement, licensing, public protection and fire prevention within the community.

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
P00	<b>Protection &amp; Enforcement Services – General</b> Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
P01	<b>By-law Enforcement</b> Includes records of municipal efforts to enforce by-laws such as zoning, property standards, parking, animals, etc.  Includes records such as orders to comply, inspection reports, stop work orders for fill permits, complaints, working notes, statements, correspondence, exhibits, photographs, property standards orders, etc.  Also includes appeals, decisions, and final inspection records.	Building By-law Fire	E+6**		E = infraction settled or file closed  Excludes: - Hearing Minutes – see C06 - Prosecutions - see L13
P02	<b>Daily Occurrence Logs</b> Includes logs maintained of daily occurrences such as fire assistance calls maintained by the Chief Building Official and Fire Department.	All Departments	5**		
P03	<b>Emergency Planning</b> Includes records regarding the planning and rehearsal of emergency measures.	All Departments	S**	V	
P04	<b>Hazardous Materials</b> Includes information and reports on chemicals and substances that pose fire hazards. Also includes records dealing with toxic substances control, transportation and effects.	All Departments	S + 3	V	E+5 years for PCB material storage records after PCB removed from site  Excludes: - Staff Safety Training - see H04
P05	<b>Incident/Accident Reports</b> Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties.	All Departments	E + 10		E = date of accident  Excludes: - Security - see A18 - Accidents of Municipal Staff - see H04 - Vehicle Accidents - see L02 or L03

#### Legend:

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
P06	<b>Building and Structural Inspections</b> Includes inspection reports such as building, plumbing, fire prevention, and other structural inspections, and WSIB Audits.  Also includes fire alarm testing and alarm certificates of verification	All Departments	S	V	E+2 for inspections, maintenance and testing related to the fire code  Excludes: - By-Law Enforcement - see P01
P07	<b>Health Inspections</b> Includes health inspection reports conducted or performed by Health and Safety Committee on private, public and commercial properties and Fire Marshall's inspections.	Administration	S	V	
P08	<b>Investigations</b> Includes records of investigation pertaining to law enforcement, traffic accidents, ambulance and firefighting activities.	All Departments	10**		Excludes: - By-Law Enforcement - see P01
P09	<b>Licences</b> 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, etc.	Administration  Building  By-law	E + 4		E = expiry of licence  Excludes: - Marriage Licences - see L12
P10	<b>Building Permits</b> Includes permits issued to builders, contractors, and residents giving them permission to build or renovate.	Building	P		Excludes: - All other permits - see P11  NOTE: All Building Permit records will be retained permanently in accordance with the D26-Property Files.
P10	<b>Model Home Drawings</b>	Building	P		
P11	<b>Permits, Other</b> Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued giving permission to hold special events, transport oversize loads, erect signs, park on the street, fill, trees etc.	All Departments	E+4		E = expiry of permit  NOTE: Permits related to Fill, Trailer, and Apartment in House will be kept permanently in the D26 Property Files.  Excludes: - Building Permits

### Legend:

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
P12	<b>Warrants</b> Includes all issued warrants.	Building By-law Fire	E+2		E = execution of warrant
P13	<b>Criminal Records</b> Includes all documentation relating to individuals with a history of criminal activity.	Building By-law Fire	E+5		E = occurrence/ investigation closed or disposition of charge  Excludes: - Investigations – see P08 - Prosecutions – see L13
P14	<b>Animal Control</b> Includes records and reports regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports.	Administration By-law	E+2		Excludes: - Dog Licenses - see P09
P15	<b>Community Protection Programs</b> Includes records on community protection, public fire, and crime prevention such as Community Policy. Records include correspondence and brochures.	Administration	S+2**		
P16	<b>Emergency Services</b> Includes records regarding land ambulance, fire and rescue services.	Fire	S+2	V	

**Legend:**

**E** = Event / **P** = Permanent / **S** = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

### Primary Heading: Recreation, Heritage and Culture

Includes records regarding the provision of recreational and cultural services to the community.

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
R00	<b>Recreation, Heritage, Culture - General</b> Includes records regarding recreation, heritage and cultural services which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
R01	<b>Heritage Preservation</b> Includes records and information regarding local history, listings and designations of individual properties and districts on the municipal register, private and abandoned cemeteries, and the heritage reference library.	Administration	P		Excludes: - Original By-Laws - see C01
R02	<b>Archaeology</b> Includes property assessment reports, provincial clearance letters and assessment guidelines, miscellaneous artifact collections, and any other information or reports related to archaeology.	Administration	P		
R03	<b>Built Heritage</b> Includes built heritage resource inventories; miscellaneous information on the documentation and recording of built structures, Canadian Inventory of Historic Buildings record sheets, and any other information or reports related to built heritage.	Administration	P		
R04	<b>Parks Construction &amp; Management</b> Includes correspondence, descriptions, reports and other records dealing with the construction, management design, set-up, landscaping and maintenance of specific municipal parks. Includes maps and plans.	Administration Parks	5**		Excludes: - Building and Property Maintenance - see A20
R04	<b>Playground Equipment</b> Includes information dealing with maintenance of playground equipment.	Parks	P		
R05	<b>Recreational Facilities</b> 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.	Parks Administration	5**		Excludes: - Facilities Construction - see A19 - Building and Property Maintenance - see A20

#### Legend:

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
R06	<b>Recreational Programming</b> 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.	Administration	5**		
R07	<b>Cultural Heritage Landscapes</b> Includes CHL criteria guidelines and inventories, and related information and reports.	Administration	P		

**Legend:**

**E** = Event / **P** = Permanent / **S** = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

### Primary Heading: Transportation

Includes records regarding the development and improvement of transportation systems (roads and public transit).

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
T00	<b>Transportation - General</b> Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
T01	<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.	Public Works	E+6	V	E= completion of project Specifications are kept Permanently
T02	<b>Parking</b> Includes records and studies regarding municipal parking issues such as accessible parking, lot and garage operations, fire routes and employee parking.	Public Works	E+6		E= closure of lot or space
T03	<b>Public Transit</b> Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records regarding the construction of bus shelters and similar facilities, route administration and planning, fare policies, intergovernmental transit co-ordination and access for persons with disabilities.	All Departments	E+1**		E= closure of route/shelter/stop
T04	<b>Road &amp; Sidewalk Construction</b> Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads & sidewalks, such as resurfacing, widening, bridges, retaining walls, etc.	Public Works	E+1**		E = project finished  Excludes: - Simple Agreements – see L14 - Design and Planning - see T05 - Routine maintenance and minor improvements to road systems – see T06
T04	<b>Design Studies</b>	Public Works	P		
T05	<b>Road &amp; Sidewalk 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 side-walks, cycle-ways, footpaths, walkways, trails, etc.	Public Works	E+1**	V	E = project finished Specifications are kept Permanently

#### Legend:

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
T06	<b>Road &amp; Sidewalk Maintenance</b> Includes records and studies regarding the inspection and maintenance of roads. Includes the installation of culverts, minor repairs to the road surfaces, curbs and side-walks, cycle-ways, footpaths, walkways, trails, etc. Also includes grading, ploughing and sanding of roads, and snow removal and cleaning.	Public Works	E+1**		E = project finished  Specifications are kept Permanently
T06	<b>Activity Sheets</b> Includes activity sheets for road, traffic, fleet and parks services.	Public Works	E+25		E= start date of activity
T07	<b>Signs and Signals</b> Includes records and studies regarding the manufacture and installation of signs and signals.	Public Works	E+1	V	E= removal of sign/signal  Excludes: - Visual Identity Program - see M09
T08	<b>Traffic</b> 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.	Public Works	E+1**		E = project finished  Temporary road closures 2 years
T09	<b>Roads and Lanes 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.	Public Works	E+1**		E = project finished Excludes: - Temporary road closures - see T08 - Land Sales - see L15 - Road Closing By-Laws - see C01
T10	<b>Field Survey/Road Survey Books</b> Includes engineering field survey notes as well as books.	Public Works	E+1		E = project finished
T11	<b>Bridges</b> Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	Public Works	E+1		E = project finished
T11	<b>Specifications and Engineering Structural Assessment Reports</b>	Public Works	P		

**Legend:**

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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

## Records Retention Schedule

### Primary Heading: Vehicles and Equipment

Includes records regarding municipal vehicles and equipment. Includes records on fleet management, mobile equipment, and protective equipment and related maintenance activities.

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
V00	<b>Vehicles and Equipment - General</b> Includes records regarding vehicles and equipment which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
V01	<b>Fleet Management</b> 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.	All Departments	E+1		E = termination of lease or disposal of vehicle  Excludes: - Insurance Policies - see L06 - Accident Claims - see L02, L03 - Leases/Contracts - see L14
V02	<b>Mobile Equipment</b> 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.	All Departments	E+6		E = as long as the device is in service.
V03	<b>Transportable Equipment</b> 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.	All Departments	E+6		E = as long as the device is in service.
V04	<b>Protective Equipment</b> 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.	All Departments	E+6		E = as long as the device is in service.  Excludes: - Uniforms and Clothing - see A14

#### Legend:

E = Event / P = Permanent / S = Superseded

\* = maximum copy retention

\*\* = subject to archival selection

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



**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 70/13**

Being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Puslinch at its meeting held on November 20, 2013.

**WHEREAS** by Section 5 of the *Municipal Act, 2001, S.O. 2001, c.25* the powers of a municipal corporation are to be exercised by its Council;

**AND WHEREAS** by Section 5, Subsection (3) of the *Municipal Act*, a municipal power including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Puslinch at its meeting held November 20, 2013 be confirmed and adopted by By-law;

**NOW THEREFORE** the Council of the Corporation of the Township of Puslinch hereby enacts as follows:

- 1) The action of the Council of the Corporation of the Township of Puslinch, in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council at said meeting are hereby adopted and confirmed.
- 2) The Head of Council and proper official of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action of the Council.
- 3) The Head of Council and the Clerk are hereby authorized and directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and the Clerk authorized and directed to affix the seal of the said Corporation to all such documents.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20th DAY OF November, 2013.**

---

Dennis Lever, Mayor

---

Karen Landry, C.A.O./Clerk