

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
A	ADMINISTRATION							
A01	Associations and Organizations Includes correspondence, minutes, agenda, notices and reports regarding organizations to which staff belong or with which they communicate. Excludes: Membership Fees – See F01	Originating	1		1	Pa / E		
A02	Staff Committees & Meetings Includes records regarding the activities of staff committees and meetings: e.g. agenda & minutes of Department Heads. Excludes: Health & Safety Committee Meetings-see H04	Originating	2	5	4**	Pa / E	Senior Management Team minutes to be retained permanently on paper. <i>Occupational Health and Safety Act</i>	
A03	Computer / Information Systems Includes records regarding all types of information systems in use: hardware, software, data transmission, system design and implementation, quality control, office automation, wipe logs and electronic document management. Also includes records on system installations/conversions and product evaluations Backup media are kept as per the disaster recovery plan Excludes: Acquisitions – See F18	Information Technology	S	6	S + 6	Pa / E	Only those sponsored by the County are subject to archival review. <i>Financial Administration Act, Electronic Commerce Act, Electronic Registration Act</i>	Yes
A04	Conferences and Seminars Includes programs and notes regarding conferences, conventions and seminars attended by Council members or staff or sponsored by the County. Excludes: Travel Arrangements See A13 Speeches & Presentations See M08	Originating	1	-	1**	Pa / E	Only those sponsored by the County are subject to archival review.	

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
A	ADMINISTRATION							
	Employee & Council Expenses – See F01 & F09 Ceremonies & Events – See M02 Rental agreements – See L14 Invoices – See F01							
A05	Consultants Includes correspondence, proposals and other documents regarding the selection and monitoring of consultants. Excludes: Reports – file by subject Quotations & Tenders – see F18 Invoices – see F01	Originating	1	1	2**	Pa / E		
A06	Inventory Control Includes inventory statements and reports, and all other records regarding the control of supplies and equipment. Excludes: Assets – See F06 Controlled Drug Substances-see S18	Originating	1	6	7	Pa / E	Electronic preferred. <i>Long Term Care Act 2007; LTC Reg 79-10, Food and Drug Act, Income Tax Act, Controlled Drugs and Substances Act, Child Care and Early Years Act 2014, Elderly Persons Centres Act</i>	
A07	Office Equipment & Furniture Includes records regarding the design and maintenance of owned and leased office equipment and furniture such as chairs, desks, copiers, scanners, printers etc. Excludes: Computer hardware & software – see A03 Facsimile machines – see A12 Assets – see F06 Service agreements – see L14	Originating	S		Disposal of Item	Pa / E	Electronic preferred. <i>Child Care and Early Years Act 2014; Vocational Rehabilitation Services Act</i>	
A08	Office Services Includes records regarding rates and services provided by courier, mail and postage firms as well as internal printing and management of forms and templates.	Originating	S		1		Electronic preferred.	

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
A	ADMINISTRATION							
A09	Policies & Procedures Includes policy and procedure manuals, guidelines, terms of reference and directives related to administrative, governance and operational processes	Originating	S	15	15	Pa / E	Archival copy to be paper. <i>Municipal Conflict of Interest Act</i> <i>Occupational Health and Safety Act, Canada Labour Code</i>	Yes
A10	Records Management Includes information regarding the management of corporate records in all media. Includes file listings and information on records centre operations. Excludes: Retention By-law – see C01 Policies & Procedures – see A09 Records Disposition – see A11	Clerk's Dept	S		S**	Pa / E	Electronic preferred. <i>Municipal Act 2001</i>	
A11	Records Disposition Includes records regarding the disposition of corporate records, including the disposal method used and forms authorizing and describing the destruction of records.	Clerk's Dept	P		P	Pa / E	<i>Municipal Act</i>	
A12	Telecommunications Systems Includes records regarding all telecommunications systems. Includes telephones, facsimile machines, base and mobile stations, towers, antennae, modems police and fire communication systems and 911 emergency systems. Excludes: Licenses – see P09, Assets – see F06 Long Distance Call Records – see F01 Agreements – see L04 or L14	Information Technology /Transportation Services	S		S	Pa / E		
A13	Travel and Accommodation Includes records regarding travel and accommodation arrangements such as itineraries, authorizations, rented vehicles,	Originating	1	1	1	Pa / E		

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
A	ADMINISTRATION							
	and brochures concerning hotels and convention sites. Excludes Employee & Council Expenses – see F09							
A14	Uniforms and Clothing Includes records regarding uniforms and special clothing used by municipal staff members and protective services.	Originating	S		S	Pa / E	Electronic preferred.	
A15	Vendors & 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. Includes Purchasing Co-op price lists. Excludes: Purchase Orders & Requisitions - see F17. Office Equipment - owned & leased - see A07. Fleet Management - see V01.	Originating	C	1	2	Pa / E	Electronic preferred.	Yes
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 government-funded agencies (such Grey Bruce Health Unit, AMO)	Originating	1	5	6**	Pa / E		
A17	Access Requests (MFIPPA) Includes documents regarding the municipality's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and	Clerk's Dept	1	5	2	Pa / E	Municipal Freedom of Information and Protection of Privacy Act, Municipal Act. Privacy breaches are kept for 2 years after investigation complete.	

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
A	ADMINISTRATION							
	records regarding the handling of requests under the Act. Excludes: Copies of the Act – see L11. Complaints & Inquiries - see M04.							
A18	Security Includes reports, requests, logs, and other records regarding the security of facilities and properties such as security passes, and control of keys and closed-circuit television (CCTV) output. Also includes records regarding telephone and copier passwords. Excludes: Vandalism Reports – see P05. Computer Security-see A03	Originating	2	3	5	Pa / E	Video footage kept for 14 days unless needed for investigation. If for investigation, keep for 2 years	Yes
A19	Facilities Construction and Renovations Includes records for the planning and construction of municipal facilities such as office space, and Homes. Includes site meetings, consultant's reports, and cost reports. Excludes architectural and engineering drawings. See A27	Originating Dept.	T	2	T+2	Pa / E	T = Completion of Project. <i>Health Protection and Promotion Act, Occupational Health and Safety Act, Limitations Act</i>	
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.	Originating Dept.	2	13	5	Pa / E	<i>Vessels Act; Elevating Devices Act; Occupational Health and Safety Act, Child and Family Services Act</i>	
A21	Facilities Bookings	Originating Dept.	1	1	1	Pa / E	Electronic preferred.	

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
A	ADMINISTRATION							
	Includes copies of permits and bookings issued for the rental of recreational and administrative facilities.							
A22	Forms, Applications Includes all County blank forms and applications used in daily business functions, such as employment applications, facilities form etc. Excludes: Completed forms - file by subject.	Originating	S		S	Pa / E		
	Moved to M11							
A24	Disaster Recovery Planning Emergency Plans Act	Originating	S		S**		<i>Emergency Plans Act</i>	
A25	Quality Assurance/Quality Control- includes pharmacy audits, process audits, temperature readings in all areas (fridge, food, hot water), infection control	Originating	2		6	Pa / E		
A26	Building Structure Systems Includes records regarding building systems that are part of the building structure such as HVAC, ventilation, fire and life systems, electrical safety, elevators, furnace and emergency lighting. Includes manufacturer's operation/technical manuals and warranties; inspection and testing reports, approved life safety studies, approved compliance equivalencies, inspection log books and medial action for building systems	Originating	5	S	S+5	Pa/E	Superseded or life of asset	
A27	Drawings <u>Includes architectural and engineering drawings and As-Built drawings and supporting documentation such as specifications required to interpret the</u>	Originating	5	S	S+5	Pa/E	Superseded or life of asset	

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
A	ADMINISTRATION							
	<u>drawings and identify the current state of a facility or infrastructure for assessment, rehabilitation, and warranty support purposes.</u>							

C=Current, Pa=Paper
 E=Electronic, S=Superseded
 T=Terminated, P=Permanent
 **=Subject to Archival Review

Inactive=Time in Storage
 Active=Time in Department
 Vital=Necessary for day to day
 operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
C	COUNCIL SERVICES / CLERK'S	DEPT.						
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.	Clerk's Dept.	P		P**	Pa / E	Permanent copy to be maintained on paper, reference copies electronically. <i>Municipal Act, Planning Act</i>	Yes
C02	By-Laws – Other Municipalities Includes final and draft by-laws of other municipalities that are of interest.	Clerk's Dept.	5		5	Pa / E		
C03	Council Agenda Includes notice of meetings and agenda of Council meetings as well as working notes used in agenda preparation.	Clerk's Dept.	S	5	S+5	Pa / E		
C04	Council Minutes Includes minutes of the proceedings of Council meetings. Includes all attachments to the minutes, such as Reports to Council and recorded votes. Excludes: Council Standing Committees - see C05 & C06.	Clerk's Dept.	P		P**	Pa / E	Permanent copy to be maintained on paper, reference copies electronically. <i>Municipal Act, Planning Act</i>	
C05	Council Committee Agenda Includes notices of meetings and agenda for the committees of Council as well as working notes used in agenda preparation.	Originating Dept.	P		S+5	Pa / E	<i>Municipal Act</i>	
C06	Council Committee Minutes Includes minutes of the committees of Council.	Clerk's Dept.	P		P**	Pa / E	Permanent copy to be maintained on paper, reference copies electronically and for 2 years. <i>Planning Act; Corporations Act; Health Protection and Promotion Act; Municipal Act; Municipal Conflict of Interest Act; Highway Traffic Act, POA</i>	
C07	Elections	Clerk's Dept.	T+90 years		T+90 days	Pa / E	Voters list subject to archival selection. T= voting day	

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
C	COUNCIL SERVICES / CLERK'S	DEPT.						
	Includes returned notices, lists of officials, voters' lists, nominations, election results, preliminary voters' lists, oaths taken by council members and information on ward boundaries forwarded by local municipalities.						<i>Municipal Elections Act</i>	
C08	Goals and Objectives Includes records concerning strategic planning, goals and mission statements. Excludes Environmental Planning-see D03 Official Plan-see D08	Clerk's Dept.	S		10	Pa / E		
C09	Motions and Resolutions Includes final signed versions of motions and resolutions of Council, including correspondence regarding the motion or resolution.	Clerk's Dept.	P		P**	Pa / E	Permanent copy to be maintained on paper, reference copies electronically. <i>Municipal Act, Planning Act</i>	
C10	Motions and Resolutions – Other Municipalities Includes final signed versions of motions and resolutions of other municipalities, which are of interest.	Clerk's Dept.	T+2		T+2	Pa / E	T=Expired	
C11	Reports to Council / Committee Includes all reports to Council. Filed in chronological order by department or service.	Clerks Dept.	1	P	P**	Pa / E	<i>Municipal Act</i>	
C12	Appointments to Boards and Committees Includes all records in regards to Community or Council appointments to agencies, boards and commissions.	Clerk's Dept.	1	P	P**	Pa / E	<i>Municipal Act</i>	
C13	Legislation / Acts / Statutes Includes copies of provincial and federal legislation as well as regulations.	Clerk's Dept.	T	5	T+5* *	Pa / E	T = assent	

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
C	COUNCIL SERVICES / CLERK'S	DEPT.						
C14	Certificates, Oaths and Affidavits Includes clerk's certificates and certificates of oath taken by the Warden and Councillors. Also includes affidavits as they arise.	Clerk's Dept.	T	2	T+2	Pa / E	T = until successor takes office.	
C15	Appointment of Officers Includes records pertaining to the appointment of officers by Council, including the CAO and other senior officials.	Clerk's Dept.	1	2	P**	Pa / E	<i>Municipal Act; Municipal Conflict of Interest Act;</i>	
C16	Council Correspondence Includes Correspondence from Council sessions that are exceptional and do not fall into the general correspondence file.	Clerk's Dept.	1	4	5*	E	<i>Municipal Act</i>	
C17	Corporate Strategic Plan	CAO	S	5	S+5* *	Pa / E		Y
C18	Hearing, Appeals, Decisions and Orders -provided such do not affect the County of Grey	Clerk's Dept.	1	14	15**	Pa / E		Y
C21	Delegations/Deputations Information provided by person/organizations completing a deputation/delegation at a meeting	Clerk's Dept.	1	2	3	Pa/E		

C=Current, Pa=Paper
 E=Electronic, S=Superseded
 T=Terminated, P=Permanent
 **=Subject to Archival Review

Inactive=Time in Storage
 Active=Time in Department
 Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
D	PLANNING							
D01	Special Studies Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, Planning Periodicals etc. Includes Growth Management Studies and studies related to the operation of treatment and pumping stations.	Planning Dept.	5	15	20**	Pa / E	Supporting documentation to be kept for 10 years. Main study and associated data to be kept for 20 years	
D02	Economic Development Includes records regarding the growth of the economy. Includes studies, statistics, projections, etc. May also include projections, strategic plans, studies and proposals from other municipalities, towns, or counties. Excludes: Demographic Studies - see D01. Residential Development - see D04. Tourism Development - see D06. Commercial Development - see D21. Industrial Development - see D22.	Clerks	5	15	20**	Pa / E	County information to be kept for 20 years, other agency documents to be kept for 10 years.	
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.	Housing Dept./Planning	5	15	20**	Pa / E		
D05	Natural Resources Includes records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral	Planning / Clerk's Dept.	1	15	15	Pa / E	<i>Ontario Water Resources Act</i>	

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
D	PLANNING							
	deposits, forest certification documentation and other natural resources information. Moved to E04 Also see E04							
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.	Tourism	5	15	10**	Pa / E		
D08	Official Plans-Local Municipalities Includes copies of official plans and amendments to official plans provided by local municipalities.	Planning Dept.	S	50	P	Pa / E	<i>Planning Act</i>	
D09	Official Plan Amendment Applications and Official Plan Amendments-County and Local Includes the pre-consultation and applications to amend the official plan or secondary plans, staff reports, meeting minutes, and written comments on the application, notices, resolutions and decisions.	Planning Dept.	T	P	P	Pa/E	Applications 2 years after final decision <i>Planning Act</i> ; Includes Local Planning Appeal Tribunal Hearing information	
D11	Site Plan Control (Not Approval Authority) Includes records regarding approval for the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways	Planning Dept.	10	10	10	Pa/E	application 2 years after final decision	
D14	Zoning By-Laws Comprehensive Zoning By-laws	Planning Dept.	T+2	2	T+52	Pa/E	T=approval of the by-law. Includes Local Planning Appeal Tribunal Hearing information	Yes

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
D	PLANNING							
	Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities. See D27A							
D15	Easements Includes all records on Right 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	Originating Dept.	5	5	P	Pa/E		Yes
D16	Encroachments Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes survey and any other related documentation.	Originating Dept.	5	5	P	Pa/E	Includes advertising sign permits	
D17	Annexation / Amalgamation/ Boundary Adjustments Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. May include studies on municipal restructuring, and buffer zone areas.	Originating	1	P	P**	Pa / E	T = completion of project. <i>Aggregate Resources Act;</i> <i>Environmental Assessment Act</i>	Yes
D18	Community Improvement Projects Includes records, studies, statistics and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs; Adopt a Highway and School Litter etc. May also include records on housing rehabilitation programs, as well as proposals for	Originating	T+2	8	T+10	Pa / E	T=Completion of Project	

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
D	PLANNING							
	Volunteer Programs such as day programs and craft programs. Excludes: Economic Development - see D02.							
D19	Municipal Addressing Includes background information and registered plans pertaining to the numbering and naming of public streets, lanes, roads, etc. Also includes 9-1-1 addressing. May include correspondence, reports, drawings and copies of related by-laws.	Planning Dept.	S	10	S+10 **	Pa / E	<i>Municipal Act</i>	
D19-A	Requests for New Municipal Addressing Signs Requests from municipalities and/or landowners for new civic address signs	Planning Dept.	2	3	5	Pa / E		
D20	Reference Plans Includes Registered Deposit Plans (RD Plans), site plans, and original property survey plans as received from Registry Office. Includes records relating to approved severance, stamped deeds and reference plans. May include correspondence.	Originating	S	P	P	Pa / E		Yes
D21	Industrial / Commercial Development Includes records regarding the promotion and development of commercial and industrial establishments. (Moved to E19). Records include studies, statistics, projections, drawings, technical reports, correspondence, comments, notes, etc.	Planning Dept.	5	15	10**			
D25	Agricultural Development Includes all records regarding development of agricultural growth. Includes the records	Planning Dept.	5	5	10**	Pa / E		

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
D	PLANNING							
	regarding 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.							
D27	Property Files pre 2000 Includes records relating to a specific property. This includes original documents such as: Zoning By-law Amendments; Committee of Adjustment & LPAT Hearings and decisions; MDS calculation sheets; Entrance Permit; property survey; correspondence to the property owner. Includes consents and minor variances, Land Division Committee Minutes, Decisions and Applications	Planning Dept.	P		P	Pa / E	Building Plans – Completion of Project + 10 years. If application is not granted / rejected, file to be destroyed after 10 years. If application is granted, then file is permanent.	Yes
D27A	Property Files post 2000 Includes records relating to a specific property. This includes original documents such as: Zoning By-law Amendments; Committee of Adjustment & LPAT Hearings and decisions; MDS calculation sheets; Entrance Permit; property survey; correspondence to the property owner. Includes consents and minor variances, Land Division Committee Minutes, Decisions and Applications	Planning Dept.	5	5	10	Pa/E	Post 2000 local municipalities are authorizing agencies. County is commenting agency only.	
D28	Draft Plan Of Subdivision/Condominium	Planning Dept.	P		P	Pa / E	Planning Act Includes Ontario Municipal Board Hearing information	
D29	Development Control Permits (Niagara Escarpment Commission) Niagara Escarpment Plan Amendments	Planning Dept.	1	9	10**	Pa / E	Planning Act. County not approval authority	

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
D	PLANNING							
D30	GIS Mapping Includes all records used to produce maps and updates in a digital format	Originating	10		10**	Pa / E	Planning Act	Yes

C=Current, Pa=Paper
 E=Electronic, S=Superseded
 T=Terminated, P=Permanent
 **=Subject to Archival Review

Inactive=Time in Storage
 Active=Time in Department
 Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
E	PLANNING-ENVIRONMENT							
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. May also include Certificate of Approval (Landfill) and related documentation. Excludes: Environment Planning - see D01.	Planning	1	9	10**	Pa / E	<i>Municipal Freedom of Information and Protection of Privacy Act, Occupational Health and Safety Act</i>	
E10	Pits and Quarries Includes records regarding the design, construction and maintenance of all Grey County owned pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence.	Transportation /Planning	2	13	10	Pa/E		
E04	Tree Maintenance and Trails Includes records of tree removal, planting, trimming, pruning and preservation measures taken on County owned forests and trails.	Planning/Transportation	1	4	5	Pa/E		
E17	Energy Management Includes all records relating to the County'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 costs and consumption and greenhouse gas emissions. Also includes conservation and demand measures information and management of energy consumption and conservation at	Originating	1	6	T+7	Pa/E	T= end of plan	

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
E	PLANNING-ENVIRONMENT							
	municipal buildings and facilities. Also includes recommendations from the Climate Change Action Plan							
E18	Natural Heritage Includes Records regarding green lands, municipal forests and forestry includes tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks, harbours and beaches and plans to manage, control or eradicate invasive species, endangered species or prevent release. Also see D05	Planning/Transportation Services	1	2	T+3	Pa/E	T= end of plan	
E19	Renewable Energy Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g. wind, water, biomass, biogas, biofuel, solar energy, geothermal energy and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts. Also includes reports on hazards to birds and bats monitoring and locations of wind turbines as well as land requirement transfers	Planning	2	13	T+15	Pa/E	T=project termination/completion	

C=Current, Pa=Paper
 E=Electronic, S=Superseded
 T=Terminated, P=Permanent
 **=Subject to Archival Review

Inactive=Time in Storage
 Active=Time in Department
 Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
F	FINANCE							
F01	<p>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, payable reports, membership fees, telephone bills, employee and council expenses, committee expenditure listings and receipts issued to the municipality for donations. Also includes repayment of loans. Excludes: Cancelled Cheques - see F07. Social Services client related - see S04</p>	Finance Dept.	C	9	10	Pa / E	Electronic preferred. <i>Income Tax Act; Long Term Care Act 2007; LTC Reg 79-10; Child Care and Early Years Act 2014, Excise Tax Act, Employment Insurance Act, Retail Sales Tax Act, Employer Health Tax Act, Child and Family Services Act, Elderly Persons Centres Act, Health Protection and Promotion Act, Real Property Limitations Act, Municipal Act, Elections Act</i>	Yes
F02	<p>Accounts Receivable Includes records documenting funds owing to the municipality, such as invoices, billing listings and recoveries reports. Includes both tax and receivables, write-offs, etc. May include correspondence related to collection of tax and supporting documentation. Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. Excludes: Tax Assessments, Rolls & Tax Arrears - see F22</p>	Finance Dept.	C	9	10	Pa / E	Electronic preferred. <i>Income Tax Act; Long Term Care Act 2007; LTC Reg 79-10; Child Care and Early Years Act 2014, Excise Tax Act, Employer Health Tax Act, Child and Family Services Act, Elderly Persons Centres Act, Health Protection and Promotion Act</i>	Yes
F03	<p>Audits and Auditing Includes records regarding internal and external financial audits of accounts, includes audit working paper binders OMERS Pension Reports (annual working papers). Excludes:</p>	Finance Dept.	C	15	6	Pa / E	<i>Income Tax Act; Long Term Care Act 2007; LTC Reg 79-10; Child Care and Early Years Act 2014 Not required by legislation. Provides detailed background information.</i>	

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
F	FINANCE							
	Operation audits - see relevant subject Audited Financial Statements - see F10							
F04	Banking Includes records regarding banking transactions and relationships with banks. Includes bank statements, bank reconciliations, deposit records, miscellaneous receipts, i.e. cash receipts	Finance Dept.	C	9	10	Pa / E	<i>Excise Tax Act, Income Tax Act, Employer Health Tax Act, Health Protection and Promotion Act</i>	Yes
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 and Cash Flow estimates and reports.	Finance Dept.	C	7	7	Pa / E	<i>Income Tax Act;; Long Term Care Act 2007 Child Care and Early Years Act 2014; Municipal Act, Child and Family Services Act Keep one annual budget permanently</i>	Yes
F06	Assets Includes records regarding current and fixed assets. Includes inventories as well as records of initial expenditure, depreciation, amortization and disposal. Also includes supporting information required for Public Sector Accounting (PSAB) purposes	Finance Dept.	T+1	8	T+9	Pa / E	<i>T=disposal of asset, Excise Act, Income Tax Act, Employer Health Tax Act, Child Care and Early Years Act 2014, Health Protection and Promotion Act, Real Property Limit Act Capital Assets are Permanent</i>	Yes
F07	Cheques Includes all cancelled cheques issued. Also includes cheque listings, NSF cheques and stop payments. Excludes: Banking and Bank Services-see F04; Social Services cheques-see S04	Finance Dept.	C	9	10	Pa / E	<i>Electronic preferred. Excise Act, Income Tax Act, Employer Health Tax Act, Child Care and Early Years Act 2014, Health Protection and Promotion Act, Real Property Limit Act</i>	Yes
F08	Debentures Includes records regarding debentures issued. Includes information regarding the initial issuance of the debenture as well as all records of payments made to investors.	Finance Dept.	T+1	6	T+7	Pa / E	<i>T=debentures surrendered for exchange/cancellation, Excise Act, Income Tax Act, Employer Health Tax Act, Child Care and Early Years Act 2014, Health</i>	Yes

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
F	FINANCE							
	Excludes: Debenture Registers - see F14.						<i>Protection and Promotion Act, Real Property Limit Act</i>	
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.	Finance Dept.	1	9	10	Pa / E	<i>Excise Act, Income Tax Act, Employer Health Tax Act, Child Care and Early Years Act 2014, Health Protection and Promotion Act, Real Property Limit Act</i>	
F10	Financial Statements Includes audited financial statements and Monthly department financial statements only need to be kept for 2 years (electronically stored)	Finance Dept.	2	P	P**	Pa / E	<i>Health Protection and Promotion Act, Municipal Elections Act. Monthly department financial statements only need to be kept for 2 years</i>	Yes
F11	Grants, Subsidies 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, reports and applications such as road subsidies, Student Employment Programs, Federal Gas Tax and one-time funding, OMPF. Includes financial statements for subsidies.	Finance Dept.	C	9	10	Pa / E	<i>Excise Tax Act, Income Tax Act, Employer Health Tax Act, Health Protection and Promotion Act</i>	Yes
F12	Investments Includes records regarding the municipality's investments, term deposits, and promissory notes.	Finance Dept.	T+1	6	T+7	Pa / E	<i>T+closure of account or audit completed for year investment matured Excise Tax Act, Income Tax Act, Employer Health Tax Act, Health Protection and Promotion Act</i>	Yes

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
F	FINANCE							
F13	Journal Entries Includes completed journal entry forms, input forms, and all background documentation used to substantiate the journal entries	Finance Dept.	C	9	10	Pa / E	<i>Excise Act, Income Tax Act, Employer Health Tax Act, Child Care and Early Years Act 2014, Health Protection and Promotion Act, Real Property Limit Act</i>	Yes
F14	Posting Journals Includes all subsidiary ledgers, registers, and journals such as Payment and Receipt Journals, Payroll Registers, Capital Asset Register, and Debenture Registers. Also includes Accounts Payable Journal Entries and entry traces, cash register reports, payroll balance sheets and detail, General Posting Journal, Computer Cheques Posting Journal, Electronic Funds Transfer Posting Journal, Invoice Posting Journal reports etc. Excludes Documents and vouchers used to support entries – see relevant subject.	Finance Dept.	C	9	10	Pa / E	<i>Excise Tax Act, Income Tax Act, Employer Health Tax Act, Health Protection and Promotion Act</i>	Yes
F15	General Ledgers and Journals Includes all records in the books of original entry and trial balances. Excludes Documents and vouchers used to support entries – see relevant subject.	Finance Dept.	1	P	P**	Pa / E	<i>Excise Tax Act, Income Tax Act, Employer Health Tax Act, Health Protection and Promotion Act</i>	Yes
F16	Payroll Includes all records of payments of salary, wages and deductions to employees. Includes pay lists, Garnishees, EHT and Group Benefits, T4 Summaries, OMERS yearly reports, Accounts Payable, and Statistics Canada reports. Also includes honoraria and fees to Council. Excludes:	Human Resources	C	60	10 years	Pa / E	<i>Excise Tax Act, Income Tax Act, Employer Health Tax Act, Health Protection and Promotion Act, Municipal Freedom of Information and Protection of Privacy Act, Worker Safety Insurance Act, Court of Justice Act</i>	Yes

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
F	FINANCE							
	Payroll Registers - see F14 Time Sheets - see H01							
F17	Purchase Orders and Requisitions Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement (purchasing) of goods and services. Excludes: Quotations & Tenders - see F18	Finance Dept.	C	6	7	Pa / E	<i>Excise Tax Act, Income Tax Act, Employer Health Tax Act, Health Protection and Promotion Act</i>	Yes
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 requiring By-Law - see L04.	Finance Dept. / Originating Dept.	C	6	7**	Pa / E		Yes
F19	Receipts Includes receipts issued for payment of items such as donations. Eg. In-kind donations	Finance Dept.	C	6	7**	Pa / E	<i>Excise Tax Act, Income Tax Act, Employer Health Tax Act, Health Protection and Promotion Act</i>	Yes
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.	Finance Dept.	C	6	T+7**	Pa / E	T=closure <i>Municipal Elections Act</i>	Yes
F21	Revenues Includes records regarding the generation of revenues other than assessment taxes, such as fees from planning and	Finance Dept.	C	6	7**	Pa / E	<i>Mortgage records kept for 10 years C=includes any mortgage granted respecting the affordable housing program Excise Tax Act,</i>	Yes

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
F	FINANCE							
	transportation applications, development charges, auction sales, etc. for services under the Fees and Services By-law 4735-11, POA, development charges as well as funds received from charity events and donations. Also included are fines						<i>Employer Health Tax Act, Health Protection and Promotion Act</i>	
F22	Assessment and Taxation Includes taxation records of long-term importance, such as assessment rolls, tax levies and apportionment, supplementary and tax write offs, reconciliations, reports on assessment appreciation, shifts in assessment i.e. ratepayer groups. Excludes: Accounts Receivable - see F02 Mortgage Companies - see F02 Correspondence related to tax issues that are not of long-term importance - see F02	Finance Dept.	C	P	P**	Pa / E	<i>Excise Tax Act, Income Tax Act, Assessment Act, Land Transfer Tax Act</i>	Yes
F23	Write Offs Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. Excludes: Accounts Receivable - see F02.	Finance Dept.	1	9	10	Pa / E	<i>Excise Tax Act, Income Tax Act</i>	
F24	Trust Funds Includes records regarding funds established by the municipality for money held in trust, such as bequests and long-term care resident trust funds	Finance Dept.	T	9	-T+10	Pa / E	<i>T=closure Long Term Care Act 2007, LTC Reg 79-10 Child and Family Services Act, Home for Special Care Act, Municipal Elections Act</i>	Yes
F25	Security Deposits Includes development deposits, letters of credit, proof of insurance and records of monies held as security (i.e. bonds).	Finance Dept.	T	7	T+7	Pa / E	<i>T=closure of account Income Tax Act; Long Term Care Act 2007; Child Care and Early Years Act 2014</i>	Yes
F27	Taxation-GST, PST and HST	Finance Dept.	T	7	T+7	Pa / E	<i>T= end of taxation year or filing date</i>	Yes

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
F	FINANCE							
	Includes records regarding any taxes paid by the municipality and the exceptions and rebates related to these taxes. Includes the original assessment notices, plus federal and provincial sales tax exemption, GST Registration Number, Retail Sales Tax, HST and GST.							
F28	Capital Projects Includes records pertaining to the ongoing maintenance of capital projects and budgetary projections for these projects.	Finance Dept.	T	7	T+7	Pa / E	T=end of project	Yes
F29	Debts Includes records and information regarding long-term borrowing, including ARL.	Finance Dept.	T	7	T + 7	Pa / E	T = termination of debt	Yes
F30	Development Charges	Finance Dept.	2	5	7	Pa / E	Development Charges Act; Education Act	Yes

C=Current, Pa=Paper
 E=Electronic, S=Superseded
 T=Terminated, P=Permanent
 **=Subject to Archival Review

Inactive=Time in Storage
 Active=Time in Department
 Vital=Necessary for day to day
 operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
H	HUMAN RESOURCES							
H01	Attendance and Scheduling Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, etc. Also includes time sheets. Excludes: Payroll - see F16	Human Resources	2	5	7	Pa / E	Electronic preferred. <i>Child Care and Early Years Act 2014, Municipal Freedom of Information and Protection of Privacy Act,</i>	
H02	Benefits Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Excludes: Payroll - see F16 Pension Records - see H10.	Human Resources	5	15	20	Pa / E	<i>Employment Standards Act, Employment Insurance Act, Employer Health Tax Act</i>	Yes
H03	Employee Records Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, correspondence with the employee, training and certificates, employee assistance, criminal reference /vulnerable sector checks and individual lay-off notices. Includes part-time staff, student employees and volunteers. Excludes: Grievances - see H14 Pensions (OMERS) - see H10	Human Resources	T+1	59	T=60 or 5 years after death	Pa / E	T = termination of employment. Unemployment Insurance Act; employment Standards Act; Limitations Act Driver abstracts to be kept for 5 years. Employee Immunization records kept for 10 years. <i>Municipal Freedom of Information and Protection of Privacy Act, Workplace Safety insurance Act, Municipal Act</i>	Yes
H03A	Unpaid Student Co-op Placements	Human Resources	2	5	7		For unpaid student co-op placements through high school or post-secondary institutions	

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
H	HUMAN RESOURCES							
H04	Health and Safety Includes records regarding the occupational health and safety of staff. Includes lists of designated substance assessments non-lost-time accident and incident reports, WSIB reports for non-lost-time, ventilation and air quality inspections and information on health and safety programs for staff such as fire drills and CPR courses. Includes Health and Safety Committee Minutes Excludes: Health & Safety Education - see S08 Accidents of the Public – see P05 Claims for STD, LTD or WSIB - see H13	Originating	1	4	5	Pa / E	Records related to exposure to airborne 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. <i>Occupational Health and Safety Act; Workplace Safety and Insurance Act, Child Care and Early Years Act 2014, Municipal Freedom of Information and Protection of Privacy Act, Environmental Protection Act, Limitations Act</i>	
H04-A	Air Quality Testing	Originating	7	8	15			Yes
H04-B	Audits/Hazards	Originating	T	15	T=15			Yes
H04-C	Health and Safety Committee Terms of Reference	Originating	S+5		S+5			Yes
H04-D	Electrical Authorization Permits	Originating	T	3	T+3			Yes
H04-E	Inspections	Originating	T+1	14	T+15			Yes
H04-F	Ministry of Labour Orders	Originating	T+10	5	T+15			Yes
H04-G	Noise Level Surveys	Originating	10	5	15			Yes
H04-H	Work Refusals	Originating	T+10	5	T+15			Yes
H04-I	Confined Space Entry Permits Includes confined space assessment, plan, coordination documents and entry permits	Originating	4	11	15		Occupational Health and Safety Act Reg 632-05 Section 21 (1)	Yes

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
H	HUMAN RESOURCES							
H05	<p>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, student employment program plans, Modified Work Program, Human Resources research information, lay-off planning and related records. Excludes: Employee Records - see H03 Individual Lay-off Notices - see H03</p>	Human Resources	1		S+1	Pa / E	<i>Municipal Freedom of Information and Protection of Privacy Act</i>	
H06	<p>Job Descriptions Includes job descriptions and specifications as well as background information used in their preparation or amendment, such as Job Comparison Schedules from other municipalities. Excludes: Job Comparison Schedules used in the planning of salaries - see H09</p>	Human Resources	5	15	20	Pa / E		
H07	<p>Labour Relations Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions, and negotiations. Excludes: Grievances - see H14 Collective Agreement - see L04</p>	Human Resources	T	10	T + 10**	Pa / E	T =expiry of contract period.	
H08	<p>Organization Includes records regarding reporting relationships, reorganization, downsizing,</p>	Originating	1	4	5	Pa / E	<i>Long Term Care Act, 2007, LTC Reg 79-10</i>	

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
H	HUMAN RESOURCES							
	organizational analysis, etc. Includes organization charts. Excludes: Job Descriptions - see H06							
H09	Salary Planning Includes records regarding the planning and scheduling of salaries, such as job evaluations, and seniority lists. Also includes any reference material retained regarding issues related to pay equity or Social Contract. Excludes: Employee Records - see H03	Human Resources	5		P	Pa / E	<i>Pay Equity Act; Long Term Care Act 2007, LTC Reg 79-10</i>	
H09A	Salary Surveys Includes Job classification systems, and job comparisons schedules	Human Resources	1	1	2			
H10	Pension Records Includes records detailing pension obligations due to individuals under OMERS. Includes pension information of retired personnel, including registration and records. Excludes: Payments made to OMERS - see F01 Deductions for Pensions - see F16 General Information on Pension Plans - see H02	Human Resources	T	6	T+6	Pa / E	T = Death of employee/beneficiary. Pension plans, annual information returns are kept permanently Pension <i>Benefits Act; Income Tax Act; OMERS Act, Municipal Act, Pension Benefits Act</i>	Yes
H11	Recruitment Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.	Human Resources	1	2	3	Pa / E	Electronic preferred. <i>Municipal Freedom of Information and Protection of Privacy Act</i>	

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
H	HUMAN RESOURCES							
H12	Training and Development Includes records regarding courses offered to employees, and information on career and professional development programs and attendance records for specific courses. Also includes orientation materials. Excludes: Employee Records - see H03	Human Resources	1	2	3	Pa / E	Only courses developed by the County are subject to archival selection. <i>Ontario Water Resources Act</i>	
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 H01	Human Resources	T	3	T+ 3	Pa / E	T = settlement of claim <i>Workplace Safety Insurance Act, Child Care and Early Years Act 2014, Municipal Freedom of Information and Protection of Privacy Act, Occupational Health and Safety Act, Environmental Protection Act</i>	Yes
H14	Grievances Includes records dealing with grievance complaints filed against the municipality, such as the initial complaint, investigation, reports and final resolution including arbitration and arbitration awards.	Human Resources	T	10	T + 10	Pa / E	T = settlement of grievance, <i>Limitations Act</i>	
H15	Seniority Lists Summary records of years of service of non-union and unionized employees.	Human Resources	S		S+7* *	Pa / E		
H16	Employment Applications & Resumes – Solicited Includes applications and resumes for positions posted by the County. Unsuccessful candidates Excludes: Applications and resumes of successful applicants – See H03	Human Resources	3 mos.		3 mos.	Pa / E	Electronic preferred	

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
H	HUMAN RESOURCES							
H17	Employment Resumes – Unsolicited Includes resumes sent to the County with cover letter enquiring about available positions.	Human Resources	3 mos.		3 mos.	Pa / E	Electronic preferred	
H18	Investigations Includes Investigations from staff and the public related to county operated programs and facilitates Also includes Human Rights investigations	Human Resources	5	10	15	Pa/E		
H19	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.	Human Resources	T	5	T+5	Pa/E	Investigation documentations kept for 5 years.	
H20	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.	Human Resources	T	7	T+7	Pa/E	T=end of employment	
H21	Employee Medical Records Includes records of exposure to asbestos and other hazardous materials.	Human Resources	T	3	T+60 or 5 years after know death	Pa/E		
H22	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	Human Resources	T	5	T+60 or 5 years after know n death	Pa/E		

C=Current, Pa=Paper
 E=Electronic, S=Superseded
 T=Terminated, P=Permanent
 **=Subject to Archival Review

Inactive=Time in Storage
 Active=Time in Department
 Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
H	HUMAN RESOURCES							
	Rights Code resulting in permanent accommodation.							
H23	Confined Spaces Includes records relating to the assessment of confined spaces and written plan and procedures for the control of hazards in confined spaces. Also includes confined space atmospheric tests and a record of each worker's entries and exits	Originating	15		15		Confined space plans to be kept for 15 years. Individual plans to be kept for 2 years.	
H24	Employee Recognition Includes all records and correspondence related to employee awards and honours granted by the County. Includes organized employee events such as staff BBQs, retirement celebrations, service awards, recognition parties etc.	Human Resources	1	4	5			

C=Current, Pa=Paper
 E=Electronic, S=Superseded
 T=Terminated, P=Permanent
 **=Subject to Archival Review

Inactive=Time in Storage
 Active=Time in Department
 Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
J	Provincial Offences Act (POA)							
J01	Certificates of Offence (Part 1) Includes Court and POA records including Part 1 Certificates of Offence. Records identified as POA schedule # CD-4R1 Excludes: Part 1 accident and careless driving matters - see J02	POA	C	7	C + 7	Pa / E	Provincial Offences Act C-includes the time within which an appeal can be made.	Yes
J02	Informations (Part 3) Includes Court and POA records including all Part 3 Informations and Part 1 Certificates of Offence relating to accident and careless driving matters only. Records identified as POA schedule # CD-2	POA	C	7	C + 7	Pa / E	Provincial Offences Act C-includes the time within which an appeal can be made.	Yes
J03	Appeals – Provincial Offences Includes correspondence and records of appeals related only to Provincial Offences. Excludes: Appeals & Hearings (Municipal) - see L01 Prosecution appeal records – see L13	POA/Legal Services	C	4	C + 4	Pa / E	Provincial Offences Act C-includes the time within which an appeal can be made.	Yes
J04	Control Lists Includes reports from municipal and provincial agencies such as OPP, MTO, MNR etc.	POA	C	3	C + 3	Pa / E	Provincial Offences Act C-includes the time within which an appeal can be made.	Yes
J05	Court Dockets Includes Register of Court activity including POA (trial) dockets, Fail to Respond (FTR) dockets and Walk in Guilty (WIG) dockets detailed case dispositions (completed dockets) court staff, statistics on accused and disposition of fines.	POA	C	6	C + 6	Pa / E	Provincial Offences Act C-includes the time within which an appeal can be made.	Yes
J06	Enforcement and Suspension	POA	C	7	C + 7	Pa / E	Provincial Offences Act	Yes

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
J	Provincial Offences Act (POA)							
	Includes records regarding the suspension of licences issued by Provincial Government bodies such as RICO-4015 Preliminary Enforcement Report and RICO-4017 Enforcement Review Journal and fine collection efforts. Also includes audit reports provided by the provincial database						C-includes the time within which an appeal can be made.	
J07	Transcripts Includes records of transcribed proceedings, tapes and log books.	POA	C	8	C+8		Provincial Offences Act C-includes the time within which an appeal can be made.	Yes
J08	Statistics Reports and other related statistical data including RICO reports, ISCUS reports and write offs and all other related financial reports. Excludes Accounts Receivable Write-Offs - see F23	POA	C	8	C + 8	Pa / E	Provincial Offences Act C-includes the time within which an appeal can be made.	
J09	Summary Convictions Register of summary convictions and related records.	POA	C	7	C + 7	Pa / E	Provincial Offences Act C-includes the time within which an appeal can be made.	
J10	Cash Book Records of cash receipts recorded on a daily or monthly basis. Also includes cash receipts for general account and bail accounts as well as breakdown of funds and bank balance. Excludes All non-POA transactions – See F14	POA/ Finance Dept.	C	7	C+7	Pa / E	Provincial Offences Act C-includes the time within which an appeal can be made.	Yes

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
J	Provincial Offences Act (POA)							
	Moved to J10							
J12	Disclosures	Legal Services				Pa/E		

C=Current, Pa=Paper
 E=Electronic, S=Superseded
 T=Terminated, P=Permanent
 **=Subject to Archival Review

Inactive=Time in Storage
 Active=Time in Department
 Vital=Necessary for day to day
 operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
L	LEGAL AFFAIRS							
L01	Appeals and Hearings Includes all transcripts and related documentation regarding appeals, hearings, and legal proceedings of any type not included in another category. Includes final judgements and Court Orders. See D09, D14, D27A and D28, Social Assistance Tribunal Hearings. Also includes orders issued by regulatory bodies and boards. Excludes: Litigation - see Claims - L02 & L03	Originating	T	P	P	Pa / E	T = resolution of appeal. <i>Limitations Act; LPAT Act; Assessment Act, Municipal Act, Planning Act</i>	Yes
L02	Claims Against the County Includes all liability claims (litigation) and insurance claims made by other parties against the municipality. Excludes: Appeals & Hearings - see L01.	Originating	T	2	T + 2	Pa / E	T = resolution of claims and all appeals. <i>Limitations Act; Insurance Act</i>	yes
L03	Claims By the County Includes all liability claims (litigation) and insurance claims made against other parties by the municipality. Excludes: Appeals & Hearings - see L01	Originating	T	2	T + 2	Pa / E	T = resolution of claims and all appeals and payment of any money required by such resolution to be paid <i>Limitations Act; Insurance Act</i>	yes
L04	Contracts and Agreements – Under Seal with By-Law Includes all corporate agreements entered into by the municipality that require a by-law and execution by the corporate signing officers such as the Warden and Clerk. Includes construction contracts, collective agreements, and road contracts. May also include background documentation used in the	Clerk's Dept.	T	15	T + 15**	Pa / E	T = termination of agreement. <i>Limitations Act</i>	Yes

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
L	LEGAL AFFAIRS							
	development of the contract or agreement. Excludes: Office Equipment Service Agreements - see L14 Contracts regarding Land - see L07							
L05	Insurance Appraisals Includes appraisals of municipal property for insurance purposes. Excludes: Insurance Policies - see L06	Originating	S		S+15	Pa / E	<i>Limitations Act</i>	
L06	Insurance Policies Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance. Excludes: Employee Group Insurance - see H02 Third Party Contracts - see L04	Originating	T + 1	15	T + 15	Pa / E	T = expiry of policy. <i>Compulsory Automobile Insurance Act, Insurance Act, Limitations Act</i>	Yes
L07	Land Acquisition and Sale Includes records regarding real estate transactions and conveyance of land such as lot sales, lane closings and allowances whether through voluntary transactions or expropriation. Includes deeds and expropriation plans, purchase letters and appraisals. Excludes: Leases for rental of property by other parties - see L15	Clerks	T	P	P	Pa / E	T = property disposition. <i>Expropriations Act; Limitations Act; Municipal Act</i>	Yes
L08	Opinions and Briefs Includes opinions and briefs prepared by the County's legal counsel on specific issues and by-laws and any supporting documentation.	Originating	S		S	Pa / E	<i>Limitations Act</i>	Yes

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
L	LEGAL AFFAIRS							
L09	Precedents Includes records regarding judgements and decisions that may affect the County's position in actual or potential legal matters.	Originating	S		S	Pa / E		
L10	Federal Legislation Includes records regarding bills, acts and regulations enacted by the Parliament of Canada, which affect or are of interest to the County.	Originating	S		S	Pa / E		
L11	Provincial Legislation Includes records regarding bills, acts and regulations enacted by the Ontario Legislature, which affect or are of interest to the County. Includes applications to amend the Retail Business Holiday Act, Liquor Licence Act, etc.	Originating	S		S	Pa / E		
L13	Prosecutions and Enforcement Includes records regarding prosecutions and other legal proceedings to enforce by-laws and federal and provincial legislation, including any appeals. Excludes: By-law Enforcement - see P01 Appeals & Hearings - see L01 Warrants - see P12	Originating	T	7	T + 7	Pa / E	T =delivery of trial judgement or other disposition of the matter at first instance, plus time permitted to appeal judgement, unless judgment appealed. T=2 years from conclusion of final appeal, if original judgment or disposition is appealed.	Yes

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
L	LEGAL AFFAIRS							
L14	Contracts and Agreements – Simple Includes contracts and agreements which do not require by-law approval or corporate seal, such as administrative agreements relating to equipment rental and service contracts and vehicle lease and purchase agreements. May include agreements to hire for a position. May also include background documentation used in the development of the contract or agreement.	Clerks	T + 1	6	T+7	Pa / E	T =expiry of contract. <i>Limitations Act, Highway Traffic Act, Technical Standards and Safety Act</i>	Yes
L15	Leases Includes records relating to leases and rentals of County property by other parties as well as all leases of buildings for municipal use.	Originating	T + 1	6	T+7	Pa / E	T = expiry of lease.	Yes
L16	Copyright Includes the request for permission to use the County crest, to copy material (written or photographic) published or owned by the County. Also includes denials of permission to copy or use municipal material.	Originating	P		P	Pa / E	<i>Copyright Act; Trade-marks Act</i>	Yes
L17	Land ownership – deeds and related Includes all deeds and transfer in respect of title to County property, highway transfer by-laws and orders, expropriation plans, as well as documents establishing or altering ownership rights or boundaries, such as applications regarding abutting properties under the Boundaries Act and for absolute title registration under the Land Titles Act.	Clerk's Dept.	P		P	Pa / E	<i>Municipal Act, Land Titles Act, Registry Act, Boundaries Act, Expropriations Act</i>	Yes

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
L	LEGAL AFFAIRS							
L18	Certificates of Insurance Insurance certificates for all work completed for the County by third parties. Also includes third parties using County property (i.e. trail groups)	Finance	P		P	Pa / E	<i>Limitations Act</i>	Yes
L19	Risk Management Includes records associated with the identification and control of potential hazards and accidental loss that may jeopardize the County. May include risk analysis, insurance coverage and claims adjustment.	Originating	1	14	15**			
L19A	GPS Records	Originating	2	18	20	E		

C=Current, Pa=Paper
 E=Electronic, S=Superseded
 T=Terminated, P=Permanent
 **=Subject to Archival Review

Inactive=Time in Storage
 Active=Time in Department
 Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
M	MEDIA & PUBLIC RELATIONS							
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	Originating	1		1	Pa / E		
M02	Ceremonies and Events Includes records regarding participation in special events, openings, and anniversaries. Also includes records regarding the set-up and running of special events, BBQs, retirement parties, tournaments, etc. May include special commemorative plaques.	Originating	1	4	5**	Pa / E		
M03	Charitable Campaigns / Fundraising Includes records regarding the raising of funds and donations for the County, Long Term Care and for other charitable organizations such as United Way. Excludes: Receipts - see F19 Accounts Receivable - see F02	Originating	1		1	Pa / E		
M04	Complaints, Commendations and Inquiries Includes records regarding commendations, requests for information, and very general types of inquiries and complaints. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. Excludes: Accessibility of Records (F.O.I.) - see A17	Originating	1	4	5	Pa / E		

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
M	MEDIA & PUBLIC RELATIONS							
	Specific Complaints - see appropriate subject							
M05	News Clippings Includes clippings from newspapers, information from journals and other media. Excludes: Clippings used as reference material – see relevant subject.	Originating	1		1	Pa / E		
M06	News Releases and Proclamations Includes notes and final versions of news releases and proclamations issued by staff and Council. Includes messages for inclusion in special event programs and articles contributed to newspapers.	Originating	1	9	10	Pa / E	Electronic Preferred	
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 and newsletters published for distribution to the public and in-house. May also include film documentaries and video productions.	Originating	1	2	3**	Pa / E		
M08	Speeches and Presentations Includes background notes, draft and final versions of speeches, presentations and news conferences given by elected and non-elected officials. Excludes: Media coverage of speeches/presentations - see M05	Originating	1	2	3**	Pa / E		

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
M	MEDIA & PUBLIC RELATIONS							
	News Releases - see M06							
M09	Visual Identity and Insignia Includes records regarding the standards that 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.	Originating	S	5	S+5**	Pa / E		
M10	Newsletters Includes all newsletters produced by the County.	Originating	1	9	10	Pa / E	Electronic Preferred, <i>Electronic Commerce Act, Electronic Registration Act</i>	
M11	Website and Social Media Content Includes records of website content and copies of web pages created by the County for general public use. Also includes information on social media sites such as Facebook and Twitter.	Originating	S	2	S+2	Pa/E		
M12	Public Awareness/Public Relations Includes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters, etc. Also includes issues regarding internal/external communications. Includes programs designed for public awareness and engagement.	Originating	1	4	5	Pa/E		

C=Current, Pa=Paper
 E=Electronic, S=Superseded
 T=Terminated, P=Permanent
 **=Subject to Archival Review

Inactive=Time in Storage
 Active=Time in Department
 Vital=Necessary for day to day
 operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
P	PROTECTION AND ENFORCEMENT SERVICES							
P01	<p>Bylaw Enforcement Includes records of County efforts to enforce by-laws such as road weight infractions, Order to Comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs, Tree Cutting Permit, Minor Exemptions etc. where no legal proceedings were initiated Also includes coyote and beaver by-law related issues Excludes: Inspections – see P07 & P08 Environmental Monitoring - see E05 Prosecutions - see L13</p>	Originating	2	4	6	Pa / E	<i>Pesticides Act, Forest Management By-law</i>	
P02	<p>Daily Occurrence Logs Includes Ambulance Call Reports associated with daily reporting and tracking number of occurrences involving police dispatching, and fire and ambulance assistance calls. Also includes staff workbooks used to document daily activities. May include call reports and running field sheets.</p>	Originating	1	4	5**	Pa / E		
P03	<p>Emergency Planning Includes records associated with the planning and rehearsal of emergency measures and services provided by the municipality. May include evacuee centres in the event of a disaster, provision of service</p>	Originating	10		10	Pa / E	<i>Child and Family Services Act, Child Care and Early Years Act 2014</i>	

C=Current, Pa=Paper
 E=Electronic, S=Superseded
 T=Terminated, P=Permanent
 **=Subject to Archival Review

Inactive=Time in Storage
 Active=Time in Department
 Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
P	PROTECTION AND ENFORCEMENT SERVICES							
	and emergency resources and contingency planning. May also include 9-1-1 Emergency Service and MTO Alternate Route Plan in the event of a road closure.							
P04	Hazardous Materials Includes information, reports and records associated with hazardous materials such as chemicals and substances that pose fire, health or safety hazards. Also includes records dealing with toxic substances control, transportation, effects, handling, storage, use and disposal of agents, records of exposure of workers, inventory of hazardous materials, storage locations, and Safety Data Sheets (SDS), etc. Excludes: Staff Safety Training - see H04	Originating	S	5	S+ 5	Pa / E	T + 5 years for PCB storage records after PCB removed from site. <i>Occupational Health and Safety Act</i> Asbestos Reports-Survey's and ongoing inspections-Permanent MSDS-must be replaced with current dates material every 3 years. <i>Environmental Protection Act, Occupational Health and Safety Act</i>	Yes
P05	Incident / Accident Reports Includes vandalism and security incident reports and reports of accidents that occur at County properties, including occurrence reports for long-term care homes, bomb threats, , etc. Excludes: Security - see A18. Accidents of Municipal Staff - see H04 Vehicle Accidents - see V01	Originating	T	5	T + 5	Pa / E	Incidents involving employees will be in the employee file and permanent Critical incidents for Long-Term Care are completed electronically only as per Ministry of Health and Long-Term Care guidelines. <i>Child and Family Services Act, Occupational Health and Safety Act, Municipal Act</i>	

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
P	PROTECTION AND ENFORCEMENT SERVICES							
P06	Building and Structural Inspections Includes inspection reports such as building, plumbing, fire prevention, and other structural inspections. Excludes By-Law Enforcement - see P01.	Originating	S	2	S+ 2	Pa/E	<i>Occupational Health and Safety Act, Fire Protection and Prevention Act, Building Code Act</i>	
P07	Health Inspections Includes health inspection reports from Fire Marshall, Public Health and related health and safety violation verification inspection reports conducted or performed at County facilities, including long-term care homes	Originating	S	1	S+ 1	Pa / E	<i>Occupational Health and Safety Act</i>	
P09	Licences Includes records regarding licences administered by or required by the County, or required by the province, such as businesses etc. Also includes licences / permits required for transporting oversized loads on County roads, permits for temporary road closings for special events and permits to take water.	Originating	T	2	T + 2	Pa / E	T = Expiry of licence.	
P10	Building Permits Includes permits issues to builders and contractors giving them permission to build or renovate. Also includes permits for construction of cell towers.	Originating	5	P	P	Pa/E		

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
P	PROTECTION AND ENFORCEMENT SERVICES							
P15	Community Protection Programs Includes records on community protection and crime prevention such as Community Policing, Victim Services, Neighbourhood Watch and Block Parents. Records include correspondence and brochures.	Originating	S	2	S + 2**	Pa / E		
P19	Disaster Plan Recovery Includes all records associated with creation and maintenance of County disaster under Emergency Measures Ontario.	Originating	S		S**	Pa / E		
P20	Dispatch Records Includes records such as weather reports, road condition reports and after-hours reports related to County properties and municipal 511 data.	Transportation/Paramedic Services	1	15	16		Limitations Act	

C=Current, Pa=Paper
 E=Electronic, S=Superseded
 T=Terminated, P=Permanent
 **=Subject to Archival Review

Inactive=Time in Storage
 Active=Time in Department
 Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
R	RECREATION AND CULTURE							
R03	Museum Services – General Includes records on museum programming, activity reports and preservation information.	Grey Roots	2	3	5**	Pa / E	<i>Municipal Freedom of Information and Protection of Privacy Act</i>	
R06	Recreational/Day Camp 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.	Grey Roots	1	4	5	Pa / E	<i>Municipal Freedom of Information and Protection of Privacy Act</i>	Yes
R07	Museum Services – Accession Register Includes the annual accession register and all deeds of gift documenting ownership of collections.	Grey Roots	P		P	Pa / E	<i>Environmental Assessment Act</i>	
R08	Archival Services – General Includes records on archival programming, activity reports and preservation information. Excludes: Records Management – See A10.	Grey Roots	2	3	5**	Pa / E		
R09	Archival Services – Accession Register Includes the annual accession register and all deeds of gift documenting ownership of collections.	Grey Roots	P		P	Pa / E		
R10	Artifacts	Grey Roots	P		P			
R11	Heritage and Historical Preservation Includes records regarding heritage and historical development, including designations and registers of buildings, districts and cemeteries as well as	Grey Roots	S		S			

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
R	RECREATION AND CULTURE							
	archaeological digs, archaeological and heritage assessments, and heritage conservation district studies and plans. May also include heritage registries.							

C=Current, Pa=Paper
 E=Electronic, S=Superseded
 T=Terminated, P=Permanent
 **=Subject to Archival Review

Inactive=Time in Storage
 Active=Time in Department
 Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
S	SOCIAL SERVICES							
S01	<p>Children's Services Includes program information regarding childcare programs such as municipal and private day care and day nursery services as well as financial data to determine eligibility. Also includes referral resource information used in counselling children and parents involved in these programs as well as records regarding operations, waiting lists, drinking water testing requirements and fire drill requirements. Excludes: Medical Records - see S06. Individual Day Care Client Records - see S11.</p>	Social Services	S+2	1	S+3	Pa / E	<i>Child and Family Services Act, Municipal Freedom of Information and Protection of Privacy Act, Ontario Works Act, Child Care and Early Years Act, 2014</i>	
S02	<p>Elderly Assistance Includes general information regarding programs intended to improve the quality of life for senior citizens such as Age Friendly Communities. Includes general resources and long-term care facility information used in counselling seniors considering moving to a long-term care facility, and adult day programs. May also include waiting and vacancy lists for long-term care homes or other programs Excludes: Homes for the Aged Residents - see S03.</p>	Originating	S+1	2	S+3	Pa / E	<i>Ontario Works Act, Long Term Care Homes Act</i>	
S03	<p>Long-Term Care – Residents Medical records regarding individual residents of Grey Gables, Lee Manor, Rockwood Terrace including resident care plans and conferences, applications for funding, weight monitoring, adverse drug reactions and use of physical restraints</p>	Long Term Care	T + 1	9	10	Pa / E	T = date of last entry. Discharged resident files to be retained 10 years; one year on site; <i>Long Term Care Act 2007 LTC Reg 79-10, Municipal Freedom of Information and Protection of Privacy Act</i>	Yes

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
S	SOCIAL SERVICES							
	and monitoring records and use of targeted substances. Also includes testing of tuberculosis upon admission.							
S03A	Quality Assurance/Quality Control (Resident Care) 24 hour Nursing Reports, Daily Nursing Logs, Planners and other notes related to individual care	Long Term Care	2	8	10	Pa/E		
S04	Social Assistance Programs Includes general program information regarding social assistance programs available to residents. Also includes general resource information used in counselling recipients of social assistance and information pertaining to Employment Support Programs and Community Support Services. Also includes records regarding subsidized housing and group homes. Excludes: Ontario Works Case Records - see S05.	Social Services and Housing	S+2	1	S+3	Pa / E	<i>Ontario Works Act</i>	
S05	Ontario Works Case Records Includes records regarding individual social assistance recipients. May include Income Reporting Cards. Excludes: General Program Information See S04	Social Services	T + 2	3	T + 5	Pa / E	T = file closed. <i>Ontario Works Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Act</i>	
S06	Medical Case Records Includes case records regarding communicable diseases, venereal diseases, dental care, maternal care, and other medical case records. Also	Originating	T + 1	14	T + 15	Pa / E	T = discharge of patient, <i>Child and Family Services Act, Municipal Freedom of Information and Protection of Privacy Act, Immunization of School Pupils Act, Municipal Act</i>	

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
S	SOCIAL SERVICES							
	includes medical information for Home Child Care (booster needles etc.)							
	see S01							
S08	Public Health Includes records regarding public health programs such as health and safety education, school health programs, disease control including immunization consent forms and family planning.	Originating	S+2	3	S+5	Pa / E		
S11	Children's Day Care Client Records Includes application for enrolment for child care and children's services, child's name, home address, date of birth, names, addresses, phone numbers of parents, place at which they can be reached etc. Includes specific medical data (booster needles etc.)	Social Services	T+1	14	T+15	Pa / E	T= discharge of child <i>Child and Family Services Act, Municipal Freedom of Information and Protection of Privacy Act, Health Protection and Promotion Act, Child Care and Early Years Act, 2014</i>	
S12	Ontario Works Fraud	Social Services	T		T+5	Pa / E	T=conviction or termination of investigation	
S13	Housing Wait-List Applications	Housing	S	5	S+ 5	Pa / E	S=until superseded or housed arrears files kept permanently or until debt repaid.	
S13A	Cancelled Applications	Housing	T	3	4	Pa / E		
S14	Housed Tenants or Evictions Includes information regarding social housing applications and records regarding housing tenants such as personal identification, income verification documentation, rent calculations and notices, leases and consent forms.	Housing	T+1	4	T+5	Pa / E	T=move out date	Yes
S18	Unfounded Fraud Allegations	Social Services	T+1	1	T+ 1	Pa/E	T+ determination of allegations	
S19	Home Child Care Administration	Social Services	1	2	3	Pa/E		

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
S	SOCIAL SERVICES							
	Provider files (eligibility requirements), correspondence, inspections, serious occurrence reporting, health unit reporting, Director's directions, attendance records and financial reconciliation information.							
S20	Home Child Care Clients Client records include the completed and signed enrolment form and information pertaining to the child as prescribed by the Ministry under the Child Care and Early Years Act, 2014 and eligibility requirements for the program. May also include referral letters from third party agencies, custody documents and medical referrals.	Social Services	T	15	T+15	Pa/E	T=file closed	
S21	Long-Term Care Operations Includes records relating to administration/organization, health and wellness concerns and initiatives, outbreaks/health related issues, programming for residents and volunteer programming within the long-term care home. Also includes vacancy lists, client satisfaction surveys, quarterly and annual evaluations of facility programs and responses to client behaviour and violence zero tolerance, staff training, complaints review, reports required for regulatory reporting purposes such as the health care organization annual quality improvement plans, and patient and caregiver complaints summary reporting, controlled drug substances records, and drug record book identifying narcotics	Long Term Care	10		10		<i>Long Term Care Homes Act 2007</i>	

C=Current, Pa=Paper
 E=Electronic, S=Superseded
 T=Terminated, P=Permanent
 **=Subject to Archival Review

Inactive=Time in Storage
 Active=Time in Department
 Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
S	SOCIAL SERVICES							
	received by the long-term care facility outside of the routine medications which are dispensed to residents.							

C=Current, Pa=Paper
 E=Electronic, S=Superseded
 T=Terminated, P=Permanent
 **=Subject to Archival Review

Inactive=Time in Storage
 Active=Time in Department
 Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
T	TRANSPORTATION SERVICES							
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.	TAPS	T	6	P	Pa / E	T = completion of project-kept for asset management	
T02	Parking Includes records and studies regarding municipal parking issues, such as accessible parking, lot and garage operations, fire routes, and employee parking.	Originating	1	5	6	Pa / E	<i>Provincial Offences Act, AODA</i>	
T03	Public Transit Includes records and studies 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 the disabled.	TAPS	1	1	2	Pa / E	<i>Public Vehicles Act</i>	
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. Specifications and change orders to be kept on a permanent basis. Design & Planning - see T05 Routine maintenance & minor improvements to road systems - see T06	TAPS	T	1	1	Pa / E	T = completion of project. Specifications are permanent. <i>Occupational Health and Safety Act,</i>	

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
T	TRANSPORTATION SERVICES							
T04A	Construction Diaries	TAPS	T	22	T+22 **	P		
T05	Road Design and Planning Includes estimates, studies and other records regarding the design and planning of specific road construction projects, including setting of speed limits by design and criteria. Also includes design of curbs and sidewalks, cycle paths, footpaths, walkways, set back exemptions, entrance permits	TAPS	T	7	P		T = completion of project. Specifications are permanent. Kept for asset management, <i>Occupational Health and Safety Act</i>	
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 paths, footpaths, walkways, etc. Also includes grading, ploughing and sanding of roads and snow removal and cleaning. Also includes Salt Management Plans and revisions, yearly review, reports, other records, studies, and information regarding salt usage and contamination from salt used on roads. Includes training program materials and records of training for all personnel when managing or performing winter maintenance activities involved the use of road salts.	TAPS	T	7	T+7		T = completion of project. Specifications are permanent <i>Occupational Health and Safety Act</i>	
T07	Signs and Signals Includes records and studies regarding the manufacture and installation of signs and signals. Excludes: Visual Identity Program – See M09	TAPS	T	1	T + 1	Pa / E	T = removal of sign / signal <i>Occupational Health and Safety Act</i>	

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
T	TRANSPORTATION SERVICES							
T08	<p>Traffic Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, traffic accident statistics and related records. Also includes temporary road closures other than for special events requiring a permit for temporary closing. Excludes: Alternate MTO Route Plan in event of road closures - see P03 Permits for special events temporary road closing - see P09</p>	TAPS	S	1	S+1	Pa / E	<i>Highway Traffic Act-Kept for asset management, Occupational Health and Safety Act</i>	
T09	<p>Roads and Lane Closures Includes records on roads and lanes closed on a permanent or regular basis. Includes appraisals, reports, correspondence and District Court applications as well as records related to requests to open road and street allowances, stop up and close roads. Excludes: Temporary Road Closures - see T08 Land Sales – see L07 Road Closing By-laws - see C01</p>	TAPS	T	1	T+1	Pa / E	<i>Kept for asset management, Occupational Health and Safety Act</i>	
T10	<p>Road Sections Includes records, surveys, construction plans, and utility requests for street name sections, road name sections and municipal road systems.</p>	TAPS	T	6	P**	Pa / E		
T11	<p>Field Survey / Road Survey Books</p>	TAPS	P		P**	Pa / E	<i>Occupational Health and Safety Act</i>	

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
T	TRANSPORTATION SERVICES							
	Includes engineering field survey notes as well as books and Area Foreman and Lead Hand Diaries							
T12	Railroads Includes records regarding maintenance of railway crossing on County roads.	TAPS	T	6	T + 6	Pa / E	T = completion of project. Specifications are permanent.	
							See T09	
T14	Road Transfer of Responsibility	TAPS	P		P**	Pa / E		
T15	Bridges Includes estimates, studies and other records regarding projects specifically for bridge construction, also include bridge repairs and maintenance.	TAPS	P		P**	Pa / E		

C=Current, Pa=Paper
 E=Electronic, S=Superseded
 T=Terminated, P=Permanent
 **=Subject to Archival Review

Inactive=Time in Storage
 Active=Time in Department
 Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
V	VEHICLES AND EQUIPMENT							
V01	<p>Fleet Management Includes records of all vehicles currently leased or owned, operated and maintained by the County such as the ambulances. This includes vehicle history files, accident reports, and vehicle maintenance, registration and disposal. Excludes: Insurance Policies - see L06 Accident Claims - see L02, L03 Leases & Contracts - see L14</p>	Originating	T + 1	1	T + 2	Pa / E	T = disposal of vehicle. <i>Motor Vehicle Transport Act, Municipal Freedom of Information and Protection of Privacy Act, Highway Traffic Act</i>	Yes
V02	<p>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, defibrillators, sanders, etc.</p>	Originating	T	1	T+ 1	Pa / E	T=disposal of equipment, <i>Occupational Health and Safety Act</i>	
V03	<p>Transportable Equipment Includes records regarding transportable equipment used by the County. Also includes maintenance and history files on equipment such as lawnmowers, hoses, weed eaters, drills, and rescue equipment.</p>	Originating	T	1	T+ 1	Pa / E	T=disposal of asset	
V04	<p>Protective Equipment Includes records regarding protective equipment used by the County. Also includes maintenance and history files on equipment such as breathing apparatus, breathing tanks, down alarms, ropes, helmets, personal protective equipment etc. Excludes: Uniforms & Clothing - see A14</p>	Originating	T	1	T+ 1	Pa / E	T=disposal of asset	

C=Current, Pa=Paper
E=Electronic, S=Superseded
T=Terminated, P=Permanent
**=Subject to Archival Review

Inactive=Time in Storage
Active=Time in Department
Vital=Necessary for day to day operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
V	VEHICLES AND EQUIPMENT							
V05	Building Equipment Includes maintenance and history on fixed equipment such as furnaces, water heaters, etc. used within the buildings of the County. Includes equipment such as work or suspended platforms, lifting devices not attached to a structure, appliances such as autoclaves and dishwashers, garbage compactors, industrial shredders etc. Includes correspondence, equipment user and procedural manuals, warranty, routine inspections, maintenance, licenses and history records.	Originating	T	1	T+ 1	Pa / E	T= disposal of asset	
V06	Fuel Dispensation Records	Originating	1	5	6	Pa / E		
V07	Equipment Inventory Records associated with inventories, reports and control of supplies, fuel and equipment.	Originating	1	5	6	Pa/E		Yes
V08	Log Sheets Records associated with the logging of time, location and type of service performed, and work orders completed. Includes GPS data	Originating	1	19	20	Pa/E		
V09	Motor Vehicle Accident Claims	Originating	T	6	T+6	Pa / E	T=resolution of Claim	Yes

C=Current, Pa=Paper
 E=Electronic, S=Superseded
 T=Terminated, P=Permanent
 **=Subject to Archival Review

Inactive=Time in Storage
 Active=Time in Department
 Vital=Necessary for day to day
 operations in event of emergency

County of Grey Records Retention Schedule A of By-law 4481-08 as amended by 5110-21

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
Z	EMERGENCY SERVICES							
Z01	Accident and Incident Reports	Originating	T	5	T+5	Pa/E	T=last notation; Ambulance Act	
Z02	Accident Statistics	Originating	1	10	11	Pa/E		
	See P02							
Z04	Corporate Disaster Recovery Planning	Information Technology	S		S**	Pa/E		No
Z05	Dispatch Complaint Records	EMS	1	4	5	Pa/E		No
Z06	Dress Uniforms	Originating	S		S**	Pa/E		Yes
Z07	Emergency Calls	Paramedic Services	1	5	6	Pa/E		No
Z08	Emergency Planning and Services-911 Complaints	Paramedic Services	S		S	Pa/E		No
	see V03, V04 and V05							

C=Current, Pa=Paper
 E=Electronic, S=Superseded
 T=Terminated, P=Permanent
 **=Subject to Archival Review

Inactive=Time in Storage
 Active=Time in Department
 Vital=Necessary for day to day operations in event of emergency