

Draft Corporation of the County of Grey Records Retention CCR-CS-04-16

Code	SCOPE NOTES – Secondary Subjects	Responsible Department	Active	In-Active	Total Ret'n	Format	Remarks	Vital
<b>A</b>	<b>ADMINISTRATION</b>							
A00	<b>Administration – General</b> Includes general correspondence which cannot be classified elsewhere. Use only if no other heading available.	Originating	1	1	2	Pa / E		
A01	<b>Associations and Organizations</b> 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	<b>Staff Committees &amp; Meetings</b> Includes records regarding the activities of staff committees and meetings: e.g. agenda & minutes of Department Heads.	Originating	2	5	7**	Pa / E	Department Head minutes to be retained permanently on paper. <b>Occupational Health and Safety Act</b>	
A03	<b>Computer / Information Systems</b> Includes records regarding all types of information systems in use: hardware, software, data transmission, system design and implementation, quality control, office automation, <b>wipe logs</b> and electronic document management. <b>Backup media are kept for 2 years</b> Excludes: Acquisitions – See F18	Information Technology	S	6	S + 6	Pa / E	Only those sponsored by the County are subject to archival review. <b>Financial Administration Act, Electronic Commerce Act, Electronic Registration Act</b>	Yes
A04	<b>Conferences and Seminars</b> 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 Employee & Council Expenses – See F01 & F09	Originating	1	-	2**	Pa / E	Only those sponsored by the County are subject to archival review.	

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	Ceremonies & Events – See M02 Rental agreements – See L14 Invoices – See F01							
A05	<b>Consultants</b> 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	2	4	6**	Pa / E		
A06	<b>Inventory Control</b> Includes inventory statements and reports, and all other records regarding the control of supplies and equipment. Excludes: Assets – See F06	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	<b>Office Equipment &amp; Furniture</b> Includes records regarding the design and maintenance of owned and leased office equipment and furniture such as chairs, desks, copiers, microfiche readers etc. Excludes: Computer hardware & software – see A03 Facsimile machines – see A12 Assets – see F06 Service agreements – see L14	Originating	S		S	Pa / E	Electronic preferred. <i>Child Care and Early Years Act 2014; Vocational Rehabilitation Services Act</i>	
A08	<b>Office Services</b> Includes records regarding rates and services provided by courier, mail and postage firms as well as internal printing and word processing services.	Originating	S		S		Electronic preferred.	
A09	<b>Policies &amp; Procedures</b> Includes policy and procedure manuals,	Originating	S	P	P**	Pa / E	Archival copy to be paper. <i>Municipal Conflict of Interest Act</i>	Yes

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	guidelines and directives <del>Administrative Standards Committee kept by Clerk's Department</del>						<i>Occupational Health and Safety Act, Canada Labour Code</i>	
A10	<b>Records Management</b> 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	<b>Records Disposition</b> 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	<b>Telecommunications Systems</b> Includes records regarding all telecommunications systems. Includes telephones, facsimile machines, base and mobile stations, towers, antennae, 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 Dept / TAPS	S		S	Pa / E		
A13	<b>Travel and Accommodation</b> Includes records regarding travel and accommodation arrangements such as itineraries, authorizations, rented vehicles, and brochures concerning hotels and convention sites. Excludes	Originating	1	1	2	Pa / E		

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	Employee & Council Expenses – see F09							
A14	<b>Uniforms and Clothing</b> Includes records regarding uniforms and special clothing used by municipal staff members and protective services.	Originating	S		S	Pa / E	Electronic preferred.	
A15	<b>Vendors &amp; Suppliers</b> Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and 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	<b>Intergovernmental Relations</b> Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (such as telephone numbers, contact names, etc.). May include correspondence to and from government-funded agencies (such Grey Bruce Health Unit, AMO)	Originating	1	5	6**	Pa / E		
A17	<b>Access Requests (MFIPPA)</b> Includes documents regarding the municipality's responsibilities under the Freedom of Information and Protection of Privacy Act (MIPPA), and records regarding the handling of requests under the Act. Excludes:	Clerk's Dept	1	5	6**	Pa / E	Municipal Freedom of Information and Protection of Privacy Act, Municipal Act. Privacy breaches are kept for 2 years after investigation complete.	

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	Copies of the Act – see L11. Complaints & Inquiries - see M04.							
A18	<b>Security</b> Includes reports, requests, logs, and other records regarding the security of facilities and properties such as security passes, and control of keys. Also includes records regarding telephone and copier passwords. Excludes: Vandalism Reports – see P05.	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	<b>Facilities Construction and Renovations</b> 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. Also includes architectural and engineering drawings.	Originating Dept.	T	6	P	Pa / E	T = Completion of Project. <i>Health Protection and Promotion Act, Occupational Health and Safety Act, Limitations Act</i>	
A20	<b>Building and Property Maintenance</b> Includes records regarding the maintenance of the municipality's buildings and properties, such as garages, libraries, and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts and office cleaning.	Originating Dept.	2	13	15	Pa / E	<i>Vessels Act; Elevating Devices Act; Occupational Health and Safety Act, Child and Family Services Act</i>	
A21	<b>Facilities Bookings</b> Includes copies of permits and bookings issued for the rental of recreational and administrative facilities.	Originating Dept.	1	1	2	Pa / E	Electronic preferred.	
A22	<b>Forms, Applications</b> Includes all County blank forms and	Originating	S		S	Pa / E		

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	applications used in daily business functions, such as employment applications, facilities forms etc. Excludes: Completed forms - file by subject.							
A23	<b>Corporate Website</b> Electronic copy of the County website posted live on the Internet with all links maintained. Also includes records pertaining to the development of the site.	Information Tech	1	PS	PS	E	Maintained through Content Management System	
A24	<b>Disaster Recovery Planning</b> Emergency Plans Act	Originating	S		S**		<i>Emergency Plans Act</i>	
A25	<b>Quality Assurance/Quality Control-</b> includes pharmacy audits, <b>process audits, temperature</b> readings in all areas (fridge, food, hot water), infection control	Originating	2		2	Pa / E		
<del>A25-A</del>	<del><b>Daily Census</b></del>	<del>LTC</del>	<del>5</del>	<del>2</del>	<del>7</del>	<del>Pa / E</del>	<del>Now completed through point click care</del>	-
<del>A25-B</del>	<del><b>Drug Destruction Reports</b></del>	<del>LTC Originating</del>	<del>2</del>	<del>13</del>	<del>15</del>	<del>Pa / E</del>	<del>Long Term Care Act, 2007, LTC Reg 79-10-moved to A25C</del>	
A25-C	<b>Drug Record Books</b> Drug record books and drug destruction documentation	LTC Originating	2	13	15	Pa / E	Long Term Care Act, 2007, LTC Reg 79-10	
<del>A25-D</del>	<del><b>Pharmacy Audits</b></del>	<del>LTC</del>	<del>2</del>	<del>13</del>	<del>15</del>	<del>Pa / E</del>	<del>Long Term Care Act, 2007, LTC Reg 79-10-Covered under A25</del>	
A25-E	<b>Serious Occurrence Reports</b>	Originating	2	13	15	Pa / E		
A25-F	<b>Temperature Readings</b> Air quality and temperature records and reports	Originating	2	13	15	Pa / E		

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<b>C</b>	<b>COUNCIL SERVICES / CLERK'S</b>	<b>DEPT.</b>						
C00	<b>Council and By-Laws – General</b> Includes records regarding Council, By-laws, By-law Consolidations and Draft By-laws which cannot be classified elsewhere. Use only if no other heading is available.	Clerk's Dept.	1	1	2	Pa / E		Yes
C01	<b>By-Laws</b> Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws. 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	<b>By-Laws – Other Municipalities</b> Includes final and draft by-laws of other municipalities that are of interest.	Clerk's Dept.	5		5	Pa / E		
C03	<b>Council Agenda</b> Includes notice of meetings and agenda of Council meetings as well as working notes used in agenda preparation.	Clerk's Dept.	S	5	P**	Pa / E		
C04	<b>Council Minutes</b> Includes minutes of the proceedings of Council meetings. Includes all attachments to the minutes, such as Reports to Council. 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	<b>Council Standing Committee Agenda</b> Includes notices of meetings and agenda for the standing committees of Council as well as working notes used in agenda preparation.	Originating Dept.	P		P**	Pa / E	<i>Municipal Act</i>	
C06	<b>Council Standing Committee Minutes</b> Includes minutes of the standing committees of Council.	Clerk's Dept.	P		P**	Pa / E	Permanent copy to be maintained on paper, reference copies electronically and for 2 years.	

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							<i>Planning Act; Corporations Act; Health Protection and Promotion Act; Municipal Act; Municipal Conflict of Interest Act; Highway Traffic Act, POA</i>	
C07	<b>Elections</b> 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.	Clerk's Dept.	T+90 years		T+90 days	Pa / E	Voters list subject to archival selection. T= voting day <i>Municipal Elections Act</i>	
C08	<b>Goals and Objectives</b> Includes records concerning strategic planning, goals and mission statements.	Clerk's Dept.	S		S**	Pa / E		
C09	<b>Motions and Resolutions</b> 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	<b>Motions and Resolutions – Other Municipalities</b> 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	<b>Reports to Council / Committee</b> 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	<b>Appointments to Boards and Committees</b> 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>	

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<b>C</b>	<b>COUNCIL SERVICES / CLERK'S</b>	<b>DEPT.</b>						
C13	<b>Legislation / Acts / Statutes</b> Includes copies of provincial and federal legislation as well as regulations.	Clerk's Dept.	T	5	T+5* *	Pa / E	T = assent	
C14	<b>Certificates, Oaths and Affidavits</b> 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	<b>Appointment of Officers</b> 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	<b>Council Correspondence</b> 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	<b>Corporate Strategic Plan</b>	CAO	S	5	S+5* *	Pa / E		Y
C18	<b>Hearing, Appeals, Decisions and Orders -provided such do not affect the County of Grey</b>	Clerk's Dept.	1	14	15**	Pa / E		Y
C21	<b>Delegations/Deputations</b> Information provided by person/organizations completing a deputation/delegation at a meeting	Clerk's Dept.	1	2	3	Pa/E		

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<b>D</b>	<b>PLANNING</b>							
D00	<b>Development and Planning – General</b> Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	1	2	Pa / E		
D01	<b>Demographic Special Studies</b> Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, Planning Periodicals etc. Includes Growth Management Studies and studies related to the operation of treatments and pumping stations.	Planning Dept.	5	15	20**	Pa / E		
D02	<b>Economic Development</b> 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.	Planning Dept. Clerks	5	15	20**	Pa / E		
D03	<b>Environment Planning</b> Includes records regarding general types of environmental studies with a long range planning emphasis, such as storm drainage and flood control planning, parks and open spaces planning, and waste	Planning Dept.	5	15	20**	Pa / E	Aggregate Resources Act; Environmental Assessment Act, To D02	

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	management planning. May include conservation of unique areas such as well head protection, ground water conservation, etc. Includes Treatment Plants and Watershed and Wetlands Planning and Source water Protection Minutes  Excludes: Environmental Monitoring – see E05. Waste Management – see E07.							
D04	<b>Residential Development</b> Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	Housing Dept.	5	15	20**	Pa / E		
D05	<b>Natural Resources</b> Includes records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral deposits, and other natural resources information. Includes records of the Tree Commissioner as well as studies on forestry management within the County.	Planning / Clerk's Dept.	5	P	P	Pa / E	<i>Ontario Water Resources Act</i>	
D06	<b>Tourism Development</b> Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.	Clerk's Dept. / <b>Grey Roots</b>	5	15	20**	Pa / E		
D08	<b>Official Plans-Local Municipalities</b> Includes copies of official plans and amendments to official plans provided by	Planning Dept.	S	50	P	Pa / E	<b>T=approval of amendment Planning Act</b>	

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	local municipalities.							
D09	<b>Official Plan Amendment Applications and Official Plan Amendments-County and Local</b>	Planning Dept.	S	50	P	Pa/E	Application 2 years after final decision <i>Planning Act</i> ; <b>Includes Ontario Municipal Board Hearing information</b>	
D11	<b>Site Plan Control (Not Approval Authority)</b>	Planning Dept.	10	<del>P</del> 10	<del>P</del> 10	Pa/E	application 2 years after final decision	
D14	<b>Zoning By-Laws Comprehensive Zoning By-laws &amp; <del>Zoning By-law Amendments</del> See D27A</b>	Planning Dept.	T+2	5	T+2 5	Pa/E	T=approval of the by-law. <b>Includes Ontario Municipal Board Hearing information</b>	Yes
<b>D15</b>	<b>Easements</b>	<b>Originating Dept.</b>	5	5	P	Pa		<b>Yes</b>
<b>D16</b>	<b>Encroachments</b>	<b>Originating Dept.</b>	5	5	P	Pa	<b>Includes advertising sign permits</b>	
D17	<b>Annexation / Amalgamation/ Boundary Adjustments</b> 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.	Planning Dept <b>Originating</b>	1	P	P**	Pa / E	T = completion of project. <i>Aggregate Resources Act; Environmental Assessment Act</i>	Yes
D18	<b>Community Improvement Projects</b> Includes records, studies, statistics and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs; <b>Adopt a Highway and School Litter etc.</b> May also include records on housing rehabilitation programs, as well as proposals for Volunteer Programs such as day programs and craft programs.	Originating	T+2	13	15	Pa / E	T=Completion of Project	

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	Excludes: Economic Development - see D02.							
D19	<b>Municipal Addressing</b> 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.	<del>Transportation and Public Safety Dept.</del> Planning Dept.	S	10	S+10 **	Pa / E	<i>Municipal Act</i>	
D19-A	<b>Requests for New Municipal Addressing Signs</b>	<del>Transportation and Public Safety Dept.</del> Planning Dept.	2	3	5	Pa / E		
D20	<b>Reference Plans</b> 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.	<del>Planning Dept.</del> Originating	S	P	P	Pa / E		Yes
D21	<b>Industrial / Commercial Development</b> Includes records regarding the promotion and development of commercial and industrial establishments. Includes renewable energy developments-solar wind etc. Records include studies, statistics, projections, drawings, technical reports, correspondence, comments, notes, etc.	Planning Dept.	5	15	20**			
D25	<b>Agricultural Development</b> Includes all records regarding development of agricultural growth. Includes the records	Planning Dept.	5	15	P	Pa / E		

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	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	<b>Property Files pre 2000</b> Includes records relating to a specific property. This includes original documents such as: Zoning By-law Amendments; Committee of Adjustment & OMB Hearings and decisions; Deeds; 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	<b>Property Files post 2000</b> Includes records relating to a specific property. This includes original documents such as: Zoning By-law Amendments; Committee of Adjustment & OMB Hearings and decisions; Deeds; 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	<b>Draft Plan Of Subdivision/Condominium</b>	Planning Dept.	P		P	Pa / E	Planning Act Includes Ontario Municipal Board Hearing information	
D29	<b>Development Control Permits (Niagara Escarpment Commission) Niagara Escarpment Plan Amendments</b>	Planning Dept.	10	10	20**	Pa / E	Planning Act	

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<b>D</b>	<b>PLANNING</b>							
D30	GIS Mapping	Planning Dept. Originating	10		10**	Pa / E	Planning Act	Yes

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<b>E</b>	<b>PLANNING-ENVIRONMENT</b>							
E00	<b>Planning – General</b> Includes records regarding environmental services which cannot be classified elsewhere. Use only if no other heading is available.	Planning Dept.	1	1	2	Pa / E		
E03	<b>Treatment Plants</b> Includes information and records regarding the operation of treatment and pumping stations and lagoons. Also includes Certificate of Approval (Water) and related documentation, year-end reports.	Planning Dept.	2	3	5	Pa / E	Specifications are kept permanently <del>Ontario Water Resources Act</del> Moved to D01	
E04	<b>Trees / Forestry Management</b> Includes records of the Tree Commissioner as well as studies on forestry management within the County.	Clerk's Dept.	2	3	5**	Pa / E	<del>Forestry Act</del> Moved To D05	
E05	<b>Environmental Monitoring</b> Includes records regarding the routine monitoring of water quality, water quantity and air quality as well as responses to interference with quality or quantity. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water. Also includes reports and records of on-site lab for testing, i.e. Lab reports, monitoring sheets, clock readings, chart recorder sheets, etc. Excludes: Complaints & Inquiries – see M04.	Planning	P		P	Pa / E	<del>Environmental Protection Act, Municipal Freedom of Information and Protection of Privacy Act, Occupational Health and Safety Act</del> Under Conservation Authority Jurisdiction	
E07	<b>Waste Management</b> Includes records regarding the collection and disposal of waste. Includes landfill site records, recycling, energy from waste, source separation, collection services, and composting. May also include Certificate	Planning	1	9	10**	Pa / E	<del>Municipal Freedom of Information and Protection of Privacy Act, Occupational Health and Safety Act</del>	

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<b>E</b>	<b>PLANNING-ENVIRONMENT</b>							
	of Approval (Landfill) and related documentation. Excludes: Environment Planning - see D01.							
E10	<b>Pits and Quarries</b> 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 and Public Safety Dept.	2	13	P**			

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<b>F</b>	<b>FINANCE</b>							
F00	<b>Finance &amp; Accounting – General</b> Includes records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	1	2	Pa / E	Do not file accounting records required for tax purposes.	
F01	<b>Accounts Payable</b> Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay account, rebates, levies payable, 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 (for retention).	Finance Dept.	C	69	710	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	<b>Accounts Receivable</b> 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	Finance Dept.	C	69	710	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	<b>Audits and Auditing</b>	Finance	C	15	15**	Pa / E	<i>Income Tax Act; Long Term Care</i>	

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<b>F</b>	<b>FINANCE</b>							
	Includes records regarding internal and external financial audits of accounts, includes audit working paper binders OMERS Pension Reports (annual working papers). Excludes: Operation audits - see relevant subject Audited Financial Statements - see F10	Dept.					Act 2007; LTC Reg 79-10; Child Care and Early Years Act 2014 Not required by legislation. Provides detailed background information.	
F04	<b>Banking</b> 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	6 9	7 10	Pa / E	Excise Tax Act, Income Tax Act, Employer Health Tax Act, Health Protection and Promotion Act	Yes
F05	<b>Budgets and Estimates</b> 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	Income Tax Act; Homes for the Aged and Rest Homes Act; Child Care and Early Years Act 2014; Municipal Act, Child and Family Services Act Keep one annual budget permanently	Yes
F06	<b>Assets</b> Includes records regarding current and fixed assets. Includes inventories as well as records of initial expenditure, depreciation, amortization and disposal.	Finance Dept.	T+1	5 8	T+6** 9	Pa / E	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 <b>Capital Assets are Permanent</b>	Yes
F07	<b>Cheques</b> 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	6 9	7 10	Pa / E	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	Yes

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<b>F</b>	<b>FINANCE</b>							
F08	<b>Debentures</b> Includes records regarding debentures issued. Includes information regarding the initial issuance of the debenture as well as all records of payments made to investors. Excludes: Debenture Registers - see F14.	Finance Dept.	T+1	6	T+7	Pa / E	T=debentures surrendered for exchange/cancellation, <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
F09	<b>Employee and Council Expenses</b> Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc. May also include employee time sheets combined with travel and expense statements.	Finance Dept.	1	6 9	7 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	<b>Financial Statements</b> Includes audited financial statements and <i>Monthly department financial statements only need to be kept for 2 years</i> (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	<b>Grants, Subsidies and Loans</b> 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	6 9	7 10	Pa / E	<i>Excise Tax Act, Income Tax Act, Employer Health Tax Act, Health Protection and Promotion Act</i>	Yes
F12	<b>Investments</b> Includes records regarding the municipality's investments, term deposits,	Finance Dept.	T+1	6	T+7	Pa / E	T+closure of account or audit completed for year investment matured <i>Excise Tax Act, Income</i>	Yes

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<b>F</b>	<b>FINANCE</b>							
	and promissory notes.						<i>Tax Act, Employer Health Tax Act, Health Protection and Promotion Act</i>	
F13	<b>Journal Entries</b> Includes completed journal entry forms, input forms, and all background documentation used to substantiate the journal entries	Finance Dept.	C	6 9	7 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	<b>Posting Journals</b> 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	6 9	7 10	Pa / E	<i>Excise Tax Act, Income Tax Act, Employer Health Tax Act, Health Protection and Promotion Act</i>	Yes
F15	<b>General Ledgers and Journals</b> 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	<b>Payroll</b> 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 and Statistics Canada	Human Resources	C	6	P 60 years or 5 years after	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,</i>	Yes

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<b>F</b>	<b>FINANCE</b>							
	reports. Also includes honoraria and fees to Council. Excludes: Payroll Registers - see F14 Time Sheets - see H01				known death		<i>Court of Justice Act</i>	
F17	<b>Purchase Orders and Requisitions</b> 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	<b>Quotations and Tenders</b> Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process. Excludes: Successful Quotations and Tenders requiring By-Law - see L04.	Finance Dept. / Originating Dept.	C	6	7**	Pa / E		Yes
F19	<b>Receipts</b> 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	<b>Reserve Funds</b> Includes records documenting obligatory and / or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	Finance Dept.	C	6	T+7**	Pa / E	T=closure <i>Municipal Elections Act</i>	Yes
F21	<b>Revenues</b>	Finance	C	6	7**	Pa / E	<i>Mortgage records kept for 10</i>	Yes

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	Includes records regarding the generation of revenues other than assessment taxes, such as fees from planning and transportation applications, development charges, auction sales, etc. for services under the Fees and Services By-law 4449-07, POA, development charges as well as funds received from charity events and donations. Also included are fines	Dept.					years C=includes any mortgage granted respecting the affordable housing program <b>Excise Tax Act, Employer Health Tax Act, Health Protection and Promotion Act</b>	
F22	<b>Assessment and Taxation</b> 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	<b>Excise Tax Act, Income Tax Act, Assessment Act, Land Transfer Tax Act</b>	Yes
F23	<b>Write Offs</b> Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. Excludes: Accounts Receivable - see F02.	Finance Dept.	1	6 9	7 10	Pa / E	<b>Excise Tax Act, Income Tax Act</b>	
F24	<b>Trust Funds</b> Includes records regarding funds established by the municipality for money held in trust, such as bequests and Homes for the Aged resident trust funds	Finance Dept.	T	6 9	7 T+10	Pa / E	T=closure Long Term Care Act 2007, LTC Reg 79-10 <b>Child and Family Services Act, Home for Special Care Act, Municipal Elections Act</b>	Yes
F25	<b>Security Deposits</b> Includes development deposits, letters of credit, proof of insurance and records of	Finance Dept.	T	7	T+7	Pa / E	T=closure of account Income Tax Act; Homes for the Aged and Rest Homes Act; Child Care and	Yes

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<b>F</b>	<b>FINANCE</b>							
	monies held as security (i.e. bonds).						Early Years Act 2014	
F27	<b>Taxation-GST, PST and HST</b> 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, <b>HST</b> and GST.	Finance Dept.	T	<b>7</b>	T+ <b>7</b>	Pa / E	T= end of taxation year or filing date	Yes
F28	<b>Capital Projects</b> Includes records pertaining to the ongoing maintenance of capital projects and budgetary projections for these projects.	Finance Dept.	T	<b>7</b>	T+ <b>7</b>	Pa / E	T=end of project	Yes
F29	<b>Debts</b> Includes records and information regarding long-term borrowing, including ARL.	Finance Dept.	T	<b>7</b>	T + <b>7</b>	Pa / E	T = termination of debt	Yes
F30	<b>Development Charges</b>	Finance Dept.	2	5	7	Pa / E	Development Charges Act; education Act	Yes

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<b>H</b>	<b>HUMAN RESOURCES</b>							
H00	<b>Human Resources – General</b> Includes records regarding human resources and accounting which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	1	2	Pa / E		
H01	<b>Attendance and Scheduling</b> 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, Ontario Water Resources Act</i>	
H02	<b>Benefits</b> 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	S		S+20	Pa / E	<i>Employment Standards Act, Employment Insurance Act, Employer Health Tax Act</i>	Yes
H03	<b>Employee Records</b> Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, correspondence with the employee, employee assistance, <i>criminal reference /vulnerable sector checks</i> 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 P	P** T=60	Pa / E	T = termination of employment. Unemployment Insurance Act; employment Standards Act; Limitations Act Driver abstracts to be kept for 5 years. <i>Employee Immunization records kept for 10 years. Municipal Freedom of Information and Protection of Privacy Act, Workplace Safety insurance Act, Municipal Act</i>	Yes
H03A	<b>Unpaid Student Co-op Placements</b>	Human	2	5	7		For unpaid student co-op	

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<b>H</b>	<b>HUMAN RESOURCES</b>							
		Resources					placements through high school or post-secondary institutions	
H04	<b>Health and Safety</b> Includes records regarding the occupational health and safety of staff. Includes non-lost-time accident and incident reports, WSIB reports for non-lost-time, and information on health and safety programs for staff such as fire drills and CPR courses. <b>Includes Health and Safety Committee Minutes</b> Excludes: Health & Safety Education - see S08 Accidents of the Public – see P05 Claims for STD, LTD or WSIB - see H13	Originating	1	14	15	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	<b>Air Quality Testing</b>	Originating	7	8	15			Yes
H04-B	<b>Audits/Hazards</b>	Originating	T	15	T=15			Yes
H04-C	<b>Committee Terms of Reference</b>	Originating	S+5		S+5			Yes
H04-D	<b>Electrical Authorization Permits</b>	Originating	T	3	T+3			Yes
H04-E	<b>Inspections</b>	Originating	T+1	14	T+15			Yes
H04-F	<b>Ministry of Labour Orders</b>	Originating	T+10	5	T+15			Yes
H04-G	<b>Noise Level Surveys</b>	Originating	10	5	15			Yes
H04-H	<b>Work Refusals</b>	Originating	T+10	5	T+15			Yes
H04-I	<b>Confined Space Entry Permits</b> 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

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<b>H</b>	<b>HUMAN RESOURCES</b>							
H05	<b>Human Resource Planning</b> Includes records of succession planning, executive placement, retirement programs, staff turnover rates, annual hire / promotion targets, recruitment freezes, employment equity, performance management, 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	Human Resources	5		5**	Pa / E	<i>Municipal Freedom of Information and Protection of Privacy Act</i>	
H06	<b>Job Descriptions</b> 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	Human Resources	S		S+20**	Pa / E		
H07	<b>Labour Relations</b> 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	Human Resources	T	10	T + 10**	Pa / E	T =expiry of contract period.	
H08	<b>Organization</b> Includes records regarding reporting relationships, reorganization, downsizing,	Originating	S	5	S+5*	Pa / E	<i>Long Term Care Act, 2007, LTC Reg 79-10</i>	

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<b>H</b>	<b>HUMAN RESOURCES</b>							
	organizational analysis, etc. Includes organization charts. Excludes: Job Descriptions - see H06							
H09	<b>Salary Planning</b> 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	<b>Salary Surveys</b> Includes Job classification systems, and job comparisons schedules	Human Resources	1	1	2			
H10	<b>Pension Records</b> 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	P	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	<b>Recruitment</b> 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>	
H12	<b>Training and Development</b>	Human	S-1	2	S**3	Pa / E	Only courses developed by the	

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<b>H</b>	<b>HUMAN RESOURCES</b>							
	Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation materials. Excludes: Employee Records - see H03	Resources					County are subject to archival selection. <b>Ontario Water Resources Act</b>	
H13	<b>Claims</b> 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	15	T+15	Pa / E	T = settlement of claim <b>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</b>	Yes
H14	<b>Grievances</b> Includes records dealing with grievance complaints filed against the municipality, such as the initial complaint, investigation, reports and final resolution.	Human Resources	T	7	T + 7	Pa / E	T = settlement of grievance, <b>Limitations Act</b>	
H15	<b>Seniority Lists</b> Summary records of years of service of non-union and unionized employees.	Human Resources	S		S+7* *	Pa / E		
H16	<b>Employment Applications &amp; Resumes – Solicited</b> 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	
H17	<b>Employment Resumes – Unsolicited</b> Includes resumes sent to the County with cover letter enquiring about available positions.	Human Resources	3 mos.		3 mos.	Pa / E	Electronic preferred	

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<b>H</b>	<b>HUMAN RESOURCES</b>							
<b>H18</b>	<b>Investigations</b> 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		

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<b>J</b>	<b>Provincial Offences Act (POA)</b>							
J00	<b>Justice – General</b> Includes Court and P.O.A. records which cannot be classified elsewhere.	POA	C	4	C + 4	Pa / E	Provincial Offences Act C-includes the time within which an appeal can be made.	
J01	<b>Certificates of Offence (Part 1)</b> Includes Court and POA records including Part 1 Certificates of Offence. 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	<b>Informations (Part 3)</b> Includes Court and POA records including all Part 3 Informations and Part 1 Certificates of Offence relating to accident and careless driving matters only.	POA	C	7	C + 7	Pa / E	Provincial Offences Act C-includes the time within which an appeal can be made.	Yes
J03	<b>Appeals – Provincial Offences</b> Includes correspondence and records of appeals related only to Provincial Offences. Excludes: Appeals & Hearings (Municipal) - see L01	POA	C	7	C + 7	Pa / E	Provincial Offences Act C-includes the time within which an appeal can be made.	Yes
J04	<b>Control Lists</b> Includes reports from municipal and provincial agencies such as OPP, MTO, MNR etc.	POA	C	8	C + 8	Pa / E	Provincial Offences Act C-includes the time within which an appeal can be made.	Yes
J05	<b>Court Dockets</b> Includes Register of Court activity including court staff, statistics on accused and disposition of fines.	POA	C	8	C + 8	Pa / E	Provincial Offences Act C-includes the time within which an appeal can be made.	Yes
J06	<b>Enforcement and Suspension</b> Includes records regarding the suspension of licences issued by Provincial Government bodies e.g. Driver's Licence.	POA	C	7	C + 7	Pa / E	Provincial Offences Act C-includes the time within which an appeal can be made.	Yes
J07	<b>Transcripts</b>	POA	C	7	8		Provincial Offences Act	

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<b>J</b>	<b>Provincial Offences Act (POA)</b>							
	Includes records of transcribed proceedings, tapes and log books.						C-includes the time within which an appeal can be made.	
J08	<b>Statistics</b> 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	<b>Summary Convictions</b> 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	<b>Cash Book</b> 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	6	7	Pa / E	Provincial Offences Act C-includes the time within which an appeal can be made.	Yes
J11	<b>Fee and Cash Book</b> All records that account for daily receipts and reimbursements which report the amount of revenue to be forwarded to the province on a monthly basis. Note: To be maintained separate from general ledger – See F15	POA/ Finance Dept.	C	6	7	Pa / E	Provincial Offences Act C-includes the time within which an appeal can be made.	Yes

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<b>L</b>	<b>LEGAL AFFAIRS</b>							
L00	<b>Legal Affairs – General</b> Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	1	2	Pa / E		
L01	<b>Appeals and Hearings</b> Includes all transcripts and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgements and Court Orders. <b>Includes zoning appeals, official plan appeals, Committee of Adjustment appeals</b> See D09, D14, D27A and D28, <b>Social Assistance Tribunal Hearings</b> . 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; OMB Act; Assessment Act, Municipal Act, Planning Act</i>	Yes
L02	<b>Claims Against the County</b> Includes all liability claims (litigation) made by other parties against the municipality. Excludes: Appeals & Hearings - see L01.	Originating	T	7	T + 7	Pa / E	T = resolution of claims and all appeals. <i>Limitations Act; Insurance Act</i>	
L03	<b>Claims By the County</b> Includes all liability claims (litigation) made against other parties by the municipality. Excludes: Appeals & Hearings - see L01	Originating	T	7	T + 7	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>	
L04	<b>Contracts and Agreements – Under Seal with By-Law</b> Includes all corporate agreements entered into by the municipality that require execution by the corporate signing officers such as the Warden and Clerk.	Clerk's Dept.	T	15	T + 15**	Pa / E	T = termination of agreement. <i>Limitations Act</i>	Yes

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<b>L</b>	<b>LEGAL AFFAIRS</b>							
	Includes construction contracts, collective agreements, and road contracts. May also include background documentation used in the development of the contract or agreement. Excludes: Office Equipment Service Agreements - see L14 Contracts regarding Land - see L07							
L05	<b>Insurance Appraisals</b> Includes appraisals of municipal property for insurance purposes. Excludes: Insurance Policies - see L06	Originating	S		S+15	Pa / E	<i>Limitations Act</i>	
L06	<b>Insurance Policies</b> 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	<b>Land Acquisition and Sale</b> 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	Originating	T	P	P	Pa / E	T = property disposition. <i>Expropriations Act; Limitations Act; Municipal Act</i>	Yes
L08	<b>Opinions and Briefs</b> Includes opinions and briefs prepared by the County's legal counsel on specific	Originating	S		T+15 **	Pa / E	<i>Limitations Act</i> <i>T=issue closed</i>	

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<b>L</b>	<b>LEGAL AFFAIRS</b>							
	issues and by-laws.							
L09	<b>Precedents</b> Includes records regarding judgements and decisions that may affect the County's position in actual or potential legal matters.	Originating	S		T+15 **	Pa / E	T=Issue closed	
L10	<b>Federal Legislation</b> Includes records regarding bills, acts and regulations enacted by the Parliament of Canada, which affect or are of interest to the County.	Originating	S		S	Pa / E		
L11	<b>Provincial Legislation</b> Includes records regarding bills, acts and regulations enacted by the Ontario Legislature, which affect or are of interest to the County. Includes applications to amend the Retail Business Holiday Act, Liquor Licence Act, etc.	Originating	S		S	Pa / E		
L13	<b>Prosecutions</b> Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation. Excludes: By-law Enforcement - see P01 Appeals & Hearings - see L01 Warrants - see P12	Originating	T	7	T + 7	Pa / E	T =delivery of judgement plus time permitted to appeal judgement.	

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<b>L</b>	<b>LEGAL AFFAIRS</b>							
L14	<b>Contracts and Agreements – Simple</b> Includes contracts and agreements not under 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.	Originating 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	<b>Leases</b> 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	<b>Copyright</b> 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	<b>Deeds</b> Includes all deeds to County property and supporting documentation.	Clerk's Dept.	P		P	Pa / E	<i>Municipal Act</i>	Yes
L18	<b>Certificates of Insurance</b> 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	<b>Risk Management</b> Includes records associated with the identification and control of potential	Originating	1	14	15**			

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<b>L</b>	<b>LEGAL AFFAIRS</b>							
	hazards and accidental loss that may jeopardize the County. May include risk analysis, insurance coverage and claims adjustment.							
<b>L19A</b>	<b>GPS Records</b>	<b>Originating</b>	<b>2</b>	<b>18</b>	<b>20</b>	<b>E</b>		

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<b>M</b>	<b>MEDIA &amp; PUBLIC RELATIONS</b>							
M00	<b>Media and Public Relations – General</b> Includes records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	1	2	Pa / E		
M01	<b>Advertising</b> 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	2	3**	Pa / E		
M02	<b>Ceremonies and Events</b> 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	<b>Charitable Campaigns / Fundraising</b> Includes records regarding the raising of funds and donations for the County, Homes for the Aged and for other charitable organizations such as United Way. Excludes: Receipts - see F19 Accounts Receivable - see F02	Originating	1	2	3	Pa / E		
M04	<b>Complaints, Commendations and Inquiries</b> Includes records regarding commendations, requests for information,	Originating	1	1	2**	Pa / E		

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<b>M</b>	<b>MEDIA &amp; PUBLIC RELATIONS</b>							
	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 Specific Complaints - see appropriate subject							
M05	<b>News Clippings</b> Includes clippings from newspapers, information from journals and other media. Excludes: Clippings used as reference material – see relevant subject.	Originating	1	2	3**	Pa / E		
M06	<b>News Releases and Proclamations</b> 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	P 9	P 10	Pa / E	Electronic Preferred	
M07	<b>Publications</b> 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	<b>Speeches and Presentations</b>	Originating	1	2	3**	Pa / E		

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<b>M</b>	<b>MEDIA &amp; PUBLIC RELATIONS</b>							
	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 News Releases - see M06							
M09	<b>Visual Identity and Insignia</b> 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	<b>Newsletters</b> Includes all newsletters produced by the County.	Originating	1	P 9	P-10	Pa / E	Electronic Preferred, <i>Electronic Commerce Act, Electronic Registration Act</i>	

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<b>P</b>	<b>PROTECTION AND ENFORCEMENT SERVICES</b>							
P00	<b>Protection and Enforcement Services – General</b> Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	1	2	Pa / E		
P01	<b>Bylaw Enforcement</b> 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 etc. where no legal proceedings were initiated. May also include records relating to Provincial Offences. Also includes coyote and beaver by-law related issues Excludes: Inspections – see P07 & P08 Environmental Monitoring - see E05 Prosecutions - see L13	Originating	2	4	6	Pa / E	<i>Pesticides Act</i>	
P02	<b>Daily Occurrence Logs</b> Includes records associated with daily reporting and tracking number of occurrences involving police dispatching, and fire and ambulance assistance calls. May include call reports and running field sheets.	Originating	1	4	5**	Pa / E		
P03	<b>Emergency Planning</b> 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,	TAPS Originating	S-10		S** 10	Pa / E	<i>Child and Family Services Act, Child Care and Early Years Act 2014</i>	

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<b>P</b>	<b>PROTECTION AND ENFORCEMENT SERVICES</b>							
	provision of service 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	<b>Hazardous Materials</b> 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 Material Safety Data Sheets (MSDS), etc. Excludes: Staff Safety Training - see H04	Originating	S	15	S+15	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	<b>Incident / Accident Reports</b> Includes vandalism and security incident reports and reports of accidents that occur at County properties, including occurrence reports for Homes for the Aged, bomb threats, old aged runaways, etc. Excludes: Security - see A18. Accidents of Municipal Staff - see H04 Vehicle Accidents - see V01	Originating	T	15	T + 15	Pa / E	Incidents involving employees will be in the employee file and permanent <i>Critical incidents for Long-Term Care are completed electronically only as per Minsitry of Health and Long-Term Care guidelines.</i> <i>Child and Family Services Act, Occupational Health and Safety Act, Municipal Act</i>	

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<b>P</b>	<b>PROTECTION AND ENFORCEMENT SERVICES</b>							
P06	<b>Building and Structural Inspections</b> Includes inspection reports such as building, plumbing, fire prevention, and other structural inspections. Excludes By-Law Enforcement - see P01.	Originating	S	15	S+15	Pa/E	<i>Occupational Health and Safety Act, Fire Protection and Prevention Act, Building Code Act</i>	
P07	<b>Health Inspections</b> Includes health inspection reports of County facilities, including Homes for the Aged.	Originating	S	5	S+5	Pa / E	<i>Occupational Health and Safety Act</i>	
P09	<b>Licences</b> 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 and permits for temporary road closings for special events.	Originating	T	2	T + 2	Pa / E	T = Expiry of licence.	
P15	<b>Community Protection Programs</b> 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	<b>Disaster Plan Recovery</b> Includes all records associated with creation and maintenance of County disaster under Emergency Measures Ontario.	Originating	S		S**	Pa / E		
P20	<b>Dispatch Records</b> Includes records such as weather reports, road condition reports and after-hours	TAPS-EMS	1	15	16		Limitations Act	

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<b>P</b>	<b>PROTECTION AND ENFORCEMENT SERVICES</b>							
	reports related to County properties.							

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<b>R</b>	<b>RECREATION AND CULTURE</b>							
R00	<b>Recreation and Culture – General</b> Includes records regarding recreation and cultural services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	1	2	Pa / E		
R03	<b>Museum Services – General</b> 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	<b>Recreational/Day Camp Programming</b> Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs.	Grey Roots	1	4	5	Pa / E	<i>Municipal Freedom of Information and Protection of Privacy Act</i>	Yes
R07	<b>Museum Services – Accession Register</b> 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	<b>Archival Services – General</b> Includes records on archival programming, activity reports and preservation information. Excludes: Records Management – See A10.	Grey Roots	2	3	5**	Pa / E		
R09	<b>Archival Services – Accession Register</b> Includes the annual accession register and all deeds of gift documenting ownership of collections.	Grey Roots	P		P	Pa / E		

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<b>R</b>	<b>RECREATION AND CULTURE</b>							
R10	<b>Artifacts</b>	Grey Roots	P		P			
R11	<b>Heritage and Historical Preservation</b>	Grey Roots	S		S			

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<b>S</b>	<b>SOCIAL SERVICES</b>							
S00	<b>Social Services – General</b> Includes records regarding social and health care services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	1	2	Pa / E		
S01	<b>Children’s Day Care and Nursery Services</b> 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. Excludes: Medical Records - see S06. Individual Day Care Client Records - see S11.	Social Services	T+2	18	20	Pa / E	<del>Day Nurseries Act</del> , <b>Child and Family Services Act, Municipal Freedom of Information and Protection of Privacy Act, Ontario Works Act, Child Care and Early Years Act, 2014</b>	
S02	<b>Elderly Assistance</b> Includes general program information regarding programs intended to improve the quality of life for senior citizens such as <b>Age Friendly Communities</b> as home care, housing and transit subsidies. Includes any Homes for the Aged as well as general resource information used in counselling seniors considering moving to homes for the aged. May include Indigent Elderly Patient reports. Also includes Meals on Wheels program. Excludes: Homes for the Aged Residents - see S03.	Originating	2	3	5	Pa / E	<b>Ontario Works Act, Long Term Care Homes Act</b>	
S03	<b>Homes for the Aged – Residents</b> Medical records regarding individual residents of Grey Gables, Lee Manor,	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; <b>Long</b>	Yes

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<b>S</b>	<b>SOCIAL SERVICES</b>							
	Rockwood Terrace						<i>Term Care Act 2007 LTC Reg 79-10, Municipal Freedom of Information and Protection of Privacy Act</i>	
S03A	<b>Quality Assurance/Quality Control (Resident Care)</b> 24 hour Nursing Reports, Daily Nursing Logs, Planners and other notes related to individual care	Long Term Care	2	8	10	Pa/E		
S04	<b>Social Assistance Programs</b> 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	2	3	5	Pa / E	<i>Ontario Works Act</i>	
S05	<b>Ontario Works Case Records</b> Includes records regarding individual social assistance recipients. May include Income Reporting Cards. Excludes: General Program Information See S04	Social Services	T + 2	5	T + 7	Pa / E	<i>T = file closed. Ontario Works Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Act</i>	
S06	<b>Medical Case Records</b> Includes case records regarding communicable diseases, venereal diseases, dental care, maternal care, and other medical case records. Also includes medical information for Home	Originating	T + 1	14	T + 15	Pa / E	<i>T = discharge of patient, Child and Family Services Act, Municipal Freedom of Information and Protection of Privacy Act, Immunization of School Pupils Act, Municipal Act</i>	

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<b>S</b>	<b>SOCIAL SERVICES</b>							
	Child Care (booster needles etc.)							
S07	<b>Children's Services</b> Includes general program information regarding programs benefiting developmentally handicapped children, abused children and other children's programs. Also includes general resource information used in counselling children and parents involved in these programs. Excludes: Medical Records - see S06 Day Care Programs - see S01	Social Services	2	3	5	Pa / E	<i>Child and Family Services Act, Day Nurseries Act, Ontario Works Act, Child Care and Early Years Act, 2014</i>	
S08	<b>Public Health</b> Includes records regarding public health programs such as health and safety education, school health programs, disease control including immunization <b>consent forms</b> and family planning.	Originating	2	<del>3</del> 8	<del>5</del> 10	Pa / E		
S11	<b>Children's Day Care Client Records</b> Includes specific medical data (booster needles etc.)	Social Services	T+1	14	T+15	Pa / E	T= discharge of child <i>Day Nurseries Act, 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	<b>Ontario Works Fraud</b>	Social Services	T		T+5	Pa / E	T=conviction or termination of investigation	
S13	<b>Housing Wait-List Applications</b>	Housing	S	10	S+10	Pa / E	S=until superseded or housed arrears files kept permanently or until debt repaid.	
S13A	<b>Cancelled Applications</b>	Housing	T	3	4	Pa / E		
S14	<b>Housed Tenants</b>	Housing	T+1	7	8	Pa / E		Yes

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<b>S</b>	<b>SOCIAL SERVICES</b>							
S18	Unfounded Fraud Allegations	Social Services	T+1	1	T+2		T+determination of allegations	

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<b>T</b>	<b>TRANSPORTATION SERVICES</b>							
T00	<b>Transportation - General</b> Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	1	2	Pa / E		
T01	<b>Illumination</b> 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	<b>Parking</b> Includes records and studies regarding municipal parking issues, such as handicapped parking, lot and garage operations, fire routes, and employee parking.	Originating	1	5	6	Pa / E	<i>Provincial Offences Act</i>	
T03	<b>Public Transit</b> 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	5	6	Pa / E	<i>Public Vehicles Act</i>	
T04	<b>Road Construction</b> Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, bridges, etc. Specifications and change orders to be	TAPS	T	7	7**	Pa / E	T = completion of project. Specifications are permanent. <i>Occupational Health and Safety Act,</i>	

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<b>T</b>	<b>TRANSPORTATION SERVICES</b>							
	kept on a permanent basis. Design & Planning - see T05 Routine maintenance & minor improvements to road systems - see T06							
<b>T04A</b>	<b>Construction Diaries</b>	<b>TAPS</b>	<b>T</b>	<b>22</b>	<b>T+22</b> <b>**</b>	<b>P</b>		
T05	<b>Road Design and Planning</b> 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, etc.	TAPS	T	7	P		T = completion of project. Specifications are permanent. Kept for asset management, <b>Occupational Health and Safety Act</b>	
T06	<b>Road Maintenance</b> Includes records and studies regarding the inspection and maintenance of roads. Includes the installation of culverts, minor repairs to the road surfaces, curbs and sidewalks, cycle paths, footpaths, walkways, etc. Also includes grading, ploughing and sanding of roads and snow removal and cleaning.	TAPS	T	<b>7 15</b>	<b>T+7 15**</b>		T = completion of project. Specifications are permanent <b>Occupational Health and Safety Act</b>	
T07	<b>Signs and Signals</b> Includes records and studies regarding the manufacture and installation of signs and signals. Excludes: Visual Identity Program – See M09	TAPS	T	6	T + 6**	Pa / E	T = removal of sign / signal <b>Occupational Health and Safety Act</b>	
T08	<b>Traffic</b> Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic	TAPS	2	8	P	Pa / E	<b>Highway Traffic Act</b> -Kept for asset management, <b>Occupational Health and Safety Act</b>	

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<b>T</b>	<b>TRANSPORTATION SERVICES</b>							
	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							
T09	<b>Roads and Lane Closures</b> 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	TAPS	1	5	P	Pa / E	Kept for asset management, <b>Occupational Health and Safety Act</b>	
T10	<b>Road Sections</b> Includes records, surveys, construction plans, and utility requests for street name sections, road name sections and municipal road systems.	TAPS	T	6	P**	Pa / E		
T11	<b>Field Survey / Road Survey Books</b> Includes engineering field survey notes as well as books and <b>Area Foreman and Lead Hand Diaries</b>	TAPS	P		P**	Pa / E	<b>Occupational Health and Safety Act</b>	
T12	<b>Railroads</b> Includes records regarding maintenance of railway crossing on County roads.	TAPS	T	6	T + 6	Pa / E	T = completion of project. Specifications are permanent.	

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<b>T</b>	<b>TRANSPORTATION SERVICES</b>							
T13	<b>Road Openings</b> Includes records related to open road and street allowances.	TAPS	P		P**	Pa / E		
T14	<b>Road Transfer of Responsibility</b>	TAPS	P		P**	Pa / E		
T15	<b>Bridges</b> Includes estimates, studies and other records regarding projects specifically for bridge construction, also include bridge repairs and maintenance.	TAPS	P		P**	Pa / E		

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<b>V</b>	<b>VEHICLES AND EQUIPMENT</b>							
V00	<b>Vehicles and Equipment – General</b> Includes records regarding vehicles and equipment which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	1	2	Pa / E		
V01	<b>Fleet Management</b> 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	TAPS/EMS/ Social Services	T + 1	6	T + 7	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	<b>Mobile Equipment</b> Includes records regarding mobile equipment used in conjunction with vehicles. Also includes maintenance and history files on equipment such as generators, pumps, snow blowers, sanders, etc.	Originating	1	5	T+6	Pa / E	T=disposal of equipment, <i>Occupational Health and Safety Act</i>	
V03	<b>Transportable Equipment</b> 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.	Originating	1	6	T+7	Pa / E	T=disposal of asset	
V04	<b>Protective Equipment</b> Includes records regarding protective equipment used by the County. Also includes maintenance and history files on equipment such as breathing apparatus,	Originating	1	6	T+7	Pa / E	T=disposal of asset	

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<b>V</b>	<b>VEHICLES AND EQUIPMENT</b>							
	breathing tanks, down alarms, etc. Excludes: Uniforms & Clothing - see A14							
V05	<b>Building Equipment</b> Includes maintenance and history on equipment such as furnaces, water heaters, etc. used within the buildings of the municipality.	Originating	1	6	T+7	Pa / E	T= disposal of asset	
V06	<b>Fuel Dispensation Records</b>	Originating	1	5	6	Pa / E		
V07	<b>Equipment Inventory</b> Records associated with inventories, reports and control of supplies, fuel and equipment.	Originating	1	5	6			Yes
V08	<b>Log Sheets</b> Records associated with the logging of time, location and type of service performed, and work orders completed. <b>Includes GPS data</b>	Originating	1	9-19	10-20			
V09	<b>Motor Vehicle Accident Claims</b>	Originating	T	6	T+6	Pa / E	T=resolution of Claim	Yes

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<b>Z</b>	<b>EMERGENCY SERVICES</b>							
Z00	<b>Emergency Services-General</b>	Originating	1	1	2	Pa/e		
Z01	<b>Accident and Incident Reports</b>	Originating	T	5	T+5	Pa/E	T=last notation; Ambulance Act	
Z02	<b>Accident Statistics</b>	Originating	1	10	11	Pa/E		
Z03	<b>Daily Occurrence Logs</b>	Originating	T	5	T+5	Pa/E	T=last date report completed; Ambulance Act	Yes
Z04	<b>Corporate Disaster Recovery Planning</b>	Information Technology	S		S**	Pa/E		No
Z05	<b>Dispatch Complaint Records</b>	EMS	1	4	5	Pa/E		No
Z06	<b>Dress Uniforms</b>	Originating	S		S**	Pa/E		Yes
Z07	<b>Emergency Calls</b>	EMS	1	5	6	Pa/E		No
Z08	<b>Emergency Planning and Services-911 Complaints</b>	EMS	S		S	Pa/E		No
Z09	<b>Equipment Maintenance</b>	Originating	1	6	5 7	Pa/E	Fire Protection and Prevention Act Ambulance Act	No

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