

Authority: Item 15, Audit, Finance &
Administration Committee
Report 11-001 (FCS11014)
CM: January 26, 2011

Bill No. 040

CITY OF HAMILTON

BY-LAW NO. 11-040

TO ESTABLISH RETENTION PERIODS FOR RECORDS OF THE CITY OF HAMILTON

WHEREAS subsection 254(1) of the *Municipal Act, 2001* (the Act) provides that a municipality shall retain and preserve its records in a secure and accessible manner;

AND WHEREAS subsection 255(3) of the Act provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which its records must be retained and preserved;

AND WHEREAS subsection 255(2) of the Act provides that a municipality's records may be destroyed if a retention period for the record has been established and the retention period has expired;

AND WHEREAS Records Retention By-law 06-333, adopted by the Council of the City of Hamilton on October 25, 2006, established retention periods for records of the City of Hamilton;

AND WHEREAS it is now appropriate to repeal Records Retention By-law 06-333 and to replace it with an updated records retention by-law;

NOW THEREFORE the Council of the City of Hamilton enacts as follows:

1. In this By-law:

- (a) “active” refers to the time frame a record is actively used in a department or retained in the department;
- (b) “archival record” means a permanent, public record determined to be of sufficient historical, continuing or enduring value as to warrant the added cost of storage, conservation and preservation. Not all permanent records are archival records. All records deemed to be archival, by a Municipal Archivist, are records that the City Clerk is responsible for maintaining;
- (c) “City” means the municipality of the City of Hamilton or the geographic area of the City of Hamilton, as the context requires;
- (d) “Council” means the Council of the City;
- (e) “inactive” refers to the time frame a record is retained in a departmental file location or in the Corporate Records Storage Facility until it has fulfilled its retention requirements;
- (f) “Manager of Records & Freedom of Information” means the Manager of Records & Freedom of Information for the City or their designate;
- (g) “official record” means an original record, generated or received, in the City’s custody and control that serves important functions of the City supporting program delivery or policy development, committing the City to action, meeting legal, financial, operational and other official requirements, or providing evidence of obligations, responsibilities, decisions and actions;
- (h) “permanent record” means a record that possesses enduring legal, fiscal or administrative value and must be preserved permanently. The responsibility of preserving permanent records lies with the responsible department as set out in Schedule “A” to this by-law;
- (i) “record” means information however recorded or stored, whether in printed form, on film, by electronic means or otherwise, and includes but is not limited to documents, financial statements, minutes, accounts, e-mails, correspondence, memoranda, plans, maps, drawings, photographs, and films, complete and unchanged;
- (j) “record classification” is a group of identical or related records that are used and filed as a unit and that permit evaluation as a unit for retention scheduling purposes. This By-law is based on records classification as set out in the File Plan, attached as Schedule “A”;
- (k) “responsible department” means the office or department with primary responsibility for retaining a record;
- (l) “retention schedule” means the schedule prescribing retention periods for records as set out in Schedule “A”;

- (m) “signing authority” means the General Manager of the responsible department or their designate;
- (n) “transitory record” means a record, including but not limited to an e-mail, voice mail or text message, and web pages, having only temporary value and which is not required to meet statutory obligations, set policy, establish guidelines or procedures, certify a transaction, become a receipt or provide evidence of legal, financial, operational or other decisions for the City, including but not limited to a record that is:
 - (i) retained solely for convenience of reference;
 - (ii) of insignificant value in documenting the business transactions of the City;
 - (iii) required solely for the completion of a routine activity, or the preparation of another record;
 - (iv) not related to the business of the City;
 - (v) not an integral part of a record;
 - (vi) a miscellaneous notice or memorandum of a minor administrative nature;
 - (vii) a duplicate copy of a document such as a report or memorandum, retained only for distribution or convenience;
 - (viii) a copy of a record unless such copy has been annotated to reflect significant input;
 - (ix) a publication, telephone directory, catalogue, pamphlet or periodical that does not form part of any record;
 - (x) one of a number of multiple copies of a record such as minutes, reports or agendas;
 - (xi) unsolicited advertising information;
 - (xii) a preliminary draft of a letter, memorandum or report, or information notes that do not represent significant steps in the preparation of a final document; or
 - (xiii) a tape or notes from a meeting for which the minutes or reports have been adopted or finalized; and
- (o) “vital record” means a record that is essential to the continuation or resumption of City business, to fulfill obligations to ratepayers, employees, Federal and Provincial governments, or to recreate the financial or legal status of the City in case of an emergency. The protection of vital records is the responsibility of the responsible department holding these records.

2. This By-law shall not apply to transitory records and such records may be destroyed at any time.
3. Any record in a category set out in Schedule "A" shall be retained for the period set out for such category and may thereafter be destroyed.
4. The Manager of Records & Freedom of Information shall determine the appropriate classification of records, taking into account the legal, financial, administrative, operational and historical values of each record, and shall:
 - (a) monitor the retention schedule and ensure that the schedule complies with all legislative requirements; and
 - (b) in determining the retention for any record, consult with the signing authorities and the City Clerk and the City Solicitor.
5. Where any record may be destroyed under this By-law, the following procedure shall apply:
 - (a) where a record has been retained in the custody of the responsible department, the signing authority shall notify the Manager of Records & Freedom of Information in writing of the scheduled destruction of the record, such notice to include the scheduled destruction date and to identify the record to be destroyed; and
 - (b) where the record has been retained in the custody of the office of the City Clerk, the Manager of Records & Freedom of Information shall notify the signing authority in writing of the scheduled destruction of the record, such notice to include the scheduled destruction date and to identify the record to be destroyed.
6. Where notice has been provided under subsection 5(a) or (b):
 - (a) the signing authority shall notify the Manager of Records & Freedom of Information in writing, before the scheduled destruction date, if in their opinion any record included in the notice should be retained for a further period, and the rationale for further retention;
 - (b) if, in the opinion of the Manager of Records & Freedom of Information, circumstances warrant retention of the record for a further period, the destruction of the record shall be postponed for such further period as may be determined by the Manager of Records & Freedom of Information, in consultation with the signing authority; and
 - (c) if no notice is received under subsection 6(a) before the scheduled destruction date, the record shall be deemed to be authorized for destruction.

7. The following principles shall govern the destruction of records:
- (a) no record shall be destroyed unless first classified according to Schedule "A" of this By-law;
 - (b) all records shall be destroyed in a manner that preserves the confidentiality of any information contained in such records; and
 - (c) any record pertaining to pending or actual litigation or investigation or a request under the privacy legislation shall not be destroyed until such record is no longer required for such purpose.
8. Schedule "A" is attached to and forms part of this By-law.
9. By-law 06-333 is repealed.
10. This By-law comes into force on the day it is passed by Council.

PASSED this 26th day of January, 2011.



R. Bratina
Mayor



R. Caterini
City Clerk

Schedule “A” to By-law 11-040

Retention By-law/File Plan Index

There are 15 City-wide functions identified in the Retention By-law/File Plan to reflect the general nature of the programs and activities undertaken by the City. The 15 functions are:

	Function Name	Alphabetic Designator
1.	Administration	AD
2.	Council & Legislative Services	CO
3.	Development & Planning	DP
4.	Emergency Services	EM
5.	Environmental Services	ES
6.	Finance & Accounting	FA
7.	Human Resources	HR
8.	Information Management	IM
9.	Legal Affairs	LA
10.	Media & Public Records	MP
11.	Parks, Recreation & Culture	RC
12.	Protection & Enforcement Services	PE
13.	Social & Health Care Services	SH
14.	Transportation Services	TS
15.	Vehicles & Equipment	VE

The Components of the File Plan are:

Column Heading	Explanation
Primary	The two character alphabetic designator for the functional grouping.
Secondary	The two digit numeric designator for the secondary grouping.
Tertiary	The two digit numeric designator for the tertiary grouping.
Series Title	The general title identifying a record series for retention scheduling purposes.
Scope Notes	A brief description of the 'series title' or records series content, as well as examples of specific types of records that should be included in the series. Exclusions are also noted in the scope notes.
Active	The amount of time in years that a record should be kept in an easily accessible location.
Inactive	The amount of time in years that a record should be kept in a departmental storage location or the Corporate Records Storage Facility.
Total Retention	The sum of the active and inactive retention periods that a records must be kept before disposal.
Vital Record	Those records that are essential to resume or continue City business.
Archival Record	Those records series that are evaluated for archival preservation.
Responsible Department	The department that has primary responsibility for all records classified under a particular records series.
Remarks	This column contains comments relating to the records series.

Retention Codes

Code	Explanation
Current (C)	Records to be kept in this phase until the end of the calendar year (December 31).
Permanent (P)	A record that must be preserved permanently by the responsible department.
Superseded (S)	This record is replaced by an updated version.
Termination (T)	The termination of an event as defined in the Remarks column of the File Plan.

Administration

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Department	Remarks
AD	00		Administration - General	Records associated with records of a general administrative nature.	C	-	C	N	N	Originating	
AD	01	01	Associations and Organizations	Records associated with professional associations, clubs, societies and organizations in which an employee has a membership or interest. This record series may include minutes, annual reports, membership information, etc.	C+1	2	C+3	N	N	Originating	
AD	01	02	Certifications and Memberships	Records associated with City funded Association and Organization certification or memberships.	C+1	2	C+3	N	N	Originating	
AD	02		Staff Committees and Meetings	Records associated with activities of staff committees, task forces and meetings representing the function of routine administrative and office services. The record series may include notices of meetings, agendas, minutes, etc. Excludes: Council and Standing Committee Agendas and Minutes	C+1	3	C+4	N	N	Originating	
AD	03		Conferences and Seminars	Records associated with conferences, conventions, seminars, workshops and special functions. This record series may include information kits, presentation handouts and proceedings.	C+1	4	C+5	N	Y*	Originating	*Only those sponsored by the Municipality are subject to archival review
AD	04		Inventory Control	Records associated with inventory listings and reports and control of supply stock levels.	C+1	4	C+5	N	N	Originating	
AD	05		Office Equipment and Furniture	Records associated with design, selection and maintenance of owned and leased office equipment and furniture. This record series may include inventories, specifications and repair work orders. Excludes: Service Agreements, Capital Assets and Insurance Policies.	T	-	T	N	N	Originating	T=Disposal of item

Administration

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Department	Remarks
AD	06		Office Services	Records associated with word processing, photocopying, mail, postal and courier services, catering and corporate printing. This record series may include the inter-office mail system, mail and fax logs, internal mail lists, logging or tracking, postal and mail directives, postal code directories, printing job requisitions, Canada Post regulations, courier service and tracking of lost or damaged mail.	C+1	2	C+3	N	N	Originating	
AD	07		Policies and Procedures	Records associated with the development of policies and procedures, manuals, guidelines and directives, either Corporate or Departmental. This series includes working documentation.	S	P	P	N	Y	Originating	
AD	08		Strategic Planning / Management	Records associated with strategic planning including VISION 2020, Council's Strategic Plan Review, Strategic Plan implementation (including business planning process, VISION 2020 corporate training and integration). This records series also includes Department and Divisional strategic plans.	C+5	5	C+10	N	Y	Originating	
AD	09		Travel and Accommodation	Records associated with employee travel and accommodation of official City business. This series includes receipts and ticket stubs.	C+1	5	C+6	N	N	Originating	
AD	10		Uniforms and Clothing	Records associated with uniforms used by municipal staff.	S	-	S	N	Y	Originating	
AD	11		Intergovernmental Relations	Records associated with communication between different government levels	C+1	4	C+5	N	Y	Originating	

Administration

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Department	Remarks
AD	12		Accessibility of Records - Information Requests	Records associated with requests for access to information under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). This record series may include records written submissions to the Information and Privacy Commissioner (IPC) on appeals and orders.	T + 2	-	T + 2	N	Y	Clerks	T= Final Decision
AD	13		Security	Records associated with the security of City buildings and staff. This records series may include security passes and Fire evacuation plans	C+2	3	C+5	N	N	Facilities Management	
AD	14		Building and Property Maintenance	Records associated with routine maintenance to municipal facilities.	C+2	4	C+6	N	N	Facilities Management	
AD	15		Facility Bookings	Records associated with the booking of facilities at municipal sites.	C+2	-	C+2	N	N	Facilities Management	
AD	16		Customer Service Inquiries	Records associated with general inquiry telephone calls received and recorded for quality purposes in the operation of the Customer Contact Centre	3 Mnths		3 Months	N	N	Customer Service	

Council Legislative Services

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Department	Remarks
CO	01		By-laws	Records associated with draft and final versions. This record series may include working documentation used in the development of by-laws.	P	P	P	Y	Y	Clerks	
CO	02		Council Agendas, Minutes and Original Supporting Documents	Records associated with Council agendas, minutes and original supporting documents to agendas and minutes. This records series include attachments to and extracts from agendas and minutes. This records series also includes notices of Council meetings.	P	P	P	Y	Y	Clerks	
CO	03		Council Standing Committees and Supporting Documents	Records associated with Standing Committees of Council including Committee of the Whole (COW) and Board of Health agendas, minutes, reports and original supporting documents. This records series includes attachments to and extracts from agendas, minutes and reports. This record series also includes notices of Standing Committee meetings.	P	P	P	Y	Y	Clerks	
CO	04		Agencies, Boards and Committees	Records associated with municipal agencies, boards and commissions. This records series includes agendas, minutes, notices of meetings	P	P	P	Y	Y	Clerks	
CO	05		Appointments to Agencies, Boards and Committees	Records associated with appointments to Agencies, Boards and Committees. This records series includes applications.	T		T	Y	Y	Clerks	T = Term of Office
CO	06		Council Meeting Recordings	Records associated with audio and visual recordings of Council Meetings - maintained for the purpose of verifying Council decisions	T		T	N	Y*	Clerks	T = Term of Office *Only applies to Inaugural Meeting of Council
CO	07		Federal Legislation	Records associated with Federal legislation	S		S	N	Y	Originating	
CO	08		Provincial Legislation	Records Associated with Provincial Legislation	S		S	N	Y	Originating	

Council Legislative Services

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Department	Remarks
CO	09		Vital Statistics	Records associated with births, deaths and marriage registrations.	P	P	P	Y	Y	Clerks	
CO	10	01	Elections	Records associated with notices, lists of official voters' lists, name polling, polling places, nominations, ballots, official and unofficial results including recounts, preliminary voters lists and ward boundary information.	T	90 days	T + 90 days	Y	Y	Clerks	T = Election of new Council
CO	10	02	Election Results	Election Results	P	P	P	Y	Y	Clerks	

Development and Planning

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Department	Remarks
DP	01		Demographic Studies	Records associated with protection, flood control, environmentally significant areas, watersheds, natural resources conservation and management, reasearch and monitoring in natural areas.	C+5	5	C+10	Y	Y	Planning	
DP	02		Economic Development	Records associated with economic development plans for the City and area.	C+5	5	C+10	Y	Y	Planning	
DP	03	01	Natural Environment Planning	Records associated with conservation, flood control, valley land, waterfront, dangerous substance transportation, pollution, natural resources and watersheds. This series also includes long range planning and policies, plans, protection and preservation of natural	C+5	5	C+10	Y	Y	Planning	
DP	03	02	Natural Resources	Records associated with forest and aggregate management, and water and soil conservation.	C+5	5	C+10	Y	Y	Planning	
DP	04		Residential Development	Records associated with the development of available housing. This series includes affordable hosuing, rental accomodation, multiple occupancy, housing cost statistics, federal and provincial agencies and programs.	C+5	5	C+10	Y	Y	Planning	
DP	05		Tourism Development	Records associated with the planning, development and promotion of the tourism industry within the municipality.	C+5	5	C+10	N	Y	Planning	
DP	06		Condominium Plans	Records associated with registered and unregistered condominium plans. This record series includes applications, drawings, reports, and certificates of approval and working documentation.	5	P	P	Y	Y	Planning	Applications can be destroyed 2 years after final decision
DP	07	00	Official Plan - Former Municipalities	Records associated with the official plans from the former 7 municipalities.	C+1	P	P	Y	Y	Planning	
DP	07	01	Official Plan - Former Municipalities - Ancaster	Records associated with the official plans from the former town of Ancaster.	C+1	P	P	Y	Y	Planning	

Development and Planning

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Department	Remarks
DP	07	02	Official Plan - Former Municipalities - Dundas	Records associated with the official plans from the former town of Dundas.	C+1	P	P	Y	Y	Planning	
DP	07	03	Official Plan - Former Municipalities - Flamborough	Records associated with the official plans from the former town of Flamborough.	C+1	P	P	Y	Y	Planning	
DP	07	04	Official Plan - Former Municipalities - Glanbrook	Records associated with the official plans from the former township of Glanbrook.	C+1	P	P	Y	Y	Planning	
DP	07	05	Official Plan - Former Municipalities - Hamilton	Records associated with the official plans from the former city of Hamilton.	C+1	P	P	Y	Y	Planning	
DP	07	06	Official Plan - Former Municipalities - Stoney Creek	Records associated with the official plans from the former city of Stoney Creek.	C+1	P	P	Y	Y	Planning	
DP	07	07	Official Plan - Former Municipalities - Hamilton Wentworth	Records associated with the official plans from the former region of Hamilton Wentworth.	C+1	P	P	Y	Y	Planning	
DP	08	00	Official Plan Ammendments - Former Municipalities	Records associated with official plan ammendments for various official plans from the 7 former municipalities.	T+1	49	T+50	Y	Y	Planning	T=Final Decision
DP	08	01	Official Plan Ammendments - Former Municipalities - Ancaster	Records associated with official plan ammendments from the former town of Ancaster.	T+1	49	T+50	Y	Y	Planning	T=Final Decision
DP	08	02	Official Plan Ammendments - Former Municipalities - Dundas	Records associated with official plan ammendments from the former town of Dundas.	T+1	49	T+50	Y	Y	Planning	T=Final Decision
DP	08	03	Official Plan Ammendments - Former Municipalities - Flamborough	Records associated with official plan ammendments from the former town of Flamborough.	T+1	49	T+50	Y	Y	Planning	T=Final Decision

Development and Planning

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Department	Remarks
DP	08	04	Official Plan Ammendments - Former Municipalities - Glanbrook	Records associated with official plan ammendments from the former township of Glanbrook.	T+1	49	T+50	Y	Y	Planning	T=Final Decision
DP	08	05	Official Plan Ammendments - Former Municipalities - Hamilton.	Records associated with official plan ammendments from the former city of Hamilton.	T+1	49	T+50	Y	Y	Planning	T=Final Decision
DP	08	06	Official Plan Ammendments - Former Municipalities - Stoney Creek	Records associated with official plan ammendments from the former city of Stoney Creek.	T+1	49	T+50	Y	Y	Planning	T=Final Decision
DP	08	07	Official Plan Ammendments - Former Municipalities - Hamilton Wentworth	Records associated with official plan ammendments from the former region of Hamilton Wentworth.	T+1	49	T+50	Y	Y	Planning	T=Final Decision
DP	09		Official Plan - Post Amalgamation	Records associated with the development of the new official plan for Hamilton.	C+1	P	P	Y	Y	Planning	
DP	10		Rural Planning	Records associated with rural planning policy issues.	C+1	P	P	Y	Y	Planning	
DP	11		Institutional Planning	Records associated with institutional planning policy issues.	C+1	P	P	Y	Y	Planning	
DP	12		Open Space Planning	Records associated with open space planning policy issues.	C+1	P	P	Y	Y	Planning	

Development and Planning

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Department	Remarks
DP	13	00	Provincial Planning Legislation	Records associated with provincial legislation (i.e. Parkway belt West, NEC, Planning Act, etc.) and matters from a planning perspective.	C+1	P	P	N	Y	Planning	
DP	13	01	Provincial Planning Legislation - NEC	Records associated with provincial legislation related to the NEC.	C+1	P	P	N	Y	Planning	
DP	13	02	Provincial Planning Legislation - Parkway Belt West	Records associated with provincial legislation related to the Parkway Belt West.	C+1	P	P	N	Y	Planning	
DP	13	03	Provincial Planning Legislation - Provincial Policy Statement	Records associated with provincial legislation related to the Provincial Policy Statement.	C+1	P	P	N	Y	Planning	
DP	13	04	Provincial Planning Legislation - Planning Act	Records associated with provincial legislation related to the Planning Act.	C+5	P	P	N	Y	Planning	
DP	13	05	Provincial Planning Legislation - OMB Reform	Records associated with provincial legislation related to OMB reform.	C+5	P	P	N	Y	Planning	
DP	14		Growth Related Integrated Development Strategy (GRIDS)	Records associated with GRIDS.	T+1	5	C+10	Y	Y	Planning	
DP	15		Social Planning	Records associated with social planning policy studies.	T+2	5	C+10	Y	Y	Planning	
DP	16		Severances	Records associated with the division of parcels of land. This series includes applications, background information, appeals and decisions of the Ontario Municipal Board.	T	49	T+50	Y	Y	Planning	T=Final Decision

Development and Planning

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Department	Remarks
DP	17		Site Plan Control	Records associated with the approval procedure of providing services to buildings and individual land sites. This records series includes information on access, sewers, water, utilities, appeals and decisions of the Ontario Municipal Board.	T	P	P	Y	Y	Planning	Application 2 years after final decision
DP	18		Subdivision Plans	Records associated with the control of registered and unregistered subdivision plans. This series includes drawings, reports, background information, notices, and certificates of approvals and working documentation.	T	P	P	Y	Y	Planning	Application 2 years after final decision
DP	19		Variances	Records associated with the approval of applications for variances or the expansion of non-conforming uses of land under the zoning by-law. This series includes notices, reports and necessary documentation including appeals and decisions of the Ontario Municipal Board.	T	3	T+3	Y	Y	Planning	T=Final Decision
DP	20	01	Zoning	Records associated with the development of standards to designate zones of land for specific purposes. This records series includes applications for zoning and rezoning, reports, notices, approvals, reviews, appeals, Development Agreement comments and decisions of the Ontario Municipal Board.	P	P	P	Y	Y	Planning / Building	
DP	20	02	Zoning Verification and Property Information Reports	Records associated with issued zoning verifications and or property information reports. This record series includes applications, zoning verifications and other correspondence.	T	3	T+3	N	Y	Building	T=Date of Issuance
DP	21		Easements	Records associated with the municipality's interest in maintaining public services such as water and sewer on privately owned property.	T+1	5	T+6	Y	Y	Planning	T=Termination of right
DP	22		Encroachments	Records associated with properties in the municipality that have encroachments.	T+1	5	T+6	Y	Y	Planning	T=Termination of right

Development and Planning

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Department	Remarks
DP	23		Annexation/Amalgamation	Records associated with the merging of neighbouring municipal lands to accommodate growth.	C+1	9	C+10	Y	Y	Planning	
DP	24		Community Improvement Projects	Records associated with the planning and development of rehabilitation programs for the community area. This series includes provincial and federal	T+1	6	T+7	Y	Y	Planning	T=Completion of project
DP	25		Municipal Addressing	Records associated with the municipal addressing system.	C+5	5	C+10	Y	Y	Planning	
DP	26		Reference Plans	Records associated with planning reference plans.	C+5	P	P	Y	Y	Planning	
DP	27		Industrial / Commercial Development	Records associated with the development of land for commercial and industrial purposes.	C+1	9	C+10	Y	Y	Planning	
DP	28		Institutional Development	Records associated with the development of land for institutional purposes.	C+1	9	C+10	Y	Y	Planning	
DP	29		Development Permit System	Records associated with the development permit system.	C+1	4	C+5	N	N	Planning	
DP	30		NEC Development Permits	Records associated with NEC development permits	C+1	4	C+5	N	N	Planning	
DP	31		Official Plan, Other Municipalities	Records associated with the official plan of other municipalities.	S	5	S+5	N	N	Planning	
DP	32		Facilities Constructions and Renovations	Records associated with new building and alterations to existing municipal structures.	T	6	T+6	N	Y	Originating	T=Completion of project
DP	33		Mapping	Records associated with the management of the municipal mapping system. This series includes blueprints, charts, sketches, maps and plans.	S	-	S+10	Y	Y	Planning	
DP	34	01	Downtown Renewal	Records of a general nature that cannot be filed under a specific subject relating to downtown renewal.	C+1	1	C+2	N	N	Planning	
DP	34	02	Downtown Hamilton Residential Loan Program	Records associated with the Downtown Hamilton Residential Loan Program.	C+1	6	C+7	N	N	Planning	
DP	34	03	Commercial Property Improvement Grant Program	Records associated with the Commercial Property Improvement Grant Program.	C+1	6	C+7	N	N	Planning	

C - Current Year; P - Permanent; S- Superseded; T - Termination of an event

Development and Planning

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Department	Remarks
DP	34	04	Enterprise Zone Program	Records associated with the Enterprise Zone Program.	C+5	2	C+7	N	N	Planning	
DP	35		Business Improvement Areas	Records associated with the improvement of a business area. This record series may include petitions, surveys, statistics, plans and development reports.	C+5	5	C+10	Y	Y	Planning	
DP	36		Secondary Planning	Records associated with the preparation of Secondary Plans including Secondary Plans completed under an integrated Environmental Assessment process.	C+5	5	C+10	Y	Y	Planning	
DP	37	01	Urban Design	Records associated with research, planning, design, management, drawing, public consultation and staff reports of urban design projects. Projects include: Neighbourhood master plans, streetscape master plans, community core design guidelines, site specific development (building and landscape) design guidelines, Urban Braille system, civic gateway designs, civic landscape design, and other public space designs. All projects include conceptual drawings and reports. Excludes: detailed design and constructions documents.	C+5	5	C+10	Y	Y	Planning	
DP	37	02	Neighbourhood Plans	Records associated with existing neighbourhood plans, the preparation of new neighbourhood plans and amendments to neighbourhood plans.	C+5	5	C+10	Y	Y	Planning	

Emergency Services

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
EM	01		Daily Occurrence Logs	Records associated with daily reporting and tracking number of occurrences involving fire and ambulance assistance calls.	T	3	T+3	N	N	Emergency Services	T=date of last report
EM	02		Dispatch Complaint Records	Records associated with emergency services dispatch complaints.	C+1	1	C+2	N	N	Emergency Services	
EM	03		Emergency Calls	Records associated with emergency calls such as fire and ambulance. Includes damage reports.	C+1	5	C+5	N	N	Emergency Services	
EM	04		Fire Hose and Hydrant Maintenance	Records associated with the maintenance and routine inspection of fire hoses, flushing of fire hydrants and sprinkler reports. This series also includes permits, reports and use statistics.	C+1	1	C+2	N	N	Emergency Services	
EM	05		Fire Prevention	Records associated with a fire prevention program and inspections for institutions, residences, industrial and commercial buildings.	C+1	1	C+2	Y	Y	Emergency Services	
EM	06		Emergency Planning	Records associated with emergency measures planning and services provided by the municipality.	S	-	S	Y	Y	Originating	
EM	07		Investigations	Records associated with investigations regarding accidents and emergency service investigations.	T	5	T+5	N	Y	Emergency Services	T=Termination of investigation
EM	08		Notice of Violation	Records associated with notice of violation of Ontario Fire Code.	T	5	T+5	N	N	Emergency Services	T=Resolution of action
EM	09		Protective Equipment	Records associated with protective equipment used such as breathing apparatus, breathing tanks and rescue equipment.	C+1	1	C+2	N	N	Emergency Services	
EM	10		Run Reports	Records associated with run reports used for ambulance and fire calls.	C+1	1	C+2	N	N	Emergency Services	

Emergency Services

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
EM	11		Telephone Operator's Log	Records associated with the operator's logbook for emergency service calls.	T	3	T+3	N	N	Emergency Services	T=last date in log

Environmental Services

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
ES	01		Sanitary Sewers	Records associated with the design, construction and management of sanitary sewers including inspections.	C+2	18	C+20	Y	N	Public Works	Specifications are kept permanently
ES	02		Storm Sewers	Records associated with the design, construction and management of storm sewers. This series includes agreements, damage, and drainage and storm lift inspection reports.	C+2	3	C+5	Y	Y	Public Works	Specifications are kept permanently
ES	03		Treatment Plants	Records associated with the management and operation of treatment and pumping plants.	C+2	3	C+5	Y	Y	Public Works	Specifications are kept permanently
ES	04		Trees	Records associated with the planning and maintenance of trees on municipal land.	C+2	3	C+5	N	N	Public Works	
ES	05		Environmental Assessments	Records associated with the planning and performance of environmental assessments.	C+5	5	C+10	Y	Y	Originating	A document related to environmental assessment may be destroyed by or under the authority of the Minister when it has been completely recorded or copied and the recording or copy is retained for the purposes of inspection under s.36(6) of the <i>Environmental Assessment Act</i> .
ES	06		Environmental Monitoring	Records associated with environmental monitoring.	C+2	3	C+5	Y	Y	Public Health	
ES	07		Utilities	Records associated with utility services provided to residents. This series includes telephone lines, gas mains, power lines, and relevant equipment and facilities.	C+2	3	C+5	N	Y	Public Works	

Environmental Services

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
ES	08		Waste Management	Records associated with the management and disposal of waste within area landfill sites.	C+2	3	C+5	N	Y	Public Works	
ES	09		Water Works	Records associated with the planning, design, construction and maintenance of the water works systems such as water mains, pipelines, etc.	C+2	3	C+5	Y	Y	Public Works	Specifications are kept permanently
ES	10		Drains	Records associated with the policy and procedures, design, construction, maintenance and management of drains and drainage systems.	C+2	3	C+5	Y	Y	Public Works	Specifications are kept permanently
ES	11		Air Quality	Records associated with the routine control and monitoring of air quality.	T	5	T+5	Y	Y	Public Works	T=Completion of the inventory

Finance and Accounting

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
FA	01		Accounts Payable	Records associated with the payment for goods and services for the municipality. This record series includes all records relating to the following areas of accounts payable: initial purchase of goods and services, such as invoices, purchase orders and requisition forms; books or reports of initial accounts payable entries such as accounts payable journals or registers, account summary reports.	C+1	5	C+6	N	N	Finance	Permission to destroy prior to the expiration of the retention period must be obtained from the Minister of Finance. Permission to destroy records related to the Employer Health Tax must be obtained from the Minister of Finance
FA	02		Accounts Receivable	Records associated with the payments received from the user(s) of the goods and/or services of the municipality. This record series includes the following: transactional information such as adjustment accounts receivable, building receipts, accounts receivable analysis, controls, invoices and statements; and books of initial entry such as accounts receivable ledgers or registers.	C+1	5	C+6	Y	N	Finance	Permission to destroy prior to the expiration of the retention period must be obtained from the Minister of Finance.
FA	03	01	Audit Reports - Internal	Records associated with monitoring the integrity of accounting and management controls of municipal programs. This record series includes audits, such as audit systems tests and other financial and procedural audits.	C+1	5	C+6	Y	N	Finance	
FA	03	02	Audit Reports - External	Records associated with external auditor's financial audit reports.	C	P	P	Y	Y	Finance	

Finance and Accounting

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
FA	04	01	Bank Statements	Records associated with the management of cash and other banking activity. This record series may include all records relating to banking and cash management, such as accounts reconciliation reports.	C+1	9	C+10	Y	Y	Finance	
FA	04	02	Accounts Payable Cheques Cashed by Banks	Records associated with the management of accounts payable cheques cashed by banks.	C+1	9	C+10	N	N	Finance	
FA	04	03	Payroll Cheques Cashed by Banks	Records associated with the management of cheques cashed by banks.	C+1	9	C+10	Y	N	Finance	
FA	04	04	Duplicate Copies of Cheques Attached to Vouchers	Records associated with the management of cash	C+1	9	C+10	N	N	Finance	
FA	05		Budgets	Records associated with establishing expenditure levels to measure the financial progress of each department, division and section. This record series includes the preparation of the current (or operational) budgets, such as estimates, status and budget annual reports to Council.	C+1	5	C+6	Y	Y	Finance	
FA	06		Assets	Records associated with the City financial assets.	T+1	6	T+7	Y	Y	Finance	T=Disposal of asset
FA	07	01	Cheques	Records associated with the support of the reconciliation of all financial transactions, used to provide a proper audit trail. This record series includes all records relating to issuance of cheques, trust cheques and cancelled cheques. Excludes: Ambulance Service Cheques	C+1	6	C+7	Y	N*	Finance	*The register is a vital record.

Finance and Accounting

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
FA	07	02	Ambulance Service Cheques	Records associated with the support of the reconciliation of financial transactions related to the ambulance service. These records are used to provide a proper audit trail.	T+1	6	T+7	Y	N	Finance	T=Use of Ambulance Service
FA	08		Debentures and Bonds	Records associated with all records relating to the raising of capital for projects conducted by and for the municipality.	T+1	6	T+7	Y	Y	Finance	T=Debentures surrendered for exchange/cancellation
FA	09		Employee and Council Expenses	Records associated with employee and council expenses while engaged on City business.	C+1	5	C+6	N	N	Finance	
FA	10		Financial Statements	Records associated with the financial status of the municipality, in accordance with reporting requirements. This record series includes financial statements, balance sheets, income statements, statements of source and application of funds.	C+2	P	P	Y	Y	Finance	
FA	11		Grants and Loans	Records relating to the receipt or provision of monies by means of acquiring or issuing grants and loans. This record series contains grant applications, correspondence, grant revenue information, and other related documents and records for the municipality.	C+1	5	C+6	Y	Y	Finance	
FA	12		Investments	Records associated with the investment of municipal funds to fund capital projects and current budget.	T+1	5	T+6	Y	N	Finance	T=Closure of account
FA	13	01	Journal Vouchers	Records associated with the journal used to transfer transactional information to the General Ledger. This record series includes general journal vouchers. Excludes: General Ledgers and General Journals	C+1	5	C+6	N	N	Finance	

Finance and Accounting

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
FA	13	02	Ambulance Service Vouchers	Records associated with the recording of ambulance services vouchers.	T+1	6	T+7	Y	N	Finance	T=Use of Ambulance Service
FA	14		Subsidiary Ledgers, Registers and Journals	Records associated with the documentation of financial transactions to appropriate cost centres and accounts. This record series includes the following: journal and ledger entries, such as journal entry input forms. Excludes: the General Ledger and other books of final entry such as the General Journal	C+1	9	C+10	N	Y	Finance	Permission to destroy C.P.P. and Employment Insurance records prior to the expiration of their retention period must be obtained from the Minister of Revenue.
FA	15	01	General Ledger	Records associated with the accounting for all financial transactions of the municipality during each fiscal year and for audit purposes. This record series includes the following general ledger information: financial reports; account code lists to track general ledger codes; and general ledger (final version) reports.	C+1	P	P	Y	Y	Finance	
FA	15	02	General Journal	Records associated with the journal used to transfer transactional information to the General Ledger. This record series includes support documentation that feeds directly into the General Journal.	C+1	P	P	Y	Y	Finance	
FA	16	01	Payroll - Original Registers for Salary and Wage	Records associated with the administration of payroll services for the municipality.	C+1	5	C+6	Y	N	Payroll	
FA	16	02	TD1s	Records associated with TD1 statements.	P	-	P	N	N	Payroll	Only on Replacement
FA	16	03	T-4s	Records associated with T-4 statements for employees.	P	-	P	N	N	Payroll	

Finance and Accounting

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
FA	16	04	OHSC and Medical	Records associated with OHSC and medical statements.	C+1	2	C+3	N	N	Payroll	
FA	16	05	Unemployment Insurance Records	Records associated with employee unemployment insurance claims.	C+2	5	C+7	Y	N	Payroll	
FA	17		Purchase Orders and Requisitions	Records associated with purchase orders and requisitions	C+1	5	C+6	Y	N	Finance	
FA	18	01	Quotations, Tenders and Proposals	Records associated with obtaining and evaluating proposals from external agencies for goods and services to be purchased by the municipality. This record series includes records on Requests for Proposals (RFP), quotations and supporting documentation.	C+1	5	C+6	N	N	Purchasing	
FA	18	02	Quotations, Tenders and Proposals - Unsuccessful	Records associated with offers or proposals presented by external agencies that have not been accepted.	C+1	-	C+1	N	N	Purchasing	
FA	18	03	Consultants	Records associated with the selection and appointment of consultants. This record series may include resumes, correspondence and proposals.	C+1	2	C+3	N	N	Originating	
FA	18	04	Vendors and Suppliers	Records associated with vendors and suppliers of goods and services. This record series includes a listing of pre-approved vendors, specifications, price lists and catalogues.	C	2	C+2	N	N	Purchasing	
FA	19		Receipts and Revenue	Records associated with the proof of payments owed to or proof of proceeds donated to the municipality.	C+1	5	C+6	N	N	Finance	
FA	20		Reserve Funds	Records associated with reserve funds.	C+1	5	C+6	Y	N	Finance	
FA	21		Mortgages	Records associated with mortgages on City properties.	C+1	9	C+10	Y	N	Finance	

Finance and Accounting

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
FA	22		Tax Rolls and Records	Records associated with the accounting of monies owed to or paid by the municipality in the form of taxes.	S	P	P	Y	Y	Tax	The sections of the <i>Education Act</i> related to Protestant and Roman Catholic School Board Index Books have been repealed.
FA	23		Write Offs	Records associated with all records relating to write offs, such as outstanding payment reports, recommendations to Council and lists of accounts being considered for write off.	C+1	5	C+6	N	N	Finance	
FA	24		Trust Funds	Records associated with trust funds managed by the City.	T	6	T+6	Y	N	Finance	T=Closure of account
FA	25		Security Deposits	Records associated with securites managed by the City.	T	6	T+6	Y	N	Finance	T=Closure of account
FA	26		Working Papers	Records associated with working papers required for internal financial audits.	T+1	-	T+1	N	N	Finance	T=After completion of audit
FA	27		Amortization Schedules	Records associated with fixed assets, such as records of depreciation and amortization, used to evaluate and manage municipal assets	T	6	T+6	Y	Y	Finance	T=Disposal of asset

Human Resources

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
HR	01		Attendance and Scheduling	Records associated with work attendance reporting.	C+2	T+7	C+2,T+7	N	Y	Human Resources	
HR	02		Benefits Records	Records associated with benefit payments, general correspondence, subscriber listings, benefit information, such as group insurance, dental plans and tuition assistance.	S	5	S+5	N	N	Human Resources	
HR	03	01	Employee Records	Records associated with the individual employee and the information contained is vital and confidential. This record series includes name, address, change of address, beneficiary, social insurance number, date of birth, marital status, resumes, job applications, work and educational history.	T+2	5	T+7	N	N	Human Resources	T=Termination of employment
HR	03	02	Employee Records - Performance Development	Records associated with the performance development and planning of an employee. This record series may include interim and merit increment reviews, evaluations and performance appraisals, terms of employment, leave of absence requests, employee service awards, employee transfers or promotions	T+2	5	T+7	N	N	Human Resources	T=Termination of employment
HR	03	03	Employee Records - Disciplinary	Records associated with disciplinary letters, notes and warnings	C+2	-	C+2	N	N	Human Resources	

Human Resources

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
HR	04		Health and Safety	Records associated with the health and safety of staff. This record series includes accident reports, inspections, Workplace Safety and Insurance Board (WSIB) reports, health and safety programs and health and safety agendas and minutes.	T	5	T+5	Y	Y	Human Resources	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.
HR	05		Job Descriptions	Records associated with the description of job duties, specifications, experience and education requirements. This series includes the establishment of job specifications and background information.	S	5	S+5	Y	Y	Human Resources	
HR	06		Labour Relations	Records associated with relations between labour and management. This record series includes the administration of contracts, agreements, collective bargaining and lists of unions and staff associations.	C+1	P	P	Y	Y	Human Resources	
HR	07		Grievances and Arbitrations	Records associated with hearing settling differences between management and union. This record series includes supporting documentation for grievances and arbitration hearings.	C+1	P	P	Y	Y	Human Resources	
HR	08		Organizational Structure	Records associated with the organizational structure of the corporation and its departments, divisions and business units. This series includes charts representing departmental and divisional hierarchies.	S	5	S+5	Y	Y	Human Resources	

Human Resources

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
HR	09	01	Salary Planning	Records associated with the administration and planning of salary schedules by job evaluations, classifications and surveys. This series also includes information relating to pay equity.	C+1	4	C+5	Y	Y	Human Resources	
HR	09	02	Salary and Wage Records	Records associated with rates of pay by group, salaries earned and job title.	C+1	4	C+5	Y	Y	Human Resources	
HR	10		Pension Records	Records associated with pension plans offered to employees. This record includes OMERS, remittance, statutory information, employee pension data and government annuities.	T	6	T+6	N	Y	Human Resources	T=Death of last surviving beneficiary. Pension plans, annual information returns are kept permanently.
HR	11		Recruitment	Records associated with staff recruitment for job competitions and posting.	T	1	T+1	N	N	Human Resources	T=closing of competition
HR	12		Employee Retirement	Records associated with termination of employment due to retirement.	T	6	T+6	N	N	Human Resources	T+death of last surviving beneficiary
HR	13		Employee Terminated Records	Records associated with employment terminations other than retirement	T	6	T+6	N	N	Human Resources	

Information Management

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
IM	01	01	Hardware Documentation	Records associated with operational and maintenance requirements of computer hardware such as hardware specifications, operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	S	-	S	N	N	Originating Department	
IM	02	01	Software Documentation	Records associated with the use and support of application and the operation of packaged software. This record series may include network software.	S	-	S	N	N	Originating Department	
IM	03	01	Software Licensing	Records associated with Software Licensing	S		S	N	N	Originating Department	
IM	04	01	Strategic Planning	Records associated with the Information Technology Strategic Plan	S		S	N	N	Information Services	
IM	05	01	Projects	Records associated specifically with technology projects and project methodology.	S	-	S	N	N	Originating Department	
IM	06	01	System Development	Records associated with the development of information systems. Records associated with the use and support of application and the operation in-house developed software.	S	-	S	N	N	Originating Department	
IM	07	01	Telecommunications Systems	Records associated with the installations, maintenance, operation and use of telecommunications systems. This record series includes voice messaging, fax, telephone directories, pagers, cell phones, blackberry's, towers, antennae, base and mobile stations, police and fire communication systems, and emergency systems cables.	S	-	S	N	N	Originating Department	

Information Management

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
IM	08	01	IT Disaster Recovery and Business Continuity Plan	Records associated with the Disaster Recovery Plan and Business Continuity Plan. (Records developed during the creation of the plan will be classified in the project classification IM-03)	S		S	Y	N	Originating Department	
IM	09	01	Security Audits	Records associated with any security audits performed for technology.	S		S	N	N	Information Technology Services	
IM	10	01	Micrographics	Records associated with microform and imaging technology.	S	-	S	N	N	City Clerk	
		02	Records Management	Records associated with the implementation of a corporate records program, development of policies and procedures for the records disposition, conversion projects and classification systems.	C	5	C+5	N	Y	City Clerk	
		03	Records Retention Schedule By-Laws	Records associated with the development and implementation of council approved records retention schedule by-laws that identify the length of time a record must be retained in active and inactive status before the final disposition.	S	-	S	Y	Y	City Clerk	
		04	Records Disposition	Records associated with the disposition of records. This series includes the method of disposal used, destruction authorization forms and descriptions of records destroyed.	C	P	P	Y	Y	City Clerk	
		05	Records Destruction Certificates	Records associated with records destruction certificates obtained when records are destroyed. This series includes company name, date of destruction and the witness' signature.	C	P	P	Y	Y	City Clerk	

Information Management

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
		06	Records Transfer	Records associated with transfer reports for the management of inactive records transferred to records centres.	T+7		T+7	N	N	City Clerk	T = Destruction of Box listed on Transfer list
IM	11	01	Forms Management	Records associated with the design, production, form review and requests.	S	-	S	N	N	City Clerk	
IM	12		Corporate Records Library	Records associated with Corporate Library holdings	P		P	N	N	City Clerk	

Legal Affairs

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
LA	00		Legal - General	Records associated with Legal files	T	20	T+20	Y	Y	Legal	T = File closed
LA	01		Appeals and Hearings (including OMB & Property	Records associated with appeals, hearings and decisions from legal proceedings, documentation and transcripts.	T	6	T + 6	Y	Y	Legal	T=Resolution of appeal
LA	02	01	Claims Against the Municipality	Records associated with liability or damage claims made by parties against the municipality.	T	6	T+6	Y	Y	Risk Manage	T=Resolution of claim and all appeals
LA	02	02	Claims by the Municipality	Records associated with damage or liability claims by the corporation against another party.	T	6	T+6	Y	Y	Legal	T=Resolution of claim and all appeals
LA	03	01	Contracts and Agreements - Under Seal	Records associated with contracts and agreements under the corporate seal entered into by the municipality and authorized by Council. This record series may include easements, encroachments.	T + 2	P	P	Y	Y	Clerks	T = Termination of Agreement
LA	03	02	Contracts and Agreements - Simple	Records associated with agreements and contracts not under seal entered into and authorized by the municipality. This record series may include rental, leasing, purchasing and services contracts.	T + 2	30	T + 32	Y	Y	Clerks	T = Termination of Agreement
LA	03	03	Contracts for Buildings	Records associated with agreements and contracts for buildings.	T + 2	30	T + 32	Y	Y	Clerks	T = Expiration of contract
LA	04		Insurance Appraisals	Records associated with insurance appraisals.	S	-	S	N	N	Finance	
LA	05		Insurance Policies	Records associated with insurance policies.	T+2	15	T+17	Y	N	Finance	T=Expiration of policy
LA	06		Land Acquisition and Sale	Records associated with transactions of land through buying, selling and leasing of land. This record series includes agreements of purchase and sale, appraisals, leases, deeds, certificates of registration, notices of applications for approval to expropriate land.	T	21	T+21	Y	Y	Legal / Real E	T=Property disposition
LA	07		Opinions and Briefs	Records associated with legal opinions and briefs.	S	-	S	N	Y	Legal	
LA	08		Precedents	Records associated with legal precedents.	S	-	S	N	Y	Legal	
LA	09		Prosecutions	Records associated with prosecutions involving the municipality.	T	7	T+7	N	Y	Legal	T=Delivery of judgement

Media and Public Relations

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
MP	01		Advertising	Records associated with the municipality advertising to the public in magazines, newspapers, radio, television and transit.	C+2	-	C+2	N	Y	Originating	
MP	02		Ceremonies and Events	Records associated with hosting, attendance and performance of official business at special ceremonies, inaugurations and awards.	C+2	-	C+2	N	Y	Originating	
MP	03		Charitable Campaigns/Fund Raising	Records associated with fund raising and donations to charitable organizations. This record series may include records for charitable campaigns, such as the United Way, and information about Finance deductions. Excludes: Payroll Records	C+2	-	C+2	N	N	Originating	
MP	04		Complaints, Commendations and Inquiries		1	-	1		Y	Originating	
MP	05		News Clippings	Records associated with clippings from newspapers, journals and other media regarding the municipality's public relations.	C+2	-	C+2	N	Y	Originating	
MP	06		News Releases	Records associated with working documentation and final versions of news releases issued by the municipality.	C+2	-	C+2	N	Y	Originating	
MP	07		Publications	Records associated with production and dissemination of City publications.	S	-	S		Y	Originating	
MP	08		Speeches and Presentations	Records associated with working documentation and final versions of public addresses and speeches. This record series may include video presentations.	C+2	-	C+2	N	Y	Originating	

Media and Public Relations

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
MP	09		Visual Identity and Insignia	Records associated with the copyright, patent and trademark protection of municipal logos, and products used for visual identity. This series includes the municipal crest, coat-of-arms, letterhead design, emblem, vehicle identification and seals of office.	C+2	P	P	Y	Y	Clerk's	

Parks, Recreation and Culture

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
PC	01		Heritage Preservation	Records associated with the development and preservation of heritage and historical designated buildings, archaeological areas and artifacts.	T	-	T	Y	Y	Heritage	T=Removal of designation
PC	02		Museum and Archival Services	Records associated with the management and provision of museum and archival services.	C+2	3	C+5	N	Y	Heritage	
PC	03		Cemetery Records	Records associated with the management of City cemeteries.	C+2	P	P	N	Y	Cemetaries	
PC	04		Parks Management	Records associated with the management, maintenance, design and landscaping of municipal parks.	C	2	C+2	N	Y	Parks & Recreation	
PC	05		Recreational Facilities	Records associated with the management and operation of municipal recreation facilities, such as arenas, rinks, pools and fitness centres.	C	2	C+2	N	Y	Parks & Recreation	
PC	06		Recreational Programming	Records associated with the administration and development of community recreational programs.	C	2	C+2	N	N	Parks & Recreation	

Protection and Enforcement Services

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
PE	01	01	By-law Enforcement - Parking & Animal Control	Records associated with by-law enforcement such as parking violations and animal control and legal actions regarding parking violations and animal control.	T	2	T+2	Y	Y	Originating	T=Resolution of action
PE	01	02	By-law Enforcement - Other	Records associated with inspections for enforcement of the zoning by-law, property standards by-law, licensing by-law, heat by-law, noise by-law, yard waste and maintenance by-law and vital services by-law. This record series includes Order to Comply and Notices of Violation issued under the authority of municipal by-laws and legal action resulting from enforcement of these by-laws and Action Requests received by the municipality.	T	P	P	N	Y	Originating	T=Issuance of Order
PE	02		Hazardous Materials	Records associated with hazardous materials storage and regulation in City facilities.	S	-	S	N	N	Originating	T+5 years for PCB material storage records after PCB removed from site
PE	03		Incident/Accident Reports	Records associated with accidents involving protection and enforcement personnel.	T	2	T+2	N	N	Originating	T=Cause of action or age of majority
PE	04	01	Building, Grading and Structural Inspections	Records associated with building, grading and structural inspections. This record series includes inspection records relating to Building Permits issued by the municipality and Action Requests received by the municipality.	C+2	15	C+17	N	N	Building	
PE	04	02	Building, Grading and Structural Inspections, Enforcement	Records associated with building, grading and structural inspections enforcement. This record series includes Orders (Orders To Comply, Stop Work Orders, Unsafe Orders, etc.) issued under the authority of the Ontario Building Code and other municipal by-laws.	T	P	P	N	Y	Building	T=Issuance of Order
PE	05		Health Inspections	Records associated with inspections for health reasons.	S	-	S	N	N	Public Health	

Protection and Enforcement Services

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
PE	06		Investigations	Records associated with protection and enforcement services investigations.	C+2	8	C=10	N	Y	Originating	
PE	07	01	Licences/Permits - Trade, Establishment, Mobile	Records associated with licenses issued or denied to citizens and businesses, excluding marriage licences. This record series also includes the records of staff at Residential Care Facilities and applications for licences.	T	P	P	N	Y	Parking & By-Law Services	T=Licence Issuance
PE	07	02	Licensing Inspections	Records associated with inspections for establishment and mobile licences including insurance records, and certificates of safety. This series also includes inspection reports from the Traffic Department, Public Health Services (Public Health Inspectors and Nursing Inspectors, Fire Prevention and Community Services - Subsidy and Hostels and MLE Inspectors.	C+2	15	C+17	N	N	Parking & By-Law Services	
PE	07	03	Licensing - Lotteries	Records associated with charities licensed or denied to run municipal lotteries.	2	2	4	N	N	Licensing	
PE	08	01	Building Permits	Records associated with the issuance of Building Permits issued under the Building Code Act. This record series includes permits, applications, engineering reports, sprinkler and fire alarm tests, surveys and property sketches.	T	P	P	N	Y	Building	T=Permit Issuance
PE	08	02	Building Plans and Specifications	Records associated with the issuance of Building Permits issued under the Building Code Act. This record series includes plans, specifications, and other correspondence.	C+2	15	C+17	N	N	Building	

Protection and Enforcement Services

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
PE	08	03	Building Permits, Post Disaster Buildings	Records associated with the issuance of Building Permits issued under the Building Code Act relating to Post Disaster Buildings as defined by the Ontario Building Code. This record series includes permits, plans, specifications, applications, engineering reports, sprinkler and fire alarm tests, surveys, property sketches and other correspondence.	T	P	P	N	Y	Building	T=Permit Issuance
PE	08	04	Building Permits, Other	Records associated with the issuance of permits issued under authority other than the Building Code Act. This record series includes permits, applications, engineering reports, surveys and property sketches.	T	P	P	N	Y	Building	T=Permit Issuance
PE	08	05	Building Permits Plans and Specifications, Other	Records associated with the issuance of permits issued under authority other than the Building Code Act. This record series includes plans, specifications, and other correspondence.	C+2	15	C+17	N	N	Building	
PE	09		Demolition Permits	Records associated with permits for demolition.	C+2	P	P	N	Y	Building	
PE	10		Sign Permits	Records associated with permits for signs.	C+2	P	P	N	Y	Building	
PE	11		Water and Sewer Permits	Records associated with permits for water and sewers.	C+2	P	P	N	Y	Building	
PE	12		Permits, Other	Records associated with the issuance of other permits.	T	7	T+7	N	Y	Originating	T=Expiry of permit
PE	13		Animal Control	Records associated with animal control. This records series includes licensing.	C+2	3	C+5	N	N	Animal Control	

Social and Health Care Services

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
SH	01		Children's Day Nursery Services	Records associated with the planning, regulation, funding and administration of municipal and private child care facilities.	T	6	T+6	Y	Y	Comm Service	T=discharge of client Fire drills are kept for 2 years and Inspection reports are kept for 2 years.
SH	02		Elderly Assistance	Records associated with municipal elderly assistance programs.	C+2	3	C+5	N	Y	Comm Service	Fire drills 2 years
SH	03		Homes for the Aged Residents	Records associated with the management of nursing homes.	T+2	5	T+7	N	Y	Comm Service	T=Date of last entry Records pertaining to a resident can be destroyed 5 years after the death of the resident.
SH	04		Social Assistance Programs	Records associated with City social assistance programs.	C+2	3	C+5	N	Y	Comm Service	
SH	05		Welfare Case Records	Records associated with welfare case records.	T+2	5	T+7	N	Y	Comm Service	T=File closed
SH	06		Medical Case Records	Records associated with medical case records.	T+2	8	T+10	N	Y	Public Health	T=Discharge of patient
SH	07		Children's Services	Records associated with children's services.	C+2	3	C+5	N	Y	Comm Service	Child abuse records must be kept for 25
SH	08		Public Health	Records associated with the provision of public health services and programs to the community.			Under Development	N	Y	Public Health	Contact Public Health for direction
SH	09		Day Nursery Case Records	Records associated with the planning, regulation, funding and administration of municipal and private day nursery care facilities.	T	6	T+6	N	Y	Comm Service	T=Discharge of child
SH	10		Social Housing Administration	Records associated with the regulation, funding and administration of social housing.	T	P	P	Y	Y	Planning	T=Discharge of mortgage
SH	11		Social Housing Tenant Records	Records associated with tenant records.	T	7	T+7	N	Y	Planning	T+file closed

Transportation and Roads

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
TS	01		Illumination	Records associated with the installation, inspection and repair of equipment used to illuminate streets and pedestrian crossover lights.	T	6	T+6	N	N	Public Works	T=Completion of project specifications
TS	02		Parking	Records associated with municipal parking issues. This series includes handicapped parking, fire routes, parking facilities and parking meter reports.	T	6	T+6	N	N	Public Works	T=Closure of lot or space
TS	03		Public Transit	Records associated with the public transit systems with the City and connecting regional route schedules.	T	6	T+6	Y	Y	Public Works	T=Closure of route/shelter/stop
TS	04		Road Construction	Records associated with road construction projects such as the design and planning of new roads, road improvements, resurfacing and bridge widening.	T	6	T+6	Y	Y	Public Works	T=Completion of project. Specifications are kept permanently.
TS	05		Road Design and Planning	Records associated with the planning and design of City roadways.	T	6	T+6	N	Y	Public Works	T=Completion of project. Specifications are
TS	06		Road Maintenance	Records associated with the maintenance of roads that includes placement of culverts, minor road surface repairs, curbs, medians, sidewalks, etc. This series includes ploughing, grading, salting and sanding, snow removal and securing safe use of manholes.	T	6	T+6	Y	N	Public Works	T=Completion of project. Specifications are kept permanently.
TS	07		Signs and Signals	Records associated with the manufacture, installation and inspection of signs and traffic signals.	T	6	T+6	Y	N	Public Works	T=Removal of sign or signal
TS	08		Traffic	Records associated with the control of speed and flow of traffic by traffic signals, stop and yield sign intersections, and pedestrian crossover signals.	T	10	T+10	Y	N	Public Works	T=modification of installation
TS	09		Roads and Lane Closures	Records associated with the closure of lanes and roads.	C	P	P	N	Y	Public Works	Temporary closures 2 years
TS	10		Bridge Plans	Records associated with the plans for the construction, maintenance and restoration of bridges.	C	P	P	Y	Y	Public Works	

Transportation and Roads

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
TS	11		Cycling Paths	Records associated with general information on cycling paths, which includes maps and locations of paths	S	-	S	N	N	Public Works	
TS	12		Railways and Crossings	Records associated with railways, signals and line closures.	C	P	P	Y	Y	Public Works	
TS	13		Sidewalks	Records associated with the maintenance of sidewalks including construction and repairs.	C	2	C+2	N	N	Public Works	

Vehicles and Equipment

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks
VE	01		Fleet Management	Records associated with vehicles that the municipality leases, owns and operates.	T	2	T+2	N	N	Fleet	T=after disposal of vehicle
VE	02		Mobile Equipment	Records associated with mobile equipment.	T	2	T+2	N	N	Fleet	T=after disposal of vehicle
VE	03		Transportable Equipment	Records associated with transportable equipment.	T	2	T+2	N	N	Fleet	T=after disposal of vehicle
VE	04		Protective Equipment	Records associated with protective equipment.	T	2	T+2	N	N	Fleet	T=after disposal of vehicle
VE	05	01	Garage Reports	Records associated with the management of City vehicle garages. This series includes gasoline tickets, garage issues, vehicle usage cards and vehicle report cards.	C+1	-	C+1	N	N	Fleet	
VE	05	02	Vehicle Record of Repairs and Mileage	Records associated with the mileage summary and repairs of vehicles used by municipal employees.	C	1	C+1	N	N	Fleet	

C - Current Year; P - Permanent; S- Superseded; T - Termination of an event