

## **CLASSIFICATION REPORT within range beginning – ending**

<b>A – ADMINISTRATION</b>		<b>RETENTION</b>
<b>00A00</b>	<b>ADMINISTRATION GENERAL</b> ADMINISTRATION RECORDS WHICH CANNOT BE CLASSIFIED ELSEWHERE. USE ONLY IF NO OTHER HEADING AVAILABLE	<b>Current + 1</b>
<b>00A01</b>	<b>ASSOCIATIONS AND ORGANIZATIONS</b> CORRESPONDENCE, MINUTES, AGENDAS, NOTICES, REPORTS RE: ORGANIZATIONS AND ASSOCIATIONS TO WHICH STAFF BELONG OR COMMUNICATE WITH EXCLUDE FEES – F01	<b>Current + 1</b>
<b>00A02</b>	<b>STAFF COMMITTEES AND MEETINGS</b> STAFF COMMITTEES & MEETINGS, NOTICES, AGENDA MINUTES, ETC. MAY COPIES OF STAFF ACTIVELY REPORTS. EXCLUDE COUNCIL (C03/04), STANDING COMMITTEES (C05/6)	<b>4**</b> <b>Subject to Archival selection</b>
<b>00A03</b>	<b>COMPUTER/INFORMATION SYSTEMS</b> TYPES OF INFORMATION SYSTEMS IN USE. HARDWARE, SOFTWARE, DATA TRANSMISSION, SYSTEM DESIGN & IMPL QUALITY CONTROL, OFFICE AUTOMATION, E-MAIL	<b>Superseded + 3</b>
<b>00A04</b>	<b>CONFERENCES AND SEMINARS</b> INVITATIONS, APPROVALS, AGENDA, PROCEEDINGS, RE: CONFERENCES, CONVENTIONS, SEMINARS, SPECIAL FUNCTIONS SEE EXCLUSIONS IN MANUAL 02-01-05 PG 4	<b>Current +2</b>
<b>00A05</b>	<b>CONSULTANTS</b> CORRES, PROPOSALS, RESUMES RE; SELECTION APPOINT. & MONITORING, MNG. PLANNING CAPABILITIES SURVEY EXCLUDE REPORTS (BY SUBJECT) QUOTES & TENDERS – F18. MAY INCLUDE RECORDS RE: SOLICITORS	<b>2**</b> <b>Subject to Archival Selection</b>
<b>00A06</b>	<b>INVENTORY CONTROL</b> INVENTORY STATEMENTS & REPORTS, CONTROL OF FUEL SUPPLIES & SMALL EQUIPMENT STOCK LEVELS EXCLUDE ASSETS - F06	<b>Current +2</b>
<b>00A07</b>	<b>OFFICE EQUIPMENT &amp; FURNITURE</b> DESIGN & MAINTENANCE OF OWNED & LEASED OFFICE EQUIPMENT & FURNITURE, COPIERS, FACSIMILE READER, ETC. EXCLUDE COMPUTER HARDWARE/SOFTWARE - A03	<b>Terminated + 1</b>
<b>00A08</b>	<b>OFFICE SERVICES</b> RATES & SERVICES OF COURIERS, MAIL & POSTAGE FIRMS INTER-OFFICE MAIL SYSTEM, INTERNAL PRINTING & WORD PROCESSING SYSTEMS	<b>C+2</b>
<b>00A09</b>	<b>POLICIES AND PROCEDURES</b> POLICY & PROCEDURE MANUALS & GUIDELINES	<b>Perm.</b>
<b>00A10</b>	<b>RECORDS MANAGEMENT</b> ADMINISTRATION RECORDS WHICH CANNOT BE CLASSIFIED ELSEWHERE. USE ONLY IF NO OTHER HEADING AVAILABLE.	<b>C+6</b>
<b>00A11</b>	<b>RECORDS DISPOSITION</b> DISPOSITION OF MUNICIPAL RECORDS. DISPOSAL METHOD & FORMS AUTHORIZING & DESCRIBING DESTRUCTION.	<b>Perm.</b>
<b>00A12</b>	<b>TELECOMMUNICATIONS SYSTEMS</b> TELEPHONE & FAX SYS, BASE & MOBILE STATIONS, TOWER. EXCLUDE LIC - P09, ASSETS - F06, CALLS – F01, AGREE - L04	<b>Superseded "to be replaced by another"</b>

## **CLASSIFICATION REPORT within range beginning – ending**

**00A13 TRAVEL & ACCOMODATION**

1

ARRANGEMENTS, ITINERARIES, MAPS, AUTHORIZATION RESERVATIONS, RENTED VEHICLES,  
TRAVEL & HOTEL BROCHURES.  
**EXCLUDE EXPENSES - FO9**

**00A14 UNIFORMS AND CLOTHING**

**Superseded**

UNIFORMS & SPECIAL CLOTHING USED BY STAFF, POLICE & FIRE, SAFETY CLOTHING FOR UTILITIES  
OPERATORS.

## **CLASSIFICATION REPORT within range beginning – ending**

<b>A – ADMINISTRATION</b>		<b>RETENTION</b>
<b>00A15 VENDORS AND SUPPLIERS</b>	RE: VENOORS AND GOODS & SERVICES & INFO ABOUT GOODS & SERVICES. CATALOGUES, LISTS, CORRESPONDENCE, BIDDERS INFO SHEETS. <b>SEE MANUAL02-01-05 PG 6</b>	<b>Current</b>
<b>00A16 INTERGOVERNMENTAL RELATIONS</b>	ADMINISTRATION RECORDS WHICH CANNOT BE CLASSIFIED ELSEWHERE. <b>USE ONLY IF NO OTHER HEADING AVAILABLE.</b>	<b>5 **</b> <b>Subject to Archival Selection</b>
<b>00A17 ACCESSIBILITY OF RECORDS/FREEDOM OF INFORMATION</b>	RESPONSIBILITIES UNDER FREEDOM OF INFORMATION & PROTECTION OF INDIVIDUAL PRIVACY (FOI), HANDLING REQUESTS. <b>EXCLUDE THE ACT – L11, COMPLAINTS - M04, GOVERNING LAWS: FoI</b>	<b>C+5 = General Info</b> <b>T+5 = Final Decision</b> <b>(Requests)</b>
<b>00A18 SECURITY</b>	REPORTS, REQUESTS, LOGS, ETC. RE: SECURITY OF OFFICES, FACILITIES, PROPERTIES. PASSES, KEY CONTROL. <b>EXCLUDE VANDALISM - P05, COMP SECURITY- A03</b>	<b>Terminated+2</b>
<b>00A19 FACILITIES CONSTRUCTION &amp; RENOVATIONS</b>	PLANNING & CONSTRUCTION OF MUNICIPAL FACILITIES. FIRE STATIONS POOLS OFFICES. SITE MEETINGS, CONSULT. RPTS, COST RPTS, ARCHITECT-ENGINEERING DRAWINGS,RENOVATIONS	<b>Terminated +2**</b>
<b>00A20 BUILDING AND PROPERTY MAINTENANCE</b>	MAINT. OF BUILD & PROPERTY.CEMETERIES, ARENA GARAGE BUS TERMINALS,ETC. INT. AND EXT. DESIGN, FLOOR CLEANING. <b>EXCLUDE PARK MANAG - R04, REC FACILITY – RO5</b>	<b>Current + 3</b>
<b>00A21 FACILITIES BOOKINGS</b>	PLANNING & CONSTRUCTION OF MUNICIPAL FACILITIES. FIRE STATIONS POOLS OFFICES. SITE MEETINGS, CONSULT. RPTS, COST RPTS, ARCHITECT-ENGINEERING DRAWINGS. RECREATION FACILITIES BOOKING RECORDS.	<b>Current +2</b>

## **CLASSIFICATION REPORT within range beginning – ending**

<b>C - COUNCIL AND BY-LAWS</b>		<b>RETENTION</b>
<b>00C00</b>	<b>COUNCIL, BOARDS AND BY-LAWS GENERAL</b> RECORDS RE: COUNCIL BOARD AND BYLAWS WHICH CANNOT BE CLASSIFIED ELSEWHERE. USE ONLY IF NO OTHER HEADING AVAILABLE.	Current +1
<b>00C01</b>	<b>BY-LAWS</b> FINAL VERSIONS & AMENDMENTS & ATTACHMENTS THAT ARE LEGALLY PART OF BY-LAW. EXCLUDES BACKGROUND DATA-FILE BY SUBJECT.	Perm. (Copy Retention Superseded)
<b>00C02</b>	<b>BY-LAWS - OTHER MUNICIPALITIES</b> FINAL AND DRAFT VERSIONS OF BY-LAWS OF INTEREST.	Terminated
<b>00C03</b>	<b>COUNCIL AGENDA</b> NOTICES OF MEETINGS AND AGENDA OF COUNCIL MEETINGS. WORKING NOTES USED IN PREPARATION OF AGENDA.	Superseded + 5
<b>00C04</b>	<b>COUNCIL MINUTES</b> MINUTES OF PROCEEDINGS OF COUNCIL MEETINGS, ALL ATTACHMENTS TO MINUTES AND WORKING PAPERS. EXCLUDE COUNCIL COMMITTEES - C05/06, RPTS TO COUNCIL – C11, GOVERNING LAWS: MUNICIPAL ACT	Perm. Copy retention 2 years Working notes 6 years
<b>00C05</b>	<b>COUNCIL COMMITTEE AGENDA</b> NOTICES OF MEETING & AGENDA FOR COMMITTEES OF COUNCIL, POLICE SERVICES BOARD ETC.	Superseded Agenda package 6 years minus minutes
<b>00C06</b>	<b>COUNCIL COMMITTEE MINUTES</b> MINUTES OF COMMITTEES OF COUNCIL. GOVERNING LAWS: MUNICIPAL ACT	Perm- pull minutes
<b>00C07</b>	<b>ELECTIONS</b> RETURNED NOTICES, LISTS OF OFFICIALS, VOTERS LISTS, NOMINATIONS, ELECTION RESULTS, INFORMATION ON WARD BOUNDARIES, ADVERTISING. GOVERNING LAWS: MUNICIPAL ELECTIONS ACT  CAMPAIGN FINANCE REPORTS	T+ 90 T= Election results declared (Subject to Municipal Elections Act Provisions for Extension in Case of a Recount)  Terminated +3
<b>00C08</b>	<b>GOALS AND OBJECTIVES</b> STRATEGIC PLANNING, GOALS & OBJECTIVES, MISSION STATEMENTS	Superseded Subject to Archival Selection
<b>00C09</b>	<b>MOTIONS AND RESOLUTIONS</b> FINAL SIGNED VERSIONS OF RESOLUTIONS & MOTIONS OF COUNCIL	Perm. Copy Retention 1 year
<b>00C10</b>	<b>MOTIONS AND RESOLUTIONS - OTHER MUNICIPALITIES</b> INCLUDES FINAL DRAFT VERSIONS OF MOTIONS AND RESOLUTIONS OF OTHER MUNICIPALITIES WHICH ARE OF INTEREST.	Terminated
<b>00C11</b>	<b>REPORTS TO COUNCIL</b> INCLUDES ALL REPORTS TO COUNCIL. FILED BY SUBJECT.	Superseded +5** Subject to Archival Selection
<b>00C12</b>	<b>APPOINTS TO BOARDS AND COMMITTEES</b> INCLUDES RECORDS REGARDING APPOINTMENTS BY COUNCIL OF STAFF AND COUNCIL MEMBERS.	Perm.
<b>00C13</b>	<b>COUNCIL, BOARDS AND BY-LAWS</b> INCLUDES RECORDS REGARDING THE ESTABLISHMENT OF POLICY AND BY-LAWS, AND THE OPERATIONS OF COUNCIL AND THE BOARDS FOR WHICH COUNCIL IS RESPONSIBLE.	Perm.

**CLASSIFICATION REPORT within range beginning – ending**

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<b>D - DEVELOPMENT AND PLANNING</b>		<b>RETENTION</b>
<b>00D00</b>	<b>DEVELOPMENT AND PLANNING - GENERAL</b> RECORDS RE: DEVELOPMENT & PLANNING WHICH CANNOT BE HISTORICAL PROPERTIES: SURVEYS, TITLE. LACAC	Current + 1  Perm- LACAC, historical
<b>00D01</b>	<b>DEMOGRAPHIC STUDIES</b> POPULATION GROWTH, CENSUS REPORTS, DENSITY STUDIES TYPE, LEVEL & RATE OF GROWTH OF EMPLOYMENT UNEMPLOYMENT, DEVELOPMENT CHARGES, LOT LEVIES ETC. EXCLUDES VITAL STATISTICS - L12	10** Subject to Archival Selection Development Charges By- Laws in By-Law books –Perm. See C01
<b>00D02</b>	<b>ECONOMIC DEVELOPMENT</b> GROWTH OF ECONOMY, STUDIES, STATISTICS, PROJECTION. EXCLUDES: DEMOGRAPHIC - D01, RESIDENTIAL DEV - D04, TOURISM DEVELOPMENT - D06	10** Subject to Archival Selection
<b>00D03</b>	<b>ENVIRONMENT PLANNING</b> LONG RANGE ENVIRONMENT STORM DRAINAGE, FLOOD CONTROL, PARKS, WASTE MANAGEMENT. EXCLUDES MONITORING – E05, ACTUAL WASTE MANAGEMENT - E06	10** Subject to Archival Selection
<b>00D04</b>	<b>RESIDENTIAL DEVELOPMENT</b> AVAILABILITY OF HOUSING. ASSESSMENTS OF NEED FOR AFFORDABLE HOUSING, OCCUPANCY RATES, HOUSING COST STATISTICS, ETC.	10** Subject to Archival Selection
<b>00D05</b>	<b>NATURAL RESOURCES</b> MANAGEMENT & PRESERVATION OF FORESTS. CHARACTOERISTICS OF MINERALS & MINERAL DEPOSIT. NATURAL RESOURCES INFORMATION.	10** Subject to Archival Selection
<b>00D06</b>	<b>TOURISM</b> TOURISM INDUSTRY & EFFORTS TO PROMOTETOURISM & USE AS A CONVENTION SITE OR SPECIAL EVENTS.	10** Subject to Archival Selection
<b>00D07</b>	<b>CONDOMINIUM PLANS</b> APPROVED APPLICATIONS, BACKGROUND DATA FIRE STATIONS POOLS OFFICES. SITE MEETINGS, CONSULT RPTS., COST RPTS, ARCHITECT-ENGINEERING DRAWINGS	Perm.
<b>00D08</b>	<b>OFFICIAL PLANS</b> OFFICIAL & SECONDARY PLANS & AMENDMENTS. OBJECTIVE & POLICIES RE: PLANNING, DEVELOPMENT & REDEVELOPMENT OF PLANNING DISTRICTS.	Perm.
<b>00D09</b>	<b>OFFICIAL PLAN AMENDMENT APPLCIATIONS</b> APPLICATIONSTO AMEND OFFICIAL OR SECONDARY PLANS. BACKGROUND & STAFF REPORTS, NOTICES, RESOLUTIONS, DECISIONS.	Perm.
<b>00D10</b>	<b>SEVERANCES</b> GRANTING OFSEVERANCES TO PARCELS OF LAND.	Perm. Moved to Property Files
<b>00D11</b>	<b>SITE PLAN CONTROL</b> PROVISION OF SERVICES TO INDIVIDUAL LAND SITES, H2O, SEWAGE, UTIL APPROV, CORRES RE: PARKING DRAIN DRIVEWAY. EXCLUDE SYST FOR SERVICING - SEE EACH SUBJ.	Perm.
<b>00D12</b>	<b>SUBDIVISION PLANS</b> APPROVALS (RES & COMM) DRAWINGS, TECHNICAL REPORTS CORRESPONDENCE, COMMENTS, NOTES, BACKGROUND DATA. SEE MANUAL 02-01-OS PG 12	Perm.

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<b>00D13</b>	<b>VARIANCES</b> GRANTING OF VARIANCES IN LAND USE FROM EXISTING REGULATIONS, MINOR VARIANCE, COMMITTEE OF ADJUSTMENT <b>EXCLUDE BUDGET VARIANCES – FO5</b>	<b>Perm.</b> <b>Moved to Property Files</b>
<b>00D14</b>	<b>ZONING</b> RECORDS & STANDARDS RE: DESIGN OF ZONES FOR LAND USE PLAN., ZONING APPLIC. <b>EXCLUDE ZONING BY-LAWS – CO1, VARIANCES - D13</b>	<b>Perm.</b> <b>Moved to Property Files</b>
<b>00D15</b>	<b>EASEMENTS</b> RIGHTS OF WAY & EASEMENTS RE: MUNICIPAL OWNERSHIP OF PRIVATE LANDS TO MAINTAIN PUBLIC SERVICES SUCH AS H2O, SEWER LINES THAT CROSS PRIVATE PROPERTIES. <b>EXCLUDE ORIGINAL AGREEMENT – L04</b>	<b>Perm.</b> <b>See Sec. Category L04</b>

## **CLASSIFICATION REPORT within range beginning – ending**

<b>D - DEVELOPMENT AND PLANNING</b>		<b>RETENTION</b>
<b>00D16 ENCROACHMENTS</b>	PRIVATE PROPERTIES ENCROACHING ON MUNICIPAL LANDS SURVEYS & OTHER RELATED DOCUMENTS <b>EXCLUDE ORIGINAL AGREEMENTS - L04</b>	<b>Perm.</b>
<b>00D17 ANNEXATION/AMALGAMATION</b>	RESRTUCTURING, ANNEXING & AMALGAMATING OF LAND ADJACENTTO MUNICIPAL LAND TO ACCOMMODATE GROWTH, TRANSITION BOARD. MAY INCLUDE STUDIES OF COUNTY RESTRUCTURING.	<b>Perm.</b>
<b>00D18 COMMUNITY IMPROVEMENT PROJECTS</b>	RECORDS, STUDIES, STATISTICS, BACKGROUND DATA RE: COMMUNITY DEVELOP PROG. HOUSE REHAB PROGRAMS, CAUSE STUDY - LAKEFIELD <b>EXCLUDE ECONOMIC DEVELOPMENT - D02</b>	<b>Terminated + 7** Subject to Archival Selection T=completion of project</b>
<b>00D19 MUNICIPAL ADDRESSING</b>	INCL. RECORDS REGARDING REQUESTS FOR AND ASSIGN OF NEW SUBDIVISION AND OTHER ST. NAMES AND #S. MAY INCL. CORRES. RPTS, DRAWINGS, COPY OF RELATED BYLAW.	<b>Superseded + 10**-Subject to Archival selection</b>
<b>00D20 REFERENCE PLANS</b>	INCLD REGISTERED DEPOSIT PLANS-SITE PLANS-PROPERTY SURVEY PLANS AS RECEIVED FROM REGISTRY OFFICE. MAY INCLD. CORRESPONDENCE.	<b>Perm.</b>
<b>00D21 INDUSTRIAL/COMMERCIAL DEVELOPMENT</b>	INCD RECORDS REGARDING PROMOTION AND DEVELOPMENT OF INDUSTRY AND COMMERCE. RECORDS INCLUDE STUDIES STATISITCS, PROJECTIONS, ETC.	<b>10** Subject to Archival Selection</b>



## **CLASSIFICATION REPORT within range beginning – ending**

<b>E – ENVIRONMENTAL SERVICES</b>		<b>RETENTION</b>
<b>00E00</b>	<b>ENVIRONMENTAL SERVICES - GENERAL</b> RECORDS RE: ENVIRONMENTAL SERVICES WHICH CANNOT BE CLASSIFIED ELSEWHERE. USE ONLY IF NO OTHER AVAILABLE	<b>Current + 1</b>
<b>00E01</b>	<b>SANITARY SEWERS</b> DESIGN, CONSTRUCTION & MAINTENANCE OF SANITARY SEWERS. GREY WATER/SEWAGE EXCLUDE WASTE MANAGEMENT - E07, STORM SEWERS - E02, TREATMENT PLANTS - E03.	<b>Perm. - Specifications</b>
<b>00E02</b>	<b>STORM SEWERS</b> DESIGN, CONSTRUCTION & MAINTENANCE OF STORM SEWERS. RAIN WATER	<b>Perm. - Specifications</b>
<b>00E03</b>	<b>TREATMENT PLANTS</b> OPERATION OF TREATMENT & PUMPING STATIONS & LAGOONS. SEWAGE EXCLUDE WATER PUMPING STATIONS - E08 (*SEE E03 EXCEPTIONS AT BOTTOM OF PAGE)	<b>Perm. - Specifications</b>
<b>00E04</b>	<b>TREES</b> TREE REMOVAL, TRIMMING & PRUNING & PRESERVATION	<b>Terminated + 1</b> <b>T= Closure of file</b>
<b>00E05</b>	<b>ENVIRONMENTAL MONITORING</b> ROUTINE MONITORING OF WATER & AIR QUALITY, WATER QUANTITY, CREEKS, FLOODS, WEEDS, NOISE, EROSION TOP SOIL & STORM H2O. LANDFILL ENVIRONMENTAL MONITORING EXCLUDE BY-LAW – P01, COMPLAINT- M04	<b>Permanent</b>
<b>00E06</b>	<b>UTILITIES</b> UTILITY SERVICES PROVIDED TO RESIDENTS. TELEPHONE LINES, GAS MAINS, POWER LINES & WATER METRES. EXCLUDE SITE PLANS - D11	<b>5 YEARS</b>
<b>00E07</b>	<b>WASTE MANAGEMENT</b> COLLECTION & DISPOSAL OF WASTE. LANDFILL SITE RECORDS/STATISTICS, RECYCL, ENERGY FROM WASTE, SOURCE SEPARAT & COLLECT & COMPOSTING. GARBAGE SEE MANUAL 02-01-05 PG 15	<b>10**</b> <b>Subject to Archival Selection</b>
<b>00E08</b>	<b>WATER WORKS</b> DESIGN, CONSTRUCTION & MAINTENANCE OF WATER MAINS, TANKS, PIPELINES & RELATED FACILITIES & EQUIPMENT. CLEAN WATER	<b>Perm.</b>
<b>00E09</b>	<b>DRAINS</b> DESIGN, CONSTRUCTION & MAINTENANCE OF DRAINS ENGINEER REPORTS SPECI FICATIONS, CORRESPONDENCE, MUNICIPAL OPEN DITCH, COPIES OF RELEVANT BY-LAW	<b>Perm.</b>

### **\*E03 EXCEPTIONS**

COA Certificate of Approval  
Lagoon Aeration  
General  
Equipment  
Lagoon Tests  
Grants/Funding

5 Years  
5 Years  
5 Years  
5 Years  
5 Years

## **CLASSIFICATION REPORT within range beginning – ending**

<b>F - FINANCE AND ACCOUNTING</b>		<b>RETENTION</b>
<b>00F00</b>	<b>FINANCE AND ACCOUNTING - GENERAL</b> FINANCE & ACCOUNTING RECORDS WHICH CANNOT BE CLASSIFIED ELSEWHERE. USE ONLY IF NO OTHER AVAILABLE.	<b>C + 1</b> <b>Do Not File - accounting records required for tax purposes</b>
<b>00F01</b>	<b>ACCOUNTS PAYABLE</b> FUNDS PAYABLE BY THE MUNICIPALITY. PAID INVOICES REBATES, LEVIES PAYABLE, REPORTS, MEMBERSHIP FEES, TELEPHONE BILLS.	<b>Current + 6</b>
<b>00F02</b>	<b>ACCOUNTS RECEIVABLE</b> FUNDS OWING TO MUNICIPALITY. INVOICES, BILLING LISTINGS, RECOVERIES REPORTS, TAX, WATER & RENT RECEIVABLES. TIPPING ACCOUNT <b>EXCLUDE WRITE OFFS - F23</b>	<b>Current + 6</b>
<b>00F03</b>	<b>AUDITS</b> INTERNAL & EXTERNAL FINANCIAL AUDITS OF ACCOUNTS <b>EXCLUDE OPERATONAL AUDITS - SEE EACH SUBJECT AUDITED FINANCIAL STATEMENTS – F10</b>	<b>Perm.</b>
<b>00F04</b>	<b>BANKING</b> BANKING TRANSACTIONS & RELATIONSHIPS WITH BANKS. STATEMENTS, RECONCILIATIONS, DEPOSIT RECORDS, VISA	<b>Current + 6</b>
<b>00F05</b>	<b>BUDGETS AND ESTIMATES</b> DEPARTMENTAL & CORPORATE BUDGETS, CAPITAL & OPERATING. NOTES, CALCULATIONS, BACKGROUND DATA. ALSO INCLUDE BUDGET VARIENCES.	<b>Perm.</b>
<b>00F06</b>	<b>ASSETS</b> CURRENT & FIXED ASSETS. INVENTORIES, RECORDS OF: INITIAL EXPENDITURE, DEPRECIATION, AMORTIZATION DISPOSAL. EXCLUDES: LAND ACQUISITION & SALE - L07	<b>T + 6</b> <b>T= Disposal of Assets (Does not include property see L-07)</b>
<b>00F07</b>	<b>CHEQUES</b> CANCELLED CHEQUES, REQUISITIONS, LISTINGS SUPPORTING DOCUMENTS FOR AUTHORIZATION <b>EXCLUDE BANKING - F04</b>	<b>Current + 6</b> <b>Perm.**</b> <b>Subject to Archival Selection</b>
<b>00F08</b>	<b>DEBENTURES AND BONDS</b> DEBENTURES & BONDS ISSUED. INITIAL ISSUANCE & PAYMENT MADE TO INVESTORS. <b>EXCLUDE DEBENTURE REGISTERS - F14</b>	
<b>00F09</b>	<b>EMPLOYEE AND COUNCIL EXPENSES</b> TRAVEL & MEETING EXPENSE STATEMENTS & RECEIPTS FOR EMPLOYEES, COUNCIL & COMMITTEE MEMBERS.	<b>Current + 6</b>
<b>00F10</b>	<b>FINANCIAL STATEMENTS</b> BALANCE SHEET, INCOME STATEMENT, STATEMENT OF SOURCE, APPLICATION OF FUNDS, WORKING NOTES, CALCULATIONS & BACKGROUND DATA.	<b>Perm**</b> <b>Subject to Archival Selection</b>
<b>00F11</b>	<b>GRANTS AND LOANS</b> REVENUE GENERATED BY GRANTS-IN-LIEU, PROVINCIAL & FEDERAL GRANTS, LOANS & SUBSIDIES. SUBMISSIONS & ACKNOWLEDGEMENTS. ROAD & TRANSIT SUBSIDIES. MUNICIPAL GRANTS	<b>Current + 6**</b> <b>Subject to Archival Selection</b>
<b>00F12</b>	<b>INVESTMENTS</b> INVESTMENTS, TERM DEPOSITS, PROMISSORY NOTES.	<b>Current + 6</b>
<b>00F13</b>	<b>JOURNAL VOUCHERS</b> COMPLETED JOURNAL VOUCHER FORMS, INPUT FORMS, BACKGROUND DATA USED TO SUPPORT JOURNAL ENTRIES.	<b>Current + 6</b>

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<b>00F14</b>	<b>SUBSIDIARY LEDGERS, REGISTERS AND JOURNALS</b> SUBSIDIARY REGISTERS, LEDGERS & JOURNALS DEBENTURE REGISTERS, PAYMENT & RECEIPT JOURNALS PAYROLL REGISTERS, A/P JOURNALS <b>EXCLUDE BACKGROUND DATA</b>	<b>Current + 6</b>
<b>00F15</b>	<b>GENERAL LEDGERS AND JOURNALS</b> ALL RECORDS IN THE BOOKS OF ORIGINAL ENTRY, GENERAL LEDGER WORKING PAPERS, WORKING PAPERS	<b>Perm.</b>

## **CLASSIFICATION REPORT within range beginning – ending**

<b>F - FINANCE AND ACCOUNTING</b>		<b>RETENTION</b>
<b>00F16</b>	<b>PAYROLL</b> PAYMENT OF SALARY, WAGES DEDUCT, PAYLISTS, OHIP, BLUECROSS, T4'S, OMERS, STATS CAN RPTS, HONORARIA COUNCIL FEES. <b>EXCLUDE PAYROLL REGIST- F14, ATTEND – HO1</b> <b>GOVERNING LAWS: FOI</b>	<b>Current + 6</b> <b>T4's = 10</b>
<b>00F17</b>	<b>PURCHASE ORDERS AND REQUISITIONS</b> PURCHASE ORDERS, REQUISITIONS, BLANKET ORDERS, BACKGROUND DATA AUTHORIZING PROCUREMENT <b>EXCLUDE QUOTATIONS &amp; TENDERS - F18</b>	<b>Current + 6</b>
<b>00F18</b>	<b>QUOTATIONS AND TENDERS</b> QUOTES & TENDERS FROM SUPPLIERS. REQUESTS FOR PROPOSAL, INVITATIONS TO TENDER, PROPOSALS, TENDER SUBMISSIONS, PREQUALIFICATIONS, SELECTION DATA, INFRASTRUCTURE, TENDER PROPOSALS <b>GOVERNING LAWS: FOI</b>	<b>Current + 6</b>
<b>00F19</b>	<b>RECEIPTS</b> RECEIPTS ISSUED FOR PAYMENT OF ITEMS SUCH AS PARKING TICKETS, RENTALS, TAXES, TAX STUBS, TIPPING FEES	<b>Current + 6</b>
<b>00F20</b>	<b>RESERVE FUNDS</b> OBLIGATORY &/OR DISCRETIONARY RESERVE FUNDS, WORKING FUNDS, CONTINGENCY FUNDS, CAPITAL PROJECTS INFORMATION SYSTEMS RESERVES, ETC.	<b>Perm.</b>
<b>00F21</b>	<b>REVENUES</b> REVENUES OTHER THAN ASSESSMENT TAXES & WATER. FEES FOR APPLICATIONS, PARKING TICKETS, LOT LEVIES, DEVELOPMENT CHARGES, POLICE ESCORTS, AUCTION SALES	<b>Current+ 6</b>
<b>00F22</b>	<b>TAX ROLLS AND RECORDS</b> TAXATION RECORDS OF LONG TERM IMPORTANCE. ASSESSMENT ROLLS, TAX SALE RECORDS & DEEDS, TAX ARREARS REGISTER CARDS, TAX COLLECTOR ROLLS <b>GOVERNING LAWS: FOI6</b>	<b>Perm.</b>
<b>00F23</b>	<b>WRITE OFFS</b> ACCOUNTS RECEIVABLE WHICH HAVE BEEN WRITTEN OFF AS UNCOLLECTABLE, & RECORDS OF BANKRUPTCIES. <b>EXCLUDE A/R - F02</b> <b>GOVERNING LAWS: FOI</b>	<b>Current+ 6</b>
<b>00F24</b>	<b>TRUST FUNDS</b> FUNDS ESTABLISHED FOR MONEY HELD IN TRUST BEQUESTS, ONTARIO HOME RENEWAL PLAN (OHRP) ETC.	<b>T+ 6</b> <b>T = Closure of Account</b>
<b>00F25</b>	<b>SECURITY DEPOSITS</b> INCLUDE DEVELOPMENT DEPOSITS, LETTERS OF CREDIT, PROOF OF INSURANCE WHEN REQUIRED AND RECORDS OF MONIES HELD AS SECURITY (I.E. BONDS)	<b>T + 6</b> <b>T = Closure of Account</b>

## CLASSIFICATION REPORT within range beginning – ending

H - HUMAN RESOURCES		RETENTION
00H00	<b>HUMAN RESOURCES - GENERAL</b> RECORDS RE: HUMAN RESOURCES WHICH CANNOT BE CLASSIFIED ELSEWHERE. USE ONLY IF NO OTHER AVAILABLE GOVERNING LAWS: F01	Current + 1
00H01	<b>ATTENDANCE AND SCHEDULING</b> EMPLOYEE ATTENDANCE, SHIFT SCHEDULE, VACATION SCHEDULE, HOURS OF WORK, TIMECARDS ETC. EXCLUDES PAYROLL – F16 GOVERNING LAWS: F16	Current + 7
00H02	<b>BENEFITS</b> BROCHURES, CORRESPONDENCE, EXPLANATORY DOCUMENTS RE: BENEFITS, GROUP INSURANCE, DENTAL PLANS EXCLUDE PAYROLL – F16, PENSIONS – H10	S (Superseded) + 2
00H03	<b>EMPLOYEE RECORDS</b> EMPLOYMENT HISTORY, APPLICATIONS, EVALUATIONS, RESUME, CORRESPONDENCE, EMPLOYEE ASSISTANCE. FULL PART-TIME & STUDENTS. MAY INCLUDE GRIEVANCES GOVERNING LAWS: F01	T + 20 T = Termination of Employee
00H04	<b>HEALTH AND SAFETY</b> OCCUPATIONAL HEALTH & SAFETY OF STAFF, ACCIDENT REPORTS, WCB REPORTS, HEALTH & SAFETY PROGRAMS EXCLUDE EDUCATION - S08, ACCIDENTS TO PUBLIC – P05	T +20 T=Return to work or settlement of case. Minutes P- Refer To C06
00H05	<b>HUMAN RESOURCE PLANNING</b> SUCCESSION PLANNING, EXECUTIVE PLACEMENT, STAFF TURNOVER, RETIREMENT PLANS, ANNUAL HIRE/PROMOTION TARGETS, FREEZES, ETC. EXCLUDE EMPLOYEE FILE - H03	5** Subject to archival selection
00H06	<b>JOB DESCRIPTIONS</b> JOB DESCRIPTIONS & SPECIFICATIONS BACKGROUND DATA	S + 2
00H07	<b>LABOUR RELATIONS</b> COLLECTIVE BARGAINING, CORRESPONDENCE WITH UNIONS EXCLUDE GREVIANCES - H03, COLLECTIVE AGREEMENT - L04	Perm. T = Expiry of Contract period
00H08	<b>ORGANIZATION</b> REPORTING RELATIONSHIPS, REORGANIZATION, ORGANIZATIONAL ANALYSIS, ORGANIZATION CHARTS. EXCLUDE JOB DESCRIPTIONS - H06	Superseded + 2
00H09	<b>SALARY PLANNING</b> PLANNING & SCHEDUUNG OF SALARIES. JOB EVALUATION, SALARY SURVEYS, JOB CLASSIFICATIONS. REFERENCE RE: PAY EQUITY. EXCLUDE EMPLOYEE RECORDS - H03	Current + 5
00H10	<b>PENSION RECORDS</b> PENSION OBLIGATIONS UNDER OMERS. EXCLUDE GENERAL PENSION INFO - H02, DEDUCTIONS, OMERS - F16	T + 20 T = Death of employee/ beneficiary
00H11	<b>RECRUITMENT</b> RECRUITMENT OF STAFF, JOB POSTINGS, ADVERTISEMENT, COMPETITIONS & UNSUCCESSFUL APPLICANTS GOVERNING LAWS: F01	T + 1 T = Deadline for job posting C = Unsolicited resumes

## **CLASSIFICATION REPORT within range beginning – ending**

### **00H12 TRAINING AND DEVELOPMENT**

COURSES OFFERED TO EMPLOYEES, CAREER & PROFESSIONAL DEVELOPMENT PROGRAMS,  
ORIENTATION MATERIALS.  
**EXCLUDE EMPLOYEE RECORDS - H03**

**Current +2**

**Only courses developed &  
presented by the municipality  
are subject to archival  
selection**

## CLASSIFICATION REPORT within range beginning – ending

<b>L - LEGAL AFFAIRS</b>		<b>RETENTION</b>
<b>00L00</b>	<b>LEGAL AFFAIRS - GENERAL</b> RECORDS RE: LEGAL AFFAIRS WHICH CANNOT BE CLASSIFIED ELSEWHERE. USE ONLY IF NO OTHER AVAILABLE	Current + 1
<b>00L01</b>	<b>APPEALS AND HEARINGS</b> TRANSCRIPTS & RELATED DOCUMENTS RE: APPEALS, HEARINGS, LEGAL PROCEEDINGS, ZONING APPEALS, OFFICIAL PLAN APPEALS. EXCLUDE LITIGATION – L02/03	Perm.
<b>00L02</b>	<b>CLAIMS AGAINST THE MUNICIPALITY</b> LIABILITY CLAIMS MADE BY OTHERS AGAINST THE MUNICIPALITY. EXCLUDE APPEALS & HEARINGS – L01	T + 20 T = Resolution of Claim and all Appeals
<b>00L03</b>	<b>CLAIMS BY THE MUNICIPALITY</b> LIABILITY CLAIMS AGAINST OTHER PARTIES MADE BY THE MUNICIPALITY. LIVESTOCK CLAIMS EXCLUDE APPEALS & HEARINGS – L01	T + 20 T = Resolution of claims and all appeals
<b>00L04</b>	<b>CONTRACTS AND AGREEMENTS - UNDER SEAL</b> AGREEMENTS ENTERED INTO BY MUNICIPALITY. CONTRACT INSURANCE POLICIES, COLLECTIVE AGREEMENTS, ETC.	PERM. T=Termination of agreement
<b>00L05</b>	<b>INSURANCE APPRAISALS</b> APPRAISALS OF MUNICIPAL PROPERTIES FOR INSURANCE.	5** - Subject to archival selection
<b>00L06</b>	<b>INSURANCE POLICIES</b> INSURANCE POLICY DOCUMENTS. VEHICLE, LIABILITY, THEFT, FIRE. EXCLUDE EMPLOYEE GROUP INSURANCE - H02; THIRD PARTY CONTRACTS – L04	Perm S = Expiry of policy
<b>00L07</b>	<b>LAND ACQUISITION AND SALE</b> REAL ESTATE TRANSACTIONS & CONVEYANCE OF LAND, SUCH AS LOT SALES ALLY CLOSE & ALLOW VOLUNT & EXPROP. LEASE, DEED, LETTER, EXPROPRIATION PLANS. APPRAISAL, LAND TRANSFER	Perm.
<b>00L08</b>	<b>OPINIONS AND BRIEFS</b> COPIES OF OPINIONS & BRIEFS PREPARED BY MUNICIPAL LEGAL COUNSEL ON SPECIFIC ISSUES & BY LAWS	Terminated +7 T = Closure of file
<b>00L09</b>	<b>PRECEDENTS</b> JUDGEMENTS & DECISIONS WHICH MAY AFFECT THE MUNICIPALITY'S POSITION IN ACTUAL OR POTENTIAL LEGAL MATTERS	Terminated + 7 T = Judgement
<b>00L10</b>	<b>FEDERAL LEGISLATION</b> BILLS, ACTS & REGULATIONS ENACTED BY PARLIAMENT OF CANADA OF INTEREST TO MUNICIPALITY	Terminated +5** T = Assent
<b>00L11</b>	<b>PROVINCIAL LEGISLATION</b> BILLS, ACTS & REGULATIONS ENACTED BY ONTARIO LEGISLATURE WHICH AFFECT OR ARE OF INTEREST TO MUNICIPALITY	Terminated +5** T = Assent
<b>00L12</b>	<b>VITAL STATISTICS</b> REGISTERS OF BIRTHS, DEATHS, MARRIAGES. BURIAL PERMITS EXCLUDE POPULATION STATISTICS – D01 GOVERNING LAWS: F01	Perm. (Marriage Licence Applications 2 years)
<b>00L13</b>	<b>PROSECUTIONS</b> PROSECUTIONS TO ENFORCE BY-LAWS, PROVINCIAL & FEDERAL LEGISLATION. EXCLUDE APPEALS & HEARINGS - L01, BY-LAW ENFORCEMENT – P01, WARRANTS - P12 GOVERNING LAWS: F01	Terminated + 7 T = Delivery of judgment

## **CLASSIFICATION REPORT within range beginning – ending**

### **00L14 CONTRACTS AND AGREEMENTS - SIMPLE**

INCLUDE CONTRACTS AND AGREEMENTS NOT UNDER CORPORATE SEAL, SUCH AS EQUIPMENT  
RENTAL AND SERVICE CONTRACTS AND VEHICLE LEASE AND PURCHASE AGREEMENT

**Terminated + 7**

**T = Expiry of contract**



## CLASSIFICATION REPORT within range beginning – ending

<b>M - MEDIA AND PUBLIC RELATIONS</b>		<b>RETENTION</b>
<b>00M00</b>	<b>MEDIA AND PUBLIC RELATIONS - GENERAL</b> RECORDS RE: MEDIA & PUBLIC RELATIONS WHICH CANNOT BE CLASSIFIED ELSEWHERE. USE ONLY IF NO OTHER AVAILABLE.	<b>Current + 1</b>
<b>00M01</b>	<b>ADVERTISING</b> PUBLIC ADVERTISING IN MAGAZINES, NEWSPAPERS, RADIO, TELEVISION, TRANSIT. EXCLUDE NEWS REALEASES - M06, RECRUITMENT – H11, ELECTIONS – C07	<b>Current + 2</b>
<b>00M02</b>	<b>CEREMONIES AND EVENTS</b> PARTICIPATION IN SPECIAL EVENTS, OPENINGS, ANNIVERSARIES. REMEMBERANCE DAY, WINTER CARNIVAL SET-UP AND RUNNING OF EVENTS.	<b>Current + 2</b>
<b>00M03</b>	<b>CHARITABLE CAMPAIGNS/FUND RAISING</b> RAISING OF FUNDS & DONATIONS FOR MUNICIPALITY PROGRAMS CHARITIES. UNITED WAY, CANCER FUND, COMMUNITY INTEREST GROUPS. EXCLUDE RECEIPTS – F19	<b>Current + 2</b>
<b>00M04</b>	<b>COMPLAINTS, COMMENDATIONS AND INQUIRIES</b> COMPLAINTS, COMMENDATIONS, REQUEST FOR INFORMATION, GENERAL INQUIRIES RE: SERVICES OR COUNCIL PROCEEDINGS. EXCLUDE FOI REQUESTS - A17	<b>Terminated + 2** - SUBJECT TO ARCHIVAL SELECTION</b>
<b>00M05</b>	<b>NEWS CLIPPINGS</b> CLIPPINGS FROM NEWSPAPERS, JOURNALS & OTHER PRINT MEDIA. EXCLUDE CLIPPINGS USED AS REFERENCE MATERIAL - SEE RELEVANT SUBJECT.	<b>Current + 2</b>
<b>00M06</b>	<b>NEWS RELEASES</b> BACKGROUND DATA, FINAL & DRAFT VERSIONS OF NEWS RELEASES ISSUED. MESSAGES FOR SPECIAL EVENT PROGRAMS.	<b>Current + 2</b>
<b>00M07</b>	<b>PUBLICATIONS</b> TYPED MANUSCRIPTS, ARTWORK, PRINTED COPIES, ETC RE: TOURISM, TRADE SHOWS, CURRENT EVENTS INDUSTRIAL & BUSINESS DIRECTORIES, MAPS.	<b>Current + 2</b>
<b>00M08</b>	<b>SPEECHES AND PRESENTATIONS</b> BACKGROUND DATA, DRAFT & FINAL VERSIONS OF SPEECH, PRESENT & CONFERENCES GIVEN ELECTED & NON-ELECTED OFFICIALS. EXCLUDE MEDIA COVERAGE - 055	<b>Current + 2</b>
<b>00M09</b>	<b>VISUAL IDENTITY AND INSIGNIA</b> STANDARDS RE: DESIGNS IN A VISUAL IDENTITY PROGRAM (VIP). LOGO, LETTERHEAD, SIGNAGE, VEHICLE IDENT, CORPORATE INSIGNIA & SEALS OF OFFICE.	<b>Perm.</b>

## CLASSIFICATION REPORT within range beginning – ending

P - PROTECTION SERVICES		RETENTION
00P00	<b>PROTECTION AND ENFORCEMENT SERVICES - GENERAL</b> RECORDS RE: PROTECTION & ENFORCEMENT SERVICES WHICH CANNOT BE CLASSIFIED ELSEWHERE. USE ONLY IF NO OTHER AVAILABLE.	Current + 1
00P01	<b>BY-LAW ENFORCEMENT</b> PARKING, PEST CONTROL, FENCE VIEWING, ETC. EXCLUDE INSPECTIONS – P07/8, ENVIRONMENT - 05, PROSECUTIONS – L13	Terminated + 5
00P02	<b>DAILY OCCURRENCE LOGS</b> LOGS OF DAILY OCCURRENCES, POLICE DISPATCHES, FIRE ASSISTANCE CALLS	Terminated + 3
00P03	<b>EMERGENCY PLANNING</b> PLANNING & REHEARSING OF EMERGENCY MEASURES, EMERGENCY PLAN	Superseded
00P04	<b>HAZARDOUS MATERIALS</b> DATA & REPORTS ON CHEMICALS & SUBSTANCES THAT POSE FIRE HAZARDS. TOXIC SUBSTANCE CONTROL. TRANSPORT & EFFECTS. EXCLUDE STAFF SAFETY TRAINING – H04	Superseded + 5 (T + 5 years of PCB material storage records after PCB removed from site)
00P05	<b>INCIDENT/ACCIDENT REPORTS</b> VANDALISM, SECURITY, ACCIDENTS AT RECREATIONAL & OTHER MUNICIPAL BUILDINGS. OCCURRENCE REPORTS. EXCLUDE SECURITY – A18, STAFF ACCIDENTS – H04	Terminated + 3 T = After last notation
00P06	<b>BUILDING AND STRUCTURAL INSPECTIONS</b> PREVENTION, STRUCTURAL. EXCLUDE BY-LAW ENFORCEMENT – P01	PERM.
00P08	<b>INVESTIGATIONS</b> INVESTIGATIONS RE: LAW ENFORCEMENT, TRAFFIC ACCIDENTS, FIRE FIGHTING. EXCLUDE BY-LAW ENFORCEMENT – P01	Terminated + 3 T = Resolution of investigation
00P09	<b>LICENCES</b> LICENCES ADMINISTERED OR REQUIRED BY MUNICIPALITY OR PROVINCE. TAXIS, DOGS, LIQUOR, BUSINESSES, LOTTERIES ADD QUARRIES, ETC. EXCLUDE MARRIAGE LICENCE	Terminated + 2 T = Expiry of licence re: Lotteries, Dogs. Pits/Quarries in Property File
00P10	<b>BUILDING PERMITS</b> PERMITS ISSUED TO BUILDERS, CONTRACTORS, RESIDENTS GIVING PERMISSION TO BUILD OR RENOVATE.	Perm.
00P11	<b>PERMITS, OTHER</b> APPLICATIONS & PERMITS FOR SPECIAL EVENTS, ERECT SIGNS, PARK ON STREET, TRANSPORT LARGE LOADS, OPEN AIRE FIRE PERMITS, ETC EXCLUDE BUILDING PERMITS - P10	Terminated + 2 T = Expiry of permit
00P14	<b>ANIMAL CONTROL</b> CONTROL OF HOUSEHOLD PETS, STRAYS, LIVESTOCK, WILDLIFE, ANIMAL CONTROL RPTS. EXCLUDE DOG LICENCES – P09	Current + 2
00P15	<b>COMMUNITY PROTECTION PROGRAMS</b> INCLUDE RECORDS OF COMMUNITY PROTECTION AND CRIME PREVENTION SUCH AS NEIGHBORHOOD WATCH AND BLOCK PARENTS ETC. RECORDS INCLUDE CORRES. AND BROCHURES	Current + 2

## **CLASSIFICATION REPORT within range beginning – ending**

<b>R - RECREATION AND CULTURE</b>		<b>RETENTION</b>
<b>00R00</b>	<b>RECREATION AND CULTURE - GENERAL</b> RECORDS RE: RECREATION AND CULTURAL SERVICES WHICH CANNOT BE CLASSIFIED ELSEWHERE. USE ONLY IF NO OTHER AVAILABLE.	<b>CURRENT +1</b>
<b>00R01</b>	<b>HERITAGE PRESERVATION</b> HERITAGE &. HISTORICAL DEVELOPMENT. DESIGNATION OF BUILDINGS, DISTRICTS & CEMETRIES EXCLUDE ORIGINAL BY-LAWS – C01	<b>PERM.</b>
<b>00R02</b>	<b>LIBRARY SERVICES</b> CIRCULATION LISTS, RECOMMENDATIONS FOR ADDITIONS, INFORMATION SEARCHES, INTER-LIBRARY LOANS, ETC. RECORDS RE: OPERATION OF UBRARY	<b>CURRENT +2</b>
<b>00R03</b>	<b>MUSEUM AND ACHIVAL SERVICES</b> REGISTERS OF HOLDINGS, MUSEUM PROGRAMS, ACTIVITY REPORTS, HISTORICAL SOCIETY HOLDINGS, ARCHIVAL OPERATONS, CONSERVATION DATA, RELATED RECORDS.	<b>PERM.</b>
<b>00R04</b>	<b>PARKS MANAGEMENT</b> CORRESPONDENCE, DESCRIPTIONS, REPORTS RE: SET-UP MANAGEMENT, DESIGN, LANDSCAPING, MAINTENANCE OF PARKS. MAPS, PLANS. DOCK LEASES EXCLUDE BUILDINGS - A20	<b>CURRENT +2</b>
<b>00R05</b>	<b>RECREATIONALL FACILITIES</b> CORRESPONDENCE, DESCRIPTIONS, REPORTS RE: ARENAS, RINKS, POOLS, FITNESS CENTRES, FLOOR PLANS & DRAWINGS. STREETFEST 2000, MILLENIUM CELEBRATION EXCLUDE FACILITIES CONSTRUCTION – A19	<b>CURRENT +2</b>
<b>00R06</b>	<b>RECREATIONAL PROGRAMMING</b> CORRESPONDENCE POLICY, APPLICATIONS, REGISTRATION RE : DEVELOPMENT & DELIVERY OF PROGRAMS. YOUTH, SPORT & FITNESS, ADULT EDUCATION, CRAFT. POLARFEST CUP, TAYLOR CUP, SELYMPICS	<b>CURRENT +2</b>

## **CLASSIFICATION REPORT within range beginning – ending**

<b>S - SOCIAL SERVICES</b>		<b>RETENTION</b>
<b>00S00</b>	<b>SOCIAL AND HEALTH CARE SERVICES - GENERAL</b> RECORDS RE: SOCIAL & HEALTH CARE SERVICES PROVIDED TO INDIVIDUALS WHICH CANNOT BE CLASSIFIED ELSEWHERE. USE ONLY IF NO OTHER AVAILABLE	<b>SUPERSEDED</b>
<b>00S05</b>	<b>WELFARE CASE RECORDS</b> INDIVIDUAL SOCIAL ASSISTANCE RECIPIENTS EXCLUDE PROGRAM INFO – S04 GOVERNING LAWS: FOI	<b>CURRENT +7</b>

## **CLASSIFICATION REPORT within range beginning – ending**

<b>T - TRANSPORTATION</b>		<b>RETENTION</b>
<b>00T00</b>	<b>TRANSPORTATON - GENERAL</b> RECORDS RE: TRANSPORTATION WHICH CANNOT BE CLASSIFIED ELSEWHERE. USE ONLY IF NO OTHER AVAILABLE.	<b>Current + 1</b>
<b>00T01</b>	<b>ILLUMINATION</b> INSTALLATION & REPAIR OF EQUIPMENT TO ILLUMINATE ROADS, STREET & PEDESTRIAN CROSSOVER UGHTS. POWER CONSUMPTION STUDIES.	<b>Terminated + 6</b> <b>(T = Completion of Project)</b> <b>Specifications - P</b>
<b>00T02</b>	<b>PARKING</b> PARKING ISSUES, HANDICAPPED, LOT & GARAGE OPERATIONS, FIRE ROUTES, EMPLOYEE PARKING	<b>Terminated + 6</b> <b>(T = Closure of lot or space)</b>
<b>00T04</b>	<b>ROAD CONSTRUCTION</b> RECORDS, STUDIES REGARDING CONSTRUCTION PROJECTS ON ROAD, NEW ROADS, MAJOR IMPROVEMENTS TO EXISTING ROADS, RESURFACING, WIDENING, BRIDGES ETC.  EXCLUDES: DESIGN, PLANNING –T05, ROUTINE MAINENANCE – T06	<b>Terminated + 15**</b> <b>(Completion of Project</b> <b>Specifications – P)</b>
<b>00T05</b>	<b>ROAD DESIGN AND PLANNING</b> ESTIMATES & OTHER RECORDS RE: SPECIFIC PROJECTS, CURBS, SIDEWALKS, CYCLE & FOOT PATHS, WALKWAYS.  ENGINEERED DRAWINGS	<b>Terminated + 15**</b> <b>(Completion of Project</b> <b>Specifications – P)</b>  <b>Perm.</b>
<b>00T06</b>	<b>ROAD MAINTENANCE</b> INSPECTION & MAINTENANCE. CULVERTS, MINOR REPAIRS TO CURBS, SIDEWALKS, ETC. GRADING, PLOUGHING, SANDING OF ROADS. SNOW REMOVAL, CLEANING, ETC.	<b>Terminated + 15**</b> <b>T = Completion of Project</b> <b>Specifications – P</b>
<b>00T07</b>	<b>SIGNS AND SIGNALS</b> MANUFACTURE & INSTALLATION OF SIGNS AND SIGNALS. EXCLUDE VISUAL IDENTITY PROGRAM - M09	<b>Terminated +6</b> <b>T = Removal of sign/signal</b>
<b>00T08</b>	<b>TRAFFIC</b> TRAFFIC FLOW ON ROADS. INTERSECTION DRAWINGS, PEDESTRIAN CROSSOVERS, CROSSING GUARDS, TRAFFIC REPORTS, ACCIDENT STATS, TEMPORARY ROAD CLOSURES	<b>Terminated + 10**</b> <b>T = Modification of installation</b>
<b>00T09</b>	<b>ROADS AND LANE CLOSURES</b> INCLUDE RECORDS ON ROADS AND LANES CLOSED PERMANENT OR REGULAR BASIS. RECORDS INCLUDE REPORTS, APPRAISALS, CORRESPONDENCE AND DISTRICT COURT APPLICATIONS.	<b>Perm.**</b> <b>Temporary closures 2 years</b>

## **CLASSIFICATION REPORT within range beginning – ending**

<b>V - VEHICLES AND EQUIPMENT</b>		<b>RETENTION</b>
<b>00V00</b>	<b>VEHICLES AND EQUIPMENT GENERAL</b> RECORDS RE: VEHICLES & EQUIPMENT WHICH CANNOT BE CLASSIFIED ELSEWHERE. USE ONLY IF NO OTHER AVAILABLE.	<b>Current +1</b>
<b>00V01</b>	<b>FLEET MANAGEMENT</b> VEHICLE CURRENT LEASED OR OWNED, OPERATE & MAINTAIN HISTORY FILES, ACCIDENT REPORTS MAINTENANCE, REGISTRATION, DISPOSAL EXCLUDE INSURANCE – L06	<b>Terminated + 2</b> <b>T = Termination of vehicle use or expiry of lease</b>
<b>00V02</b>	<b>MOBILE EQUIPMENT</b> MOBILE EQUIPMENT USED WITH VEHICLES. MAINTENANCE & HISTORY ON GENERATORS, PUMPS, SNOWBLOWERS, SANDERS, ETC.	<b>Terminated + 2</b>
<b>00V03</b>	<b>TRANSPORTABLE EQUIPMENT</b> LAWNMOWERS, HOSES, WEEDEATERS, DRILLS, RESCUE EQUIPMENT.	<b>Terminated + 2</b>
<b>00V04</b>	<b>PROTECTIVE EQUIPMENT</b> PROTECTIVE EQUIPMENT. MAINTENANCE & HISTORY ON BREATHING APPARATUS. BREATHING TANKS, DOWN ALARMS, ETC. EXCLUDE UNIFORMS & CLOTHING – A14	<b>Terminated + 2</b>