

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BYLAW 2025-19

Being a Bylaw to Establish Schedules of Retention and Disposition for all Records
Maintained by the Municipality of Powassan.

WHEREAS Section 254 of the *Municipal Act*, S.O. 2001, as amended, provides that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner and, if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection;

AND WHEREAS Section 255 (2) of the *Municipal Act*, S.O. 2001, as amended, provides that a record of a municipality or local board may be destroyed in a retention period has been established and the retention period has expired, or the record is a copy of the original record;

AND WHEREAS Section 255 (3) of the *Municipal Act*, S.O. 2001, as amended, provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254;

NOW THEREFORE the Council of the Corporation of the Municipality of Powassan enacts as follows:

1. DEFINITIONS

“Clerk” means the person appointed by Council, or their delegate, to perform the duties of the Clerk.

“Destroy” means the process of eliminating or deleting data, documents and records so that the recorded information no longer exists.

“Disposition” means the stage where records and information have been identified as having reached the end of their retention period and may be transferred to archival storage, destroyed, or returned to the control of the originating third party in an authorized manner.

“Files” has the same meaning as “records” and may be used interchangeably.

“FOI Designation” means the designation of a record in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

“Official Records” means recorded information in any format or medium that documents the Municipality’s business activities, rights, obligations or responsibilities or recorded information that was created, received, distributed, or maintained by the company in compliance with a legal obligation.

“Open Access” means records for which there are no restrictions on access as imposed under the *Municipal Freedom of Information and Protection of Privacy Act*.

“Records” means any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise, including correspondence, memoranda, plans, maps, architectural drawings, photographs, film, email, machine readable records, and any other documentary material regardless of physical form or characteristics, and including “official records” and “transitory records”.

“Retention Period” means the period of time during which records must be kept by the Municipality before they may be disposed of.

“Retention Schedule” means a control document that describes the Municipality’s records at a series level and indicates the length of time that each series shall be retained before its final disposition. It specifies those records to be preserved for their archival or legal values and authorizes on a continuing basis the destruction of the remaining records after the lapse of a specified retention period or the occurrence of specified actions or events. Records retention schedules serve as the legal authorization for the disposal of the Municipality’s records.

“Review Access” means records for which there may be restrictions on access as imposed under the *Municipal Freedom of Information and Protection of Privacy Act*. Additional review is required before access can be granted.

“Superseded” means a record that is kept for an indefinite period until it is replaced by an updated record.

“Transitory Records” means records kept solely for convenience of reference and of limited value in documenting the planning or implementation of Municipal policy or programs, such as:

- a) Copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
- b) Information copies of widely distributed materials, such as minutes, agendas and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
- c) Preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document and which do not record decisions;
- d) Duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
- e) Voicemail messages;
- f) Records that do not relate to Municipal business;

- g) Copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
- h) Duplicate stocks of obsolete publications, pamphlets or blank forms; and
- i) Unsolicited advertising materials, including brochures, company profiles and price lists.

2. INTERPRETATION RULES

- a. For the purposes of this Bylaw and Schedule "A" attached hereto, "year" shall mean a full calendar year commencing January 1st and terminating December 31st, and the retention period commences on the later of the date the document has been created or authorized.
- b. That the Clerk of the Municipality shall have the authority to approve destruction of all records, provided they have been retained until the expiration of the retention period of this bylaw.

3. RETENTION SCHEDULE

- a. The records retention schedule attached hereto as Schedule "A", forms part of this Bylaw.
- b. The Clerk shall administer this bylaw and shall ensure that the retention periods set out in Schedule "A" attached hereto comply with all relevant legal requirements for records retention.

4. EMPLOYEE RESPONSIBILITIES

- a. All Municipal employees who create, work with or manage records, shall:
 - a) Comply with the retention periods as specified in Schedule "A" attached hereto;
 - b) Ensure that official records in their custody or control are protected from inadvertent destruction or damage;
 - c) Ensure the transitory records in their custody or control are destroyed when they are no longer needed for short-term reference; and
 - d) Ensure that Schedule "A" attached hereto is followed.

5. CLERK RESPONSIBILITIES

- a. To develop and administer policies and establish and administer procedures for managing records;
- b. Delegated authority to establish Classes of Records and retention periods for the Classes of Records, and to amend any Classes of Records and retention periods set out in Schedule "A";

- c. Periodically review and make recommendations with respect to this Bylaw;
- d. Ensure that records are preserved and disposed of in accordance with the retention schedule; and,
- e. To ensure that a record is kept of all records that are destroyed, with the exception of transitory records.

6.DISPOSITION OF RECORDS

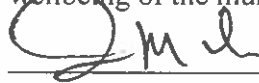
The following principles shall govern the destruction of records:

- a. When there are no further business or legal reasons for retaining records, they shall be destroyed or expunged as appropriate;
- b. Records pertaining to pending or actual investigation or litigation shall not be destroyed;
- c. Records disposed of at the end of a retention period, as well as drafts and copies of records disposed of on a regular basis, shall be destroyed in a way that preserves the confidentiality of any information they contain; and,
- d. Copies of records may be destroyed at any time if the original records are being retained in accordance with Schedule "A", attached hereto and forming part of this bylaw.

7.IMPLEMENTATION

- a. This Bylaw rescinds Bylaw 2001-41.
- b. This Bylaw shall come into force and effect on the date of passing.

READ a FIRST and SECOND time and considered READ a THIRD and FINAL time and passed as such in open Council this 7th day of October 2025 for the immediate wellbeing of the municipality.



MAYOR



CLERK

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THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

SCHEDULE “A” TO BYLAW 2025-19

RECORDS RETENTION SCHEDULE

ADMINISTRATION - A

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
A00	ADMINISTRATION- GENERAL Includes administrative records which cannot be classified elsewhere. Use only if no other heading is available. Specifically includes general photos, logos, contact information, and fax covers.	6 years	Review Access
A01	ACCESS CONTROL AND PASSWORDS Includes records relating to login information for software, websites, databases, and all other tools used by Municipality employees.	Superseded	Review Access
A02	ACCESSIBILITY Includes records relating to the accessibility of Municipal buildings, services and information to disabled persons.	10 years	Review Access
A03	ANNEXATION AND AMALGAMATION Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities.	Permanent	Review Access
A04	ASSOCIATIONS AND ORGANIZATIONS Includes correspondence, minutes, agendas, notices, and reports regarding organizations and associations to which staff belong or with which they communicate in the course of their duties such as AMCTO, Good Roads, etc. Excludes: Membership Fees- see F01	6 years	Review Access
A05	BUILDING AND PROPERTY MAINTENANCE Includes records regarding the maintenance of the municipality's buildings and properties, garages, libraries, and office buildings. Includes exterior maintenance to buildings, landscaping, groundskeeping and grass cutting. Also includes interior design of buildings, including floor layouts and office cleaning. Excludes: Parks Management - see R06 Recreational Facilities - see R07	6 years	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
A06	COMPUTER SYSTEMS AND SOFTWARE Includes records relating to the design of computer systems and/or software, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions and product evaluations. May also include requests for significant modification, fixes and upgrades. Excludes: Acquisitions and Tenders- see F16	Superseded	Review Access
A07	FREEDOM OF INFORMATION Includes documents regarding the municipality's responsibilities under the Freedom of Information and Protection of Privacy Act and records regarding the handling of requests under the Act.	10 years	Review Access
A08	INFORMATION SYSTEMS Includes records relating to computer system operations and backup tapes. Includes activity logs, system changes, and server access data.	6 years	Review Access
A09	INTERGOVERNMENTAL RELATIONS Includes general records relating to the relationship between the Municipality and all other levels of government, including contact information.	5 years	Review Access
A10	MPAC- OWNERSHIP/TITLE CHANGES Includes email or Excel spreadsheet correspondence to MPAC regarding mailing address revisions, civic address updates, property sale notifications, etc.	1 year	Review Access
A11	OFFICE EQUIPMENT AND FURNITURE Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, etc. Excludes: Computer Systems and Software- see A06 Service Agreements- see L04	Superseded	Open Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
A12	OFFICE SERVICES Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding internal printing and shredding services.		6 years	Open Access
A13	POLICIES Includes policy and procedure manuals, guidelines and directives.		Superseded	Open Access
A14	RECORDS DISPOSITION Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.		Permanent	Review Access
A15	RECORDS MANAGEMENT Includes records detailing proper management for Municipality records, regardless of medium. Excludes: Retention By-Law- see C02 Policies and Procedures- see A13 Records Disposition- see A14		Superseded	Review Access
A16	SECURITY Includes reports, requests, logs and other records regarding the security of offices/facilities and properties such as control of keys. Excludes: Vandalism Reports - see P09 Computer Security - see A01		5 years	Review Access
A17	STANDARD OPERATING PROCEDURES Includes guides for operating procedures and employee best practices. Also includes task lists and general information regarding annual reporting requirements and timelines,		Superseded	Review Access
A18	STAFF COMMITTEES & MEETINGS Includes records regarding the activities of staff meetings. Includes agendas and staff activity reports.		6 years	Review Access
A19	TELECOMMUNICATION SYSTEMS Includes records regarding all types of telecommunication systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communication systems and 911 emergency systems. Excludes: Licenses- see P11 Assets- see F04 Agreements- see L04		Superseded	Review Access

	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
A20	TRAINING AND CONFERENCES Includes records regarding employee attendance at training events and major conferences. Also includes conference itineraries, registration forms, presentation documents, and requests for delegation. Includes skill development workshops and guidance documents. Excludes: Training and conference expenses- see F01 Employee training certificates- see H05	6 years	Review Access
A21	TRAVEL AND ACCOMODATION Includes records related to travel arrangements, itineraries, maps, authorizations, reservations, and rented vehicles. Excludes: Employee and Council expenses- see F01	6 years	Open Access
A22	VENDORS AND SUPPLIERS Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidder's information sheets. Excludes: Purchase Orders and Requisitions - see F15 Quotations and Tenders- see F16 Office Equipment - see A11 Fleet Management - see V01	2 years	Open Access

COUNCIL, BOARDS AND BY-LAWS - C

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
C00	COUNCIL, BOARDS AND BY-LAWS – GENERAL Includes records regarding Council, Boards and by-laws which cannot be classified elsewhere. Use only if no other heading is available.		6 years	Review Access
C01	APPOINTMENTS TO BOARDS AND COMMITTEES Includes records regarding appointments by Council of staff and council members.		Term of Council + 2 years	Review Access
C02	BY-LAWS- MUNICIPALITY OF POWASSAN Includes signed final versions of the Municipality's by-laws, along with all amendments and attachments that are legally part of the by-laws. Excludes: Background information – file by subject		Permanent	Open Access
C03	BY-LAWS- OTHER MUNICIPALITIES Includes final versions of by-laws passed by other municipalities which are of interest to the Municipality.		Transitory	Open Access
C04	CLOSED MEETINGS Includes notes from Closed Council sessions and meeting minutes.		Permanent	Review Access
C05	CONFLICT OF INTEREST Includes the conflict-of-interest register, declaration of pecuniary interest forms, and other documents regarding real or perceived conflicts of interest.		Permanent	Review Access
C06	COUNCIL AGENDA Includes agenda of Council meetings as well as working notes used in agenda preparation.		6 years	Open Access
C07	COUNCIL MEETINGS Includes notices of meetings, correspondence registers, action lists, attendance sheets, and delegation forms.		Permanent	Open Access
C08	COUNCIL MINUTES Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes. Encompasses minutes for regular, special, public, and tri-council meetings. Excludes: Closed meetings –see C04		Permanent; rough notes 6 years	Review Access
C09	COUNCIL COMMITTEE AGENDA & MINUTES Includes notices of meetings and agenda for committees of Council as well as working notes used in agenda preparation. Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to.		6 years	Review Access
C10	ELECTIONS Includes returned notices, lists of officials, voters' list, nominations, election results, and preliminary voters lists. Also includes advertising.		As per Elections Act	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
C11	ELECTIONS - COUNCILLORS & CANDIDATES Includes financial forms, nomination records, and oaths taken by council members.	Permanent	Review Access
C12	RECORDINGS OF COUNCIL MEETINGS Includes audio and/or visual recordings of meetings of Council.	Term of Council + 1 year	Open Access
C13	REPORTS TO COUNCIL Includes all reports to Council.	Permanent	Review Access
C14	RESOLUTIONS AND MOTIONS- MUNICIPALITY OF POWASSAN Includes final signed versions and rough notes of motions and resolutions of Council.	Term of Council + 1 year	Review Access
C15	RESOLUTIONS- OTHER MUNICIPALITIES AND BOARDS Includes final signed versions of resolution passed by other municipalities which are of interest to the Municipality. Also includes resolutions passed by joint boards administered outside of the municipality.	6 years	Open Access
C16	TRAINING AND ORIENTATION Includes records relating to the orientation and training of members of Council.	6 years	Review Access

DEVELOPMENT AND PLANNING - D

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
D00	DEVELOPMENT AND PLANNING - GENERAL Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.		6 years	Review Access
D01	AGRICULTURE DEVELOPMENT Includes all records regarding agricultural growth and development.		Permanent	Review Access
D02	COMMUNITY IMPROVEMENT PROJECTS Includes records, studies, statistics, and any other required background information with respect to community improvement projects. Includes applications and related records.		Permanent	Review Access
D03	DEMOGRAPHIC STUDIES Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc. Excludes: Vital Statistics - see L13		10 years	Open Access
D04	DIGITAL MAPPING - CGIS Includes all records used to produce maps and updates in a digital format.		Permanent	Open Access
D05	EASEMENTS Includes all records on Rights of Way and Easements concerning municipal ownership of private lands. Excludes: Original Agreements - see L05		Permanent	Review Access
D06	ECONOMIC DEVELOPMENT/COMMUNITY DEVELOPMENT OFFICER Includes records regarding the growth of the economy. Includes studies, statistics, projections, community development programs. Examples include neighbourhood improvement programs, BIA, etc. Excludes: Demographic Studies - see D03 Residential Development - see D17 Tourism Development - see D22 Industrial/Commercial Development - see D10		10 years	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
D07	ENCROACHMENTS Includes all records regarding private properties encroaching on municipal lands, including encroachment permits, surveys, and any other related documentation. Excludes: Original Agreements - see L04 Original Encroachment By-laws - see C02		Permanent	Review Access
D08	ENVIRONMENT PLANNING Includes records regarding general types of environmental studies with a long-range planning emphasis, such as flood control planning, parks and open spaces planning and waste management planning.		Permanent	Review Access
D09	HAZARD LANDS Includes records regarding flood plains, slope stability, quick clay and karst.		Permanent	Review Access
D10	INDUSTRIAL/COMMERCIAL DEVELOPMENT Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc.		Permanent	Review Access
D11	MINOR VARIANCES Includes records related to the granting of minor variance to the zoning by-law by the committee of adjustment.		Permanent	Review Access
D12	MUNICIPAL ADDRESSING / CIVIC NUMBERS Includes records regarding requests for and assignment of new subdivision, road dedications, and other street names and numbers. May include correspondence, reports, drawing and copies of related by-laws.		Permanent	Open Access
D13	NATURAL RESOURCES Includes records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral deposits, and other natural resources information. Also includes aggregate reports for Municipality quarries.		Permanent	Review Access
D14	OFFICIAL PLANS Includes the official plan and amendments to the official plan, background reports, notes and research. Also includes secondary plans and amendments, containing detailing objectives and policies concerning the planning, development and specific redevelopment.		Permanent	Open Access
D15	OFFICIAL PLAN AMENDMENT APPLICATIONS Includes applications to amend the official plan or secondary plans, staff reports, notices, resolutions and decisions. Excludes: OMB hearings and decisions- see L01		Permanent	Review Access
D16	REFERENCE PLANS Includes Registered Deposit Plans (RP), site plans, and property survey plans as received from Registry Office. May include correspondence.		Permanent	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
D17	RESIDENTIAL DEVELOPMENT Includes records regarding the availability of housing, general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.		Permanent	Review Access
D18	SEVERANCES Includes records regarding the granting of severances to parcels of land, including applications for severance.		Permanent	Review Access
D19	SHORE ROAD/ROAD ALLOWANCES Includes all records regarding the sale or granting of municipal shore road or road allowances.		Permanent	Review Access
D20	SITE PLAN APPROVAL/CONTROL Includes records relating to the provision of services to individual land sites, including site plan agreements, water, sewage, utility approvals, comments, and correspondence.		Permanent	Review Access
D21	SUBDIVISION AND CONDOMINIUM PLANS Includes records regarding the approval of plans of subdivisions and condominiums. Includes drawings, technical reports, correspondence, written comments, working notes background information and applications.		Permanent	Review Access
D22	TOURISM DEVELOPMENT Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.		Permanent	Review Access
D23	ZONING BY-LAW Includes records and standards regarding the designation of zones for land use planning purposes.		Permanent	Open Access
D24	ZONING BY-LAW AMENDMENT APPLICATIONS Includes records regarding the granting of amendments to the zoning by-law.		Permanent	Review Access

ENVIRONMENTAL – E

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
E00	ENVIRONMENT AND PUBLIC SAFETY – GENERAL Includes records which cannot be classified elsewhere. Use only if no other heading is available.	6 years	Review Access
E01	ENVIRONMENTAL ASSESSMENTS Includes: Records relating to Municipal Class Environmental Assessments, including Master Plans and Individual Environmental Assessments. Documents include studies and reports, environmental planning records, engineering plans, records of stakeholder consultations and correspondence.	Permanent	Review Access
E02	FUEL PIPELINES Includes: Records relating to oil/multiproduct and natural gas pipelines such as environmental and safety plans, notifications inspection results. Correspondence and project updates for pipeline upgrades, changes, integrity digs, flow reversals and new pipeline locations/routes from distributors. May also include copies of Council reports, National Energy Board submissions and decisions. Excludes: Utilities – see O09	15 Years	Review Access
E03	HAZARDOUS MATERIALS /WASTE Includes records on the disposal of hazardous waste, copies of manifests, and the Municipality's agreements for HWIN disposal. Excludes: Waste Management – see O11	6 Years	Review Access
E04	MUNICIPAL WELLS Includes: Records include geodetic surveys of Municipal wells, GUDI (Groundwater Under Direct Influence) studies, municipal well complaints, Hydrogeologic reports, maintenance and de-commissioning records. Also includes any other studies or reports relating to the Municipal Water Supply Wells.	15 Years	Review Access

FINANCE AND ACCOUNTING - F

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
F00	FINANCE AND ACCOUNTING - GENERAL Includes all general correspondence and records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available.		7 years	Review Access
F01	ACCOUNTS PAYABLE Includes records documenting funds payable by the municipality, such as paid invoices, cheque stubs, rebates, levies payable, payment register reports, online banking payments and EFT payments. Includes all employee and Council expenses including travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. Also includes credit card information. Excludes: Cancelled Cheques - see F05		7 years	Review Access
F02	ACCOUNTS RECEIVABLE Includes records documenting funds owing to the municipality, such as invoices and billing listings. Excludes: Write-offs - see F26 Tax Assessments, Rolls and Tax Arrears - see F23 Tax Collection- see F22		7 years	Review Access
F03	ASSESSMENT REVIEW BOARD Includes records relating to Requests for Reconsideration, Tax Credit Records, Assessment Review Board decisions, etc.		Permanent	Review Access
F04	AUDITS Includes records regarding internal and external financial audits of accounts, and the municipal asset registers. Excludes: Audited Financial Statements - see F08		Permanent	Review Access
F05	BANKING & CHEQUES Includes records regarding banking transactions and relationships with banks. Includes bank statements, reconciliations, and deposit records. Includes all cancelled cheques issued and NSF cheques.		10 years	Review Access
F06	BUDGETS AND ESTIMATES Includes departmental and corporate budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also includes budget variance reports and control files.		7 years	Review Access
F07	CORRESPONDENCE Includes miscellaneous correspondence applicable to the Treasury Department.		7 years	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
F08	FINANCIAL STATEMENTS Includes the Balance Sheet, Income Statement, Annual Financial Reports, and Statement of Source and Application of Funds. Also includes audited financial statements and FIRs. Excludes: All working notes, calculations and background documentation - see F25		Permanent	Review Access
F09	GENERAL LEDGERS AND JOURNALS Includes all records in the Books of Original Entry.		Permanent	Review Access
F10	GRANTS AND LOANS Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans, and subsidies. Also includes submissions, acknowledgements, and reports.		7 years	Review Access
F11	HST REBATES Includes quarterly HST rebate applications and supporting documentation.		7 years	Review Access
F12	INVESTMENTS Includes records regarding the Municipality's investments, term deposits, and promissory notes.		6 years	Review Access
F13	JOURNAL VOUCHERS Includes completed journal voucher forms, input forms and all background documentation used to substantiate journal entries.		Permanent	Review Access
F14	PSAB Includes records relating to the implementation of PSAB standards and guidelines.		Permanent	Review Access
F15	PREAUTHORIZED PAYMENTS Includes records relating to the Municipality's Tax, Utility, and other Preauthorized Payment Plans. Includes application forms, receipt summaries, and banking submission reports.		Permanent	Review Access
F16	PURCHASE ORDERS AND REQUISITIONS Includes purchase order and requisition forms and all supporting documentation.		7 years	Review Access
F17	QUOTATIONS AND TENDERS Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, and all documentation regarding the selection process.		7 years	Review Access
F18	RECEIPTS Includes General and Tax Receipts issued for payment of items.		7 years	Review Access
F19	RESERVE FUNDS Includes records documenting obligatory and or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects and information systems.		7 years	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
F20	REVENUES Includes records regarding the generation of revenues other than taxes such as development charges.		10 years	Review Access
F21	SCHOOL BOARD LEVIES Includes files on annual school board and education levies paid by the Municipality of Powassan		6 years	Review Access
F22	SUBSIDIARY LEDGERS, REGISTERS AND JOURNALS Includes all subsidiary ledgers, registers, cash books and Receipt Journals, Tax Logs, Payroll Journals, Cheque Registers and Debenture Registers. Excludes: Documents and vouchers used to support entries - see F13		Permanent	Review Access
F23	TAX BILLINGS Includes records relating to the billing of property taxes, including assessment downloads from MPAC, supplemental, interim and final billings, property assessment data files and MuniSoft or software documentation.		10 years	Review Access
F24	TAX ROLLS AND RECORDS Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards, tax ledger cards, MPAC correspondence, property owner correspondence, and tax collector's rolls.		Permanent	Review Access
F25	TRUST FUNDS Includes records regarding funds established by the municipality for money held in trust.		Permanent	Review Access
F26	UTILITY BILLING Includes correspondence, meter readings, account charges, adjustments, lawyers' letters, new account files, water/sewer applications, and water meter installation order and collection reports		10 years	Review Access
F27	WORKING PAPERS Includes all working notes, calculations and background documentation used to calculate financial statements.		7 years	Review Access
F28	WRITE-OFFS Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies.		7 years	Review Access

HUMAN RESOURCES - H

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
H00	HUMAN RESOURCES – GENERAL Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.		6 years	Review Access
H01	ATTENDANCE AND SCHEDULING Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, sick leave, etc. Excludes: Individual Time Sheets - see H10		7 years	Review Access
H02	BENEFITS Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information.		7 years	Review Access
H03	CLAIMS Includes records regarding claims to WSIB or Insurance carriers for lost time incidents, accidents, or LTD.		Permanent	Review Access
H04	DISABILITY MANAGEMENT – AODA Includes all records related to AODA, accessibility standards, complying with standards, municipal accessibility and Human Rights Code.		Permanent	Review Access
H05	EMPLOYEE RECORDS Includes records regarding the employment history of municipal employees. Includes initiation resumes and applications, criminal background checks, oaths of office, performance evaluations, drivers' abstracts, correspondence with the employee, training and professional development, return to work plans, and employee assistance. Includes full time, part-time, student employees and volunteers.		Permanent	Review Access
H06	GRIEVANCES / HARASSMENT / VIOLENCE Includes records detailing with grievance, harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the complaint, investigation, reports and final resolution.		Permanent	Review Access
H07	HEALTH AND SAFETY Includes records regarding the occupational health and safety of staff. Includes accident reports, WSIB reports, first aid training, and information on health and safety programs for staff.		Permanent	Review Access
H08	JOB DESCRIPTIONS Includes job descriptions and specifications as well as background information used in their preparation or amendment.		7 years	Open Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
H09	ORGANIZATION Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.		Permanent	Review Access
H10	PAYROLL Includes all records of payments of salary, wages and deductions to employees. Includes time sheets, pay lists, OMERS, EHT, source deductions, T4 Slips, payroll registers, remuneration records and Statistics Canada reports. Includes annual earning summaries for municipal employees. Also includes honoraria and fees to Council.		Permanent; time sheets 7 years	Review Access
H11	PENSION RECORDS – OMERS Includes records detailing obligations to individuals under OMERS. Includes pension information of retired personnel, including registration and records. Excludes: Deductions for pensions - see H10 Payments made to OMERS - see H10		Permanent	Review Access
H12	RECRUITMENT Includes records regarding the recruitment of staff. Includes internal and external job postings, copies of advertisements, resumes received, interview records, orientation documents, rejection letters, etc. Excludes: Applications for hired staff- see H05		5 years	Review Access
H13	RECOGNITION AND LONG SERVICE AWARDS Includes records regarding employee recognition programs, including long service awards, appreciation dinners, and service time reports.		7 years	Review Access
H14	RECORD OF EARNINGS Includes annual earning summaries for municipal employees.		Permanent	Review Access
H15	SALARY PLANNING Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary grids, salary surveys, and schedules. Also includes any reference material retained regarding issues related to pay equity.		Permanent	Review Access

LEGAL AFFAIRS - L

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
L00	LEGAL AFFAIRS – GENERAL Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.		Permanent	Review Access
L01	APPEALS AND HEARINGS Includes all transcripts and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgments. Includes zoning appeals, official plan appeals, and Committee of Adjustment appeals. Also includes orders issued by Ontario Municipal Board (OMB), regulatory bodies and boards. Excludes: Litigation - see L02 or L03		Permanent	Review Access
L02	CLAIMS AGAINST THE MUNICIPALITY Includes all litigation made by other parties against the municipality.		Permanent	Review Access
L03	CLAIMS BY THE MUNICIPALITY Includes all litigation made against other parties by the municipality. Includes insurance claims and by-law enforcement and prosecutions.		Permanent	Review Access
L04	CONTRACTS AND AGREEMENTS – SIMPLE Includes contracts and agreements which do not require by-law approval, such as equipment rental/service contracts and vehicle lease/purchase agreements.		10 years	Review Access
L05	CONTRACTS AND AGREEMENTS - UNDER BY-LAW Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, original agreements, collective agreements, writs, and third party agreements. Also includes agreements regarding easements, encroachments, area way, laneways and municipal property rentals. Excludes: Office Equipment Maintenance Agreements - see L04 Contracts regarding Land Sales - see L08 Fire Agreement with MNR-F- see E04 Tenders - see F16 Insurance Policies - see L07		Permanent	Review Access
L06	FEDERAL LEGISLATION Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which impacts or of interest to the municipality.		Superseded	Open Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
L07	INSURANCE APPRAISALS AND POLICIES Includes appraisals of municipal property for insurance purposes. Also includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance. Excludes: Employee Group Insurance - see H02 Third Party Contracts - see L05	15 years after expiry	Review Access
L08	LAND ACQUISITION AND SALE Includes records regarding real estate transactions and conveyance of land whether through voluntary transactions or expropriation. Includes leases, deeds and expropriation plans, purchase letters and appraisals.	Permanent or Superseded +10 Years	Review Access
L09	MOE LICENCES & PERMITS All licences and permits issued by the Ministry of Environment and the Ministry of Natural Resources, including HWIN and manifests.	Permanent	Review Access
L10	OPINIONS AND BRIEFS Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	Permanent or Superseded	Review Access
L11	PRECEDENTS Includes records regarding judgments and decisions which may impact the municipality's position in actual or potential legal matters.	Superseded	Review Access
L12	PROVINCIAL LEGISLATION Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which impacts or are of interest to the municipality.	Superseded	Open Access
L13	VITAL STATISTICS Includes registers of births, deaths and marriages within the municipality.	Permanent	Review Access

MEDIA AND PUBLIC RELATIONS - M

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
M00	MEDIA AND PUBLIC RELATIONS – GENERAL Includes records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.		6 years	Review Access
M01	ADVERTISING / NEWS RELEASES Includes records regarding public advertising in magazines, newspapers, radio, television and transit. Excludes: Recruitment - see H12 Elections - see C10		6 years	Open Access
M02	COMPLAINTS, COMMENDATIONS & PETITIONS Includes records regarding commendations, requests for information, petitions and very general types of inquiries and general complaints. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. Excludes: Accessibility of Records (FOI) - see A07		6 years	Review Access
M03	NEWS CLIPPINGS Includes clippings from newspapers, information from journals and other printed media.		6 years	Open Access
M04	PUBLICATIONS Includes typed manuscripts, artwork, history books, newsletters, trade shows, current events, business directories, maps, etc.		Superseded	Open Access
M05	SPEECHES AND PRESENTATIONS Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.		6 years	Open Access
M06	WEBSITE AND SOCIAL MEDIA CONTENT Includes records of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook & Twitter.		Superseded	Open Access

OPERATIONS - O

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
O00	OPERATIONS – GENERAL Includes records relating to Municipal Operations which cannot be classified elsewhere. Use only if no other heading is available.		6 years	Review Access
O01	BUILDING AND PROPERTY MAINTENANCE Includes records regarding the maintenance of regional buildings, leased and owned such as correspondence and copies of work orders. Also includes records on renovations and Property Damage Reports Excludes: Inspection Reports – Building and Structural - see O03		6 years	Review Access
O02	FACILITY DESIGN AND CONSTRUCTION Includes records for the planning and construction of municipal facilities such as fire stations, pools, community centres, and office buildings. Includes site meetings, geotechnical testing, surveys, consultant's reports, and cost reports. Also includes architectural and engineering drawing, operator manuals, and warranty information.		Permanent	Review Access
O03	INSPECTION REPORTS – BUILDING AND STRUCTURAL Includes inspection reports for Municipal facilities such as building, plumbing, fire prevention, and other structural inspections. Also includes monthly facilities/premises inspections.		6 years	Review Access
O04	OPERATIONAL INSPECTIONS Includes flooding reports, catch basin cleaning records, CCTV sanitary sewer inspection report, Dye testing, hydrant inspection and maintenance record, hydrant/water flushing, sewer cleaning reports, mainline valve inspection, sewer maintenance hole inspection, water service box inspection, temporary service connections.		6 years	Review Access
O05	SANITARY/STORM SEWER MAINTENANCE Includes records relating to the inspection and maintenance of sanitary/storm sewers and drains such as sewer cards, history of dip ups and drawings.		Permanent	Review Access
O06	SEWAGE FACILITIES Includes records regarding the operation of pumping stations and lagoons. Also includes sludge management.		10 Years	Review Access
O07	SITE PLAN APPLICATIONS/SERVICING Includes requests for entrances to municipal roads for properties abutting municipal roads, water, and sanitary sewer services and storm sewer services when located within a road allowance or easement usually for commercial and industrial land.		Permanent	Review Access
O08	SOIL REPORTS Includes Soil Reports for Material Testing.		Permanent	Review Access
O09	UTILITIES Includes records regarding electrical power, water, and gas consumption such as monthly summary sheets. Excludes: Utility Locates – see O10 Green Energy Plan – see A13		6 Years	Open Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
O10	UTILITIES – LOCATES Includes forms, which are required prior to digging, which show where any public service is located. Excludes: Utility Applications and Plans – see F26 Water/Wastewater Maintenance – see O15	7 Years	Review Access
O11	WASTE MANAGEMENT OPERATIONS Includes records regarding the day-to-day operations and monitoring of activities for the Landfill, Commercial Garbage Collection, and Recycling program. Includes shift reports, site records, monthly summary reports, material records, weigh and lift tickets and scale house reports. Also includes customer lists and records regarding landfill passes and credit agreements. Excludes: Waste reduction programs – see O12	10 years	Review Access
O12	WASTE REDUCTION PROGRAMS Includes information on grass cycling, bag limits, recycling, re-use, organics, etc. Also includes correspondence and program documentation. Excludes: Waste Management Operations – see O11	5 years	Review Access
O13	WATER/SEWER REPAIRS OR NEW INSTALLATION Includes hydrant installation (damaged, broken or new), Mainline Valve Repairs, Sanitary/Lateral Relines, Sewer Maintenance Hole Repairs and Water Service Box Repairs	Permanent	Review Access
O14	WATER FACILITIES Includes records regarding the operation of pumping stations and storage facilities. Includes correspondence, reports, plant flows, log sheets and calibration records.	10 Years	Review Access
O15	WATER/WASTEWATER MAINTENANCE Includes records regarding the maintenance of watermains, water meters, tanks, pipelines and related facilities and equipment. Also includes watermain breaks and repairs and fire flow tests for hydrants.	6 Years	Review Access

PROTECTION AND ENFORCEMENT SERVICES - P

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
P00	PROTECTION AND ENFORCEMENT SERVICES – GENERAL Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.		6 years	Review Access
P01	BUILDING AND STRUCTURAL INSPECTIONS Includes inspection reports such as building, plumbing, fire prevention and other structural inspections. Excludes: By-law Enforcement - see P03 Playground Equipment - see R07		Permanent	Review Access
P02	BUILDING PERMITS Includes permits issued to builders, contractors and residents giving them permission to build, renovate or demolish. Original permits to be filed with the tax roll file. Plans/Drawings may be filed separately with Code P02.		Permanent	Review Access
P03	BY-LAW ENFORCEMENT Includes records of municipal efforts to enforce by-laws such as orders to comply, stop work orders, working notes, correspondence, exhibits, photographs, etc. Also includes animal control orders such as dogs running at large and barking dogs. Excludes: Prosecution and claims by the municipality - see L03		Permanent	Review Access
P04	CBO Includes CBO agreements, compliance letters, inspection reports, and other documents relating to duties performed by the Chief Building Official.		6 years	Review Access
P05	EMERGENCY PLANNING Includes records regarding the planning and rehearsal of emergency measures. Includes emergency plans, mutual aid plans, training records, CEMC records, business contingency planning, and subject correspondence.		6 years	Review Access
P06	EMS INCIDENT, ACCIDENT, STATISTICS REPORTS Records associated with EMS incidents, accidents and statistical reporting.		6 years	Review Access
P07	HAZARDOUS MATERIALS Includes information and reports on chemical and substances that pose fire hazards. Also includes records dealing with toxic substances control, transportation and effects. May include HAZMAT information. Excludes: Staff Safety Training - see H07		Permanent	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
P08	HEALTH AND SAFETY INSPECTIONS Includes health inspection reports conducted or performed by Health & Safety Committee on private, public and commercial properties and Fire Marshall's inspections.	Superseded Minimum 1 year	Review Access
P09	INCIDENT/ACCIDENT REPORTS Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. Excludes: Security - see A16 Accidents of Staff - see H03 Vehicle Accidents - see L02 or L03	6 years	Review Access
P10	INVESTIGATIONS Includes records and reports of investigation pertaining to law enforcement (OPP), traffic accidents, ambulance, and firefighting activities.	Permanent	Review Access
P11	LICENCES AND PERMITS Includes records regarding licences administered by or required by the municipality or required by the province, such as licensing for dog kennels, dog tags, businesses, lotteries, and trailers. Also includes applications and copies of other permits administered by or required by the municipality, including special event permits, entrance permits, etc. Excludes: Burial permits- see S01 Building permits- see P02	7 years	Review Access
P12	WILDLIFE DAMAGE COMPENSATION PROGRAM Includes records regarding claims made by residents under the WDCP, including application forms, supporting documentation, photographs, program guidelines, T4002 forms, and government correspondence.	Permanent	Review Access
P13	FIRE CALLS Includes all records relating to fire calls, including OEFM incident reports, call records, structure fire damage summary reports, and termination reports.	Permanent	Review Access
P14	FIRE DEPARTMENT REVIEW Includes records regarding OFMEM reviews of the fire department operations.	Permanent	Review Access
P15	MOTOR VEHICLE COLLISIONS Includes records regarding MTO claim forms, damage estimates, collision reports, and payment remittance receipts.	Permanent	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
P16	MNRF AGREEMENT Includes records relating to the Forest Fire Management agreement with MNRF.		Superseded + 1 year	Review Access
P17	NOTICES Includes records regarding internal and external notices, including public safety orders, fire rating signs and explanations, carbon monoxide warnings, and burning rules.		7 years	Open Access
P18	OCCUPATIONAL HEALTH AND SAFETY Includes records relating to the health and safety of fire department employees, including the PTSD prevention plan, aerial inspections, safety plans, and MTO inspection requirements.		Superseded	Review Access
P19	SET FINE ORDERS Includes records relating to the issuance of set fine orders.		7 years	Review Access
P20	COMMUNITY SAFETY AND WELL BEING Includes records relating to the planning, development, and implementation of the Municipality's Community Safety and Wellbeing Plan		Superseded + 1 year	Review Access

RECREATION AND CULTURE - R

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
R00	RECREATION AND CULTURE - GENERAL Includes records regarding recreation and cultural services, which cannot be classified elsewhere. Use only if no other heading is available.		6 years	Review Access
R01	CEREMONIES AND EVENTS Includes records regarding participation in special events, openings and anniversaries such as Remembrance Day, Maple Syrup Festival, Parades and Fall Fairs. Also includes records regarding the set up and running of special events.		6 years	Review Access
R02	FACILITIES BOOKINGS Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.		6 years	Review Access
R03	HERITAGE PRESERVATION Includes records regarding the preservation and management of heritage and historical resources. Includes photographs and designations of buildings, districts, and cemeteries.		Permanent	Open Access
R04	LIBRARY SERVICES Includes records regarding the operation of libraries.		6 years	Review Access
R05	MUSEUM AND ARCHIVAL SERVICES Includes museum programming, activity reports, archival operations, conservation information and related records.		6 years	Review Access
R06	PARKS MANAGEMENT Includes correspondence, description, reports and other records dealing with the management design, set-up, landscaping and maintenance of specific municipal parks. May include maps and plans.		6 years	Review Access
R07	RECREATIONAL FACILITIES Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities, such as arenas, rinks, pools, and fitness centres.		6 years	Review Access
R08	RECREATIONAL PROGRAMMING Includes applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs.		6 years	Review Access

SOCIAL AND HEALTHCARE SERVICES - S

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
S00	SOCIAL AND HEALTH CARE SERVICES - GENERAL Includes records regarding social and health care services which cannot be classified elsewhere. Use only if no other heading is available.		6 years	Review Access
S01	CEMETERY RECORDS Includes burial permits, maps, plot ownership records, interment registers, indexes, cemetery board documentation and related records to the property.		Permanent	Review Access
S02	EASTHOLME (HOMES FOR THE AGED) Includes records regarding individual residents of homes for the aged.		20 years	Review Access
S03	HEALTH UNIT Includes correspondence, applications, general information, reports, and related records to the local healthcare facility. Also includes public health stickers and water testing results.		6 years	Review Access
S04	SOCIAL ASSISTANCE PROGRAMS Includes general program information regarding social assistance programs available to residents. Also includes general resource information used in counselling recipients of social assistance and information pertaining to Employment Support Programs and Community Support Services. Also includes records regarding subsidized housing.		10 years	Open Access

TRANSPORTATION SERVICES - T

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
T00	TRANSPORTATION SERVICES - GENERAL Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.		7 years	Review Access
T01	BRIDGES Includes estimates, studies and other records regarding projects specifically for bridge construction, repairs, maintenance and replacement.		Permanent	Review Access
T02	CVOR (Ministry of Transportation) Includes records and documentation regarding commercial vehicle operators' registration. Includes level 1 (Public) and Level 2 (Carrier).		10 years	Review Access
T03	DRIVER'S LOG BOOKS Includes driver's log books and related documentation.		7 years	Review Access
T04	PATROL RECORDS Includes records and documentation relating to road patrols within the Municipality of Powassan.		7 years	Review Access
T05	PITS AND QUARRIES Includes records relating to the pits and quarries operated by or in the Municipality. Also includes documentation related to the Aggregate Resources Act, including licensing and extraction records. Excludes: Aggregate Reports- see D13		Permanent	Review Access
T06	ROAD COMPLAINTS Includes records and reports regarding road complaints and public works incident reports.		7 years	Review Access
T07	ROAD CONSTRUCTION Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, permanent closures, road studies, etc. Excludes: Design and Planning - see T08 Minor improvements, road maintenance - see T09		Permanent	Review Access
T08	ROAD DESIGN AND PLANNING Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs, sidewalks, cycle ways, footpaths, etc. Includes MTO and Highway 11 expansion records.		Permanent	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATIO
T09	ROAD MAINTENANCE Includes records and studies regarding the inspection and maintenance of roads. Includes the installation of culverts, minor repairs to road surfaces, road need studies, calcium application, curbs and sidewalks, cycle ways, footpaths, etc. Also includes grading, plowing and sanding of roads and snow removal and cleaning.		7 years	Review Access
T10	SIGNS AND SIGNALS Includes records and studies regarding the manufacture, installation, and maintenance of signs and signals.		Permanent	Review Access
T11	TRAFFIC Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, traffic counts, accident statistics and related records. Also includes temporary road closure and load restriction notices.		7 years	Review Access
T12	WEATHER REPORTS Radar returns and internet-based weather reports for road maintenance purposes. Also includes MNR water level advisories.		7 years	Review Access

VEHICLES AND EQUIPMENT - V

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION		RETENTION PERIOD	FOI DESIGNATION
V00	VEHICLES AND EQUIPMENT - GENERAL Includes records regarding vehicle and equipment which cannot be classified elsewhere. Use only if no other heading is available.		7 years	Review Access
V01	FLEET MANAGEMENT Includes records of all vehicles currently leased or owned, operated and maintained by the municipality. This includes vehicle history files, registration and disposal. Also includes fuel summary reports. Excludes: Insurance policies - see L07 Accident claims - see L02, L03 Leases/Contracts - see L04		Termination of lease/disposition of vehicle + 1 year	Review Access
V02	MOBILE EQUIPMENT Includes records regarding mobile equipment used in conjunction with vehicles. Also includes maintenance and history files on equipment such as generators, pumps, steamers, snow blowers, sanders, etc.		Disposition of equipment + 1 year	Review Access
V03	PROTECTIVE EQUIPMENT Includes records regarding protective equipment used by the municipality. Also includes maintenance and history files on equipment such as safety goggles, welding masks, safety boots, etc.		Disposition of equipment + 1 year	Review Access
V04	TRANSPORTABLE EQUIPMENT Includes records regarding equipment such as lawnmowers, hoses, weed-eaters, drills, and other small shop tools.		Disposition of equipment + 1 year	Review Access
V05	TRUCK HIRE REPORTS Includes records and related correspondence regarding the hiring of trucks and contractors to assist the Roads Department.		7 years	Review Access
V06	TRUCK INSPECTION REPORTS- NO WORK ORDER Includes all records regarding truck inspection reports where there is no work order.		6 months	Review Access
V07	TRUCK INSPECTION REPORTS- WORK ORDERS Includes all records regarding truck inspection reports which resulted in a work order.		Disposition of equipment + 1 year	Review Access