

Schedule 1 – By-Law (2020)-20543

City of Guelph Records Retention Schedule



Primary Heading: Administration

Includes records regarding routine administration and office services functions.

Table 1, Administration

Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A01	<p>Associations and Organizations</p> <p>Records regarding organizations and associations (e.g. AMCTO, CUTA, etc.) to which staff members belong or with which they communicate in the course of their duties. Includes correspondence, minutes, agendas, notices and reports.</p> <p>Whenever possible, these records should be filed according to subject, not the originator or recipient of the report and/or correspondence.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Membership Fees – see F01 	Originating	1**		business need

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Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A02	Staff Committees and Meetings Records regarding the activities of staff committees and meetings. Includes notices of meetings, agendas, minutes, etc. May also include copies of staff activity reports. Excludes: <ul style="list-style-type: none"> • Council Agendas and Minutes – see C03 • Council Minutes – see C04 • Committee and Board Agendas – C05 • Committee and Board Minutes – C06 • Health and Safety Committee Meetings – see H04 	Originating	4**	Executive Team meeting records are kept for 8 years. Fire Department meeting records are kept for 6 years.	business need
A03	Computer Systems and Architecture Records relating to the design of computer systems, system changes and/or software and network architecture, including needs assessments, business cases, project charters, 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 of system installations/conversions and product evaluations. May also include requests for significant modification, fixes and upgrades. Excludes: <ul style="list-style-type: none"> • Reports – file by subject • Acquisitions – see F18 	Originating	S+6		business need

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A04	Conferences and Seminars Includes invitations, approvals, agendas, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff or sponsored by the City. Excludes: <ul style="list-style-type: none"> • Speeches and presentations – see M08 • Travel and accommodation arrangements – see A13 • Employee and Council expenses – see F09 • Ceremonies and events – see M02 • Invoices – see F01 • Rental agreements – see L14 	Originating	1**	Only those sponsored by the City are subject to archival review.	business need
A05	Consultants Category removed. Records contained should be filed in other classification categories. For: <ul style="list-style-type: none"> • Reports – file by subject • Consulting relationship management and evaluation – see A15 • Project based monitoring of consultant activities – see project file • Procurement, Quotations and Tenders – see F18 • Invoices – see F01 				

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A06	Inventory Control Includes inventory statements and reports, and all other records regarding the control of supplies, furnishings, and office and small equipment stock levels. Excludes: <ul style="list-style-type: none"> • Assets – see F06 • Controlled Drug Substances – see S20 • Petroleum Products – see E24 	Originating	6		business need
A07	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, scanners, etc. Excludes: <ul style="list-style-type: none"> • Computer Hardware and Software – see A03 • Service Agreements – see L14 • Assets – see F06 	Originating	E	E = disposal of item	business need
A08	Office Services Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the inter-office mail system, internal printing, and management of forms and templates.	Originating	1		business need

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A09	Policies and Procedures Includes current policy and procedure manuals, work instructions, protocols, guidelines and directives relating to key administrative, governance and operational processes such as corporate policies approved by City Council or the Executive Team.	Originating	P**		g046 g059 g060 g062 g125 g148 g155
A10	Records Management Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, classification structures, feasibility studies and records centre operations. Excludes: <ul style="list-style-type: none"> Records Retention By-law – see C01 Policies and Procedures – see A09 Records Disposition – see A11 	City Clerk's Office	S		business need
A11	Records Disposition Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	City Clerk's Office	P	Retention based on CAN/CGSB-72.34-2017: Electronic Record as Documentary Evidence	common practice (P)

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A12	Telecommunications Systems Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, and fire communications systems and 911 emergency systems. Excludes: <ul style="list-style-type: none"> • Licenses – see P09 • Assets – see F06 • Long distance call records – see F01 • Agreements – see L04 or L14 	Originating	S		business need
A13	Travel and Accommodation Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, vehicle rentals, and catalogues and brochures concerning hotels, convention sites and restaurants. Excludes: <ul style="list-style-type: none"> • Employee and Council expenses – see F09 	Originating	1		business need
A14	Uniforms and Clothing Includes records regarding uniforms and special clothing used by municipal staff members, such as firefighters' clothing and safety clothing used by utilities operators.	Originating	S**		business need

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Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A15	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 bidders' information sheets. Excludes: <ul style="list-style-type: none"> • Purchase Orders and Requisitions – see F17 • Office Equipment (owned and leased) – see A07 • Fleet Management – see V01 	Originating	2		business need
A16	Intergovernmental Relations Includes correspondence and other records of a general nature regarding the relationship between the City and all other levels of government. May include correspondence to and from Boards and Commissions. Whenever possible, these records should be filed according to subject, not the originator or recipient of the report and/or correspondence. Excludes: <ul style="list-style-type: none"> • Legislation – see Federal Legislation, L10 or Provincial Legislation, L11 	Originating	5**		business need

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Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A17	Information Access and Privacy Includes documents regarding the City's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and records regarding the handling of requests under the Act. Includes routine disclosure requests and processing, notices of disclosure, responses to Freedom of Information (FOI) requests made to the City, access request transfers to another institution, FOI requests made by the City, notices of appeal and privacy breach investigation/processing. Also includes lists of Personal Information Banks (PIBs). Excludes: <ul style="list-style-type: none"> Copies of the Act – see L11 Non-MFIPPA Complaints and Inquiries – see M04 	City Clerk's Office	E+3	E = end of the calendar year in which the file is closed	g071
A18	Security Includes reports, requests, logs and other records regarding the security of offices/facilities and properties, such as security passes, control of keys and closed-circuit television (CCTV) output. Excludes: <ul style="list-style-type: none"> Vandalism Reports – see P05 Computer Security – see A03 	Originating	5	Video footage retained in accordance with Video Surveillance Policy.	business need

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Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A19	Facilities Construction and Renovations Records regarding the planning and construction of municipal facilities, such as fire stations, pools and office buildings. Includes site meetings, consultant's reports, cost reports, and design, inspections and site safety certification of equipment such as scaffolds and safety platforms for construction sites controlled by the City. Excludes: <ul style="list-style-type: none"> As-builts and drawings – see A30 	Facilities Management Originating	E+3**	E = facility closed	g059 g073
A20	Building and Property Maintenance Records regarding the maintenance of the City's buildings and properties, such as bus terminals, garages, libraries and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts, office cleaning and pest control as well as licenses for devices such as elevators. Excludes: <ul style="list-style-type: none"> Parks Management – see R04 Building Systems – see A29 	Facilities Management Originating	5	Setup tests and manuals are kept for E+1 year. E = equipment removed	g049 g099 g123 g160
A21	Facilities Bookings Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	Originating	1		business need

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Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A22	Accessibility of Services Includes records relating to the accessibility of City buildings, services and information to people with disabilities. Includes multi-year accessibility plan, efforts to remove barriers and notices of availability of these services. Excludes: <ul style="list-style-type: none"> Report on services – see A28 	Originating	5		g010
A23	Information Systems Production Activity and Control Includes records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports, system changes and mainframe access forms.	IT Services Originating	2	Backup tapes are kept for 3 years.	business need
A24	Access Control and Passwords Includes records related to the management of and access to programs. Includes individual access, password management, etc.	IT Services	S		business need
A25	Audit Reports Includes final audit reports regarding audits overseen or performed by Internal Audit. Also includes records regarding internal and external audits of operational processes and practices. Excludes: <ul style="list-style-type: none"> Financial Audits (Statutory Audits) – see F03 	Internal Audit Originating	6	Working papers are kept for 1 year. DWQMS internal and external audits and Wastewater internal audits are kept for 10 years.	

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A26	Statistics and Tracking Includes records related to tracking department or program performance metrics, KPIs and statistics. Excludes: <ul style="list-style-type: none"> Statistics relating to Fire and Rescue Incidents – see P24 	Originating	E+5**	E = end of the program or when a measure is no longer used	
A27	Project Administration/Management Includes documents related to project planning and development, such as project charters, business cases, status reports, staff comments and background documentation. Whenever possible, all records relating to project development, implementation, decision making and approvals should be filed according to subject.	Originating	E+5	E = completion or close of the project Project administration records related to Capital projects are retained for E+25	

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Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A28	<p>Performance Management/Quality Assurance</p> <p>Includes records regarding the performance of the City as a whole and quality assurance programs, such as the Ontario Municipal Benchmarking Initiative (OMBI), Excellence Canada (formerly the National Quality Institute), Benchmarking, and Balanced Score Cards. Types of records included would be key performance indicators, annual reports submitted to a Ministry such as the Leaf and Yard Waste System Annual Waste Reduction Reports, Waste Recycling Sites Annual Report, drinking water system annual report, Funding Agencies Annual Report, Wastewater Annual Reports, Wastewater Collection Annual Reports, and other information related to the efficiency and effectiveness of City operations as designated by a Ministry.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Employee performance appraisal – see H03 • Council Goals and Objectives – see C08 • Financial Regulatory reporting, FIR and MPMP – see F28 	Project Management Office Originating	6		g110
A29	<p>Building Structure Systems</p> <p>Includes records regarding building systems that are part of the building structure such as HVAC, ventilation, fire and life systems, electrical safety, elevators, furnace, and emergency lighting. Includes manufacturer's operation/technical manuals and warranties; inspection and testing reports; approved life safety studies, approved compliance equivalencies, inspection log books and remedial action for building systems.</p>	Building Services	S	Superseded or life of system/asset	g046 g100

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Class Code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
A30	Drawings Includes architectural and engineering drawings and As-Built drawings and supporting documentation such as specifications required to interpret the drawings and identify the current state of a facility or infrastructure for assessment, rehabilitation and warranty support purposes.	Originating	S**	Superseded or life of system/asset	g073 g141

Primary Heading: Council and By-laws

Includes records regarding the establishment of policy and by-laws, and the operations of Council and of Boards for which Council is responsible.

Table 2, Council and By-laws

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
C01	By-Laws Includes final versions of the City's by-laws and amendments and attachments that are legally part of the by-laws. Also includes any background documentation required to explain or justify the By-Law.	City Clerk's Office	P**		g090 g131
C02	By-Laws - Other Municipalities Category not used.			Reference – discard when no longer useful.	

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
C03	Council Agenda Includes notices of meetings and agendas of Council meetings as well as working notes used in agenda preparation.	City Clerk's Office	P**	Working notes are kept for 4 years.	business need
C04	Council Minutes Includes approved minutes of the proceedings of Council meetings and attachments to the minutes. Excludes: <ul style="list-style-type: none"> Committee and Board Agendas – see C05 Committee and Board Minutes – see C06 Reports to Council – see C11 	City Clerk's Office	P**	Working notes are kept for 4 years. Voting records are kept for 1 year.	g131
C05	Committee and Board Agendas Includes notices of meetings and agendas for City Committees and Boards as well as working notes used in agenda preparation.	City Clerk's Office	P**	Working notes are kept for 4 years.	business need
C06	Committee and Board Minutes Includes minutes of City Committees and Boards as well as copies of Local Board Minutes that members of Council belong to.	City Clerk's Office	P**	Working notes are kept for 4 years.	g015

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
C07	Elections Includes returned notices, lists of officials, initial MPAC and amended voters' lists, change of name applications, nominations, notices, ballots, election results, preliminary voters' lists, objections lists, candidate compliance reports, third party campaign financial and auditor reports, election report, election coordination documentation, oaths taken by Council members and information on ward boundaries. Also includes advertising.	City Clerk's Office	E+4	E = day action took effect or voting day Ballots and any other election-related materials deemed not needed until the next election are kept for E+120 days (E = Voting day or resolution of recount)	g069 g070
C08	Goals and Objectives Includes records concerning strategic planning, goals and objectives such as shared services and mission statements such as the municipal sustainability plan, housing plan and growth plan submissions prepared for the Ministry. Excludes: <ul style="list-style-type: none"> • Environmental Planning – see D03 • Official Plan – see D08 	Originating	P**	Paramedic Service records kept according to MOHLT guidelines.	g052 g159
C09	Motions and Resolutions Category not used.				
C10	Motions and Resolutions - Other Municipalities Category not used.			Reference – discard when no longer useful.	

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
C11	Reports to Council Includes all departmental reports to Council such as staff reports, the Treasurer's agreements, investments and funds disposition reports. Filed by subject.	City Clerk's Office	P**		common practice – also included in Council Minutes
C12	Appointments to Boards and Committees Includes records regarding appointments by Council of staff and Council members to roles on Council committees and boards.	City Clerk's Office	E+4	E = end of term of Council Unsuccessful applicant records are retained for 1 year.	g131
C13	Accountability, Transparency and Governance Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports (including Integrity Commissioner reports, Ombudsman investigations and reports), closed meeting investigations and initiatives, etc.	City Clerk's Office	2		g059
C14	Council Audio and Video Includes livestreaming video and digital records of Council meetings.	City Clerk's Office	P		

Primary Heading: Development and Planning

Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning, etc. Subjects are grouped according to long range vs. developmental planning.

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Table 3, Development and Planning

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
D01	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: <ul style="list-style-type: none"> • Vital Statistics – see L12 	Planning Services	10**		business need
D02	Economic Development Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections, etc. Excludes: <ul style="list-style-type: none"> • Demographic Studies – see D01 • Residential Development – see D04 • Tourism Development – see D06 • Industrial/Commercial Development – see D21 	Originating	10**		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
D03	Environment Planning Includes records regarding general types of environmental studies with a long-range planning emphasis, such as salt usage impact, storm drainage and flood control, parks and open spaces, water sustainability and conservation, pollution prevention and waste management planning. Also contains information on invasive species and source water protection, well development and purging, site condition reports and information prepared for Phase One and Phase Two environmental assessments. Excludes: <ul style="list-style-type: none"> • Environmental Monitoring – see E05, E14 • Waste Management – see E07 • Source Water Protection Committee – see E20 	Originating	E+15**	E = expired or later of: date of offence or day evidence of offence first came to attention of person appointed under s. 5.	g008 g016 g068 g146 g156
D04	Residential Development Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	Planning Services	10**		business need
D05	Natural Resources Planning Includes records regarding planning for the management and preservation of forests, natural features, the characteristics of various minerals as well as mineral deposits and other natural resources information. Excludes: <ul style="list-style-type: none"> • Tree maintenance – see E04 • Natural Resource management and preservation – see E18 	Planning Services	5**		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
D06	Tourism Development Includes records regarding the tourism industry and efforts made to promote and encourage tourism, such as the use of the municipality as a convention site or special event.	Originating	10**		business need
D07	Condominium Plans Includes records regarding the pre-consultation and approval of plans of condominiums. Includes drawings, technical reports, correspondence, written comments, working notes, background information and applications.	Planning Services Infrastructure, Development and Environmental Engineering	P		business need
D08	Official Plans Includes the official plan, and exemptions and amendments to the official plan. Also includes secondary plans and amendments containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts.	Planning Services	P		g090 (15 years) common practice (P)
D09	Official Plan Amendment Applications Includes the pre-consultation and applications to amend the official plan or secondary plans, staff reports, meeting minutes and written comments on the application, notices, resolutions and decisions.	Planning Services	P		

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
D10	Consent Applications Includes records regarding the pre-consultation and the granting of consents (including land division, lot additions, easements, long-term leases, partial mortgages and partial discharges, and validation certificates) including consent applications. Excludes: <ul style="list-style-type: none"> Committee of Adjustment agreements – see Contracts and Agreements – Under By-law, L04 	Committee of Adjustment	P		common practice
D11	Site Plan Control Includes records regarding approval for the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways. Also includes records regarding the approval of site plan drawings. Excludes: <ul style="list-style-type: none"> Private Site Servicing – see E12 Systems for Servicing Land – see relevant subject Site Plan Agreements – see L04 	Planning Services	P	Applications that are submitted, but not given a final decision are kept for E+1 year. E = date the file is closed	business need

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D12	Subdivision Plans Includes records regarding the pre-consultation and the approval of plans of subdivision (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Also includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans. Also includes notices of approval. Excludes: Subdivision Agreements – see L04	Planning Services Infrastructure, Development and Environmental Engineering	P		business need
D13	Minor Variance Applications Includes records regarding the pre-consultation and the granting of minor variances including minor variance applications. Excludes: <ul style="list-style-type: none"> • Zoning – see D14 • Budget Variances –F05 • Committee of Adjustment agreements – see L04 	Committee of Adjustment	P		common practice
D14	Zoning Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities. Excludes: <ul style="list-style-type: none"> • Zoning By-laws – see C01 • Variances – see D13 	Building Services Planning Services Infrastructure, Development and Environmental Engineering	P		business need

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D15	Easements Includes all records regarding Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service, such as water and sewer lines that cross private property. Excludes: <ul style="list-style-type: none"> Original Agreements – see L04 	Originating	E+6**	E = termination of right	g133
D16	Encroachments Includes all records regarding private properties encroaching on municipal lands, including encroachment permits. Also includes surveys and any other related documentation. Excludes: <ul style="list-style-type: none"> Original Agreements – see L04 Original Encroachment By-laws – see C01 	Realty Services Originating	E+6**	E = termination of right	g133
D17	Annexation/Amalgamation Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on county restructuring.	City Clerk's Office Planning Services	P**		business need

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D18	Community Improvement Includes records, studies, statistics and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs, BIA, BIC, PRID, etc. May also include records on housing rehabilitation programs, i.e. RRAP, CMHC and tax incentive based grant (TIBG). Excludes: <ul style="list-style-type: none"> Economic Development – see D02 	Originating	E+6**	E = completion of the project	business need
D19	Municipal Addressing Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings, and copies of related by-laws.	Planning Services Originating	S+10**		business need
D20	Registered Plans and Reference Plans Includes Registered Plans and Deposited Reference Plans as received from the Registry Office. Also includes property survey plans. May include correspondence. Excludes: <ul style="list-style-type: none"> Site plans – see Site Plan Control, D11 	Realty Services Originating	P		business need
D21	Industrial/Commercial Development Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc. Excludes: <ul style="list-style-type: none"> Agricultural Development – see D23 	Originating	10**		business need

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D22	Digital Mapping Includes all records used to produce maps and updates in a digital format as in a GIS.	Originating	S	Excludes the actual data residing on these systems.	business need
D23	Agricultural Development Includes all records regarding development of agricultural growth.	Originating	10**		business need
D24	Official Plan Background Includes reports pertaining to amendments and changes to the Official Plan.	Planning Services	E+5	E = final decision	business need
D25	Property Searches Includes presales property information searches and compliance and release requests with respect to registered agreements.	Building Services Realty Services	15		
D26	Deeming Process Includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-laws, correspondence, etc. A Deeming By-law designates any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed not to be a registered plan of subdivision for the purposes of the Planning Act. A Deeming By-law application is applied for in order to allow for two or more neighbouring lots on a registered plan of subdivision to be deemed not part of a registered plan. Only applicable to parcels of land contained within a plan of subdivision that has been registered for at least 8 years.	Planning Services	E+2	E = final decision	business need

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D27	Development Charges Study Includes records related to the development of and the final Development Charges Study as required under the Development Charges Act. Includes advertising, public meeting notices, responses, stakeholder lists, public meeting information, background information and supporting documentation, consultant reports, notices regarding adoption of the Development Charges By-law, and other records related to requirements for the development of the Development Charges By-law.	Financial Services City Clerk's Office	10**		g128
D28	Part Lot Control Includes records regarding applications and background material for Part Lot Control exemptions, Council decisions, by-law, correspondence, etc. A Part Lot Control application is applied for to allow the conveyance of a portion of a lot without requiring approval of a land division committee (typically used to separately convey semi-detached and townhouse units). Only applicable to parcels of land contained within a registered plan of subdivision.	Planning Services	E+5	E = final decision	business need

Primary Heading: Environmental Services

Includes records regarding provision of public works and other environmental services other than roads. Includes water works, sewers, treatment plants, waste management and environmental monitoring. Also includes tree removal and pruning.

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Table 4, Primary Heading: Environmental Services

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E01	<p>Sanitary Sewers</p> <p>Includes records regarding the design, construction and maintenance of sanitary sewer collection system, including sewage pumping stations and system class certification and license to operate.</p> <p>Includes general work orders (callouts and site-specific collection-related work (i.e. sewer rodding, lateral inspections, etc.))</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Waste Management – see E07 • Storm Sewers – see E02 • Treatment Plants – see E03 • MOECC Approvals – see E21 • Drawings/As Built and specifications – see A30 	<p>Engineering Services</p> <p>Wastewater Services</p>	E+15	<p>E = project completed and no outstanding issues</p> <p>Specifications and records required for maintenance are kept for the life of the system/asset.</p>	<p>business need</p> <p>g059</p> <p>g073</p> <p>g089</p>
E02	<p>Storm Sewers</p> <p>Includes records regarding the design, construction and maintenance of storm sewers such as underground conduits that carry off drainage water.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Drawings/As Built and specifications – see A30 	<p>Engineering Services</p>	E+5	<p>E = project completed and no outstanding issues</p> <p>Specifications and records required for maintenance are kept for the life of the system/asset.</p>	<p>business need</p> <p>g059</p> <p>g073</p>

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E03	<p>Wastewater Treatment Plant (Wastewater Treatment and Collection Systems)</p> <p>Includes records regarding the operation of sewage treatment and pumping stations and lagoons. Includes wastewater treatment facility/collection, identification reports, operator-in-charge records, treatment unit instructions, equipment operating status records and equipment design, construction and maintenance records (work orders) as well as the operations and maintenance manuals. Work orders will include compliance work orders, equipment work orders (WSPM). Also includes facility classification certificate and license to operate.</p> <p>May include records pertaining to Wastewater Treatment Facility and/or upgrades design, construction and commissioning.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Private Site Servicing – see E12 • Drawings/As Builts and specifications – see A30 	Wastewater Services	E+15	<p>E = report made or equipment decommissioned</p> <p>Specifications are kept for the life of the asset as per A30.</p> <p>Plans are kept for E+2 years (E = cease to apply)</p>	g008 g059 g073 g082 g089 g152
E04	<p>Tree Maintenance</p> <p>Includes records of tree removal, planting, trimming, pruning and preservation measures taken.</p>	Originating	5		business need g089

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E05	Air Quality Monitoring Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity from pollution sources such as smoke, dusk, smog or gaseous impurities. Also includes claims and compliance orders. Excludes: <ul style="list-style-type: none"> • Water Quality – see E14 • By-law Enforcement – see P01 • Complaints and Inquiries – see M04 • Land Quality Monitoring – see E23 	Engineering Services Originating	20**		g008 g089
E06	Utilities Includes maps and location drawings provided to the municipality from utility companies, such as telephone lines, gas mains, power lines, water mains etc. Excludes: <ul style="list-style-type: none"> • Site Plans – see D11 	Engineering Services Originating	5**		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E07	Waste Management Includes records regarding the collection and disposal of waste. Includes site operating plans, landfill site records, facility inspections and stack testing, recycling, energy from waste, source separation, collection services, recycling site vicinity maps, hazardous waste collection, hauled sewage waste collection and composting records. Also includes transportation manifests, transfer compliance records and records of site condition, daily waste reception and inspection records, dust suppression records and closure reports. Excludes: <ul style="list-style-type: none"> Sanitary Sewers – see E01 Environment Planning – see D03 Private Site Servicing – see E12 	Solid Waste Resources	10 or cease to apply + 10**	post landfill site closure documentation = closure+25	g008 g037 g038 g039 g041 g042 g073 g089 g112 g117 g121 g138

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E08	<p>Water Works (Drinking Water Plant)</p> <p>Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines, hydrants and related facilities and equipment as well as operational plans. Includes water meter registration numbers. Also includes point of entry water treatment record, operator in charge shift monitoring and inspection records, water treatment facility/distribution and equipment design, construction, manuals, process adjustment records and maintenance records (work orders). Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts and site-specific distribution-related work (i.e. water meters, curb stops, etc.))</p> <p>May include records pertaining to Water Treatment Facility and/or Distribution upgrades design, construction and commissioning and operations manuals for equipment. Also includes notices of potential problems and disinfection equipment continuous performance records.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Water Pumping Stations – see E03 • Drawings/As Built and specifications – see A30 	Originating	15	Specifications are kept permanently as per A30.	g073 g082 g089 g108 g111

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E09	Drains Includes records regarding the design, construction and maintenance of drains (channel or pip) carrying surplus liquid such as rainwater or liquid waste, usually to a sewer. Also includes engineering reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, by-laws and grants. Excludes: <ul style="list-style-type: none"> Drawings/As Builts and specifications – see A30 	Engineering Services	E+5**	E = submission of the written report required by clause (c) or for such longer period as the Director notifies the licensee in writing. Records required for maintenance are kept for the life of the system/asset. Specifications are kept permanently as per A30.	g073 g082
E10	Pits and Quarries Includes records regarding the design, construction, maintenance and monitoring of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence. Excludes: <ul style="list-style-type: none"> License/permits – see P09 	Engineering Services	5**	Specifications are kept for the life of the pit or quarry.	g073 g082

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E11	Nutrient Management Includes records regarding the control of storing/spreading/using waste materials, such as liquid manure and sewage biosolids on land, near waterways, runoff, etc. Includes the agricultural management strategy/plan, the Greenhouse Nutrient Feedwater Strategy, Site Characterization Plan, documentation relating to the storage and distribution of nutrient material, non-agricultural source material (NASM) plans and sampling results. Also includes broker transfer and hauled sewage disposal site records Excludes: <ul style="list-style-type: none"> Strategy/plan review – see A28 	Originating	5** or expiry of plan + 2 years		g129
E12	Private Site Servicing Includes records regarding the design, construction, maintenance and monitoring of private sanitary sewers and septic systems. Also includes records regarding private site services; e.g. switching from septic to Municipal water.	Originating	7**	Specifications are kept for the life of the system	g037 g082 g129
E13	Water Monitoring Category not used – integrated with Water Monitoring and Sampling, E14.				

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E14	<p>Water/Wastewater Monitoring and Sampling</p> <p>Includes records regarding the routine monitoring of water quality, water quantity for source water protection purposes, warning notice checks and posting of them, chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), responses to interference with quality or quantity, water taking logs, methodology and reports. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water. Includes records of Ministry of the Environment (MOE) drinking water and waste water Compliance Inspection Reports, data request items, inspection responses and related documents.</p> <p>Also includes operation logbooks, operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis – adverse samples, notices to Ministry – Spills Action Centre and local Health Unit.</p> <p>Includes hydrocarbon records, drinking Water and Wastewater routine sampling and Determination results, systems effluent information records, sewer overflow reports, CoC and laboratory related communications or documentation (LSN, Scope of Accreditation and Procedures/ Requirements). Includes phosphorous content records, Hydrocarbon records of Upset Condition and Spill Reports for Wastewater Treatment and/or Collection systems to MOE and local Health Unit. Includes records regarding the routine monitoring of effluent (both quantity and quality).</p> <p>Also includes regulated chemical samples collected and tested annually, inorganic and organics, samples collected and tested every 60 months and lead, sodium and fluoride samples collected and tested annually, and engineer evaluation and corrective action reports and pesticide parameter test results.</p>	<p>Water Services</p> <p>Wastewater Services</p> <p>Engineering Services</p> <p>Originating</p>	E+15	<p>E = created, approved or plan no longer in force.</p> <p>All water quality results are kept permanently (chains of custody records are kept for the normal retention period).</p> <p>Child care facility plumbing flush and water testing = 6</p>	<p>g008</p> <p>g016</p> <p>g082</p> <p>g089</p> <p>g108</p> <p>g110</p> <p>g111</p> <p>g115</p>
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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
	<p>Excludes:</p> <ul style="list-style-type: none"> • Air Quality Monitoring – see E05 • Land Quality Monitoring – see E23 • By-law Enforcement – see P01 • Complaints and Inquiries – see M04 • Annual reports – see A28 • Facilities routine water use, monitoring and testing – see P26 				
E15	<p>Chemical Sampling of Water</p> <p>Category not used – integrated with Water Monitoring and Sampling, E14.</p>				
E16	<p>Backflow Prevention and Cross Connection Control</p> <p>Includes records relating to backflow prevention and cross connection control By-law program. Records will include: cross connection surveys, test reports and test results, inspection reports, list of approved and installed backflow prevention devices/assemblies, compliance tracking and notifications; plumbing drawings/schematics; correspondence, forms, copies of work orders, job reports, copies of invoices, fees structures and any other type of media related directly to backflow prevention and cross connection control.</p>	Building Services	15		g008 g082 g089 g108 g110 g111

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E17	Energy Management Includes all records relating to the municipality's Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and greenhouse gas emissions. Also includes conservation and demand measures information and management of energy consumption and conservation at municipal buildings and facilities.	Facilities Management Originating	E+7	E = end of reporting period to which relates	business need
E18	Natural Heritage Includes records regarding green lands, municipal forests and forestry, including tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks, harbours and beaches and plans to manage, control or eradicate invasive species or prevent release. Excludes: <ul style="list-style-type: none"> • Natural resources planning – see D05 • Tree Maintenance – see E04 • Conservation district plans – see R01 • Archaeological and heritage site investigation reports – see R01 	Originating	E+3	E = end of plan or designated year	g057 g072 g089

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E19	Renewable Energy Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g. wind, water, biomass, biogas, biofuel, solar energy, geothermal energy and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts. Also includes reports on hazards to birds and bats monitoring and locations of wind turbines as well as land requirement transfers.	Facilities Management Originating	E+15	E = created, approved or facility no longer in force	g060
E20	Source Water Protection Includes Risk Management Official and Inspector appointment certificates and the Risk Management Official's Annual Report, fee schedules for risk management applications, plans, issuing of notices or compliance orders or the acceptance of an assessment. Also includes modelling analysis, vulnerability assessments, source protection area assessment reports and comments, technical studies and Significant Drinking Water Threat (SDWT) verification surveys. Includes Source Water Protection Committee's Terms of Reference and Meetings Minutes. Includes risk assessments and risk management plans. Excludes: <ul style="list-style-type: none"> • Risk Management Plans and/or Assessments – see D03 • Prohibition Notices and Orders – see P25 • Contracts and Agreements – Simple (not under seal) – see L14 • Soil contamination – see E23 • Nutrient Management – see E11 	Water Services	E+15	E = created, approved or plan no longer in force	business need g016 g060

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E21	Ministry of the Environment (MOE) Environmental Compliance Approvals Includes Environmental Compliances issued by MOE to the municipality for municipal drinking water systems, municipal and private sewage works (Plant, System and Sewage Pumping Station) and waste disposal sites, air quality, noise, stormwater management, storm sewers, culverts, etc. Also includes Environmental Activity and Sector Registry, Permit to Take Water and Drinking Water Works Permit documentation as well as Schedule C Approvals and MOE Inspection Reports.	Engineering Services Originating	E+15	E = ceases to apply	g038 g089 g115 g144
E22	Private/Small Water Systems Includes records and correspondence regarding the design, construction, operation and maintenance of private water systems and development agreements for private waterworks. Includes operating manuals, maintenance orders, maintenance logs, warning notice checks and system audit reports.	Originating	E+15	maintenance = as long as equipment in use	g108 g115 g116
E23	Land Quality Monitoring Includes records regarding the routine monitoring of land/soil quality and site condition reports as well as responses to interference with quality or contamination. Excludes: <ul style="list-style-type: none"> • Water Quality – see E14 • By-Law Enforcement – see P01 • Complaints and Inquiries – see M04 • Air Quality Monitoring – see E05 • Natural Heritage – E18 	Engineering Services	7		g082 g156

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
E24	<p>Gasoline Storage and Dispensing</p> <p>Includes gasoline storage tank and municipal gasoline dispensing records. Routine monitoring and dispensing records relate to loading and dispensing throughput volume; vapour control equipment operation, daily/weekly visual inspection/deficiency remedy actions and maintenance; Free Oil Layer and Separated Solid Layers Measurements and removal records measurements; tank bottom water removal; temporary tank removal; Loss of Product / Inventory Control and Reconciliation Records; excavation and nearby construction potentially affecting the storage tank system integrity; vapour barrier equipment downtime record; pumping equipment tests; pumping connection leak records; storage leak tests; gasoline levels measurement, and loss and gain records; and piping system pressure tests. System records relate to drawings and specifications for system; installation record; tank and piping systems locates; storage tank and Stage II vapour recovery system commissioning inspection and testing records; and storage tank component inspection reports and compliance documents (including warnings and notices of violations).</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Underground storage abandonment record – see L07 • Major spills – see E23 	Operations Originating	See comments	use = 7 tank install, inspection = system removed + 5	g045 g140 g141 g147 g158

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Primary Heading: Finance and Accounting

Includes records regarding the management of funds.

Table 5, Primary Heading: Finance and Accounting

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F01	Accounts Payable Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay accounts, rebates, levies payable, reports, telephone bills and membership fees. Excludes: <ul style="list-style-type: none"> Cancelled Cheques – see F07 Employee and Council Expenses – see F09 	Financial Services	E+7	E = end of the fiscal year For welfare and child care payments E = provincial government year end	g005 g006 g007 g032 g034 g051 g053 g055 g062 g086 g096
F02	Accounts Receivable Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Also includes correspondence related to tax collection and supporting documentation. Excludes: <ul style="list-style-type: none"> Write-offs – see F23 Tax Assessments, Rolls and Tax Arrears – see F22 	Financial Services	E+7	E = end of the fiscal year For welfare and child care payments E = provincial government year end	g006 g007 g032 g034 g053 g055 g062

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F03	Financial Audits Includes records regarding internal and external financial audits of accounts. Excludes: <ul style="list-style-type: none"> Operational Audits – see relevant subject Audited Financial Statements – see F10 	Financial Services Originating	6		g032 g069
F04	Banking Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records. Excludes: <ul style="list-style-type: none"> Banking Statements – see F07 	Financial Services	E+7	E = end of the fiscal year	g007 g026 g053 g062
F05	Budgets and Estimates Includes departmental and corporate budgets and plans, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.	Financial Services Originating	6**		business need
F06	Assets Includes records regarding current and fixed assets. Includes fixed asset inventory including records of initial expenditure, depreciation, amortization and disposal. Also includes supporting information required for Public Sector Accounting (PSAB) purposes. Excludes: <ul style="list-style-type: none"> Land Acquisition and Sale – see L07 	Asset Management	E+10**	E = disposal of asset	g006 g007

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F07	Cheques Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements. Excludes: <ul style="list-style-type: none"> Banking – see F04 	Financial Services	6		g006 g007 g034 g086
F08	Debentures and Bonds Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors. Excludes: <ul style="list-style-type: none"> Debenture Registers – see F14 	Financial Services	E+6	E = debentures surrendered for exchange/cancellation	g007
F09	Employee and Council Expenses Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include credit card information; i.e. account numbers and statements, etc. May also include employee time sheets combined with travel and expense statements. Excludes: <ul style="list-style-type: none"> Attendance – see H01 Honoraria and fees to Council – see F16 	Financial Services	E+7	E = end of the fiscal year	g006 g007

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F10	Financial Statements Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements. Excludes: <ul style="list-style-type: none"> All working notes, calculations and background documentation – see F26 	Financial Services	P**		g069
F11	Grants and Loans Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies such as the Road and Farm Tax Rebate, Waste Management Improvement Program, etc. Also includes submissions, acknowledgements, and reports such as market value of assistance report.	Financial Services	E+6	E = repayment of loan	g006 g007
F12	Investments Includes records regarding the municipality's investments, term deposits, and promissory notes.	Financial Services	E+6	E = closure of account	g006
F13	Journal Vouchers Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Financial Services	E+6	E = end of the fiscal year	g006 g007 g032 g034 g055

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F14	Subsidiary Ledgers, Registers, and Journals Includes all subsidiary ledgers, registers, and journals, such as Payment and Receipt Journals and Debenture Registers. Excludes: <ul style="list-style-type: none"> Payroll Registers – see F27 Documents and vouchers used to support entries – file by subject 	Financial Services	E+7**	E = end of the fiscal year	g001 g005 g006 g007 g026 g032 g034 g053 g055 g086
F15	General Ledgers and Journals Includes all records in the Books of Original Entry.	Financial Services	P		g001 g006 g007 g032 g034 g055 g131
F16	Payroll Includes all records of payments of salary, wages and deductions to employees including vacation entitlement and pay, alternative vacation entitlements, notice of garnishment and termination or severance pay. Includes time sheets and vacation taken, pay lists, Manulife and La Capitale reconciliations, T4 Slips, Record of Earnings for pension contribution purposes, Records of Employment (ROE) and Statistics Canada reports. Also includes honoraria and fees to Council. Excludes: <ul style="list-style-type: none"> Payroll Registers –see F27 Non-payroll related government and statistical reporting – see F28 	Human Resources Originating	E+6	E = end of the fiscal year	g001 g005 g007 g019 g032 g034

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F17	Purchase Orders and Requisitions Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services. Excludes: <ul style="list-style-type: none"> Quotations and Tenders – see F18 	Financial Services	E+7	E = end of the fiscal year	g006 g007 g032 g053 g062

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F18	Quotations and Tenders Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposals, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process.	Financial Services Originating	E+7**	<p>Unsuccessful bids are retained for at least 3 years from contract award.</p> <p>Successful quotations and tenders that require a contract or agreement that need by-law approval are kept for E+15 years (E=date the contract or agreement is fulfilled or terminated)</p> <p>Successful quotations and tenders that require a contract or agreement that do not need by-law approval are kept for E+2 years (E=expiry of contract)</p>	g006 g007 g032 g053 g062
F19	Receipts Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the municipality.	Financial Services Originating	7		g006 g007 g032 g097

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F20	Reserve Funds Includes records documenting obligatory and/or discretionary reserve funds, such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	Financial Services	6		g069
F21	Revenues Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees. Excludes: <ul style="list-style-type: none"> Accounts Receivable – see F02 Tax Rolls – see F22 	Financial Services	7	Records related to mortgages must be kept for 10 years.	g026 g032 g053 g062 g095
F22	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 and tax collector's rolls. Excludes: <ul style="list-style-type: none"> Accounts Receivable – see F02 Mortgage Companies – see F02 Correspondence related to tax issues that are not of a long-term importance – see F02 	Financial Services	P	tax rolls = when no longer required for planning purposes	g007 g068 g095 (20 year limitation) g161 common practice (P)
F23	Write-Offs Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. Excludes: <ul style="list-style-type: none"> Accounts Receivable – see F02 	Financial Services Originating	6	Court Services write-offs are kept for 37 years.	g006 g007 g027

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F24	Trust Funds Includes records regarding funds established by the municipality for money held in trust, such as bequests, cemetery trust funds, cemetery care and maintenance programs, Homes for the Aged Residents (including authorization, receipts and statements of withdrawal) and Ontario Home Renewal Program such as fund accounting records, bank statements, banking instructions and fund audit records.	Originating	E+7	E = end of the fiscal year or last day of residence	g047 g051 g062 g097
F25	Security Deposit Includes development deposits, letters of credit, certificates of insurance when required, and records of monies held as security (i.e. bonds).	Financial Services	E+6	E = closure of account	g006 g007
F26	Working Papers – Financial Includes all working notes, calculations, reconciliations, end of year payment in lieu of taxes statements to school, and background documentation used to calculate financial statements such as the Monthly Trial Balance. Excludes: <ul style="list-style-type: none"> Financial Statements – see F10 	Financial Services	E+1	E = after completion of audit	business need
F27	Payroll Registers Includes all annual payroll registers. Excludes: <ul style="list-style-type: none"> Any other subsidiary ledger, register or journal – see F14 Documents and vouchers used to support entries – file by subject 	Human Resources	75		

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
F28	Regulatory Reporting – Financial Includes regulatory, financial information returns and government reporting such as HST returns, tax rebate filings, and the Ministry of Municipal Affairs Financial Information Return (FIR) and the Municipal Performance Measurement Program (MPMP) that collects municipal services data on an annual basis as a part of the FIR. Excludes: <ul style="list-style-type: none"> Performance management and quality assurance – see A28 	Financial Services	6		business need

Primary Heading: Human Resources

Includes records regarding the municipality's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.

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Table 6, Primary Heading: Human Resources

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H01	Attendance and Scheduling Includes records regarding the planning of employee attendance. This includes dates and times of hours worked as well as of on-call schedules and any changes made to on-call scheduling including cancellations, and driver daily logs and record of on-duty and off-duty time. Includes statements related to public holiday substitution dates. Excludes: <ul style="list-style-type: none"> • Individual Time Sheets – see F16 • Vacation Time and Pay – see F16 	Human Resources Originating	5	driver daily HOS (hours of service) records = 6 months public vehicle and trip reports = 1 year	g035 g050 g151
H02	Benefits Program 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 on Employer Health Tax. Excludes: <ul style="list-style-type: none"> • Payroll – see F16 • Individual Pension and Benefits records – see H10 	Human Resources	S		business need

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All numbers in retention columns refer to years unless otherwise specified

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H03	Employee Records Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, leave documentation, training reports, correspondence with the employee and employee assistance. Also includes agreements on extended hours and averaging hours of work, annual summary of hours worked. Includes full-time, part-time, student employees and volunteers. Includes CVOR driver files, certificates and licences such as lifeguard, instructor, first aid and retirement home staff certificates; and training records such as working at heights and service station operations training and training certificates for employees related to legislation such as the Safe Drinking Water Act, Environmental Protection Act, Occupational Health and Safety Act and the Ontario Water Resources Act. Excludes: <ul style="list-style-type: none"> Grievances – see H14 Harassment – see H15 Health and Safety Training – see H04 Employee Certifications – see H24 	Human Resources Originating	E+6	E = date employee ceased to be employed by employer or the employee's 18th birthday, whichever occurs later Wastewater System/Drinking water system training record = 5 years. Confined space training = cease to perform work and at least 5 years salt program training = 7 years Firefighter employment terms = 25 years.	g035 g045 g065 g103 g139 g148

Legend: **P** = Permanent; **S** = Superseded; **E** = Event; ****** = Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H04	Health and Safety Includes records regarding the occupational health and safety of staff. Includes lists of designated substances and assessments, designated substance assessments, fire drill records, ventilation and air quality inspection, fire hydrant flushing, first aid records, non-lost time accident reports, traffic protection plans, portable fire extinguisher maintenance records, chimney test and inspection records, fire safety inspections, safety inspections, Workplace Safety and Insurance Board (WSIB) reports, WSIB certificates, and information on health and safety programs training for staff. Excludes: <ul style="list-style-type: none"> Accidents of the Public – see P05 Lost-time reports and claims – see H13 Joint Health and Safety Committee – see H21 	Human Resources	E+10	E = date the employee is no longer employed by the City For confined space entry training: the two most recent records are kept. Accident reports for construction projects are retained with project records for 1 year after project completion. Paramedic Service records kept according to MOHLT guidelines.	g045 g059 g076 g078 g123 g125
H05	Human Resource Planning Includes records of succession planning, executive placement, retirement programs, staff turnover rates, staffing level plans, annual hire/promotion targets, recruitment freezes, employment equity, performance management, volunteer plans, employee information reporting and related records. Excludes: <ul style="list-style-type: none"> Employee Records – see H03 	Human Resources	E+1**	E = day last used (Human Rights special program designation minimum of 5 years)	g054

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H06	Job Descriptions Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Human Resources Originating	S**		business need
H07	Labour Relations Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations. Excludes: <ul style="list-style-type: none"> Collective Agreements – see L04 	Human Resources	E+10**	E = expiry of contract period	g013
H08	Organization Design Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organizational charts. Excludes: <ul style="list-style-type: none"> Job Descriptions – see H06 	Human Resources Originating	S**		business need
H09	Salary Planning Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, compensation ranges, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity and compliance. Excludes: <ul style="list-style-type: none"> Employee Records – see H03 	Human Resources	5		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H10	Pension and Benefits Records Includes records detailing obligations to individuals under OMERS. Includes pension and benefit information of current and retired personnel, including registration/enrolment and records. Excludes: <ul style="list-style-type: none"> • Deductions for pensions – see F16 • General information on pension plans – see H02 • Payments made to OMERS – see F01 	Human Resources	E+50	E = date the employee is no longer employed by the City	g001 g088
H11	Recruitment Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications. Excludes: <ul style="list-style-type: none"> • Successful applications – see H03 	Human Resources	1	Fire Department multi-year recruitments are kept for 2 years.	g071

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H12	Training and Development Includes records regarding courses offered to employees and information on career and professional development programs. Also includes orientation and course content delivery materials and attendance records for specific courses. Excludes: <ul style="list-style-type: none"> Individual Employee Training Records – see H03 	Human Resources Originating	E+3**	E = date when that particular course ceases to be offered salt use training materials = 7 years Wastewater/drinking water training materials = 5 years Paramedic Service training records kept according to MOHLT guidelines. Only courses developed and presented by the City are subject to archival selection.	g043 g045 g139 g148

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H13	Claims Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice, accident report. Excludes: <ul style="list-style-type: none"> Non lost-time incidents or accidents – see H04 Self-insured STD – see H04 	Human Resources	E+10	E = date the employee is no longer employed by the City Hazardous exposure claims = longer of 40 years or 20 years after last record made	g078 g125
H14	Grievances Includes records dealing with grievance complaints filed against the municipality, such as the initial complaint, investigation, reports and final resolution including arbitration and arbitration awards. Excludes: <ul style="list-style-type: none"> Harassment and Violence – see H15 	Human Resources	E+10	E = resolution of the claim	g013 g054
H15	Harassment, Violence and Code of Conduct Includes records dealing with harassment, violence or code of conduct complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution. Excludes: <ul style="list-style-type: none"> Grievances – see H14 Abuse investigation records not involving staff – see P08 	Human Resources	E+3	E = resolution of the complaint Sexual harassment investigations are kept for E+7 years.	g054 g059 business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H16	Criminal Background Checks Category not used. Due to personal information, criminal background check results should be verified but not collected and retained.				
H17	Employee Medical Records – Hazardous Materials Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.	Human Resources	E+40 or 20 years after last record of exposure	E = date the employee is no longer employed by the City Medical records related to firefighters and positions of moderate to high risk of exposure to environmental hazards on the job must be retained for 100 years in accordance with presumptive legislation requirements.	g078 g079 g103

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H18	Employee Medical Records Includes doctor's notes, correspondence and health reports related to an employee's medical situation.	Human Resources	E+10	E = date the employee is no longer employed by the City or when the STD/LTD claims are resolved Medical records related to firefighters and positions of moderate to high risk of exposure to environmental hazards on the job must be retained for 100 years in accordance with presumptive legislation	g078 business need
H19	Disability Management Includes all records related to occupational and non-occupational injuries and illnesses. Also includes accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation.	Human Resources	E+5	E = day issued or earlier as may be specified by Commission	g010 g054

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H20	Confined Spaces Includes records relating to the assessment of confined spaces and written plans and procedures for the control of hazards in confined spaces. Also includes confined space atmospheric tests and a record of each worker's entries and exists. Excludes: <ul style="list-style-type: none"> • Health and Safety – see H03 • Staff training – see H12 	Human Resources Originating	1 year or the period necessary to ensure 2 most recent records retained		g075
H21	Joint Health and Safety Committee Records Includes records of the City's Joint Health and Safety Committee, such as agendas, minutes, records of inspection, etc. Also includes records relating to Ministry of Labour visits and orders.	Human Resources Originating	E+7	E = end of the calendar year Paramedic Service records relating to Ministry of Labour visits and orders kept according to MOHLT guidelines.	
H22	Employee Oaths/Sworn Statements Includes any signed oaths or sworn statements that are made by an employee as part of their role or position.	Originating	E+1	E = date the employee is no longer employed by the City	
H23	Employee Recognition Includes all records and correspondence related to employee awards and honours granted by the Municipality.	Human Resources	5		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
H24	Employee Certifications Includes records regarding individual employee certification, credentialing and mandatory training required by legislation or professional standards as a condition of employment. Includes applications, confirmation of mandatory training, certificate renewals and appointment renewals such as fire fighter mandatory training, water quality analyst certificates, sewage works operator certificates and commissioner of oaths appointment.	Human Resources	E+2	E = certification expired Paramedic Service certification records kept according to MOHLT guidelines.	g059 g077

Primary Heading: Justice

Includes records regarding POA and Court activities.

Table 7, Primary Heading: Justice

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
J01	Certificates of Offence – Part I Category not used.			Refer to Court Services provincial retention timelines.	
J02	Informations – Part III / Accident and Careless Driving Part I Category not used.			Refer to Court Services provincial retention timelines.	

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
J03	Control Lists / Justice Reports Category not used.			Refer to Court Services provincial retention timelines.	
J04	Court Dockets Category not used.			Refer to Court Services provincial retention timelines.	
J05	Transcripts and Records of Court Proceedings Category not used.			Refer to Court Services provincial retention timelines.	
J06	Enforcements and Suspensions Category not used.			Refer to Court Services provincial retention timelines.	
J07	Appeals and Transfers Category not used.			Refer to Court Services provincial retention timelines.	
J08	Statistics / Payment Tracking Category not used			Refer to Court Services provincial retention timelines.	

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
J09	Disclosure Includes information requested by individuals in preparation for court cases.	Court Services	6		MOU
J10	Certificates of Conviction – Part II Includes Court and POA records including Part II – Certificates of Conviction.	Court Services	6		MOU

Primary Heading: Legal Affairs

Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.

Table 8, Primary Heading: Legal Affairs

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
L01	Appeals and Hearings Includes zoning appeals, development and educational charges appeals, official plan appeals, and Committee of Adjustment appeals. Records include notices of appeal, all transcripts and related documentation regarding appeals, hearings, legal proceedings and final judgments. Also includes orders issued by regulatory bodies and boards. Excludes: <ul style="list-style-type: none"> Litigation – see Claims L02-L03 Harassment and Violence – see H15 Access to Information appeals – see A17 	Legal Services Committee of Adjustment	P	after Resolution of appeal	g059 g060 g068 g089 g090 (15 years) common practice (P)

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All numbers in retention columns refer to years unless otherwise specified

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
L02	Claims Against the Municipality Includes all litigation and insurance claims made by other parties against the municipality. Excludes: <ul style="list-style-type: none"> • Appeals and Hearings – see L01 	Legal Services Risk Services	E+15	E = resolution of the claim and all appeals ultimate limitation = 15 years	g047 g056 g059 g060 g089 g162
L03	Claims By the Municipality Includes all litigation and insurance claims made against other parties by the municipality. Excludes: <ul style="list-style-type: none"> • Appeals and Hearings – see L01 	Legal Services	E+15	E = resolution of the claim and all appeals	g056 g057 g072
L04	Contracts and Agreements – Under By-law Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, child care centres/home child care agency licensee agreements, development front-ending agreements, site plan agreements, Committee of Adjustment agreements and subdivision agreements. Also includes agreements regarding tax arrears payment extension, easements, encroachments, area ways, laneways and records transfer. Excludes: <ul style="list-style-type: none"> • Office Equipment Maintenance Agreements – see L14 • Contracts regarding Land – see L07 • Insurance Policies – see L06 • Guelph Museums Deeds of Gift – see R03 	City Clerk's Office Originating	E+15**	E = date the contract or agreement is fulfilled or terminated	g060 g068

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
L05	Insurance Appraisals Includes appraisals of municipal property for insurance purposes.	Procurement	E+15	E = after a new appraisal has been done	g060
L06	Insurance Policies Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance. Excludes: <ul style="list-style-type: none"> Employee Group Insurance – see H02 Third Party Contracts – see L04 Insurance Claims – see L03 	Procurement	E+15	E= expiry of policy	g060
L07	Land Acquisition and Sale Includes records regarding real estate transactions and conveyance of land, such as lot sales, alley closings and allowances, road widenings, whether through voluntary transactions or expropriation. Includes leases, deeds/transfers, including underground storage abandonment record, expropriation plans, purchase letters and appraisals. Excludes: <ul style="list-style-type: none"> Tax sales – see F22 	Realty Services	E+10**	E = property disposition or acquisition Renewable energy project agreement terms may not be more than 50 years. Append abandoned petroleum storage tank to deed.	g041 g095 g133 g153
L08	Opinions and Briefs Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	Legal Services Originating	S**		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
L09	Precedents Category not used.			Reference – discard when no longer useful.	
L10	Federal Legislation Category not used.			Reference – discard when no longer useful.	
L11	Provincial Legislation Category not used.			Reference – discard when no longer useful.	
L12	Vital Statistics Includes registers of births, deaths and marriages. Registers include license or permit serial numbers, date of issue and name of the parties. Excludes: <ul style="list-style-type: none"> Population Statistics – see D01 	City Clerk's Office	P	Marriage licence applications are kept for 1 year after the ceremony.	common practice (P)
L13	Prosecutions – Part III Includes records regarding prosecutions to enforce by-laws and federal, provincial and municipal legislation. Excludes: <ul style="list-style-type: none"> By-law Enforcement – see P01 Appeals and Hearings – see L01 Part I and II Prosecutions – see L15 	Court Services	E+2 years plus current year	E = delivery of judgement/ closing of file	Ministry of the Attorney General guidelines

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
L14	Contracts and Agreements – Simple Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle lease, purchase agreements, waste removal agreements, apprenticeship training contracts, vehicle leases, housing service managers and long-term care home licensee agreements relating to funding, service accountability and charges between licensees and authorized persons or residents. Also includes consents required under the Canadian Anti Spam Legislation (CASL). Excludes: <ul style="list-style-type: none"> Contracts and Agreements under by-law – see L04 Guelph Museums Deeds of Gift – see R03 	Originating	E+2**	E = expiry of contract River Run Centre and Sleeman Centre license agreements are kept for 6 years. Long-term care service provider agreements are kept for E+7.	g041 g042 g053 g059 g062 g130
L15	Prosecutions – Part I and Part II Includes records regarding prosecutions to enforce parking infractions, notices and tickets/fines. Excludes: <ul style="list-style-type: none"> By-law Enforcement – see P01 Appeals and Hearings – see L01 Part 3 Prosecutions – see L13 	Court Services	E+6 months	E = delivery of judgement/closing of file	

Primary Heading: Media and Public Relations

Includes records regarding the municipality's relationship with the media and the general public.

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Table 9, Primary Heading: Media and Public Relations

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
M01	Advertising Includes records regarding public advertising in magazines, newspapers, radio, television, and transit. Excludes: <ul style="list-style-type: none"> • News Releases – see M06 • Recruitment – see H11 • Elections – see C07 	Originating	3**		business need
M02	Ceremonies and Events Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day and Winter Carnival. Also includes records regarding the setup and running of special events. Excludes: <ul style="list-style-type: none"> • Permit to hold event – see P11 • River Run event details – see L14 	Originating	5**	River Run event details filed with agreements under L14.	business need
M03	Charitable Campaigns/Fund Raising Includes records regarding the raising of funds and donations for the municipality, for municipality run programs or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups, etc. Excludes: <ul style="list-style-type: none"> • Receipts – see F19 	Originating	3**		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
M04	Complaints, Commendations and Inquiries Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints related to services provided by the municipality. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. May also include compliance letters issued in response to a lawyer's request. Excludes: <ul style="list-style-type: none"> • Access to Information (Freedom of Information) requests – see A17 • Grievances or harassment/violence complaints by or against employees – see H14, H15 • Employee recognition – see H23 	Originating	5**	Paramedic Service records kept according to MOHLT guidelines.	g054 g121 g154 g160
M05	News Clippings Category not used.			Reference – discard when no longer useful.	
M06	News Releases Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	Corporate Communications	3**		Business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
M07	Publications Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, program and services pamphlets, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature as well as copies of social networking sites (website, Facebook, etc.) published by the municipality.	Originating	S**	S+3 if publication is subject to copyright or trademark.	g134
M08	Speeches and Presentations Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials. Excludes: <ul style="list-style-type: none"> Media coverage of speeches/presentations – see M05 News Releases – see M06 	Originating	3**		business need
M09	Visual Identity and Insignia Includes records regarding branding and the standards which apply to graphic designs as part of a Visual Identity Program. Includes trademarks, logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.	Originating	S+5**		g134 g136

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
M10	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 and Twitter. Excludes: <ul style="list-style-type: none"> Published website content – see M07 	Originating	S+2		g059
M11	Community Outreach and Engagement Includes material related to community outreach initiatives and engagement efforts carried out by City departments. For example, the Healthy Landscapes program, fire safety, water conservation initiatives, and environmental and wastewater related initiatives.	Originating	E+5	E = completion of the project or initiative for which engagement was initiated	
M12	Staff Media and Public Liability and Indemnity Forms Includes permission, liability and indemnity forms signed by the public when participating in City events, such as facility tours or entrance on private property. Also includes staff media waivers, such as photo publication forms. Excludes: <ul style="list-style-type: none"> Recreational and Wellness Liability Waivers – see R07 	Originating	3		
M13	Communication Plans and Strategies Includes communication plans and strategies employed by City departments and staff.	Corporate Communications	5		

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
M14	Public Relations and Public Awareness Includes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters, etc. Also includes issues regarding internal/external communications. Includes programs designed for public awareness and engagement.	Corporate Communications Originating	5**		business need
M15	Intellectual Property Include certificates of copyright, applications for patents and trademark registration. Also includes monitoring and enforcement of authorized use of copyright, trademarks and patents including copyright use permission requests.	Originating	E+5	E = copyright, patent or trademark expired or last use	g134 g135 g136

Primary Heading: Protection and Enforcement Services

Includes records regarding the operational functions of law enforcement, licensing, public protection, fire prevention and within the community.

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Table 10, Primary Heading: Protection and Enforcement Services

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P01	By-law Enforcement Includes records of municipal efforts to enforce by-laws, such as parking tickets. Includes orders to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs, etc. Excludes: <ul style="list-style-type: none"> • Health and Fire Inspections – see P07 • Investigations – see P08 • Environmental Monitoring – Industrial/ Commercial – see E05 • Prosecutions – see L13 • Animal Control Enforcement – see P14 • Lottery License Enforcement – see P09 	Corporate and Community Safety Originating	10**		g059 g089
P02	Daily Occurrence Logs Includes daily occurrences logs maintained by the Chief Building Official. Also includes logs maintained of daily occurrences such as By-law dispatches and fire assistance calls.	Originating	5**	Fire records are kept for 10 years. EMS records are kept for 6 years.	business need
P03	Emergency Planning and Response Includes records regarding the planning, testing, rehearsal of and response to emergency, safety and contingency measures. May also include records of previous disasters including emergency command centre operation, response reports, press clippings, pandemic planning, etc.	Originating	S** or expiry of plan	E+5 if Canadian Environmental Protection Act applies E = expiry of plan	g144

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All numbers in retention columns refer to years unless otherwise specified

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P04	Hazardous Materials Includes information and reports on chemicals and substances that pose fire or environmental hazards such as PCBs, refrigerants and halocarbons. Also includes Safety Data Sheets (SDS) and records dealing with toxic substances control, halocarbon charging records, halocarbon leak tests and release reports, transportation and effects as well as records of pesticide use and environmental spills. Excludes: <ul style="list-style-type: none"> • Staff Safety Training – see H04 • Personal exposure – see H17 • Manifests – see E07 	Originating	S+5	7 years or tank removal + 7 years if Canadian Environmental Protection Act applies	g038 g076 g121 g140 g142 g143 g149
P05	Incident/Accident Reports Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. Excludes: <ul style="list-style-type: none"> • Security – see A18 • Accidents of Municipal Staff – see H04 • Compensation claims and vehicle accidents – see L02 or L03 • Long Term Care Home medication incidents – see S20 • Private Child Care Centre incidents – see S16 • Municipal Child Care Centre incidents – see S10 • Emergency Services Accident Reports – see P18 • Patient Medical Records – see P23 • Fire and Rescue Incident Reports – see P24 	Originating	current year+5		g011

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P06	Building and Structural Inspections Includes building and structural tests and inspection reports relating to work platforms; plumbing and sprinkler systems; fire alarm circuits, power supply and system; fire suppression systems; electrical; and other structural inspections. Also includes inspections of marijuana grow operations after appropriate notification from a police force. Excludes: <ul style="list-style-type: none"> • By-law Enforcement – see P01 • Fire Prevention and Inspection – see P21 	Building Services	E+10	E = resolution of the issue inspections = 2 initial fire system test report = life of system	g015 g045 g046 g073 g123
P07	Health and Fire Safety Inspections Includes Fire Marshal's, Public Health and related health and safety violation and verification inspection reports conducted or performed on private, public and commercial properties. Excludes: <ul style="list-style-type: none"> • Internal Health and Safety Inspections – see H04 • Routine building and structural inspections – see P06 	Originating	S, minimum 1 year		g045
P08	Investigations Includes records of investigations pertaining to law enforcement, or the origin or cause of traffic accidents, serious occurrences and abuse allegations, ambulance and fire response scrutiny. Excludes: <ul style="list-style-type: none"> • By-law Enforcement – see P01 • Harassment and Violence staff investigations – see H15 	Originating	10**		g059 g089 common practice

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P09	Licences Includes records regarding licences administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, businesses, accessible transportation operation and quarries, etc. Excludes: <ul style="list-style-type: none"> Marriage Licences – see L12 Lottery Licenses – see P20 	Corporate and Community Safety	E+6	E = expiry of the license	g017
P10	Building Permits Includes permits issued to builders, contractors and residents giving them permission to build or renovate. Also includes associated forms, drawings for permits and reports from professional bodies and approval from other authorities. Also includes permits for construction of cell towers and the structure for wind-powered turbines. Excludes: <ul style="list-style-type: none"> All other permits – see P11 	Building Services	P		g090 (15 years) common practice (P)

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P11	Permits – Other Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to hold special events, temporary road closure, drinking water works permits, transport oversize loads, erect signs, park on the street, etc. Excludes: <ul style="list-style-type: none"> • Building Permits – see P10 • Encroachment Permits – see D16 • Burial Permits – see S09 • Road and land opening/closings – see T09 	Originating	E+2	E = expiry of permit	g017
P12	Warrants Includes all warrants issued for By-Law enforcement purposes.	Court Services Corporate and Community Safety	Execution of warrant + 2 Court services search warrants – 40 years		g028 g059
P13	Criminal Records Includes all documentation relating to individuals with a history of criminal activity. Excludes: <ul style="list-style-type: none"> • Staff Police Background Checks – see H16 • Investigations – see P08 • Prosecutions – see L13 	Court Services Corporate and Community Safety	See comments	Occurrence/ investigation closed or disposition of charge + 5	business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P14	Animal Control Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Also includes records of distrained animals and pound animal records. Excludes: <ul style="list-style-type: none"> Dog Licenses – see P09 	Originating	E+2	E = date animal was last in the pound	g012
P15	Community Protection Programs Includes records regarding community protection and crime prevention such as Community Policy, Victim Services Neighbourhood Watch and Block Parents. Also includes programs aimed at public education on fire, water and traffic safety and similar programs. Records include correspondence and brochures. Excludes: <ul style="list-style-type: none"> Video surveillance footage – see A18 	Originating	S+2**		g071 business need
P16	Emergency Services Includes records regarding land ambulance, fire and rescue services.	Emergency Services	S+10	Paramedic Service records kept according to MOHLT guidelines.	g011

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P17	Paramedic Service and Fire Significant Incident and Impact Reports Includes reports and statements documenting significant and noteworthy incidents and events that occur when responding to an emergency medical situation or fire, the role of the attending responders in the incident, and the actual or potential impact of these incidents.	Emergency Services	E+10	Event = date the incident or accident occurred Paramedic Service records kept according to MOHLT guidelines.	g011
P18	Paramedic Service and Fire Accident Response Reports Includes records relating to emergency services provided such as ambulance paramedical services and patient transport, and fire suppression and emergency call response. Includes ambulance call reports (ACR), emergency response reporting, fire call reports and fire cause identification. Excludes: <ul style="list-style-type: none"> Investigations – see P08 	Emergency Services	E+10	Event = date the incident or accident occurred Paramedic Service records kept according to MOHLT guidelines.	g011
P19	Paramedic Service and Fire Statistics Includes records relating to performance plans and the associated statistical reporting of performance, calls and accidents involving emergency medical services, traffic and work-related issues.	Emergency Services	S+2		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P20	Lottery Licensing Includes lottery license files, lottery organization documents and any lottery reports. Excludes: <ul style="list-style-type: none"> • Marriage Licences – see L12 • Business Licenses – see P09 	Corporate and Community Safety	E+6	E = expiry of the license	
P21	Fire Prevention and Inspection Includes documents related to fire prevention and inspection created by Fire Services, such as property owner permission for inspections to be conducted, reports and any related recommendations. Excludes: <ul style="list-style-type: none"> • By-law Enforcement – see P01 • Building and Structural Inspections – P06 	Emergency Services	E+10	E = date of inspection	
P22	Emergency Access Routes Includes documents relating to Fire Services and Paramedic Service access routes in the City.	Emergency Services	S+5		
P23	Patient Medical Records Includes patient medical records documenting emergency services care.	Emergency Services	E+5	E = discharge of the patient	
P24	Fire and Rescue Incidents Includes material relating to fire incidents, such as occurrence reports.	Emergency Services	10	Records needed to substantiate exposure reports for firefighters are retained for 100 years.	

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
P25	Prohibition Notices and Orders Includes prohibition orders, notices and correspondence related to prohibition under regulations such as Source Drinking Water Protection. May also contain building code applications denied because of prohibition.	Source Water Risk Management	15		g016
P26	Facilities Routine Water Use, Monitoring and Testing Includes records regarding the testing of swimming pool or splash pad water for chlorine and pH levels, water outlet inspections, the number of bathers per day, any rescues or breakdowns of equipment. Also includes routine testing, monitoring and flushing of water systems in recreational camps, child care and long-term care facilities.	Originating	See comments	pools and recreation camps = 1 child care facility plumbing flush and water testing = 6	g049 g109

Primary Heading: Recreation and Culture

Includes records regarding the provision of recreational and cultural services to the community.

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Table 11, Primary Heading: Recreation and Culture

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
R01	Heritage Preservation Includes records regarding heritage and historical development, including designations and registers of buildings, districts, and cemeteries as well as archaeological digs, archaeological and heritage assessments, and heritage conservation district studies and plans. May also include heritage registries. Excludes: <ul style="list-style-type: none"> • Historical Designation By-laws – see C01 • Natural heritage preservation – see E18 	Planning Services	E+3**	E = end of plan year or removal of designation General and background records related to heritage planning and development are kept for 10 years.	g081
R02	Library Services Category not used – Guelph Public Library governed by a separate Board.				
R03	Museum and Archival Services Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records. May also include copy logs. Excludes: <ul style="list-style-type: none"> • Record Centre Operations – see A10 	Originating	P**	Education, visitor experience and exhibition records are kept E+5** (E=created)	g134

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
R04	Parks Management Includes correspondence, descriptions, reports and other records dealing with the management, design, setup, landscaping and maintenance of specific municipal parks. Includes maps and plans. Also includes information dealing with maintenance of playground equipment. Excludes: <ul style="list-style-type: none"> Building and Property Maintenance – see A20 	Parks and Recreation Originating	10**	Playground equipment maintenance records are retained permanently. Final park design, planning and development decisions, drawings and specifications are retained permanently.	g060 business need
R05	Recreational Facilities Category removed. Duplicates records that should be filed elsewhere.				
R06	Recreational and Cultural Programming Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational and cultural programs to the community, such as youth, sport and fitness, adult education, crafts and other programs.	Originating	See comments	program development and evaluation = 3** program registration = 1 attendance fee collection = 6	business need g006 g071

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
R07	Recreational and Wellness Patron Records Includes any medical information or liability waivers or forms signed by patrons of any recreation or wellness program offered by the City. Also includes signed release forms relating to tours of City facilities, such as Solid Waste Resources, Water Services and Wastewater Services. Excludes: <ul style="list-style-type: none"> • Staff Media and Public Liability and Indemnity Forms – see M12 	Originating	3		

Primary Heading: Social and Health Care Services

Includes records regarding social services and health care programs.

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All numbers in retention columns refer to years unless otherwise specified

Table 12, Primary Heading: Social and Health Care Services

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S01	<p>Children's Day Care and Nursery Services</p> <p>Includes general program information regarding childcare programs, such as municipal and private day care and day nursery services. Also includes general resource information used in counselling children and parents involved in these programs as well as records regarding operations, waiting lists, drinking water testing requirements and fire drills requirements.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Children's services not related to day care and nursery schools – see S07 • Day care and nursery school enrolment records – see S10 • Home day care program clients – see S17 • Medical client records – see S06 • Day care and day nursery facility operation records – see applicable category • Water, Plumbing and flushing records – see P26 • Fire drill records – see H04 	Originating	S (review after 3 years)		g125

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All numbers in retention columns refer to years unless otherwise specified

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S02	Elderly and Supportive Assistance Services Includes general program information regarding programs intended to improve the quality of life for senior citizens and people with disabilities, such as home care, day programs, housing and transit subsidies. Includes general resource and long-term care facility information used in counselling seniors considering moving to a long-term care facility, Meals on Wheels program and adult day programs. May also include waiting and vacancy lists for Long-Term Care homes or other programs and Indigent Elderly Patient reports. Excludes: <ul style="list-style-type: none"> • Long-term Care Facility Residents – see S03 • Long-term Care Operations – see S20 • Disability Support Clients – see S13 	Community Services	S (review after 3 years)		business need
S03	Long Term Care Facility Resident Records Category not used.				

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S04	Community and Social Assistance Services Includes general program information regarding assistance programs and support available to residents and the homeless within the municipality. Includes general resource information used in counselling recipients regarding community support services, life skills, services to obtain housing and maintain housing, emergency assistance, social assistance options and information pertaining to Employment Support Programs. Excludes: <ul style="list-style-type: none"> • Ontario Works Case Records – see S05 • Social Housing Programs – see S14 • Housing and Homelessness research and initiatives – see S14 • Social and health care planning and management – see S20 • Programs for the elderly and persons with disabilities – see S02 • Social Assistance Program Applications and Parton Files – see S11 • PAL and LAC Program Applications and Patron Files – see S12 	Originating	S (review after 3 years)		business need
S05	Ontario Works Clients Category not used.				
S06	Medical Case Clients Category not used.				

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S07	Children's Services Includes general program information regarding programs benefiting children with disabilities, abused children and other children's programs. Also includes general resource information used in counselling children and parents involved in these programs. May include general CAS (Children's Aid Society) information as well. Excludes: <ul style="list-style-type: none"> • Medical client case records – see S06 • Day care and day nursery programs – see S01 	Originating	S (review after 3 years)		business need
S08	Public Health Category not used.				
S09	Cemetery Interment Includes records related to the issuance of burial permits. Excludes: <ul style="list-style-type: none"> • Building and Property Maintenance – see A20 • Promotional materials – see M07 • Price lists and cemetery operation – see S22 	City Clerk's Office	P**	Transfer to archives if no longer managed.	g048 g101
S10	Day Care and Day Nursery Clients Category not used.				

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S11	Social Assistance Program Applications and Patron Files Includes applications and records containing personal information related to a patron's qualification for or use of a social assistance program. Excludes: <ul style="list-style-type: none"> • General Social Assistance Program information – see S04 • Affordable Bus Pass, PAL and LAC Program Applications and Patron Files – see S12 	Originating	E+2	E = date of last use or cancellation of enrolment in the program	
S12	Affordable Bus Pass, FAIR, PAL and LAC Program Applications and Patron Files Includes applications and records containing personal information relating to a patron's application and qualification for the Affordable Bus Pass, PAL and LAC social assistance programs. Excludes: <ul style="list-style-type: none"> • General Social Assistance Program information – see S04 • Social Assistance Program Applications and Parton Files – see S11 	Community Investment	2		

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S13	Disabilities Support Clients Includes records dealing with applications for and provision of services and funding support to persons with mental or physical disabilities including service and support profiles, and accessible transportation eligibility application and approval, behaviour support plans, intrusive behaviour intervention and crisis situation incident reporting. Also includes personal support plans and records for individuals as well as summary reports relating to support services provided for people with disabilities. Excludes: <ul style="list-style-type: none"> • Children's program information – see S07 • Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P08 • Serious occurrences and abuse allegations involving municipal staff – see H15 	Community Services	E+7	E = no longer receiving support	g155

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S14	Housing Services Includes records and correspondence related to housing programs such as municipally owned and managed properties, the non-profit housing corporations, Strong Communities Rent Supplement program, landlords, and other housing providers. Records include Service Manager's Housing Plan and Housing Provider annual reports as well as unsuccessful applications for social housing. Also includes records and correspondence related to affordable housing initiatives developed by the Federal Government, the Provincial Government and/or the municipality such as programs including construction of new rental housing/units, rent supplements, home ownership, home repairs and home modification initiatives. Excludes: <ul style="list-style-type: none"> Resources used to assist potential tenants – see S04 	Community Services	10		g052 g163
S15	Housing Tenant Clients Includes information regarding social housing applications, and records regarding housing tenants such as personal identification, income verification documentation, rent calculations and notices, leases and consent forms. Excludes: <ul style="list-style-type: none"> Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P08 Serious occurrences and abuse allegations involving municipal staff – see H15 	Community Services	E+5	E = no longer resides	g053 g163

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S16	Home Child Care Program Administration Provider files (eligibility requirements), correspondence, inspections, serious occurrence reporting, health unit reporting, Director's directions, attendance records and financial reconciliation information.	Community Services	3		g125
S17	Home Child Care Program Clients Client records include the completed and signed enrolment form and information pertaining to the child as prescribed by the Ministry under the Child Care and Early Years Act, 2014 and eligibility requirements for the program. May also include referral letters from third party agencies, custody documents and medical referrals. Excludes: <ul style="list-style-type: none"> Day care and day nursery clients – see S10 	Community Services	E+3	E = last participated date	g126
S18	Social and Health Care Planning and Management Includes records related to social, health care and coordinated care initiatives planning, process definition, and program monitoring and evaluation. Includes records related to research, action plans, governance, evaluations, statistical information, and action plans. Includes records related to Community Paramedicine programs.	Community Services	E+5		business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S19	Client Care Coordination Includes records regarding individual clients and their care coordination planning. Excludes: <ul style="list-style-type: none"> Public health medical client information – see S06 	Community Services	E+10	E = no longer receiving support Paramedic Service records kept according to MOHLT guidelines.	g019 g053 g084 g085 g126 g155
S20	Long Term Care Operations Includes records relating to administration/organization, health and wellness concerns and initiatives, outbreaks/health related issues, programming for residents, and volunteer programming within the Long-Term Care facility. Also includes vacancy lists, client satisfaction surveys, quarterly and annual evaluations of facility programs and responses to client behaviour and violence zero tolerance, staff training, complaints review, reports required for regulatory reporting purposes such as the health care organization annual quality improvement plans, and patient and caregiver complaints summary reporting, controlled drug substances records, and drug record book identifying narcotics received by the Long-Term Care facility outside of the routine medications which are dispensed to residents. Excludes: <ul style="list-style-type: none"> Complaints – see MO4 Serious occurrence and abuse allegations investigation – see P04 Food preparation and Service monitoring – see S21 	Community Services	4	Paramedic Service records kept according to MOHLT guidelines.	g003 g064 g163

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
S21	Food Preparation and Service Category not used.				
S22	Cemetery Operations Category not used.				

Primary Heading: Transportation Services

Includes records regarding the development and improvement of transportation systems (roads and public transit).

Table 13, Primary Heading: Transportation Services

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
T01	Illumination Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Also includes records on power consumption.	Facilities Management Public Works Engineering Services	E+6	E = removal of the equipment Specifications are kept permanently.	business need
T02	Parking Includes records and studies regarding municipal parking issues such as accessible parking, lot and garage operations, fire routes and employee parking.	Originating	E+6	E = closure of lot or space	business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
T03	Public Transit Operations Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records, route administration and planning, fare policies, intergovernmental transit coordination. Excludes: <ul style="list-style-type: none"> • Accessible transportation application and approval – see S13 • Driver scheduling – see H01 	Transit	E+1**	E = closure of route/shelter/stop 2 year minimum retention	g094 business need
T04	Road and Sidewalk Construction Includes records and studies regarding construction projects on roads and sidewalks. Includes the construction of new roads and major improvements to existing roads and sidewalks, such as resurfacing, widening, etc. Excludes: <ul style="list-style-type: none"> • Design and Planning – see T05 • Routine maintenance and minor improvements to road systems – see T06 • As-Builts – see A30 	Public Works Engineering Services	E+5**	E = project finished Specifications are kept permanently.	g073
T05	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 and sidewalks, cycle ways, footpaths, walkways, etc.	Engineering Services Originating	E+5**	E = project constructed Specifications are kept permanently.	g073

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
T06	<p>Road and Sidewalk Maintenance and Salt Usage</p> <p>Includes records and studies regarding the inspection and maintenance of roads and sidewalks. Minor repair maintenance includes the installation of culverts, minor repairs to the road surfaces, curbs and sidewalks, cycle-ways, footpaths, walkways, etc. Routine Maintenance includes grading, ploughing and sanding of roads, and snow removal and cleaning.</p> <p>Also includes Salt Management Plan and revisions, yearly review, reports, other records, studies, and information regarding salt usage and contamination from salt used on roads. Includes training program materials and records of training for all personnel when managing or performing winter maintenance activities involving the use of road salts.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Non salt usage training records – see H03 	Public Works	E+5	<p>E = project finished</p> <p>salt plans, usage, training and reports = 7 years</p> <p>Specifications are kept permanently.</p>	g073 g139
T07	<p>Signs and Signals</p> <p>Includes records and studies regarding the manufacture, installation, servicing and maintenance of signs and signals.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Visual Identity Program – see M09 • Sign Permits – see P11 	Public Works Engineering Services	E+1	E = removal of sign/signal	g073

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
T08	Traffic Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes records regarding impacts of temporary road closures for special events. Excludes: <ul style="list-style-type: none"> Permits for temporary closures – see P11 	Traffic	E+3**	E = project finished Temporary road closures = 2 years.	business need
T09	Roads and Lanes Openings/Closures Includes records regarding roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications. Also includes records related to requests to open road and street allowances. Excludes: <ul style="list-style-type: none"> Temporary road closures – see T08 Land Sales – see L07 Road Closing By-laws – see C01 	Public Works	E+1**	E = project finished	business need
T10	Field Survey/Road Survey Books Includes engineering field survey notes as well as books.	Engineering Services	E+1	E = project finished Records required for maintenance and planning purposes are kept permanently.	business need

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
T11	Bridges Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	Engineering Services	E+5	E = project finished Records required for maintenance and planning purposes are kept permanently. Specifications are kept permanently.	g073

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Primary Heading: Vehicles and Equipment

Includes records regarding municipal vehicles and equipment. Includes records on fleet management, mobile equipment, and protective equipment and related maintenance activities.

Table 14, Primary Heading: Vehicles and Equipment

Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
V01	Fleet Management Includes records of summary fleet information and fleet records for each vehicle (including attached devices such as Fire-Fighting Chassis Mounted Aerial Devices) leased or owned, operated and maintained by the municipality. This includes plate permits, CVOR certificates, operating manuals, preventative maintenance inspections sheets, vehicle history files, ignition interlock device installation, and vehicle maintenance, registration and disposal. Excludes: <ul style="list-style-type: none"> Insurance Policies – see L06 Accident Claims – see L02, L03 Leases/Contracts – see L14 Daily Reports/Logs – see V05 	Originating	E+6 months	E = termination of lease or de-servicing of vehicle public vehicles trip record = 1 preventative maintenance inspections sheets = current year+2 years or 6 months after vehicle ceases to be operated	g050 g074 g094 g130
V02	Mobile Equipment Includes records and operating manuals regarding mobile (motorized) equipment used in conjunction with vehicles. Also includes routine inspections, maintenance and history files on equipment such as generators, pumps, snow blowers, sanders, etc.	Originating	E+1	E = disposal of equipment	g074 common practice

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
V03	Transportable Equipment Includes operating manuals and records regarding transportable equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	Originating	E+1	E = disposal of equipment	g074 common practice
V04	Protective Equipment Includes operating manuals and records regarding protective equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as portable fire extinguishers, rescue equipment, breathing apparatus, breathing tanks, down alarms, etc. Excludes: <ul style="list-style-type: none"> Uniforms and Clothing – see A14 	Originating	E+1	E = disposal of equipment	g074 g075 common practice
V05	Fleet Daily Inspection Reports/Logs Includes records regarding drivers' daily inspection reports or logs for all current fleet vehicles. Excludes: <ul style="list-style-type: none"> Vehicle history or maintenance – see V01 	Originating	E+ 6 months	E = last date in completed inspection booklet	

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Class code	Retention Category	Responsible Department	Retention Period	Comments	Citation Group
V06	<p>Ancillary Equipment</p> <p>Records regarding fixed equipment which is non-vehicle and non-office in nature. Includes equipment such as work or suspended platforms, lifting devices not attached to a structure, appliances such as autoclaves and dishwashers, garbage compactors, industrial shredders, etc. Includes correspondence, equipment user and procedural manuals, warranty, routine inspections, maintenance, licences and history records. Also includes setup tests and manuals.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Gasoline storage tanks – see E24 • Mechanical and operational systems integral to building structure – see A29 • Private/small water systems – see E22 	Originating	E+1	<p>E = disposal of equipment</p> <p>Setup tests are kept until superseded.</p>	g074 g157

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