



Municipality of the County of Kings
Records and Information Management

Policy Category	Administration	Most Recent Amendment	January 3, 2023
First Council Approval	October 6, 2020	Future Review Date	January 2027

1. Purpose

The Municipality of the County of Kings (Municipality) recognizes the importance of a standard and consistent approach to the classification and retention of records and information resources under the custody and control of the Municipality. This Policy establishes a records management program for administration of the receipt, creation, use, maintenance, storage, and ultimate disposition of all records, regardless of format.

The Municipality is committed to managing, retaining, and preserving the Municipality’s records in a secure and accessible manner. The Municipality recognizes that these resources are valuable corporate assets needed to support effective decision making, meet operational requirements, and to protect the legal, fiscal, historical, and other interests of the Municipality.

This Policy supports compliance with the *Municipal Government Act (MGA)*, Part XX of the *Municipal Government Act: Freedom of Information and Protection of Privacy*, and other pertinent legislation. This Policy also designates responsibility and accountability for the management of records and information resources.

2. Scope

This Policy applies to all employees, activities, and records of the Municipality of the County of Kings falling under the authority of the Chief Administrative Officer, and throughout all of Council’s committees. Records of authorities, boards, committees, and agencies external to the Municipality to which Members of Council or Staff may be appointed are not subject to this Policy.

Records created or accumulated by Members of Council acting in their political or constituency capacity are not corporate records where these records are stored and managed separately from municipal records.

3. Definitions

- 3.1 Disposition: The final action taken per the Retention and Disposition Schedule which may include, but is not limited to, transfer, destruction, or permanent preservation;
- 3.2 Record: Recorded information created or received in the transaction of business or pursuance of legal obligations. A record may include books, documents, maps, drawings, photographs, letters, vouchers, papers, and any other thing on which information is recorded or stored by graphic, electronic, mechanical, or other means, but does not include a computer program or any other mechanism that produces records;
- 3.3 Retention and Disposition Schedule: A systematic listing that prescribes the classification of all records of the Municipality with a plan governing the life cycle of the records from creation or receipt to disposition. The Schedule will comply with the operational, legal, regulatory, financial, or other requirements of the Municipality.

4. Policy Statements

General

- 4.1 The Municipality will create, classify, maintain, access, retrieve, store, dispose of, and preserve information resources throughout their life cycle in accordance with the standards and procedures prescribed in the Retention and Disposition Schedule (Appendix A), or any pertinent legislation that requires a longer retention period.
- 4.2 The Municipality will manage information resources as a valuable asset for the following purposes:
- 4.2.1 Supporting effective and efficient decision making.
 - 4.2.2 Meeting operational requirements.
 - 4.2.3 Ensuring the widest possible use of information resources within the Municipality.
 - 4.2.4 Protecting the legal, financial, operational, and archival interests of the Municipality and the public.
 - 4.2.5 Making available or restricting access to records and information, regardless of format, in accordance with the *Municipal Government Act*, including Part XX: Freedom of Information and Protection of Privacy legislation and any applicable policies.
- 4.3 The Municipality shall identify and preserve information resources that reconstruct the evolution of policy and program decisions and other records of archival value.
- It is the policy of the Municipality to ensure that such information is organized in a manner such that it is readily available for the study of decision making in the Municipality and explanation of the historical experience and role of the Municipality.
- 4.4 To facilitate an efficient records management and retrieval system, the Municipality shall eliminate the unnecessary collection of information by:
- 4.4.1 Maintaining only records which are pertinent to the operational, legal, financial, strategic, and archival needs of the Municipality;
 - 4.4.2 Coordinating information collection to avoid duplication; and,
 - 4.4.3 Ensuring that the collection of personal information is in accordance with the MGA, Part XX, Freedom of Information and Protection of Privacy.
- 4.5 The Municipality will ensure that all information resources, regardless of format, are subject to timely access according to the provisions and limitations of the MGA, Part XX, Freedom of Information and Protection of Privacy.
- 4.6 The Municipality will ensure that records management functions are incorporated into existing and future information technology applications to the best of the Municipality's abilities.

Designated Officer

- 4.7 The Chief Administrative Officer shall appoint a Designated Officer to administer this Policy. This individual will be responsible for the management and maintenance of the records management program.
- 4.8 The Chief Administrative Officer and/or Designated Officer may make recommendations to amend the Retention and Disposition Schedule (Appendix A), as needed, for Council approval.

Adoption of Retention and Disposition Schedule

- 4.9 The Municipality adopts the Retention and Disposition Schedule (Appendix A) ("Schedule") as its classification and records retention schedule, in accordance with the *Municipal Government Act*.

Destruction of Records

- 4.10 Pursuant to s.34(2) *Municipal Government Act*, the Municipality will not destroy minutes, by-laws, policies, and resolutions of Council.

- 4.11 When the Designated Officer determines that the retention period for a given record has ended, as prescribed in the Schedule, the Designated Officer will initiate the steps for disposition of the record in accordance with the requirements of the Schedule.
- 4.12 Records pertaining to any foreseeable, pending, or current litigation, legal claim, governmental investigation, or audit will not be destroyed until that action is completed.

Records pertaining to current requests made under the Freedom of Information and Protection of Privacy Act will not be destroyed until the limitation period for requesting a review or appealing the decision has expired.

Records pertaining to current reviews or appeals made under the Freedom of Information and Protection of Privacy Act will not be destroyed until the review or appeal is completed.

- 4.13 Records which have been authorized for disposition shall be destroyed or transferred in a manner that preserves the confidentiality and security of any confidential information that they may contain.

Compliance with Records and Information Management System

- 4.14 All records in the custody and/or control of the employees of the Municipality are the property of the Municipality. All records of the Municipality must comply with the records and information management provisions of this Policy. All employees and management of the Municipality must comply with this Policy.

5. Responsibilities

- 5.1 Council and Councillors will:
 - 5.1.1 ensure the Municipality has a current and comprehensive policy to address the management of records and information resources.
 - 5.1.2 periodically review this Policy.
- 5.2 The Chief Administrative Officer will:
 - 5.2.1 appoint a Designated Officer to administer the Records and Information Management Policy.
 - 5.2.2 propose amendments to the Policy as needed.
- 5.3 All Employees will:
 - 5.3.1 know and understand their obligations under this Policy and act in accordance with their obligations.
 - 5.3.2 ensure all records they create or receive that are used to support a municipal function or conduct municipal business are managed in accordance with this Policy.
 - 5.3.3 respect the confidentiality of personal or private information they encounter in the course of their duties.

6. Amendments

Date	Amendments
January 3, 2023	Amendment to the Retention and Disposition Schedule; minor, non-substantive grammatical changes.

Retention and Disposition Schedule



MUNICIPALITY OF THE
COUNTY OF KINGS
NOVA SCOTIA, CANADA

Classification System Contents

ADMINISTRATIVE RECORDS

- Administration
- Facilities Management
- Financial Management
- Human Resources Management
- Information Management
- Supplies and Equipment Management

EXECUTIVE AND LEGISLATIVE RECORDS

- Executive Operations
- Intergovernmental Relations
- Management Functions

OPERATIONAL RECORDS

- Engineering and Public Works Services
- Parks Management
- Planning and Development
- Public Protection and Safety Services
- Recreation and Cultural Services
- Transportation Services

Classification System Contents

Administration - AD

Primaries

AD1 Administration - General

AD2 Accidents

AD3 Awards

AD4 Campaigns and Canvassing

AD5 Ceremonies and Visits

AD6 Corporate Identity Program

AD7 Associations, Corporations and Companies

AD8 Communications - Advertising

AD9 Communications - Media Relations

AD10 Communications - Public Relations

AD11 Inventions, Patents and Copyright

AD12 Programming

AD13 Risk Management

AD14 Committees

Classification System Contents

Facilities Management - FA Primaries

FA1 Construction

FA2 Facilities Inventory

FA3 Land and Structures Acquisition and Disposal

FA4 Land Maintenance

FA5 Parking Areas

FA6 Physical Security

FA7 Space Planning

FA8 Structures Maintenance

Classification System Contents

Financial Management - FM Primarys

- FM1 Accounts Management - General
- FM2 Accounts Management - Accounts Payable
- FM3 Accounts Management - Accounts Receivable

- FM4 Budgets
- FM5 Debt Management

- FM6 Fees and Charges - General
- FM7 Funds
- FM8 Investments

- FM9 Procurement

- FM10 Taxation

Classification System Contents

Human Resources Management - HR Primaries

HR1 Human Resources Management - General

HR2 Diversity Management

HR3 Employee History - Current

HR4 Employee History - Separated

HR5 Employee Relations

HR6 Hours of Work

HR7 Labour Relations

HR8 Leave Management

HR9 Occupational Health and Safety

HR10 Payroll - Benefits and Deductions

HR11 Payroll - Processing

HR12 Positions - Classification

HR13 Positions - Establishment

HR14 Staffing

HR15 Training and Development

Classification System Contents

Information Management - IM Primaries

IM1 Forms Management

IM2 Information Access and Privacy

IM3 Information Security

IM4 Manuals Management

IM5 Records Management - Description and Records Scheduling

IM6 Records Management - Document and File Management

IM7 Systems Management - Development

IM8 Systems Management - Maintenance

IM9 Telecommunication Networks

Classification System Contents

Supplies and Equipment Management - SE Primaries

SE1 Inventory

SE2 Maintenance

SE3 Surplus and Disposal

SE4 Vehicle Fleet Management

Classification System Contents

Executive Operations - EX Primaries

EX1 Commissions of Inquiry

EX2 Council

EX3 Executive Information

Classification System Contents

Intergovernmental Relations - IR Primaries

IR1 Intergovernmental Relations - General

IR2 Aboriginal and Foreign Government Relations

IR3 Federal Relations

IR4 Provincial and Local Government Relations

Classification System Contents

Management Functions - MF Primaries

MF1 Reports and Statistics

MF2 Auditing

MF3 Election Management

MF4 Incorporation

MF5 Legislation

MF6 By-Laws Enforcement

MF7 Licensing

MF8 Litigation

MF9 Solicitor Services

MF10 Organizational Structure

MF11 Permit Management

MF12 Policies, Procedures and Standards

MF13 Organizational Planning and Review

MF14 Contracts and Agreements

Classification System Contents

Engineering and Public Works Services - EN Primaries

- EN1 Engineering Services - General
- EN2 Engineering Services - Construction and Inspection
- EN3 Engineering Services - Design
- EN4 Engineering Services - Surveys

- EN5 Environmental Management

- EN6 Infrastructure Management - General
- EN7 Infrastructure Management - Bridges
- EN8 Infrastructure Management - Civic Addressing
- EN9 Infrastructure Management – Streets and Roads
- EN10 Infrastructure Management - Sanitary Sewage
- EN11 Infrastructure Management - Snow and Ice Control
- EN12 Infrastructure Management - Storm Drainage
- EN13 Infrastructure Management - Street Lighting
- EN14 Infrastructure Management - Traffic
- EN15 Infrastructure Management - Trees
- EN16 Infrastructure Management - Water Systems

- EN17 Solid Waste Management - Collection
- EN18 Solid Waste Management - Disposal and Diversion

- EN19 Sidewalks and Trails Maintenance

Classification System Contents

Parks Management - PM Primaries

PM1 Parks Management - Concessions
PM2 Parks Management - Individual Parks
PM3 Parks Management - Maintenance

PM4 Street Management

PM5 Open Space and Playground Management

PM6 Parks Planning and Development

PM7 Waterfront/Riverfront Management

Classification System Contents

Planning and Development - PD Primaries

PD1 Building Inspection

PD2 Planning and Development - Civic Addressing

PD3 Development - Agricultural Lands

PD4 Development - Airport

PD5 Development - Commercial

PD6 Development - Economic and Industrial

PD7 Development - Redevelopment and Revitalization

PD8 Development - Residential

PD9 Heritage Site Conservation and Preservation

PD10 Planning - Land Use By-Law

PD11 Planning - Mobile Home By-Law

PD12 Planning - Municipal Planning Strategy

PD13 Planning - Subdivision By-Law

Classification System Contents

Public Protection and Safety Services - PS Primaries

PS1 Animal Control

PS2 Emergency Services - Emergency Managements

PS3 Fire Protection - Alarm Systems

PS4 Fire Protection - Inspections

PS5 Fire Protection - Residential and Commercial

Classification System Contents

Recreation and Cultural Services - RC Primaries

RC1 Community Development

RC2 Cultural Services - Activities, Events and Festivals

RC3 Cultural Services – Cultural Spaces

RC4 Cultural Services - Programming

RC5 Recreation and Cultural Facilities Services

RC6 Recreation and Sports Services – Events and Tournaments

RC7 Recreation and Sports Services - Outdoor Activities

RC8 Recreation and Sports Services - Programming

RC9 Recreation and Sports Services - Individual Sports

RC10 Tourism

Classification System Contents

Transportation Services - TR Primarys

TR1 Transportation Services - Airport

TR2 Transportation Services – Accessibility

TR3 Transit Services – Bus



Retention and Disposition Schedule for the Municipality of the County of Kings

Classification System and Retention Schedule

ADMINISTRATION

AD

Administration covers activities that do not fit into any other administrative main group, including: Facilities Management, Financial Management, Human Resources Management, Information Management, and Supplies and Equipment Management. Contains information about campaigns and canvassing, ceremonies and visits, corporations and companies, and security.

AD1 - ADMINISTRATION - GENERAL	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO+ 1	0	D
-03 Appointment Books, Calendars and Diaries	FY + 1	1	D

SO Definition(s): -02 Information updated or no longer required

AD2 - ACCIDENTS (NON-EMPLOYEES)	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Non-Employee Accident Report Case Files	SO + 2	8	D

*SO Definition(s): -02 Information updated or no longer required
-03 Accident report filed*

AD3 - AWARDS	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Awards Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Award issued or received*

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

ADMINISTRATION AD

AD4 - CAMPAIGNS AND CANVASSING	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO+ 0	0	D
-03 Campaigns and Canvassing Case Files	FY + 1	0	D

SO Definition(s): -02 Information updated or no longer required

AD5 - CEREMONIES AND VISITS	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Ceremonies and Visits Case files	FY + 2	0	D
-04 Speeches Case Files	SO + 1	0	D

*SO Definition(s): -02 Information updated or no longer required
-04 Once Speech is delivered*

AD6 - CORPORATE IDENTITY PROGRAM	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Corporate Identity Program Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Visual identity tool/object replaced or revised*

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
OPR: Office of Primary Responsibility
SO: Superseded/Obsolete

ADMINISTRATION AD

AD7 - ASSOCIATIONS, CORPORATIONS AND COMPANIES	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO+ 0	0	D
-03 Associations, Corporations and Companies Case Files	SO + 1	0	D

*SO Definition(s): -02 Information updated or no longer required
-03 Information updated or no longer required*

AD8 - COMMUNICATIONS - ADVERTISING	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Advertising Project Case Files	SO + 1	0	D

*SO Definition(s): -02 Information updated or no longer required
-03 Advertising project concluded*

AD9 - COMMUNICATIONS - MEDIA RELATIONS	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Mailing Distribution Lists	SO + 1	0	D
-04 Media Event Case Files	FY + 1	0	D
-05 Media Release Project Case Files	FY + 1	0	D

*SO Definition(s): -02 Information updated or no longer required
-03 List no longer required*

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
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ADMINISTRATION AD

AD10 - COMMUNICATIONS - PUBLIC RELATIONS	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Display Case Files	SO + 1	0	D
-04 Public Inquiry Case Files	SO + 1	0	D
-05 Public Relations Project Case Files	SO + 1	0	D

*SO Definition(s): -02 Information updated or no longer required
-03 Display Case Files
-04 Requested inquiry satisfied/action concluded
-05 Project completed*

AD11 - INVENTIONS, PATENTS AND COPYRIGHT	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Inventions, Patents and Copyright Case Files	SO + 1	0	D

*SO Definition(s): -02 Information updated or no longer required
-03 Duration of patent or copyright*

AD12 - PROGRAMMING	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Programming Case Files	SO + 1	0	D

*SO Definition(s): -02 Information updated or no longer required
-03 Program no longer in place*

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
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SO: Superseded/Obsolete

ADMINISTRATION AD

AD13 - RISK MANAGEMENT	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Types of Coverage	FY + 2	0	D
-04 Types of Risk	FY + 2	0	D
-05 Claims Notification Case Files	FY + 1	0	D
-06 Claims Case Files	SO + 1	6	D
-07 Insurance Policy Case Files	SO + 2	0	D
-08 Risk Assessment Case Files	SO + 2	0	D

SO Definition(s): -02 Information updated or no longer required

-06 Claim closed

-07 Policy completed or replaced

-08 Assessment completed or replaced

AD14 - COMMITTEES	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Committee Case Files	SO + 1	2	DP

SO Definition(s): -02 Information updated or no longer required

*-03 Committee activity completed**

**Most of the information relating to committees in this secondary will be destroyed at the end of the life cycle because the committees are of a general nature. Depending on the results of an archival appraisal, minutes and reports from some committees may be retained for their evidential value.*

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

FACILITIES MANAGEMENT FA

Information relating to the administration of buildings, facilities and properties in the organization. Includes information about the purchase, rental, repair, construction, disposal or maintenance of buildings, facilities or properties. Also includes information about addresses, locations, and signage.

FA1 - CONSTRUCTION	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Construction Tender Case Files	SO + 2	5	DP
-04 Construction Case Files	SO + 2	5	D

*SO Definition(s): -02 Information updated or no longer required
-03 All warranties expired
-04 All warranties expired*

FA2 - FACILITIES INVENTORY	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Real Property Inventory Case Files	SO + 2	5	D
-04 Space Inventory Case Files	SO + 2	5	D

*SO Definition(s): -02 Information updated or no longer required
-03 Real Property inventory updated
-04 Space inventory updated*

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
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SO: Superseded/Obsolete

FACILITIES MANAGEMENT FA

FA3 - LAND AND STRUCTURES ACQUISITION DISPOSAL	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO+ 0	0	D
-03 Land and Structure Acquisition and Disposal Case Files	SO + 1	6	DP

SO Definition(s): -02 Information updated or no longer required

-03 Land and/or structure sold/transferred, lease/contract expired and/or audited; the land or structure ceases to belong to the organization. Destroy 7 years after, or transfer to new owner.

FA4 - LAND MAINTENANCE	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Land Maintenance Case Files	FY + 2	5	D

SO Definition(s): -02 Information updated or no longer required

FA5 - PARKING AREAS	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Parking Lot Case Files	FY + 2	0	D
-04 Parking Space Case Files	FY + 2	0	D

SO Definition(s): -02 Information updated or no longer required

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
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FACILITIES MANAGEMENT FA

FA6 - PHYSICAL SECURITY	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Security Incident Case Files	SO + 2	5	D
-04 Security System Case Files	SO + 2	5	D

*SO Definition(s): -02 Information updated or no longer required
-03 Investigation completed
-04 System updated or replaced*

FA7 - SPACE PLANNING	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Space Planning Case Files	FY + 2	0	D
-04 Move Case Files	SO + 2	0	D

*SO Definition(s): -02 Information updated or no longer required
-04 Move completed*

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
OPR: Office of Primary Responsibility
SO: Superseded/Obsolete

FACILITIES MANAGEMENT FA

FA8 - STRUCTURES MAINTENANCE	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Utilities	FY + 2	0	D
-04 Janitorial/Cleaning Service Case Files	FY + 2	0	D
-05 Structures Maintenance Case Files	FY + 2	5	D

SO Definition(s): -02 Information updated or no longer required

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
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SO: Superseded/Obsolete

FINANCIAL MANAGEMENT FM

Information relating to the planning, control, spending and reporting of budgets, and the management of accounts and funds within the organization. Includes guidelines and business practices about budgeting, expenditures, payments, accounting, account transactions, banking transactions, and tax and utility bill collection.

FM1 - ACCOUNTS MANAGEMENT - GENERAL	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Detailed Statements of Accounts Case Files	FY + 1	6	D
-04 Signing Authority Signature Card Case Files	SO + 1	6	D
-05 Reconciliation Case Files	FY + 1	6	D
-06 Payment Confirmation Case Files	FY + 1	6	D
-07 Banking Case Files	FY + 1	6	D

SO Definition(s): -02 Information updated or no longer required

-04 Signing Authority change

Notes:

-06 Includes returned cheques and receipt of electronic funds transfer

-07 includes other banking information, deposit slips and bank statements

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

FINANCIAL MANAGEMENT FM

FM2 - ACCOUNTS MANAGEMENT - ACCOUNTS PAYABLE	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Accounts Payable Batches Case Files	FY + 1	6	D
-04 Accounts Payable Journals and Ledgers	FY + 1	6	D
-05 Advances and Allowances	FY + 1	6	D
-06 Grant Issued Case Files	SO + 1	6	D
-07 Ongoing Fee Case Files	FY + 1	6	D
-08 Petty Cash Case Files	FY + 1	6	D
-09 Travel Expenses Case Files	FY + 1	6	D

SO Definition(s): -02 Information updated or no longer required

-06 Grant Issued

Notes:

-03 Includes invoices and credit card expenses/statements

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

FINANCIAL MANAGEMENT FM

FM3 - ACCOUNTS MANAGEMENT - ACCOUNTS RECEIVABLE	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Deposit Case Files	FY + 1	6	D
-04 Grant received Case Files	FY + 1	6	D
-05 Sales Tax Case Files	FY + 1	6	D
-06 Revenue and Recovery Case Files	FY + 1	6	D
-07 Write-off Case Files	FY + 1	6	D
-08 Accounts Receivable Journals and Ledgers	FY + 1	6	D

SO Definition(s): -02 Information updated or no longer required

Notes:

-03 Includes cash batches, cash register tapes and receipt books

FM4 - DEBT MANAGEMENT	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Debt Management Files	SO + 1	6	D

SO Definition(s): -02 Information updated or no longer required

-03 Debt paid off

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

FINANCIAL MANAGEMENT FM

FM5 - BUDGETS	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Capital Budget Case Files	FY + 1	6	D
-04 Operating Budget Case Files	FY + 1	6	D
-05 Reserve Funds Case Files	FY + 1	6	D
-06 Trust Case Files	FY + 1	6	D
-07 Budget Account Transfer Case Files	FY + 1	6	D

SO Definition(s): -02 Information updated or no longer required

Notes:

-04 Operating budgets include area rates and general tax rates

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
OPR: Office of Primary Responsibility
SO: Superseded/Obsolete

FINANCIAL MANAGEMENT FM

FM6 - FEES AND CHARGES - GENERAL	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Area Rate Case Files	SO + 1	6	D
-04 Fines Case Files	SO + 1	6	D
-05 Local Improvement Charges Case Files	SO + 1	6	D
-06 Utility Bills Case Files	FY + 1	6	D
-07 General Revenue Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Fees and charges collected
-04 Fees collected
-05 Local improvement fees collected
-07 Fees collected*

FM7 - FUNDS	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Fund Account Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Information no longer required for operations, financial, audit, or legal purposes*

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
OPR: Office of Primary Responsibility
SO: Superseded/Obsolete

FINANCIAL MANAGEMENT FM

FM8 - INVESTMENTS	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Investments Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Investment portfolio closed; investment ceased*

FM9 - PROCUREMENT	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Vendor information	FY + 1	6	D
-04 Request for quotations	FY + 1	6	D
-05 Tenders	FY + 1	6	D
-06 Request for Proposals	SO + 1	6	D
-07 Purchase Orders	FY + 1	6	D
-08 Purchase requisitions	FY + 1	6	D
-09 Request for qualifications	FY + 1	6	D
-10 Request for information	FY + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Information updated or no longer required. Includes vendor evaluations
-05 Once project completed
-06 Once project completed*

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

FINANCIAL MANAGEMENT FM

FM10 - TAXATION	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Assessment	FY + 1	6	D
-04 Deed Transfers	FY + 1	6	D
-05 Deferrals Case Files	FY + 1	6	D
-06 Encumbrances	FY + 1	6	D
-07 Exemptions Case Files	FY + 1	6	D
-08 Penalties Case Files	FY + 1	6	D
-09 Prepayments Case Files	FY + 1	6	D
-10 Tax Affidavits	FY + 1	6	D
-11 Tax Certificates	FY + 1	6	D
-12 Tax Sales Case Files	FY + 1	6	D

SO Definition(s): -02 Information updated or no longer required

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
OPR: Office of Primary Responsibility
SO: Superseded/Obsolete

HUMAN RESOURCES MANAGEMENT HR

Information relating to the administration of employees (which includes the members of council, volunteers, special appointees and contract employees) and employee services. Includes information about the establishment of positions, hiring processes, employee master files, payroll, leave and absenteeism, occupational health and safety, training and development, diversity management, employee assistance and labour relations.

HR1 - HUMAN RESOURCES MANAGEMENT - GENERAL	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Award Case Files	SO + 1	6	D
-04 Conflict of Interest Case Files	SO + 1	6	D

SO Definition(s): -02 Information updated or no longer required

-03 Award issued

-04 Conflict resolved

HR2 - DIVERSITY MANAGEMENT	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D

SO Definition(s): -02 Information updated or no longer required

HR3 - EMPLOYEE HISTORY - CURRENT	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Current Employee Master File	SO + 1	0	DP

SO Definition(s): -02 Information updated or no longer required

-03 Employee deceased, resigned, retired, transferred, was terminated or laid off.

One year after employee separation, a summary of employee's history is created and employee's record is reclassified to the HR4 category.

ACT: Active (Kept in Office)

D: Destruction

FY: Fiscal Year

AR: Archival Retention

DIS: Disposition

OPR: Office of Primary Responsibility

DP: Disposition Plan

SA: Semi-Active (Storage)

SO: Superseded/Obsolete

HUMAN RESOURCES MANAGEMENT HR

HR4 - EMPLOYEE HISTORY - SEPARATED	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Employee Summary Records	SO + 6	60	D
-04 Separated Employee Case Files	SO + 1	6	D
-05 Separated Term, Casual and Contract Employee Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
 -03 Date employee separated and creation of employee summary record
 -04 Date employee separated
 -05 Date employee separated and creation of employee summary records*

HR5 - EMPLOYEE RELATIONS	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Employee Relations Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
 -03 No longer required*

HR6 - HOURS OF WORK	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D

SO Definition(s): -02 Information updated or no longer required

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
OPR: Office of Primary Responsibility
SO: Superseded/Obsolete

HUMAN RESOURCES MANAGEMENT HR

HR7 - LABOUR RELATIONS	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Arbitration Case Files	SO + 1	6	D
-04 Grievance and Adjudication Case Files	SO + 1	6	D
-05 Collective Agreement Case Files	SO + 1	6	D
-06 Labour Relations Case Files	SO + 1	6	D
-07 Union Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Arbitration awarded
-04 Grievance settled or adjudicated
-05 Current master agreement revised
-06 Issue resolved
-07 Union no longer in existence*

HR8 - LEAVE MANAGEMENT	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Leave and Absenteeism Case Files	FY + 2	5	D

SO Definition(s): -02 Information updated or no longer required

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
OPR: Office of Primary Responsibility
SO: Superseded/Obsolete

HUMAN RESOURCES MANAGEMENT HR

HR9 - OCCUPATIONAL HEALTH AND SAFETY	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Accident Claim Case Files	SO + 2	8	D
-04 Complaint Investigation Case Files	SO + 1	6	D
-05 Fatal Accident Investigation Case Files	SO + 2	8	AR
-06 Safety and Prevention Case Files	SO + 2	8	D

SO Definition(s): -02 Information updated or no longer required

-03 Legal liability of employer expired

-04 Legal liability and risk expired

-05 Investigation completed

-06 Legal liability of employer expired

HR10 - PAYROLL - BENEFITS AND DEDUCTIONS	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Benefits and Deductions Case Files	SO + 1	6	DP

SO Definition(s): -02 Information updated or no longer required

-03 Employee deceased, resigned, retired, transferred, or was terminated. Destroy when claims for or inquires about pensionable benefits and service time are no longer expected.

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

HUMAN RESOURCES MANAGEMENT HR

HR11 - PAYROLL - PROCESSING	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Pay Action Inputs	FY + 1	6	D
-04 Pay History Case Files	FY + 1	6	D
-05 Payroll Register Case Files	FY + 1	6	D
-06 Time Sheet Case Files	FY + 1	6	D
-07 Honoraria, Stipends and Special Payments	FY + 1	6	D

SO Definition(s): -02 Information updated or no longer required

HR12 - POSITIONS - CLASSIFICATION	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Classification of New Position Case Files	SO + 1	6	D
-04 Group/Position Reclassification Case Files	SO + 1	6	D

SO Definition(s): -02 Information updated or no longer required

-03 Classification completed

-04 Group/position reclassification completed

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

HUMAN RESOURCES MANAGEMENT HR

HR13 - POSITIONS - ESTABLISHMENT	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	S0 + 0	0	D
-03 Establishment of Position Case Files	S0 + 1	2	D

*SO Definition(s): -02 Information updated or no longer required
-03 Position reclassified or terminated*

HR14 - STAFFING	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	S0 + 0	0	D
-03 Employment Program Case Files	FY + 1	2	D
-04 Position Competition Case Files	S0 + 1	2	D

*SO Definition(s): -02 Information updated or no longer required
-04 Position filled*

HR15 - TRAINING AND DEVELOPMENT	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	S0 + 0	0	D
-03 Training Program Case Files	S0 + 0	0	D
-04 Conference Case Files	S0 + 0	0	D

*SO Definition(s): -02 Information updated or no longer required
-03 Program replaced by new training program
-04 Conference concluded*

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
OPR: Office of Primary Responsibility
SO: Superseded/Obsolete

INFORMATION MANAGEMENT IM

Information relating to the planning, creation, access, control, distribution, retention, protection, and disposition of organizational information resources in all formats and media. Includes information about the design, architecture, implementation, and maintenance of information systems, systems management, and other Communications (eg. telecommunications, computer networks, records management).

IM1 - FORMS MANAGEMENT	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Forms History Case Files	SO + 3	0	D

*SO Definition(s): -02 Information updated or no longer required
-03 Form revised or replaced*

IM2 - INFORMATION ACCESS AND PRIVACY	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Freedom of Information Case Files	SO + 1	6	D
-04 Requests for Information	SO + 1	0	D

*SO Definition(s): -02 Information updated or no longer required
-03 Case resolved or closed
-04 Case resolved or closed*

IM3 - INFORMATION SECURITY	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Information Security Incident Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Investigation completed and legal liability expired*

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
OPR: Office of Primary Responsibility
SO: Superseded/Obsolete

INFORMATION MANAGEMENT IM

IM4 - MANUALS MANAGEMENT	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Manuals Distribution Lists	SO + 1	0	D
-04 Approved Manuals Case Files	SO + 1	0	D
-05 Manuals Development Case Files	SO + 1	0	D

*SO Definition(s): -02 Information updated or no longer required
 -03 Distribution data updated
 -04 Manual revised
 -05 Manuals Development Case Files*

IM5 - REC MANAGEMENT - DESCRIPTION AND SCHEDULING	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Disposition Authorizations Case Files	SO + 1	6	AR
-04 Records Schedules	SO + 1	0	AR
-05 Classification System Development Case Files	SO + 1	6	D
-06 Description and Records Scheduling Advisory Case Files	SO + 0	0	D

*SO Definition(s): -02 Information updated or no longer required
 -03 Organization no longer exists and information is no longer required for legal or audit purposes
 -04 Organization no longer exists and information is no longer required for legal or audit purposes
 -05 Classification system no longer in use
 -06 No longer required*

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
OPR: Office of Primary Responsibility
SO: Superseded/Obsolete

INFORMATION MANAGEMENT IM

IM6 - REC MANAGEMENT - DOCUMENT AND FILE MANAGEMENT	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Records Inventory Case Files	SO + 1	0	DP
-04 Records Transmittal Case Files	SO + 1	6	DP
-05 Document and File Management Advisory Case Files	SO + 0	0	D
-06 Records Retrieval Case Files	SO + 1	0	D

SO Definition(s): -02 Information updated or no longer required

-03 New inventory produced and required information transferred. Destroy when no longer required to access active or semi-active records, to document disposition of records, or to provide continuing access to archival records.

-04 Records destroyed or transferred to the archives. Destroy transmittal records after verification of disposition. Prior to destruction, create disposal record.

-05 No longer required

-06 No longer required for legal, audit or operational purposes

IM7 - SYSTEMS MANAGEMENT - DEVELOPMENT	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Systems Development Case Files	SO + 1	0	DP

SO Definition(s): -02 Information updated or no longer required

-03 System updated or no longer required. May be destroyed if archival data within the system has migrated to a new system and been verified and required development and documentation records have been created. Development and documentation case files should be retained as long as they are required to support access to data and functionality of the system. Routine information not required for accessible and usable data may be destroyed when it is superseded or obsolete.

ACT: Active (Kept in Office)

D: Destruction

FY: Fiscal Year

AR: Archival Retention

DIS: Disposition

OPR: Office of Primary Responsibility

DP: Disposition Plan

SA: Semi-Active (Storage)

SO: Superseded/Obsolete

INFORMATION MANAGEMENT IM

IM8 - SYSTEMS MANAGEMENT - MAINTENANCE	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Systems Maintenance Case Files	SO + 1	0	D

*SO Definition(s): -02 Information updated or no longer required
-03 System administration and maintenance authority verified*

IM9 - TELECOMMUNICATION NETWORKS	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Network Administration Case Files	SO + 1	0	D
-04 Network Documentation Case Files	SO + 1	0	DP
-05 Request for Network Service Case Files	SO + 1	0	D

*SO Definition(s): -02 Information updated or no longer required
-03 Network no longer in use
-04 Activity completed and verified. Records and documentation classified under this secondary may be destroyed if a new network has been established and all information required to access archival data has been created.
-05 Service completed*

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
OPR: Office of Primary Responsibility
SO: Superseded/Obsolete

SUPPLIES AND EQUIPMENT MANAGEMENT SE

Information relating to the receiving, storing, issuing, using, maintaining, repairing, and disposing of equipment and supplies. It includes asset control, inventories, maintenance, repair, surplus, and disposal.

This main group covers all equipment and supplies (consumables), including aircraft, vehicles, computer hardware and software, audiovisual and photographic equipment, photocopiers and facsimile machines (fax), laboratory equipment, clothing, furnishings, and office equipment.

Audiovisual and photographic equipment includes projectors, tape recorders, video cassette recorders (VCRs), video cameras, camcorders, televisions, and photographic cameras.

Computer equipment and supplies include all hardware and peripherals, computer tools, commercial and customized software packages, commercial database and office systems, telecommunication and network systems, and electronic storage media such as magnetic tapes, diskettes, optical disks and imaging equipment.

SE1 - INVENTORY	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Inventory Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Fiscal year or information updated*

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
OPR: Office of Primary Responsibility
SO: Superseded/Obsolete

SUPPLIES AND EQUIPMENT MANAGEMENT SE

SE2 - MAINTENANCE	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	S0 + 0	0	D
-03 Maintenance and Repair Case Files	S0 + 1	0	D
-04 Unit History Case Files	S0 + 1	0	D

*SO Definition(s): -02 Information updated or no longer required
-03 Equipment no longer in use
-04 Equipment no longer in use*

SE3 - SURPLUS AND DISPOSAL	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	S0 + 0	0	D
-03 Transfer Case Files	FY + 1	6	D
-04 Disposal of Surplus Equipment Case Files	FY + 1	6	D

SO Definition(s): -02 Information updated or no longer required

Note:

The retention and disposition of records in this primary are governed by the Surplus Crown Property Disposal Act.

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
OPR: Office of Primary Responsibility
SO: Superseded/Obsolete

SUPPLIES AND EQUIPMENT MANAGEMENT SE

SE4 - VEHICLE FLEET MANAGEMENT	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	S0 + 0	0	D
-03 Vehicle Unit Management Case Files	S0 + 1	6	D
-04 Vehicle Registration and Licensing Case Files	S0 + 1	0	D

SO Definition(s): -02 Information updated or no longer required

-03 Vehicle disposed of or sold, legal disputes and proceedings concluded, and legal risk expired

-04 Registration and licenses renewed

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

EXECUTIVE OPERATIONS EX

Information relating to the management of executive functions and activities of the organization. Includes executive background information and records about the Council.

Executive records are operational records of the Mayor/ Warden, the Council, and the Chief Administrative Officer (CAO) or equivalent.

*This section **does not** include private and personal papers of the Mayor, or members of the Council, relating to political parties or constituency affairs, except those conducted on behalf of council.*

EX1 - COMMISSIONS OF INQUIRY	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Commission Case Files	SO + 1	5	D

*SO Definition(s): -02 Information updated or no longer required
-03 Commission report completed*

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
OPR: Office of Primary Responsibility
SO: Superseded/Obsolete

EXECUTIVE OPERATIONS EX

EX2 - COUNCIL	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	S0 + 0	0	D
-03 Agendas	S0 + 2	5	AR
-04 Minutes	S0 + 2	5	AR
-05 Reports to Council	S0 + 2	5	AR
-06 Resolutions	S0 + 2	5	AR
-07 Recordings of Council and Committee Meetings	S0 + 2	5	D
-08 Committees of Council	S0 + 2	5	AR

S0 Definition(s): -02 Information updated or no longer required

-03 Council meeting adjourned

-04 Council meeting adjourned

-05 Council meeting adjourned

-06 Council meeting adjourned

-07 No longer required for legal, audit, or reference purposes

-08 Committee activity completed

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

EXECUTIVE OPERATIONS EX

EX3 - EXECUTIVE INFORMATION	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	S0 + 0	0	D
-03 Current Issues Case Files	S0 + 2	5	AR
-04 Mayor's/ Warden's/CAO's Correspondence	S0 + 2	5	AR
-05 Mayor's/ Warden's/ CAO's Speeches	S0 + 2	5	AR
-06 Mayor's/ Warden's/ CAO's Position Papers	S0 + 2	5	AR

SO Definition(s): -02 Information updated or no longer required

--03 Change of Mayor or 4 year electoral cycle

-04 Correspondence completed

-05 Speech delivered

-06 Change of Mayor or 4 year electoral cycle

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

INTERGOVERNMENTAL RELATIONS IR

Information relating to relations and agreements with the Government of Canada, other local, Provincial, Territorial, and Aboriginal or foreign governments. Includes councils, conferences, and other forms of cooperation.

IR1 - INTERGOVERNMENTAL RELATIONS - GENERAL	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Twinning Case Files	SO + 1	5	D

*SO Definition(s): -02 Information updated or no longer required
-03 Twinning activity concluded*

IR2 - Indigenous and Foreign Government Relations	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Indigenous and Foreign Government Cooperation & Liaison Case Files	SO + 1	5	D

*SO Definition(s): -02 Information updated or no longer required
-03 Cooperation activity concluded*

IR3 - FEDERAL RELATIONS	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Federal Government Cooperation and Liaison Case Files	SO + 1	5	D

*SO Definition(s): -02 Information updated or no longer required
-03 Cooperation activity concluded*

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
OPR: Office of Primary Responsibility
SO: Superseded/Obsolete

INTERGOVERNMENTAL RELATIONS IR

IR4 - INTERGOVERNMENTAL RELATIONS - GENERAL	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Provincial and Local Government Cooperation and Liaison Case Files	SO + 1	5	D

SO Definition(s): -02 Information updated or no longer required

-03 Cooperation activity concluded

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

MANAGEMENT FUNCTIONS MF

Information relating to management functions which are common to all organization departments. Includes annual reporting, strategic planning, policy and program development, auditing, management evaluation and review, legislation development (By-Laws) and litigation.

Functions that support and directly relate to operational mandates.

MF1 - REPORTS AND STATISTICS	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	S0 + 0	0	D
-03 Annual Reports	S0 + 5	0	AR
-04 Annual Reports Working Papers	S0 + 5	0	D
-05 Other Reports and Statistics	FY + 1	6	DP

SO Definition(s): -02 Information updated or no longer required

-03 Report no longer used for active reference

-04 Working papers no longer used for active reference. Destroy seven years after the fiscal year for which the report was created.

MF2 - AUDITING	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	S0 + 0	0	D
-03 External Audit Case Files	S0 + 1	6	AR
-04 Internal Audit Case Files	S0 + 1	6	AR

SO Definition(s): -02 Information updated or no longer required

-03 Audit presented and action or recommendation concluded

-04 Audit risk or interest expired

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

MANAGEMENT FUNCTIONS MF

MF3 - ELECTION MANAGEMENT	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	S0 + 0	0	D
-03 Election Case Files	S0 + 1	6	D
-04 Poll Books	S0 + 0	0	D
-05 Voters' List	S0 + 1	3	D
-06 Ballots	S0 + 0	0	D
-07 Official Election Results	S0 + 1	0	AR
-08 Nomination Papers	S0 + 1	0	AR

S0 Definition(s): -02 Information updated or no longer required

-03 Election concluded; or if election contested, appeal concluded or expired

-04 Election concluded; or if election contested, appeal concluded or expired

-05 Election concluded; or if election contested, appeal concluded or expired

-06 25 days after election concluded; or if contested, 25 days after appeal concluded or expired

-07 Election concluded; or if election contested, appeal concluded or expired

-08 Election concluded; or if election contested, appeal concluded or expired

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

MANAGEMENT FUNCTIONS MF

MF4 - INCORPORATION	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Incorporation Case Files	SO + 1	6	AR

*SO Definition(s): -02 Information updated or no longer required
-03 Corporate body is wound up*

MF5 - LEGISLATION	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 By-Law/ Policy of Council Working Papers	SO + 1	6	D
-04 By-Law/ Policy of Council	SO + 1	6	AR

*SO Definition(s): -02 Information updated or no longer required
-03 Amendment to by-law/ policy of council completed
-04 By-law/ policy of council replaced by new by-law*

MF6 = BY-LAWS ENFORCEMENT	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 By-Laws Enforcement Working Papers	SO + 1	6	D
-04 By-Laws Enforcement Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Dispute resolved
-04 Dispute resolved*

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
OPR: Office of Primary Responsibility
SO: Superseded/Obsolete

MANAGEMENT FUNCTIONS MF

MF7 - LICENSING	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Incorporation Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 License expired or replaced by new license*

MF8 - LITIGATION	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Litigation Case Files	SO + 1	20	DP

*SO Definition(s): -02 Information updated or no longer required
-03 File closed. At the end of the 20 year period, will be evaluated by the County and its legal counsel for continuing legal value. The final disposition of the file will be reviewed, and the file will be either destroyed or designated archival.*

MF9 - SOLICITOR SERVICES	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Solicitor Service Case Files	SO + 1	20	DP

*SO Definition(s): -02 Information updated or no longer required
-03 File closed. At the end of the 20 year period, will be evaluated by the County and its legal counsel for continuing legal value. The final disposition of the file will be reviewed, and the file will be either destroyed or designated archival.*

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
OPR: Office of Primary Responsibility
SO: Superseded/Obsolete

MANAGEMENT FUNCTIONS MF

MF10 - ORGANIZATIONAL STRUCTURE	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Reorganization Case Files	SO + 1	6	AR
-04 Organization Charts Case Files	SO + 1	6	AR

SO Definition(s): -02 Information updated or no longer required

-03 Reorganization complete

-04 Organization chart updated or replaced by new organization chart

MF11 - PERMIT MANAGEMENT	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Permit Case Files	SO + 1	6	DP

SO Definition(s): -02 Information updated or no longer required

-03 Permit expired or replaced by new permit

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

MANAGEMENT FUNCTIONS MF

MF12 - POLICIES, PROCEDURES, AND STANDARDS	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Approved Policy Case Files	SO + 1	5	AR
-04 Policy Development Case Files	SO + 1	5	D
-05 Administrative Policy Case Files	SO + 1	6	DP
-06 Operational Procedure Case Files	SO + 1	0	D

SO Definition(s): -02 Information updated or no longer required

--03 Policy replaced or revised; reference becomes inactive

-04 Policy development concluded

-05 Policy replaced or revised

-06 Procedure replaced or revised. Destroy 7 years after the policy is replaced or revised.

MF13 - ORGANIZATIONAL PLANNING AND REVIEW	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Business Analysis Case Files	SO + 1	5	AR
-04 Long Range System Plan Case Files	SO + 1	5	D
-05 Strategic Plan Case Files	SO + 1	5	AR
-06 Other Planning and Review Case Files	FY + 1	2	D

SO Definition(s): -02 Information updated or no longer required

-03 Other Planning and Review Case Files

-04 Long range system plan replaced or revised and reference becomes semi-active

-05 Strategic plan completed

ACT: Active (Kept in Office)

D: Destruction

FY: Fiscal Year

AR: Archival Retention

DIS: Disposition

OPR: Office of Primary Responsibility

DP: Disposition Plan

SA: Semi-Active (Storage)

SO: Superseded/Obsolete

MANAGEMENT FUNCTIONS MF

MF14 - CONTRACTS AND AGREEMENTS	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Contracts and Agreements Case Files	SO + 1	6	DP

SO Definition(s): -02 Information updated or no longer required

-03 Contract or agreement expired and audited. After 6 year period, file is to be evaluated for destruction or archival retention.

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

ENGINEERING AND PUBLIC WORKS SERVICES EN

Information relating to engineering and public works services in the organization. Includes information about the construction and maintenance of local infrastructure, design and survey services, water service, solid waste management, and environmental management.

EN1 - ENGINEERING SERVICES - GENERAL	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D

SO Definition(s): -02 Information updated or no longer required

EN2 - ENG SERVICES - CONSTRUCTION AND INSPECTION	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Construction and Inspection Case Files	SO + 1	6	DP

SO Definition(s): -02 Information updated or no longer required

-03 Constructed or inspected structure no longer exists or no longer under the jurisdiction of the organization. Destroy 7 years after constructed structure no longer exists. If sold or transferred, records are transferred to new organization.

EN3 - ENG SERVICES - DESIGN	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Preliminary Design	SO + 1	6	D
-04 Working Drawings	SO + 1	6	D
-05 Final Plan/Design	SO + 1	6	DP

SO Definition(s): -02 Information updated or no longer required

-03 & -04 Final design completed -50 see SO -03 above.

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

ENGINEERING AND PUBLIC WORKS SERVICES EN

EN4 - ENG SERVICES - SURVEYS	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	S0 + 0	0	D
-03 Engineering Services Survey Working Papers	S0 + 1	6	D
-04 Engineering Services Survey Plans and Drawings	S0 + 1	6	AR

*SO Definition(s): -02 Information updated or no longer required
-03 No longer required for legal, audit, or reference purposes
-04 No longer required for legal, audit, or reference purposes*

EN5 - ENVIRONMENTAL MANAGEMENT	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	S0 + 0	0	D
-03 Environmental Accidents Case Files	S0 + 1	6	D
-04 Environmental Management Case Files	S0 + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Repairs and/or cleanup, as a result of accident, complete
-04 No longer required for legal, operational or audit purposes*

EN6 - INFRASTRUCTURE MANAGEMENT - GENERAL	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	S0 + 0	0	D

SO Definition(s): -02 Information updated or no longer required

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
OPR: Office of Primary Responsibility
SO: Superseded/Obsolete

ENGINEERING AND PUBLIC WORKS SERVICES EN

EN7 - INFRASTRUCTURE MANAGEMENT - BRIDGES	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Bridge Case Files	SO + 1	6	DP

SO Definition(s): -02 Information updated or no longer required

-03 Bridge no longer exists or no longer under the jurisdiction of the organization. Destroy 7 years after the bridge no longer exists, or transfer records to organization which has jurisdiction over it.

EN8 - INFRASTRUCTURE MANAGEMENT - CIVIC ADDRESSING	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Civic Addressing Case Files	SO + 1	6	D

SO Definition(s): -02 Information updated or no longer required

-03 Civic address no longer exists or changed to another civic address

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

ENGINEERING AND PUBLIC WORKS SERVICES EN

EN9 - INFRASTRUCTURE MNGT - STREETS AND ROADS	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	S0 + 0	0	D
-03 Easements and Right-of-Ways Case Files	S0 + 1	6	DP
-04 Pavement Monitoring Case Files	S0 + 1	6	D
-05 Streets and Roads Case Files	S0 + 1	6	DP
-06 Subdivision Case Files	S0 + 1	6	DP

SO Definition(s): -02 Information updated or no longer required

-03 Property no longer under the jurisdiction of the organization. Transfer records to new jurisdiction.

-04 Data no longer required for legal, audit, or research purposes

-05 Street and/or road no longer exists or no longer under the jurisdiction of the organization. Destroy or transfer records.

-06 Property no longer under the jurisdiction of the organization. Destroy or transfer records.

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

ENGINEERING AND PUBLIC WORKS SERVICES EN

EN10 - INFRASTRUCTURE MNGT - SANITARY SEWAGE	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	S0 + 0	0	D
-03 Sewer Connection Case Files	S0 + 1	6	DP
-04 Sewer Mains and Manhole Case Files	S0 + 1	6	D
-05 Sewer Treatment Plant Case Files	S0 + 1	6	D
-06 Pumping Station Case Files	S0 + 1	6	D

SO Definition(s): -02 Information updated or no longer required

-03 Sewer connection discontinued or removed. After 7 year period, records will be evaluated for destruction or permanent retention.

-04 Sewer main and/or manhole no longer under the jurisdiction of the organization

-05 Sewer treatment plant no longer exists or no longer under the jurisdiction of the organization

-06 Pumping station no longer exists or no longer under the jurisdiction of the organization

EN11 - INFRASTRUCTURE MNGT - SNOW AND ICE CONTROL	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	S0 + 0	0	D
-03 Snow and Ice Control Case Files	FY + 1	6	D

SO Definition(s): -02 Information updated or no longer required

Note:

-03 includes salting, sanding and snow removal case files

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

ENGINEERING AND PUBLIC WORKS SERVICES EN

EN12 - INFRASTRUCTURE MNGT - STORM DRAINAGE	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Engineering Services Survey Working Papers	SO + 1	6	DP
-04 Engineering Services Survey Plans and Drawings	SO + 1	6	D

SO Definition(s): -02 Information updated or no longer required

-03 Drainage and/or flood control system no longer exists or no longer under the jurisdiction of the organization. Destroy after 7 years or transfer records.

-04 Damage repaired

EN13 - INFRASTRUCTURE MNGT - STREET LIGHTING	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Street Light Maintenance Case Files	FY + 1	6	D

SO Definition(s): -02 Information updated or no longer required

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

ENGINEERING AND PUBLIC WORKS SERVICES EN

EN14 - INFRASTRUCTURE MNGT - TRAFFIC	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	S0 + 0	0	D
-03 Barriers and Speed Bumps	S0 + 1	0	DP
-04 Intersections	S0 + 1	0	DP
-05 Signalization	S0 + 1	0	DP
-06 Street Line Marking	FY + 1	6	D
-07 Street Signage	S0 + 1	0	DP

S0 Definition(s): -02 Information updated or no longer required

-03 Barrier and/or speed bump no longer exists or no longer under the jurisdiction of the organization. Destroy after 7 years or transfer records.

-04 Intersection no longer exists or no longer under the jurisdiction of the organization. See above for DP.

-05 Traffic signal no longer exists or no longer under the jurisdiction of the organization. See above for DP.

-07 Signage no longer exists or no longer under the jurisdiction of the organization. See above for DP.

EN15 - INFRASTRUCTURE MNGT - TREES	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	S0 + 0	0	D
-03 Tree Management Case Files	FY + 1	6	D

S0 Definition(s): -02 Information updated or no longer required

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

ENGINEERING AND PUBLIC WORKS SERVICES EN

EN16 - INFRASTRUCTURE MNGT - WATER SYSTEMS	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	SO + 0	0	D
-03 Pumping Station Case Files	SO + 1	6	DP
-04 Reservoirs Case Files	SO + 1	6	DP
-05 Water Connections and Pressures Case Files	FY + 1	6	D
-06 Water Consumption and Meters Case Files	FY + 1	6	D
-07 Water Mains and Pipes Case Files	SO + 1	6	DP
-08 Water Quality Case Files	FY + 1	6	D
-09 Water Treatment Plant Case Files	SO + 1	6	DP
-10 Water System Case Files	SO + 1	6	DP

SO Definition(s): -02 Information updated or no longer required

-03 Pumping station no longer exists or no longer under the jurisdiction of the organization.

Destroy after 7 years or transfer to new jurisdiction.

-04 Reservoir no longer exists or no longer under the jurisdiction of the organization. Destroy after 7 years or transfer to new jurisdiction.

-05 Water main and/or pipe no longer exists or no longer under the jurisdiction of the organization. Destroy after 7 years or transfer to new jurisdiction.

-06 Water treatment plant no longer exists or no longer under the jurisdiction of the organization. Destroy after 7 years or transfer to new jurisdiction.

-07 Water system no longer exists or no longer under the jurisdiction of the organization. Destroy after 7 years or transfer to new jurisdiction.

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

ENGINEERING AND PUBLIC WORKS SERVICES EN

EN17 - SOLID WASTE MANAGEMENT - COLLECTION	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Refuse Collection Program Case Files	SO + 1	6	D
-04 Refuse Collectors	SO + 1	2	D

*SO Definition(s): -02 Information updated or no longer required
-03 Program discontinued or replaced by new program
-04 Refuse collector no longer offering services to the organization*

EN18 - SWM - DISPOSAL AND DIVERSION	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Landfill Sites Case Files	SO + 1	6	DP
-04 Recycling and Composting Program Case Files	SO + 1	6	DP
-05 Recycling, Composting, Landfill & Incineration Vendors Case Files	SO + 1	2	D

*SO Definition(s): -02 Information updated or no longer required
-03 Landfill site no longer in existence or no longer under the jurisdiction of the organization.
Destroy after 7 years or transfer to new jurisdiction..
-04 Program discontinued or replaced by new program. Files will be reviewed and those records that summarize the history of the program will be retained permanently.
-05 Vendor no longer offering services to the organization*

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
OPR: Office of Primary Responsibility
SO: Superseded/Obsolete

ENGINEERING AND PUBLIC WORKS SERVICES EN

EN19 - SIDEWALKS AND TRAILS MAINTENANCE	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	S0 + 0	0	D
-03 Individual Sidewalk Case Files	S0 + 1	6	DP
-04 Individual Trail Case Files	S0 + 1	6	DP

SO Definition(s): -02 Information updated or no longer required

-03 Property no longer under the jurisdiction of the organization. Transfer records to new jurisdiction.

-04 Property no longer under the jurisdiction of the organization. Transfer records to new jurisdiction.

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

PARKS MANAGEMENT PM

Information relating to the management of parks and open spaces in the jurisdiction of the organization. Includes information about parks, fields, playgrounds and other open spaces.

PM1 - PARKS MANAGEMENT - CONCESSIONS	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Concessions Case Files	SO + 1	6	DP

*SO Definition(s): -02 Information updated or no longer required
-03 Concession no longer exists or no longer under the jurisdiction of the organization. Destroy 7 years after constructed structure no longer exists. If sold or transferred, records are transferred to new organization.*

PM2 - PARKS MANAGEMENT - INDIVIDUAL PARKS	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Individual Parks Case Files	SO + 1	6	DP

*SO Definition(s): -02 Information updated or no longer required
-03 Park no longer exists or no longer under the jurisdiction of the organization. Destroy 7 years after constructed structure no longer exists. If sold or transferred, records are transferred to new organization.*

PM3 - PARKS MANAGEMENT - MAINTENANCE	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Individual Parks Case Files	FY + 1	6	D

SO Definition(s): -02 Information updated or no longer required

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

PARKS MANAGEMENT PM

PM4 - STREET MANAGEMENT	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Street Case Files	SO + 1	6	DP

SO Definition(s): -02 Information updated or no longer required

-03 Street no longer exists or no longer under the jurisdiction of the organization. Destroy 7 years after constructed structure no longer exists. If sold or transferred, records are transferred to new organization.

PM5 - OPEN SPACE AND PLAYGROUND MANAGEMENT	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Open Space Case Files	SO + 1	6	DP
-04 Playground Case Files	SO + 1	6	DP

SO Definition(s): -02 Information updated or no longer required

-03 Open space no longer exists or no longer under the jurisdiction of the organization.

Destroy 7 years after constructed structure no longer exists. If sold or transferred, records are transferred to new organization.

-04 Playground no longer exists or no longer under the jurisdiction of the organization. See above.

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

PARKS MANAGEMENT PM

PM6 - PARKS PLANNING AND DEVELOPMENT	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Parks Planning and Development Case Files	SO + 1	6	D
-04 Program Case Files	SO + 1	6	D

SO Definition(s): -02 Information updated or no longer required

-03 Development plan complete

-04 Program discontinued or replaced by new program

PM7 - WATERFRONT/RIVERFRONT MANAGEMENT	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Waterfront/Riverfront Case Files	SO + 1	6	DP

SO Definition(s): -02 Information updated or no longer required

-03 Waterfront/riverfront property no longer exists or no longer under the jurisdiction of the organization. Destroy 7 years after constructed structure no longer exists. If sold or transferred, records are transferred to new organization.

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

PLANNING AND DEVELOPMENT PD

Information relating to land planning strategies, land development, and land use within the jurisdiction of the organization. Includes information about land management, land development, land sub-division, and planning and development projects.

PD1- BUILDING INSPECTION	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Building Inspection Case Files	SO + 1	6	DP
-04 Building Permits	FY + 1	10	D

SO Definition(s): -02 Information updated or no longer required

-03 Building no longer exists or no longer under the jurisdiction of the county. Destroy 7 years after constructed structure no longer exists. If sold or transferred, records are transferred to new organization.

Note:

-04 Includes the relevant documents for each permit.

PD2- PLANNING AND DEVELOPMENT - CIVIC ADDRESSING	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Civic Addressing Case Files	SO + 1	6	D
-04 P.I.D. Case Files	SO + 1	6	DP

SO Definition(s): -02 Information updated or no longer required

-03 Civic address no longer exists or changed to another civic address.

-04 Property no longer exists or no longer under the jurisdiction of the organization. Destroy 7 years after constructed structure no longer exists. If sold or transferred, records are transferred to new organization.

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

PLANNING AND DEVELOPMENT PD

PD3 - DEVELOPMENT - AGRICULTURAL LANDS	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Agricultural Lands Development Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Development activity completed or stopped.*

PD4 - DEVELOPMENT - AIRPORT	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Individual Parks Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Development activity completed or stopped*

PD5 - DEVELOPMENT - COMMERCIAL	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Commercial Development Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Development activity completed or stopped*

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
OPR: Office of Primary Responsibility
SO: Superseded/Obsolete

PLANNING AND DEVELOPMENT PD

PD6 - DEVELOPMENT - ECONOMIC AND INDUSTRIAL	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Economic and Industrial Development Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Development activity completed or stopped.*

PD7 - DEVELOPMENT - REDEVELOPMENT AND REVITALIZATION	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Redevelopment and Revitalization Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Development activity completed or stopped*

PD8 - DEVELOPMENT - RESIDENTIAL	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Residential Development Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Development activity completed or stopped*

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
OPR: Office of Primary Responsibility
SO: Superseded/Obsolete

PLANNING AND DEVELOPMENT PD

PD9 - HERITAGE SITE CONVERSATION AND PRESERVATION	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Heritage Site Conservation and Preservation Case Files	SO + 1	6	DP
-04 Municipal Heritage Register (index)	SO + 1	6	AR

SO Definition(s): -02 Information updated or no longer required

-03 Heritage site no longer exists or no longer under the jurisdiction of the organization. Destroy 7 years after constructed structure no longer exists. If sold or transferred, records are transferred to new organization.

-04 Heritage site no longer exists

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

PLANNING AND DEVELOPMENT PD

PD10 - PLANNING - LAND USE BY-LAW	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Amendment Applications	SO + 1	6	D
-04 Amendments	SO + 1	6	D
-05 Development Agreement Case Files	SO + 1	6	D
-06 Development Permits	SO + 1	6	DP
-07 Land Use By-Law Working Papers	SO + 1	6	D
-08 Land Use By-Law- Minister's Approved Copy	SO + 1	6	AR
-09 Public Inquiries	SO + 1	6	D
-10 Restrictive Covenants Case Files	SO + 1	6	D
-11 Zoning Confirmations	SO + 1	6	D

SO Definition(s): -02 Information updated or no longer required

-03 Application accepted.

-04 Amendment reflected in new Municipal Planning Strategy and Land Use By-Law

-05 Development no longer exists or no longer under the jurisdiction of the organization

-06 Development no longer exists or no longer under the jurisdiction of the organization. Destroy 7 years after constructed structure no longer exists. If sold or transferred, records are transferred to new organization.

-07 By-Law complete

-08 By-Law approved and replaced by new by-law.

-09 Public inquiry resolved or closed

-10 Restrictive covenant no longer enforced

-11 Minister approved copy of plan

ACT: Active (Kept in Office)

D: Destruction

FY: Fiscal Year

AR: Archival Retention

DIS: Disposition

OPR: Office of Primary Responsibility

DP: Disposition Plan

SA: Semi-Active (Storage)

SO: Superseded/Obsolete

PLANNING AND DEVELOPMENT PD

PD11 - PLANNING - MOBILE HOME BY-LAW	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Amendment Applications	SO + 1	6	D
-04 Amendments	SO + 1	6	D
-05 Mobile Home Park Construction Permits	SO + 1	6	DP
-06 Mobile Home Park Permits	SO + 1	6	DP
-07 Mobile Home Permits	SO + 1	6	D
-08 Plan - Consolidated Copy (Research)	SO + 1	6	D
-09 Plan - Minister's Approved Copy	SO + 1	6	AR
-10 Public Inquiries	SO + 1	6	D

SO Definition(s): -02 Information updated or no longer required

-03 Application accepted

-04 Amendment approved

*-05 Mobile home park no longer exists or no longer under the jurisdiction of the organization.
Destroy after 7 years or transfer to new jurisdiction.*

*-06 Mobile home park no longer exists or no longer under the jurisdiction of the organization.
Destroy after 7 years or transfer to new jurisdiction.*

-07 Permit expired or replaced by new permit

-08 Plan complete

-09 Plan approved and replaced by new plan

-10 Public inquiry resolved or closed

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

PLANNING AND DEVELOPMENT PD

PD12 - PLANNING - MUNICIPAL PLANNING STRATEGY	ACT	SA	DIS
-01 General	FY + 1	0	D
-02 Subject Files	S0 + 0	0	D
-03 Amendment Applications	S0 + 1	6	D
-04 Amendments	S0 + 1	6	D
-05 Municipal Planning Strategy Working Papers	S0 + 1	6	D
-06 Municipal Planning Strategy- Minister's Approved Copy	S0 + 1	6	AR
-07 Public Inquiries	S0 + 1	6	D

S0 Definition(s): -02 Information updated or no longer required

-03 Application accepted

-04 Amendment reflected in new Municipal Planning Strategy and Land Use By-Law

-05 Municipal Planning Strategy complete

-06 Municipal Planning Strategy approved and replaced by new Municipal Planning Strategy

-07 Public inquiry resolved or closed

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

PLANNING AND DEVELOPMENT PD

PD13 - PLANNING - SUBDIVISION BY-LAW	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Amendment Applications	SO + 1	6	D
-04 Amendments	SO + 1	6	D
-05 Subdivision By-Law Working Papers	SO + 1	6	D
-06 Subdivision Application- Preliminary Plan	SO + 1	6	D
-07 Subdivision Application	SO + 1	6	D
-08 Subdivision By-Law- Minister's Approved Copy	SO + 1	6	AR
-09 Public Inquiries	SO + 1	6	D
-10 Subdivision Regulations	SO + 1	0	D

SO Definition(s): -02 Information updated or no longer required

-03 Application accepted

-04 Amendment reflected in new Municipal Planning Strategy and Land Use By-Law

-05 By-law complete

-06 Subdivision application- preliminary plan complete

-07 Final plan complete

-08 By-law approved and replaced by new by-law

-09 Public inquiry resolved or closed

-10 Regulation replaced by new regulation

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

PUBLIC PROTECTION AND SAFETY SERVICES PS

Information relating to protective services offered by the organization. Includes emergency programs, fire protection, and animal control.

PS1 - ANIMAL CONTROL	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Complaint Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Complaint resolved*

PS2 - EMERGENCY SERVICES - EMERGENCY MANAGEMENT	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Emergency Management Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Emergency management discontinued or replaced by new management*

PS3 - FIRE PROTECTION - ALARM SYSTEMS	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Smoke Detector Case Files	SO + 1	6	D
-04 Sprinkler System Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Smoke detector replaced by new smoke detector
-04 Sprinkler system replaced by new sprinkler system*

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

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FY: Fiscal Year
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**PUBLIC PROTECTION AND SAFETY SERVICES
PS**

PS4 - FIRE PROTECTION - INSPECTIONS	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Inspection Case Files	SO + 1	6	D

SO Definition(s): -02 Information updated or no longer required

-03 Inspection complete.

Note: *-03 This contains all documents required for an inspection, including floor plans and other supporting documents.*

PS5 - FIRE PROTECTION - RESIDENTIAL AND COMMERCIAL	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Residential and Commercial Fire Prevention Case Files	SO + 1	6	D
-04 Residential and Commercial Fire Occurrence and Suppression Case Files	SO + 1	6	D

SO Definition(s): -02 Information updated or no longer required

-03 Information updated or no longer required

-04 Residential and/or commercial fire expunged

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

RECREATION AND CULTURAL SERVICES RC

Information relating to recreation and cultural services in the organization. Includes information about art galleries, museums, libraries, recreation programs, sporting events and other special events.

RC1 - COMMUNITY DEVELOPMENT	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Community Development Case Files	SO + 1	6	D
-04 Programs Case Files	SO + 1	6	D

SO Definition(s): -02 Information updated or no longer required

-03 Community organization no longer exists or no longer requiring services from organization

-04 Program discontinued or replaced by new program

RC2 - CULTURAL SERVICES - ACTIVITIES, EVENTS AND FESTIVALS	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Cultural Activities, Events and Festivals Case Files	SO + 1	6	D

SO Definition(s): -02 Information updated or no longer required

-03 Activity, event or festival concluded

RC3 - CULTURAL SERVICES - CULTURAL SPACES	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Individual Cultural Spaces Case Files	SO + 1	6	D

SO Definition(s): -02 Information updated or no longer required

-03 Cultural centre no longer exists or no longer being utilized for organization's services

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

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RECREATION AND CULTURAL SERVICES RC

RC4 - CULTURAL SERVICES - PROGRAMMING	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	S0 + 0	0	D
-03 Programming Case Files	S0 + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Program discontinued or replaced by new program*

RC5 - RECREATION AND CULTURAL FACILITIES SERVICES	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	S0 + 0	0	D
-03 Individual Facility Case Files	S0 + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Facility no longer exists or no longer being utilized for organization's services*

RC6 - REC AND SPORTS SERVICES - EVENTS AND TOURNAMENTS	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	S0 + 0	0	D
-03 Rec and Sports, Event and Tournament Case Files	S0 + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Event, or tournament concluded*

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
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SO: Superseded/Obsolete

RECREATION AND CULTURAL SERVICES RC

RC7 - REC AND SPORTS SERVICES - OUTDOOR ACTIVITIES	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Outdoor Activities Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Information updated or no longer required*

RC8 - REC AND SPORTS SERVICES - PROGRAMMING	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Programming Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Program discontinued or replaced by new program*

RC8 - REC AND SPORTS SERVICES - INDIVIDUAL SPORTS			
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Coach Contact Lists	SO + 0	0	D
-04 Individual Sports Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Information updated or no longer required
-04 Information updated or no longer required*

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
SA: Semi-Active (Storage)

FY: Fiscal Year
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SO: Superseded/Obsolete

RECREATION AND CULTURAL SERVICES RC

RC9 - TOURISM	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	S0 + 0	0	D
-03 Tourism Case Files	S0 + 1	5	D

*SO Definition(s): -02 Information updated or no longer required
-03 No longer required for operational, legal or audit purposes*

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

OPR: Office of Primary Responsibility

SO: Superseded/Obsolete

TRANSPORTATION SERVICES TR

Information relating to the delivery of transportation and transit services in the organization. Includes information about buses, airports and water transportation.

TR1 - TRANSPORTATION SERVICES - AIRPORT	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Airport Case Files	SO + 1	6	DP
-04 Issues Case Files	SO + 1	6	D

SO Definition(s): -02 Information updated or no longer required

-03 Airport no longer exists or no longer under the jurisdiction of the organization. Destroy 7 years after the airport no longer exists, or transfer files to new jurisdiction.

-04 Issue resolved

TR2 - TRANSPORTATION SERVICES - ACCESSIBILITY	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Routes and Schedules	SO + 0	0	D
-04 Transportation Services- Accessibility Case Files	SO + 1	6	D

SO Definition(s): -02 Information updated or no longer required

-03 Information updated or no longer required

-04 Service discontinued or replaced by new service

ACT: Active (Kept in Office)

AR: Archival Retention

DP: Disposition Plan

D: Destruction

DIS: Disposition

SA: Semi-Active (Storage)

FY: Fiscal Year

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SO: Superseded/Obsolete

TRANSPORTATION SERVICES
TR

TR3 - TRANSIT SERVICES - BUS	ACT	SA	DIS
-01 General	FY + 1	2	D
-02 Subject Files	SO + 0	0	D
-03 Routes and Schedules	SO + 0	0	D
-04 Bus Service Case Files	SO + 1	6	D
-05 Bus Shelter Case Files	SO + 1	6	D

*SO Definition(s): -02 Information updated or no longer required
-03 Information updated or no longer required
-04 Service discontinued or replaced by new service
-05 Shelter no longer exists or replaced by new shelter*

ACT: Active (Kept in Office)
AR: Archival Retention
DP: Disposition Plan

D: Destruction
DIS: Disposition
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