

## City of Peterborough - Records Retention Schedule

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### CITY OF PETERBOROUGH RECORDS RETENTION SCHEDULE

#### **Classification**

All official records of the City of Peterborough are categorized within the following Primary Headings as follows:

**Administration**  
**Council, Boards and By-laws**  
**Development and Planning**  
**Environment Services**  
**Finance and Accounting**  
**Human Resources**  
**Justice**  
**Legal Affairs**  
**Media and Public Relations**  
**Protection and Enforcement Services**  
**Recreation and Culture**  
**Social and Health Care Services**  
**Transportation Services**  
**Vehicles and Equipment**

Under each Primary Heading in the Retention Schedule are several Secondary Headings. The retention periods are defined at the secondary level. The following legend defines the terms used in the schedule:

#### **Legend**

All numbers in retention columns refer to years unless otherwise specified.

\* Maximum Copy Retention: Records of any subject of which copies are retained by other departments have a total retention limit of no greater than the Responsible Division's value in the "Keep in Division" column.

**A** Archival: The archivist must be notified before these records are moved out of the division. These records have been identified as archival.

**AA** Subject to Archival Appraisal: These records have been designated as having potential historical and research value to the municipality when their other values have ended. These records are to be set aside for review and culling by an archivist prior to their destruction. Digital records will also be appraised.

**Access** Indicates the level of access to the public and staff

**C** Current Year: Retention period indicated begins at the end of the current calendar year.

**E** Event: Retention period indicated begins after an event, explained in the Remarks column.

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**OA** Open Access. Information that is available to the public.

**P** Permanent: A file with this retention limit is never destroyed. It has permanent value and is to be properly stored in the department or records centre.

**PIB** Personal Information Bank contains a collection of like/similar information; the personal information is organized; the information is linked to an identifiable individual; and the personal information is capable of being retrieved through the use of a personal identifier such as name, number, or symbol.

**RA** Review Access. Information that may be available to the public, subject to review before release.

**Responsible Division** "Originating" applies if the record is created in the division and the division is responsible for the official record.

**S** Superseded: A file with this retention is transferred or destroyed when it has been replaced.

**Transitory Documents:** kept solely for convenience of reference and of limited or temporary value in recording the planning or implementation of City policy or programs. They may be destroyed once their usefulness has ended. These include:

- i) copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
- ii) information copies of widely distributed materials, such as minutes, agendas, and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
- iii) preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final record, and which do not record decisions;
- iv) duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
- v) temporary documents needed for a short time to initiate the completion of actions (e.g., phone messages that have been dealt with);
- vi) e-mail messages and other communications that do not relate to City business;
- vii) copies of publications, such as published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
- viii) duplicate stocks of obsolete publications, pamphlets or blank forms;
- ix) unsolicited advertising materials, including brochures, company profiles and price lists.

**Vital** Records essential to the resumption and/or continuation of operation, the re-creation of the legal and financial status of the organization, and the fulfilment of obligations to stakeholders, employees and/or outside interests.

**XA** Restricted Access. Information that is not available to the public and may have further restricted access for staff, elected officials, volunteers, consultants, and contractors.

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# City of Peterborough - Records Retention Schedule

## Primary Heading: Administration

Includes records regarding routine administration and office services functions.

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks/ Legislation Citations
<b>A01</b>	<b>Associations and Organizations</b> Includes correspondence, minutes, agendas, notices and reports regarding organizations and associations to which staff belong or with which they communicate in the course of their duties such as AMCTO, Association of Municipalities of Ontario, Ontario Building Officials Association, Parks & Recreation Ontario, Council for Persons with Disabilities, etc.  Excludes: - Membership Fees (F01)	Originating	C+1	0	C+1		RA		
<b>A02</b>	<b>Departmental and Divisional Staff Meetings</b> Includes records regarding the activities of staff committees and meetings. Includes notices of meeting and informal minutes from meetings. May also include staff activity reports.  Excludes: - Council and Standing Committees Minutes and Agendas (C03, C04) - Council Advisory Committees Minutes and Agendas (C05, C06) - Administrative Staff Committee and Steering Committees (A03) - Health & Safety Committee Meetings (H04)	Originating	C+1	3	C+4		RA	Vital	Occupational Health and Safety Act, R.R.O. 1990
<b>A03</b>	<b>Administrative Staff Committee and Steering Committees</b> Includes minutes and related records of the Administrative Staff Committee meetings. Also includes departmental reports for approval by the Administrative Staff Committee.  Includes minutes of Labour Management Meetings.  Includes minutes of steering committees for special projects.  Includes minutes of the Site Liaison Steering Committee for landfill.  Excludes: - Departmental and Divisional Staff Meetings (A02)	CAO  Human Resources  Originating  Waste Management	C+5	P	P A		RA		

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<b>Class Code</b>	<b>Secondary Heading</b>	<b>Responsible Division</b>	<b>Keep* in Div.</b>	<b>Keep off site</b>	<b>Total Retn.</b>	<b>PIB</b>	<b>Access</b>	<b>Vital</b>	<b>Remarks/ Legislation Citations</b>
<b>A04</b>	<b>Conferences and Seminars</b> Includes invitations, approvals, agendas, notes on proceedings and other records regarding conferences, conventions, seminars, and special functions attended by staff or sponsored by the municipality.  Excludes: - Speeches and Presentations (M08) - Employee and Council Expenses (F09) - Ceremonies and Events (M02) - Invoices (F01) - Rental Agreements (L14) - Accommodation and Travel Arrangements(A13)	Originating	C+1	0	C+1 AA		OA		Only those conferences sponsored by the City and/or attended within the City or County are subject to archival appraisal. City Archivist must sign off on records before disposal.
<b>A06</b>	<b>Inventory Control</b> Includes inventory statements, reports, and other records regarding the control of supplies, fuel, furnishings, and small equipment stock levels. Includes specialize stock such as acid-free paper and boxes for the museum or art gallery. Also includes gift shop inventory.  Excludes: - Asset Management (A31, F06) - Gasoline Dispensing (E24) - Controlled Drug Substances (S18)	Originating	C+1	5	C+6		RA		
<b>A07</b>	<b>Office Equipment and Furniture</b> Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, microfiche readers, etc.  Excludes: - Computer Hardware and Software (A25, A26) - Service Agreements (L14) - Asset Management (A31, F06)	Originating	E	0	E		RA		E = Disposal of item
<b>A08</b>	<b>Office Services</b> 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 word-processing services. Includes daily mail logs.	Originating	C+1	0	C+1		RA		
<b>A08a</b>	<b>Mail Logs</b> Includes records related to the tracking of received or sent mail.	Originating	C+1	4	C+5		RA		

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<b>A09</b>	<b>Policies and Procedures</b> Includes policy and procedure manuals, work instructions, protocols, guidelines, and directives relating to administrative, governance and operational processes  Excludes: - Human Resources and Corporate Bulletins (A09a)	Originating	P	0	P A		OA	Vital	Environmental Protection Act  Safe Drinking–Water Act  Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act  Occupational Health and Safety Act, R.R.O. 1990 Child Care and Early Years Act – Reports & records
<b>A09a</b>	<b>Information Bulletins</b> Includes Human Resources bulletins and corporate bulletins and announcements.	Originating  Human Resources	S	0	S		RA		
<b>A10</b>	<b>Records Management</b> 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: - Records Retention By-law (C01) - Policies and Procedures (A09) - Records Disposition (A11)	Clerk's	S	0	S		RA	Vital	
<b>A11</b>	<b>Records Disposition</b> Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	Clerk's	P	0	P		RA	Vital	CAN/CGSB-72.34-2017: Electronic Records as Documentary Evidence
<b>A12</b>	<b>Telecommunication Systems</b> Includes records regarding all types of telecommunication systems. Includes telephone systems, base and mobile stations, towers, antennae, police, and fire communication systems.  Excludes: - Asset Management (A31, F06) - Invoices for Long Distance Calls (F01) - Agreements (L04, L14) - Applications for Proposed Communication Towers (D25) - Licenses (P09)	Originating	S	0	S		RA	Vital	

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<b>A13</b>	<b>Travel and Accommodation</b> Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles, and catalogues and brochures concerning hotels, convention sites and restaurants.  Excludes: - Employee and Council Expenses (F09) - Invoices (F01)	Originating	C+1	0	C+1		RA		
<b>A14</b>	<b>Uniforms and Clothing</b> Includes records regarding uniforms and special clothing used by municipal staff members such as firefighter's clothing, and safety clothing used by utilities operators.	Originating	S	0	S		RA		<b>Contact the Museum Curator to appraise retired uniforms.</b>
<b>A15</b>	<b>Vendors and Suppliers</b> 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. Also includes consultant relationship management and evaluation.  Excludes: - Purchase Orders and Requisitions (F17) - Office Equipment – Owned and Leased (A07) - Fleet Management (V01) - Contracts and Agreements (L04, L14)	Originating	C+2	0	C+2		RA		
<b>A16</b>	<b>Intergovernmental Relations</b> Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (such as telephone numbers, contact names, etc.). May include correspondence to and from Boards and Commissions.  Excludes: - Legislation (L10, L11)	Originating	C+1	4	C+5		RA		

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<b>A17</b>	<b>Information Access and Privacy</b> Includes documents regarding the municipality'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 FOI request made to the municipality, access request transfers to another institution, FOI requests made by the municipality, notices of appeal and privacy breach investigation/processing. Also includes list of Personal Information Banks (PIBs).  Excludes: - F.O.I. Legislation (L11) - Non MFIPPA Complaints and Inquires (M04)	Clerk's	C+1	1	C+2	Y	RA		Municipal Freedom of Information and Protection of Privacy Act
<b>A18</b>	<b>Security</b> Includes reports, requests, logs, and other records regarding the security of offices, facilities, and properties such as security passes and control of keys and closed-circuit television (CCTV) output.  Excludes: - Vandalism Reports (P05) - Computer Security (A27) - Video Surveillance Data (A30) - Security Camera Locations (A30b) - Video Surveillance Inspections (A30a)	Originating	C+2	3	C+5		XA	Vital	
<b>A19</b>	<b>Facilities Construction and Renovations</b> Includes records for the planning and construction of municipal facilities such as fire stations, airports, 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 municipality.  Excludes: - Architectural and Engineering Drawings (A33) - Warranties (A19b)	Originating	E	2	E+2 AA		RA		<b>E = Project Finished and no outstanding issues</b>  Occupational Health and Safety Act, R.R.O. 1990  Limitations Act, 2002
<b>A19b</b>	<b>Facilities Construction and Renovations – Warranties</b> Includes records and correspondence related to warranties for products and/or services.	Originating	E	1	E+1		RA		<b>E = End of Warranty</b>

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<b>A20</b>	<b>Building and Property Maintenance</b> Includes records regarding the maintenance of the municipality's buildings and properties, such as bus terminals, garages, libraries, and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keepings and grass cutting. Also includes interior design of building, including floor layouts, office cleaning and pest control as well as licenses for devices such as elevators.  Excludes: - Building Systems (A32) - Parks Management (R04)	Originating	C+5	0	C+5		RA	Vital	<b>Retain Setup tests and manuals = Equipment removed + 1 year</b>  Environmental Protection Act  Child and Early Years Act  Health Protection and Promotion Act, R. R. O. 1990  Technical Standards and Safety Act
<b>A21</b>	<b>Facility Bookings</b> Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities. Includes sport field bookings and boating docks at the Marina. Includes rental of Council Chambers for weddings and related forms.  Excludes: - Wedding Registry (L12)	Originating	C+1	0	C+1	Y	XA		
<b>A22</b>	<b>Accessibility of Services</b> Includes records relating to the accessibility of Municipal buildings, services, and information to disabled persons. Includes public feedback regarding accessible City services, multi-year accessibility plan, efforts to remove barriers and notices of availability of these services.  Excludes: - Council for Persons with Disabilities (A01) - Report on services (A31)	Communication Services  Originating	C+2	3	C+5		RA		Accessibility for Ontarians with Disabilities, 2005
<b>A23</b>	<b>Information Systems Production Activity and Control</b> Includes records relating to computer systems 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.	PTS	C+2	2	C+4		RA	Vital	
<b>A24</b>	<b>Access Control and Passwords</b> Records related to the management of and access to programs. Includes individual access, password management, etc.	PTS  Originating	S+2	0	S+2		XA	Vital	<b>SAMS and SDMT GO-PKI Digital Identity Request and Revocation = Employee no longer works for the Social Services Division + 7</b>

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<b>A25</b>	<b>Computer Software</b> Records regarding the use and support of applications, operating and packaged software. Includes records related to network software.	PTS	C+2	4	C+6		RA		Electronic Commerce Act, 2000, S.O. 2000
<b>A26</b>	<b>Computer Hardware</b> Records regarding the installation, maintenance, operation and use of micro and mainframe computers, including personal computers, laptops / notebook computers, minicomputers, and peripheral hardware. Includes records relating to network hardware.	PTS	C+2	3	C+5		RA		
<b>A27</b>	<b>Computer Data Security</b> Includes reports, requests, logs, and other records regarding the security of computer data.	PTS	C+1	0	C+1		XA		
<b>A28</b>	<b>Systems Development and Project Management</b> Records regarding the development of information systems, system development methodologies, and system architecture.	PTS	C+2	4	C+6		RA		
<b>A29</b>	<b>Statistics and Tracking</b> Includes records and statistics for program participation and facility use or activity reports generated. Includes incident tracking.  Excludes: - Incident Reports (P05, P05a)	Originating	S	S	S AA		RA		
<b>A30</b>	<b>Video Surveillance Data</b> Includes data collected through video surveillance systems at all City facilities.  Excludes: - Video Surveillance Logs (A18) - Video Surveillance Inspections (A30a) - Camera Locations (A30b)	Originating	7 days or less	0	7 days or less		RA		<b>Regular retention is determined by the equipment in use at each facility. In the event of police investigation, other investigation, Freedom of Information request, or potential claim or litigation, retention becomes minimum C+1. Disposal forms are not required for regular destruction of data.</b>
<b>A30a</b>	<b>Video Surveillance Inspections</b> Includes audit reports, annual inspection records and any related correspondence	Originating	C+1	6	C+7		RA		
<b>A30b</b>	<b>Camera Locations</b> Includes maps, plans, and other documents relating to the location of security cameras.	Originating	S	P	P		RA		

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Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks/ Legislation Citations
<b>A31</b>	<b>Performance and Asset Management and Quality Assurance</b> Includes reports, statistical analysis, program documentation, correspondence, and work plans regarding performance of the services provided by the City. Includes 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 are 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, Housing Services Annual Report, Funding Agencies Annual Report, and other information related to the efficiency and effectiveness of municipal operations as designated by a Ministry.  Also includes asset management plans, levels of service, infrastructure risk planning, and asset-based decision making. Includes final versions of reports as well as drafts, working notes, and background information.  Excludes: - Policies and Procedures (A09) - Tangible Capital Assets (F06) - Financial and Regulatory reporting, FIR and MPMP (F29) - Corporate Strategic Planning (C08) - Employee Performance Appraisals (H03)	Asset Management   Originating	C+1	6	C+7		RA	Vital	Safe Drinking–Water Act
<b>A32</b>	<b>Building Structure Systems</b> 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 logbooks and remedial action for building systems.  Excludes: -Building Permits (P10)	Originating	E	0	E		RA		<b>E = Superseded or life of system / asset</b>  Fire Protection and Prevention Act  Technical Standards and Safety Act

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<b>A33</b>	<b>Drawings</b> 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.  Excludes: -Building Permits (P10)	Originating	E	0	E		RA		<b>E = Until Superseded or life of system/asset</b>  Occupational Health and Safety Act, R.R.O. 1990  Canadian Environmental Protection Act, 1999

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# City of Peterborough - Records Retention Schedule

## Primary Heading: Council and By-Laws

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

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislative Citations
<b>C01</b>	<b>By-laws</b> Includes final versions of the municipality's by-laws, amendments and attachments that are legally part of the by-laws. Also includes any background documentation required to explain or justify the By-law.	Clerk's	P	0	P A		OA	Vital	Planning Act, R.S.O. 1990 Income Tax Act, C.R.C. 1978
<b>C03</b>	<b>Council and Standing Committee Agendas and Minutes – Working Notes</b> Includes working notes used in agenda and minute preparation for Council meetings. Includes letters to the Clerk's Office requesting authorization of parking by-law enforcement officers.  Excludes: - Advisory Committees (C05, C06)	Clerk's	C+1	0	C+1		RA		
<b>C04</b>	<b>Council and Standing Committee Agendas and Minutes</b> Includes agendas and minutes of the proceedings of Council meetings. Includes attachments to the minutes and voting records.  Excludes: - Advisory Committees (C05, C06) - Reports to Council (C11)	Clerk's	C+1	P	P A		OA Except closed session	Vital	Building Code Act, 1992 Income Tax Act, C.R.C. 1978
<b>C05</b>	<b>Council Advisory Committees Agendas and Minutes – Working Notes</b> Includes working notes used in agenda and minute preparation for committees of Council.  Excludes: - Council and Standing Committees (C03, C04)	Clerk's  Originating	C+1	0	C+1		RA		
<b>C06</b>	<b>Council Advisory Committees Agendas and Minutes</b> Includes agendas and minutes of committees of Council. Includes attachments to the minutes and voting records.  Excludes: - Council and Standing Committees (C03, C04) - Reports to Advisory Committees (C11)	Clerk's  Originating	C+1	P	P A		OA Except closed session	Vital	Building Code Act, 1992 Income Tax Act, C.R.C. 1978

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## Primary Heading: Council and By-Laws

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

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislative Citations
<b>C07</b>	<b>Elections</b> Includes returned notices, list of officials, initial MPAC and amended voters' list, nominations, preliminary voters' 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. Includes advertising.  Excludes: - Ballots (C07b) - Election Results (C07a)	Clerk's	E+4	0	E+4	Y	OA	Vital	<b>E = Day action took effect or Voting Day</b>  <b>Records are vital only during an election year.</b>  Municipal Elections Act, 1996
<b>C07a</b>	<b>Election Results</b> Includes election results statement signed by City Clerk. Also includes statistical reports regarding election results.	Clerk's	C+1	P	P		OA		
<b>C07b</b>	<b>Election Ballots</b> Includes all ballots, used and blank, from an election.  Also includes change of name applications, notices, and objections list.	Clerk's	E	0	E		XA	Vital	<b>E = 120 days after voting or resolution of recount</b>  <b>Vital only during election year.</b>  <b>Destruction of ballots must be completed by the City Clerk, in the presence of two witnesses.</b>  Municipal Elections Act, 1996, Sec. 88(2)
<b>C08</b>	<b>Corporate Strategic Planning</b> Includes records concerning corporate strategic planning, goals, and objectives such as shared services, and mission statements such as the municipal housing plan, and growth plan submissions prepared for the Ministry.  Excludes: - Performance and Asset Management (A31) - Environmental Planning (D03) - Official Plans (D08)	Originating	S	0	S AA		RA/OA		Housing Services Act, 2011 Places to Grow Act, 2005
<b>C10</b>	<b>Motions and Resolutions – Other Municipalities</b> Includes final versions of motions and resolutions of other municipalities which are of interest.	Clerk's	C+1	0	C+1		OA		
<b>C11</b>	<b>Reports to Council</b> Includes all reports to Council and Advisory Committees.	Clerk's	C+1	P	P A		OA	Vital	

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

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislative Citations
<b>C12</b>	<b>Citizen Appointments to Boards and Committees</b> Includes records regarding appointments by Council of citizens to Boards and Committees.	Clerk's	C+1	4	C+5		OA		<b>Names are retained permanently in Council reports.</b> Income Tax Act, C.R.C. 1978
<b>C13</b>	<b>Accountability, Transparency &amp; Governance</b> 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, registry of lobbyists, etc.	Clerk's	C+2	0	C+2		RA/OA		Limitations Act, 2002

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# City of Peterborough - Records Retention Schedule

<b>Primary Heading: Development and Planning</b> 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.									
Class Code	Secondary Heading	Responsible Division	Keep* In Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>D01</b>	<b>Demographic Studies</b> Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level, and rate of growth of employment, unemployment statistics, composition of the workforce, etc.  Excludes: - Vital Statistics (L12)	Originating	C+5	5	C+10 AA		RA		<b>Studies done by the municipality are subject to archival appraisal.</b>
<b>D02</b>	<b>Economic Development</b> Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections, etc.  Excludes: - Demographic Studies (D01) - Residential Development (D04) - Tourism Development (D06) - Industrial and Commercial Development (D21)	Originating	C+10	0	C+10		RA		
<b>D03</b>	<b>Environmental Planning</b> 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 such as risk assessments, well development and purging, risk management plans, site condition reports and information prepared for Phase One and Phase Two environmental assessments.  Excludes: - Air Quality Monitoring (E05) - Water Monitoring (E13, E14, E15) - Waste Management Operations (E07) - Source Water Protection (E21)	Originating	C+15	0	C+15 AA		OA/RA	Vital	<b>If there is an offence records must be kept for E+5, where E = Expired or Later of: date of offence OR day evidence of offence first came to the attention of the person appointed under s. 5</b>  Clean Water Act, 2006  Municipal Act, 2001  Canadian Environmental Protection Act, 1999  Environmental Protection Act, R.S.O. 1990
<b>D04</b>	<b>Residential Planning</b> Includes records regarding the availability of housing. Includes general assessment of the need for affordable housing, occupancy rates, housing cost statistics, etc.	Planning	C+5	5	C+10 AA		RA		

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<b>D10</b>	<b>Committee of Adjustment</b> Includes records regarding the granting of consent including applications and severances of parcels of land. Also includes records regarding the granting of variances to existing zoning regulations.	Planning	E+10	P	P		OA/RA		<b>E = Land titles registration</b> Land Titles Act, R.S.O. 1990
<b>D11</b>	<b>Site Plan Control</b> Includes all information regarding the development of property including layout of walkways, parking and landscaped areas, site servicing, storm water management, grading and building design. Includes comments, correspondence, and reports relating to a range of issues pertaining to the development of a property.  Excludes: - Site Plan Agreements (L04)	Planning	C+5	P	P		RA		<b>Retain application for 2 years after final decision.</b>
<b>D12</b>	<b>Subdivision Plans</b> 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. 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 (L04)	Planning  Infrastructure Planning  Engineering & Construction	C+5	P	P		RA		<b>Retain application for 2 years after final decision.</b>
<b>D13</b>	<b>Planning Issues – Other Municipalities</b> Includes circulations of planning related applications and other correspondence.	Planning	C+10	P	P		RA		
<b>D14</b>	<b>Zoning</b> Includes records and standards regarding the designation of zones for land use planning purposes and applications for amendments to the zoning by-law.  Includes Clerk's Office Notice of Passing Circulations and Approvals.  Excludes: - Zoning By-laws (C01) - Variances (D10)	Planning    Clerk's	C+10	P	P		RA		

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<b>D15</b>	<b>Easements</b> Includes all records on Right of Way and Easements concerning municipal ownership of private lands to maintain public services such as sewer lines that cross private property.  Excludes: - Original Agreements (L04)	Legal  Clerk's  Infrastructure Planning	E+10	P	P		RA		Land Titles Act, R.S.O. 1990
<b>D16</b>	<b>Encroachments</b> Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation.  Excludes: - Original Agreements (L04) - Original Encroachment By-laws (C01)	Legal  Infrastructure Planning  Engineering & Construction	E+1	5	E+6		RA		<b>E = Termination of right</b> Land Titles Act, R.S.O. 1990
<b>D17</b>	<b>Annexation and Amalgamation</b> Includes all records pertaining to the annexing and amalgamation of lands adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on county restructuring.	Planning	C+10	P	P AA		RA		
<b>D18</b>	<b>Community Improvement</b> Includes reports, studies, statistics, and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement Program, Community Area Improvement Programs, BIA, BIC, PRID, etc. May also include records on housing rehabilitation programs, i.e., RRAP, CMHC.  Excludes: - Economic Development (D02)	Planning	E+1	0	E+6		RA		<b>E = Completion of project</b>
<b>D19</b>	<b>Municipal Addressing</b> Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, and drawings.  Excludes: - By-laws (C01)	Geomatics	P	0	P AA		RA	Vital	
<b>D20</b>	<b>Reference Plans</b> Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence.	Planning	S	P	P AA		OA/RA		

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D21	<b>Industrial and Commercial Development</b> Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, and projections.  Excludes: - Urban Agriculture Development (D23)	Planning	C+10	P	P		RA		
D22	<b>Digital Mapping</b> Includes all records used to produce maps and updates in digital format. Includes original pdfs. Also includes paper or Mylar maps which do not exist in digital format.	Geomatics  Infrastructure Planning	S	0	S A		RA/OA		Only original pdfs and maps not in digital format are archival.  Excludes actual data residing on these systems.
D23	<b>Urban Agriculture Development</b> Includes records for Food Security, Urban Agriculture Development and Community Gardens.	Originating	E+5	E+5	E+10		RA		E = Year community garden, program, or service becomes inactive
D24	<b>Official Plan Background</b> Includes reports pertaining to the amendments and changes to the Official Plan.	Planning	E+1	4	E+5		OA		E = Final decision
D25	<b>Communication Towers</b> Includes applications submitted for municipal consultation regarding proposed telecommunication towers.	Planning	C+5	5	C+10		RA		
D26	<b>Development Charges Background Study</b> 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.	Corporate Services	10	5	15 AA		RA		Development Charges Act, 1997
D27	<b>Part Lot Control</b> 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 with a registered plan of subdivision	Planning	E+1	4	E+5		RA		E = Final decision

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D28	<b>Deeming Process</b> Includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-laws, correspondence, etc. A Deeming By-law application is applied for to allow for two or more neighbouring lots on a registered plan of subdivision to merge. Only applicable to parcels of land contained within a plan of subdivision that has been registered for at least 8 years.	Planning	E+2	0	E+2		RA		E = Final decision

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# City of Peterborough - Records Retention Schedule

<b>Primary Heading: Environmental Services</b> 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.									
Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>E01</b>	<b>Sanitary Sewers</b> Includes records regarding the design, construction, and maintenance of sanitary sewers such as underground conduits that carry off waste matter. Includes flood reduction measures.  Excludes: - Waste Management (E07) - Storm Sewers (E02) - Treatment Plants (E03) - Sewer Specifications / As Built (A33) - MOE Approvals (E22)	Engineering & Construction  Infrastructure Planning  Public Works  Environmental Protection	E	0	E		RA		<b>E = Superseded or life of system / asset</b>  Environmental Protection Act, R.R.O. 1990  Occupational Health and Safety Act, R.R.O. 1990  Limitations Act, 2002
<b>E02</b>	<b>Storm Sewers</b> Includes records regarding the design, construction, and maintenance of storm sewers such as underground conduits that carry off drainage water. Includes flood reduction measures and storm water management ponds.  Excludes: - Sewer Specifications / As Built (A33)	Engineering & Construction  Infrastructure Planning  Public Works  Environmental Protection	E	0	E		RA	Vital	<b>E = Superseded or life of system / asset</b>  Occupational Health and Safety Act, R.R.O. 1990  Limitations Act, 2002
<b>E03</b>	<b>Treatment Plants - Wastewater</b> 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), and general work orders (callouts & site-specific collection-related work i.e., sewer rodding, lateral inspections, etc.) Also includes facility classification certification and license to operate. Includes flow data records.  Excludes: - Treatment Plant Specifications / As Built (A33)	Environmental Protection	C+5	0	C+5		RA	Vital	<b>Plans = cease to apply + 2</b>  Canadian Environmental Protection Act, 1999  Limitations Act, 2002  Ontario Water Resources Act, R.S.O. 1990  Wastewater Systems Effluent Regulations, under the Fisheries Act, SOR/2012  Environmental Protection Act, R.R.O. 1990  Occupational Health and Safety Act, R.R.O. 1990
<b>E04</b>	<b>Tree Maintenance</b> Includes records of tree removal, planting, trimming, pruning, and conservation measures taken.  Excludes: - Tree By-law preparation and enforcement (E18) - Heritage Trees (R01)	Public Works	2	3	5		RA		Environmental Protection Act, R.S.O. 1990

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E05	<b>Air Quality Monitoring</b> 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, dust, smog, or gaseous impurities. Also includes claims and compliance orders.  Excludes: - Water Quality (E13, E14, E15) - Land Quality Monitoring (E24) - By-law Enforcement (P01) - Complains and Inquires (M04)	Originating	E+5	0	E+5	Y	RA		<b>E = Later of: date of the offence OR day evidence of offence first came to attention of person appointed under s. 5</b>  Canadian Environmental Protection Act, 1999  Environmental Protection Act, R.S.O 1990
E06	<b>Utilities – Maps and Location Drawings</b> Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains, etc. Includes Municipal Consent Applications.  Excludes: - Site Plans (D11)	Originating	5	0	5 AA		RA	Vital	
E07	<b>Waste Management Operations</b> 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: - Sanitary Sewers (E01) - Annual reports on blue boxes, recycling programs, etc. (A31) - Environmental Planning (D03)	Waste Management  Environmental Protection  Public Works	C+2	8	C+10		RA		<b>Post landfill site closure documentation = closure + 25</b>  Canadian Environmental Protection Act, 1999  Environmental Protection Act, R.R.O 1990  Environmental Protection Act, O. Reg. 101/94  Environmental Protection Act, O. Reg. 351/12  Occupational Health and Safety Act, O. Reg. 213/91

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<b>E09</b>	<b>Drains</b> Includes records regarding the design, construction, and maintenance of drains (channel or pipe) carrying surplus liquid such as rainwater or liquid waste, usually to a sewer. Also includes engineer reports, petitions, assessments, general specifications, and correspondence. May include convenience copies of tenders, bylaws, and grants.  Excludes: - Specifications (A33) - Tenders (F18, F18a) - By-laws (C01) - Grants (F11)	Engineering & Construction  Infrastructure Planning  Public Works  Environmental Protection	E	0	E		RA	Vital	<b>E = Superseded or life of system / asset</b>  Occupational Health and Safety Act, R.R.O. 1990  Ontario Water Resources Act, R.S.O. 1990
<b>E10</b>	<b>Environmental Management</b> Includes records regarding the routine monitoring of land/soil quality and site condition reports as well as responses to interference with quality or contamination.  Includes brownfield development, soil studies, cleanups, borehole studies and surface drainage. Include Environmental Compliance Approvals. Includes records of asbestos detection, monitoring, and removal.  Excludes: -Water Quality (E13, E14, E15, E20) -By-Law Enforcement (P01) -Complaints and Inquiries (M04) -Air Quality Monitoring (E05) -Protection of Environmentally Sensitive Areas (E18)	Infrastructure Planning  Engineering & Construction  Environmental Protection	P	0	P		RA		Ontario Water Resources Act, R.S.O. 1990  Environmental Protection Act, O. Reg. 153/04
<b>E11</b>	<b>Nutrient Management</b> Includes records regarding the management of waste materials such as liquid manure, sewage bio-solids, and Non-Agriculture Source Material (NASM) and regulations pertaining to the operations. Includes records regarding plans and sampling results, and control of storing, spreading, and using NASM on land, near waterways, runoff, etc. Includes the agricultural management strategy/plan, the Greenhouse Nutrient Feedwater Strategy, and Site Characterization Plan. Also includes broker transfer and hauled sewage disposal site records.  Excludes: - Strategy/plan review (A31)	Environmental Protection	C+2	3	C+5 Or expiry of plan +2 years		RA		Nutrient Management Act, 2002

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<b>E13</b>	<b>Water and Waste Water Monitoring</b> Includes records regarding the routine monitoring of water quality, water quantity for source protection purposes as well as warning notice checks and posting of them and responses to interference with quality or quantity such as chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), water taking logs, methodology and reports. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, topsoil, and storm water. Includes records of Ministry of the Environment drinking water and waste water Compliance Inspection Reports, data request items, inspection responses and related documents.  Excludes: - By-law Enforcement (P01) - Complains and Inquires (M04) - Annual reports (A31)	Environmental Protection	E+2	13	E+15		RA		<b>E = created, approved, or plan no longer in force</b>  Environmental Protection Act, R.S.O. 1990  Ontario Water Resources Act, R.S.O. 1990  Safe Drinking Water Act, 2002  Canadian Environmental Protection Act, 1999  Clean Water Act, 2006  Pesticides Act, R.S.O. 1990  Health Protection and Promotion Act
<b>E14</b>	<b>Water and Waste Water Sampling</b> Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis – adverse samples, and notices to Ministry, Spills Action Centre, and local Health Unit.  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 & Procedures / Requirements). Includes phosphorous content records, Hydrocarbon records of Upset Condition and Spill Reports for Wastewater Treatment and/or Collection systems to Ministry of the Environment and local Health Unit.  Excludes: - Air Quality Monitoring (E05) - By-law Enforcement (P01) - Complains and Inquires (M04) - Facilities Routine Water Use, Monitoring & Testing (P17)	Environmental Protection	E+2	13	E+15		RA		<b>E = created, approved, or plan no longer in force</b>  Environmental Protection Act, R.S.O. 1990  Ontario Water Resources Act, R.S.O. 1990  Safe Drinking Water Act, 2002  Canadian Environmental Protection Act, 1999  Clean Water Act, 2006  Pesticides Act, R.S.O. 1990  Health Protection and Promotion Act

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<b>E15</b>	<b>Chemical Sampling of Water and Waste Water</b> Includes chemical samples collected and tested, 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.  Excludes: - Air Quality Monitoring (E05) - By-law Enforcement (P01) - Complaints and Inquires (M04) - Facilities Routine Water Use, Monitoring & Testing (P17)	Environmental Protection	E+2	13	E+15		RA		<b>E = created, approved, or plan no longer in force</b>  Environmental Protection Act, R.S.O. 1990  Safe Drinking Water Act, 2002  Canadian Environmental Protection Act, 1999  Pesticides Act, R.S.O. 1990
<b>E16</b>	<b>Backflow Prevention and Cross Connection Control</b> Includes records relating to the 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.	Infrastructure Planning  Building  Public Works	C+2	13	C+15		RA		Environmental Protection Act, R.S.O. 1990  Municipal Freedom of Information and Protection of Privacy Act, R.R.O. 1990  Ontario Water Resources Act, R.S.O. 1990  Safe Drinking Water Act, 2002
<b>E17</b>	<b>Energy Management</b> 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, retrofit project files, and reports and records pertaining to the benchmarking of energy cost, consumption, and greenhouse gas emissions. Also includes conservation and demand measures information and management of energy consumption and conservation at municipal buildings and facilities.	Property Management	E+1	6	E+7		RA/OA		<b>E = End of reporting period to which the record relates</b>

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<b>E18</b>	<b>Protection of Environmentally Sensitive Areas</b> Includes records regarding green lands, wetlands, conservation areas and municipal forests, including tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks and beaches and plans to manage, control, or eradicate invasive species or prevent release.  Excludes: - Natural Resource Planning (D05) - Tree Maintenance (E04) - Heritage Designations (R01)	Public Works  Recreation  Environmental Protection	E	3	E+3		RA		<b>E = End of plan or designated year</b>  Oak Ridges Moraine Conservation Act, 2001  Environmental Protection Act, R.S.O. 1990  Lake Simcoe Protection Act, 2008
<b>E19</b>	<b>Renewable Energy</b> Includes data, applications, standards, monitoring, and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g., wind, water, biomass, biogas, bio-fuel, solar energy, geothermal energy, and other such energy sources as may be prescribed by senior government) 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.	Sustainability  Waste Management  Environmental Protection	E+50	0	E+50		RA		<b>E = created, approved or facility no longer in force</b>  Limitations Act, 2002
<b>E20</b>	<b>Water Management</b> Includes records relating to water conservation, preservation, and protection measures.  Excludes: - Water Quality (E13, E14, E15) - Backflow Prevention and Cross Connection Control (E16) - Drains (E09, E12) - Sewers (E01, E02)	Sustainability	C+5	0	C+5		RA		

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<b>E21</b>	<b>Source Water Protection</b> Includes Risk Management Official and Inspector appointment certificates and the Risk Management Official's annual report, fee schedules for risk management application, plans, issuing of notices or compliance orders or the acceptance of assessment. Also includes modeling analysis, vulnerability assessments, source protection area assessment reports and comments, technical studies, and Significant Drinking Water Threat verification surveys.  Excludes: - Risk Management Plans and Assessments (D03) - Nutrient Management (E11) - Prohibition Notices and Orders (P20) - Contracts and Agreements (L04, L14)	Planning	E+15	0	E+15		RA		<b>E = Created, approved, or plan no longer in force</b>  Clean Water Act, 2006  Limitations Act, 2002
<b>E22</b>	<b>Ministry of the Environment (MOE) Environmental Compliance Approvals</b> Includes Environmental Compliance issued by MOE to the municipality for: municipal drinking water systems, municipal & private sewage works and waste disposal sites, air quality, notice, storm-water management, storm sewers, culverts, etc.	Environmental Protection  Waste Management  Infrastructure Planning  Engineering	E	2	E+2		RA		<b>E = Cease to apply</b>  Environmental Protection Act, R.R.O., 1990  Limitations Act, 2002  Health Protection and Promotion Act, O. Reg. 319/08  Canadian Environmental Protection Act, 1999

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## City of Peterborough - Records Retention Schedule

Primary Heading: Finance and Accounting Including records regarding the management of funds.									
Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
F01	<p><b>Accounts Payable</b> Includes records documenting funds payable by the municipality, such as paid invoices and cheque requests, receipts, copies of cheques issued to pay account, rebates, levies payable, accounts payable reports. Includes Visa payments. Includes Social Services financial cheque listings.</p> <p>Includes payments to Housing Providers. Includes Community Grant records, applications, and evaluation documentation. Includes subsidy backup information for recreational programs. Includes fee records from the Society of Composers, Authors, and Music Publishers of Canada (SOCAN). Includes Petes' game files and Arena event files</p>	<p>Financial Services</p> <p>Community Services</p>	C+1	6	C+7		RA		<p>An information or complaint under the Provincial Offences Act, in respect of an offence under this Act, may be laid or made on or before the day that is 8 years after the day on which the subject-matter of the information or complain arose.</p> <p>Income Tax Act, R.S.C., 1985</p> <p>Income Tax Act, R. S. O. 1990</p> <p>Housing Services Act, 2011, O. Reg. 367/11</p> <p>Excise Tax Act, R.S.C. 1985</p> <p>Employment Insurance Act, S.C. 1996</p> <p>Retail Sales Tax Act, R.R.O. 1990</p> <p>Employer Health Tax Act, R.S.O. 1990</p> <p>Elderly Persons Centres Act, R.R.O. 1990</p> <p>Homes for Special Care Act, R.R.O. 1990</p> <p>Ontario Works Policy Directives # 11.1</p> <p>Child Care and Early Years Act, 2014</p>

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<b>Primary Heading: Finance and Accounting</b> Including records regarding the management of funds.									
Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
F02	<b>Accounts Receivable and Cash Collection</b> Includes records documenting funds owing to the municipality, such as customer invoices, billing listings, payments in lieu, requests from mortgage companies and recovery reports. Includes records related to tax collection, such as mortgage company, pre-authorized and electronic funds transfer payment files.  Includes records in divisions where invoices are created and paid.  Excludes: - Write-offs and Tax Adjustments (F23) - Tax Assessments, Rolls and Arrears (F22) - Pre-Authorized Payment Approvals (L14) - 10-Year Donations (F28)	Financial Services       Originating	C+1	6	C+7		RA	Vital	<b>An information or complain under the Provincial Offences Act, in respect of an offence under this Act, may be laid or made on or before the day that is eight years after the day on which the subject-matter of the information or complaint arose.</b>  Housing Services Act, 2011 Excise Tax Act, R.S.C. 1985 Income Tax Act, R.S.C. 1985 Income Tax Act, R.S.O. 1990 Elderly Persons Centres Act, R.R.O. 1990 Employer Health Tax Act, R.S.O. 1990 Child Care and Early Years Act, 2014
F03	<b>Audits</b> Includes records regarding internal and external financial audits of accounts (e.g., Federal Gas Tax Audits).  Excludes: - Audited Financial Statements (F10)	Financial Services	C+1	5	C+6		RA		Elderly Persons Centres Act, R.R.O. 1990  Municipal Elections Act, 1996
F04	<b>Banking</b> Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations, deposit records, and NSF cheques.  Divisions must retain documents relating to bank deposits from Class transactions, including receipts.	Financial Services       Originating	C+1	5	C+6		RA	Vital	Income Tax Act, RSC 1985 Income Tax Act, CRC 1978 POA Information Services website Housing Services Act, 2011
F04a	<b>Purchasing Cards</b> Records relating to purchasing cards, such as original applications, signed cardholder agreements, change of address records, name changes, lists of cardholders, and lists of cancelled cards.	Financial Services	E+7	0	E+7	Y	XA		<b>E = Card expiry, cancellation, replacement, or termination of employee</b>

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Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>F05</b>	<b>Supporting Documents for Budgets and Estimates</b> Includes departmental and corporate supporting documents for budgets, both capital and operating. Includes all working notes, calculations, and background documentation. Also includes Budget Variances.  Excludes: - Published Budgets (F10)	Financial Services  Originating	C+1	1	C+2		RA		
<b>F06</b>	<b>Tangible Capital Assets</b> Includes records regarding current and fixed assets. Includes fixed asset inventories as well as records of initial expenditure, depreciation, amortization, and disposal. Also includes supporting information required for Public Sector Accounting (PSAB) purposes.  Excludes: - Land Acquisition and Sale (L07) - Budgets (F10) - Asset Register (F14) - Performance and Asset Management (A31)	Financial Services	E+10	0	E+10		RA	Vital	Excise Tax Act, R.S.C. 1985 Income Tax Act, R.S.C. 1985 Income Tax Act, C.R.C. 1978  Canada Revenue Agency, Income Tax Information Circular, IC78-10R5 Books and Records Retention/Destruction, June 2010, para.24, 25
<b>F07</b>	<b>Cheques</b> Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements.	Financial Services	C+1	5	C+6		RA		Excise Tax Act, R.S.C. 1985 Income Tax Act, R.S.C. 1985 Income Tax, C.R.C. 1978  Revenue Canada, Information Circular 78-10R2 and R3  Employer Health Tax, R.S.O. 1990  Child Care and Early Years Act, 2014  Ontario Works Policy Directives # 11.1
<b>F08</b>	<b>Debentures and Bonds</b> 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. Also includes financial records related to Local Improvements.  Excludes: - Debentures Registers (F14) - Debt Book (F08a)	Financial Services	E+1	6	E+7	Y	RA		<b>E = Expiry/cancellation of debentures</b>  Income Tax Act, R.S.C. 1985 Income Tax Act, C.R.C. 1978  Revenue Canada, Information Circular 78-10R2 and R3
<b>F08a</b>	<b>Debt Book</b>	Financial Services	P	0	P		RA		

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Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>F09</b>	<b>Employee and Council Expenses</b> Includes travel and hospitality expense statements and all receipts and supporting documentation submitted by employees or Council and Committee members to substantiate their claims. Includes mileage claim cards.  Excludes: - Employee Attendance (H01) - Honoraria and fees to Council (F16)	Financial Services	C+1	6	C+7	Y	OA		Excise Tax Act, R.S.C. 1985  Income Tax Act, R.S.C. 1985  Income Tax Act, CRC 1978  Revenue Canada, Information Circular 78-10R2 and R3
<b>F10</b>	<b>Audited Financial Statements and Published Budget Documents</b> Includes final consolidated financial reports and published budget documents.  Excludes: - Budget Working Notes (F05) - Financial Statement Working Notes, Calculations and Background Documentation (F26)	Financial Services	C+2	P	P AA		OA		Municipal Elections Act, 1996, S.O. 1996
<b>F11</b>	<b>Grants and Loans</b> Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans, and subsidies. Also includes submissions, acknowledgements, and reports. Also includes subsidies for the provincial or federal government for hiring youth. Includes grants and loans provided through the Housing Division.	Originating	E+1	5	E+6	Y	OA		<b>E = Repayment of loan</b> <b>Unsuccessful applications = 1 year</b>  Excise Tax Act, R.S.C. 1985  Income Tax Act, R.S.C. 1985  Income Tax Act, CRC 1978  Revenue Canada, Information Circular 78-10R2 and R3  Child Care and Early Years Act, 2014
<b>F12</b>	<b>Investments</b> Includes records regarding the municipality's investments, term deposits, and promissory notes.	Financial Services	E+1	5	E+6		RA		<b>E = Closure of account</b>  Excise Tax Act, R.S.C. 1985

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Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>F13</b>	<b>Journal Vouchers</b> Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Financial Services	C+1	5	C+6		RA		Canada Revenue Agency, GST/HST Memoranda Series Chapter 15: Books and Records (Revised July 1999) 15.2 Computerized Records, June 2005  Income Tax Act, R.S.C 1985  Income Tax Act, C.R.C. 1978  Employer Health Tax Act, R.S.O. 1990  Elderly Persons Centres Act, R.R.O. 1990  Excise Tax Act, R.S.C. 1985  Child Care and Early Years Act, 2014
<b>F14</b>	<b>Subsidiary Ledgers, Registers, and Journals</b> Includes all subsidiary ledgers, registers, and journals such as Payment and Receipt Journals, Debenture Registers and Asset Registers.	Financial Services	C+1	6	C+7 AA	Y	RA	Vital	<b>Permission to destroy C.P.P. and Employment Insurance records prior to expiration of retention period must be obtained from Minister of Revenue.</b>  Canada Pension Plan, R.S.C. 1985  POA Information Services website  Canada Revenue Agency, Income Tax Information Circular, IC78-10R5  Excise Tax Act, R.S.C. 1985  Employment Insurance Act, S.C. 1996  Income Tax Act, R.S.C. 1985  Income Tax Act, C.R.C. 1978  Employer Health Tax Act, R.S.O. 1990  Elderly Persons Centres Act, R.R.O. 1990  Ontario Works Policy Directives # 11.1  Child Care and Early Years Act, 2014  Housing Services Act, 2011

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Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>F14a</b>	<b>Payroll Registers</b> Includes information used to support the Ontario Municipal Employees Retirement System (OMERS) buy back option and pay equity legislation.	Financial Services	C+1	39	C+40	Y	XA		
<b>F15</b>	<b>General Ledgers and Journals</b> Includes all records in the Books of Original Entry.	Financial Services	C+1	P	P		RA	Vital	Excise Tax Act, R.S.C. 1985 Income Tax Act, R.S.C. 1985 Income Tax Act, C.R.C. 1978 Employer Health Tax Act, R.S.O. 1990 Elderly Persons Centres Act, R.R.O. 1990 Canada Pension Plan, R.S.C. 1985 Canada Revenue Agency, Income Tax Information Circular 78-10R5, June 2010 Child Care and Early Years Act, 2014
<b>F16</b>	<b>Payroll</b> Includes all records of payment 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, reconciliations, T4 slips, Record of Earnings for pension contribution purposes, Records of Employment (ROE) and Statistics Canada reports. Includes honoraria and fees to Council.  Originals of Time Sheets are retained by the originating departments.  Excludes: - Payroll Registers (F14a) - Non-payroll related government and statistical reporting (F29)	Financial Services       Originating	C+1	5	C+6	Y	XA	Vital	Canada Pension Plan, R.S.C. 1985 Employment Insurance Act, S.C. 1996 Income Tax Act, R.S.C. 1985 Income Tax Act, C.R.C. 1978 Employer Health Tax Act, R.S.O. 1990 Elderly Persons Centres Act, R.R.O. 1990 Canada Revenue Agency, Income Tax Information Circular, IC78-10R5 Books and Records Retention/Destruction June 2010 Rules of the Small Claims Court Regulation, under the Courts of Justice Act, O.R. 258/98 Child Care and Early Years Act, 2014

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<b>F17</b>	<b>Purchase Orders and Requisitions</b> Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services. Also includes records included with informal bid solicitation process.  Excludes: - Formal Bid Solicitation (F18, F18a)	Financial Services	E+1	6	E+7		RA		<b>E = Closure of Purchase Order</b>  Excise Tax Act, R.S.C. 1985 Income Tax Act, R.S.C. 1985 Income Tax Act, C.R.C. 1978 Canada Revenue Agency, Information Circular 78-10R5, June 2010  Elderly Persons Centres Act, R.R.O. 1990  Child Care and Early Years Act, 2014  Housing Services Act, 2011
<b>F18</b>	<b>Formal Bid Solicitation</b> Includes formal bid solicitation documents and submissions such as Expression of Interest, Request for Information, Request for Quotation, Request for Proposal, Request for Tender, and Request for Prequalification. Also includes bid deposit records and collateral for agreement to bond, if applicable, and any additional documents that may become part of the bid solicitation process.  Originating Division keeps all evaluation material and documentation regarding the selection process.  Excludes: - Informal Bid Solicitation (F17) - Successful Bids and Contracts (L04) - Unsuccessful Submissions (F18a)	Financial Services  Originating	C+1	6	C+7		OA/RA		<b>Originating Division can dispose of copies submissions after the award, provided they do not contain notes about the selection process.</b>  Excise Tax Act, R.S.C. 1985 Income Tax Act, R.S.C. 1985 Income Tax Act, C.R.C. 1978 Canada Revenue Agency, Information Circular 78-10R5, June 2010  Elderly Persons Centres Act, R.R.O. 1990  Housing Services Act, 2011  Child Care and Early Years Act, 2014
<b>F18a</b>	<b>Formal Bid Solicitation – Unsuccessful Submissions</b>	Financial Services	E+1	0	E+1		XA		<b>E = Bid awarded</b>
<b>F19</b>	<b>Receipts Issued</b> Includes City copies of receipts issued for payment of items such as licences, rentals, tender documents, charitable donations, and property taxes. Includes receipts for financial and in-kind donations to the City. Also includes merchant copies of charge card receipts and debit receipts.  Excludes: - Receipts for Cultural Property (L15) - 10-Year Donations (F28)	Financial Services  Originating	C+1	5	C+6	Y	RA		Income Tax Act, RSC 1985 Income Tax Act, C.R.C. 1978 Excise Tax Act, RSC 1985 General Regulation, under the Child Care and Early Years Act, 2014, O Reg. 137/15  Elderly Persons Centres Act, R.R.O. 1990  Child Care and Early Years Act, 2014

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Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>F19a</b>	<b>Receipts Issued – Supplementary Documents</b> Includes backup documentation for property tax payments and parking tickets (paid or cancelled).	Financial Services	1	0	1		RA		<b>To be destroyed after 1 calendar year, on a rolling basis.</b>
<b>F20</b>	<b>Reserve Funds</b> Includes records documenting obligatory and/or discretionary reserve funds and reserves.	Financial Services	C+1	5	C+6		RA	Vital	Municipal Elections Act, 1996 S.O. 1996
<b>F21</b>	<b>Revenues – Source Documentation</b> Includes records regarding the generation of revenues other than taxes such as development charges, fees, service charges, and building code principal authorities authorized fees.  Excludes: - Accounts Receivable (F02) - Tax Roll (F22) - Mortgages Source Documentation (F21a)	Financial Services  Originating	C+1	6	C+7		RA		Real Property Limitations Act, R.S.O. 1990  Housing Services Act, 2011  POA Information Services website  Elderly Persons Centres Act, R.R.O. 1990  Child Care and Early Years Act, 2014
<b>F22</b>	<b>Property Taxes and Records</b> Includes taxation records of long-term importance, such as assessment and collector's rolls (including supplementary tax rolls), Assessment Act tax adjustments, local improvement assessments, tax sale registration records and apportionments.  Excludes: - Accounts Receivable (F02) - Mortgage Companies (F02, F21a) - Correspondence related to tax issues that is not of long-term importance (F02) - Supplementary Documentation (F22a) - Ownership Changes (F22b)	Tax Office	S	P	P A	Y	OA/RA	Vital	<b>Send tax rolls to the Archive when no longer required for planning purposes.</b>  Income Tax Act, R.S.C. 1985 Income Tax Act, C.R.C. 1978  Canada Revenue Agency, Information Circular 78-10R5, June 2010  Real Property Limitations Act, R.S.O. 1990  Assessment Act, R.S.O. 1990  Municipal Act, 2001, S.O. 2001
<b>F22a</b>	<b>Property Taxes and Records – Supplementary Documents</b> Includes tax certificates.	Tax Office	C	1	C+1	Y	RA		
<b>F22b</b>	<b>Property Taxes and Records – Ownership Changes</b> Includes supporting documents for changes to property name and address.	Tax Office	C	6	C+6	Y	RA		

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Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>F23</b>	<b>Write Offs and Tax Adjustments</b> Includes accounts receivable that have written off as uncollectable. Also includes records of bankruptcies. Includes documentation supporting Municipal Act tax adjustments, tax credit and rebate programs.  Excludes: - Accounts Receivable (F02)	Financial Services	C+1	5	C+6	Y	RA		<b>Court Services write-offs =37 years</b>  CRA, GST/HST Memoranda Series Ch. 15: Books and Records (Revised July 1999) 15.2 Computerized Records, June 2005  Income Tax Act, R.S.C. 1985 Income Tax Act, C.R.C. 1978
<b>F24</b>	<b>Trust Funds</b> Includes records regarding funds established by the municipality for money held in trust, such as bequests, cemetery trust funds, cemetery care and maintenance programs, the Tollington Parks Endowment Fund, the Cenotaph Trust Fund, and Nichols Endowments. Includes fund accounting records, bank statements, banking instructions and fund audit records.	Originating	E+7	0	P A		RA		<b>E = End of fiscal year or last day of residence</b>  Homes for Special Care Act, R.R.O. 1990  Funeral, Burial and Cremation Services Act, 2002
<b>F25</b>	<b>Security Deposit</b> Includes development deposits, letters of credit, and certificates of insurance when required and records of monies held as security (i.e., bonds).	Originating	E	6	E+6		RA		<b>E = Closure of account</b>  Excise Tax Act, R.S.C. 1985 Income Tax Act, R.S.C. 1985 Income Tax Act, C.R.C. 1978  Canada Revenue Agency, Information Circular 78-10R5, June 2010
<b>F26</b>	<b>Working Papers for Financial Statements</b> Includes all working notes, calculations, reconciliations, end of year payment in lieu of taxes, statements to schools, and background documentation used to calculate financial statements such as the Monthly Trial Balance.  Excludes: - Financial Statements (F10)	Financial Services	E+2	4	E+6		RA		<b>E = After completion of audit</b>
<b>F27</b>	<b>Social Housing Financials</b> Includes records related to Provincial Reform housing providers and other non-profit housing corporations.	Social Services	C+1	5	C+6		RA		Housing Services Act, 2011
<b>F28</b>	<b>10 Year Donations</b> Includes accounts receivable documentation and receipts related to 10-year donations.	Financial Services	C+10	2	C+12		RA		

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<b>F29</b>	<b>Regulatory Reporting – Financial</b> 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 part of the FIR.  Excludes: -Performance and Asset Management and Quality Assurance (A31)	Financial Services	C+1	5	C+6		RA		

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# City of Peterborough - Records Retention Schedule

## 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.

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
H01	<b>Employee Scheduling and Vacation</b> Includes records regarding the planning of employee attendance, shift scheduling and cancellations, vacation schedule, hours of work, rates of pay and thresholds of each rate if applicable, etc.  This includes dates and times of hours worked as well as of on-call schedules and any changes made to the on-call scheduling including cancellations, driver daily logs and record of on-duty and off-duty time. Includes statements related to public holiday substitution dates.  Excludes: - Individual Time Sheets (F16) - Vacation Time and Pay (F16)	Originating	C+5	0	C+5	Y	XA	Vital	<b>E-mails and notes confirming time off or carry-over of vacation may be discarded after the next year's LTM banks are flooded with new allotments and verified as accurate.</b>  <b>Driver's daily logs = 6 months</b>  <b>Public vehicle and trip reports = 1 year</b>  Employment Standards Act, 2000  Highway Traffic Act, O. Reg. 555/06
H02	<b>Benefits Program</b> 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 the Employer Health Tax.  Excludes: - Payroll (F16)	Human Resources	S	0	S		OA/RA		

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

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
H03	<b>Employee Records</b> Includes records regarding the employment history of municipal employees, including non-union temporary staff, part-time staff and co-op student placements and volunteers. Includes initial resumes and applications, criminal background checks, performance evaluations, leave documentation, vaccine attestations and records, training reports, correspondence with employees, employee assistance, position and pay changes. Includes agreements on extended hours and averaging hours of work, annual summary of hours worked.  May include training records, test results, orientation, and training checklists, such as CVOR operator safety record, certificates, and licenses such as lifeguard, instructor, first aid 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  Also includes benefit and pension records detailing obligations to individuals under the Ontario Municipal Employees Retirement System (OMERS). Includes registration and enrolment records.  All volunteer records to be retained by Originating Division.  Excludes: - Grievances (H14) - Harassment (H15) - Retirees (H03a) - Firefighters (H03b) - Deductions for Pensions (F16) - General Information on Benefits (H02) - Payments made to OMERS (F01) - Payroll and Time Sheets (F16)	Human Resources	E+5	0	E+5	Y	XA		<b>E = Employee is no longer employed by the City or after the Employee's 18<sup>th</sup> birthday, whichever occurs later</b>  <b>The original background check can be disposed of or returned to the applicant/employee once HR has documented it was received and whether it passed or failed the requirements of the position.</b>  <b>The original vaccine receipt / attestation will be disposed of or returned to the applicant/employee once HR has documented it was received and whether it passed or failed the requirements of the City's policies.</b>  <b>Drinking water systems training record = 5</b>  <b>Confined space training = cease to perform work + and at least 5 years</b>  <b>Salt program training = 7</b>  <b>Firefighter employment terms = 25</b>  Employments Standards Act, 2000  Fire Protection and Prevention Act, 1997  Workplace Safety and Insurance Act, 1997  Canadian Environmental Protection Act, 1999  Safe Drinking-Water Act, 2002  Occupational Health and Safety Act, O. Reg. 213/91  Canada Pension Plan, R. S. C. 1985  Canada Revenue Agency, Information Circular 78-10R5, June 2010  Pension Benefits Act, R.S.O. 1990  Arbitration Act, 1991, S.O. 1991



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

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
H03a	<b>Employee Records of Retirees</b> Includes final pay and benefits records and beneficiary information.	Human Resources	E+6	0	E+6	Y	XA		<b>E = Year of death of retired employee where employee purchased life insurance OR termination of health benefits at age 65</b>
H03b	<b>Employee Records of Firefighters</b> Includes all records related to firefighters' employment.	Human Resources	E+1	P	P	Y	XA		<b>E = Firefighter is no longer employed by the City</b>  Workplace Safety and Insurance Act, 1997
H04	<b>Health and Safety</b> Includes records regarding the occupational health and safety of all staff. Includes information on health and safety programs for staff, including procedures, and Joint Health and Safety inspections and minutes. Includes lists of designated substances and assessments, fire drill records, ventilation and air quality inspection, noise testing results, fire hydrant flushing, first aid records, non-time lost accident reports, traffic protection plans, portable fire extinguisher maintenance records, chimney test and inspection records, fire safety inspections, safety inspections, WSIB certificates, and safety training programs and lists of staff trained.  Excludes: - Accidents of the Public (P05) - WSIB Claims (H13)	Human Resources	C+5	0	C+5		RA		<b>Accident reports for construction projects retained 1 year after project completion</b>  Occupation Health and Safety Act, R.S.O. 1990  Limitations Act, 2002  Fire Protection and Prevention Act, 1997  Child Care and Early Years Act, 2014, S.O. 2014
H04a	<b>Health and Safety – Workplace Safety &amp; Insurance Board reports and field visits</b> Includes Workplace Safety & Insurance Board reports, field visits, and related documentation.	Human Resources	C+10	0	C+10				
H05	<b>Human Resources Planning</b> Includes records of retirement programs, staff turnover rates, staffing level plans, annual hire/promotion targets, recruitment freezes, performance management, volunteer plans, employee information reporting and related records.  Excludes: - Employee Records (H03, H03a, H03b)	Human Resources	C+5	0	C+5		RA		Canadian Human Rights Act, R.S.C. 1985
H06	<b>Job Descriptions</b> Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Human Resources	S	0	S A		OA		

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# City of Peterborough - Records Retention Schedule

## 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.

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>H07</b>	<b>Labour Relations</b> Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions, negotiations, and seniority lists.  Excludes: - Collective Agreement (L04) - Minutes of Labour Management Meetings (A03)	Human Resources	P	0	P		XA	Vital	Arbitration Act, 1991, S.O. 1991
<b>H08</b>	<b>Organization Design</b> Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organizational charts.  Excludes: - Job Descriptions (H06)	Originating	S	0	S AA		OA/RA		
<b>H09</b>	<b>Salary Planning</b> Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, compensation ranges, salary surveys and schedules.  Excludes: - Employee Records (H03, H03a, H03b) - Pay Equity Records (H10)	Human Resources	P	0	P		RA		
<b>H10</b>	<b>Pay Equity Records</b> Records include the signed plan, miscellaneous correspondence, job evaluations, and reference material.	Human Resources	P	0	P		RA		
<b>H11</b>	<b>Recruitment</b> Includes records regarding the recruitment of staff. Includes job postings, advertisements, and records regarding competitions.  Includes records documenting the recruitment of volunteers.  Excludes: - Recruitment of Election Day Staff (C07) - Unsuccessful Applications (H11a) - Employee Records (H03, H03a, H03b)	Human Resources  Originating	C+1	2	C+3	Y	RA/XA		Municipal Freedom of Information and Protection of Privacy Act, R.R.O. 1990
<b>H11a</b>	<b>Recruitment – Unsuccessful</b> Includes resumes of unsuccessful candidates.  Also includes records for volunteers.	Human Resources  Originating	C+1	0	C+1	Y	XA		

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<b>Primary Heading: Human Resources</b> Includes records regarding the municipality's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.									
Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>H12</b>	<b>Training and Development</b> Includes records regarding courses offered to employees and information on careers and professional development programs. Also includes orientation and course content delivery materials and attendance records for specific courses.  Also includes fire training records, which remain in Fire Services.  Excludes: - Individual Employee Training Records (H03, H03a, H03b)	Human Resources           Fire	E	2	E+2 AA		RA		<b>E = Date when that course ceases to be offered</b>  <b>Only courses developed and presented by the Municipality are subject to archival appraisal.</b>  <b>Salt use training materials = 7</b>  <b>Drinking water training materials = 5</b>  Environmental Protection Act, O. Reg. 351/12  Fire Protection and Prevention Act, 1997  Canadian Environmental Protection Act, 1999, Canada Gazette, Vol. 138, No. 14  Occupational Health and Safety Act, O. Reg. 213/91  Safe Drinking–Water Act, 2002
<b>H13</b>	<b>Workplace Safety and Insurance Board (WSIB) Claims</b> Includes records regarding claims to the Workplace Safety and Insurance Board (WSIB).	Human Resources	P	P	P	Y	XA		<b>Records related to hazardous exposure claims must be kept the longer of a) 40 years <u>OR</u> b) 20 years from the time the last of such records were made.</b>  Occupational Health and Safety Act, R.S.O. 1990  Child Care and Early Years Act, 2014, S.O. 2014
<b>H13a</b>	<b>Long-Term Disability Claims</b> Includes application forms for long-term disability and related documentation. Includes regular documentation from the long-term disability carrier. Also includes accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation.  Excludes: - WSIB Claims (H13)	Human Resources	E+1	0	E+1		XA		<b>E = Employee is no longer employed by the City</b>

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## 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.

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>H14</b>	<b>Grievances</b> 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: - Harassment and Violence (H15)	Human Resources	P	P	P	Y	XA		Limitations Act, 2002 Arbitration Act, 1991, S.O. 1991 Canadian Human Rights Act, R.S.C. 1985 Human Rights Code, R.S.O. 1990 Anti-Racism Act, 2017, S.O. 2017
<b>H15</b>	<b>Harassment and Violence</b> Includes records dealing with harassment and/or violence complaints by or against employees of the municipality. Includes documents such as the initial complaint, investigation, reports, and final resolution.  Excludes: - Grievances (H14) - Abuse investigation records not involving staff (P08)	Human Resources	E+1	6	E+7	Y	XA		<b>E = Employee is no longer employed by the City</b> Canadian Human Rights Act, R.S.C. 1985 Human Rights Code, R.S.O. 1990 Anti-Racism Act, 2017, S.O. 2017 Limitations Act, 2002, S.O. 2002
<b>H17</b>	<b>Employee Medical Records &amp; Internal Documentation – Hazardous Materials</b> Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records, and records of medical test results, e.g., hearing tests, pulmonary function tests.  Excludes: - Firefighter exposure records (H03b)	Originating Public Works  Environmental Protection	E	40	E+40	Y	XA		<b>E = Date employee ceased to be employed by the City</b> Occupational Health and Safety Act, R.R.O. 1990 Workplace Safety and Insurance Act, 1997 Arbitration Act, 1991, S.O., 1991
<b>H18</b>	<b>Employee Medical Records</b> Includes doctor's notes, correspondence, and health reports related to an employee's medical absence from work.	Human Resources	E+1	2	E+3	Y	XA		<b>E = When STD/LTD claims are resolved</b> Occupational Health and Safety Act, R.S.O. 1990
<b>H20</b>	<b>Confined Spaces</b> Includes records relating to the assessment of confined spaces and written plans and procedures for the control of hazards in confined spaces. Includes confined space atmospheric tests, a record of each worker's entries and exits, and records of alarm events and follow-up investigations.  Excludes: - Health and Safety (H04) - Staff Training (H12)	Originating Public Works  Environmental Protection	E+1	0	E+1		RA		<b>E = 1 year or the period necessary to ensure 2 most recent records retained.</b>  Occupational Health and Safety Act, R.R.O. 1990

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# City of Peterborough - Records Retention Schedule

## 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.

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
H21	<b>Employee Recognition</b> Includes all records and correspondence related to employee awards and honours granted by the Municipality. Includes: organized employee events such as staff barbeques, retirement celebrations, service awards, recognition parties, etc.  Includes lists of employee recognition.	Originating          Human Resources	5	0	5		RA		
H22	<b>Employee Certifications</b> Includes records regarding 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.  Excludes: -Certifications for Fire Fighters (H03b)	Human Resources    Originating	E	2	E+2		RA		<b>E = Certification expired</b>  Limitations Act, 2002  Health Protection and Promotion Act, R.R.O. 1990  Workplace Safety and Insurance Act, 1997, S.O. 1997  Occupational Health and Safety Act, O. Reg. 297/13

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# City of Peterborough - Records Retention Schedule

<b>Primary Heading: Justice</b> Includes records regarding Provincial Offences and Court activities.									
Class Code	Secondary Heading	Responsible Division	Keep* In Div.	Keep off Site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
J01	<b>Certificates of Offence (Parts I and II – Non-Accident Related)</b> Records relating to the processing of charges for cases specifically laid under the Provincial Offences Act. Part I Summonses and Certificates of Offence (tickets, non-accident related) cover all phases of judicial process, including conviction by payment out of court, actual trial cases and cases where the defendant has failed to exercise their judicial options within a specified time period. May include information on unpaid new charges received, charges laid, trial hearings, court decisions, orders from the court, license re-instatement, convictions with outstanding fines and appeals. Documents may include offence certificates, notices of intention to appear, trial notices, copies of payment receipts, and court orders. Also includes customer/staff correspondence relating to the file. Part II Certificates of Offence related to parking infractions only.  Excludes: - Part I Accident and Careless Driving Matters (J02) - Part III Informations (J02)	Court Services	C+7	0	C+7	Y	XA		<b>From date of completion</b>  POA Information Services website  MOU between Her Majesty the Queen in Right of Ontario as represented by the Attorney General and The Corporation of The City, County, Etc., 2000

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# City of Peterborough - Records Retention Schedule

<b>Primary Heading: Justice</b> Includes records regarding Provincial Offences and Court activities.									
Class Code	Secondary Heading	Responsible Division	Keep* In Div.	Keep off Site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>J02</b>	<b>Certificates of Offence Part I (Accident-Related MVC) and Part III – Informations</b> Includes all Part III informations and Part 1 Certificate of Offences relating to accident and careless driving matters, records identified as POA schedule # CD-2. Includes records relating to the processing of charges for cases specifically laid under the Provincial Offences Act. These records cover all phases of the judicial process and include the charging document, summonses, Court orders, motions, copies of payment receipts, and customer/staff correspondence in reference to the file. Accident-related offence records include all phases of the judicial process and include conviction by payment out of court, actual trial cases and cases where the defendant has failed to exercise his/her judicial options within a specified time period. May include information on unpaid new charges received, charges laid, trial hearings, court decisions, orders from the court, license re-instatement, convictions with outstanding fees and appeals. Documents may include offence certificates, notices of intention to appear, trial notices, copies of payment receipts, court orders and customer/staff correspondence in reference to the file. Also includes castoffs (tickets paid within 45 days).  Excludes: - Certificates of Offence - Non-Accident Related (J01)	Court Services	C+7	0	C+7	Y	XA		<b>From date of completion</b>  POA Information Services website  MOU between Her Majesty the Queen in Right of Ontario as represented by the Attorney General and The Corporation of The City, County, Etc., 2000
<b>J03</b>	<b>Certificate Control List / Justice Reports</b> Includes listing of all Part I ticket offence numbers filed in the POA Office and reports from Municipal and Provincial agencies such as police, M.T.O. and M.N.R. etc.  Excludes: - POA Certificate of Offence Parts I and II – Non-Accident Related (J01) - POA Certificates of Offence Part I – Accident Related (J02) - POA Certificates Requesting Conviction – Parking Infractions (J11)	Court Services	C+3	0	C+3	Y	RA		

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# City of Peterborough - Records Retention Schedule

<b>Primary Heading: Justice</b> Includes records regarding Provincial Offences and Court activities.									
Class Code	Secondary Heading	Responsible Division	Keep* In Div.	Keep off Site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>J04</b>	<b>Court Dockets</b> Includes registers of court activity including POA (trial) dockets, Fail to Respond (FTR) dockets and Walk In Guilty (WIG) dockets detailing case dispositions (completed dockets). Court docket records are comprehensive listings of all court cases heard and include information on court date, court room number, court start time, names of prosecutors, court staff, Justices of the Peace dealing with the matters, offenders name(s), case/information number, description of the charges laid, judgments made. Also includes statistics on court activities and disposition of fines and records relating to the production and use of computer-generated or manually written court records that pertain to judicial matters specifically laid under the POA.	Court Services	C+3	0	C+3	Y	RA		POA Information Services website  Courts of Justice Act, R.S.O. 1990  Provincial Offences Act, R.S.O. 1990  Court Clerk—Parking Conviction Records
<b>J05</b>	<b>Transcripts and Records of Court Proceedings</b> Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes, digital recordings, and log books.  Excludes: - Court Intake Tapes (J10)	Court Services	P	0	P	Y	RA		Court Clerk—Parking Conviction Records  POA Information Services website  Provincial Offences Act, R.S.O. 1990
<b>J06</b>	<b>Enforcement and Suspensions</b> Includes records regarding the suspension of licenses issued by Provincial Government agencies such as RICO-4015 Preliminary Enforcement Report and RICO-4017 Enforcement Review Journal generated in order to pursue collection of defaulted fine payments. Can include orders to suspend provincial drivers' licenses, warrants of intent or any other document relating to the collection of defaulted fines owed the Provincial Court. Also includes audit reports provided by the provincial database.	Court Services	C+8	0	C+8	Y	RA		Courts of Justice Act, R.S.O. 1990
<b>J08</b>	<b>Statistics and Management Reports</b> Includes reports and other statistical data, including RICO reports such as RICO-2100 New Criminal Court, daily courtroom utilization report and verification report, and all RICO and RICM cash payments and receipt reports, analysis, and adjustments and information tracking reports of case details within the Integrated Court Offences Network (ICON) system; Also includes Purge Reports – listing of cases purged off of ICON for reference.	Court Services	C+3	0	C+3		RA		<b>Note: ICON is the Province of Ontario database. Retention and purging of data is managed by the Province. Printed and online reports are referenced by Courts staff regularly and are kept permanently. Open cases are never purged.</b>

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# City of Peterborough - Records Retention Schedule

<b>Primary Heading: Justice</b> Includes records regarding Provincial Offences and Court activities.									
Class Code	Secondary Heading	Responsible Division	Keep* In Div.	Keep off Site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>J09</b>	<b>Disclosure</b> Includes information requested by individuals in preparation for court cases.	Legal  Originating	C+6	0	C+6	Y	RA		<b>Originating Divisions are responsible for keeping records in their care for 1) the retention period specified here OR 2) the retention period specified for the record's class OR 3) a period requested by Legal, whichever is the longest.</b>
<b>J10</b>	<b>Court Tapes – Intake</b> Includes intake proceedings. Intake tapes are recorded by the Justice of the Peace and are used for creating transcripts. Includes walk-in guilty pleas, extensions, and re-openings.  Excludes: - Court Tapes - Proceedings (J05)	Court Services	P	0	P	Y	RA		
<b>J11</b>	<b>Certificates Requesting Conviction – Parking Infractions</b> Records relating to the processing of charges for individual parking infractions in which the defendants have failed to exercise their judicial options within a specified time period, such as making financial restitution. Documents may include original certificates of parking infraction (CPI), certificates requesting conviction (CRC), and all supporting memoranda and correspondence. The Clerk of Court's signature certifies the request to convict, and the conviction represents a decision of the Court.	Court Services	E+3	0	E+3	Y	XA		<b>E = Termination of an event</b>  Courts of Justice Act, R.S.O. 1990
<b>J12</b>	<b>POA Sign-in Logs</b> Records related to the sign-in logs for the Intake Court. Includes date, name, and reason for visit with the Justice of the Peace.	Court Services	P	0	P	Y	RA		
<b>J13</b>	<b>POA – Exhibits</b> Includes documents or items introduced as evidence during court hearings.	Court Services	E +40 days	0	E + 40 days		XA		<b>E = Case adjudicated</b>  <b>Records are returned to originator. Region is temporary custodian only.</b>
<b>J14</b>	<b>POA – Search Warrants</b> Includes all search warrants, Order to Obtain Evidence, reports to Justice and Detention orders.	Court Services	E+40	0	E+40	Y	XA		<b>E = Paperwork filed with court office</b>  POA Information Services website

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# City of Peterborough - Records Retention Schedule

## Primary Heading: Legal Affairs

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

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>L01</b>	<b>Property-Related Appeals and Hearings</b> Includes notices of appeal, all transcripts and related documents regarding appeals, hearings, legal proceedings, and final judgments related to property. Includes final judgements. Includes zoning appeals, development and educational charges appeals, Official Plan appeals, and Committee of Adjustment appeals. Also includes orders issued by regulatory bodies and boards.  Excludes: - Litigation (L02, L03) - Harassment and Violence (H15) - Prosecutions (L13)	Legal  Planning  Clerk's	E	P	P	Y	RA		<b>E = Resolution of appeal</b>  Limitations Act, 2002  Municipal Act, 2001  Environmental Protection Act, R.S.O. 1990  Planning Act, R.S.O. 1990
<b>L02</b>	<b>Claims Against the Municipality</b> Includes all litigation and insurance claims made by other parties against the municipality.  Excludes: - Appeals and Hearings (L01)	Clerk's	E	20	E+20	Y	XA		<b>E = Resolution of claim and all appeals</b>  Funeral, Burial and Cremation Services Act, 2002  Insurance Act, R.S.O. 1990  Limitations Act, 2002, S.O. 2002  Environmental Protection Act, R.S.O. 1990  Municipal Act, 2001, S.O. 2001
<b>L03</b>	<b>Claims by the Municipality</b> Includes all litigation and insurance claims made against other parties by the municipality. Also includes legal proceedings for payment of tax arrears.  Excludes: - Appeals and Hearings (L01)	Legal	E	2	E+2	Y	XA		<b>E = Resolution of claim and all appeals</b>  Insurance Act, R.S.O. 1990  Lake Simcoe Protection Act, 2008, S.O. 2008  Oak Ridges Moraine Conservation Act, 2001, S.O. 2001

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

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>L04</b>	<b>Contracts and Agreements – Under Seal</b> Includes all agreements entered into by the municipality which require a by-law, signature of City Clerk or Corporate Seal. Includes construction contracts and supplementary documents, collective agreements, child care centres/home child care agency licensee agreements, development front-end agreements, and subdivision agreements. Also includes agreements regarding site plan control, easements, encroachments, area ways and laneways, tax arrears payment extension, and records transfer. Includes agreements with proponents of Affordable Housing and service providers of housing support programs. Includes lease agreements approved by the City's Lease Committee.  Excludes: - Office Equipment Maintenance Agreements (L14) - Agreements of Purchase and Sale (L07) - Insurance Policies (L06) - Contracts and Agreements (L14) - Line fence agreements (P01)	Clerk's	C+2	P	P A		RA		Limitations Act, 2002 Municipal Act, 2001
<b>L05</b>	<b>Insurance Appraisal</b> Includes appraisals of municipal property for insurance purposes.	Financial Services  Legal  Risk Management  Planning	E+1	14	E+15		RA		<b>E = After a new appraisal has been done</b>  Limitations Act, 2002
<b>L06</b>	<b>Insurance Policies</b> Includes municipal insurance policy documents such as vehicle, liability, theft, fire insurance, and facility rental insurance. Also includes travel insurance for exhibits.  Excludes: - Employee Group Insurance (H02) - Third Party Contracts (L04) - Insurance Claims (L03)	Financial Services	E+1	14	E+15		RA	Vital	<b>E = Expiry of policy</b>  Limitations Act, 2002

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Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>L07</b>	<b>Land Acquisition, Sales and Temporary Acquisition for Re-sale</b> Includes Agreement for Purchase and Sale and records regarding the purchase of real estate. Includes records regarding the purchase of property for road widening or purchase of residential homes/buildings to obtain the lands required by the City for specific projects with the intent to re-sell the remainder. Includes selling of land through lot sales and alley closings whether through voluntary transactions of expropriation. Includes leases, deeds including underground storage abandonment record, and expropriation plans, purchase letters and appraisals.  Excludes: - Annexations (D17) - Tax sales (F22)	Legal Clerk's	P	0	P AA		RA		<b>Renewable energy projects agreements terms may not be more than 50 years.</b>  <b>Append abandoned petroleum storage tank to deed.</b>  Environmental Protection Act, R.R.O. 1990  Real Estate Limitations Act, R.S.O. 1990  Provincial Offences Act, R.S.O. 1990  Land Titles Act, R.S.O. 1990  Planning Act, R.S.O. 1990  Canadian Environmental Protection Act, 1999, Canadian Council of Ministers of the Environment, 2003
<b>L08</b>	<b>Opinions and Briefs</b> Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	Legal	S	0	S		RA		
<b>L09</b>	<b>Precedents</b> Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.	Legal	S	0	S		OA		
<b>L10</b>	<b>Federal Legislation</b> Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.	Originating	S	0	S		OA		
<b>L11</b>	<b>Provincial Legislation</b> Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.	Originating	S	0	S		OA		
<b>L12</b>	<b>Vital Statistics – Registers</b> Includes registers of stillbirths, deaths, and marriages. Registers include license or permit serial numbers, date of issue and name of the parties.  Excludes: - Population Demographics (D01) - Vital Statistics – Background Documents (L12a)	Clerk's	C+2	P	P A	Y	XA	Vital	<b>Early records sent to the Archives of Ontario.</b>  <b>Marriage licenses = 2</b>

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## Primary Heading: Legal Affairs

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Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>L12a</b>	<b>Vital Statistics – Background Documents</b> Includes applications for marriage licences, correspondence, and weekly notification manifest for vital statistics.	Clerk's	C+2	0	C+2	Y	XA		
<b>L13</b>	<b>Prosecutions</b> Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation.  Excludes: - By-law Enforcement (P01) - Appeals and Hearings (L01)	Originating	E	7	E+7	Y	RA		<b>E = Delivery of judgement</b> Limitations Act, 2002, S.O. 2002
<b>L14</b>	<b>Contracts and Agreements – Simple</b> Includes contracts and agreements which do not require by-law approval such as equipment rental, service contracts, vehicle leases, purchase agreements, waste removal agreements, apprenticeship training contracts, housing service managers and long-term care home licensee agreements relating to funding, service accountability and charges between licensees and authorized persons or residents. Includes pre-authorized payment approvals for payments to the City, consents required under the Canadian Anti-Spam Legislation (CASL), and long-term rental agreements for arenas.  Excludes: - Contracts and Agreements – Under Seal (L04) - Line fences agreements (P01)	Originating	E+1	1	E+2		RA		<b>E = Expiry of contract</b> Environmental Protection Act, R.R.O. 1990  Housing Services Act, 2011 Highway Traffic Act, R.S.O. 1990 Limitations Act, 2002
<b>L15</b>	<b>Cultural Property Accession Records (Transfer of Ownership)</b> Includes temporary agreements, deed of gift forms, and cultural property tax receipts for acquisitions by the City.	Museum  Art Gallery	P	0	P		RA		

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# City of Peterborough - Records Retention Schedule

<b>Primary Heading: Media and Public Relations</b> Includes records regarding the municipality's relationship with the media and the general public.									
Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>M01</b>	<b>Advertising</b> Includes records regarding public advertising in magazines, newspapers, radio, television, and transit.  Excludes: - Media Releases (M06) - Recruitment (H11) - Election Advertising (C07) - Long-Term Promotional Campaigns (M12)	Originating	C+1	0	C+1		OA		
<b>M02</b>	<b>Ceremonies, Events, Commendations and Awards</b> Includes records regarding participation in special events, openings, and anniversaries such as Civic Awards, Remembrance Day, and Winter Carnival. Also includes records regarding the set-up and running of special events and funding recognition events. Includes agendas, speakers' notes, invitations, and correspondence.	Originating	C+1	4	C+5 AA		OA		
<b>M03</b>	<b>Charitable Campaigns and Fundraising</b> Includes records regarding the raising of funds and donations for the municipality, for municipally run programs or for other charitable organizations such as the United Way, Cancer Fund, and community interest groups.  Excludes: - Receipts (F19)	Originating	E+1	1	E+2	Y	RA		<b>E = End of campaign</b>
<b>M04</b>	<b>Complaints, Compliments, and Inquiries</b> Includes records regarding compliments, requests for information, 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. Includes complaints to Public Works regarding dead animals on the roads or on public property. May also include compliance letters issued in response to a lawyer's request.  Excludes: - Freedom of Information Requests (A17) - Grievances or harassment/violence complaints by or against employees (H14, H15) - Employee recognition (H21)	Originating	C+1	3	C+4	Y	RA		<b>Library may keep longer as per Board decision.</b>  Canadian Human Rights Act, R.S.C. 1985  Human Rights Code, R.S.O. 1990  Anti-Racism Act, 2017, S.O. 2017  Environmental Protection Act R.R.O. 1990
<b>M05</b>	<b>News Clippings</b> Includes clippings from newspapers, information from journals and other printed media. May also include information related to online media coverage, radio, or television clips.	Originating	<b>Not corporate records, but divisions may choose to retain for any period of time for reference purposes. Not archival.</b>						

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Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>M06</b>	<b>Media Releases</b> Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	Communication Services	P	P	P A		OA		
<b>M07</b>	<b>Publications</b> 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. Included Corporate On-Hold message, Leisure Services Guides, Waste Management Calendars.	Originating	S	0	S AA		OA		<b>S+3 if publication is subject to copyright or trademark</b> Copyright Act, R.S.C. 1985
<b>M08</b>	<b>Speeches and Presentations</b> Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.  Excludes: - Media Coverage of Speeches/Presentations (M05) - Media Releases (M06)	Originating	C+1	2	C+3 AA		OA		
<b>M09</b>	<b>Visual Identity and Insignia</b> 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 corporate insignia and seals of office.	Originating Communication Services	S	5	S+5 AA		OA/RA		<b>Corporation insignia (coat of arms), seals of office and flags are archival. All other records are subject to archival appraisal. City Archivist must sign off on records before disposal.</b> Copyright Act, R.S.C. 1985 Trade-marks Act, R.S.C. 1985
<b>M10</b>	<b>Website &amp; Social Media Content</b> Includes snapshots of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook & Twitter.  Excludes: -Published website content (M07)	PTS Communication Services  Originating	S	2	S+2		OA	Vital	<b>Social media sites are not repositories for corporate records. Posts from the public are considered transitory unless action is required.</b> Limitations Act, 2002

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## Primary Heading: Media and Public Relations

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

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>M11</b>	<b>Public Relations and Public Awareness</b> 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.	Originating	C+1	4	C+5 AA		RA		
<b>M13</b>	<b>Intellectual Property</b> Includes 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.	Legal	E	5	E+5		RA		<b>E = Copyright, patent or trademark expired or last use</b>  Copyright Act, R.S.C. 1985 Patent Act, R.S.C. 1985 Trade-marks Act, R.S.C. 1985

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# City of Peterborough - Records Retention Schedule

## Primary Heading: Protection and Enforcement Services

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

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>P01</b>	<b>By-law Enforcement</b> Includes records of municipal efforts to enforce by-laws such as property standards, property maintenance, parking tickets, line fence disputes, signs, and zoning. Includes orders to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs, line fence agreements, etc.  Includes enforcement regarding weeds, dumping, vehicles crossing parkland, etc.  Includes enforcement regarding the Animal Services By-law  Excludes: - Air Quality Monitoring (E05) - Water Quality (E13, E14, E15) - Prosecutions (L13) - Health and Fire Inspections (P07) - Investigations (P08)	Building   Public Works   Peterborough Humane Society	E+2	4	E+6	Y	RA		<b>E = Closure date of file</b>  Limitations Act, 2002  Canadian Environmental Protection Act, 1999, S.C. 1999  Environmental Protection Act, R.S.O. 1990
<b>P01a</b>	<b>Property Files</b> Includes responses to legal inquiries regarding zoning compliance and outstanding permits or property standards complaints. Includes property surveys.	Building	P	0	P		RA		
<b>P02</b>	<b>Daily Occurrence Logs</b> Includes daily occurrence logs maintained by the Chief Building Official and all other statutory building officials. Also includes inspectors' and officers' notes. Includes voice records and electronic records.  Includes the daily occurrence and calls logs in Fire Services.	Building   Fire	P	0	P AA	Y	RA		<b>Only Fire Service logs are subject to archival appraisal.</b>  Building Code Act, 1992, S.O. 1992, c. 23
<b>P03</b>	<b>Emergency Planning and Response</b> 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	0	S		RA	Vital	<b>If Canadian Environmental Protection Act applies = Expiry of plan + 5</b>  <b>Results of health screenings for staff and public = 30 days</b>  Canadian Environmental Protection Act, 1999, S.C. 1999

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## Primary Heading: Protection and Enforcement Services

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

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>P04</b>	<b>Hazardous Materials</b> Includes information and reports on chemicals and substances that pose fire or environmental hazards such as PCBs, refrigerants, and halocarbons. Also includes Material Safety Data Sheets (MSDS) 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: - Staff Safety Training (H04) - Personal Exposure (H17)	Originating	S+1	4	S+5		RA	Vital	Environmental Protection Act, R.R.O. 1990  Occupational Health and Safety Act, R.S.O. 1990  Canadian Environmental Protection Act, 1999  Pesticides Act, O. Reg. 63/09
<b>P05</b>	<b>Incident and Accident Reports</b> Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. Includes information entered into the Risk Management Database.  Excludes: - Security (A18) - Compensation claims and vehicle accidents (L02, L03) - Minor Incidents (P05a)	Originating	P	0	P	Y	XA		<b>Retain reports for 1 year, but ensure permanent retention of 2 most recent records only</b>  Ambulance Service Documentation Standards, Part 1 Paragraph 1, Ministry of Health and Long-Term Care, Emergency Health Services Branch, 2000
<b>P05a</b>	<b>Minor Incident and Accident Reports</b> Includes reports of very minor injuries or incidents occurring at recreational facilities that do not need to be entered into the Risk Management Database.	Originating	C+1	1	C+2	Y	XA		
<b>P06</b>	<b>Building and Structural Inspections</b> 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. Includes minimum maintenance standards inspections, Provincial codes such as order to comply, unsafe building orders, stop work orders and inspection reports. Also includes inspections of marijuana grow operations after appropriate notification from police force.  Excludes: - By-Law Enforcement (P01)	Building  Fire	P	0	P	Y	RA	Vital	<b>Retain initial fire test system test report = life of system</b>  Occupational Health and Safety Act, R.S.O. 1990  Fire Protection and Prevention Act, 1997  Building Code Act, 1992, S.O. 1992  Child Care and Early Years Act, 2014

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# City of Peterborough - Records Retention Schedule

## Primary Heading: Protection and Enforcement Services

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

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>P07</b>	<b>Health and Fire Safety Inspections</b> Includes health, and safety violation and verification inspections reports conducted or performed by Health and Safety Committee on private, public, or commercial properties and Fire Marshall's inspections. Includes records of fire drills and fire inspections at municipally owned facilities. Also includes daily pool logs.	Originating	S	0	S		RA		<b>Retain for a minimum of 1 year.</b>  Fire Protection and Prevention Act, 1997
<b>P08</b>	<b>Investigations</b> Includes records of investigation pertaining to law enforcement, the origin or cause of traffic accidents, serious occurrences and abuse allegations, and fire fighting response scrutiny. Also includes records of combined response by Building Division, Clerk's Office, Police and Fire regarding reports of suspected grow ops.  Excludes: - Enforcement (P01) - Harassment and Violence (H15)	Originating  Fire	2	18	20	Y	RA		Limitations Act, 2002  Environmental Protection Act, R.S.O. 1990
<b>P09</b>	<b>Licences</b> Includes records regarding licences administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, cemetery, crematorium, funeral establishment, businesses, lotteries, accessible transportation operation, firearms, elevators, animals etc. Also includes registration of provincially licensed group homes.  Excludes: - Marriage Licences (L12)	Clerk's	E	2	E+2	Y	RA		<b>E = Expiry of licence or closure of business</b>  Consumer Protection Act, 2002, S.O. 2002
<b>P10</b>	<b>Building Permits</b> Includes permits issued to builders, contractors, and residents giving them permission to build or renovate. Also includes permits for construction of cell towers and structure for wind-powered turbines.  Records include related specifications, drawings, books of record, inspector logs, complaint records and related notes, building plans and rolls, reviewed site plans and correspondence, e.g., deficiency letters. Also includes cancelled building permits and building inspector notes created or used in court.  Excludes: - All Other Permits (P11)	Building	C+2	P	P	Y	RA		Building Code Act, 1992, S.O. 1992, c. 23  Planning Act, R.S.O. 1990

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# City of Peterborough - Records Retention Schedule

## Primary Heading: Protection and Enforcement Services

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

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>P11</b>	<b>Permits, Other</b> Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued giving permission to hold special events, transport oversize loads, erect signs and banners, park on the street, temporary road closure, drinking water works permits, and vendor permits. Includes temporary or seasonal parking permits. Includes permits to have liquor on premises.  Excludes: - Building Permits (P10) - Encroachments (D16) - Burial Permits (S09) - Temporary Road Closures (T08) - Road and lane openings/closings (T09)	Originating	E	2	E+2	Y	RA		<b>E = Expiry of permit</b>  Consumer Protection Act, 2002, S.O. 2002
<b>P12</b>	<b>Emergency and Disaster Response</b> Includes all evacuation information such as Needs Assessment Records, emergency operation centre documentation (i.e., event logs), etc.	Emergency Management	E+2	5	E+7	Y	RA		<b>E = End of year of Emergency Operations Centre activation</b>
<b>P13</b>	<b>Prohibitions and Notices</b> Includes prohibition orders, notices, and correspondence related to prohibition under regulations such as Source Water Drinking Protection. May also contain building code applications denied because of prohibition.	Planning  Building	C+2	13	C+15		RA		Clean Water Act, 2006
<b>P14</b>	<b>Animal Control</b> 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: -Dog Licenses (P09)	Peterborough Humane Society	E+2	0	E+2		RA		<b>E = Date animal was last in pound</b>  Animals for Research Act, R.R.O. 1990
<b>P15</b>	<b>Community Protection Program</b> Includes records on community protection and crime prevention such as Fire Alarm Inspection Program and Fire Services Public Education. Also includes public education on fire, water and traffic safety and similar programs. Records include correspondence and brochures. Also includes video surveillance footage of high incident and public spaces.	Fire	S	2	S+2 AA		RA		<b>Surveillance video 72 hours unless requisitioned for use. If requisitioned for use (MFIPPA or other investigation) = S+2</b>  Information and Protection of Privacy Act, R.R.O. 1990

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# City of Peterborough - Records Retention Schedule

## Primary Heading: Protection and Enforcement Services

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

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>P16</b>	<b>Emergency Services</b> Includes records regarding fire and rescue services.	Fire	S	5	S+5	Y	RA	Vital	Ambulance Service Documentation Standards, Part 1 Paragraph 1, Ministry of Health and Long-Term Care, Emergency Health Services Branch, 2000
<b>P18</b>	<b>Fire Accident Response Reports</b> Includes records relating to emergency services provided such as fire suppression and emergency call response. Includes emergency response reporting, fire call reports and fire cause identification.  Excludes: -Investigations (P08)	Fire	S+5	0	S+5		RA		
<b>P20</b>	<b>Facilities Routine Water Use, Monitoring and Testing</b> 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 facilities.	Recreation Child Care Facilities	C+1	0	C+1		RA		<b>Child care facility plumbing flush and water testing = 6</b>  Health Protection and Promotion Act, R.R.O. 1990  Safe Drinking Water Act, 1990

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# City of Peterborough - Records Retention Schedule

## Primary Heading: Recreation and Culture

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

Class Code	Secondary Heading	Responsible Division	Keep in* Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>R01</b>	<b>Heritage Preservation</b> Includes records regarding built heritage, including designations and registers of buildings, districts, landscapes, trees, and cemeteries. Also includes archeological and heritage assessments, digs, and heritage conservation district studies and plans. May also include heritage registries.  Excludes: - Historical Designation By-laws (C01) - Protection of Environmentally Sensitive Areas (E18)	Heritage Preservation Office	E	3	E+3 AA	Y	RA		<b>E = End of plan year or removal of designation</b>  Ontario Heritage Act, R.S.O. 1990
<b>R02</b>	<b>Library Services</b> Includes circulation lists, recommendations for additions to library collections, inter-library loan requests and more general records regarding the operation of libraries. May include subscription renewals of magazines and receipts from book sales. May include copy logs.	Library	C+2	3	C+5	Y	RA		Copyright Act, R.S.C. 1985
<b>R03</b>	<b>Museum, Archives and Art Gallery Collections Management</b> Includes registers of holdings, archival operations, conservation reports, environmental control records, conservation information and related records. May also include copy logs.  Excludes: - Cultural Property Accession Records (L15)	Museum Art Gallery	P	0	P AA	Y	RA		Copyright Act, R.S.C. 1985
<b>R04</b>	<b>Parks Management</b> Includes correspondence, descriptions, reports, and other records dealing with the management, design, set-up, landscaping, and maintenance of municipal parks. Includes maps and plans. Also includes information dealing with maintenance of playground equipment.  Excludes: - Building and Property Maintenance (A20) - Playground Equipment Maintenance (R11)	Public Works	C+2	3	C+5 AA		RA		<b>Playground equipment maintenance = 15</b>

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# City of Peterborough - Records Retention Schedule

## Primary Heading: Recreation and Culture

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

Class Code	Secondary Heading	Responsible Division	Keep in* Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>R06</b>	<b>Recreational and Cultural Programming</b> Includes correspondence, applications, registrations, and general information regarding the development and delivery of recreational or cultural programs to the community such as youth, sport and fitness, adult education, crafts, and other program at municipal cultural facilities such as the Peterborough Sport & Wellness Centre, Library, Museum and Art Gallery. Includes drop-in lists for child-minding at the Peterborough Sport & Wellness Centre. Also includes daily program attendance and related records for wading pools, beaches, pools, and other facilities. Includes records for Neighbourhood Associations.  Excludes: - Daily Pool Logs (P07)	Recreation  Arts, Culture and Heritage  Library  Museum	C+1	0	C+1 AA	Y	RA		<b>Program development and evaluation = 3</b>  <b>Attendance fee collection = 6</b>  Municipal Freedom of Information and Protection of Privacy Act, R.R.O. 1990  Excise Tax Act, R.S.C. 1985
<b>R07</b>	<b>Research Services</b> Includes records related to information searches at cultural facilities including the Art Gallery, Library, Heritage Preservation Office and Museum and Archives.	Arts, Culture and Heritage  Library Archives	C+2	3	C+5 AA	Y	RA		Public Libraries Act, R.S.O. 1990  Municipal Act, 2001  Ontario Heritage Act, R.S.O. 1990  Ontario Archives Act
<b>R08</b>	<b>Cultural Exhibitions, Monuments, and Public Art</b> Includes exhibit documentation related to locally created cultural exhibitions, special events, and guest curators' exhibitions. Includes juried public art records. Includes records related to City Monuments such as the Wall of Honour and the Cenotaph.  Excludes: - Financial Records (F02, F17)	Arts, Culture and Heritage	C+5	0	C+5 AA	Y	RA		Municipal Freedom of Information and Protection of Privacy Act, R.R.O. 1990
<b>R09</b>	<b>Heritage Property Tax Relief Program (HPTRP)</b> Includes information, applications, and renewals for inclusion under the HPTRP. Also includes maintenance plans.  Excludes: - Financial Records (F01, F22, F23)	Heritage Preservation Office	E+7	0	E+7	Y	RA		<b>E = End of enrolment in HPTRP</b>  Ontario Heritage Act, R.S.O. 1990  Municipal Act, 2001 (Section 365 enables municipalities to create a HPTRP)
<b>R10</b>	<b>Cultural Site Assessments</b> Includes archaeological records regarding the testing of sites for historic cultural significance.	Originating	P	0	P A		RA		Ontario Heritage Act, R.S.O. 1990

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# City of Peterborough - Records Retention Schedule

**Primary Heading: Social and Health Care Services**  
Includes records regarding social services and health care programs.

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>S01</b>	<b>Children's Services</b> Includes general program information regarding childcare programs such as municipal child care services. Also includes general resource information used in counselling children and parents involved in those programs as well as records regarding operations, waiting lists, drinking water test requirements and fire drills requirements.  Excludes: - Fire Drills (P07) - Fire Inspection Reports (P07) - Water, Plumbing and flushing records (P17) - Home Day Care Program Clients (S14)	Social Services	E+3	0	E+3	Y	RA		<b>E = End of program, or last applicable date</b>  <b>Food preparation and service records in child care centres = 1</b>  Child Care and Early Years Act, 2014, S.O. 2014
<b>S02</b>	<b>Seniors</b> Includes general information regarding programs intended to improve the quality of life for senior citizens. Includes records related to the Age-friendly Peterborough Advisory Committee, providing increased awareness and access to programs in the City and County.	Social Services	C+2	0	C+2		RA		
<b>S03</b>	<b>Community Development</b> Includes records related to improving quality of life for City and County residents.	Social Services	C+2	0	C+2		RA		
<b>S04</b>	<b>Social Assistance Programs</b> Includes general program information regarding programs and support available to residents. Also includes general resource information used in counseling recipients of social assistance and information pertaining to Employment Support Programs and Community Support Services.  Excludes: - Ontario Works Case Records (S05) - Social Housing Programs (S11)	Social Services	C+2	3	C+5	Y	RA		

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# City of Peterborough - Records Retention Schedule

**Primary Heading: Social and Health Care Services**  
Includes records regarding social services and health care programs.

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>S05</b>	<b>Ontario Works Clients Records</b> Includes records regarding funding for individual Ontario Works social assistance recipients.  Excludes: - General Program Information (S04) - Overpayments (S06)	Social Services	E+5	0	E+5	Y	XA	Vital	<b>E = Client is no longer receiving Ontario Works services</b>  <b>E applies to an applicant or recipient's case file in total and the documentation contained in the case file.</b>  <b>Retain outstanding family support issues = E+10</b>  <b>Fraud investigation = resolved+5</b>  Rules of the Small Claims Court Regulation, under the Courts of Justice Act  Ontario Works Policy Directives # 11.1
<b>S05a</b>	<b>Income Reporting Cards</b>	Social Services	C+5	0	C+5	Y	XA		
<b>S06</b>	<b>Ontario Works Case Records – Overpayments</b> Includes records of social assistance recipients who have outstanding overpayments.	Social Services	E	0	E	Y	XA		<b>E = Overpayment is paid in full, and client has been off Ontario Works for over 5 years OR Client is over 70 and has been off Ontario Works for over 5 years</b>
<b>S07</b>	<b>Homemakers Services Case Records</b> Includes records related to individuals receiving services through the homemakers' program through the Ministry of Health and Long-Term Care for City and County residents. May include client income and medical information.	Social Services	E+5	0	E+5	Y	XA		<b>E = Client is no longer receiving homemaker services</b>
<b>S08</b>	<b>Homelessness</b> Records regarding individuals residing in emergency shelters. Includes records regarding municipal homelessness or housing benefits as well as homelessness prevention programs.	Social Services	E+5	0	E+5	Y	XA		<b>E= Client has not received service for 3 years</b>  <b>Homelessness Individuals and Families Information System (HIFIS) = P</b>  Housing Services Act, 2011, S.O. 2011

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# City of Peterborough - Records Retention Schedule

**Primary Heading: Social and Health Care Services**  
Includes records regarding social services and health care programs.

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>S09</b>	<b>Cemetery Internment</b> Includes cemetery license, burial permits, maps, plot ownership records, deemed cancellations, death certificates and warrants to bury, interment or scattering rights certificates, created remains and body disposal registers, and indexes for municipal cemeteries and abandoned cemeteries.  Excludes: - Building and Property Maintenance (A20) - Promotional Materials (M07)	Heritage Preservation Office	C+2	P	P A	Y	RA	Vital	<b>Burial permits = 2</b>  Funeral, Burial and Cremation Services Act, 2002, S.O. 2002  Vital Statistics Act, R. S.O. 1990
<b>S10</b>	<b>Child Care Case Records</b> Application for enrolment, child's name, home address, date of birth, names, addresses, phone numbers of parents, place at which they can be reached, etc. Also applies to information on children in the after-school program.  Excludes: -Serious incidents and abuse allegation investigations involving program participants (non-staff) (P08) -Serious incidents and abuse allegations involving municipal staff (H15)	Social Services	E+3	0	E+3	Y	XA		<b>E = Last participation date</b>  Child Care and Early Years Act, 2014
<b>S10a</b>	<b>Children's Services Fee Subsidy Client Files</b>	Social Services	E+7	0	E+7	Y	XA		<b>E = Closure date of file</b>
<b>S11</b>	<b>Housing Services</b> Includes records and correspondence related to housing programs such as municipally owned and managed properties, the non-profit housing corporations, Rent Supplement programs, landlords, and other housing providers. Records include Service Manager's 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: -Resources used to assist potential tenants (S04)	Social Services	10	0	10		RA		Housing Services Act, 2011, S.O. 2011  Residential Tenancies Act, 2006, S.O. 2006

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# City of Peterborough - Records Retention Schedule

**Primary Heading: Social and Health Care Services**  
Includes records regarding social services and health care programs.

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>S12</b>	<b>Housing Tenant Clients</b> 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: -Serious incident and abuse allegation investigation involving program participants (non-staff) (P08) -Serious incident and abuse allegations involving municipal staff (H15)	Social Services	E	5	E+5		XA		<b>E = Client no longer resides in social housing</b>

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# City of Peterborough - Records Retention Schedule

<b>Primary Heading: Transportation</b> Includes records regarding the development and improvement of transportation systems (roads and public transit).									
Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>T01</b>	<b>Illumination</b> 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. Includes Airport landing strip lighting.  Excludes: - Specifications (A33)	Traffic  Engineering & Construction  Infrastructure Planning  Airport	E+6	0	E+6		RA	Vital	<b>E = Removal of equipment</b>
<b>T02</b>	<b>Parking</b> Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.	Transportation  Property Management	E+6	0	E+6		RA		<b>E = Closure of lot or space</b>
<b>T03</b>	<b>Public Transit Operations</b> Includes records regarding public transit systems. Included schedules, routes, maps, and similar information. Also includes project records regarding the construction of bus shelters and similar facilities, route administration and planning, fare policies, intergovernmental transit coordination and access for the disabled.  Excludes: -Driver Scheduling (H01)	Transportation	E	1	E+1 AA		RA/OA		<b>E = Closure of route, shelter, or stop. 2-year minimum retention.</b>  Public Vehicles Act, R.R.O. 1990
<b>T04</b>	<b>Road Construction</b> Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, etc. Includes construction of curbs and sidewalks, cycle ways, footpaths, walkways, etc.  Excludes: - Road Design and Planning (T05) - Route Maintenance and Minor Improvements to Road Systems (T06) - Bridges (T11) - Specifications (A33)	Engineering & Construction  Infrastructure Planning	E	0	E AA		RA		<b>E = Superseded or life of system / asset</b>  Occupational Health and Safety Act, R.S.O. 1990  The Limitations Act, 2002

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# City of Peterborough - Records Retention Schedule

## Primary Heading: Transportation

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

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>T05</b>	<b>Road Design and Planning</b> 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.  Excludes: - Specifications (A33) - Road Construction (T04)	Engineering & Construction  Infrastructure Planning	E	0	E AA		RA	Vital	<b>E = Superseded or life of system / asset</b>  Occupational Health and Safety Act, R.S.O. 1990  The Limitations Act, 2002
<b>T06</b>	<b>Road Maintenance and Salt Usage</b> Includes records regarding the inspection and maintenance of roads, as prescribed by the Minimum Maintenance Standards. Minor repair maintenance includes the installation of culverts, minor repairs to the road surfaces, curbs and sidewalks, cycleways, footpaths, walkways, etc. Routine maintenance includes grading, plowing, and sanding of roads, snow removal and cleaning.  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.  Excludes: - Specifications (A33)	Public Works	E+1	5	E+6		RA		<b>E = Project or maintenance completed</b>  Occupational Health and Safety Act, R.S.O. 1990  Canadian Environmental Protection Act, 1999
<b>T07</b>	<b>Signs and Pavement Markings</b> Includes records and studies regarding, installation, servicing and maintenance of signs and pavement markings. Include maintenance work records, infrastructure database, policies, standard specifications, and regulations. Also includes records at the Airport.  Excludes: - Specifications (A33) - Sign Permits (P11)	Transportation  Traffic  Originating  Airport	E+3	0	E+3		RA	Vital	<b>E = Removal of sign or pavement marking</b>  Occupational Health and Safety Act, R.S.O. 1990

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# City of Peterborough - Records Retention Schedule

## Primary Heading: Transportation

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

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>T08</b>	<b>Traffic</b> Includes records and studies regarding the flow of traffic on roads. Includes traffic counts, traffic operational/ engineering studies, temporary road/lane closures related to construction, temporary use of road allowance, travel statistics, development access, and related documents.  Includes records regarding impacts of temporary road closures for special events.  Excludes: - Specifications (A33) - Permanent or Regular Road Closures (T09) - Accident Statistics (T08a) - Permits for temporary road closure (P11)	Traffic        Clerk's	E+3	0	E+3 AA	Y	RA		<b>E = Project finished</b>
<b>T08a</b>	<b>Accident Statistics</b>	Traffic	C+5	0	C+5		RA		
<b>T09</b>	<b>Roads and Lanes Openings / Closures</b> Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence, and district court applications, as well as records related to requests to open road and street allowances.  Excludes: - Temporary Road Closures (T08) - Land Sales (L07) - Road Closing By-laws (C01)	Legal	E	1	E+1 AA	Y	RA		<b>E = Project finished</b>
<b>T10</b>	<b>Field Survey and Road Survey Books</b> Includes engineering field survey notes as well as books.	Engineering & Construction	E	1	E+1 AA		RA		<b>E = Project finished</b>
<b>T11</b>	<b>Bridges</b> Includes estimates, studies, and other records regarding projects specifically for bridge construction. Also includes bridge repair and maintenance.  Excludes: - Specifications (A33)	Engineering & Construction	E	0	E AA		RA		<b>E = Superseded or life of system / asset</b>  Occupational Health and Safety Act, R.S.O. 1990  The Limitations Act, 2002

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# City of Peterborough - Records Retention Schedule

<b>Primary Heading: Transportation</b> Includes records regarding the development and improvement of transportation systems (roads and public transit).									
Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB	Access	Vital	Remarks / Legislation Citations
<b>T12</b>	<b>Traffic Signals</b> Includes records and studies regarding the manufacture, installation, servicing, and maintenance of traffic signals, flashing beacons and pedestrian signals. Include maintenance work records, contracts, infrastructure database, policies, standard specifications and regulations, central control system, and pre-emption.  Excludes: - Specifications and Drawings (A33) - Infrastructure locates (E06a)	Traffic	E+3	0	E+3		RA		<b>E = Removal of equipment</b>
<b>T13</b>	<b>Crossing Guard Program</b> Includes records and studies regarding the operation of the adult crossing guard program and the implementation of designated crossings. Includes crossing information, special programs, and school board correspondence. Includes staff contact information.  Excludes: - Employee Records (H03) - Time Sheets (F16)	Traffic	S+1	0	S+1	Y	RA		

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# City of Peterborough - Records Retention Schedule

## 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.

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB Y/N	Access	Vital	Remarks / Legislation Citations
<b>V01</b>	<b>Fleet Management</b> Includes records of summary fleet information and fleet records for each vehicle (including attached devices such as Fire-Fighting Cassis Mounted Aerial Devices) leased or owned, operated, and maintained by the municipality. This includes plate permits, CVOR certificates, operating manuals, routine/daily inspections, vehicle history files, ignition interlock device installation, and vehicle maintenance, registration, and disposal.  Excludes: - Insurance Policies (L06) - Accident Claims (L02, L03) - Leases and Contracts (L14)	Originating	E+1	1	E+2	Y	RA		<b>E = Termination of lease or ownership</b>  <b>Public vehicles trip record = 1</b>  <b>Daily Inspection Logs = 2 years or 6 months after vehicle ceases to be operated</b>  Highway Traffic Act, R.S.O. 1990  Occupational Health and Safety Act, R.S.O. 1990  Public Vehicles Act, R.R.O. 1990
<b>V02</b>	<b>Mobile Equipment</b> 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	0	E+1		RA		<b>E = Disposal of equipment</b>  Occupational Health and Safety Act, R.R.O. 1990
<b>V03</b>	<b>Transportable Equipment</b> 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	0	E+1		RA		<b>E = Disposal of equipment</b>  Occupational Health and Safety Act, R.R.O. 1990
<b>V04</b>	<b>Protective Equipment</b> Includes operating manuals and records regarding the 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, masks, etc.  Excludes: - Uniforms and Clothing (A14)	Originating	E+1	0	E+1		RA		<b>E = Disposal of equipment</b>  Occupational Health and Safety Act, R.R.O. 1990

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# City of Peterborough - Records Retention Schedule

## 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.

Class Code	Secondary Heading	Responsible Division	Keep* in Div.	Keep off site	Total Retn.	PIB Y/N	Access	Vital	Remarks / Legislation Citations
V05	<b>Ancillary Equipment</b> 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, licenses, and history records. Includes setup tests and manuals.  Excludes: -Gasoline storage tanks (E25) -Mechanical and operational systems integral to building structure (A32) -Private/small water systems (E23)	Originating	E+1	0	E+1		RA		<b>E = Disposal of equipment</b>  <b>Set-up tests = until superseded</b>  Occupational Health and Safety Act, R.R.O. 1990

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