

**A ADMINISTRATION (NON-FINANCIAL)**

<b>Class Code</b>	<b>Secondary Heading and Description</b>	<b>Responsible Area</b>	<b>Retention Period</b>	<b>Personal Information</b>	<b>Access to Records</b>	<b>Remarks</b>
A00	Administration – General Includes administrative records which cannot be classified elsewhere including general correspondence, quarterly reports. Use only if no other heading is available.	Originating	1			
A01	Associations and Organizations Includes general correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff belong or with which they communicate in the course of their duties such as FCM, AMCTO, MISA, Ontario Farm Drainage Association, United Way, MMAH, GRCA, AMO, Chamber of Commerce, tag days, District School Boards, etc. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.	Originating	1	No	Only Release records that are already publically available	Excludes: Membership Fees - see F01
A02	Staff Committees and Meetings Includes records regarding the activities of staff committees and meetings. Includes notices of meetings, agenda, minutes, etc. May also include copies of staff activity reports.	Originating	4	No	Varies Depending on meeting topic, consult Legislative Services	Excludes: Council Minutes and Agenda - see C03-C04 Standing Committees – see C05-C06
A02-01	Management Team Committees and Meetings Includes records from management team committees and meetings such as minutes, decision or guidance documents affecting the entire Town’s operations. For example: Strategic Management Team (SMT) and Leadership Management Team (LMT) Meetings	Mayor and CAO Office	P	No	Varies Depending on meeting topic, consult Legislative Services	
A03	Computer/Information Systems Computer hardware and systems assisting staff with their daily duties. Includes computer hardware, computer software, data transmission, system design and implementation, quality control and office automation.	Information Technology	E+3 E=End life of the system	No	Mostly Accessible, some systems may be considered security related	Excludes: Reports - file by subject. Acquisitions – see F18 Purchase Orders & Requisitions – see F17
A04	Conferences and Seminars Includes invitations, approvals, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff, or sponsored by the municipality as well as travel arrangements, accommodation, itineraries, reservations, confirmation of reservations, hotel brochures related to the conference, restaurants, convention sites etc.	Originating	1	No	Yes	Excludes: Speeches and Presentations - see M08 Employee and Council Expenses - see F09 Ceremonies and Events - see M02 Invoices - see F01 Rental Agreements - see L14
A04-01	Conferences and Seminars hosted by Town of Milton Includes records for conferences, conventions, seminars and special functions hosted by Town of Milton	Originating	7	No	Yes	

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A05	Consultants Includes correspondence, proposals, resumes and other documents regarding the selection, appointment and monitoring of consultants. May include similar records regarding legal solicitors and engineering firms.	Originating	2	No	Only records after consultant contract completed are accessible	Excludes: Deliverables - file by subject. Quotations and Tenders - see F18 Invoices - see F01
A06	Inventory Control Includes inventory statements and reports, and all other records regarding the control of supplies, fuel and small equipment stock levels.	Originating	6	No	Yes	Excludes: Assets - see F06
A07	Office Equipment and Furniture Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, microfiche readers, etc.	Originating	E E=Disposal of asset	No	Yes	Excludes: Computer Hardware and Software - see A03. Service Agreements - see L14
A08	Office Services Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the inter-office mail system, department mail logs, internal printing, and word-processing services.	Originating	1	No	Varies Depending on topic, consult Legislative Services	
A09	Policies and Procedures Includes departmental non-technical policy and procedure manuals, work instructions, protocols, guidelines and directives relating to administrative, governance and operational processes.	Originating	E+15 E=expiry date	No	Mostly accessible, procedures may be considered security related	
A09-01	Town Policy Manual Includes corporate policies that are approved by Council.	Mayor and CAO Office	P	No	Yes	
A09-02	Policies and Procedures Development Files Includes background files, key comments and feedback and legal opinion to form the policy or procedure.	Originating	E E=expired/revision	No	No	
A10	Records Management Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, feasibility studies, and records centre operations.	Legislative and Legal Services	E E= Updated	No	Mostly Accessible, some files may describe private documents	Excludes: Retention By-Law - see C01 Policies and Procedures - see A09

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						Records Disposition - see A11 Training – see H12
A11	Records Inventory and Disposition  Includes records regarding the inventory and disposition of municipal records (disposition means destruction, transfer or archive). Includes the disposal method used and forms authorizing and describing the destruction of records, file listings, classification structures etc.	Originating	P	No	Yes	
A12	Telecommunications Systems  Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communications systems, and 911 emergency systems.	Information Technology Fire	E E=Replacement of the system	No	No	Excludes: Licenses - see P09 Assets - see F06 Long Distance Call Records - see F01 Agreements - see L04 or L14
A13	Travel and Accommodation  Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants.	Originating	1	No	Mostly Accessible, may contain confidential payment information	Excludes: Employee and Council expenses – see F09
A14	Uniforms and Clothing  Includes records regarding uniforms and special clothing used by municipal staff members, such as uniforms, firefighters' clothing and safety clothing.	Originating	E E=disposal of the item	No	No	
A15	Vendors and Suppliers  Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidders' information sheets.	Originating	3	No	Mostly not accessible, contains third party information	Excludes: Purchase Orders and Requisitions - see F17 Office Equipment - owned and leased - see A07 Fleet Management - see V01
A16	Intergovernmental Relations (Use only if no other headings are available)  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. Where possible, these records should be filed by their	Originating	5	No	Varies Depending on topic, consult Legislative Services	Excludes: Risk Management Files - see L02

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	subject, not the originator or recipient of the report and/or correspondence.					
A17	<p>Information Access And Privacy</p> <p>Includes records 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/remedy.</p>	Legislative and Legal Services	<p>E+2</p> <p>E=close of the request/resolution of a breach</p>	Yes	Limited correspondence and records release	<p>Excludes:</p> <p>Policy – see A09</p> <p>Training – see H12</p> <p>IPC appeals/complaints – see L01</p>
A18	<p>Security</p> <p>Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes and control of keys.</p>	Community Services Fire	5	No	No	<p>Excludes:</p> <p>Vandalism Reports - see P05</p> <p>Computer Security - see A24</p>
A18-01	Closed-circuit television (CCTV) output for Surveillance (non –investigative related)	Community Services Fire	30 days	No	Requests for own personal information only	
A18-02	Closed-circuit television (CCTV) output for Surveillance (investigative related)	Community Services Fire	3	No	Requests for own personal information only	
A19	<p>Facilities Construction and Renovations</p> <p>Includes records for the planning and construction of municipal facilities such as fire stations, pools, and office buildings. Includes site meetings, consultant's reports, and cost reports. Also includes architectural and engineering drawings.</p>	Community Services	<p>E+5</p> <p>E=Completion of projects with no issues</p>	No	Mostly accessible, except for building security information	<p>Excludes:</p> <p>Specifications of the facilities – see A27</p>
A20	<p>Building and Property Maintenance</p> <p>Includes records regarding the maintenance of the municipality's buildings and properties, such as parks and trails, bus terminals, garages, libraries, and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts and office cleaning.</p>	Community Services Engineering Services	5	No	Mostly accessible, except for building security information	<p>Excludes:</p> <p>Recreational Facilities - see R05</p>
A21	<p>Facilities Bookings</p> <p>Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for</p>	Community Services	3	Yes	Restricted to your own personal booking or de-identified bookings	

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	specific activities. Also includes any associated third party insurance policies.					
A22	<p>Accessibility of Buildings/Services</p> <p>Includes records relating to the accessibility of Town buildings, facilities, programs and services. Includes presentations, correspondence and planning.</p>	Legislative and Legal Services	P	No	Yes	Excludes: Facilities Construction & Renovations – see A19 Policies & Procedures – see A09
A23	<p>Information Systems Production Activity &amp; Control</p> <p>Includes records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change order, file access control reports and system changes.</p>	Information Technology	3	No	Varies by activity, limited to de-identified summary data on some topics	
A24	<p>Access Control and Passwords</p> <p>Includes records related to the management of and access to programs. Includes individual access, password management, etc.</p>	Information Technology	E E=revoke of access/change of password	No	No	
A25	<p>Performance Management/Quality Assurance</p> <p>Includes records regarding the performance of the municipality as a corporation such as service reviews. Types of records included would be reports, statistical analysis, program documentation, correspondence, awards for outstanding organizational achievements, work plans, etc.</p>	Mayor and CAO Office	P	No	Yes	Excludes: Employee performance appraisal – see H03 Council Goals & Objectives – see C08 Financial Regulatory reporting – see F27
A26	<p>Building Structure Systems</p> <p>Includes records regarding building systems that are part of the building structure such as HVAC, ventilation, fire and life systems, electrical safety, elevators, furnace, and emergency lighting. Includes manufacturer's operation/technical manuals and warranties; various inspection and testing reports; approved life safety studies, approved compliance equivalencies, inspection log books and remedial action for building systems.</p> <p>Note: Quality assurance logs, salt logs, pool readings, ice measurements, maintenance logs, first aid checks, fire extinguisher check, emergency light check, flood logs, refrigeration readings, alcohol event logs.</p>	Community Services	E E= End life of the system	No	No	
A27	<p>Drawings and Specifications</p> <p>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.</p>	Originating	E E= End life of the facility or infrastructure	No	No	

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## C COUNCIL, BOARDS & BY-LAWS

Class Code	Secondary Heading and Description	Responsible Area	Retention Period	Personal Information	Access to Records	Remarks
C00	Council and By-Laws – General Includes records regarding Council, Boards and by-laws which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	No	Yes	
C01	By-Laws Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws.	Legal and Legislative Services	P	No	Yes, must be made publically available	Excludes: Background information – see C01-01
C01-01	By-Law Background File Include any background and supporting documentation required to explain or justify the By-Law.	Originating	P	No	No	
C03	Council Meeting Agendas and Meeting Packages Council meeting packages including notice of meetings, agendas, delegates information and reports/ presentations as well as working notes used in agenda preparation.	Legal and Legislative Services	P	No	Yes, must be made publically available	
C04	Council Minutes Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes.	Legal and Legislative Services	P	No	Yes, must be made publically available	Excludes: Standing Committees or Boards - see C05, C06 Reports to Council - see C11
C05	Council Committees/ Boards Meeting Agenda and Package Includes notices of meetings and agenda for the committees of Council as well as working notes used in agenda preparation, including both standing and advisory committees/Boards.	Originating	P	No	Yes, must be made publically available	
C06	Council Committee/ Boards Minutes Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to, including both standing and advisory committees/Boards.	Originating	P	No	Yes, must be made publically available	
C07	Elections Includes returned notices, lists of officials, initial MPAC and amended voters' lists, change of name applications, nominations, notices, election results, preliminary voters' lists, objections lists, candidate compliance reports, third party campaign financial and auditor reports, election report, election coordination documentation, oaths taken by council members and information on ward boundaries. Includes advertising.	Legal and Legislative Services	E E=Declaration of results for next election	Yes	Final results, reports, nomination papers, financial statements	Financial Statemts must be kept for 4 years after completion of next election

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C07 – 01	Ballots and any other documents and materials related to the election. Including election ballots, voters lists. MEA Section 88	Legal and Legislative Services	E + 120 days E=declaration of results, if no recount	No	No	
C07-02	Ward Boundary Review Includes records related to electoral wards, including ward boundary reviews.	Legal and Legislative Services	P	No	Final reports must be made available	
C08	Goals and Objectives Includes records concerning strategic planning, goals and objectives, and mission statements.	Mayor and CAO Office	E+10 E= new goals and objectives	No	Final reports must be made available	
C09	Motions and Resolutions Includes final signed versions of resolutions and motions of Council.	Legal and Legislative Services	P	No	Yes, must be made publically available	
C11	Staff Reports to Council and Standing Committees Includes all final reports to Council and Standing Committees.	Legal and Legislative Services	P	No	Final reports must be made available	
C12	Appointments to Boards and Committees Includes records regarding appointments by Council of staff and council members.	Legal and Legislative Services	P	No	Yes, must be made publically available	
C13	Accountability Transparency & Governance Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports (including Integrity Commissioner reports, Ombudsman investigations and reports), closed meeting investigations and initiatives etc.	Legal and Legislative Services	2	No	Commissioner Final Reports Only	
C14	Strong Mayor Powers and Duties Includes records documenting decisions/approvals, associated deliberations and directives to staff issued by the Mayor	Legal and Legislative Services	P	No	Only what is already publically available	

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## D DEVELOPMENT & PLANNING

Class Code	Secondary Heading and Description	Responsible Area	Retention Period	Personal Information	Access to Records	Remarks
D00	Development and Planning - General Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	No	No	
D01	Demographic Studies Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc.	Planning and Development	10	No	Available once finalized	Excludes: Vital Statistics - see L12
D02	Economic Development Includes records regarding the growth of the economy.  Includes studies, statistics, projections etc.	Economic Development	10	No	Available once finalized	Excludes: Demographic Studies - see D01 Residential Development - see D04 Tourism Development - see D06 Industrial/Commercial Development - see D21
D03	Environment Planning Includes records regarding general types of environmental studies with a long range planning emphasis, such as salt usage impact, storm drainage and flood control, parks and open spaces, water sustainability and conservation, pollution prevention and waste management planning. Also contains information on invasive species and source water protection 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.	Planning and Development	15	No	Available once finalized	
D04	Residential Development Includes records about monitoring house supply and implementing regional planning policies.	Planning and Development	10	No	Available once finalized	
D05	Natural Resources Planning Includes records about implementing provincial/municipal planning authorities' planning policies for the management and preservation of forests and other natural features such as Niagara Escarpment Commission.	Planning and Development	10	No	Available once finalized	
D07	Condominium Plans Records regarding the pre-consultation and approval of plans of condominiums. Includes pre-consultation reports, signed draft plan, supporting consultants' reports, subdivision agreement, CDM Plan, and registered R	Planning and Development Engineering	P	No	Mostly accessible, except for building security information	

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	Plans, technical reports and other legal documents.	Services				
D07-01	Background information for condominium plans Background information regarding the pre-consultation and the approval of plans of condominiums. Includes correspondence, written comments, working notes, and any other background information.	Planning and Development Engineering Services	E E= Expiry of appeal period or OMB decision for final approval	No	Mostly accessible, except for building security information	
D08	Official Plans Includes the official plan and exemptions and amendments to the official plan. Also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts.	Planning and Development	P	No	Yes	Excludes: Official Plan Amendment Applications - see D09 Background Reports – see D24
D09	Official Plan Amendment Applications Records regarding to the applications to amend the official plan or secondary plans, including applications, staff reports, the amendment, the by-law pertaining to the amendment, supporting consultants' reports, plans and drawings	Planning and Development	E+10 E=Final Decision or reflected in revised official plan	No	Yes	
D09-01	Background Information for Official Plan Amendment Applications Records regarding to the pre-consultation and applications of the official plan or secondary plan amendments including comments and feedbacks on the application, workings notes and any other background information.	Planning and Development	E E= Expiry of appeal period or when OMB renders a decision	No	No	
D10	Severances Records regarding the granting of severances to parcels of land including application for severance, planner's comments, original consent sketch, final decision (including OMB Order, if applicable), deposited R Plan, signed certificate of consent, registration details, registered common ownership agreement, supporting consultants' reports.	Planning and Development	P	No	Yes	
D10-01	Background Information for Severances Background records regarding the granting of severances to parcels of land including workings notes and any other background information.	Planning and Development	E E=land titles registration with no outstanding issues			
D11	Site Plan Control Records regarding to the approval for the provision of services to individual land sites including water, sewage	Planning and Development	P	No	Limited to information that does not endanger site security	Excludes: Site Plan Agreements - see

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	and utility approvals, as well as parking areas, drainage and driveways. Includes application form, executed site plan agreement, registration details, supporting consultants' reports, approved plans and drawings, as built plans, survey, photometric plan(s).	Engineering Services				L04
D11-01	Background Information for Site Plan Control Background records regarding the approval for the provision of services to individual land sites including general correspondences, workings notes and any other background information.	Planning and Development Engineering Services	E E= release of entire letter of credit	No	No	
D12	Subdivision Plans Includes records regarding the pre-consultation and the approval of plans of subdivisions (both residential and commercial / industrial). Includes schedule of approval, official notice of registration, conditions of draft plan, signed draft plan, supporting consultants' reports, subdivision agreement, M Plan, and registered R Plans, drawings, technical report.	Planning and Development Engineering Services	P	No	Limited to information that does not endanger sire security	Excludes: Subdivision Agreements – See L04
D12-01	Background Information for Subdivision Plans Records regarding to the pre-consultation and applications of the official plan or secondary plan amendments including general correspondence, written comments, working notes and background information.	Planning and Development Engineering Services	E E= Expiry of appeal period or when OMB renders a decision	No	Limited to information that does not endanger sire security	
D12-02	Assumption Folder Includes records regarding the design, approved/ as built drawings, Ministry of Environment (MOE) Environmental Compliance Approvals or Storm Water Management reports and Operations & Maintenance Manuals, maintenance and assumption package documentation.	Engineering Services	E+3 E=reconstruction of roads and ponds	No	Available once finalized	
D12-03	Lot Grading Siting's Approved individual residential grading plan	Engineering Services	P	No	Access to own personal file	
D13	Variance Applications Includes records regarding the pre-consultation and the granting of minor variances in land use including zoning applications from existing zoning regulations. Includes planner's comments, signed decision and final affidavit letter, undertakings or other items satisfying conditions or final letter confirming that conditions have been satisfied (if applicable).	Planning and Development Engineering Services	P	No	Access to own personal file	Excludes: Budget Variances - see F05 Part Lot Control Exemptions – see D28 Consent/Severances – see

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D13-01	Background Information for Variance Applications Records regarding to the pre-consultation and the granting of minor variances in land use including zoning applications from existing zoning regulations, Includes general correspondence, written comments, working notes and background information.	Planning and Development Engineering Services	E+1 E= Expiry of appeal period or when OMB renders a decision	No	No	D10
D14	Zoning Records and standards regarding to the designation of zones for land use planning purposes and zoning applications for other municipalities. Includes amendments to Holding Provisions, Temporary Use and Interim Control By-laws bylaws, council reports, consultation public comments	Planning and Development	P	No	Yes	Excludes: Zoning By-laws – C01 Council Staff Reports – C11 Minor Variances - see D13
D14-01	Background Information for Zoning Records and standards regarding to the designation of zones for land use planning purposes and zoning applications for other municipalities. Includes general correspondence, written comments, working notes and background information.	Planning and Development	E E=Final decision	No	No	
D15	Easements Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private property.	Planning and Development	P	No	Yes	Excludes: Original Agreements - see L04
D16	Encroachments Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation.	Engineering Services	P	No	Permits yes, surveys no	Excludes: Original Agreements – see L04 Original Encroachment By-Laws – see C01
D17	Annexation/Amalgamation Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. May include studies on municipal restructuring.	Legislative and Legal Services Engineering Services	P	No	Yes	
D18	Community Improvement Projects Includes records, studies, statistics and any required background information on community development	Planning and Development	E+6 E=Completion of project	No	Available once finalized	Excludes Economic Development -

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	programs. Examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs, Community Gardens, BIA, BIC, PRID, etc. May also include records on housing rehabilitation programs, i.e. RRAP, CMHC					see D02
D19	Municipal Addressing Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings, and copies of related by-laws	Planning and Development	E+10 E=Address no longer valid	No	Yes	
D20	Reference Plans Includes Registered Deposit (R Plans), site plans, property survey plans as received from Registry Office.	Planning and Development	P	No	Yes	Excludes Property Survey Plans - see Property/Roll file
D21	Industrial/Commercial/Infrastructure Development Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, monthly and quarterly reports, etc.	Planning and Development	10	No	Limited to information that does not endanger site security	Excludes Agricultural Development – see D23
D22	Digital Mapping Includes all records used to produce maps and updates in a digital format such as GIS.	Planning and Development Engineering Services	E E=data outdated	No	Limited to information that does not endanger site security	Excludes GIS system – see A03
D23	Agricultural Development Includes all records regarding development of agricultural growth.	Planning and Development	10	No	Available once finalized	
D24	Background Reports and Studies for Official Plan Includes reports pertaining to amendments and changes to the Official Plan. Includes all relevant planning and policy studies and guidelines such as Urban Design Guidelines, Technical Studies and Background Studies.	Planning and Development	P	No	No	
D25	Deeming Process Includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-laws, correspondence, etc. A Deeming By-law application is applied for in order 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 and Development	E+ 2 E= Final Decision	Yes	Available once finalized	

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D26	<p>Development Charges Study</p> <p>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.</p>	Finance	10	No	Yes	
D27	<p>Part Lot Control</p> <p>Includes records regarding applications for Part Lot Control exemptions, council decisions, by-law, correspondence, etc.</p> <p>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.</p>	Planning and Development	E+ 5 E= Final Decision	No	Available once finalized	
D28	<p>Property Files</p> <p>Records relating to a specific property. Includes permits, inspections, agreements and drawings.</p>	Planning and Development	P	Yes	Limited to own personal information and does not endanger property security	
D30	<p>Marketing Partner Files</p> <p>Tourism and agricultural marketing partnership. Includes promotional materials, membership agreements.</p>	Planning and Development	10	No	Yes	

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## E ENVIRONMENTAL SERVICES

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E00	Environmental Services Includes records regarding environmental services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1			
E01	Sanitary Sewers Maintenance Includes records regarding the design, construction and maintenance of sanitary sewers.	Engineering Services	5	No	Limited to information that does not endanger system security	Excludes: Storm Sewers - see E02
E02	Storm Sewers Maintenance Includes records regarding the design notes, construction materials	Engineering Services	E+5 E= Completion of Project and no outstanding issues	No	Limited to information that does not endanger system security	
E02-01	Storm Sewer Specifications Includes as built drawings	Engineering Services	E E= Life of Asset	No	Limited to information that does not endanger system security	
E04	Trees/Forestry Includes woodlot management and records of tree removal, planting, trimming, pruning and preservation.	Engineering Services	5	No	Yes	
E06	Utilities Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc.	Engineering Services	5	No	Limited to information that does not endanger system security	Excludes: Site Plans - see D11
E09	Drains Maintenance Includes records regarding the maintenance of drains (channel or pip) carrying surplus liquid such as rainwater or liquid waste, usually to a sewer. May include convenience copies of tenders, bylaws and grants.	Engineering Services	5	No	Limited to information that does not endanger system security	
E13	Water Monitoring Records regarding local monitoring for ponds and creeks. Including chemical samples, logs, reports, inspections.	Engineering Services	E+15 E=end life or retrofit of ponds and creeks	No	Limited to information that does not endanger system security	Excludes: By-Law Enforcement - see P01 Complaints and Inquiries - see M04
E17	Energy Management Includes all records relating to the municipality's Energy Management Program. Includes published annual energy	Community Services	E+7 E=plan updated/replaced	No	Yes	Excludes: Risk Management Files – see L02

**P – Permanent    E - Event**

Class Code	Secondary Heading and Description	Responsible Area	Retention Period	Personal Information	Access to Records	Remarks
	plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and greenhouse gas emissions. Also includes conservation and demand measures information and management of energy consumption and conservation at municipal buildings and facilities.					
E24	<p>Gasoline Storage And Dispensing</p> <p>Includes gasoline storage tank and municipal gasoline dispensing records. Routine monitoring and dispensing records relate to loading and dispensing throughput volume; vapour control equipment operation, daily/weekly visual inspection/deficiency remedy actions and maintenance; Free Oil Layer and Separated Solid Layers Measurements and removal records measurements; tank bottom water removal; temporary tank removal; Loss of Product / Inventory Control and Reconciliation Records; excavation and nearby construction potentially affecting the storage tank system integrity; vapour barrier equipment downtime record; pumping equipment tests; pumping connection leak records; storage leak tests; gasoline levels measurement, and loss and gain records; and piping system pressure tests. System records relate to drawings and specifications for system; installation record; tank and piping systems locates; storage tank and Stage II vapour recovery system commissioning inspection and testing records; and storage tank component inspection reports and compliance documents (including warnings and notices of violations).</p>	Engineering Services	E+7 E=system no longer in use	No	Limited to information that does not endanger storage security	Excludes: Underground storage abandonment record – see L07

**P – Permanent    E - Event**

## F FINANCE & ACCOUNTING

Class Code	Secondary Heading and Description	Responsible Area	Retention Period	Personal Information	Access to Records	Remarks
F00	Finance and Accounting – General Includes records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1			
F00-01	Financial Studies Includes records relating to financial related studies such as user fees study, asset management planning study, or fiscal impact study.	Finance	E+7 E= study not in use	No	Available once finalized	
F01	Accounts Payable Includes records documenting funds payable by the municipality, such as paid receipts, copies of cheques issued to pay account, rebates, levies payable, reports, telephone bills, membership fees, employee and council expenses.	Finance	7	Yes	Limited access to own personal or business information	Excludes Cancelled Cheques – see F07 Employee and council expenses – see F09
F02	Accounts Receivable Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Includes correspondence related to collection tax and supporting documentation. Includes credit card (VISA) information.	Finance	7	Yes	Limited access to own personal or business information	Excludes documentation and processes and Write-offs - see F23 Tax Assessments, Rolls and Tax Arrears - see F22 Property Tax Collection – see F22-01
F03	Audits Includes records regarding internal and external financial audits of accounts.	Finance	7	No	Available once finalized	Excludes Operation audits - see relevant subject. Audited Financial Statements - see F10
F04	Banking Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records.	Finance	7	Yes	Limited access to own personal or business information	Excludes Banking Statements - see F07
F05	Budgets and Estimates Includes departmental and corporate budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.	Finance	7	Yes	Available once finalized	

**P – Permanent    E - Event**

Class Code	Secondary Heading and Description	Responsible Area	Retention Period	Personal Information	Access to Records	Remarks
F06	Assets Includes records regarding current and fixed assets. Includes inventories as well as records of initial expenditure, depreciation, amortization, and disposal.	Finance	E+10 E=disposal of asset	No	Available once finalized	Excludes Land Acquisition and Sale - see L07
F07	Cheques 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	Finance	7	Yes	Limited access to own personal or business information	Excludes Banking - see F04 Property tax related cheques – see F22-01
F08	Debentures and Bonds Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors.	Finance	E+7 E=Debentures surrendered for exchange/cancellation	Yes	Limited access to own personal or business information	Excludes Debenture Registers - F14
F09	Employee and Council Expenses Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc. May also include employee time sheets combined with travel and expense statements. This is a separate file, organized by Name. Expenses could also be held under F01.	Finance	7	Yes	Mostly accessible with any personal information removed	Excludes Attendance - see H01 Honoraria and fees to Council – see F16
F10	Financial Statements Includes annual financial reports which includes but not limited to audited financial statements with accompanying notes, financial statement discussion and analysis, looking forward and statistics.	Finance	P	No	Yes	
F11	Grants and Loans Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans, Community Fund and subsidies. Also includes submissions, acknowledgements, and reports.	Finance Originating	E+7 E=date of issuing the grants or repaying the loans	No	Mostly accessible, may contain economic interests. Consult Legislative Services	Excludes Risk Management Files – see L02
F12	Investments Includes records regarding the municipality's investments, term deposits, and promissory notes.	Finance	E+7 E=close of account	No	Mostly accessible, may contain economic interests. Consult Legislative Services	
F13	Journal Vouchers	Finance	7	Yes	Limited access to own personal or business	

**P – Permanent    E - Event**

Class Code	Secondary Heading and Description	Responsible Area	Retention Period	Personal Information	Access to Records	Remarks
	Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.				information	
F14	Subsidiary Ledgers, Registers, and Journals Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers.	Finance	7	Yes	Limited access to own personal or business information	Excludes Documents and vouchers used to support entries - see relevant subject
F15	General Ledgers and Journals Includes all records in the Books of Original Entry.	Finance	P	No	Mostly accessible, may contain economic interests	
F16	Payroll Includes all records of payments of salary, wages and deductions to employees. Includes time sheets, pay lists, Blue Cross reconciliations, Canada Savings Bonds, T4 Slips and Statistics Canada reports. Also includes honoraria and fees to Council.	Finance	7	Yes	No	Excludes Payroll Registers - Subsidiary Ledgers, Registers and Journals - see F14
F17	Purchase Orders and Requisitions Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services.	Finance	E+7 E=expiry of contract	Yes	Finalized documents only, bid analysis no, only for own business	Excludes Quotations and Tenders - see F18
F18	Quotations And Tenders Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process	Finance	E+7 E=expiry of contract Unsuccessful Bid = 1	Yes	Finalized documents only, bid analysis no, only for own business	Excludes successful bids - see L04
F19	Receipts Includes receipts issued for payment of items such as licenses, rentals and taxes.	Finance	7	Yes	Limited access to own personal or business information	Excludes Property tax related receipts – See F22-01
F20	Reserves and Reserve Funds Includes records documenting obligatory and/or discretionary reserves or reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	Finance	7	No	Available when finalized	
F21	Revenues	Finance	7	No	Yes	Excludes

**P – Permanent    E - Event**

Class Code	Secondary Heading and Description	Responsible Area	Retention Period	Personal Information	Access to Records	Remarks
	Includes records regarding the generation of revenues other than taxes such as development charges and collected user fees authorized under User Fee Bylaw.		Mortgage related is 10			Accounts Receivable - see F02 Tax Rolls - see F22
F22	Tax Rolls and Records  Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls.	Finance	P	Yes	Limited access to own personal or business information	Excludes Correspondence related to tax issues that are not of a long term importance - see F22-01
F22-01	Property Tax-Administration  Includes administrative documents and correspondences regarding to property tax related operations. Examples include but are not limited to: Lawyers letters indicating a sale or requesting tax status, tax certificates, Mortgage company requests, general ratepayer requests and resulting staff responses, Autopay Void Cheques, Images of payment cheques, Charity Rebate, Older Adult Deferral, Right of Way, Payment in Lieu, etc.	Finance	7	Yes	Limited access to own personal or business information	
F23	Write Offs  Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies.	Finance	7	Yes	Limited access to own personal or business information	Excludes Accounts Receivable - see F02
F24	Trust Funds  Includes records regarding funds established by the municipality for money held in trust, such as bequests, cemetery trust funds, cemetery care and maintenance programs, Homes for the Aged Residents (including authorization, receipts and statements of withdrawal) and Ontario Home Renewal Program such as fund accounting records, bank statements, banking instructions and fund audit records.	Finance	7	Yes	Limited access to own personal or business information	
F25	Security Deposit/Damage Deposits  Includes development deposits, letters of credit, and proof of insurance when required and records of monies held as security (ie. bonds).	Finance	E+7 E=Closure of account	Yes	Limited access to own personal or business information	
F26	Working Papers-Financial  Includes all working/meeting notes, calculations, reconciliations, end of year payment in lieu of taxes statements to school, and background documentation used to calculate financial statements such as the	Finance	E+1 E=Completion of audit	Yes	No	Excludes Financial Statements – see F10

**P – Permanent    E - Event**

<b>Class Code</b>	<b>Secondary Heading and Description</b>	<b>Responsible Area</b>	<b>Retention Period</b>	<b>Personal Information</b>	<b>Access to Records</b>	<b>Remarks</b>
	Monthly Trial Balance.					
F27	Regulatory Reporting – Financial  Includes regulatory, financial information returns and government reporting such as HST returns, tax rebate filings, and the Ministry of Municipal Affairs Financial Information Return (FIR) and the Municipal Performance Measurement Program (MPMP) that collects municipal services data on an annual basis as a part of the FIR.	Finance	7	No	Varies, contact Legislative Services	

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**P – Permanent    E - Event**

## H HUMAN RESOURCES

Class Code	Secondary Heading and Description	Responsible Area	Retention Period	Personal Information	Access to Records	Remarks
H00	Human Resources – General Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1			
H01	Attendance and Scheduling Includes records regarding employee attendance, alternate work program, shift scheduling, vacation schedules, leave of absences, etc.	Originating	3	Yes	No	Excludes: Individual Time Sheets - see F16
H02	Benefits Program Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, and general information on EHT.	Human Resources	E E=information outdated	No	Only what is publically available	Excludes: Payroll - see F16 Individual Pension and Benefit records – see H10
H03	Employee Records Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, legislative training records, correspondence with the employee, and employee assistance. Includes part-time, student employees and volunteers.	Human Resources Originating	E+7 E=Termination of employment/Volunteering	Yes	No	Excludes: Grievances – see H14
H03-01	Employee Records-firefighters	Human Resources Fire	E+25 E=Termination of employment/ volunteering	Yes	No	
H04	Health and Safety Records regarding the occupational health and safety of staff. Includes Joint Health & Safety Committee (JHSC) meeting minutes, JHSC safety inspection records, regulatory inspection/audit/enforcement records and staff incident/accident reports, Also includes designated substances assessments and Workplace Safety & Insurance Board certificates.	Human Resources Originating	5	Yes	No	Excludes: Accidents of the Public - see P05 Lost-time reports and claims – see H13 Health and safety training development – see H12/H12-01 Employee training certificates - see H03/H03-01
H05	Human Resource Planning Includes records of succession planning, executive placement, retirement programs, staff turnover rates, annual hire/promotion targets, recruitment freezes, employment equity, performance management, and related records.	Human Resources	E+1 E=Plan no longer in use	No	No	Excludes: Employee Records - see H03

**P – Permanent    E - Event**

Class Code	Secondary Heading and Description	Responsible Area	Retention Period	Personal Information	Access to Records	Remarks
H06	Job Descriptions Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Human Resources	E E=updated/replaced	No	Varies, consult Legislative services	
H07	Labour Relations Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.	Human Resources	E+10 E=when contract is no longer active	No	No	Excludes: Collective Agreement – see L04
H08	Organization Design Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.	Human Resources	E+1 E=updated	No	Final Copy only	Excludes: Job Descriptions - see H06
H09	Salary Planning Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity and compliance.	Human Resources	5	No	No	Excludes: Employee Records - see H03
H10	Pension and Benefits Records Includes records detailing obligations to individuals under OMERS. Includes pension information of current and retired personnel, including registration/enrolment and records.	Human Resources	7	Yes	No	Excludes Deductions for pensions – see F16 General information on pension plans - see H02 Payments made to OMERS - see F01
H11	Recruitment Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.	Human Resources	1	Yes	Only what is publically available	Excludes: successful applications – see H03
H12	Training Development Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes development of course content or materials for specific courses.	Originating	3	Yes	No	Excludes: Employee training attendance or certificates - see H03 Road salt usage or drinking water or hazardous material use related training – see H12-01
H12-01	Training Development – Special	Originating	7	Yes	No	

**P – Permanent    E - Event**

Class Code	Secondary Heading and Description	Responsible Area	Retention Period	Personal Information	Access to Records	Remarks
	Including drinking water training, salt use training and hazardous material use training and PTSD training etc.					
H13	Claims Includes medical records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice, accident report.	Human Resources	E + 3 E=Resolution of claim	Yes	No	Excludes: Non lost-time incidents - See H04 Self-insured STD – see H04
H13-01	Claims- Hazardous exposure claims Records related to claims for exposure to airborne Acrylonitrile, benzene, lead, mercury, silica, vinyl, chloride, arsenic, ethylene oxide or asbestos etc.	Human Resources Originating	E+40 E=Latest record made	Yes	No	
H14	Grievances Includes records dealing with grievance complaints filed against the Town such as the initial complaint, investigation, reports and final resolution including arbitration and arbitration awards.	Human Resources	E+10 E=resolution of claim	Yes	No	Excludes: Harassment & Violence – see H15
H15	Harassment and Violence Includes records dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution	Human Resources	E+3 E=resolution of complaint	Yes	No	Excludes Grievances – see H14 Abuse investigation records not involving staff – P08
H16	Criminal Background Checks Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers. Also includes annual Criminal Offence Declaration.	Human Resources	E +7 E = termination of employment	Yes	No	
H17	Employee Medical Records – Hazardous Materials Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.	Human Resources	E+40 E=resolution of claim	Yes	No	
H18	Employee Medical Records Includes doctor's notes, correspondence, and health reports related to an employee's medical situation	Human Resources	E + 3 E=When STD/LTD claims are resolved	Yes	No	

**P – Permanent    E - Event**

<b>Class Code</b>	<b>Secondary Heading and Description</b>	<b>Responsible Area</b>	<b>Retention Period</b>	<b>Personal Information</b>	<b>Access to Records</b>	<b>Remarks</b>
H19	<p>Disability Management</p> <p>Includes all records related to occupational and non-occupational injuries and illnesses. Also includes accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation.</p>	Human Resources	<p>E + 5</p> <p>E= day issued or earlier as may be specified by Commission</p>	Yes	No	
H21	<p>Employee Recognition</p> <p>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.</p>	Human Resources	5	Yes	No	

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**P – Permanent    E - Event**

## J JUSTICE

Class Code	Secondary Heading and Description	Responsible Area	Retention Period	Personal Information	Access to Records	Remarks
J00	Justice general Includes records regarding court affairs which cannot be classified elsewhere. Use only if no other heading is available.	Originating	4			
J01	Certificates Of Offence (Part I) Includes Part 1 Certificates of Offence excluding Accident and Careless Driving offences. Records identified as POA schedule # CD-4R1.	Legislative and Legal Services	E+ 2 E=completion	Yes	Own personal information	
J04	Court Dockets 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). Also includes statistics on court activities and disposition of fines.	Legislative and Legal Services	5	No	Consult Legislative Services	
J05	Transcripts & Records Of Court Proceedings Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes and log books.	Legislative and Legal Services	7	Yes	Consult Legislative Services	
J07	Appeals & Transfers Includes records of appeals and of transfers to and from other Courts.	Legislative and Legal Services	7	Yes	Consult Legislative Services	Excludes Appeals & Hearings (Municipal) – L01
J09	Disclosure Includes information requested by individuals in preparation for court cases.	Legislative and Legal Services	7	Yes	No	

**P – Permanent    E - Event**

## L LEGAL AFFAIRS

Class Code	Secondary Heading	Responsible Area	Retention Period	Personal Information	Access to Records	Remarks
L00	Legal Affairs – General Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1			
L01	Appeals and Hearings Includes all transcripts and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgments. Includes zoning appeals, official plan appeals, tax appeals, Local Planning Appeal Tribunal / Ontario Municipal Board appeals and Committee of Adjustment appeals. Also includes orders issued by regulatory bodies and boards.	Originating	P	Yes	No, if not otherwise publicly available	Excludes: Litigation - see L02-L03 Includes closed meeting investigator
L02	Claims Against the Municipality Includes all litigation made by other parties against the municipality.	Finance	E+7 E=resolution of claim and all its appeals or if minors are involved, minors reach age of majority whichever comes later	Yes	No	Excludes: Appeals and Hearings - see L01
L03	Claims By the Municipality Includes all litigation made against other parties by the municipality.	Finance	E+7 E=resolution of claim and all appeals	Yes	No	Excludes Appeals and Hearings - see L01
L04	Contracts and Agreements - Under By-law Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, development front-ending agreements, and subdivision agreements. Also includes agreements regarding tax arrears payment extension, easements, encroachments, area ways, laneways and records transfer.	Legislative and Legal Services	P	Yes	Final contracts only	Excludes Office Equipment Maintenance Agreements - see L14 Contracts regarding Land - see L07
L04-01	Preparation/Negotiation Documentation Includes working notes, key correspondences, major drafts and related legal opinions.	Originating	15	Yes	No	Insurance Policies - see L06 Line fence agreements - see P01
L04-02	Reporting and Administration	Originating	E+7 E=Expiry of Contract	Yes	No	

**P – Permanent    E - Event**

Class Code	Secondary Heading	Responsible Area	Retention Period	Personal Information	Access to Records	Remarks
	Includes reports or updates which are required under certain contracts and/or agreements such as quarterly reports to landowners; preparation of quarterly/annual remittance to Trustees; or tracking of cash flow assistance etc... Also includes the tracking of developer liabilities established through an agreement. For example developers build parks, bridges or fund studies on Town's behalf and are reimbursed by the Town.					
L05	Insurance Appraisals Includes appraisals of municipal property for insurance purposes.	Finance	E + 15 E = New appraisal has been done	Yes	Consult Legislative Services	
L06	Insurance Policies Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance.	Finance	E+15 E=Expiry of policy	No	No	Excludes Employee Group Insurance - see H02 Third Party Contracts - see L04
L07	Land Acquisition and Sale Includes records regarding real estate transactions and conveyance of land such as lot sales, easements, road allowance closings whether through voluntary transactions or expropriation. Includes leases, deeds and expropriation plans, purchase letters and appraisals, and potential land acquisitions and sale.	Legislative and Legal Services Economic Development	E + 10 E=date of land disposition, expiration of lease, replacement of plans or studies	No	Varies, consult Legislative Services	
L08	Opinions and Briefs Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues.	Originating	E E=no longer applicable	No	No	Excludes Files by subject –see subject categories
L12	Vital Statistics Includes registers of births, deaths and marriages.	Legislative and Legal Services	P	Yes	No	Excludes Population Statistics - see D01
L12-01	Marriage Licences Includes licence applications and supporting documents	Legislative and Legal Services	2	Yes	Access to your own personal information	
L12-02	Burial Permits Includes permit applications and supporting documents	Legislative and Legal Services	2	Yes	No	
L13	Prosecutions	Legislative and Legal Services	E+7 E=delivery of judgement	Yes	No	Excludes Bylaw Enforcement - see P01

**P – Permanent    E - Event**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Responsible Area</b>	<b>Retention Period</b>	<b>Personal Information</b>	<b>Access to Records</b>	<b>Remarks</b>
	Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation.					Appeals and Hearings - see L01
L14	Contracts and Agreements – Simple Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle lease and purchase agreements.	Originating	E+7 E= Expiry of contract	No	Varies, contact Legislative Services	

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**P – Permanent    E - Event**

## M MEDIA & PUBLIC RELATIONS

Class Code	Secondary Heading and Description	Responsible Area	Retention Period	Personal Information	Access to Records	Remarks
M00	Media and Public Relations – General Includes records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1			
M01	Advertising Includes records regarding public advertising in magazines, newspapers, radio, television, and transit.	Corporate Communications	1	No	Yes	Excludes: News Releases - see M06 Recruitment - see H11 Elections - see C07 Tenders or Bids – see F18
M02	Ceremonies and Events Includes records regarding the set-up and running of special events or ceremonies.	Mayor & CAO Offices	5	No	Yes	Excludes: Employee recognition events – see H21
M03	Charitable Campaigns/Fund Raising Includes records for the municipality, for municipality run programs or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups, etc.	Originating	1	No	Varies, Consult Legislative Services	Excludes: Receipts - see F19
M04	Complaints, Commendations and Inquiries Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters.	Originating	5	Yes	Access to own personal information	Excludes: Freedom of Information Requests - see A17 Grievances or harassment/violence complaints by or against employees – see H14, H15 Employee recognition – see H21
M05	News Clippings Includes clippings from newspapers, information from journals and other printed media.	Corporate Communications	1	No	Publicly available	

**P – Permanent    E - Event**

<b>Class Code</b>	<b>Secondary Heading and Description</b>	<b>Responsible Area</b>	<b>Retention Period</b>	<b>Personal Information</b>	<b>Access to Records</b>	<b>Remarks</b>
M06	News Releases Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	Corporate Communications	1	No	Publically available	
M07	Publications Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature, Community Service guides and newsletters.	Corporate Communications	E E=discontinued or replaced	No	Publically available	
M07-01	Major publications by municipality Publications records major events or development of the municipality for historical references and researches. Includes annual reports, destiny Milton.	Corporate Communications	P	No	Publically available	
M08	Speeches and Presentations Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.	Corporate Communications	3	No	Yes	Excludes: Media coverage of speeches/presentations - see M05 News Releases - see M06
M09	Visual Identity and Insignia Includes records regarding branding and the standards which apply to graphic designs as part of a Visual Identity Program. Includes trademarks, logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.	Corporate Communications	P	No	Final copies only	
M10	Website and Social Media Content 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	Corporate Communications	E+2 E=updated or replaced	No	Yes	
M11	Public Relations and Public Awareness Includes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters, etc. Also includes issues regarding internal/external communications. Includes	Mayor and CAO Office Corporate Communications	5	No	Yes	

**P – Permanent    E - Event**

<b>Class Code</b>	<b>Secondary Heading and Description</b>	<b>Responsible Area</b>	<b>Retention Period</b>	<b>Personal Information</b>	<b>Access to Records</b>	<b>Remarks</b>
	programs designed for public awareness and engagement.					
M12	Intellectual Property Include certificates of copyright, applications for patents and trademark registration. Also includes monitoring and enforcement of authorized use of copyright, trademarks and patents including copyright use permission requests.	Corporate Communications	E+5 E= copyright, patent or trademark expired or last use	No	Yes	

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**P – Permanent    E - Event**

**P PROTECTION & ENFORCEMENT SERVICES**

<b>Class Code</b>	<b>Secondary Heading and Description</b>	<b>Responsible Area</b>	<b>Retention Period</b>	<b>Personal Information</b>	<b>Access to Records</b>	<b>Remarks</b>
P00	Protection & Enforcement Services – General Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.	Legislative and Legal Services	1			
P01	By-law Enforcement Includes records of municipal efforts to enforce bylaws such as orders to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs etc. Also includes records regarding parking tickets and parking enforcement, occurrence reports.	Legislative and Legal Services	7	Yes	Limited to cumulative statistics and own orders or tickets	Excludes: Fire Inspections - see P07 Fire Marshal Investigations – see P08 Prosecutions - see L13
P02	Daily Occurrence Logs Includes logs maintained of daily occurrences by staff.	Legislative and Legal Services	5	No	Consult Legislative Services	
P02-01	Crew Cards/Log Sheets Includes records of work locations for Operations employees	Engineering Services	7	Yes	No	
P03	Emergency Planning Includes records regarding the planning and rehearsal of emergency measures	Fire	E E=plan replaced or updated	No	Only what is publically available	
P04	Hazardous Materials Includes information and reports on chemicals and substances that pose fire or environmental hazards such as PCBs, refrigerants and halocarbons, Also includes 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	Originating	E+5 E=the material no longer in use	No	Mostly accessible, may contain security related information	Excludes Staff Safety Training - see H12 Personal exposure – see H17
P05	Incident/Accident Reports Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties.	Finance	E+5 E=close of action	No	No	Excludes: Security - see A18 Accidents of Municipal Staff - see H04 Vehicle Accidents - see

**P – Permanent    E - Event**

Class Code	Secondary Heading and Description	Responsible Area	Retention Period	Personal Information	Access to Records	Remarks
						L02 or L03 Emergency Incident Reports – see P17
P06	Building and Structural Inspections Includes inspection reports such as building, plumbing, fire prevention and other structural inspections. Also includes inspections of marijuana grow operations after appropriate notification from a police force.	Planning and Development	E E= End life of the Building	Yes	Access to own personal or business files	Excludes: By-law Enforcement – see P01
P07	Fire Safety Inspections Includes Fire Marshal related health and safety violation and verification inspection reports conducted or performed on private, public and commercial properties.	Fire	E E=outdated	Yes	Access to own personal or business files	
P08	Fire Marshal Investigations Includes records of fire marshal investigations on emergencies such as traffic accidents or fire fighting activities.	Fire	10	Yes	Access to own personal or business files	Excludes: By-law Enforcement – see P01 Harassment & Violence staff investigations – see H15
P09	Licences Includes records regarding licenses administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, businesses, lotteries, special occasion letters, etc.	Legislative and Legal Services	E+3 E=Expiry of License	Yes	Access to own personal or business files	Excludes: Marriage Licences - see L12-01
P10	Building Permits Includes information regarding permits, permits issued to builders, contractors, and residents giving them permission to build or renovate. Includes certificates of occupancy, pool permits, or septic permits, Includes information regarding permits, permits issued to builders, contractors, and residents giving them permission to build or renovate. Includes certificates of occupancy, pool permits, septic/sewage permits or backflow prevention permits.	Planning and Development	P	Yes	Yes	Excludes: All other permits - see P11
P11	Permits, Other Includes applications and copies of permits issued by other government bodies within the	Originating	E+3 E=Expiry of permit	Yes	Access to own personal or business files	Excludes: Building Permits - see P10

**P – Permanent    E - Event**

Class Code	Secondary Heading and Description	Responsible Area	Retention Period	Personal Information	Access to Records	Remarks
	Town as well as permits issued giving permission to hold special events, burn permits, facility rentals, signs, parking on the street, etc.					Encroachment Permits - see D16 Burial Permits - see L12-02 Road and lane opening/closings – see T09
P11-01	Development Permit Application - Niagara Escarpment Commission  Records about reviewing NEC applications, includes NEC applications, permits, planner comments and revisions	Planning and Development	E+7 E=Date of final decision	Yes	Access to own personal or business files	
P12	Warrants  Includes all issued warrants.	Legislative and Legal Services	E+2 E=Execution of warrant	Yes	Access to own personal or business files	
P13	Criminal Records  Includes all documentation relating to individuals with a history of criminal activity.	Legislative and Legal Services	E+5 E=Occurrence/ investigation closed or disposition of charge	Yes	Access to own personal or business files	Excludes: Investigations Prosecutions – see L13
P14	Animal Control  Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Also includes records of distrained animals and pound animal records.	Legislative and Legal Services	E+3 E= after animal is impounded	Yes	Access to own personal or business files	Excludes: Dog Licenses - see P09
P15	Community Protection Programs  Includes records on community protection and crime prevention such as Fire Training Programs, Milton Safety Committee and Block Parents. Records include correspondence and brochures.	Fire	E+2 E=information updated	No	Yes	
P16	Emergency Services  Includes records regarding fire and rescue services.	Fire	E+5 E=outdated or not in use	Yes	Access to own personal or business files	
P18	Fire Accident Response Reports	Fire	P	Yes	Access to own	Excludes:

**P – Permanent    E - Event**

<b>Class Code</b>	<b>Secondary Heading and Description</b>	<b>Responsible Area</b>	<b>Retention Period</b>	<b>Personal Information</b>	<b>Access to Records</b>	<b>Remarks</b>
	Includes records relating to fire services provided such as fire suppression and emergency call response. Includes fire call reports and fire cause identification.				personal or business files	Investigations – see P08
P19	Fire Statistics  Includes records relating to performance plans and the associated statistical reporting of performance and calls.	Fire	E + 2  E=updated or replaced	No	Yes	
P21	Facilities Routine Water Use, Monitoring and Testing  Includes records regarding the testing of swimming pool or splash pad water for chlorine and pH levels, water outlet inspections, the number of bathers per day, any rescues or breakdowns of equipment. Also includes routine testing, monitoring and flushing of water systems in Town's recreation facilities.	Community Services	1	No	Consult Legislative Services	

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**P – Permanent    E - Event**

## R RECREATION & CULTURE

Class Code	Secondary Heading and Description	Responsible Area	Retention Period	Personal Information	Access to Records	Remarks
R00	Recreation and Culture – General  Includes records regarding recreation and cultural services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1			
R01	Heritage Preservation  Includes records regarding heritage and historical development, including designations and registers of buildings, districts, and cemeteries as well as archaeological digs, archaeological and heritage assessments, and heritage conservation district studies and plans. May also include heritage registries.	Legislative and Legal Services  Planning and Development	P	No	Consult Legislative Services	Excludes: Original By-Laws - see C01
R04	Parks and Trails Management  Includes correspondence, descriptions, reports and other records dealing with the management design, set-up, and landscaping of specific municipal parks. Includes maps and plans	Community Services	E  E=End life of Parks/Trails	No	Yes, excluding any personal or park security information	Excludes: Parks and Trails Maintenance – see A20
R05	Recreational Facilities  Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities, such as arenas, rinks, halls, schools, pools, and fitness centres. Includes floor plans, architectural and engineering drawings. More specific information is filed by subject.	Community Services	E  E=End life of the facilities	No	Inspection reports only	Excludes: Facilities Construction - see A19 Facility Maintenance - see A20
R06	Recreational Programming  Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts, membership forms, and other programs.	Community Services	3	Yes	Access to own personal or business files	
R06-01	Registration records  Includes withdrawal forms/refund forms/CLASS adjustments/waiver forms.	Community Services	1	Yes	Access to own personal or business files	
R06-02	Attendance fee collection	Community Services	7	Yes	Access to own personal or business files	

**P – Permanent    E - Event**

## S SOCIAL & HEALTH CARE SERVICES

Class Code	Secondary Heading and Description	Responsible Area	Retention Period	Personal Information	Access to Records	Remarks
S00	Social and Health Care Services – General Includes records regarding social and health care services provided to individual residents which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1			
S04	Community and Social Assistance Services Includes general program information regarding financial assistance program and support available to residents within the municipality.	Community Services	E+3 E=end of services	Yes	Access to own personal information	
S11	Disabilities Support Clients Includes records dealing with applications for and provision of services and funding support to persons with mental or physical disabilities including service and support profiles, and accessible transportation eligibility application and approval, behaviour support plans, intrusive behaviour intervention and crisis situation incident reporting. Also includes personal support plans and records for individuals as well as summary reports relating to support services provided for people with disabilities.	Originating	E+7 E= no longer receiving support	Yes	Access to own personal information	Excludes: serious occurrences and abuse allegations involving municipal staff – see H15

**P – Permanent    E - Event**

## T TRANSPORTATION SERVICES

Class Code	Secondary Heading and Description	Responsible Area	Retention Period	Personal Information	Access to Records	Remarks
T00	Transportation – General Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1			
T01	Illumination Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Also includes records on power consumption.	Engineering Services	E+6 E=completion of project/request with no issues	No	Yes, excluding any security related information	Excludes: Lights Specifications – see A27
T02	Parking Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking	Engineering Services	E+6 E=lot closed	No	Yes	Excludes: Parking Enforcement – See P01
T03	Public Transit Operations Includes records regarding public transit systems. Includes 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, and intergovernmental transit co-ordination.	Engineering Services	E + 1 E = Outdated	No	Yes	Excludes: Accidents – See L02
T04	Road Construction Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, bridges, etc.	Engineering Services	E+5 E= completion of project/request with no issues Specifications are Permanent	No	Consult Legislative Services	Excludes: Design and Planning - see T05 Routine maintenance and minor improvements to road systems – see T06
T05	Road Design and Planning Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycle ways, footpaths, walkways, etc.	Engineering Services	E+5 E=outdated Specifications are Permanent	No	Consult Legislative Services	Excludes: Road Specifications – see A27
T06	Road Maintenance Includes records and studies regarding the inspection and maintenance of roads. Minor repair maintenance Includes the installation of culverts, minor repairs to the road surfaces, curbs and side-walks, cycle-ways, footpaths, walkways, etc. Routine maintenance includes grading, ploughing and sanding of roads, and snow	Engineering Services	E+5 E=completion of project/request with no issues	No	Consult Legislative Services	Excludes: Road Specifications – see A27

**P – Permanent    E - Event**

Class Code	Secondary Heading and Description	Responsible Area	Retention Period	Personal Information	Access to Records	Remarks
	removal and cleaning, winter maintenance.		Specifications are Permanent			Claims – see L02
T06-01	Salt Usage Includes Salt Management Plan and revisions, yearly review, reports, other records, studies, and information regarding salt usage and contamination from salt used on roads.	Engineering Services	7	No	Consult Legislative Services	
T07	Signs and Signals Includes records and studies regarding the manufacture, installation and servicing and maintenance of signs and signals.	Engineering Services	E+5 E=completion of project/request with no issues	No	Yes	Excludes: Visual Identity Program - see M09 Claims – see L02 Sign Permits – see P11
T08	Traffic Includes records about traffic related capital projects. Includes studies and information regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes temporary road closures for special events.	Engineering Services	E+5 E=completion of project/request with no issues	No	Consult Legislative Services	Excludes: Specifications – see A27
T09	Roads and Lanes Closures 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.	Engineering Services	E+5 E=completion of project/request with no issues	No	Yes, may be limited to own personal or business information	Excludes: Temporary road closures - see T08 Land Sales - see L07 Road Closing By-Laws - see C01 Excludes: Specifications – see A27
T10	Field Survey/Road Survey Books Includes engineering field survey notes as well as books.	Engineering Services	E+5 E=completion of project/request with no issues	No	Consult Legislative Services	
T11	Bridges Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	Engineering Services	E+5 E=completion of project/request	No	Yes, excluding any security related information	Excludes: Specifications – see A27

**P – Permanent    E - Event**

Class Code	Secondary Heading and Description	Responsible Area	Retention Period	Personal Information	Access to Records	Remarks
			with no issues			

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**P – Permanent    E - Event**

## V VEHICLES & EQUIPMENT

Class Code	Secondary Heading and Description	Responsible Area	Retention Period	Personal Information	Access to Records	Remarks
V00	Vehicles and Equipment – General Includes records regarding vehicles and equipment which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	No	Yes, excluding any security related information	
V01	Fleet Management Includes records of summary fleet information and fleet records for each vehicle (including attached devices such as Fire-Fighting Chassis Mounted Aerial Devices) leased or owned, operated and maintained by the municipality. This includes plate permits, CVOR certificates, operating manuals, routine/daily inspections, vehicle history files, and vehicle maintenance, registration and disposal.	Engineering Services Fire	E+1 E=Dispose of equipment	No	Yes, excluding any security related information	Excludes: Insurance Policies - see L06 Accident Claims - see L02, L03 Leases/Contracts - see L14
V01-01	Vehicle Daily Inspection	Engineering Services	2	No	Yes, excluding any security related information	
V01-02	Public vehicles trip records	Engineering Services	1	No	Yes, excluding any security related information	
V02	Mobile Equipment Includes records and operating manuals regarding mobile (motorized) equipment used in conjunction with vehicles. Also includes routine inspections, maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc.	Originating	E+1 E=Dispose of equipment	No	Yes, excluding any security related information	
V03	Transportable Equipment Includes operating manuals and records regarding transportable equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	Originating	E+1 E=Dispose of equipment	No	Yes	
V04	Protective Equipment Includes records regarding protective equipment used by the municipality. Also includes maintenance and history files on equipment such as breathing apparatus, breathing tanks, down alarms, etc.	Originating	E+1 E=Dispose of equipment	No	Yes	Excludes: Uniforms and Clothing - see A14
V05	Ancillary Equipment Includes 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,	Originating	E+1 E=Dispose of equipment	No	Yes, excluding any security related information	Excludes: Gasoline storage tanks – see E24 Mechanical & operational

**P – Permanent    E - Event**

Class Code	Secondary Heading and Description	Responsible Area	Retention Period	Personal Information	Access to Records	Remarks
	routine inspections, maintenance, licences and history records. Includes setup tests and manuals.					systems integral to building structure – see A26

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**P – Permanent    E - Event**