

Draft revised Schedule “A” of the Records Retention and Disposition By-law

SCHEDULE ‘A’

RECORDS RETENTION AND DISPOSITION SCHEDULE

2021-~~XXX~~**A Asset Management****A00 Asset Management – General**

| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 |
|---------------------|---|--------------|---------------------------------|----------------|----------------------------------|---------------------------|
| Classification Code | Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Archives Transfer Trigger |
| A00-00 | General | 3 | | 3 | Destroy | n/a |
| A00-01 | Asset Rationalization | T | Validation completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| A00-02 | Conditional Audits | T | Audit completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| A00-03 | Environmental Audits and Investigations | T | Audit / Investigation completed | P | Permanent: Remains Inactive | n/a |
| A00-04 | Accessibility Audits and Investigations | T | Audit / Investigation completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| A00-99 | Special Projects | T | Project Completed | 6 | Destroy | n/a |

A01 Real Estate Holdings and Interests

| | | | | | | |
|--------|---|---|-------------------------------------|----|----------------------------------|--------------------------|
| A01-00 | General | 3 | | 3 | Destroy | n/a |
| A01-01 | Listing of Facility Numbers | T | Superseded by new listing | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| A01-02 | Inventory of Corporate Real Property Holdings | T | Superseded by new listing + 2 years | 30 | Permanent: Sent to City Archives | After Inactive Retention |

| | | | | | | |
|--------|--|---|---------------------------|----|----------------------------------|--------------------------|
| A01-03 | Listing of Easements and Limited Interests | T | Superseded by new listing | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| A01-99 | Special Projects | T | Project Completed | 6 | Destroy | n/a |

A02 City Facility Design, Construction, Renovations and Specifications

| | | | | | | |
|--------|--|---|-------------------|----|----------------------------------|--------------------------|
| A02-00 | General | 3 | | 3 | Destroy | n/a |
| A02-01 | Specific Facility Design, Construction, Renovations and Specifications | T | Project completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| A02-02 | Life Cycle Renewal – Technical Systems | T | Project completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| A02-03 | Life Cycle Renewal – Architectural Systems and Structures | T | Project completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| A02-04 | Life Cycle Renewal – Parks / Sites | T | Project completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| A02-05 | Accessibility Remediation and Retrofit | T | Project completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| A02-06 | Environmental Remediation and Retrofit | T | Project completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| A02-07 | Lifesafety Remediation and Retrofit | T | Project completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| A02-99 | Special Projects | T | Project completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |

A03 City Facility Management

| | | | | | | |
|--------|--|---|-------------------|----|---------|-----|
| A03-00 | General | 3 | | 3 | Destroy | n/a |
| A03-01 | Facility Management by Facility Number | 3 | | 20 | Destroy | n/a |
| A03-02 | External Signage | 3 | | 3 | Destroy | n/a |
| A03-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

A04 City Facility Maintenance

| | | | | | | |
|--------|---|---|-------------------|---|---------|-----|
| A04-00 | General | 3 | | 3 | Destroy | n/a |
| A04-01 | Facility Maintenance by Facility Number | 2 | | 5 | Destroy | n/a |
| A04-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

A05 City Facility and Program Booking

| | | | | | | |
|--------|-----------------------|---|-------------------|---|---------|-----|
| A05-00 | General | 3 | | 3 | Destroy | n/a |
| A05-01 | Rinks | 3 | | 4 | Destroy | n/a |
| A05-02 | Stadiums | 3 | | 4 | Destroy | n/a |
| A05-03 | Event Bookings | 3 | | 4 | Destroy | n/a |
| A05-04 | Pools | 3 | | 4 | Destroy | n/a |
| A05-05 | Sports Fields | 3 | | 4 | Destroy | n/a |
| A05-06 | Meeting Rooms / Halls | 3 | | 4 | Destroy | n/a |
| A05-07 | Theatres | 3 | | 4 | Destroy | n/a |
| A05-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

A06 Furniture and Equipment

| | | | | | | |
|--------|--|---|-----------------------------|---|---------|-----|
| A06-00 | General | 2 | | 1 | Destroy | n/a |
| A06-01 | Specific Furniture and Equipment Inventories | T | Superseded by new inventory | 1 | Destroy | n/a |
| A06-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

A07 Asset Disposal and Surplus

| | | | | | | |
|--------|------------------|---|-------------------|---|---------|-----|
| A07-00 | General | T | File Closed | 6 | Destroy | n/a |
| A07-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

C Communications and Marketing

C00 Communications and Marketing - General

| Classification Code | Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Archives Transfer Trigger |
|---------------------|-------------------------|--------------|----------------------------|----------------|-------------------|---------------------------|
| C00-00 | General | 3 | | 3 | Destroy | n/a |
| C00-01 | Corporate Announcements | 2 | | 1 | Destroy | n/a |
| C00-02 | Internal Communications | 3 | | 3 | Destroy | n/a |
| C00-03 | Communication Planning | 3 | | 2 | Destroy | n/a |
| C00-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

C01 Visual Identity

| | | | | | | |
|--------|--|---|-------------------|----|----------------------------------|--------------------------|
| C01-00 | General | 3 | | 3 | Destroy | n/a |
| C01-01 | Souvenirs | 3 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| C01-02 | Artwork | T | File closed | 6 | Permanent: Sent to City Archives | After Inactive Retention |
| C01-03 | Graphics Design Products, Video, Audio and Photographs | 2 | | 8 | Permanent: Sent to City Archives | After Inactive Retention |
| C01-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

C02 Advertising

| | | | | | | |
|--------|------------------|---|-------------------|---|---------|-----|
| C02-00 | General | 3 | | 3 | Destroy | n/a |
| C02-07 | Advertising | 3 | | 3 | Destroy | n/a |
| C02-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

C03 Media Relations and Monitoring

| | | | | | | |
|--------|---------|---|--|---|---------|-----|
| C03-00 | General | 3 | | 3 | Destroy | n/a |
|--------|---------|---|--|---|---------|-----|

| | | | | | | |
|--------|-------------------------|---|-------------------|----|----------------------------------|--------------------------|
| C03-01 | Media Relations | 3 | | 3 | Destroy | n/a |
| C03-02 | Media Monitoring | 2 | | 4 | Destroy | n/a |
| C03-03 | Corporate News Releases | 3 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| C03-04 | Social Media | 3 | | 3 | Destroy | n/a |
| C03-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

C05 City Publications - External

| | | | | | | |
|--------|--|---|-----------------------|----|----------------------------------|--------------------------|
| C05-00 | General | 3 | | 4 | Destroy | n/a |
| C05-01 | Specific Background Information on City Publications | 2 | | 4 | Destroy | n/a |
| C05-02 | City Publications - External | T | Publication completed | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| C05-99 | Special Projects | T | Publication completed | 6 | Destroy | n/a |

C06 City Web Sites

| | | | | | | |
|--------|------------------|---|-----------------------|---|---------|-----|
| C06-00 | General | 3 | | 4 | Destroy | n/a |
| C06-01 | City Intranet | 3 | | 4 | Destroy | n/a |
| C06-02 | City Internet | 3 | | 4 | Destroy | n/a |
| C06-99 | Special Projects | T | Publication completed | 6 | Destroy | n/a |

C08 Speeches, Presentations and Addresses

| | | | | | | |
|--------|---------------------------------------|---|-------------------|----|----------------------------------|--------------------------|
| C08-00 | General | 3 | | 3 | Destroy | n/a |
| C08-01 | Historical Speeches and Presentations | 3 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| C08-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

C09 Fundraising and Charitable Campaigns

| | | | | | | |
|--------|------------------|---|-------------------|---|---------|-----|
| C09-00 | General | 3 | | 3 | Destroy | n/a |
| C09-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

C10 Public Relations

| | | | | | | |
|--------|---------------------------------------|----|-------------------|----|----------------------------------|--------------------------|
| C10-00 | General | 3 | | 3 | Destroy | n/a |
| C10-01 | Inquiries, Compliments and Complaints | 3 | | 3 | Destroy | n/a |
| C10-02 | Community Groups | T | Group dissolved | 3 | Destroy | n/a |
| C10-03 | Consultations / Surveys | T | Survey completed | 3 | Destroy | n/a |
| C10-04 | Awards and Plaques | 1 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| C10-05 | Public Facing Events and Education | 3 | | 3 | Destroy | n/a |
| C10-06 | Commemorative Naming | 10 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| C10-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

C11 Sponsorships

| | | | | | | |
|--------|-------------------------------|---|-------------------|---|----------------------------------|-----|
| C11-00 | General | 3 | | 4 | Destroy | n/a |
| C11-01 | Specific Sponsorship Programs | T | Program completed | 7 | Archival Value: To Be Determined | TBD |
| C11-99 | Special Projects | T | Project completed | 7 | Destroy | n/a |

C13 Special Events

| | | | | | | |
|--------|---------------------------|---|--|----|----------------------------------|--------------------------|
| C13-00 | General | 3 | | 3 | Destroy | n/a |
| C13-01 | Historical Special Events | 3 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |

| | | | | | | |
|--------|------------------|---|-------------------|---|---------|-----|
| C13-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |
|--------|------------------|---|-------------------|---|---------|-----|

C14 Congratulations and Condolences

| | | | | | | |
|--------|---------|---|--|---|---------|-----|
| C14-00 | General | 2 | | 1 | Destroy | n/a |
|--------|---------|---|--|---|---------|-----|

C15 Invitations

| | | | | | | |
|--------|---------|---|--|---|---------|-----|
| C15-00 | General | 2 | | 1 | Destroy | n/a |
|--------|---------|---|--|---|---------|-----|

C17 Translation Services

| | | | | | | |
|--------|------------------|---|-------------------|---|---------|-----|
| C17-00 | General | 3 | | 3 | Destroy | n/a |
| C17-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

C18 Mail and Messenger Services

| | | | | | | |
|--------|------------------|---|-------------------|---|---------|-----|
| C18-00 | General | 3 | | 3 | Destroy | n/a |
| C18-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

C19 Printing and Reprographic Services

| | | | | | | |
|--------|------------------|---|-------------------|---|---------|-----|
| C19-00 | General | 3 | | 3 | Destroy | n/a |
| C19-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

D Development and Planning

D00 Development and Planning - General

| Classification Code | Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Archives Transfer Trigger |
|---------------------|--|--------------|----------------------------|----------------|-------------------------------------|---------------------------|
| D00-00 | General | 2 | | 1 | Destroy | n/a |
| D00-01 | Legacy Microform | 1 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| D00-02 | Development and Planning – Registered Mail Lists | 1 | | P | Permanent: Remains Inactive | n/a |

| | | | | | | |
|--------|--|---|-------------------|----|----------------------------------|-----|
| D00-03 | Building Code Guidance and Interpretation | T | Superseded | 10 | Archival Value: To Be Determined | TBD |
| D00-04 | Legacy Microform, Non-Archival | 1 | | P | Permanent: Remains Inactive | n/a |
| D00-05 | Requests for Building Code Services Property Information | 2 | | P | Archival Value: To Be Determined | TBD |
| D00-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

D01 Official Plan

| | | | | | | |
|--------|--------------------------------|---|-----------------------|----|----------------------------------|--------------------------|
| D01-00 | General | 2 | | 1 | Destroy | n/a |
| D01-01 | Official Plan and Amendments | T | Approval of amendment | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| D01-02 | Specific Official Plan Studies | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| D01-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

D02 Zoning By-law

| | | | | | | |
|--------|--|---|--|----|----------------------------------|--------------------------|
| D02-00 | General | 2 | | 1 | Destroy | n/a |
| D02-01 | Zoning Consultations | 3 | | 1 | Destroy | n/a |
| D02-02 | Amendments to Zoning By-law | T | Approval of Amendment | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| D02-03 | Establishment of Non-conforming Rights | T | File dormant | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| D02-04 | Zoning Enforcement | 3 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| D02-05 | Zoning Consultations for Group Homes | T | Application cancelled, group home closed | 10 | Destroy | n/a |
| D02-06 | Zoning Studies | T | Study completed | 50 | Permanent: Sent to City Archives | After Inactive Retention |

| | | | | | | |
|--------|-----------------------------------|---|-------------------|---|---------|-----|
| D02-07 | Feed In Tariff (FIT) Applications | 3 | | 4 | Destroy | n/a |
| D02-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

D03 Community Plans

| | | | | | | |
|--------|----------------------------------|---|-------------------|----|----------------------------------|--------------------------|
| D03-00 | General | 2 | | 1 | Destroy | n/a |
| D03-01 | Specific Community Plans (Major) | T | Superseded | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| D03-02 | Specific Community Plans (Minor) | T | File closed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| D03-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

D04 Urban Design

| | | | | | | |
|--------|-------------------------------|---|-------------------|----|----------------------------------|--------------------------|
| D04-00 | General | 3 | | 3 | Destroy | n/a |
| D04-01 | Specific Urban Design Studies | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| D04-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

D05 Statistics / Projections – Development and Planning

| | | | | | | |
|--------|--|---|-------------------|----|----------------------------------|--------------------------|
| D05-00 | General | 3 | | 3 | Destroy | n/a |
| D05-01 | Development and Planning Statistical Reports | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| D05-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

D06 Environmental Planning

| | | | | | | |
|--------|--|---|-------------------------------|----|----------------------------------|--------------------------|
| D06-00 | General | 3 | | 3 | Destroy | n/a |
| D06-01 | Specific Environmental Studies, Assessments and Strategies | T | Assessment or study completed | 50 | Permanent: Sent to City Archives | After Inactive Retention |

| | | | | | | |
|--------|---|---|-------------------|---|----------------------------------|-----|
| D06-03 | Historic Land Use Inventory (HLUI) Applications | 3 | | 4 | Archival Value: To Be Determined | TBD |
| D06-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

D07 Development Applications

| | | | | | | |
|--------|---------------------------|---|----------------------|----|----------------------------------|--------------------------|
| D07-00 | General | 2 | | 1 | Destroy | n/a |
| D07-01 | Pre-consultation | 3 | | 3 | Destroy | n/a |
| D07-02 | 30 Centimetre Reserve | 3 | | 10 | Destroy | n/a |
| D07-03 | Cash-in-lieu of Parking | 3 | | 10 | Destroy | n/a |
| D07-04 | Condominium | T | Plan registration | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| D07-05 | Demolition Control | 3 | | 10 | Destroy | n/a |
| D07-06 | Interim Control | 3 | | 10 | Destroy | n/a |
| D07-07 | Lifting Holding Provision | 3 | | 10 | Destroy | n/a |
| D07-08 | Part Lot Control | T | Notice of decision | 10 | Destroy | n/a |
| D07-09 | Private Roadway | T | Application approval | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| D07-10 | Sign Variance | 3 | | 3 | Destroy | n/a |
| D07-11 | Sign By-law Amendment | 3 | | 3 | Destroy | n/a |
| D07-12 | Site Plan Control | T | Plan approval | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| D07-13 | Street Name Change | T | Application approval | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| D07-14 | Street/Lane Closure | T | Application approval | 10 | Destroy | n/a |
| D07-15 | Street / Lane Opening | T | Application approval | 10 | Destroy | n/a |

| | | | | | | |
|--------|------------------------------|---|----------------------|----|----------------------------------|--------------------------|
| D07-16 | Subdivision | T | Plan registration | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| D07-17 | Registered Subdivision Plans | T | Plan registration | P | Permanent: Remains Inactive | n/a |
| D07-18 | Public Roadway Naming | T | Application approval | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| D07-19 | Antenna System Review | T | Application approval | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| D07-20 | Front Ending Agreements | T | Agreement expiry | 10 | Archival Value: To Be Determined | TBD |
| D07-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

D08 Committee of Adjustment of Applications

| | | | | | | |
|--------|--|---|---------------------|----|----------------------------------|--------------------------|
| D08-00 | General | 2 | | 1 | Destroy | n/a |
| D08-01 | Consent for Severance | 2 | | P | Permanent: Remains Inactive | n/a |
| D08-02 | Minor Variance / Permission | 2 | | P | Permanent: Remains Inactive | n/a |
| D08-03 | Power of Sale | 2 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| D08-04 | Validation of Title | 2 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| D08-05 | Original Decisions (x Ottawa 65-01) | T | Reference completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| D08-06 | Reference Copies of Original Decisions | T | Reference completed | 5 | Destroy | n/a |
| D08-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

D09 Heritage Properties

| | | | | | | |
|--------|---------|---|--|---|---------|-----|
| D09-00 | General | 2 | | 1 | Destroy | n/a |
|--------|---------|---|--|---|---------|-----|

| | | | | | | |
|--------|-------------------------------|---|-------------------|---|----------------------------------|-----|
| D09-01 | Specific Heritage Properties | T | Superseded | P | Permanent: Remains Inactive | n/a |
| D09-02 | Heritage Districts | T | Superseded | P | Permanent: Remains Inactive | n/a |
| D09-03 | Heritage Confirmation Letters | 3 | | 4 | Archival Value: To Be Determined | TBD |
| D09-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

D10 Park Planning

| | | | | | | |
|--------|---|---|-------------------|----|----------------------------------|--------------------------|
| D10-00 | General | 2 | | 1 | Destroy | n/a |
| D10-01 | Specific Parks | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| D10-02 | Master Plan | T | Superseded | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| D10-03 | Open Space Parks and Recreation Studies | T | Superseded | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| D10-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

D11 Civic

| | | | | | | |
|--------|---------------------------|---|-------------------|----|----------------------------------|--------------------------|
| D11-00 | General | 2 | | 1 | Destroy | n/a |
| D11-01 | Specific Civic Addressing | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| D11-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

D12 Permits

| | | | | | | |
|--------|------------------------|---|--------------|----|----------------------------------|--------------------------|
| D12-00 | General | 2 | | 1 | Destroy | n/a |
| D12-01 | Permanent Sign Permits | T | File dormant | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| D12-02 | Private Sewer | T | File dormant | P | Permanent: Remains Inactive | n/a |

| | | | | | | |
|--------|--|---|-------------------------|----|----------------------------------|--------------------------|
| D12-03 | Encroachments - Temporary | T | Change of use | 5 | Destroy | n/a |
| D12-04 | Encroachments - Permanent | T | File dormant | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| D12-05 | Private Approaches - by street name | 3 | | 4 | Destroy | n/a |
| D12-06 | Private Approaches - by specific address | 3 | | 4 | Destroy | n/a |
| D12-07 | Road Cut | T | Road cut completed | 50 | Destroy | n/a |
| D12-08 | Access | 3 | | 4 | Destroy | n/a |
| D12-09 | Water Permits | T | Cost Recovery Completed | 5 | Destroy | n/a |
| D12-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

D13 Building / Construction Permits

| | | | | | | |
|--------|---|---|-------------------|----|----------------------------------|-----|
| D13-00 | General | 2 | | 1 | Destroy | n/a |
| D13-01 | Specific Building / Construction Permits | 2 | | P | Permanent: Remains Inactive | n/a |
| D13-02 | Master Plan Files (footprints) | 6 | | P | Permanent: Remains Inactive | n/a |
| D13-03 | Dormant or Cancelled Building / Construction Applications and Permits | 2 | | P | Permanent: Remains Inactive | n/a |
| D13-04 | Orders - No Permit | 2 | | 10 | Destroy | n/a |
| D13-05 | Orders - Grow Operations | T | File closed | P | Archival Value: To Be Determined | TBD |
| D13-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

D14 Economic Development

| | | | | | | |
|--------|---|---|-------------------|----|-------------------------------------|--------------------------|
| D14-00 | General | 3 | | 3 | Destroy | n/a |
| D14-01 | Property Development Industrial / Business Parks | T | File dormant | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| D14-02 | Economic Development Proposals / Studies | T | File dormant | 6 | Destroy | n/a |
| D14-03 | Business Improvement Areas | T | File dormant | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| D14-04 | Business Ambassador Service | 2 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| D14-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

D15 Pits and Quarries

| | | | | | | |
|--------|-------------------|---|------------|----|-------------------------------------|--------------------------|
| D15-00 | General | 2 | | 1 | Destroy | n/a |
| D15-01 | Pits and Quarries | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |

D16 Property Standards

| | | | | | | |
|--------|------------------------------------|---|--|----|---------|-----|
| D16-00 | General | 3 | | 10 | Destroy | n/a |
| D16-01 | Specific Enforcement Case Files | 3 | | 10 | Destroy | n/a |

D17 Surveys and Mapping

| | | | | | | |
|--------|--------------------|---|-------------------|----|-------------------------------------|--------------------------|
| D17-00 | General | 2 | | 2 | Destroy | n/a |
| D17-01 | Calculations | T | Project completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| D17-02 | Aerial Photographs | T | Superseded | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| D17-03 | Plans | T | Superseded | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| D17-04 | Maps | T | Superseded | 50 | Permanent: Sent to City Archives | After Inactive Retention |

| | | | | | | |
|--------|---|---|--|---|---------|-----|
| D17-05 | Streets / Roads / Bridges and other sites | 2 | | 3 | Destroy | n/a |
|--------|---|---|--|---|---------|-----|

E Emergency and Protective Services

E00 Emergency and Protective Services - General

| Classification Code | Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Archives Transfer Trigger |
|---------------------|---------------------|--------------|----------------------------|----------------|-------------------|---------------------------|
| E00-00 | General | 3 | | 3 | Destroy | n/a |
| E00-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

E01 Licences and Permits Issued (to and by the City)

| | | | | | | |
|--------|----------------------------------|---|--------------|---|---------|-----|
| E01-00 | General | 3 | | 3 | Destroy | n/a |
| E01-01 | Bingo | 2 | | 2 | Destroy | n/a |
| E01-02 | Raffle | 2 | | 2 | Destroy | n/a |
| E01-03 | Monte Carlo | 2 | | 2 | Destroy | n/a |
| E01-04 | Nevada | 2 | | 2 | Destroy | n/a |
| E01-05 | Bazaar | 2 | | 2 | Destroy | n/a |
| E01-06 | Lottery Statements | 2 | | 2 | Destroy | n/a |
| E01-07 | Lottery Summaries | 2 | | 2 | Destroy | n/a |
| E01-08 | Lottery Eligibility | T | File Dormant | 4 | Destroy | n/a |
| E01-09 | Animal Licences | 2 | | 1 | Destroy | n/a |
| E01-10 | Licensed Establishments General | 3 | | 3 | Destroy | n/a |
| E01-11 | Specific Business Establishments | T | Superseded | 5 | Destroy | n/a |
| E01-12 | Group Homes | T | Superseded | 4 | Destroy | n/a |

| | | | | | | |
|--------|--|---|-------------------------|----|---------|-----|
| E01-13 | Over Dimensional Vehicle Permits | 2 | | 1 | Destroy | n/a |
| E01-14 | Licensed Salesperson | T | Superseded | 2 | Destroy | n/a |
| E01-15 | Licensed Vehicles – Fuel Vendors | T | Superseded | 2 | Destroy | n/a |
| E01-16 | Licensed Vehicles – Ice Cream Vendors | T | Superseded | 2 | Destroy | n/a |
| E01-18 | Licensed Vehicles – Mobile Canteen | T | Superseded | 2 | Destroy | n/a |
| E01-19 | Licensed Vehicles – Food Services | T | Superseded | 2 | Destroy | n/a |
| E01-20 | Licensed Vehicles – Taxi Owners/Plates | T | Superseded | 50 | Destroy | n/a |
| E01-21 | Licensed Vehicles – Taxi Drivers | T | File Closed | 50 | Destroy | n/a |
| E01-22 | Driving Schools | T | Superseded | 2 | Destroy | n/a |
| E01-23 | Driving Instructors | T | Superseded | 2 | Destroy | n/a |
| E01-24 | Parades and Special Events | T | Superseded | 2 | Destroy | n/a |
| E01-25 | Miscellaneous Licences | T | Superseded | 2 | Destroy | n/a |
| E01-26 | Provincial Liquor Licences | T | Superseded | 2 | Destroy | n/a |
| E01-27 | Open Fire Permits | 1 | | 2 | Destroy | n/a |
| E01-29 | Rooming Houses | 3 | | 3 | Destroy | n/a |
| E01-30 | Temporary/Portable Sign Permits | 3 | | 4 | Destroy | n/a |
| E01-31 | Licence and Permit Investigations | T | Investigation completed | 4 | Destroy | n/a |
| E01-33 | Limousine Owners | T | Superseded | 2 | Destroy | n/a |
| E01-34 | Snow Plow Contractors | T | Superseded | 2 | Destroy | n/a |
| E01-35 | All Night Dance Events | T | Superseded | 2 | Destroy | n/a |

| | | | | | | |
|--------|----------------------------------|---|------------------------|---|---------|-----|
| E01-36 | Taxi Brokers | T | Superseded | 2 | Destroy | n/a |
| E01-37 | Child Care Centres | 2 | | 1 | Destroy | n/a |
| E01-38 | Parking Permits | 2 | | 2 | Destroy | n/a |
| E01-39 | Confined Space Entry Permits | T | Space no longer exists | 1 | Destroy | n/a |
| E01-40 | Miscellaneous Permits | 2 | | 1 | Destroy | n/a |
| E01-41 | Private Transportation Companies | 2 | | 3 | Destroy | n/a |
| E01-99 | Special Projects | T | Project completed | 2 | Destroy | n/a |

E02 By-law Enforcement and Complaints

| | | | | | | |
|--------|-----------------------------|---|-------------------|---|---------|-----|
| E02-00 | General | 3 | | 3 | Destroy | n/a |
| E02-01 | By-law Complaints | 3 | | 3 | Destroy | n/a |
| E02-02 | Complaint Files to Court | 3 | | 3 | Destroy | n/a |
| E02-03 | By-law Enforcement Programs | T | Superseded | 6 | Destroy | n/a |
| E02-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

E03 Traffic and Parking Control

| | | | | | | |
|--------|---------------------------|---|-------------------|---|---------|-----|
| E03-00 | General | 2 | | 1 | Destroy | n/a |
| E03-01 | Parking Ticket Complaints | 3 | | 3 | Destroy | n/a |
| E03-02 | Parking Issues to Court | T | Resolution | 3 | Destroy | n/a |
| E03-03 | Parking Tickets | 1 | | 6 | Destroy | n/a |
| E03-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

E04 Animal Control

| | | | | | | |
|--------|-------------------------------|---|-------------|---|---------|-----|
| E04-00 | General | 3 | | 3 | Destroy | n/a |
| E04-01 | Veterinary Services / Clinics | 3 | | 3 | Destroy | n/a |
| E04-02 | Spay/Neuter Certificates | 1 | | 1 | Destroy | n/a |
| E04-03 | Veterinary Medical Files | T | File closed | 5 | Destroy | n/a |
| E04-04 | Veterinary Surgical Logs | 4 | | 1 | Destroy | n/a |
| E04-05 | Animal Bites / Rabies | T | Superseded | 6 | Destroy | n/a |
| E04-06 | Specific Animal Control | 3 | | 3 | Destroy | n/a |

E05 Fire Services

| | | | | | | |
|--------|---|---|-------------------|----|----------------------------------|--------------------------|
| E05-00 | General | 3 | | 3 | Destroy | n/a |
| E05-01 | Fire-fighting Operations and Techniques | T | Superseded | 5 | Destroy | n/a |
| E05-02 | Station Log Books | T | Superseded | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| E05-03 | Fire Communications / Dispatch | 3 | | 3 | Destroy | n/a |
| E05-99 | Special Projects | 3 | Project completed | 6 | Destroy | n/a |

E06 Fire Inspection / Prevention

| | | | | | | |
|--------|-----------------------------|---|-------------------------|---|---------|-----|
| E06-00 | General | 3 | | 3 | Destroy | n/a |
| E06-01 | Fire Inspections by Address | 3 | | 2 | Destroy | n/a |
| E06-02 | Log Tapes | T | Reference value expired | 4 | Destroy | n/a |
| E06-03 | Fire Stations | T | Superseded | 4 | Destroy | n/a |
| E06-04 | Fire Safety Plans | T | Superseded | 4 | Destroy | n/a |

| | | | | | | |
|--------|--|---|--------------------|---|-------------------------------------|--------------------------|
| E06-05 | Retrofit | T | Retrofit completed | 4 | Destroy | n/a |
| E06-06 | Fire Routing | T | Superseded | 1 | Destroy | n/a |
| E06-07 | Fire Safety Programs | T | Superseded | 1 | Permanent: Sent to City Archives | After Inactive Retention |
| E06-08 | Public Education | 3 | | 3 | Permanent: Sent to City Archives | After Inactive Retention |
| E06-09 | Fireworks and Pyrotechnics | 3 | | 3 | Destroy | n/a |
| E06-10 | Youth Fire Setter Intervention Program | T | Case closed | 1 | Destroy | n/a |
| E06-11 | Special Event Emergency Preparations | T | Event completed | 2 | Destroy | n/a |
| E06-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

E07 Fire Investigations

| | | | | | | |
|--------|----------------------------|---|--|----|-------------------------------------|--------------------------|
| E07-00 | General | 3 | | 3 | Destroy | n/a |
| E07-01 | Fire Incident Reports | 4 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| E07-02 | Fire Investigation Reports | 4 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| E07-03 | Inspectors' Notebooks | 4 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |

E08 Emergency Medical Services

| | | | | | | |
|--------|----------------------------------|---|--|---|--------------------------------|-----|
| E08-00 | General | 2 | | 5 | Destroy | n/a |
| E08-01 | Communications / Dispatch | 2 | | 5 | Destroy | n/a |
| E08-02 | Emergency Medical Complaints | 2 | | 5 | Destroy | n/a |
| E08-03 | Emergency Medical Investigations | 3 | | P | Permanent: Remains Inactive | n/a |

| | | | | | | |
|--------|---------------------------------------|---|--|----|----------------------------------|--------------------------|
| E08-04 | Emergency Medical Services Operations | 2 | | 5 | Destroy | n/a |
| E08-05 | Program Development | 2 | | 5 | Permanent: Sent to City Archives | After Inactive Retention |
| E08-06 | Support Services and Logistics | 2 | | 5 | Destroy | n/a |
| E08-07 | Other Ambulance Services | 2 | | 5 | Destroy | n/a |
| E08-08 | Base Hospital Program | 2 | | 5 | Destroy | n/a |
| E08-09 | Daily Shift / Health Call Reports | 3 | | 17 | Destroy | n/a |
| E08-10 | Special Operations | 2 | | 5 | Destroy | n/a |
| E08-11 | Specialty Teams | 2 | | 5 | Destroy | n/a |
| E08-12 | Public Education – EMS | 2 | | 5 | Permanent: Sent to City Archives | After Inactive Retention |

E09 Hazardous Material Responses

| | | | | | | |
|--------|--------------------------------|---|-------------------|----|----------------------------------|--------------------------|
| E09-00 | General | 2 | | 1 | Destroy | n/a |
| E09-01 | Support Services and Logistics | T | Superseded | 1 | Destroy | n/a |
| E09-02 | Biomed | T | Superseded | 10 | Destroy | n/a |
| E09-03 | Controlled Substances | T | Superseded | 10 | Destroy | n/a |
| E09-04 | Disaster Supplies | 3 | | 1 | Destroy | n/a |
| E09-05 | HAZMAT Incident Reports | 4 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| E09-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

E10 Technical Rescue Operations

| | | | | | | |
|--------|---------|---|--|---|---------|-----|
| E10-00 | General | 3 | | 1 | Destroy | n/a |
|--------|---------|---|--|---|---------|-----|

| | | | | | | |
|--------|--------------------------------|---|------------|---|---------|-----|
| E10-01 | Support Services and Logistics | T | Superseded | 1 | Destroy | n/a |
|--------|--------------------------------|---|------------|---|---------|-----|

E11 Emergency Measures

| | | | | | | |
|--------|--------------------------|---|----------------------|----|--|--------------------------------|
| E11-00 | General | 2 | | 1 | Destroy | n/a |
| E11-01 | Preparedness | T | Superseded | 7 | Permanent: Sent to City Archives | After Inactive Retention |
| E11-02 | Potential Emergencies | T | Superseded | 1 | Destroy | n/a |
| E11-03 | Actual Emergencies | T | Emergency over | 7 | Permanent: Sent to City Archives | After Inactive Retention |
| E11-04 | Emergency Systems | T | Superseded | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| E11-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

E12 Security

| | | | | | | |
|--------|---------------------|---|----------------------|---|---------|-----|
| E12-00 | General | 2 | | 1 | Destroy | n/a |
| E12-01 | Theft and Vandalism | 3 | | 2 | Destroy | n/a |
| E12-02 | Employee Security | 3 | | 2 | Destroy | n/a |
| E12-03 | Public Security | 3 | | 2 | Destroy | n/a |
| E12-04 | Asset Security | 3 | | 2 | Destroy | n/a |
| E12-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

E13 Vital Statistics

| | | | | | | |
|--------|-----------------------------------|---|--|---|--|--------------------------------|
| E13-00 | General | 2 | | 1 | Destroy | n/a |
| E13-01 | Marriage Records and Registers | 2 | | 1 | Permanent: Sent to City Archives | After Inactive Retention |
| E13-02 | Death Records and Registers | 2 | | 1 | Permanent: Sent to City Archives | After Inactive Retention |
| E13-03 | Birth Records and Registers | 2 | | 1 | Permanent: Sent to City Archives | After Inactive Retention |

| | | | | | | |
|--------|------------------------------------|---|------------|---|---------|-----|
| E13-04 | Commissioner of Oaths Appointments | T | Superseded | 3 | Destroy | n/a |
|--------|------------------------------------|---|------------|---|---------|-----|

E14 Tobacco Control

| | | | | | | |
|--------|---------------------|---|-------------------|---|---------|-----|
| E14-00 | General | 2 | | 1 | Destroy | n/a |
| E14-01 | Retailers | T | File dormant | 5 | Destroy | n/a |
| E14-02 | Public Institutions | T | File dormant | 5 | Destroy | n/a |
| E14-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

F Finance

F00 Finance - General

| Classification Code | Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Archives Transfer Trigger |
|---------------------|---|--------------|----------------------------|----------------|----------------------------------|---------------------------|
| F00-00 | General | 2 | | 1 | Destroy | n/a |
| F00-01 | Goods and Services Tax (GST) | T | Superseded | 6 | Destroy | n/a |
| F00-02 | Retail Sales Tax (Provincial Sales Tax - PST) | T | Superseded | 6 | Destroy | n/a |
| F00-03 | Finance Legacy Microform | 1 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| F00-04 | HST - Harmonized Sales Tax | T | File closed | 6 | Destroy | n/a |
| F00-05 | Non-Resident Withholding Tax | T | File closed | 6 | Destroy | n/a |
| F00-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

F01 Ledgers, Registers, Journals

| | | | | | | |
|--------|--------------------------------------|---|--|---|----------------------------------|--------------------------|
| F01-00 | General | 3 | | 4 | Destroy | n/a |
| F01-01 | Specific Ledger, Register or Journal | 2 | | 5 | Permanent: Sent to City Archives | After Inactive Retention |

F02 Journal Entries

| | | | | | | |
|--------|---------------------------|---|-------------------|---|---------|-----|
| F02-00 | General | 3 | | 4 | Destroy | n/a |
| F02-01 | Completed Journal Entries | 2 | | 5 | Destroy | n/a |
| F02-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

F03 Banking and Cash Management

| | | | | | | |
|--------|-------------------------------------|---|--|---|---------|-----|
| F03-00 | General | 2 | | 1 | Destroy | n/a |
| F03-01 | Daily Cash Envelopes | 1 | | 6 | Destroy | n/a |
| F03-02 | Daily Cash Summaries | 1 | | 6 | Destroy | n/a |
| F03-03 | Cash Receipts | 1 | | 6 | Destroy | n/a |
| F03-04 | Returned Cheques | 1 | | 6 | Destroy | n/a |
| F03-05 | Cashed Cheques | 1 | | 6 | Destroy | n/a |
| F03-06 | Audit copies (Daily Cash Envelopes) | 1 | | 6 | Destroy | n/a |
| F03-07 | Bank Account Statements | 1 | | 6 | Destroy | n/a |
| F03-08 | Service Charge Details | 1 | | 6 | Destroy | n/a |
| F03-09 | Bank Account Files | 1 | | 6 | Destroy | n/a |
| F03-10 | Electronic Funds Transfers (EFT) | 3 | | 4 | Destroy | n/a |
| F03-11 | Cash Handling Indemnity | T | Termination of employee, change of position / function | 7 | Destroy | n/a |
| F03-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

F04 Taxation

| | | | | | | |
|--------|---------|---|--|---|---------|-----|
| F04-00 | General | 2 | | 1 | Destroy | n/a |
|--------|---------|---|--|---|---------|-----|

| | | | | | | |
|--------|--|---|-------------------|---|---------|-----|
| F04-01 | Assessment Roll Property Files | T | Superseded | 6 | Destroy | n/a |
| F04-02 | Property Tax Assessment | T | Superseded | 6 | Destroy | n/a |
| F04-03 | Assessment Roll Correction - Assessment Act, Section 31 | T | Superseded | 6 | Destroy | n/a |
| F04-04 | Assessment Roll Omission / Supplementary | 3 | | 4 | Destroy | n/a |
| F04-06 | Apportionment | T | Superseded | 6 | Destroy | n/a |
| F04-07 | Education Levy | 3 | | 4 | Destroy | n/a |
| F04-08 | Municipal Tax Levy | 3 | | 4 | Destroy | n/a |
| F04-09 | Business Improvement Levy | 3 | | 4 | Destroy | n/a |
| F04-10 | Annual Levy - Universities, Hospitals and Utilities | T | Superseded | 6 | Destroy | n/a |
| F04-11 | Payments in Lieu - Federal, Provincial or Other | T | Superseded | 6 | Destroy | n/a |
| F04-14 | Uncollectable Taxes - Municipal Act, Section 441 | T | File closed | 6 | Destroy | n/a |
| F04-15 | Cancellation, Reduction, Refunds of Taxes - Municipal Act, Section 442 | T | File closed | 6 | Destroy | n/a |
| F04-16 | Increase of Taxes - Municipal Act, Section 444 | T | File closed | 6 | Destroy | n/a |
| F04-17 | Outstanding Payments / Charges | T | File closed | 6 | Destroy | n/a |
| F04-18 | Community Improvement Plans and Local Improvements | T | Project completed | 6 | Destroy | n/a |
| F04-19 | Phase In / Capping | 3 | | 4 | Destroy | n/a |
| F04-20 | Special Area Credits | 2 | | 5 | Destroy | n/a |
| F04-21 | Month End / Penalty | 2 | | 5 | Destroy | n/a |

| | | | | | | |
|--------|--|---|-------------------|---|----------------------------------|--------------------------|
| F04-22 | Assessment Totals | 2 | | 5 | Destroy | n/a |
| F04-23 | Tax Adjustments | 2 | | 5 | Destroy | n/a |
| F04-24 | Frontage Fee | T | File closed | 6 | Destroy | n/a |
| F04-25 | Properties Registered for Tax Sale | T | Sale completed | 6 | Destroy | n/a |
| F04-26 | Tax Certificates | 1 | | 6 | Destroy | n/a |
| F04-27 | Assessment Rolls | 1 | | 1 | Permanent: Sent to City Archives | After Inactive Retention |
| F04-29 | Property Ownership Changes | 1 | | 6 | Destroy | n/a |
| F04-30 | Interim Tax Bills | 2 | | 5 | Destroy | n/a |
| F04-31 | Final Tax Bills | 2 | | 5 | Destroy | n/a |
| F04-32 | Supplementary / Omitted Tax Bills | 2 | | 5 | Destroy | n/a |
| F04-33 | Tax Notifications | 2 | | 5 | Destroy | n/a |
| F04-34 | Payments in Lieu – Invoicing | 3 | | 4 | Destroy | n/a |
| F04-35 | Payments in Lieu – Payments | 3 | | 4 | Destroy | n/a |
| F04-36 | Payments in Lieu - Recording and Reporting | 3 | | 4 | Destroy | n/a |
| F04-37 | Payment in Lieu - Appeals, Agreements and Supporting Documentation | 3 | | 4 | Destroy | n/a |
| F04-38 | Reconciliation and Reporting | 3 | | 4 | Destroy | n/a |
| F04-39 | Taxation Inquiries and Consultation | 1 | | 6 | Destroy | n/a |
| F04-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

F05 Investments

| | | | | | | |
|--------|--|---|-----------------------|---|---------|-----|
| F05-00 | General | 1 | | 1 | Destroy | n/a |
| F05-01 | Investment Ratings and Issuer Reviews | T | File closed | 6 | Destroy | n/a |
| F05-02 | Investment Transactions | T | Transaction completed | 6 | Destroy | n/a |
| F05-03 | Investment Reports and Performance Measurement | 3 | | 4 | Destroy | n/a |
| F05-04 | One Fund | T | File closed | 6 | Destroy | n/a |
| F05-05 | Interest Rate and Economic Forecasts | T | File closed | 6 | Destroy | n/a |
| F05-06 | Custody and Safekeeping Arrangements | T | Arrangement completed | 6 | Destroy | n/a |
| F05-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

F06 Debt / Debentures

| | | | | | | |
|--------|--|---|------------------|----|----------------------------------|--------------------------|
| F06-00 | General | 2 | | 1 | Destroy | n/a |
| F06-01 | Tile Drainage | T | File closed | 6 | Destroy | n/a |
| F06-02 | Debenture Issues – Public | T | File closed | 20 | Destroy | n/a |
| F06-03 | Debenture Issues - Private / In-house | T | File closed | 20 | Destroy | n/a |
| F06-04 | Debt Budget / Debt Charges | T | File closed | 6 | Destroy | n/a |
| F06-05 | Year End Financial Reporting | T | Report completed | 6 | Permanent: Sent to City Archives | After Inactive Retention |
| F06-06 | Local improvements | T | File closed | 6 | Destroy | n/a |
| F06-07 | Capital Program | T | File closed | 6 | Destroy | n/a |
| F06-08 | Debenture Information and Control System | T | File closed | 6 | Destroy | n/a |
| F06-09 | Rating Agencies | T | File closed | 6 | Destroy | n/a |

| | | | | | | |
|--------|---------------------------------|---|-------------------|---|---------|-----|
| F06-10 | Provincial Debt Capacity Limits | T | File closed | 6 | Destroy | n/a |
| F06-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

F07 Accounts Payable

| | | | | | | |
|--------|-------------------------------|---|-------------------|---|---------|-----|
| F07-00 | General | 2 | | 1 | Destroy | n/a |
| F07-01 | Vendor / Supplier Invoices | 2 | | 5 | Destroy | n/a |
| F07-02 | Reimbursements to Employees | 2 | | 5 | Destroy | n/a |
| F07-03 | Purchasing Cards Transactions | 2 | | 5 | Destroy | n/a |
| F07-04 | Refunds to City Residents | 6 | | 1 | Destroy | n/a |
| F07-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

F08 Accounts Receivable

| | | | | | | |
|--------|----------------------------------|---|--|---|---------|-----|
| F08-00 | General | 2 | | 1 | Destroy | n/a |
| F08-01 | Invoices | 2 | | 5 | Destroy | n/a |
| F08-02 | Inspection Fee | 2 | | 5 | Destroy | n/a |
| F08-03 | Storm Sewer Fee | 2 | | 5 | Destroy | n/a |
| F08-04 | Permit / Ticket Fee | 2 | | 5 | Destroy | n/a |
| F08-05 | User Fee | 2 | | 5 | Destroy | n/a |
| F08-06 | Parkland Charges | 4 | | 5 | Destroy | n/a |
| F08-07 | Development Charges (lot fees) | 4 | | 5 | Destroy | n/a |
| F08-08 | School Board Development Charges | 4 | | 5 | Destroy | n/a |

| | | | | | | |
|--------|---------------------------------|---|-------------------------|---|---------|-----|
| F08-09 | Hydro Development Charges | 2 | | 5 | Destroy | n/a |
| F08-10 | Sanitary Charges | 2 | | 5 | Destroy | n/a |
| F08-11 | Aging Analysis | 2 | | 5 | Destroy | n/a |
| F08-12 | Fire Service Receipt Books | 2 | | 5 | Destroy | n/a |
| F08-13 | Transit Fares | 2 | | 5 | Destroy | n/a |
| F08-14 | Parking Fees | 2 | | 5 | Destroy | n/a |
| F08-15 | Write Offs | 2 | | 5 | Destroy | n/a |
| F08-16 | Legal Recovery Files | 2 | | 5 | Destroy | n/a |
| F08-17 | Collection Agency | 2 | | 5 | Destroy | n/a |
| F08-18 | Year End (Recoveries) | 2 | | 5 | Destroy | n/a |
| F08-19 | Long Term Receivables | T | File closed | 5 | Destroy | n/a |
| F08-20 | Reconciliation Reports | 2 | | 5 | Destroy | n/a |
| F08-21 | Overpayment Recovery Case Files | T | Overpayment recovered | 7 | Destroy | n/a |
| F08-22 | Provincial Offences Collections | T | Case closed | 6 | Destroy | n/a |
| F08-23 | Child Care Recoveries | T | Overpayment recovered | 7 | Destroy | n/a |
| F08-24 | Water Payment Receipts | 1 | | 6 | Destroy | n/a |
| F08-25 | Property Tax Receipts | 2 | | 5 | Destroy | n/a |
| F08-26 | Rental Fees | 2 | | 5 | Destroy | n/a |
| F08-27 | Bankruptcy Recoveries | T | Discharge of Bankruptcy | 7 | Destroy | n/a |

| | | | | | | |
|--------|----------------------------|---|-------------------|----|---------|-----|
| F08-28 | Customer Case Files | T | File closed | 7 | Destroy | n/a |
| F08-29 | Funeral Expense Recoveries | 2 | | 5 | Destroy | n/a |
| F08-30 | Developer Deposits | 2 | | 13 | Destroy | n/a |
| F08-31 | Community Benefit Charges | 4 | | 5 | Destroy | n/a |
| F08-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

F09 Financial Audits

| | | | | | | |
|--------|--|---|-------------------|---|----------------------------------|-----|
| F09-00 | General | 3 | | 4 | Destroy | n/a |
| F09-01 | Audits for Payment Card Industry (PCI) | 1 | | 6 | Destroy | n/a |
| F09-02 | Specific Financial Audits | 1 | | 6 | Archival Value: To Be Determined | TBD |
| F09-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

F10 Budgets

| | | | | | | |
|--------|--|---|--|---|----------------------------------|--------------------------|
| F10-00 | General | 2 | | 1 | Destroy | n/a |
| F10-01 | Current Operating Accounts | 3 | | 4 | Destroy | n/a |
| F10-02 | Current Operating Budgets | 3 | | 4 | Destroy | n/a |
| F10-03 | Capital Accounts (Internal Orders) | 3 | | 4 | Destroy | n/a |
| F10-04 | Capital Budget | 3 | | 4 | Destroy | n/a |
| F10-05 | Adjustments to Current Operating Budgets | 3 | | 4 | Destroy | n/a |
| F10-06 | Adjustments to Capital Budgets | 3 | | 4 | Destroy | n/a |
| F10-07 | Budget Process | 3 | | 4 | Permanent: Sent to City Archives | After Inactive Retention |

| | | | | | | |
|--------|---------------------------------------|---|-------------------|----|----------------------------------|--------------------------|
| F10-08 | Budget Reports | 3 | | 4 | Destroy | n/a |
| F10-09 | Tax Rates | 3 | | 4 | Destroy | n/a |
| F10-10 | City of Ottawa Budget Book (copies) | 2 | | 1 | Destroy | n/a |
| F10-11 | City of Ottawa Budget Book (original) | 3 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| F10-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

F11 Financial Statements

| | | | | | | |
|--------|--|---|-------------------|----|----------------------------------|--------------------------|
| F11-00 | General | 2 | | 1 | Destroy | n/a |
| F11-01 | City of Ottawa Financial Statements (originals) | 1 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| F11-02 | City of Ottawa Financial Statements (working papers) | 2 | | 5 | Destroy | n/a |
| F11-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

F12 Capital Expenditures

| | | | | | | |
|--------|---|---|-------------------|----|----------------------------------|--------------------------|
| F12-00 | General | 2 | | 1 | Destroy | n/a |
| F12-01 | Capital Projects | T | Project completed | 6 | Destroy | n/a |
| F12-02 | Capital Projects - City Facilities / Structures | T | Project completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| F12-03 | Light Rail Transit (LRT) System | T | Project completed | 30 | Archival Value: To Be Determined | TBD |
| F12-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

F13 Operating Expenditures

| | | | | | | |
|--------|----------------------------------|---|--|---|---------|-----|
| F13-00 | General | 2 | | 1 | Destroy | n/a |
| F13-01 | Operating Expenditures - Costing | 3 | | 4 | Destroy | n/a |

| | | | | | | |
|--------|--------------------------------------|---|-------------------|---|---------|-----|
| F13-02 | Operating Expenditures - Forecasting | 3 | | 4 | Destroy | n/a |
| F13-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

F14 Purchasing

| | | | | | | |
|--------|---------------------------------|---|-------------------|---|---------|-----|
| F14-00 | General | 2 | | 1 | Destroy | n/a |
| F14-01 | Quotations | T | File closed | 7 | Destroy | n/a |
| F14-02 | Tenders | T | File closed | 7 | Destroy | n/a |
| F14-03 | Proposals | T | File closed | 7 | Destroy | n/a |
| F14-04 | Standing Offers | T | File closed | 7 | Destroy | n/a |
| F14-05 | Low Value Purchases | 3 | | 4 | Destroy | n/a |
| F14-06 | Sole Source Purchases | T | File closed | 7 | Destroy | n/a |
| F14-07 | Financial Purchase Orders (FPO) | T | File closed | 7 | Destroy | n/a |
| F14-08 | Standing Offer Call-ups | T | File closed | 7 | Destroy | n/a |
| F14-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

F15 Material Management

| | | | | | | |
|--------|----------------------------------|---|------------------|-----|---------|-----|
| F15-00 | General | 2 | | 1 | Destroy | n/a |
| F15-01 | Vendor / Supplier | 2 | | 1 | Destroy | n/a |
| F15-02 | Uniforms | 2 | | 1 | Destroy | n/a |
| F15-03 | Materials Management Inventories | 2 | | 5 | Destroy | n/a |
| F15-04 | Materials Management Disposals | 2 | | 5 | Destroy | n/a |
| F15-05 | Fuel Reconciliation | T | Sale of Property | 100 | Destroy | n/a |

| | | | | | | |
|--------|------------------|---|-------------------|---|---------|-----|
| F15-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |
|--------|------------------|---|-------------------|---|---------|-----|

F16 Payroll

| | | | | | | |
|--------|---|---|----------------------------|-----|---|--------------------------------|
| F16-00 | General | 2 | | 1 | Destroy | n/a |
| F16-02 | Time / Pay Sheets | 1 | | 6 | Destroy | n/a |
| F16-03 | Pay Rates | 3 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| F16-04 | Third Party Payments | 3 | | 4 | Destroy | n/a |
| F16-05 | Pension / Benefits | T | Termination of employee | 100 | Destroy | n/a |
| F16-06 | Pay Details | 2 | | 5 | Archival Value: To Be Determined | TBD |
| F16-08 | Payroll Bank Reports | 3 | | 4 | Destroy | n/a |
| F16-09 | Canada Savings Plans | 3 | | 4 | Destroy | n/a |
| F16-10 | Workplace Safety and Insurance Board | 3 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| F16-11 | Union Dues Reports | 3 | | 4 | Destroy | n/a |
| F16-13 | T4 Tax Information | 3 | | 4 | Destroy | n/a |
| F16-14 | COSF Former City of Ottawa Superannuation Fund | T | Termination of employee | 100 | Destroy | n/a |
| F16-15 | O-C Regional Transit Commission Pension Plan | T | Termination of employee | 100 | Destroy | n/a |
| F16-16 | Public Sector Salary Disclosure | 3 | | P | Archival Value: To Be Determined | TBD |
| F16-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

F17 Grants / Donations / Subsidies - Receivable

| | | | | | | |
|--------|------------------|---|-------------------|---|---------|-----|
| F17-00 | General | 2 | | 1 | Destroy | n/a |
| F17-01 | Grants | 3 | | 4 | Destroy | n/a |
| F17-02 | Donations | 3 | | 4 | Destroy | n/a |
| F17-03 | Subsidies | 3 | | 4 | Destroy | n/a |
| F17-04 | MTO Subsidies | 3 | | 4 | Destroy | n/a |
| F17-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

F18 Grants / Loans / Subsidies - Payable

| | | | | | | |
|--------|--|---|-------------------------------------|----|----------------------------------|--------------------------|
| F18-00 | General | 2 | | 1 | Destroy | n/a |
| F18-01 | Arts | T | Grant completed | 6 | Permanent: Sent to City Archives | After Inactive Retention |
| F18-02 | Heritage | T | Grant completed | 6 | Permanent: Sent to City Archives | After Inactive Retention |
| F18-03 | Cultural Facilities | T | Grant completed | 6 | Permanent: Sent to City Archives | After Inactive Retention |
| F18-04 | Miscellaneous Grants, Loans, Subsidies | T | Grant completed | 6 | Destroy | n/a |
| F18-05 | Heritage (Supporting Documentation) | 2 | | P | Permanent: Remains Inactive | n/a |
| F18-06 | Social and Affordable Housing | T | Grant completed or Agreement Expiry | 10 | Archival Value: To Be Determined | TBD |
| F18-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

F19 Trust Funds

| | | | | | | |
|--------|---------|---|--|---|---------|-----|
| F19-00 | General | 3 | | 4 | Destroy | n/a |
|--------|---------|---|--|---|---------|-----|

| | | | | | | |
|--------|----------------------|---|--|---|--|--------------------------------|
| F19-01 | Specific Trust Funds | 3 | | 4 | Permanent: Sent to City Archives | After Inactive Retention |
|--------|----------------------|---|--|---|--|--------------------------------|

F20 Reserve Funds and Reserves

| | | | | | | |
|--------|--|---|----------------------|---|---------|-----|
| F20-00 | General | 2 | | 1 | Destroy | n/a |
| F20-01 | Specific Reserve Funds and Reserves | 3 | | 4 | Destroy | n/a |
| F20-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

F21 Internal Transfers - Funds

| | | | | | | |
|--------|--------------------------------------|---|--|---|---------|-----|
| F21-00 | General | 3 | | 4 | Destroy | n/a |
| F21-01 | Secondary Allocation and Recovery | 3 | | 4 | Destroy | n/a |

F22 Provincially Funded Programs

| | | | | | | |
|--------|--|---|----------------------|---|---------|-----|
| F22-00 | General | 2 | | 1 | Destroy | n/a |
| F22-01 | Specific Provincially Funded Programs | T | Program completed | 2 | Destroy | n/a |
| F22-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

F23 Federally Funded Programs

| | | | | | | |
|--------|--|---|----------------------|---|---------|-----|
| F23-00 | General | 2 | | 1 | Destroy | n/a |
| F23-01 | S.E.E.D. (Summer Employment Experience and Development) | T | Grant completed | 4 | Destroy | n/a |
| F23-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

F24 Performance Securities

| | | | | | | |
|--------|---------------------------|---|----------------------|---|---------|-----|
| F24-00 | General | 2 | | 1 | Destroy | n/a |
| F24-01 | Securities - Road Cuts | T | Project completed | 7 | Destroy | n/a |

| | | | | | | |
|--------|-------------------------------|---|-------------------|---|---------|-----|
| F24-02 | Securities - Building Permits | T | Project completed | 7 | Destroy | n/a |
| F24-03 | Securities - Sub-division | T | Project completed | 7 | Destroy | n/a |
| F24-04 | Securities - Site Plan | T | Project completed | 7 | Destroy | n/a |
| F24-05 | Securities - Miscellaneous | T | Project completed | 7 | Destroy | n/a |
| F24-06 | Securities - Supply Contracts | T | Project completed | 7 | Destroy | n/a |

F25 Superannuation Funds

| | | | | | | |
|--------|--|---|--|----|----------------------------------|--------------------------|
| F25-00 | General | 2 | | 1 | Destroy | n/a |
| F25-01 | Audited Financial Statements | 3 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| F25-02 | Financial Statement Working Papers | 3 | | 4 | Destroy | n/a |
| F25-03 | Bank Statements | 3 | | 4 | Destroy | n/a |
| F25-04 | Custodial and Safekeeping Statements | 3 | | 4 | Destroy | n/a |
| F25-05 | Investment Management Reports | 3 | | 4 | Destroy | n/a |
| F25-06 | Actuarial Reports | 3 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| F25-07 | Performance Measurement Reports | 3 | | 4 | Destroy | n/a |
| F25-08 | Minute Books | 3 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| F25-09 | Superannuation Funds - Custodial and Safekeeping Statements (Year End) | 3 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| F25-10 | Superannuation Funds - Regulatory Filing (Federal / Provincial) | 3 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |

| | | | | | | |
|--------|-----------------------------------|---|-------------------|----|----------------------------------|--------------------------|
| F25-11 | Original Plan Text and Amendments | 3 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| F25-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

F26 Sinking Fund

| | | | | | | |
|--------|-----------------------------|---|-------------------|---|----------------------------------|--------------------------|
| F26-00 | General | 2 | | 1 | Destroy | n/a |
| F26-01 | Sinking Fund Annual Reports | 3 | | 4 | Permanent: Sent to City Archives | After Inactive Retention |
| F26-02 | Sinking Fund Reports | T | Project completed | 6 | Destroy | n/a |

F27 Water and Sewer Billing

| | | | | | | |
|--------|---|---|-------------------|---|---------|-----|
| F27-00 | General | 2 | | 1 | Destroy | n/a |
| F27-01 | Water and Sewer Certificates | 1 | | 6 | Destroy | n/a |
| F27-02 | Account Adjustments | 2 | | 5 | Destroy | n/a |
| F27-03 | Special Area Credits | 2 | | 5 | Destroy | n/a |
| F27-04 | Property Notifications | 2 | | 5 | Destroy | n/a |
| F27-05 | Supplementary / Omitted Water and Sewer Billing | 2 | | 5 | Destroy | n/a |
| F27-06 | Water and Sewer Billing | 2 | | 5 | Destroy | n/a |
| F27-07 | Water and Sewer Meter Read Reports | 1 | | 3 | Destroy | n/a |
| F27-08 | Reconciliation and Reporting | 3 | | 4 | Destroy | n/a |
| F27-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

G Governance and Corporate Management

G00 Governance and Corporate Management - General

| Classification Code | Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Archives Transfer Trigger |
|---------------------|--|--------------|----------------------------|----------------|----------------------------------|---------------------------|
| G00-00 | General | 2 | | 1 | Destroy | n/a |
| G00-01 | Federal Ministries, Agencies and Crown Corporations | 2 | | 1 | Destroy | n/a |
| G00-02 | Provincial Ministries, Agencies and Crown Corporations | 2 | | 1 | Destroy | n/a |
| G00-03 | Ottawa Agencies and Organizations | 2 | | 1 | Destroy | n/a |
| G00-04 | Other Municipalities | 2 | | 1 | Destroy | n/a |
| G00-05 | Educational Institutions | 2 | | 1 | Destroy | n/a |
| G00-06 | Financial Institutions | 2 | | 1 | Destroy | n/a |
| G00-07 | Private Sector Organizations | 2 | | 1 | Destroy | n/a |
| G00-08 | Memberships | 2 | | 1 | Destroy | n/a |
| G00-09 | Mayor and Council Inquiries | 2 | | 2 | Destroy | n/a |
| G00-10 | Delegation of Authorities | T | Superseded | 7 | Destroy | n/a |
| G00-11 | Memoranda to Council | 1 | | 4 | Destroy | n/a |
| G00-12 | Support Products for Council and Committees | 2 | | 4 | Destroy | n/a |
| G00-13 | AODA Accessibility Procurement Verification | 2 | | 6 | Destroy | n/a |
| G00-14 | Police Services Board Complaints | 2 | | 5 | Permanent: Sent to City Archives | After Inactive Retention |
| G00-15 | Lobbyist Contact and Correspondence | 2 | | 8 | Archival Value: To Be Determined | TBD |

| | | | | | | |
|--------|-------------------------------|---|-------------------|---|---------|-----|
| G00-17 | AODA Compliance Documentation | 2 | | 6 | Destroy | n/a |
| G00-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

G01 City Council, Standing, Advisory and Miscellaneous Committees, Commissions, Boards and Task Forces

| | | | | | | |
|--------|--|---|--|---|-------------------------------------|--------------------------|
| G01-00 | General | 2 | | 5 | Destroy | n/a |
| G01-01 | City Council | 1 | | 1 | Permanent: Sent to City Archives | After Inactive Retention |
| G01-10 | Reports to City Council and Committees | 5 | | 1 | Permanent: Sent to City Archives | After Inactive Retention |
| G01-13 | Department Copies of Reports to City Council and Committees | 2 | | 5 | Destroy | n/a |
| G01-14 | Standing Committees | 1 | | 1 | Permanent: Sent to City Archives | After Inactive Retention |
| G01-15 | Advisory Committees | 1 | | 1 | Permanent: Sent to City Archives | After Inactive Retention |
| G01-16 | Commissions, Boards, Task Forces and Other Committees | 1 | | 1 | Permanent: Sent to City Archives | After Inactive Retention |
| G01-17 | Departmental Copies for Commissions, Boards, Task Forces and Other Committees | 3 | | 3 | Destroy | n/a |
| G01-18 | City Council Minutes – Archival Security Copies | 1 | | 1 | Permanent: Sent to City Archives | After Inactive Retention |
| G01-19 | Recruitment for Membership on Standing, Advisory and Miscellaneous Committees, Agencies, Commissions, Boards and Task Forces | 4 | | 1 | Permanent: Sent to City Archives | After Inactive Retention |

G03 City Council By-laws

| | | | | | | |
|--------|--------------------------------|---|-------------------|----|--|--------------------------------|
| G03-00 | General | 2 | | 1 | Destroy | n/a |
| G03-01 | By-laws (copies) | 2 | | 1 | Destroy | n/a |
| G03-02 | By-laws (originals) | 1 | | 1 | Permanent: Sent to City Archives | After Inactive Retention |
| G03-03 | Objections to By-laws | 3 | | 10 | Destroy | n/a |
| G03-04 | City Clerk's Copies of By-laws | 9 | | 1 | Permanent: Sent to City Archives | After Inactive Retention |
| G03-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

G04 City Council By-laws – Working Papers

| | | | | | | |
|--------|--------------------------------|---|-------------------|---|--|--------------------------------|
| G04-00 | General | 2 | | 1 | Destroy | n/a |
| G04-01 | Specific By-law Working Papers | 7 | | 8 | Permanent: Sent to City Archives | After Inactive Retention |
| G04-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

G05 By-laws, Resolutions and Motions – Other Municipalities

| | | | | | | |
|--------|------------------|---|-------------------|---|---------|-----|
| G05-00 | General | 2 | | 1 | Destroy | n/a |
| G05-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

G08 Internal City Staff Committees and Teams

| | | | | | | |
|--------|----------------------------|---|--|---|--|--------------------------------|
| G08-00 | General | 2 | | 1 | Destroy | n/a |
| G08-01 | Senior Leadership Team | 3 | | 2 | Permanent: Sent to City Archives | After Inactive Retention |
| G08-02 | Department Leadership Team | 3 | | 2 | Permanent: Sent to City Archives | After Inactive Retention |
| G08-03 | Service Management Team | 3 | | 2 | Permanent: Sent to City Archives | After Inactive Retention |

| | | | | | | |
|--------|--|---|-------------------|---|----------------------------------|--------------------------|
| G08-04 | Miscellaneous Internal City Committees and Teams | 3 | | 2 | Destroy | n/a |
| G08-05 | Executive Management Committee | 3 | | 2 | Permanent: Sent to City Archives | After Inactive Retention |
| G08-06 | Management Advisory Committee | 3 | | 2 | Permanent: Sent to City Archives | After Inactive Retention |
| G08-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

G09 Provincial and Federal Legislation

| | | | | | | |
|--------|---|---|-------------------|----|----------------------------------|--------------------------|
| G09-00 | General | 2 | | 1 | Destroy | n/a |
| G09-01 | Amendments to Legislation and Regulations | T | Superseded | 10 | Permanent: Sent to City Archives | After Inactive Retention |
| G09-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

G10 Elections

| | | | | | | |
|--------|-------------------------------|----------|------------------------|----------|----------------------------------|--------------------------|
| G10-00 | General | 2 | | 1 | Destroy | n/a |
| G10-01 | Election Ballots (prototypes) | 3 months | | 3 months | Destroy | n/a |
| G10-02 | Election Candidates | 2 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| G10-03 | Declaration of Office | T | Completion of Election | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| G10-04 | Election Results | 2 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| G10-05 | Poll Maps | 2 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| G10-07 | Voters List | 3 months | | 3 months | Permanent: Sent to City Archives | After Inactive Retention |
| G10-08 | Election Regulations | 2 | | 4 | Destroy | n/a |

| | | | | | | |
|--------|--|---|---------------------------------|----|----------------------------------|--------------------------|
| G10-09 | Method of Election | 2 | | 4 | Destroy | n/a |
| G10-11 | Candidate Compliance Audits | 2 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| G10-12 | Determination of School Board Trustees | 2 | | 4 | Permanent: Sent to City Archives | After Inactive Retention |
| G10-13 | Wards, Polls and Advance Polls | 2 | | 6 | Destroy | n/a |
| G10-14 | Election Poll Staff | 2 | | 4 | Destroy | n/a |
| G10-15 | Candidate Financial Statements | T | Next regular election completed | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| G10-16 | Election Transition Projects | 2 | | 6 | Destroy | n/a |
| G10-17 | Election Campaign Advertisement - Complaints | 5 | | 1 | Destroy | n/a |
| G10-18 | 3rd Party Election Advertising | 2 | | 8 | Archival Value: To Be Determined | TBD |
| G10-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

G11 Conflict of Interest

| | | | | | | |
|--------|---|---|--|----|----------------------------------|--------------------------|
| G11-00 | General | 2 | | 1 | Destroy | n/a |
| G11-01 | Declaration of Interest / Record of Disclosure Registry | T | Conflict of interest eliminated or employee / elected rep terminated | 15 | Permanent: Sent to City Archives | After Inactive Retention |

G12 Strategic and Business Planning

| | | | | | | |
|--------|------------------------------|---|------------|----|----------------------------------|--------------------------|
| G12-00 | General | 2 | | 1 | Destroy | n/a |
| G12-01 | Strategic Plans and Planning | T | Superseded | 10 | Permanent: Sent to City Archives | After Inactive Retention |

| | | | | | | |
|--------|--|----|------------|----|----------------------------------|--------------------------|
| G12-02 | Business / Operational/Work Plans | 2 | | 8 | Destroy | n/a |
| G12-05 | Service Level Agreements | T | Superseded | 10 | Destroy | n/a |
| G12-08 | Performance Measurement, Management and Benchmarking | 2 | | 8 | Destroy | n/a |
| G12-10 | Long Term Growth Management Strategies | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| G12-12 | Senior Management Decisions and Directives | 2 | | 8 | Permanent: Sent to City Archives | After Inactive Retention |
| G12-13 | Risk Management | 2 | | 8 | Permanent: Sent to City Archives | After Inactive Retention |

G13 Policies, Procedures and Guidelines

| | | | | | | |
|--------|--|---|-------------------|----|----------------------------------|--------------------------|
| G13-00 | General | 2 | | 1 | Destroy | n/a |
| G13-01 | Specific Policies, Procedures and Guidelines | T | Policy superseded | 10 | Permanent: Sent to City Archives | After Inactive Retention |
| G13-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

G14 Internal Auditing and Consulting

| | | | | | | |
|--------|------------------|---|-------------------------|----|----------------------------------|--------------------------|
| G14-00 | General | 2 | | 1 | Destroy | n/a |
| G14-01 | Specific Audits | T | Audit completed | 20 | Permanent: Sent to City Archives | After Inactive Retention |
| G14-02 | Audit Consulting | T | Consultation completed | 5 | Destroy | n/a |
| G14-03 | Investigations | T | Investigation completed | 20 | Permanent: Sent to City Archives | After Inactive Retention |
| G14-04 | Ad-hoc Audits | T | Audit completed | 20 | Permanent: Sent to City Archives | After Inactive Retention |
| G14-05 | Annual Audits | 3 | | 4 | Archival Value: To Be Determined | TBD |

| | | | | | | |
|--------|------------------|---|-------------------|---|---------|-----|
| G14-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |
|--------|------------------|---|-------------------|---|---------|-----|

G15 Administrative Reports

| | | | | | | |
|--------|---------------------------|---|-------------------|---|---------|-----|
| G15-00 | General | 2 | | 1 | Destroy | n/a |
| G15-01 | Specific Activity Reports | 2 | | 8 | Destroy | n/a |
| G15-02 | Business Statistics | 3 | | 4 | Destroy | n/a |
| G15-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

G16 Protocol

| | | | | | | |
|--------|----------------------|---|--|----|-------------------------------------|--------------------------|
| G16-00 | General | 3 | | 3 | Destroy | n/a |
| G16-01 | Specific Protocols | 3 | | 1 | Permanent: Sent to City Archives | After Inactive Retention |
| G16-02 | Protocol Events | 3 | | 1 | Permanent: Sent to City Archives | After Inactive Retention |
| G16-03 | Council Recognitions | 3 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| G16-04 | Diplomatic Support | 3 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |

G17 Transition

| | | | | | | |
|--------|---|---|-------------------|----|-------------------------------------|--------------------------|
| G17-00 | General | 3 | | 3 | Destroy | n/a |
| G17-01 | Ottawa Transition Board Projects (2000) | 1 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| G17-02 | Corporate Transition Projects | T | Project completed | 10 | Permanent: Sent to City Archives | After Inactive Retention |
| G17-03 | Departmental Transition Projects | T | Project completed | 10 | Permanent: Sent to City Archives | After Inactive Retention |
| G17-99 | Special Projects | T | Project completed | 6 | Permanent: Sent to City Archives | After Inactive Retention |

G18 Business Transformation

| | | | | | | |
|--------|-------------------|---|-------------------|---|----------------------------------|--------------------------|
| G18-00 | General | 3 | | 3 | Destroy | n/a |
| G18-01 | Change Management | T | Superseded | 6 | Permanent: Sent to City Archives | After Inactive Retention |
| G18-02 | Process Design | T | Superseded | 6 | Destroy | n/a |
| G18-03 | Operating Design | T | Project completed | 6 | Destroy | n/a |
| G18-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

G19 External Audits

| | | | | | | |
|--------|-----------------------------|---|-------------------|---|----------------------------------|--------------------------|
| G19-00 | General | 2 | | 1 | Destroy | n/a |
| G19-01 | Specific Audits | T | Audit completed | 7 | Permanent: Sent to City Archives | After Inactive Retention |
| G19-02 | Audits at Council's Request | T | Audit completed | 7 | Permanent: Sent to City Archives | After Inactive Retention |
| G19-03 | Fraud and Waste Audits | T | Audit completed | 7 | Destroy | n/a |
| G19-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

G20 Gifts and Donations (To and From City)

| | | | | | | |
|--------|------------------------------|---|--|---|----------------------------------|-----|
| G20-00 | General | 3 | | 3 | Destroy | n/a |
| G20-01 | Specific Gifts and Donations | 3 | | P | Archival Value: To Be Determined | TBD |
| G20-02 | Protocol Gift Bank | 3 | | P | Archival Value: To Be Determined | TBD |

G21 Municipal Friendship Agreements and Initiatives

| | | | | | | |
|--------|-------------------------------|---|---------------------|---|----------------------------------|--------------------------|
| G21-00 | General | 3 | | 3 | Destroy | n/a |
| G21-01 | Special Friendship Agreements | T | Agreement completed | 6 | Permanent: Sent to City Archives | After Inactive Retention |

| | | | | | | |
|--------|---|---|-------------------|---|----------------------------------|--------------------------|
| G21-02 | Specific Municipal Friendship Initiatives | T | Project completed | 6 | Permanent: Sent to City Archives | After Inactive Retention |
|--------|---|---|-------------------|---|----------------------------------|--------------------------|

H Human Resources

H00 Human Resources - General

| Classification Code | Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Archives Transfer Trigger |
|---------------------|---------------------|--------------|----------------------------|----------------|-------------------|---------------------------|
| H00-00 | General | 2 | | 1 | Destroy | n/a |
| H00-01 | Employee Engagement | 2 | | 3 | Destroy | n/a |
| H00-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

H01 Organization Management

| | | | | | | |
|--------|---|---|---------------------------|----|----------------------------------|--------------------------|
| H01-00 | General | 2 | | 1 | Destroy | n/a |
| H01-01 | Organization Charts | 3 | | 10 | Permanent: Sent to City Archives | After Inactive Retention |
| H01-02 | Job Descriptions / JE Questionnaires / Requests (Job Codes) | T | Superseded | 10 | Permanent: Sent to City Archives | After Inactive Retention |
| H01-03 | Job Surveys | T | Superseded | 10 | Destroy | n/a |
| H01-04 | Job Evaluation Planning | T | Superseded | 10 | Destroy | n/a |
| H01-05 | Re-organizations | T | Re-organization completed | 10 | Permanent: Sent to City Archives | After Inactive Retention |
| H01-06 | Organization and Position Management | 3 | | 4 | Destroy | n/a |
| H01-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

H02 Employee Records

| | | | | | | |
|--------|---------|---|--|---|---------|-----|
| H02-00 | General | 2 | | 1 | Destroy | n/a |
|--------|---------|---|--|---|---------|-----|

| | | | | | | |
|--------|--|---|-------------------------|----|---------|-----|
| H02-01 | Administrative Records | T | Termination of employee | 7 | Destroy | n/a |
| H02-02 | Financial Records | T | Termination of employee | 50 | Destroy | n/a |
| H02-03 | Employee Driver History | T | Termination of Employee | 5 | Destroy | n/a |
| H02-04 | Employee Uniforms | T | Termination of Employee | 7 | Destroy | n/a |
| H02-05 | Employee Records LTCHA (copies) | T | Termination of Employee | 7 | Destroy | n/a |
| H02-06 | Employee Records Paramedics (copies) | T | Termination of Employee | 7 | Destroy | n/a |
| H02-07 | Employee Records Recreation (copies) | T | Termination of Employee | 7 | Destroy | n/a |
| H02-08 | Administrative Records (Police Services Board) | T | Termination of Employee | 50 | Destroy | n/a |
| H02-09 | Priority Placements | T | File Closed | 7 | Destroy | n/a |
| H02-10 | Employee Records – Child Care Centres (copies) | T | Termination of Employee | 7 | Destroy | n/a |
| H02-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

H03 Volunteers

| | | | | | | |
|--------|-------------------------------------|---|---------------------|---|---------|-----|
| H03-00 | General | 2 | | 1 | Destroy | n/a |
| H03-01 | Volunteers by Name | T | Volunteer departure | 1 | Destroy | n/a |
| H03-02 | Volunteer Management and Engagement | 2 | | 5 | Destroy | n/a |
| H03-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

H04 Unsolicited Applications, Curriculum Vitae / Resumes

| | | | | | | |
|--------|------------------|----------|-------------------|---|---------|-----|
| H04-00 | General | 6 months | | 1 | Destroy | n/a |
| H04-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

H05 Competitions

| | | | | | | |
|--------|-----------------------|---|-------------------|---|---------|-----|
| H05-00 | General | 2 | | 1 | Destroy | n/a |
| H05-01 | Specific Competitions | T | File Closed | 6 | Destroy | n/a |
| H05-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

H06 Corporate Recruitment Programs

| | | | | | | |
|--------|------------------------------------|---|-----------------------|---|---------|-----|
| H06-00 | General | 2 | | 1 | Destroy | n/a |
| H06-01 | Summer Student Program | 1 | | 1 | Destroy | n/a |
| H06-02 | Fire Fighters' Recruitment Program | T | Recruitment completed | 1 | Destroy | n/a |
| H06-03 | Seasonal Employees | 1 | | 1 | Destroy | n/a |
| H06-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

H08 Employment Testing, Training and Development

| | | | | | | |
|--------|--|---|-------------------------|---|---------|-----|
| H08-00 | General | 2 | | 1 | Destroy | n/a |
| H08-01 | Specific Training and Development Programs | T | Program superseded | 5 | Destroy | n/a |
| H08-02 | Employee Training Records | T | Termination of employee | 5 | Destroy | n/a |
| H08-03 | Conferences | 2 | | 1 | Destroy | n/a |
| H08-04 | Competencies | T | Competency completed | 5 | Destroy | n/a |
| H08-05 | Process Facilitation | T | Facilitation completed | 5 | Destroy | n/a |
| H08-06 | Training Administrative Materials | 2 | | 5 | Destroy | n/a |
| H08-07 | Performance Development Program | T | Program Superseded | 5 | Destroy | n/a |

| | | | | | | |
|--------|------------------------------|---|-------------------------|----|----------------------------------|-----|
| H08-08 | Corporate Mentoring Program | T | Program Superseded | 5 | Destroy | n/a |
| H08-09 | Leadership Feedback Survey | T | Program Superseded | 5 | Destroy | n/a |
| H08-10 | Coaching | T | Program Superseded | 5 | Destroy | n/a |
| H08-11 | Firefighter Testing/Training | T | Termination of employee | 52 | Archival Value: To Be Determined | TBD |
| H08-12 | Specific Employment Testing | T | Termination of employee | 20 | Destroy | n/a |
| H08-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

H09 Employee Recognition

| | | | | | | |
|--------|--|---|-------------------|----|----------------------------------|--------------------------|
| H09-00 | General | 2 | | 1 | Destroy | n/a |
| H09-01 | Employee Awards | 1 | | 10 | Permanent: Sent to City Archives | After Inactive Retention |
| H09-02 | City Managers Award for Excellence Program | 1 | | 10 | Permanent: Sent to City Archives | After Inactive Retention |
| H09-03 | Environmental Excellence Awards Program | 1 | | 10 | Permanent: Sent to City Archives | After Inactive Retention |
| H09-04 | Diversity and Inclusion Awards Program | 1 | | 10 | Permanent: Sent to City Archives | After Inactive Retention |
| H09-05 | Long Service Awards Program | 1 | | 10 | Permanent: Sent to City Archives | After Inactive Retention |
| H09-06 | Retirement Awards Program | 1 | | 10 | Permanent: Sent to City Archives | After Inactive Retention |
| H09-07 | Employee Recognition Month Program | 1 | | 10 | Destroy | n/a |
| H09-08 | Peer and Achievement Awards Program | 1 | | 10 | Permanent: Sent to City Archives | After Inactive Retention |
| H09-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

H10 Pension

| | | | | | | |
|--------|--------------------------------|---|---|----|--|--------------------------------|
| H10-00 | General | 2 | | 1 | Destroy | n/a |
| H10-01 | Pension Incentives | 3 | | 7 | Destroy | n/a |
| H10-02 | Pension Programs | 3 | | 7 | Permanent: Sent to City Archives | After Inactive Retention |
| H10-03 | Pension Buy-backs | T | Buy-back completed | 50 | Destroy | n/a |
| H10-04 | Pension Adjustments | T | Death of last surviving beneficiary | 50 | Destroy | n/a |
| H10-05 | Disability Waivers | T | Case closed | 50 | Destroy | n/a |
| H10-06 | Pension Reports (City Wide) | T | Report completed | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| H10-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

H11 Labour Relations

| | | | | | | |
|--------|---|---|---------------------------|----|--|--------------------------------|
| H11-00 | General | 2 | | 1 | Destroy | n/a |
| H11-01 | Ottawa Group / Union Correspondence | T | Issue resolved | 10 | Permanent: Sent to City Archives | After Inactive Retention |
| H11-02 | Ottawa Group / Union Negotiations | T | Negotiations completed | 10 | Permanent: Sent to City Archives | After Inactive Retention |
| H11-99 | Special Projects | T | Project completed | 10 | Destroy | n/a |

H12 Arbitration

| | | | | | | |
|--------|------------------------------------|---|----------------------|----|---------|-----|
| H12-00 | General | 2 | | 1 | Destroy | n/a |
| H12-01 | Rights Arbitration Case Files | T | Case resolved | 21 | Destroy | n/a |
| H12-02 | Interest Arbitration Case Files | T | Case resolved | 21 | Destroy | n/a |
| H12-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

H13 Grievances

| | | | | | | |
|--------|-------------------------|---|--------------------|----|----------------------------------|--------------------------|
| H13-00 | General | 3 | | 3 | Destroy | n/a |
| H13-01 | Employee Grievances | T | Grievance resolved | 21 | Destroy | n/a |
| H13-02 | Union/Policy Grievances | T | Grievance resolved | 21 | Permanent: Sent to City Archives | After Inactive Retention |
| H13-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

H14 Compensation and Benefits

| | | | | | | |
|--------|--------------------------------|---|-------------------|----|----------------------------------|--------------------------|
| H14-00 | General | 2 | | 1 | Destroy | n/a |
| H14-01 | Compensation | 3 | | 5 | Permanent: Sent to City Archives | After Inactive Retention |
| H14-02 | Benefits | 3 | | 5 | Destroy | n/a |
| H14-03 | Performance Bonus Pay Programs | 3 | | 5 | Destroy | n/a |
| H14-04 | Pay Equity | T | Superseded | 10 | Permanent: Sent to City Archives | After Inactive Retention |
| H14-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

H15 Occupational Health and Safety

| | | | | | | |
|--------|-------------------------------------|---|-------------------------|----|---------|-----|
| H15-00 | General | 2 | | 1 | Destroy | n/a |
| H15-01 | Specific Health and Safety Programs | 3 | | 5 | Destroy | n/a |
| H15-02 | Workplace Inspections | 2 | | 5 | Destroy | n/a |
| H15-03 | Employee Health and Medical Record | T | Termination of Employee | 40 | Destroy | n/a |
| H15-04 | Ergonomic Intervention Program | T | Termination of Employee | 10 | Destroy | n/a |
| H15-05 | EAP Clients (Adults) | T | Client's last visit | 7 | Destroy | n/a |

| | | | | | | |
|--------|---|---|------------------------|----|----------------------------------|-----|
| H15-06 | Industrial Hygiene | T | Project completed | 40 | Destroy | n/a |
| H15-07 | Health & Safety Compliance (Federal / Provincial) | 3 | | 5 | Destroy | n/a |
| H15-08 | Health & Safety Client Consultations | 3 | | 7 | Archival Value: To Be Determined | TBD |
| H15-09 | Health & Safety Committee Administration | 3 | | 5 | Archival Value: To Be Determined | TBD |
| H15-10 | EAP Clients (Children) | T | Client's 18th Birthday | 7 | Destroy | n/a |
| H15-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

H16 Workplace Safety and Insurance

| | | | | | | |
|--------|---------------------------------------|---|---------------------------------|----|----------------------------------|-----|
| H16-00 | General | 2 | | 1 | Destroy | n/a |
| H16-01 | Workplace Safety and Insurance Claims | T | Claim settled | 50 | Destroy | n/a |
| H16-02 | Long Term Disability Claims | T | Claim settled | 50 | Destroy | n/a |
| H16-03 | Specific Programs and Reports | T | Programs or reports implemented | 5 | Destroy | n/a |
| H16-04 | Firefighter Illness/Accident Reports | 2 | | 50 | Archival Value: To Be Determined | TBD |
| H16-05 | Employee Incident Reports | 2 | | 15 | Archival Value: To Be Determined | TBD |
| H16-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

H17 Human Resources Planning

| | | | | | | |
|--------|--------------------------------|---|------------------|----|---------|-----|
| H17-01 | Specific Human Resources Plans | T | Plans superseded | 10 | Destroy | n/a |
|--------|--------------------------------|---|------------------|----|---------|-----|

| | | | | | | |
|--------|------------------|---|-------------------|---|----------------------------------|-----|
| H17-02 | Exit Interviews | 2 | | 8 | Archival Value: To Be Determined | TBD |
| H17-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

H18 Human Rights and Workplace Equity

| | | | | | | |
|--------|---|---|--------------------|----|----------------------------------|--------------------------|
| H18-00 | General | 3 | | 3 | Destroy | n/a |
| H18-01 | Employment Equity Plans | 4 | | 3 | Destroy | n/a |
| H18-02 | Workplace Survey | 9 | | 1 | Destroy | n/a |
| H18-03 | National Occupational Classification Codes | T | Superseded | 1 | Destroy | n/a |
| H18-04 | Employment Systems Review | 4 | | 3 | Destroy | n/a |
| H18-05 | Internal Complaints | T | Complaint resolved | 21 | Destroy | n/a |
| H18-06 | Human Rights Tribunal of Ontario Complaints | T | Complaint resolved | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| H18-07 | Canadian Human Rights Commission Complaints | T | Complaint resolved | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| H18-08 | Employee Consultations | T | File Closed | 6 | Archival Value: To Be Determined | TBD |
| H18-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

H19 Work Scheduling

| | | | | | | |
|--------|--------------------------|---|-------------------|---|---------|-----|
| H19-00 | General | 2 | | 1 | Destroy | n/a |
| H19-01 | Specific Work Scheduling | 2 | | 1 | Destroy | n/a |
| H19-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

I Information Management and Technology

I00 Information Management and Technology - General

| Classification Code | Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Archives Transfer Trigger |
|---------------------|----------------------------|--------------|----------------------------|----------------|-------------------|---------------------------|
| I00-00 | General | 2 | | 1 | Destroy | n/a |
| I00-01 | Project Management Reports | T | Project completed | 6 | Destroy | n/a |
| I00-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

I01 Information Management

| | | | | | | |
|--------|---|---|-------------------------|----|----------------------------------|--------------------------|
| I01-00 | General | 2 | | 1 | Destroy | n/a |
| I01-01 | CRCS / Records Retention and Disposition Schedule | T | New schedule completed | P | Permanent: Remains Inactive | n/a |
| I01-02 | Inactive Records Storage | 3 | | 3 | Destroy | n/a |
| I01-03 | Forms Management | T | Reference value expired | 3 | Destroy | n/a |
| I01-04 | Vital and Essential Records | 3 | | 3 | Permanent: Sent to City Archives | After Inactive Retention |
| I01-05 | Alternative Storage Solutions | 3 | | 3 | Destroy | n/a |
| I01-06 | Records Updates and Disposition Approvals | 1 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| I01-07 | Records Destruction Certificates | 1 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| I01-08 | Corporate Resource Centre | 3 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| I01-09 | Subscriptions | 2 | | 1 | Destroy | n/a |
| I01-10 | Transfers to Archives | 1 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |

| | | | | | | |
|--------|--|---|-------------------|----|----------------------------------|--------------------------|
| I01-11 | Signed 'Transfer to Inactive' Certificates | 1 | | 3 | Destroy | n/a |
| I01-12 | Records Transferred to Other Agencies | 1 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| I01-13 | Legacy Records Indexes and Information | 1 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| I01-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

I02 MFIPPA Requests

| | | | | | | |
|--------|--|---|-------------------|---|---------|-----|
| I02-00 | General | 2 | | 1 | Destroy | n/a |
| I02-01 | Routine Disclosure / Active Dissemination | 2 | | 4 | Destroy | n/a |
| I02-02 | Access Process Outside MFIPPA, Advice & Cases | 2 | | 4 | Destroy | n/a |
| I02-03 | MFIPPA Requests for General Information | 2 | | 7 | Destroy | n/a |
| I02-04 | MFIPPA Requests for Access or Correction to Personal Information | 2 | | 7 | Destroy | n/a |
| I02-05 | Privacy Protection / Complaints | 2 | | 4 | Destroy | n/a |
| I02-06 | PHIPA Requests | 2 | | 7 | Destroy | n/a |
| I02-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

I03 Applications and Technology

| | | | | | | |
|--------|--------------------------------------|---|-------------------|---|---------|-----|
| I03-00 | General | 3 | | 3 | Destroy | n/a |
| I03-01 | Development and Enhancements | T | Project Completed | 7 | Destroy | n/a |
| I03-02 | Maintenance and Operational Support | 3 | | 4 | Destroy | n/a |
| I03-05 | Specific Applications and Technology | 3 | | 4 | Destroy | n/a |

| | | | | | | |
|--------|------------------|---|-------------------|---|---------|-----|
| I03-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |
|--------|------------------|---|-------------------|---|---------|-----|

I04 Information Security

| | | | | | | |
|--------|---|---|-------------------------|----|---------|-----|
| I04-00 | General | 2 | | 1 | Destroy | n/a |
| I04-01 | Ad Hoc Security | 2 | | 23 | Destroy | n/a |
| I04-02 | IT Investigations | 2 | | 5 | Destroy | n/a |
| I04-03 | Filtering Services | 2 | | 5 | Destroy | n/a |
| I04-04 | Logical Access Control | T | Termination of Employee | 5 | Destroy | n/a |
| I04-05 | Corporate IT Security Awareness Program | 2 | | 5 | Destroy | n/a |

J Justice

J01 Courthouse and Provincial Offences Act

| Classification Code | Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Archives Transfer Trigger |
|----------------------------|---|---------------------|-----------------------------------|-----------------------|--------------------------|----------------------------------|
| J01-00 | General | 2 | | 1 | Destroy | n/a |
| J01-01 | POA Part I & Part III Certificate of Offence | 3 | | 5 | Destroy | n/a |
| J01-02 | Control Lists | 3 | | 7 | Destroy | n/a |
| J01-03 | Court Dockets | 3 | | 10 | Destroy | n/a |
| J01-04 | Endorsed by Court Action, Certificate of Offence | 3 | | 22 | Destroy | n/a |
| J01-05 | Ministry of the Attorney General MAG RICO Reports | 3 | | 7 | Destroy | n/a |
| J01-06 | Notices of Fines and Dues | 3 | | 7 | Destroy | n/a |

| | | | | | | |
|--------|--|---|--|----|----------------------------------|-----|
| J01-07 | POA Receipts Generated through MAG System | 3 | | 4 | Destroy | n/a |
| J01-08 | POA Reconciliation Reporting | 3 | | 7 | Destroy | n/a |
| J01-09 | Purge and Monthly Distribution Reports | 7 | | 43 | Destroy | n/a |
| J01-10 | POA Part II Parking Certificate of Offence | 3 | | 5 | Destroy | n/a |
| J01-11 | Parking Reconciliation Reporting | 3 | | 7 | Destroy | n/a |
| J01-12 | Refunds / Credits to Account Requests | 3 | | 5 | Destroy | n/a |
| J01-13 | POA Notebooks, Tapes and Recordings | 3 | | 4 | Archival Value: To Be Determined | TBD |

L Legal

L00 Legal - General

| Classification Code | Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Archives Transfer Trigger |
|---------------------|----------------------------------|--------------|----------------------------|----------------|-------------------|---------------------------|
| L00-00 | General | 3 | | 3 | Destroy | n/a |
| L00-01 | Signed Waivers and Consent Forms | 2 | | 10 | Destroy | n/a |
| L00-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

L01 Registered Documents

| | | | | | | |
|--------|--------------------------------------|---|-----------------|----|----------------------------------|--------------------------|
| L01-00 | General | 3 | | 3 | Destroy | n/a |
| L01-01 | Registered Documents (miscellaneous) | T | Closure of file | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L01-02 | Development Agreements | T | Closure of file | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L01-03 | Development Charge Agreements | T | Closure of file | 30 | Permanent: Sent to City Archives | After Inactive Retention |

| | | | | | | |
|--------|--------------------------------------|---|-------------------|----|----------------------------------|--------------------------|
| L01-04 | Condominium Agreements | T | Closure of file | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L01-05 | Subdivision Agreements | T | Closure of file | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L01-06 | Site Plan Agreements | T | Closure of file | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L01-07 | Encroachments | T | Closure of file | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L01-08 | Easement Agreements | T | Closure of file | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L01-09 | Maintenance and Liability Agreements | T | Closure of file | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L01-10 | Cash in Lieu of Parking Agreements | T | Closure of file | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L01-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

L02 Unregistered Contracts and Agreements

| | | | | | | |
|--------|--|---|------------------|----|----------------------------------|--------------------------|
| L02-00 | General | 3 | | 3 | Destroy | n/a |
| L02-01 | Collective Agreements | T | Agreement expiry | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L02-02 | Services and Product Agreements | T | Agreement expiry | 7 | Destroy | n/a |
| L02-03 | Leases from the City | T | Lease expiry | 7 | Destroy | n/a |
| L02-04 | Maintenance Agreements | T | Agreement expiry | 7 | Destroy | n/a |
| L02-05 | Occupancy Agreements | T | Agreement expiry | 7 | Destroy | n/a |
| L02-06 | Contracts and Agreements in Perpetuity | T | File dormant | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L02-07 | Fenceviewers Decisions | T | Upon decision | 30 | Permanent: Sent to City Archives | After Inactive Retention |

| | | | | | | |
|--------|---|---|-------------------------|----|----------------------------------|--------------------------|
| L02-08 | Construction Contracts | T | Contract expiry | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L02-09 | Transportation / Environment Services Capital Projects | T | Agreement expiry | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L02-10 | Award Ditches and Municipal Drain Improvements | T | Agreement expiry | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L02-11 | Waste Management / Sanitation Agreements | T | Agreement expiry | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L02-12 | Utilities Approvals – Roads | T | Agreement expiry | 7 | Destroy | n/a |
| L02-13 | Overlay / Sidewalk / Street-lighting Program Agreements | T | Agreement expiry | 7 | Destroy | n/a |
| L02-14 | Infrastructure Agreements | T | Agreement expiry | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L02-15 | Closed Circuit Sewer Inspection Agreements | T | Agreement expiry | 7 | Destroy | n/a |
| L02-16 | Sewer Maintenance Agreements | T | Agreement expiry | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L02-17 | Agreements of Property Purchase and Sale | T | Agreement expiry | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L02-18 | NCC Agreements | T | Agreement expiry | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L02-19 | Encroachment Agreements by Street Address | T | Agreement expiry | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L02-20 | Business Improvement Area Agreements | T | Agreement expiry | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L02-21 | Maintenance and Liability Agreements | T | Project completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L02-22 | Leases to the City | T | Lease expiry | 7 | Destroy | n/a |
| L02-23 | Employment Agreements | T | Termination of employee | 30 | Permanent: Sent to City Archives | After Inactive Retention |

| | | | | | | |
|--------|---|---|--------------------------|----|----------------------------------|-----|
| L02-24 | Volunteer Agreements | T | Termination of volunteer | 10 | Destroy | n/a |
| L02-25 | Daycare Agreements | T | Agreement expiry | 10 | Destroy | n/a |
| L02-26 | License of Occupancy Agreements | T | Agreement expiry | 10 | Destroy | n/a |
| L02-27 | Miscellaneous Agreements and Contracts | T | Agreement expiry | 10 | Destroy | n/a |
| L02-28 | Annual Miscellaneous Agreements and Contracts | 2 | | 5 | Archival Value: To Be Determined | TBD |
| L02-29 | Public-Private Partnership (P3) Agreements | T | Agreement expiry | 10 | Archival Value: To Be Determined | TBD |
| L02-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

L03 Appeals and Hearings

| | | | | | | |
|--------|---|---|-----------------------------|----|----------------------------------|--------------------------|
| L03-00 | General | 2 | | 1 | Destroy | n/a |
| L03-01 | Local Planning Appeal Tribunal | T | Appeals exhausted | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| L03-02 | Land Compensation Board | T | Appeals exhausted | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| L03-03 | Workplace Safety and Insurance Board | T | Appeals exhausted | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L03-04 | Ontario Labour Relations Board | T | Appeals exhausted | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L03-05 | Canada Industrial Relations Board | T | Appeals exhausted | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L03-06 | Assessment Review Board | T | Appeals exhausted + 9 Years | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L03-07 | Federal and Provincial Court Hearings and Appeals | T | Appeals exhausted | 30 | Permanent: Sent to City Archives | After Inactive Retention |

| | | | | | | |
|--------|--------------------------------------|---|--------------------|----|----------------------------------|--------------------------|
| L03-08 | Human Rights Tribunal of Ontario | T | Appeals exhausted | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L03-09 | Canadian Human Rights Commission | T | Appeals exhausted | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L03-10 | Ministry of Labour | T | Appeals exhausted | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L03-11 | Social Benefits Tribunal | T | Appeals exhausted | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L03-12 | Rental Tribunals | T | Appeals exhausted | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| L03-13 | Miscellaneous Appeals and Hearings | T | Appeals Exhausted | 50 | Archival Value: To Be Determined | TBD |
| L03-14 | Social Housing Internal Review Panel | T | Decision + 4 years | 8 | Archival Value: To Be Determined | TBD |
| L03-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

L04 Property

| | | | | | | |
|--------|---------------------------|---|-------------------------|----|----------------------------------|--------------------------|
| L04-00 | General | 2 | | 1 | Destroy | n/a |
| L04-01 | Acquisition | T | Acquisition completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L04-02 | Expropriations | T | Expropriation completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L04-03 | Exchanges | T | Exchange completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L04-04 | Disposal | T | Property sold + 2 years | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L04-05 | Boundary Act Applications | T | Decision made | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L04-06 | Appraisals | 3 | | 4 | Destroy | n/a |
| L04-07 | Consents to Enter | T | Decision made | 10 | Destroy | n/a |

| | | | | | | |
|--------|----------------------------|---|-------------------|----|---------|-----|
| L04-08 | Appraisals – Cash-in-lieu | 3 | | 4 | Destroy | n/a |
| L04-09 | Acquisition Investigations | 5 | | 10 | Destroy | n/a |
| L04-10 | Disposal Investigations | 5 | | 10 | Destroy | n/a |
| L04-11 | Land Titles Applications | 5 | | 10 | Destroy | n/a |
| L04-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

L05 Litigation

| | | | | | | |
|--------|--|---|---------------------|----|----------------------------------|--------------------------|
| L05-00 | General | 2 | | 1 | Destroy | n/a |
| L05-01 | Claims by the City | T | Claim resolution | 6 | Destroy | n/a |
| L05-02 | Claims against the City | T | Claim resolution | 6 | Destroy | n/a |
| L05-03 | Prosecutions (by court date) | T | Claim resolution | 6 | Destroy | n/a |
| L05-04 | Claims by Police Services Board | T | Claim resolution | 6 | Destroy | n/a |
| L05-05 | Claims against Police Services Board | T | Claim resolution | 6 | Destroy | n/a |
| L05-06 | Landmark Decisions | T | Decision resolution | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L05-07 | Building Code Services - Claims against the City | T | Claim resolution | P | Archival Value: To Be Determined | TBD |
| L05-08 | Building Code Services - Prosecutions (by address) | T | Claim resolution | P | Archival Value: To Be Determined | TBD |
| L05-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

L06 Legal Opinions and Inquiries

| | | | | | | |
|--------|---------|---|--|---|---------|-----|
| L06-00 | General | 2 | | 1 | Destroy | n/a |
|--------|---------|---|--|---|---------|-----|

| | | | | | | |
|--------|---------------------|---|----------------------|----|--|--------------------------------|
| L06-01 | Opinions to Council | 4 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L06-02 | Opinions & Briefs | T | Closure of file | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L06-03 | Compliance Reports | 3 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L06-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

L07 Provincial and Federal Environmental Approval

| | | | | | | |
|--------|--|---|-------------------------|----|--|--------------------------------|
| L07-00 | General | 2 | | 1 | Destroy | n/a |
| L07-01 | Water Infrastructure and Facilities | T | Amended / superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L07-02 | Wastewater Infrastructure and Facilities | T | Amended / superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L07-03 | Stormwater Infrastructure and Facilities | T | Amended / superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L07-04 | Solid Waste Facilities and Sites | T | Amended / superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L07-05 | Biosolids Facilities and Sites | T | Amended / superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L07-06 | Fleet Facilities and Sites | T | Amended / superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L07-07 | Other Municipal Works and Activities | T | Amended / superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L07-08 | Private Works and Activities | T | Amended / superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L07-99 | Special Projects | T | Project completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |

L08 Insurance Policies and Claims

| | | | | | | |
|--------|---------|---|--|---|---------|-----|
| L08-00 | General | 3 | | 3 | Destroy | n/a |
|--------|---------|---|--|---|---------|-----|

| | | | | | | |
|--------|--|---|----------------------|-----|--|--------------------------------|
| L08-01 | Insurance Policies | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L08-02 | Underwriting Information | T | File dormant | 6 | Destroy | n/a |
| L08-03 | Certificates of Insurance | T | File dormant | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L08-04 | Risk Management Opinions / Advice | T | File dormant | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| L08-05 | Events-Incident and Vehicle Accident Reports | T | Case closed | 7 | Destroy | n/a |
| L08-06 | General Claims (all but Vehicle) | T | Case closed | 7 | Destroy | n/a |
| L08-07 | Vehicle Accident Claims | T | Case closed | 25 | Destroy | n/a |
| L08-08 | Insurance Claim Reports | T | Case closed | 7 | Destroy | n/a |
| L08-09 | Vehicle Accident Claims 1994-1996 ONLY | T | Case closed | 100 | Destroy | n/a |
| L08-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

L09 Intellectual Property

| | | | | | | |
|--------|-----------------------------------|---|--|----|--|--------------------------------|
| L09-00 | General | 3 | | 3 | Destroy | n/a |
| L09-01 | Specific Intellectual Property | 3 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |

R Recreation, Culture and Libraries

R00 Recreation, Culture and Libraries - General

| Classification Code | Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Archives Transfer Trigger |
|----------------------------|----------------------------|---------------------|-----------------------------------|-----------------------|--------------------------|----------------------------------|
| R00-00 | General | 2 | | 1 | Destroy | n/a |
| R00-01 | Participants | T | Course, event concluded, | 2 | Destroy | n/a |

| | | | | | | |
|--------|------------------|---|-----------------------|---|---------|-----|
| | | | membership expiry | | | |
| R00-02 | Instructors | T | Change of instructors | 1 | Destroy | n/a |
| R00-03 | Fee Support | 1 | | 2 | Destroy | n/a |
| R00-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

R01 Aquatic Programs

| | | | | | | |
|--------|---|---|------------------------------|---|---------|-----|
| R01-00 | General | 2 | | 1 | Destroy | n/a |
| R01-01 | Specific Aquatic Programs (yearly or seasonal, including March Break, etc.) | 3 | | 3 | Destroy | n/a |
| R01-02 | Specific Aquatic Programs (ongoing) | T | Program updated or cancelled | 4 | Destroy | n/a |
| R01-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

R02 Sports Programs

| | | | | | | |
|--------|--|---|-------------------|---|---------|-----|
| R02-00 | General | 2 | | 1 | Destroy | n/a |
| R02-01 | Specific Sports Programs (yearly or seasonal, including March Break, etc.) | 3 | | 3 | Destroy | n/a |
| R02-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

R03 Cultural Programs

| | | | | | | |
|--------|----------------------------|---|--|---|---------|-----|
| R03-00 | General | 2 | | 1 | Destroy | n/a |
| R03-01 | Specific Cultural Programs | 3 | | 3 | Destroy | n/a |

R04 Recreation and Leisure Activities

| | | | | | | |
|--------|---------|---|--|---|---------|-----|
| R04-00 | General | 2 | | 1 | Destroy | n/a |
|--------|---------|---|--|---|---------|-----|

| | | | | | | |
|--------|--|---|-------------------|---|---------|-----|
| R04-01 | Specific Recreation and Leisure Programs | 3 | | 3 | Destroy | n/a |
| R04-02 | Seasonal Programs (including March Break, Summer Camp, etc.) | 2 | | 4 | Destroy | n/a |
| R04-99 | Special Projects | T | Project Completed | 6 | Destroy | n/a |

R05 Special Services Programs

| | | | | | | |
|--------|------------------------------------|---|-------------------|---|----------------------------------|--------------------------|
| R05-00 | General | 2 | | 1 | Destroy | n/a |
| R05-01 | Specific Special Services Programs | 3 | | 3 | Permanent: Sent to City Archives | After Inactive Retention |
| R05-02 | Inclusive Recreation Case Files | T | Case closed | 7 | Destroy | n/a |
| R05-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

R06 Public Art

| | | | | | | |
|--------|-----------------------------|---|-------------------|----|----------------------------------|--------------------------|
| R06-00 | General | 2 | | 1 | Destroy | n/a |
| R06-01 | Percent for Art Applicants | 3 | | 10 | Destroy | n/a |
| R06-02 | Percent for Art Commissions | 3 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| R06-03 | Visual Artist Registry | T | Superseded | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| R06-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

R07 Equine Management – Horse History / Other

| | | | | | | |
|--------|----------------------------|---|-----------------------------|---|----------------------------------|--------------------------|
| R07-00 | General | 2 | | 1 | Destroy | n/a |
| R07-01 | Horses Owned by the City | T | Death or departure of horse | 1 | Permanent: Sent to City Archives | After Inactive Retention |
| R07-02 | Horses Boarded by the City | T | Death or departure of horse | 1 | Destroy | n/a |

R08 Public Library Programs

| | | | | | | |
|--------|-------------|---|--|---|---------|-----|
| R08-00 | General | 2 | | 1 | Destroy | n/a |
| R08-01 | Children | 3 | | 3 | Destroy | n/a |
| R08-02 | Youth | 3 | | 3 | Destroy | n/a |
| R08-03 | Adult | 3 | | 3 | Destroy | n/a |
| R08-04 | Family | 3 | | 3 | Destroy | n/a |
| R08-05 | March Break | 3 | | 3 | Destroy | n/a |
| R08-06 | Summer | 3 | | 3 | Destroy | n/a |
| R08-07 | Literary | 3 | | 3 | Destroy | n/a |
| R08-08 | Literacy | 3 | | 3 | Destroy | n/a |

R09 Public Library Services

| | | | | | | |
|--------|---------------------------------|---|-------------------|---|---------|-----|
| R09-00 | General | 2 | | 1 | Destroy | n/a |
| R09-01 | Circulation Services | 3 | | 3 | Destroy | n/a |
| R09-02 | Reference Services | 3 | | 3 | Destroy | n/a |
| R09-03 | Technical Services | 3 | | 3 | Destroy | n/a |
| R09-04 | Patron Services | 3 | | 3 | Destroy | n/a |
| R09-05 | Collection Development Services | 3 | | 3 | Destroy | n/a |
| R09-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

R10 Community and city-owned Archives, Museums, and designated Historic Sites

| | | | | | | |
|--------|---------|---|--|---|---------|-----|
| R10-00 | General | 2 | | 1 | Destroy | n/a |
|--------|---------|---|--|---|---------|-----|

| | | | | | | |
|--------|---|---|----------------------|----|--|--------------------------------|
| R10-01 | City Archives | T | Superseded | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| R10-02 | City Museums | T | Superseded | P | Permanent: Remains Inactive | n/a |
| R10-03 | City Historic Sites | T | Superseded | P | Permanent: Remains Inactive | n/a |
| R10-04 | Community Archives, Museums, and designated Historic Sites | 3 | | 4 | Permanent: Sent to City Archives | After Inactive Retention |
| R10-05 | Monuments Registry | 2 | | P | Permanent: Remains Inactive | n/a |
| R10-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

R11 Collections Management

| | | | | | | |
|--------|--------------------------------|---|--------------------------|---|-----------------------------------|-----|
| R11-00 | General | 2 | | 1 | Destroy | n/a |
| R11-01 | Acquisitions | 2 | | P | Permanent: Remains Inactive | n/a |
| R11-02 | Conservation / Preservation | 2 | | P | Permanent: Remains Inactive | n/a |
| R11-03 | Circulations | T | Circulation completed | P | Permanent: Remains Inactive | n/a |
| R11-04 | Storage | T | Superseded | P | Permanent: Remains Inactive | n/a |
| R11-05 | Accession Registers | T | Superseded | P | Permanent: Remains Inactive | n/a |
| R11-06 | De-Accessions | 2 | | P | Permanent: Remains Inactive | n/a |
| R11-07 | Individual Collections | 2 | | P | Permanent: Remains Inactive | n/a |
| R11-08 | Inventory Control and Loans | 2 | | P | Permanent: Remains Inactive | n/a |
| R11-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

R12 Galleries, Exhibitions and Displays

| | | | | | | |
|--------|------------------------|---|-------------------|----|----------------------------------|--------------------------|
| R12-00 | General | 2 | | 1 | Destroy | n/a |
| R12-01 | Community Exhibitions | T | Superseded | P | Archival Value: To Be Determined | n/a |
| R12-02 | Karsh Masson | T | Superseded | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| R12-03 | City Hall Gallery | T | Superseded | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| R12-04 | Exhibits and Displays | 2 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| R12-05 | Corridor 45/75 Gallery | T | Superseded | P | Archival Value: To Be Determined | TBD |
| R12-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

R13 Arts and Heritage Development

| | | | | | | |
|--------|-------------------------|---|-------------------|----|----------------------------------|--------------------------|
| R13-00 | General | 2 | | 1 | Destroy | n/a |
| R13-01 | Awards / Commemorations | 3 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| R13-02 | Book Awards | 3 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| R13-03 | Community Development | 3 | | 10 | Destroy | n/a |
| R13-04 | Young at Art | 3 | | P | Permanent: Sent to City Archives | After Inactive Retention |
| R13-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

R14 Community Arts Program

| | | | | | | |
|--------|---------|---|--|---|---------|-----|
| R14-00 | General | 2 | | 1 | Destroy | n/a |
|--------|---------|---|--|---|---------|-----|

| | | | | | | |
|--------|--------------------|---|--|---|---------|-----|
| R14-01 | Training Programs | 3 | | 5 | Destroy | n/a |
| R14-02 | Touring Programs | 3 | | 5 | Destroy | n/a |
| R14-03 | Animation Programs | 3 | | 5 | Destroy | n/a |
| R14-04 | Residency Programs | 3 | | 5 | Destroy | n/a |

R15 Cultural Industries

| | | | | | | |
|--------|------------------------------|---|--|---|---------|-----|
| R15-00 | General | 2 | | 1 | Destroy | n/a |
| R15-01 | Festivals | 3 | | 5 | Destroy | n/a |
| R15-02 | Festival Partnership Program | 3 | | 5 | Destroy | n/a |
| R15-03 | Film & TV | 3 | | 5 | Destroy | n/a |
| R15-04 | New Media | 3 | | 5 | Destroy | n/a |
| R15-05 | Music & Sound Recording | 3 | | 5 | Destroy | n/a |

R16 Performing Artists

| | | | | | | |
|--------|--------------------|---|--------------|---|---------|-----|
| R16-00 | General | 2 | | 1 | Destroy | n/a |
| R16-01 | Performing Artists | T | File dormant | 1 | Destroy | n/a |

R17 City Archives

| | | | | | | |
|--------|------------------------|---|--|----|----------------------------------|--------------------------|
| R17-00 | General | 2 | | 1 | Destroy | n/a |
| R17-01 | Administrative History | 2 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| R17-02 | Archival Appraisal | 2 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| R17-03 | Intellectual Control | 2 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |

| | | | | | | |
|--------|------------------------------------|---|------------|----|--|--------------------------------|
| R17-04 | Donor History | 2 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| R17-05 | Researcher History | T | Superseded | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| R17-07 | Archives Research | 3 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| R17-08 | Photographic / Imaging Services | 2 | | 4 | Destroy | n/a |
| R17-09 | Research Guides and Tools | T | Superseded | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| R17-10 | Partnerships | T | Superseded | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| R17-11 | Outreach Programs | T | Superseded | 6 | Destroy | n/a |
| R17-12 | Industry Standards | T | Superseded | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| R17-13 | Archives Statistics | 2 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |

R18 City-owned Theatres

| | | | | | | |
|--------|---------------------------------------|---|--|---|---------|-----|
| R18-00 | General | 2 | | 1 | Destroy | n/a |
| R18-01 | Theatre Programming | 3 | | 3 | Destroy | n/a |
| R18-02 | Membership Programs & Campaigns | 3 | | 3 | Destroy | n/a |
| R18-03 | Theatre Memberships | 2 | | 1 | Destroy | n/a |
| R18-04 | Theatre Patron Services | 3 | | 3 | Destroy | n/a |
| R18-05 | Event Set-up Plans | 3 | | 3 | Destroy | n/a |

S Social and Health Programs

S00 Social and Health Programs - General

| Classification Code | Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Archives Transfer Trigger |
|---------------------|---|--------------|----------------------------|----------------|----------------------------------|---------------------------|
| S00-00 | General | 2 | | 1 | Destroy | n/a |
| S00-01 | Public Health and Information Line | 2 | | 26 | Destroy | n/a |
| S00-02 | Emergency Preparedness and Response Surveys | T | Survey completed | 10 | Archival Value: To Be Determined | TBD |
| S00-03 | OPH Emergency Responses | 2 | | Permanent | Archival Value: To Be Determined | TBD |
| S00-04 | Food Recall Notifications | 2 | | 5 | Archival Value: To Be Determined | TBD |
| S00-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

S01 Family Health Programs and Services

| | | | | | | |
|--------|-----------------------------------|---|--|----|---------|-----|
| S01-00 | General | 2 | | 1 | Destroy | n/a |
| S01-02 | Healthy Babies / Healthy Children | T | Client's last visit + 4 Years | 24 | Destroy | n/a |
| S01-03 | Early Years | T | Client's last visit | 10 | Destroy | n/a |
| S01-04 | Child Health | T | Client's last visit | 10 | Destroy | n/a |
| S01-05 | Adolescent Health | T | Discharge of client | 10 | Destroy | n/a |
| S01-06 | Reproductive Health | T | Client's last visit | 10 | Destroy | n/a |
| S01-07 | Prenatal Classes | T | Case closed / Client's 18 th birthday for young parents | 10 | Destroy | n/a |

| | | | | | | |
|--------|---|---|-------------------|----|----------------------------------|-----|
| S01-08 | Child Care Case Files | T | File closed | 3 | Destroy | n/a |
| S01-09 | Reports to Children's Aid Society (CAS) | 2 | | 18 | Destroy | n/a |
| S01-10 | Healthy Babies / Healthy Children Clinics and Referrals | 3 | | 11 | Destroy | n/a |
| S01-11 | School Health Programs | 1 | | 5 | Archival Value: To Be Determined | TBD |
| S01-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

S02 Employment, Financial and Home Management Assistance Programs

| | | | | | | |
|--------|---|---|-------------|---|---------|-----|
| S02-00 | General | 2 | | 1 | Destroy | n/a |
| S02-01 | Employment Services | T | Case closed | 7 | Destroy | n/a |
| S02-02 | Essential Health, Social Supports and Home Help | T | Case closed | 7 | Destroy | n/a |
| S02-03 | Ontario Disability Support Program | T | Case closed | 7 | Destroy | n/a |
| S02-04 | Ontario Works Program | T | Case closed | 5 | Destroy | n/a |
| S02-05 | Child Care Subsidy Program | T | Case closed | 7 | Destroy | n/a |
| S02-07 | Family Support Program | T | Case closed | 7 | Destroy | n/a |
| S02-08 | Eligibility Review Program | T | Case closed | 7 | Destroy | n/a |
| S02-09 | Workforce Development | T | Case closed | 7 | Destroy | n/a |
| S02-10 | Home Management Services | T | Case closed | 6 | Destroy | n/a |
| S02-11 | Municipal Home Childcare Program | T | Case closed | 7 | Destroy | n/a |
| S02-12 | Ontario Works Childcare Program | T | Case closed | 7 | Destroy | n/a |

| | | | | | | |
|--------|-----------------------------|---|-------------------|---|---------|-----|
| S02-13 | Community Placement Service | T | Case closed | 7 | Destroy | n/a |
| S02-14 | Supported Living Program | T | Case closed | 7 | Destroy | n/a |
| S02-15 | Community Supports | T | Case closed | 5 | Destroy | n/a |
| S02-16 | Opt4Jobs Program | T | Case closed | 7 | Destroy | n/a |
| S02-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

S03 Chronic Disease and Injury Prevention

| | | | | | | |
|--------|--|---|-------------------------------|---|----------------------------------|-----|
| S03-00 | General | 2 | | 1 | Destroy | n/a |
| S03-09 | Tobacco Use | 2 | | 2 | Destroy | n/a |
| S03-16 | Healthy Sexuality Clinical Services | T | Client's last visit + 2 years | Adults - 13 years Children - Client's 18th birthday + 15 years | Destroy | n/a |
| S03-18 | Workplace Health | 5 | | 5 | Destroy | n/a |
| S03-19 | Health and Social Crisis | T | Case closed | 5 | Destroy | n/a |
| S03-20 | Healthy Sexuality, HIV Protection Program | 2 | | 5 | Destroy | n/a |
| S03-21 | HIV, AIDS, HEP B/C and Syphilis - Adult Case Files | T | Client's last visit + 8 years | 7 | Destroy | n/a |
| S03-22 | Specific Prevention Programs | T | Program completed | 6 | Archival Value: To Be Determined | TBD |
| S03-23 | HIV, AIDS, HEP B/C and Syphilis - Child Case Files | T | Client's 18th birthday | 15 | Destroy | n/a |

| | | | | | | |
|--------|--|---|-------------------------------|---|----------------------------------|-----|
| S03-24 | Pre-2017 Healthy Sexuality Clinical Services | T | Case closed | 33 | Destroy | n/a |
| S03-25 | Supervised Consumption Services Case Files | T | Client's last visit + 2 years | Adults - 13 years Children - Client's 18th birthday + 15 years | Archival Value: To Be Determined | TBD |
| S03-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

S04 Community Medicine and Epidemiology

| | | | | | | |
|--------|--------------------------------|---|---------------------------|----|----------------------------------|--------------------------|
| S04-00 | General | 2 | | 1 | Destroy | n/a |
| S04-01 | Epidemics / Pandemics | T | Epidemic / Pandemic ended | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| S04-02 | Community Programs | T | Program completed | 2 | Destroy | n/a |
| S04-03 | Public Health Accreditation | 3 | | 4 | Destroy | n/a |
| S04-04 | Epidemic / Pandemic Case Files | T | File closed | 15 | Archival Value: To Be Determined | TBD |
| S04-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

S05 Health Protection

| | | | | | | |
|--------|---------------------------------------|---|------------------------------------|----|---------|-----|
| S05-00 | General | 2 | | 1 | Destroy | n/a |
| S05-01 | Dental Health Promotion Program | 3 | | 3 | Destroy | n/a |
| S05-02 | Specific Dental Case Files (Adults) | 3 | | 17 | Destroy | n/a |
| S05-03 | Specific Dental Case Files (Children) | T | Client's 18 th Birthday | 10 | Destroy | n/a |

S06 Immunization and Tuberculosis Assessment

| | | | | | | |
|--------|---|---|------------------------------------|----|----------------------------------|-----|
| S06-00 | General | 2 | | 1 | Destroy | n/a |
| S06-01 | Immunization and Vaccine Management | 1 | | 2 | Destroy | n/a |
| S06-02 | Schools | 1 | | 20 | Destroy | n/a |
| S06-03 | Child Care Facilities | 1 | | 6 | Destroy | n/a |
| S06-04 | Exemptions | 1 | | 20 | Destroy | n/a |
| S06-05 | Tuberculosis Case Files | 4 | | 15 | Archival Value: To Be Determined | TBD |
| S06-06 | Tuberculosis – Prescriptions & Surveillance | 1 | | 20 | Destroy | n/a |
| S06-07 | Children’s Immunization Case Files | T | Client’s 18 th Birthday | 10 | Destroy | n/a |
| S06-08 | Tuberculosis Screenings | 2 | | 28 | Destroy | n/a |

S07 Communicable Diseases

| | | | | | | |
|--------|---|---|------------------------|----|--------------------|-----|
| S07-00 | General | 3 | | 20 | Destroy | n/a |
| S07-01 | Hepatitis B | T | Discharge of client | 20 | Destroy | n/a |
| S07-02 | Influenza | T | Discharge of client | 20 | Destroy | n/a |
| S07-03 | Vaccination Programs | T | Program completed | 20 | Destroy | n/a |
| S07-04 | Reportable Communicable Diseases | 3 | | 4 | Destroy | n/a |
| S07-05 | Chlamydia, Gonorrhea - Adult Case Files | 1 | | 14 | Destroy | n/a |
| S07-06 | Chlamydia, Gonorrhea - Child Case Files | T | Client's 18th birthday | 15 | Destroy | n/a |
| S07-07 | Reportable Communicable | 1 | | 14 | Archival Value: To | TBD |

| | | | | | | |
|--------|------------------------|---|-------------------|----|---------------|-----|
| | Sexual Health Diseases | | | | Be Determined | |
| S07-99 | Special Projects | T | Project completed | 20 | Destroy | n/a |

S08 Environmental Health / Inspection

| | | | | | | |
|--------|--|---|----------------------|----|----------------------------------|--------------------------|
| S08-00 | General | 2 | | 1 | Destroy | n/a |
| S08-01 | Environmental Complaints | 3 | | 2 | Destroy | n/a |
| S08-02 | Environmental Investigations | 5 | | 5 | Destroy | n/a |
| S08-03 | Environmental Plan Approvals | T | Plan superseded | 10 | Destroy | n/a |
| S08-04 | Chemical Nuclear Biomedical and Radiological | T | Project completed | 10 | Destroy | n/a |
| S08-05 | Establishment Inspections | 2 | | 10 | Destroy | n/a |
| S08-06 | Outbreaks | 2 | | 28 | Destroy | n/a |
| S08-07 | Special Events Health Inspections | T | Inspection completed | 10 | Destroy | n/a |
| S08-08 | Itinerant Inspections | T | Inspection completed | 10 | Destroy | n/a |
| S08-09 | Disinterments | 1 | | 15 | Permanent: Sent to City Archives | After Inactive Retention |
| S08-10 | IPAC Complaints | 2 | | 3 | Archival Value: To Be Determined | TBD |
| S08-11 | IPAC Investigations | 5 | | 25 | Archival Value: To Be Determined | TBD |
| S08-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

S09 Long Term Care

| | | | | | | |
|--------|---------|---|--|---|---------|-----|
| S09-00 | General | 2 | | 1 | Destroy | n/a |
|--------|---------|---|--|---|---------|-----|

| | | | | | | |
|--------|-------------------------------|---|------------------------------|----|---------|-----|
| S09-01 | Home Administrators | T | Discharge of client | 10 | Destroy | n/a |
| S09-04 | LTC Residents | T | Discharge of client + 1 Year | 9 | Destroy | n/a |
| S09-05 | Support Programs | 3 | | 3 | Destroy | n/a |
| S09-06 | Housekeeping | 3 | | 3 | Destroy | n/a |
| S09-07 | Recreation and Leisure | 3 | | 3 | Destroy | n/a |
| S09-09 | MOH Critical Incident Reports | 3 | | 7 | Destroy | n/a |
| S09-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

S10 Social and Affordable Housing Administration and Housing Programs

| | | | | | | |
|--------|---|---|-------------------|----|----------------------------------|-----|
| S10-00 | General | 2 | | 1 | Destroy | n/a |
| S10-01 | Provincial Housing Programs | T | Program completed | 15 | Destroy | n/a |
| S10-02 | Federal Housing Programs | T | Program completed | 15 | Destroy | n/a |
| S10-03 | Rent Supplement Programs | T | Program completed | 7 | Destroy | n/a |
| S10-04 | Rooming Houses | T | Program completed | 15 | Destroy | n/a |
| S10-05 | Community Partners Program | T | Program completed | 15 | Destroy | n/a |
| S10-06 | Shelter Services | T | Program completed | 5 | Destroy | n/a |
| S10-07 | Domiciliary Hostels | T | Program completed | 15 | Destroy | n/a |
| S10-08 | Supports to Daily Living Services | T | Program completed | 15 | Destroy | n/a |
| S10-09 | Building Condition Assessment Studies | T | File Closed | 7 | Archival Value: To Be Determined | TBD |
| S10-10 | Social and Affordable Housing Technical Records | 5 | | P | Permanent: Remains Inactive | n/a |

| | | | | | | |
|--------|--|---|---------------------------|---------|----------------------------------|-----|
| S10-11 | Housing Provider Financial Reporting | T | Closure of file + 4 years | 7 years | Archival Value: To Be Determined | TBD |
| S10-12 | Social and Affordable Housing Compliance | T | Agreement Expiry | 10 | Archival Value: To Be Determined | TBD |
| S10-13 | Ontario Renovates Program | T | Agreement Expiry | 10 | Destroy | n/a |
| S10-14 | Action Ottawa Projects | T | Agreement Expiry | 10 | Archival Value: To Be Determined | TBD |
| S10-15 | Home Ownership Program | T | Agreement Expiry | 10 | Destroy | n/a |
| S10-16 | Rent Supplement – Landlord Statements | 2 | | 8 | Destroy | n/a |
| S10-17 | Ministerial Approvals and Consents | 2 | | 5 | Archival Value: To Be Determined | TBD |
| S10-18 | Housing Allowance Statement of Benefits | 3 | | 4 | Destroy | n/a |
| S10-99 | Special Projects | T | Project completed | 15 | Destroy | n/a |

S11 Homelessness Initiatives

| | | | | | | |
|--------|------------------|---|-------------------|---|---------|-----|
| S11-00 | General | 2 | | 1 | Destroy | n/a |
| S11-01 | Agencies | T | Program completed | 2 | Destroy | n/a |
| S11-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

S12 Child Care Centres

| | | | | | | |
|--------|--|---|--|---|---------|-----|
| S12-00 | General | 2 | | 1 | Destroy | n/a |
| S12-01 | Child Care Centre Attendance Logs | 3 | | 4 | Destroy | n/a |
| S12-02 | Child Care Centre Playground Inspections | 3 | | 4 | Destroy | n/a |

| | | | | | | |
|--------|--|---|--|---|---------|-----|
| S12-03 | Child Care Centre Epipen Daily Check Logs | 3 | | 4 | Destroy | n/a |
| S12-04 | Child Care Centre Sleep/Rest Visual Check Charts | 3 | | 4 | Destroy | n/a |
| S12-05 | Child Care Centre Daily Written Record | 3 | | 4 | Destroy | n/a |

T Transportation and Transit

T00 Transportation and Transit - General

| Classification Code | Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Archives Transfer Trigger |
|---------------------|------------------------------------|--------------|----------------------------|----------------|--|--------------------------------|
| T00-00 | General | 2 | | 1 | Destroy | n/a |
| T00-01 | Railways-Federal / Board Orders | T | File dormant | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T00-02 | Assistance Cards | T | Termination of Service | 5 | Destroy | n/a |
| T00-99 | Special Projects | T | Projects Completed | 6 | Destroy | n/a |

T01 Transportation Planning

| | | | | | | |
|--------|--------------------------------|---|-------------------------|----|--|--------------------------------|
| T01-00 | General | 2 | | 1 | Destroy | n/a |
| T01-01 | Transportation Master Plan | T | Superseded | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| T01-02 | Needs Assessment Studies | T | Study completed | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| T01-03 | Environmental Assessment | T | Assessment completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T01-04 | Functional Planning Studies | T | Study completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T01-05 | MTO Highways / Liaisons | T | Superseded | 10 | Destroy | n/a |
| T01-06 | Funding Initiatives | T | Initiative completed | 7 | Destroy | n/a |

| | | | | | | |
|--------|--|---|-------------------|----|----------------------------------|--------------------------|
| T01-07 | Transit Development Inspections and Releases | T | Release of Funds | 7 | Destroy | n/a |
| T01-08 | Transportation Data and Modelling | 5 | | 45 | Permanent: Sent to City Archives | After Inactive Retention |
| T01-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

T02 Road Construction

| | | | | | | |
|--------|--|---|------------------------|----|----------------------------------|--------------------------|
| T02-00 | General | 2 | | 1 | Destroy | n/a |
| T02-01 | Road Assumptions | T | Project completed | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| T02-02 | Roads-by road name | T | Superseded | 10 | Destroy | n/a |
| T02-03 | Integrated Construction Projects (combination of road, sewer, and/or water) by contract number | T | Project completed | 10 | Destroy | n/a |
| T02-04 | Resurfacing Program Construction Projects (by contract number) | T | Project completed | 10 | Destroy | n/a |
| T02-05 | Sidewalks, Pathways and Walkways | T | Construction completed | 10 | Destroy | n/a |
| T02-06 | Intersection Modifications Construction – by contract number | T | Construction completed | 10 | Destroy | n/a |
| T02-07 | Construction Specifications | T | Superseded | 10 | Destroy | n/a |
| T02-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

T03 Surface Operations and Maintenance

| | | | | | | |
|--------|---|---|--|---|---------|-----|
| T03-00 | General | 2 | | 1 | Destroy | n/a |
| T03-01 | Service Request Investigations (24 hour line) | 1 | | 1 | Destroy | n/a |
| T03-02 | Parks Maintenance | 2 | | 3 | Destroy | n/a |

| | | | | | | |
|--------|----------------------------------|---|-----------------------|----|----------------------------------|--------------------------|
| T03-03 | Forest / Trees Maintenance | T | Superseded | 10 | Destroy | n/a |
| T03-04 | Road Weather Information Systems | T | Superseded | 10 | Destroy | n/a |
| T03-05 | Environmental Initiatives | T | Initiative completed | 10 | Destroy | n/a |
| T03-06 | Winter Maintenance | T | Superseded | 10 | Destroy | n/a |
| T03-07 | Snow Disposal Facilities | T | Superseded | 10 | Destroy | n/a |
| T03-08 | Flood Control | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T03-09 | Road Allowance Maintenance | T | Maintenance completed | 10 | Destroy | n/a |
| T03-10 | Patrol / Beat Logging | T | Superseded | 10 | Destroy | n/a |
| T03-11 | Road Maintenance | T | Maintenance completed | 10 | Destroy | n/a |
| T03-12 | Railway Crossing Maintenance | T | Maintenance completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T03-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

T04 Pavement Management / Test Laboratory

| | | | | | | |
|--------|---------------------------------------|---|--------------|----|----------------------------------|--------------------------|
| T04-00 | General | 2 | | 1 | Destroy | n/a |
| T04-01 | Specific Data Collection | 3 | | 3 | Destroy | n/a |
| T04-02 | Material Test Results | 9 | | 1 | Destroy | n/a |
| T04-03 | Geo-technical Reports | T | File dormant | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T04-04 | Vibration Monitoring - by street name | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T04-05 | Pavement Management System | T | Superseded | P | Permanent: Remains Inactive | n/a |

| | | | | | | |
|--------|------------------|---|-------------------|---|---------|-----|
| T04-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |
|--------|------------------|---|-------------------|---|---------|-----|

T05 Infrastructure Management

| | | | | | | |
|--------|--|----|-------------------|----|----------------------------------|--------------------------|
| T05-00 | General | 2 | | 1 | Destroy | n/a |
| T05-01 | Specific Underground Infrastructure Services | T | Superseded | 6 | Destroy | n/a |
| T05-02 | CADD, Graphic and GIS Mapping | T | Superseded | 10 | Destroy | n/a |
| T05-03 | Plans for Underground Utilities | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T05-04 | Engineering "As Builts" | T | Project completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T05-05 | Right-of-Way Engineering Plans | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T05-06 | Frontage | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T05-07 | Rehabilitation Planning | T | Project completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T05-08 | Inventories | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T05-09 | Local Improvement Projects | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T05-10 | Utility Coordination | T | File Closed | 7 | Destroy | n/a |
| T05-11 | Infrastructure Inquiries | 1 | | 14 | Destroy | n/a |
| T05-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

T06 Structures

| | | | | | | |
|--------|---------|---|--|---|---------|-----|
| T06-00 | General | 2 | | 1 | Destroy | n/a |
|--------|---------|---|--|---|---------|-----|

| | | | | | | |
|--------|---|----|--------------------------|----|----------------------------------|--------------------------|
| T06-01 | Specific Structures (by structure number and breakdown) | T | Warranty Period Complete | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T06-02 | Proposed Structures (by structure number) | T | Decision made | 10 | Destroy | n/a |
| T06-03 | Structural Failure - Historical | T | Investigation completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T06-04 | Structural Inspection | T | Major Renewal | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T06-05 | Maintenance – Structures (by structure number) | T | Major Renewal | 25 | Destroy | n/a |
| T06-06 | Bridges (by structure number) | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T06-07 | Culverts (by structure number) | T | Warranty Period Complete | 25 | Destroy | n/a |
| T06-08 | Undefined Structures | T | Superseded | 25 | Destroy | n/a |
| T06-09 | Noise Barriers | 25 | | 25 | Destroy | n/a |
| T06-10 | Gateway Features | 25 | | 25 | Destroy | n/a |
| T06-11 | Sign Support Structures | 25 | | 25 | Destroy | n/a |
| T06-12 | Retaining Walls | 25 | | 25 | Destroy | n/a |
| T06-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

T07 Traffic Control and Safety

| | | | | | | |
|--------|-------------------------------------|---|------------|----|----------------------------------|--------------------------|
| T07-00 | General | 2 | | 1 | Destroy | n/a |
| T07-01 | Traffic Engineering Management | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T07-02 | Data Collection / Traffic Counts | 5 | | 10 | Destroy | n/a |
| T07-03 | Signal Underground Electrical Plant | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |

| | | | | | | |
|--------|--|---|--------------------------------------|----|----------------------------------|--------------------------|
| T07-04 | Signal Installations / Maintenance | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T07-05 | Controller Modification / Timing Plans / Traffic Logging / Signal Data | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T07-06 | Intersection Operations / Modifications | T | Modifications completed | 10 | Destroy | n/a |
| T07-07 | Traffic Cameras | 3 | | 3 | Destroy | n/a |
| T07-08 | Safety Investigations | T | Investigation completed | 10 | Destroy | n/a |
| T07-09 | Safety and Security Improvement Programs | T | Superseded | 10 | Destroy | n/a |
| T07-10 | Street Lighting | T | Installation or inspection completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T07-11 | Signs | 5 | | 5 | Destroy | n/a |
| T07-12 | Pavement Markings | 3 | | 3 | Destroy | n/a |
| T07-13 | Traffic Issues / Studies – Reports | T | Report/study completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T07-14 | Motor Vehicle Accident Reports | T | Investigation completed | 10 | Destroy | n/a |
| T07-15 | Special Events affecting Area Traffic | 3 | | 3 | Destroy | n/a |
| T07-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

T08 Area Traffic Management

| | | | | | | |
|--------|-----------------------|---|-----------------|----|---------|-----|
| T08-00 | General | 2 | | 1 | Destroy | n/a |
| T08-01 | Area Traffic Projects | T | Study completed | 10 | Destroy | n/a |
| T08-02 | Traffic Calming | 3 | | 3 | Destroy | n/a |

| | | | | | | |
|--------|-----------------------------|---|-------------------|----|----------------------------------|--------------------------|
| T08-03 | Roadway Modifications | T | Project completed | 10 | Destroy | n/a |
| T08-04 | Pedestrian Network Projects | T | Project completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T08-05 | Cycling Network Projects | T | Project completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T08-06 | Traffic Demand Management | T | Project completed | 10 | Destroy | n/a |
| T08-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

T09 Parking Operations

| | | | | | | |
|--------|-----------------------------------|---|-------------------|---|---------|-----|
| T09-00 | General | 2 | | 1 | Destroy | n/a |
| T09-01 | Parking Payment Machines | 3 | | 3 | Destroy | n/a |
| T09-02 | Off-street Municipal Parking Lots | 3 | | 3 | Destroy | n/a |
| T09-03 | Parking Operation Maps | 3 | | 3 | Destroy | n/a |
| T09-04 | Tour Bus Parking | 3 | | 3 | Destroy | n/a |
| T09-05 | Parking Issues and Passes | T | Superseded | 1 | Destroy | n/a |
| T09-06 | Parking Promotion | 3 | | 3 | Destroy | n/a |
| T09-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

T10 Transitway / Transit Network

| | | | | | | |
|--------|----------------------------------|---|-------------------|----|----------------------------------|--------------------------|
| T10-00 | General | 2 | | 1 | Destroy | n/a |
| T10-01 | Transitway Construction Projects | T | Project completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T10-02 | Transitway Programs | T | Superseded | 10 | Destroy | n/a |
| T10-03 | Transitway Inspections | T | Superseded | 10 | Destroy | n/a |

| | | | | | | |
|--------|------------------------------------|---|-------------------|----|----------------------------------|--------------------------|
| T10-04 | Transitway Planning | T | Study completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T10-05 | Transitway Corridor (by ID number) | T | Superseded | 10 | Destroy | n/a |
| T10-06 | O-Train Corridor (by ID number) | T | Superseded | 10 | Destroy | n/a |
| T10-07 | Stations (by ID number) | T | Superseded | 10 | Destroy | n/a |
| T10-08 | Park and Ride Lots (by ID number) | T | Superseded | 10 | Destroy | n/a |
| T10-09 | Transit Priority Measures | T | Superseded | 10 | Destroy | n/a |
| T10-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

T11 Transit Operations

| | | | | | | |
|--------|--------------------------------|---|-------------------|---|---------|-----|
| T11-00 | General | 2 | | 1 | Destroy | n/a |
| T11-01 | Specific Transit Operations | T | Superseded | 4 | Destroy | n/a |
| T11-02 | Booking and Operations Support | 1 | | 6 | Destroy | n/a |
| T11-04 | Safety and Security | 3 | | 4 | Destroy | n/a |
| T11-05 | Transit Complaints | 3 | | 4 | Destroy | n/a |
| T11-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

T12 Transit Scheduling and Services Development

| | | | | | | |
|--------|-------------------------|---|--------------------|---|---------|-----|
| T12-00 | General | 2 | | 1 | Destroy | n/a |
| T12-01 | Scheduling and Analysis | T | Analysis completed | 4 | Destroy | n/a |
| T12-02 | Service Planning | T | Service delivered | 4 | Destroy | n/a |
| T12-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

T13 Light Rail Transit (LRT) Implementation Project Management

| | | | | | | |
|--------|---|----|--|----|--|--------------------------------|
| T13-00 | General | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T13-01 | Planning | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T13-15 | Procurement | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T13-16 | Contract Management | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T13-17 | Safety & Security | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T13-21 | Stakeholder Relations | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T13-22 | Project Team Meetings | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T13-23 | Public Relations | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T13-24 | Risk Management | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T13-25 | Quality Management | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T13-26 | Project Reporting (internal and external) | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T13-27 | Program Management Plan | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T13-28 | Contract Management – Other Projects | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |

T14 Para Transpo Operations

| | | | | | | |
|--------|-------------------------------------|---|---------------------------|---|---------|-----|
| T14-00 | General | 2 | | 1 | Destroy | n/a |
| T14-01 | Para Transpo Client Registration | T | Termination of service | 1 | Destroy | n/a |

| | | | | | | |
|--------|--|---|---------------------------|---|---------|-----|
| T14-02 | Para Transpo Temporary Registration | T | Termination of service | 1 | Destroy | n/a |
| T14-03 | Para Transpo Booking and Operations Support | 2 | | 1 | Destroy | n/a |
| T14-04 | Para Transpo Customer Complaints/Commen dations | 3 | | 4 | Destroy | n/a |
| T14-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

T15 Trillium Line – Light Rail Transit (LRT) System

| | | | | | | |
|--------|--|----|--|----|--|--------------------------------|
| T15-00 | General | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T15-01 | Stations and Segments | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T15-02 | Facilities | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T15-03 | Signals, Systems and Communications | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T15-04 | Power | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T15-05 | Geotechnical | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T15-06 | Tunnel | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T15-07 | Environmental | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T15-08 | Property | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T15-09 | Traffic and Mobility | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T15-10 | Utilities | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |

| | | | | | | |
|--------|---------------------|----|--|----|--|--------------------------------|
| T15-11 | Vehicles | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T15-12 | General Engineering | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T15-13 | Civil | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |

T16 Confederation Line – Light Rail Transit (LRT) System

| | | | | | | |
|--------|--|----|--|----|--|--------------------------------|
| T16-00 | General | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T16-01 | Stations and Segments | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T16-02 | Facilities | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T16-03 | Signals, Systems and Communications | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T16-04 | Power | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T16-05 | Geotechnical | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T16-06 | Tunnel | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T16-07 | Environmental | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T16-08 | Property | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T16-09 | Traffic and Mobility | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T16-10 | Utilities | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T16-11 | Vehicles | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |

| | | | | | | |
|--------|---------------------|----|--|----|--|--------------------------------|
| T16-12 | General Engineering | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| T16-13 | Civil | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |

V Vehicles and Equipment

V00 Vehicle and Equipment - General

| Classification Code | Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Archives Transfer Trigger |
|---------------------|---------------------|--------------|----------------------------|----------------|-------------------|---------------------------|
| V00-00 | General | 2 | | 1 | Destroy | n/a |
| V00-01 | Non-LCM Charges | 1 | | 6 | Destroy | n/a |
| V00-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

V01 Fleet Management Programs

| | | | | | | |
|--------|--|----------|------------------------|---|---------|-----|
| V01-00 | General | 2 | | 1 | Destroy | n/a |
| V01-01 | Vehicle Number / Administrative History File | T | Disposal of vehicle | 2 | Destroy | n/a |
| V01-02 | Vehicle Number / Maintenance History File | T | Disposal of vehicle | 2 | Destroy | n/a |
| V01-03 | Circle Checks | 6 months | | 2 | Destroy | n/a |
| V01-04 | Hours of Service Tracking | 6 months | | 2 | Destroy | n/a |
| V01-99 | Special Projects | T | Project competed | 6 | Destroy | n/a |

V02 Mobile Equipment

| | | | | | | |
|--------|--|---|--------------------------|---|---------|-----|
| V02-00 | General | 3 | | 3 | Destroy | n/a |
| V02-01 | Equipment Number / Administrative History File | T | Disposal of equipment | 2 | Destroy | n/a |

| | | | | | | |
|--------|---|---|-----------------------|---|---------|-----|
| V02-02 | Equipment Number / Maintenance History File | T | Disposal of equipment | 2 | Destroy | n/a |
|--------|---|---|-----------------------|---|---------|-----|

V03 Transportable Equipment

| | | | | | | |
|--------|----------------------------------|---|-----------------------|---|---------|-----|
| V03-00 | General | 3 | | 3 | Destroy | n/a |
| V03-01 | Specific Transportable Equipment | T | Disposal of equipment | 4 | Destroy | n/a |

V04 Protective Apparel and Equipment

| | | | | | | |
|--------|---|---|-----------------------|---|---------|-----|
| V04-00 | General | 3 | | 3 | Destroy | n/a |
| V04-01 | Specific Protective Apparel and Equipment | T | Disposal of equipment | 4 | Destroy | n/a |

V05 Communications Equipment

| | | | | | | |
|--------|-----------------------------------|---|-----------------------|---|---------|-----|
| V05-00 | General | 2 | | 1 | Destroy | n/a |
| V05-01 | Specific Communications Equipment | T | Disposal of equipment | 4 | Destroy | n/a |
| V05-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

V06 Fire Fighting, Rescue and Medical Equipment

| | | | | | | |
|--------|--|---|---------------|---|---------|-----|
| V06-00 | General | 3 | | 3 | Destroy | n/a |
| V06-01 | Specific Fire Fighting, Rescue and Medical Equipment | T | Use completed | 4 | Destroy | n/a |

V07 Fixed Equipment

| | | | | | | |
|--------|--------------------------|---|-----------------------|---|---------|-----|
| V07-00 | General | 2 | | 1 | Destroy | n/a |
| V07-01 | Specific Fixed Equipment | T | Disposal of equipment | 4 | Destroy | n/a |

W Water, Wastewater and Solid Waste

W00 Water, Wastewater and Solid Waste - General

| Classification Code | Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Archives Transfer Trigger |
|---------------------|--|--------------|---------------------------------|----------------|----------------------------------|---------------------------|
| W00-00 | General | 2 | | 1 | Destroy | n/a |
| W00-01 | Meteorological Summaries / Rainfall Intensity Frequency Durations IFD Data | 3 | | 5 | Destroy | n/a |
| W00-02 | Ministry and Regulatory Compliance | 5 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W00-03 | Operational Data Sheets | T | Superseded | 5 | Destroy | n/a |
| W00-04 | Compliance Inspection Annual Report | 5 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W00-05 | Drinking Water Quality Management System | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W00-06 | Condition Assessment Activities | T | Asset replacement or demolition | 10 | Destroy | n/a |
| W00-99 | Special Projects | T | Project completed | 6 | Archival Value: To Be Determined | TBD |

W01 Water Master Plan

| | | | | | | |
|--------|----------------------------------|---|-----------------|----|----------------------------------|--------------------------|
| W01-00 | General | 2 | | 1 | Destroy | n/a |
| W01-01 | Water Master Plan and Amendments | T | Plan superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |

W02 Wastewater Master Plan

| | | | | | | |
|--------|---------------------------------------|---|-------------------|----|----------------------------------|--------------------------|
| W02-00 | General | 2 | | 1 | Destroy | n/a |
| W02-01 | Wastewater Master Plan and Amendments | T | Plan superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W02-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

W03 Watershed Plans

| | | | | | | |
|--------|--------------------------------|---|-----------------|----|----------------------------------|--------------------------|
| W03-00 | General | 2 | | 1 | Destroy | n/a |
| W03-01 | Watershed Plans and Amendments | T | Plan superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |

W04 Stormwater Master Plan

| | | | | | | |
|--------|---------------------------------------|---|-------------------|----|----------------------------------|--------------------------|
| W04-00 | General | 2 | | 1 | Destroy | n/a |
| W04-01 | Stormwater Master Plan and Amendments | T | Plan superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W04-99 | Special Projects | T | Project completed | 6 | Destroy | n/a |

W05 Operations Support

| | | | | | | |
|--------|---|---|-------------------------|----|----------------------------------|--------------------------|
| W05-00 | General | 2 | | 1 | Destroy | n/a |
| W05-01 | Service Request Investigations | 1 | | 1 | Destroy | n/a |
| W05-02 | Water Investigations | T | Investigation completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W05-03 | Wastewater Investigations | T | Investigation completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W05-04 | Solid Waste Investigations | T | Investigation completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W05-06 | Large Water Meters | T | Building Demolition | 3 | Destroy | n/a |
| W05-07 | Water & Sewer Servicing Reviews & Approvals | T | Servicing completed | 10 | Destroy | n/a |
| W05-08 | Stormwater Investigations | T | Investigation completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W05-09 | Rain Gauge Network | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W05-10 | Wastewater Work Orders | 2 | | 5 | Destroy | n/a |

| | | | | | | |
|--------|------------------------------|---|-------------------|---|----------------------------------|-----|
| W05-11 | Water Production Work Orders | 1 | | 6 | Destroy | n/a |
| W05-99 | Special Projects | T | Project completed | 6 | Archival Value: To Be Determined | TBD |

W06 Municipal Drainage

| | | | | | | |
|--------|---|---|-------------------|----|----------------------------------|--------------------------|
| W06-00 | General | 2 | | 1 | Destroy | n/a |
| W06-01 | Specific Municipal Drains | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W06-02 | Municipal Drainage Maintenance | 3 | | 3 | Destroy | n/a |
| W06-03 | Master Drainage and Sub-watershed Studies | T | Study completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W06-99 | Special Projects | T | Project completed | 6 | Archival Value: To Be Determined | TBD |

W07 Wastewater and Stormwater Pumping Stations

| | | | | | | |
|--------|---|---|-------------------|----|----------------------------------|--------------------------|
| W07-00 | General | 2 | | 1 | Destroy | n/a |
| W07-01 | Specific Wastewater and Stormwater Pumping Stations | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W07-02 | Wastewater and Stormwater Pumping Station Issues | T | Issue resolved | 5 | Destroy | n/a |
| W07-99 | Special Projects | T | Project completed | 6 | Archival Value: To Be Determined | TBD |

W08 Storm and Sanitary Sewers

| | | | | | | |
|--------|--|----|-------------------|----|----------------------------------|--------------------------|
| W08-00 | General | 2 | | 1 | Destroy | n/a |
| W08-01 | Construction Projects – by contract number | T | Project completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W08-02 | City Sewers | 10 | | 11 | Archival Value: To | TBD |

| | | | | | | |
|--------|--|----|------------------------|----|----------------------------------|--------------------------|
| | | | | | Be Determined | |
| W08-03 | Private Sewers | 10 | | P | Permanent: Remains Inactive | n/a |
| W08-04 | Wastewater Studies | T | Study completed | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| W08-05 | Master Servicing Study | T | Study completed | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| W08-06 | Sewer Videos / Photos | 15 | | 5 | Destroy | n/a |
| W08-07 | Storm Sewer Construction Project – by contract number | T | Construction completed | 10 | Archival Value: To Be Determined | TBD |
| W08-08 | Sanitary Sewer Construction Project – by contract number | T | Construction completed | 10 | Archival Value: To Be Determined | TBD |
| W08-09 | Stormwater Studies | T | Study completed | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| W08-10 | Combined Sewer Separation Projects – by contract number | T | Project completed | 10 | Archival Value: To Be Determined | TBD |
| W08-11 | Combined Sewer and Separation Studies | T | Study completed | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| W08-12 | Sewer Service Laterals | T | File Closed | 13 | Destroy | n/a |
| W08-99 | Special Projects | T | Project completed | 6 | Archival Value: To Be Determined | TBD |

W09 Stormwater Management

| | | | | | | |
|--------|--------------------------------|---|-----------------------------|----|----------------------------------|--------------------------|
| W09-00 | General | 2 | | 1 | Destroy | n/a |
| W09-01 | Stormwater Management Programs | T | Program superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W09-02 | Operational Resources | T | Decommissioning of facility | 1 | Destroy | n/a |

| | | | | | | |
|--------|---|---|-----------------------------|----|----------------------------------|--------------------------|
| W09-03 | Sub-watershed and Serviceability Studies | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W09-04 | City Owned or Managed Facilities | T | Decommissioning of facility | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W09-05 | Public and Private Agency Owned or Managed Facilities | T | Decommissioning of facility | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W09-06 | Facility Monitoring | T | Superseded | 6 | Destroy | n/a |
| W09-99 | Special Projects | T | Project completed | 6 | Archival Value: To Be Determined | TBD |

W10 Water

| | | | | | | |
|--------|------------------------|---|-------------------|----|----------------------------------|--------------------------|
| W10-00 | General | 2 | | 1 | Destroy | n/a |
| W10-01 | Current Water Studies | T | Study completed | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| W10-02 | Master Servicing Study | T | Superseded | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| W10-99 | Special Projects | T | Project completed | 6 | Archival Value: To Be Determined | TBD |

W11 Water Purification Plants

| | | | | | | |
|--------|--|---|-------------------|----|----------------------------------|--------------------------|
| W11-00 | General | 2 | | 1 | Destroy | n/a |
| W11-01 | Specific Water Purification Plants | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W11-02 | Water Purification Reports and Studies | T | Report completed | 10 | Permanent: Sent to City Archives | After Inactive Retention |
| W11-03 | Purification Plant Operational Support | T | Superseded | 5 | Destroy | n/a |
| W11-99 | Special Projects | T | Project completed | 6 | Archival Value: To Be Determined | TBD |

W12 Water Pumping Stations, Reservoirs and Elevated Tanks

| | | | | | | |
|--------|--|---|-------------------|----|----------------------------------|--------------------------|
| W12-00 | General | 2 | | 1 | Destroy | n/a |
| W12-01 | Specific Water Pumping Stations, Reservoirs and Elevated Tanks | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W12-02 | Water Pumping Stations, Reservoirs, Elevated Tanks Operational Support | T | Superseded | 5 | Destroy | n/a |
| W12-99 | Special Projects | T | Project completed | 6 | Archival Value: To Be Determined | TBD |

W14 Water Distribution

| | | | | | | |
|--------|--|---|-------------------|----|----------------------------------|-----|
| W14-00 | General | 2 | | 1 | Destroy | n/a |
| W14-01 | Construction Projects - by contract number | T | Project completed | 10 | Archival Value: To Be Determined | TBD |
| W14-02 | Watermains | 5 | | 10 | Archival Value: To Be Determined | TBD |
| W14-03 | Valves | 5 | | 10 | Archival Value: To Be Determined | TBD |
| W14-04 | Hydrants | 5 | | 10 | Archival Value: To Be Determined | TBD |
| W14-05 | Water Service Laterals | 5 | | 10 | Archival Value: To Be Determined | TBD |
| W14-06 | Water Loss Control | 5 | | 10 | Archival Value: To Be Determined | TBD |
| W14-07 | Water Quality Maintenance | 5 | | 10 | Archival Value: To Be Determined | TBD |

| | | | | | | |
|--------|------------------|---|-------------------|---|----------------------------------|-----|
| W14-99 | Special Projects | T | Project completed | 6 | Archival Value: To Be Determined | TBD |
|--------|------------------|---|-------------------|---|----------------------------------|-----|

W15 Rural Water and Wastewater Issues

| | | | | | | |
|--------|------------------------|---|-------------------|----|----------------------------------|--------------------------|
| W15-00 | General | 2 | | 1 | Destroy | n/a |
| W15-01 | Drinking Water Systems | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W15-02 | Water Supply | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W15-03 | Wastewater Disposal | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W15-04 | Collection | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W15-99 | Special Projects | T | Project completed | 6 | Archival Value: To Be Determined | TBD |

W16 Wastewater Treatment

| | | | | | | |
|--------|-------------------------------------|----|------------------|----|----------------------------------|-----|
| W16-00 | General | 2 | | 1 | Destroy | n/a |
| W16-01 | Aeration Tanks | T | Asset Demolished | 20 | Destroy | n/a |
| W16-02 | Biosolids Utilization | 10 | | 11 | Archival Value: To Be Determined | TBD |
| W16-03 | Blower Building | T | Asset Demolished | 20 | Destroy | n/a |
| W16-04 | Chlorine Contact Chamber | T | Asset Demolished | 20 | Destroy | n/a |
| W16-05 | Disinfection | T | Asset Demolished | 20 | Destroy | n/a |
| W16-06 | Emergency Electric Power Generation | T | Asset Demolished | 20 | Destroy | n/a |
| W16-07 | Outfalls | T | Asset Demolished | 20 | Archival Value: To Be Determined | TBD |

| | | | | | | |
|--------|--|----|------------------|----|----------------------------------|--------------------------|
| W16-08 | Primary Clarifiers | T | Asset Demolished | 20 | Destroy | n/a |
| W16-09 | RAS/WAS North | T | Asset Demolished | 20 | Destroy | n/a |
| W16-10 | RAS/WAS South | T | Asset Demolished | 20 | Destroy | n/a |
| W16-11 | RSPS - Raw Sewage Pump Station (Plant) | T | Asset Demolished | 20 | Destroy | n/a |
| W16-12 | SCADA | T | Asset Demolished | 20 | Destroy | n/a |
| W16-13 | Screen and Degrit | T | Asset Demolished | 20 | Destroy | n/a |
| W16-14 | Secondary Clarifiers | T | Asset Demolished | 20 | Destroy | n/a |
| W16-15 | Lagoons | T | Asset Demolished | 20 | Destroy | n/a |
| W16-16 | Treatments | T | Asset Demolished | 20 | Archival Value: To Be Determined | TBD |
| W16-17 | Communal Systems | T | Asset Demolished | 20 | Archival Value: To Be Determined | TBD |
| W16-18 | Digesters | T | Asset Demolished | 20 | Destroy | n/a |
| W16-19 | Reports | 10 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W16-20 | Electrical Substation 1 | T | Asset Demolished | 20 | Destroy | n/a |
| W16-21 | Electrical Substation 2 | T | Asset Demolished | 20 | Destroy | n/a |
| W16-22 | East Boiler Plant | T | Asset Demolished | 20 | Destroy | n/a |
| W16-23 | West Boiler Plant | T | Asset Demolished | 20 | Destroy | n/a |
| W16-24 | Cogeneration Facilities | T | Asset Demolished | 20 | Destroy | n/a |
| W16-25 | Sludge Dewatering | T | Asset Demolished | 20 | Destroy | n/a |

| | | | | | | |
|--------|-------------------|---|-------------------|----|----------------------------------|-----|
| W16-26 | Plant Drainage | T | Asset Demolished | 20 | Destroy | n/a |
| W16-27 | WAS Thickening | T | Asset Demolished | 20 | Destroy | n/a |
| W16-28 | Septage Receiving | T | Asset Demolished | 20 | Archival Value: To Be Determined | TBD |
| W16-29 | Sludge Haulage | T | Asset Demolished | 20 | Archival Value: To Be Determined | TBD |
| W16-30 | Dechlorination | T | Asset demolished | 20 | Destroy | n/a |
| W16-31 | Odour Control | T | Asset demolished | 20 | Destroy | n/a |
| W16-99 | Special Projects | T | Project completed | 6 | Archival Value: To Be Determined | TBD |

W17 Water and Wastewater Testing

| | | | | | | |
|--------|---|---|-------------------|---|----------------------------------|-----|
| W17-00 | General | 2 | | 1 | Destroy | n/a |
| W17-01 | Specific Testing | 1 | | P | Permanent: Remains Inactive | n/a |
| W17-02 | Analytical Laboratory Results / Reports | 5 | | 2 | Archival Value: To Be Determined | TBD |
| W17-99 | Special Projects | T | Project completed | 6 | Archival Value: To Be Determined | TBD |

W18 Water Quality

| | | | | | | |
|--------|-----------------------|---|----------------------|----|----------------------------------|--------------------------|
| W18-00 | General | 2 | | 1 | Destroy | n/a |
| W18-01 | Surface Water Quality | T | Evaluation completed | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| W18-02 | Ground Water Quality | T | Evaluation completed | 50 | Permanent: Sent to City Archives | After Inactive Retention |

| | | | | | | |
|--------|------------------------|---|----------------------|----|----------------------------------|--------------------------|
| W18-03 | Drinking Water Quality | T | Evaluation completed | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| W18-99 | Special Projects | T | Project completed | 6 | Archival Value: To Be Determined | TBD |

W19 Sewage and Industrial Waste

| | | | | | | |
|--------|-----------------------------------|---|-------------------|----|----------------------------------|--------------------------|
| W19-00 | General | 2 | | 1 | Destroy | n/a |
| W19-01 | Hauled Liquid Waste | T | File Reviewed | 6 | Destroy | n/a |
| W19-02 | Waste Manifests | T | File Reviewed | 7 | Destroy | n/a |
| W19-03 | Waste Manifests (Local Haulers) | 1 | | 3 | Destroy | n/a |
| W19-04 | Ground Water Remediation | T | Project completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W19-05 | Sewage and Industrial Waste Sites | T | File Reviewed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W19-06 | Wastewater Inspections | 3 | | 2 | Destroy | n/a |
| W19-99 | Special Projects | T | Project completed | 6 | Archival Value: To Be Determined | TBD |

W20 Solid Waste

| | | | | | | |
|--------|---|---|------------|----|----------------------------------|--------------------------|
| W20-00 | General | 2 | | 1 | Destroy | n/a |
| W20-01 | Planning and Monitoring | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W20-02 | Operations and Maintenance | 3 | | 3 | Destroy | n/a |
| W20-03 | Collection Complaints | 1 | | 1 | Destroy | n/a |
| W20-04 | Diversion Initiatives (Composting, Recycling) | 3 | | 3 | Destroy | n/a |

| | | | | | | |
|--------|--|---|-------------------|----|----------------------------------|--------------------------|
| W20-05 | Integrated Waste Management Master Plan | T | Superseded | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W20-06 | Curbside Collection Contracts and Agreements | 8 | | 2 | Archival Value: To Be Determined | TBD |
| W20-07 | High Density Collection Contracts and Agreements | 8 | | 2 | Archival Value: To Be Determined | TBD |
| W20-08 | In-house Collection Contracts and Agreements | 8 | | 2 | Archival Value: To Be Determined | TBD |
| W20-09 | Public Space Collection Contracts & Agreements | 8 | | 2 | Archival Value: To Be Determined | TBD |
| W20-99 | Special Projects | T | Project completed | 6 | Archival Value: To Be Determined | TBD |

W21 Solid Waste Landfill Operations and Maintenance

| | | | | | | |
|--------|---------------------------------|---|-----------------------|----|----------------------------------|--------------------------|
| W21-00 | General | 2 | | 1 | Destroy | n/a |
| W21-01 | Aggregate Analysis | 3 | | 3 | Destroy | n/a |
| W21-02 | Leachate Analysis | 3 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W21-03 | Landfill Gas Management | 3 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W21-04 | Monitoring Program | 3 | | 50 | Permanent: Sent to City Archives | After Inactive Retention |
| W21-05 | Household / Special Waste | 3 | | 10 | Destroy | n/a |
| W21-06 | Landfills | T | Maintenance completed | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W21-07 | Trail Waste Facility Compliance | 3 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |

| | | | | | | |
|--------|--|----|--------------------|----|----------------------------------|--------------------------|
| W21-08 | Trail Waste Facility Grounds and Operations | 2 | | 4 | Destroy | n/a |
| W21-09 | Trail Waste Facility Scales | 2 | | 2 | Archival Value: To Be Determined | TBD |
| W21-10 | Trail Waste Leachate Management | 2 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W21-11 | Trail Waste Facility Gas Management | T | Facility closure | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W21-12 | Trail Waste Facility Stormwater management | T | Facility closure | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W21-13 | Trail Waste Facility Compost | 2 | | 7 | Archival Value: To Be Determined | TBD |
| W21-14 | Trail Waste Facility Cover Material Management | T | Facility closure | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W21-15 | Springhill Landfill | 2 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W21-16 | Nepean Landfill | 2 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W21-17 | Private Sector Waste Facilities | 2 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W21-18 | Bufferland Management | 2 | | 30 | Permanent: Sent to City Archives | After Inactive Retention |
| W21-19 | Plasco | 20 | | 10 | Permanent: Sent to City Archives | After Inactive Retention |
| W21-20 | OrgaWorld | 20 | | 10 | Permanent: Sent to City Archives | After Inactive Retention |
| W21-21 | Recycling Facilities | T | Contract Completed | 7 | Archival Value: To Be Determined | TBD |
| W21-22 | Household Hazardous Waste | T | Contract Completed | 7 | Archival Value: To Be Determined | TBD |

| | | | | | | |
|--------|------------------|---|-------------------|---|----------------------------------|-----|
| W21-99 | Special Projects | T | Project completed | 6 | Archival Value: To Be Determined | TBD |
|--------|------------------|---|-------------------|---|----------------------------------|-----|