

SCHEDULE 'A'

RECORDS RETENTION AND DISPOSITION SCHEDULE

**A Asset Management**

**A00 Asset Management – General**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Subject Classification Code	Subject Content	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	15	Permanent: Sent to City Archives	After Inactive Retention
A00-02	Conditional Audits	T	Audit completed	10	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	20	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**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
A01-00	General	3		3	Destroy	n/a
A01-01	Listing of Facility Numbers	T	Superseded by new listing	P	Permanent: Sent to City Archives	After Active Retention
A01-02	Inventory of Corporate Real Property Holdings	T	Superseded by new listing	P	Permanent: Sent to City Archives	After Active Retention
A01-03	Listing of Easements and Limited Interests	T	Superseded by new listing	P	Permanent: Sent to City Archives	After Active Retention

A01-99	Special Projects	T	Project Completed	6	Destroy	n/a
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### A02 City Facility Design, Construction, Renovations and Specifications

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
A02-00	General	3		3	Destroy	n/a
A02-01	Specific Facility Design, Construction, Renovations and Specifications	T	Project completed	P	Permanent: Sent to City Archives	After Active + 15 Years
A02-02	Life Cycle Renewal – Technical Systems	T	Project completed	P	Permanent: Sent to City Archives	After Active + 15 Years
A02-03	Life Cycle Renewal – Architectural Systems and Structures	T	Project completed	P	Permanent: Sent to City Archives	After Active + 15 Years
A02-04	Life Cycle Renewal – Parks/Sites	T	Project completed	P	Permanent: Sent to City Archives	After Active + 15 Years
A02-05	Accessibility Remediation and Retrofit	T	Project completed	P	Permanent: Sent to City Archives	After Active + 15 Years
A02-06	Environmental Remediation and Retrofit	T	Project completed	P	Permanent: Sent to City Archives	After Active + 15 Years
A02-07	Lifesafety Remediation and Retrofit	T	Project completed	P	Permanent: Sent to City Archives	After Active + 15 Years
A02-99	Special Projects	T	Project completed	P	Permanent: Sent to City Archives	After Active + 15 Years

### A03 City Facility Management

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
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**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
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**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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**

Subject Classification Code	Subject Content	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**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
C01-00	General	3		3	Destroy	n/a

C01-01	Souvenirs	3		P	Permanent: Sent to City Archives	After Active + 15 Years
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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		P	Permanent: Sent to City Archives	After Active + 15 Years
C03-04	Social Media	3		3	Destroy	n/a
C03-99	Special Projects	T	Project completed	6	Destroy	n/a

**C05 City Publications – External**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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	P	Permanent: Sent to City Archives	After Active Retention
C05-99	Special Projects	T	Publication completed	6	Destroy	n/a

**C06 City Web Sites**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
C08-00	General	3		3	Destroy	n/a
C08-01	Historical Speeches and Presentations	3		P	Permanent: Sent to City Archives	After Active+1 5 Years
C08-99	Special Projects	T	Project completed	6	Destroy	n/a

**C09 Fundraising and Charitable Campaigns**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
C09-00	General	3		3	Destroy	n/a
C09-99	Special Projects	T	Project completed	6	Destroy	n/a

**C10 Public Relations**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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		P	Permanent: Sent to City Archives	After Active + 15 Years
C10-05	Public Facing Events and Education	3		3	Archival Value: To Be Determined	TBD
C10-06	Commemorative Naming	10		P	Permanent: Sent to City Archives	After Active
C10-99	Special Projects	T	Project completed	6	Destroy	n/a

**C11 Sponsorships**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
C13-00	General	3		3	Destroy	n/a
C13-01	Historical Special Events	3		P	Permanent: Sent to City Archives	After Active + 15 Years
C13-99	Special Projects	T	Project completed	6	Destroy	n/a

### C14 Congratulations and Condolences

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
C14-00	General	2		1	Destroy	n/a

### C15 Invitations

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
C15-00	General	2		1	Destroy	n/a

### C17 Translation Services

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
C17-00	General	3		3	Destroy	n/a
C17-99	Special Projects	T	Project completed	6	Destroy	n/a



**C18 Mail and Messenger Services**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
C18-00	General	3		3	Destroy	n/a
C18-99	Special Projects	T	Project completed	6	Destroy	n/a

**C19 Printing and Reprographic Services**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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**

Subject Classification Code	Subject Content	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		P	Permanent: Sent to City Archives	After Active 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
D00-99	Special Projects	T	Project completed	6	Destroy	n/a

**D01 Official Plan**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
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	10	Permanent: Sent to City Archives	After Inactive Retention
D01-99	Special Projects	T	Project completed	6	Destroy	n/a

**D02 Zoning By-law**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
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		20	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**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
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	10	Permanent: Sent to City Archives	After Inactive Retention
D03-99	Special Projects	T	Project completed	6	Destroy	n/a

**D04 Urban Design**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
D04-00	General	3		3	Destroy	n/a
D04-01	Specific Urban Design Studies	T	Superseded	10	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**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
D05-00	General	3		3	Destroy	n/a
D05-01	Development and Planning Statistical Reports	T	Superseded	10	Permanent: Sent to City Archives	After Inactive Retention
D05-99	Special Projects	T	Project completed	6	Destroy	n/a

**D06 Environmental Planning**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
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**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
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	10	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 Applications

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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		P	Permanent: Sent to City Archives	After Active + 15 Years
D08-04	Validation of Title	2		P	Permanent: Sent to City Archives	After Active + 15 Years
D08-05	Original Decisions (x Ottawa 65-01)	T	Reference completed	P	Permanent: Sent to City Archives	After Active 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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
D10-00	General	2		1	Destroy	n/a
D10-01	Specific Parks	T	Superseded	P	Permanent: Sent to City Archives	After Active 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 Addressing**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
D11-00	General	2		1	Destroy	n/a
D11-01	Specific Civic Addressing	T	Superseded	P	Permanent: Sent to City Archives	After Active Retention
D11-99	Special Projects	T	Project completed	6	Destroy	n/a

**D12 Permits**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
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	P	Permanent: Sent to City Archives	After Active 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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
D14-00	General	3		3	Destroy	n/a
D14-01	Property Development Industrial / Business Parks	T	File dormant	P	Permanent: Sent to City Archives	After Active Retention
D14-02	Economic Development Proposals / Studies	T	File dormant	6	Destroy	n/a
D14-03	Business Improvement Areas	T	File dormant	P	Permanent: Sent to City Archives	After Active Retention
D14-04	Business Ambassador Service	2		4	Permanent: Sent to City Archives	After Inactive Retention
D14-99	Special Projects	T	Project completed	6	Destroy	n/a

#### D15 Pits and Quarries

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
D15-00	General	2		1	Destroy	n/a
D15-01	Pits and Quarries	T	Superseded	6	Permanent: Sent to City Archives	After Inactive Retention

**D16 Property Standards**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
D16-00	General	3		10	Destroy	n/a
D16-01	Specific Enforcement Case Files	3		10	Destroy	n/a

**D17 Surveys and Mapping**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
D17-00	General	2		2	Destroy	n/a
D17-01	Calculations	T	Project completed	P	Permanent: Sent to City Archives	After Active 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**

Subject Classification Code	Subject Content	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)**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
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
E01-32	Market Vendors	T	Superseded	2	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**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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	P	Permanent: Sent to City Archives	After Active Retention
E05-03	Fire Communications / Dispatch	3		3	Destroy	n/a
E05-99	Special Projects	T	Project completed	6	Destroy	n/a

### E06 Fire Inspection/Prevention

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
E06-00	General	3		3	Destroy	n/a
E06-01	Fire Inspections by Address	T	Inspection completed	7	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**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
E07-00	General	3		3	Destroy	n/a
E07-01	Fire Incident Reports	4		P	Permanent: Sent to City Archives	After Active + 15 Years
E07-02	Fire Investigation Reports	4		P	Permanent: Sent to City Archives	After Active + 15 Years
E07-03	Inspectors' Notebooks	4		P	Permanent: Sent to City Archives	After Active + 15 Years

#### **E08 Emergency Medical Services**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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		P	Permanent: Sent to City Archives	After Active + 15 Years



E09-99	Special Projects	T	Project completed	6	Destroy	n/a
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### E10 Technical Rescue Operations

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
E10-00	General	3		1	Destroy	n/a
E10-01	Support Services and Logistics	T	Superseded	1	Destroy	n/a

### E11 Emergency Measures

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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	P	Permanent: Sent to City Archives	After Active Retention
E11-99	Special Projects	T	Project completed	6	Destroy	n/a

### E12 Security

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
E13-00	General	2		1	Destroy	n/a
E13-01	Marriage Records and Registers	2		P	Permanent: Sent to City Archives	After Active + 1 Year
E13-02	Death Records and Registers	2		P	Permanent: Sent to City Archives	After Active + 1 Year
E13-03	Birth Records and Registers	2		P	Permanent: Sent to City Archives	After Active + 1 Year
E13-04	Commissioner of Oaths Appointments	T	Superseded	3	Destroy	n/a

### E14 Tobacco

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	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		P	Permanent: Sent to City Archives	After Active + 15 Years
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
F02-00	General	3		4	Destroy	n/a
F02-01	Completed Journal Entries	2		5	Archival Value: To Be Determined	TBD

F02-99	Special Projects	T	Project completed	6	Destroy	n/a
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### F03 Banking and Cash Management

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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		P	Permanent: Sent to City Archives	After Active
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	Archival Value: To Be Determined	TBD
F04-38	Reconciliation and Reporting	3		4	Archival Value: To Be Determined	TBD

F04-39	Taxation Inquiries and Consultations	1		6	Archival Value: To Be Determined	TBD
F04-99	Special Projects	T	Project completed	6	Destroy	n/a

### F05 Investments

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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
F08-99	Special Projects	T	Project completed	6	Destroy	n/a

### F09 Financial Audits

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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		P	Permanent: Sent to City Archives	After Active + 15 Years
F10-99	Special Projects	T	Project completed	6	Destroy	n/a

## F11 Financial Statements

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
F11-00	General	2		1	Destroy	n/a
F11-01	City of Ottawa Financial Statements (originals)	1		P	Permanent: Sent to City Archives	After Active + 15 Years
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
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## F12 Capital Expenditures

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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	P	Permanent: Sent to City Archives	After Active Retention
F12-99	Special Projects	T	Project completed	6	Destroy	n/a

## F13 Operating Expenditures

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
F13-00	General	2		1	Destroy	n/a
F13-01	Operating Expenditures - Costing	3		4	Archival Value: To Be Determined	TBD
F13-02	Operating Expenditures - Forecasting	3		4	Archival Value: To Be Determined	TBD
F13-99	Special Projects	T	Project completed	6	Destroy	n/a

## F14 Purchasing

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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
F14-09	Requisitions and Supporting Documentation	3		4	Archival Value: To Be Determined	TBD
F14-99	Special Projects	T	Project completed	6	Destroy	n/a

### F15 Material Management

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
F16-00	General	2		1	Destroy	n/a
F16-02	Time / Pay Sheets	1		6	Destroy	n/a
F16-03	Pay Rates	3		P	Permanent: Sent to City Archives	After Active 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		P	Permanent: Sent to City Archives	After Active + 15 Years
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
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### F17 Grants / Donations / Subsidies - Receivable

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
F21-00	General	3		4	Destroy	n/a
F21-01	Secondary Allocation and Recovery	3		4	Archival Value: To Be Determined	TBD



**F22 Provincially Funded Programs**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
F25-00	General	2		1	Destroy	n/a
F25-01	Audited Financial Statements	3		P	Permanent: Sent to City Archives	After Active 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		P	Permanent: Sent to City Archives	After Active + 15 Years
F25-07	Performance Measurement Reports	3		4	Destroy	n/a
F25-08	Minute Books	3		P	Permanent: Sent to City Archives	After Active + 15 Years
F25-09	Superannuation Funds -Custodial and Safekeeping Statements (Year End)	3		P	Permanent: Sent to City Archives	After Active + 15 Years
F25-10	Superannuation Funds - Regulatory Filing (Federal / Provincial)	3		P	Permanent: Sent to City Archives	After Active + 15 Years
F25-11	Original Plan Text and Amendments	3		P	Permanent: Sent to City Archives	After Active + 15 Years
F25-99	Special Projects	T	Project completed	6	Destroy	n/a

**F26 Sinking Fund**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
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**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
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	Archival Value: To Be Determined	TBD
F27-99	Special Projects	T	Project completed	6	Destroy	n/a

## G Governance and Corporate Management

### G00 Governance and Corporate Management - General

Subject Classification Code	Subject Content	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	Archival Value: To Be Determined	TBD

G00-15	Lobbyist Contact and Correspondence	2		8	Archival Value: To Be Determined	TBD
G00-17	AODA Compliance Documentation	2		6	Archival Value: To Be Determined	TBD
G00-99	Special Projects	T	Project completed	6	Destroy	n/a

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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
G01-00	General	2		5	Destroy	n/a
G01-01	City Council	1		P	Permanent: Sent to City Archives	After Active Retention
G01-10	Reports to City Council and Committees	5		P	Permanent: Sent to City Archives	After Active Retention
G01-13	Department Copies of Reports to City Council and Committees	2		5	Destroy	n/a
G01-14	Standing Committees	1		P	Permanent: Sent to City Archives	After Active Retention
G01-15	Advisory Committees	1		P	Permanent: Sent to City Archives	After Active Retention
G01-16	Commissions, Boards, Task Forces and Other Committees	1		P	Permanent: Sent to City Archives	After Active 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		P	Archival Value: To Be Determined	TBD
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### G03 City Council By-laws

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
G03-00	General	2		1	Destroy	n/a
G03-01	By-laws (copies)	2		1	Destroy	n/a
G03-02	By-laws (originals)	1		P	Permanent: Sent to City Archives	After Active 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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
G05-00	General	2		1	Destroy	n/a

G05-99	Special Projects	T	Project completed	6	Destroy	n/a
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### G08 Internal City Staff Committees and Teams

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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		P	Permanent: Sent to City Archives	After Active Retention
G10-03	Declaration of Office	T	Completion of Election	P	Permanent: Sent to City Archives	After Active Retention
G10-04	Election Results	2		P	Permanent: Sent to City Archives	After Active Retention
G10-05	Poll Maps	2		P	Permanent: Sent to City Archives	After Active 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		P	Permanent: Sent to City Archives	After Active 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	P	Permanent: Sent to City Archives	After Active + 15 Years
G10-16	Election Transition Projects	2		6	Destroy	n/a



G10-17	Election Campaign Advertisement - Complaints	5		1	Archival Value: To Be Determined	TBD
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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	P	Permanent: Sent to City Archives	After Active Retention

### G12 Strategic and Business Planning

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
G16-00	General	3		3	Destroy	n/a
G16-01	Specific Protocols	3		P	Permanent: Sent to City Archives	After Active Retention
G16-02	Protocol Events	3		P	Permanent: Sent to City Archives	After Active Retention
G16-03	Council Recognitions	3		P	Permanent: Sent to City Archives	After Active Retention
G16-04	Diplomatic Support	3		P	Permanent: Sent to City Archives	After Active Retention

**G17 Transition**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
G17-00	General	3		3	Destroy	n/a
G17-01	Ottawa Transition Board Projects (2000)	1		P	Permanent: Sent to City Archives	After Active + 15 Years
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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)

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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	Agreement completed	6	Permanent: Sent to City Archives	After Inactive Retention

## H Human Resources

### H00 Human Resources - General

Subject Classification Code	Subject Content	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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
H04-00	General	6 months		1	Destroy	n/a
H04-99	Special Projects	T	Project completed	6	Destroy	n/a

**H05 Competitions**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

**H07 Employment Testing**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
H07-00	General	2		1	Destroy	n/a
H07-01	Specific Employment Testing	T	Termination of employee	20	Destroy	n/a
H07-99	Special Projects	T	Project completed	6	Destroy	n/a

**H08 Training and Development**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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	2		50	Archival Value: To Be Determined	TBD
H08-99	Special Projects	T	Project completed	6	Destroy	n/a

### H09 Employee Recognition

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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	P	Permanent: Sent to City Archives	After Active Retention
H10-99	Special Projects	T	Project completed	6	Destroy	n/a

## H11 Labour Relations

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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
H16-99	Special Projects	T	Project completed	6	Destroy	n/a

### H17 Human Resources Planning

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
H17-00	General	2		1	Destroy	n/a
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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	P	Permanent: Sent to City Archives	After Active Retention
H18-07	Canadian Human Rights Commission Complaints	T	Complaint resolved	P	Permanent: Sent to City Archives	After Active 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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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		P	Permanent: Sent to City Archives	After Active + 15 Years
I01-07	Records Destruction Certificates	1		P	Permanent: Sent to City Archives	After Active + 15 Years
I01-08	Corporate Resource Centre	3		P	Permanent: Sent to City Archives	After Active + 15 Years
I01-09	Subscriptions	2		1	Destroy	n/a
I01-10	Transfers to Archives	1		P	Permanent: Sent to City Archives	After Active + 15 Years
I01-11	Signed 'Transfer to Inactive' Certificates	1		3	Destroy	n/a
I01-12	Records Transferred to Other Agencies	1		P	Permanent: Sent to City Archives	After Active + 15 Years
I01-13	Legacy Records Indexes and Information	1		P	Permanent: Sent to City Archives	After Active + 15 Years
I01-99	Special Projects	T	Project completed	6	Destroy	n/a

## I02 MFIPPA Requests

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	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	Archival Value: To Be Determined	TBD
J01-02	Control Lists	3		7	Archival Value: To Be Determined	TBD
J01-03	Court Dockets	3		10	Archival Value: To Be Determined	TBD
J01-04	Endorsed by Court Action, Certificate of Offence	3		22	Archival Value: To Be Determined	TBD
J01-05	Ministry of the Attorney General MAG RICO Reports	3		7	Archival Value: To Be Determined	TBD
J01-06	Notices of Fines and Dues	3		7	Archival Value: To Be Determined	TBD
J01-07	POA Receipts Generated through MAG System	3		4	Archival Value: To Be Determined	TBD

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

## L Legal

### L00 Legal - General

Subject Classification Code	Subject Content	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**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
L01-00	General	3		3	Destroy	n/a
L01-01	Registered Documents (miscellaneous)	T	Closure of file	P	Permanent: Sent to City Archives	After Active Retention
L01-02	Development Agreements	T	Closure of file	P	Permanent: Sent to City Archives	After Active Retention
L01-03	Development Charge Agreements	T	Closure of file	P	Permanent: Sent to City Archives	After Active Retention
L01-04	Condominium Agreements	T	Closure of file	P	Permanent: Sent to City Archives	After Active Retention
L01-05	Subdivision Agreements	T	Closure of file	P	Permanent: Sent to City Archives	After Active Retention
L01-06	Site Plan Agreements	T	Closure of file	P	Permanent: Sent to City Archives	After Active Retention
L01-07	Encroachments	T	Closure of file	P	Permanent: Sent to City Archives	After Active Retention
L01-08	Easement Agreements	T	Closure of file	P	Permanent: Sent to City Archives	After Active Retention
L01-09	Maintenance and Liability Agreements	T	Closure of file	P	Permanent: Sent to City Archives	After Active Retention
L01-10	Cash in Lieu of Parking Agreements	T	Closure of file	P	Permanent: Sent to City Archives	After Active Retention
L01-99	Special Projects	T	Project completed	6	Destroy	n/a

## L02 Unregistered Contracts and Agreements

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
L02-00	General	3		3	Destroy	n/a
L02-01	Collective Agreements	T	Agreement expiry	P	Permanent: Sent to City Archives	After Active 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	P	Permanent: Sent to City Archives	After Active Retention
L02-07	Fenceviewers Decisions	T	Upon decision	P	Permanent: Sent to City Archives	After Active Retention
L02-08	Construction Contracts	T	Contract expiry	7	Permanent: Sent to City Archives	After Inactive Retention
L02-09	Transportation/Environment Services Capital Projects	T	Agreement expiry	7	Permanent: Sent to City Archives	After Inactive Retention
L02-10	Award Ditches and Municipal Drain Improvements	T	Agreement expiry	7	Permanent: Sent to City Archives	After Inactive Retention
L02-11	Waste Management / Sanitation Agreements	T	Agreement expiry	7	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	7	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	7	Permanent: Sent to City Archives	After Inactive Retention
L02-17	Agreements of Property Purchase and Sale	T	Agreement expiry	P	Permanent: Sent to City Archives	After Active + 15 Years
L02-18	NCC Agreements	T	Agreement expiry	7	Permanent: Sent to City Archives	After Inactive Retention
L02-19	Encroachment Agreements by Street Address	T	Agreement expiry	P	Permanent: Sent to City Archives	After Active Retention
L02-20	Business Improvement Area Agreements	T	Agreement expiry	P	Permanent: Sent to City Archives	After Active Retention
L02-21	Maintenance and Liability Agreements	T	Project completed	P	Permanent: Sent to City Archives	After Active Retention
L02-22	Leases to the City	T	Lease expiry	7	Destroy	n/a
L02-23	Employment Agreements	T	Termination of employee	10	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	Licence 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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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	P	Permanent: Sent to City Archives	After Active Retention
L03-04	Ontario Labour Relations Board	T	Appeals exhausted	P	Permanent: Sent to City Archives	After Active Retention
L03-05	Canada Industrial Relations Board	T	Appeals exhausted	P	Permanent: Sent to City Archives	After Active Retention
L03-06	Assessment Review Board	T	Appeals exhausted + 9 Years	P	Permanent: Sent to City Archives	After Active Retention
L03-07	Federal and Provincial Court Hearings and Appeals	T	Appeals exhausted	P	Permanent: Sent to City Archives	After Active Retention
L03-08	Human Rights Tribunal of Ontario	T	Appeals exhausted	P	Permanent: Sent to City Archives	After Active Retention
L03-09	Canadian Human Rights Commission	T	Appeals exhausted	P	Permanent: Sent to City Archives	After Active Retention
L03-10	Ministry of Labour	T	Appeals exhausted	P	Permanent: Sent to City Archives	After Active Retention

L03-11	Social Benefits Tribunal	T	Appeals exhausted	P	Permanent: Sent to City Archives	After Active 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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
L04-00	General	2		1	Destroy	n/a
L04-01	Acquisition	T	Acquisition completed	P	Permanent: Sent to City Archives	After Active Retention
L04-02	Expropriations	T	Expropriation completed	P	Permanent: Sent to City Archives	After Active Retention
L04-03	Exchanges	T	Exchange completed	P	Permanent: Sent to City Archives	After Active Retention
L04-04	Disposal	T	Property sold	P	Permanent: Sent to City Archives	After Active Retention
L04-05	Boundary Act Applications	T	Decision made	P	Permanent: Sent to City Archives	After Active 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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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	P	Permanent: Sent to City Archives	After Active 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**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
L06-00	General	2		1	Destroy	n/a
L06-01	Opinions to Council	4		7	Permanent: Sent to City Archives	After Inactive Retention
L06-02	Opinions & Briefs	T	Closure of file	5	Permanent: Sent to City Archives	After Inactive Retention
L06-03	Compliance Reports	3		7	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**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
L07-00	General	2		1	Destroy	n/a
L07-01	Water Infrastructure and Facilities	T	Amended / superseded	P	Permanent: Sent to City Archives	After Active Retention
L07-02	Wastewater Infrastructure and Facilities	T	Amended / superseded	P	Permanent: Sent to City Archives	After Active Retention
L07-03	Stormwater Infrastructure and Facilities	T	Amended / superseded	P	Permanent: Sent to City Archives	After Active Retention
L07-04	Solid Waste Facilities and Sites	T	Amended / superseded	P	Permanent: Sent to City Archives	After Active Retention
L07-05	Biosolids Facilities and Sites	T	Amended / superseded	P	Permanent: Sent to City Archives	After Active Retention
L07-06	Fleet Facilities and Sites	T	Amended / superseded	P	Permanent: Sent to City Archives	After Active Retention

L07-07	Other Municipal Works and Activities	T	Amended / superseded	P	Permanent: Sent to City Archives	After Active Retention
L07-08	Private Works and Activities	T	Amended / superseded	P	Permanent: Sent to City Archives	After Active Retention
L07-99	Special Projects	T	Project completed	P	Permanent: Sent to City Archives	After Active Retention

### **L08 Insurance Policies and Claims**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
L08-00	General	3		3	Destroy	n/a
L08-01	Insurance Policies	T	Superseded	P	Permanent: Sent to City Archives	After Active Retention
L08-02	Underwriting Information	T	File dormant	6	Destroy	n/a
L08-03	Certificates of Insurance	T	File dormant	P	Permanent: Sent to City Archives	After Active Retention
L08-04	Risk Management Opinions/Advice	T	File dormant	7	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**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
L09-00	General	3		3	Destroy	n/a
L09-01	Specific Intellectual Property	3		P	Permanent: Sent to City Archives	After Active + 15 Years

**R Recreation, Culture and Libraries****R00 Recreation, Culture and Libraries – General**

Subject Classification Code	Subject Content	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, membership expiry	2	Destroy	n/a
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 competed	6	Destroy	n/a

**R01 Aquatic Programs**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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
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## R02 Sports Programs

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
R03-00	General	2		1	Destroy	n/a
R03-01	Specific Cultural Programs	3		3	Destroy	n/a

## R04 Recreation and Leisure Activities

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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	Special Needs Case Files	T	Case closed	7	Destroy	n/a
R05-99	Special Projects	T	Project completed	6	Destroy	n/a

**R06 Public Art**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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		P	Permanent: Sent to City Archives	After Active + 15 Years
R06-03	Visual Artist Registry	T	Superseded	P	Permanent: Sent to City Archives	After Active Retention
R06-99	Special Projects	T	Project completed	6	Destroy	n/a

**R07 Equine Management – Horse History / Other**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
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**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
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**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
R10-00	General	2		1	Destroy	n/a
R10-01	City Archives	T	Superseded	P	Permanent: Sent to City Archives	After Active 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**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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	P	Permanent: Sent to City Archives	After Active Retention
R12-03	City Hall Gallery	T	Superseded	P	Permanent: Sent to City Archives	After Active Retention
R12-04	Exhibits and Displays	2		P	Permanent: Sent to City Archives	After Active + 15 Years
R12-99	Special Projects	T	Project completed	6	Destroy	n/a

**R13 Arts and Heritage Development**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
R13-00	General	2		1	Destroy	n/a
R13-01	Awards/Commemorations	3		P	Permanent: Sent to City Archives	After Active + 15 Years
R13-02	Book Awards	3		P	Permanent: Sent to City Archives	After Active + 15 Years
R13-03	Community Development	3		10	Destroy	n/a
R13-04	Young at Art	3		p	Archival Value: To Be Determined	TBD
R13-99	Special Projects	T	Project completed	6	Destroy	n/a

**R14 Community Arts Program**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
R16-00	General	2		1	Destroy	n/a
R16-01	Performing Artists	T	File dormant	1	Destroy	n/a

### R17 City Archives

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
R17-00	General	2		1	Destroy	n/a
R17-01	Administrative History	2		P	Permanent: Sent to City Archives	After Active + 15 Years
R17-02	Archival Appraisal	2		P	Permanent: Sent to City Archives	After Active + 15 Years
R17-03	Intellectual Control	2		P	Permanent: Sent to City Archives	After Active + 15 Years
R17-04	Donor History	2		P	Permanent: Sent to City Archives	After Active + 15 Years
R17-05	Researcher History	T	Superseded	P	Permanent: Sent to City Archives	After Active Retention
R17-07	Archives Research	3		P	Permanent: Sent to City Archives	After Active + 15 Years
R17-08	Photographic / Imaging Services	2		4	Destroy	n/a

R17-09	Research Guides and Tools	T	Superseded	P	Permanent: Sent to City Archives	After Active Retention
R17-10	Partnerships	T	Superseded	P	Permanent: Sent to City Archives	After Active Retention
R17-11	Outreach Programs	T	Superseded	6	Destroy	n/a
R17-12	Industry Standards	T	Superseded	P	Permanent: Sent to City Archives	After Active Retention
R17-13	Archives Statistics	2		P	Permanent: Sent to City Archives	After Active + 15 Years

### R18 City-owned Theatres

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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	Archival Value: To Be Determined	TBD

## S Social and Health Programs

### S00 Social and Health Programs - General

Subject Classification Code	Subject Content	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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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 <sup>th</sup> 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**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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	Archival Value: To Be Determined	TBD
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 Injection 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**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
S04-00	General	2		1	Destroy	n/a
S04-01	Epidemics	T	Epidemic ended	P	Permanent: Sent to City Archives	After Active Retention
S04-02	Community Programs	T	Program completed	2	Destroy	n/a
S04-03	Public Health Accreditation	3		4	Destroy	n/a



S04-99	Special Projects	T	Project completed	6	Destroy	n/a
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### S05 Health Protection

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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 <sup>th</sup> Birthday	10	Destroy	n/a

### S06 Immunization and Tuberculosis Assessment

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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	4		P	Permanent: Sent to City Archives	After Active + 15 Years
S06-06	Tuberculosis – Prescriptions & Surveillance	1		20	Destroy	n/a
S06-07	Children's Immunization Case Files	T	Client's 18 <sup>th</sup> Birthday	10	Destroy	n/a
S06-08	Tuberculosis Screenings	2		28	Destroy	n/a

**S07 Communicable Diseases**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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
S07-99	Special Projects	T	Project completed	20	Destroy	n/a

**S08 Environmental Health / Inspection**

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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		P	Permanent: Sent to City Archives	After Active + 15 Years
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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		3	Archival Value: To Be Determined	TBD

S09-99	Special Projects	T	Project completed	6	Destroy	n/a
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### S10 Social and Affordable Housing Administration and Housing Programs

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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	Archival Value: To Be Determined	TBD
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	Archival Value: To Be Determined	TBD
S10-99	Special Projects	T	Project completed	15	Destroy	n/a

### S11 Homelessness Initiatives

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	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	P	Permanent: Sent to City Archives	After Active 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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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	10	Permanent: Sent to City Archives	After Inactive Retention
T01-04	Functional Planning Studies	T	Study completed	10	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	Archival Value: To Be Determined	TBD
T01-99	Special Projects	T	Project completed	6	Destroy	n/a

## T02 Road Construction

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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	10	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	10	Permanent: Sent to City Archives	After Inactive Retention
T03-99	Special Projects	T	Project completed	6	Destroy	n/a

#### **T04 Pavement Management / Test Laboratory**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
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	25	Permanent: Sent to City Archives	After Inactive Retention
T04-04	Vibration Monitoring by street name	T	Superseded	25	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**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
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	P	Permanent: Sent to City Archives	After Active Retention

T05-04	Engineering "As Built"	T	Project completed	P	Permanent: Sent to City Archives	After Active Retention
T05-05	Right-of-Way Engineering Plans	T	Superseded	P	Permanent: Sent to City Archives	After Active Retention
T05-06	Frontage	T	Superseded	P	Permanent: Sent to City Archives	After Active Retention
T05-07	Rehabilitation Planning	T	Project completed	P	Permanent: Sent to City Archives	After Active Retention
T05-08	Inventories	T	Superseded	P	Permanent: Sent to City Archives	After Active Retention
T05-09	Local Improvement Projects	10		20	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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
T06-00	General	2		1	Destroy	n/a
T06-01	Specific Structures (by structure number and breakdown)	T	Warranty Period Complete	25	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	P	Permanent: Sent to City Archives	After Active Retention
T06-04	Structural Inspection	T	Major Renewal	25	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	P	Permanent: Sent to City Archives	After Active 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**

<b>Subject Classification Code</b>	<b>Subject Content</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Archives Transfer Trigger</b>
T07-00	General	2		1	Destroy	n/a
T07-01	Traffic Engineering Management	T	Superseded	P	Permanent: Sent to City Archives	After Active Retention
T07-02	Data Collection / Traffic Counts	5		10	Destroy	n/a
T07-03	Signal Underground Electrical Plant	T	Superseded	P	Permanent: Sent to City Archives	After Active Retention
T07-04	Signal Installations / Maintenance	T	Superseded	P	Permanent: Sent to City Archives	After Active Retention

T07-05	Controller Modification / Timing Plans / Traffic Logging / Signal Data	T	Superseded	P	Permanent: Sent to City Archives	After Active 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	P	Permanent: Sent to City Archives	After Active 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	4	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	10	Permanent: Sent to City Archives	After Inactive Retention

T08-05	Cycling Network Projects	T	Project completed	10	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	10	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	10	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		P	Permanent: Sent to City Archives	After Active Retention
T13-01	Planning	10		P	Permanent: Sent to City Archives	After Active + 20 Years
T13-15	Procurement	10		P	Permanent: Sent to City Archives	After Active Retention

T13-16	Contract Management	10		P	Permanent: Sent to City Archives	After Active Retention
T13-17	Safety & Security	10		P	Permanent: Sent to City Archives	After Active Retention
T13-21	Stakeholder Relations	10		P	Permanent: Sent to City Archives	After Active Retention
T13-22	Project Team Meetings	10		P	Permanent: Sent to City Archives	After Active Retention
T13-23	Public Relations	10		P	Permanent: Sent to City Archives	After Active Retention
T13-24	Risk Management	10		P	Permanent: Sent to City Archives	After Active Retention
T13-25	Quality Management	10		P	Permanent: Sent to City Archives	After Active Retention
T13-26	Project Reporting (internal and external)	10		P	Permanent: Sent to City Archives	After Active Retention
T13-27	Program Management Plan	10		P	Permanent: Sent to City Archives	After Active Retention
T13-28	Contract Management – Other Projects	10		P	Permanent: Sent to City Archives	After Active 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 / Commendations	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		P	Permanent: Sent to City Archives	After Active Retention
T15-01	Stations and Segments	10		P	Permanent: Sent to City Archives	After Active Retention
T15-02	Facilities	10		P	Permanent: Sent to City Archives	After Active Retention
T15-03	Signals, Systems and Communications	10		P	Permanent: Sent to City Archives	After Active Retention
T15-04	Power	10		P	Permanent: Sent to City Archives	After Active Retention
T15-05	Geotechnical	10		P	Permanent: Sent to City Archives	After Active Retention
T15-06	Tunnel	10		P	Permanent: Sent to City Archives	After Active Retention
T15-07	Environmental	10		P	Permanent: Sent to City Archives	After Active Retention
T15-08	Property	10		P	Permanent: Sent to City Archives	After Active Retention
T15-09	Traffic and Mobility	10		P	Permanent: Sent to City Archives	After Active Retention
T15-10	Utilities	10		P	Permanent: Sent to City Archives	After Active Retention
T15-11	Vehicles	10		P	Permanent: Sent to City Archives	After Active Retention



T15-12	General Engineering	10		P	Permanent: Sent to City Archives	After Active Retention
T15-13	Civil	10		P	Permanent: Sent to City Archives	After Active Retention

**T16 Confederation Line – Light Rail Transit (LRT) System**

T16-00	General	10		P	Permanent: Sent to City Archives	After Active Retention
T16-01	Stations and Segments	10		P	Permanent: Sent to City Archives	After Active Retention
T16-02	Facilities	10		P	Permanent: Sent to City Archives	After Active Retention
T16-03	Signals, Systems and Communications	10		P	Permanent: Sent to City Archives	After Active Retention
T16-04	Power	10		P	Permanent: Sent to City Archives	After Active Retention
T16-05	Geotechnical	10		P	Permanent: Sent to City Archives	After Active Retention
T16-06	Tunnel	10		P	Permanent: Sent to City Archives	After Active Retention
T16-07	Environmental	10		P	Permanent: Sent to City Archives	After Active Retention
T16-08	Property	10		P	Permanent: Sent to City Archives	After Active Retention
T16-09	Traffic and Mobility	10		P	Permanent: Sent to City Archives	After Active Retention
T16-10	Utilities	10		P	Permanent: Sent to City Archives	After Active Retention
T16-11	Vehicles	10		P	Permanent: Sent to City Archives	After Active Retention
T16-12	General Engineering	10		P	Permanent: Sent to City Archives	After Active Retention

T16-13	Civil	10		P	Permanent: Sent to City Archives	After Active Retention
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## V Vehicles and Equipment

### V00 Vehicles and Equipment - General

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 completed	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**

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		10	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		10	Permanent: Sent to City Archives	After Inactive Retention
W00-05	Drinking Water Quality Management System	T	Superseded	10	Permanent: Sent to City Archives	After Inactive Retention
W00-06	Condition Assessment Activities	T	Asset replacement or demolition	10	Archival Value: To Be Determined	TBD
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	P	Permanent: Sent to City Archives	After Active Retention

#### W02 Wastewater Master Plan

W02-00	General	2		1	Destroy	n/a
W02-01	Wastewater Master Plan and Amendments	T	Plan superseded	P	Permanent: Sent to City Archives	After Active 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	P	Permanent: Sent to City Archives	After Active Retention

#### W04 Stormwater Master Plan

W04-00	General	2		1	Destroy	n/a
W04-01	Stormwater Master Plan and Amendments	T	Plan superseded	10	Permanent: Sent to City Archives	After Inactive Retention

W04-99	Special Projects	T	Project completed	6	Destroy	n/a
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### 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	P	Permanent: Sent to City Archives	After Active Retention
W05-03	Wastewater Investigations	T	Investigation completed	P	Permanent: Sent to City Archives	After Active Retention
W05-04	Solid Waste Investigations	T	Investigation completed	P	Permanent: Sent to City Archives	After Active 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	P	Permanent: Sent to City Archives	After Active Retention
W05-09	Rain Gauge Network	T	Superseded	P	Permanent: Sent to City Archives	After Active 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	25	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	10	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	21	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	21	Permanent: Sent to City Archives	After Inactive Retention
W08-02	City Sewers	10		11	Archival Value: To Be Determined	TBD
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	P	Permanent: Sent to City Archives	After Active Retention
W09-02	Operational Resources	T	Decommissioning of facility	1	Destroy	n/a
W09-03	Subwatershed and Serviceability Studies	T	Superseded	25	Permanent: Sent to City Archives	After Inactive Retention
W09-04	City Owned or Managed Facilities	T	Decommissioning of facility	P	Permanent: Sent to City Archives	After Active Retention
W09-05	Public and Private Agency Owned or Managed Facilities	T	Decommissioning of facility	P	Permanent: Sent to City Archives	After Active 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
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### 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	P	Permanent: Sent to City Archives	After Active Retention
W11-02	Water Purification Reports and Studies	T	Report completed	10	Archival Value: To Be Determined	TBD
W11-03	Purification Plant Operational Support	T	Superseded	5	Archival Value: To Be Determined	TBD
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	P	Permanent: Sent to City Archives	After Active 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	P	Permanent: Sent to City Archives	After Active Retention
W15-02	Water Supply	T	Superseded	P	Permanent: Sent to City Archives	After Active Retention
W15-03	Wastewater Disposal	T	Superseded	P	Permanent: Sent to City Archives	After Active Retention
W15-04	Collection	T	Superseded	P	Permanent: Sent to City Archives	After Active 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	Archival Value: To Be Determined	TBD
W16-02	Biosolids Utilization	10		11	Archival Value: To Be Determined	TBD
W16-03	Blower Building	T	Asset Demolished	20	Archival Value: To Be Determined	TBD
W16-04	Chlorine Contact Chamber	T	Asset Demolished	20	Archival Value: To Be Determined	TBD
W16-05	Disinfection	T	Asset Demolished	20	Archival Value: To Be Determined	TBD
W16-06	Emergency Electric Power Generation	T	Asset Demolished	20	Archival Value: To Be Determined	TBD

W16-07	Outfalls	T	Asset Demolished	20	Archival Value: To Be Determined	TBD
W16-08	Primary Clarifiers	T	Asset Demolished	20	Archival Value: To Be Determined	TBD
W16-09	RAS/WAS North	T	Asset Demolished	20	Archival Value: To Be Determined	TBD
W16-10	RAS/WAS South	T	Asset Demolished	20	Archival Value: To Be Determined	TBD
W16-11	RSPS-Raw Sewage Pump Station (Plant)	T	Asset Demolished	20	Archival Value: To Be Determined	TBD
W16-12	SCADA	T	Asset Demolished	20	Archival Value: To Be Determined	TBD
W16-13	Screen and Degrit	T	Asset Demolished	20	Archival Value: To Be Determined	TBD
W16-14	Secondary Clarifiers	T	Asset Demolished	20	Archival Value: To Be Determined	TBD
W16-15	Lagoons	T	Asset Demolished	20	Archival Value: To Be Determined	TBD
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	Archival Value: To Be Determined	TBD
W16-19	Reports	10		11	Permanent: Sent to City Archives	After Inactive Retention
W16-20	Electrical Substation 1	T	Asset Demolished	20	Archival Value: To Be Determined	TBD
W16-21	Electrical Substation 2	T	Asset Demolished	20	Archival Value: To Be Determined	TBD
W16-22	East Boiler Plant	T	Asset Demolished	20	Archival Value: To Be Determined	TBD
W16-23	West Boiler Plant	T	Asset Demolished	20	Archival Value: To Be Determined	TBD
W16-24	Cogeneration Facilities	T	Asset Demolished	20	Archival Value: To Be Determined	TBD
W16-25	Sludge Dewatering	T	Asset Demolished	20	Archival Value: To Be Determined	TBD
W16-26	Plant Drainage	T	Asset Demolished	20	Archival Value: To Be Determined	TBD
W16-27	WAS Thickening	T	Asset Demolished	20	Archival Value: To Be Determined	TBD
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	Archival Value: To Be Determined	TBD
W16-31	Odour Control	T	Asset demolished	20	Archival Value: To Be Determined	TBD
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	6	Permanent: Sent to City Archives	After Inactive Retention
W19-05	Sewage and Industrial Waste Sites	T	File Reviewed	6	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	10	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	P	Permanent: Sent to City Archives	After Active 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
W20-99	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		10	Permanent: Sent to City Archives	After Inactive Retention
W21-03	Landfill Gas Management	3		10	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	10	Permanent: Sent to City Archives	After Inactive Retention
W21-07	Trail Waste Facility Compliance	3		P	Permanent: Sent to City Archives	After Active 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		P	Permanent: Sent to City Archives	After Active Retention
W21-11	Trail Waste Facility Gas Management	2		18	Permanent: Sent to City Archives	After Inactive Retention
W21-12	Trail Waste Facility Stormwater Management	2		P	Permanent: Sent to City Archives	After Active Retention
W21-13	Trail Waste Facility Compost	2		7	Archival Value: To Be Determined	TBD
W21-14	Trail Waste Facility Cover Material Management	2		P	Permanent: Sent to City Archives	After Active Retention
W21-15	Springhill Landfill	2		P	Permanent: Sent to City Archives	After Active Retention
W21-16	Nepean Landfill	2		P	Permanent: Sent to City Archives	After Active Retention
W21-17	Private Sector Waste Facilities	2		P	Permanent: Sent to City Archives	After Active Retention
W21-18	Bufferland Management	2		P	Permanent: Sent to City Archives	After Active Retention
W21-19	Plasco	20		7	Permanent: Sent to City Archives	After Inactive Retention
W21-20	OrgaWorld	20		7	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
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