

BY-LAW NO. 2020-XXX

A by-law of the City of Ottawa to amend By-law No. 2003-527 respecting a schedule of retention periods for certain records of the City of Ottawa.

The Council of the City of Ottawa enacts as follows:

1. Schedule "A", Records Retention and Disposition Schedule, of By-law No. 2003-527 entitled "A by-law of the City of Ottawa establishing a schedule of retention periods for certain records of the City of Ottawa", as amended, is repealed and the Schedule "A" attached hereto is substituted therefor.
2. This by-law shall not take effect until the Auditor of the City has approved this by-law by endorsing his or her name at the end thereof.

ENACTED AND PASSED this XX day of XXX, 2020

CITY CLERK

MAYOR

Approved by the Auditor in accordance with Section 255
of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended,
on this XX day of XXXX, 2020

Name:

Ernst & Young LLP

BY-LAW NO. 2020 - XXX

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A by-law of the City of Ottawa to amend
By-law No. 2003-527 respecting a schedule
of retention periods for certain records of
the City of Ottawa.

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Enacted by City Council at its meeting
of XX day of XXXX, 2020

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LEGAL SERVICES
XXX

COUNCIL AUTHORITY:

City Council XXXX XX, 2020
Finance and Economic Development Committee
Report , Item

SCHEDULE 'A'
RECORDS RETENTION AND DISPOSITION SCHEDULE

2020-~~XXX~~

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	30	Permanent: Sent to City Archives	After Inactive Retention
A00-02	Conditional Audits	T	Audit completed	30	Permanent: Sent to City Archives	After Inactive Retention
A00-03	Environmental Audits and Investigations	T	Audit / Investigation completed	P	Permanent: Remains Inactive	n/a
A00-04	Accessibility Audits and Investigations	T	Audit / Investigation completed	30	Permanent: Sent to City Archives	After Inactive Retention
A00-99	Special Projects	T	Project Completed	6	Destroy	n/a

A01 Real Estate Holdings and Interests

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	30	Permanent: Sent to City Archives	After Inactive Retention
A01-02	Inventory of Corporate Real Property Holdings	T	Superseded by new listing + 2 years	30	Permanent: Sent to City Archives	After Inactive Retention
A01-03	Listing of Easements and Limited Interests	T	Superseded by new listing	30	Permanent: Sent to City Archives	After Inactive Retention
A01-99	Special Projects	T	Project Completed	6	Destroy	n/a

A02 City Facility Design, Construction, Renovations and Specifications

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	30	Permanent: Sent to City Archives	After Inactive Retention
A02-02	Life Cycle Renewal – Technical Systems	T	Project completed	30	Permanent: Sent to City Archives	After Inactive Retention
A02-03	Life Cycle Renewal – Architectural Systems and Structures	T	Project completed	30	Permanent: Sent to City Archives	After Inactive Retention
A02-04	Life Cycle Renewal – Parks/Sites	T	Project completed	30	Permanent: Sent to City Archives	After Inactive Retention
A02-05	Accessibility Remediation and Retrofit	T	Project completed	30	Permanent: Sent to City Archives	After Inactive Retention
A02-06	Environmental Remediation and Retrofit	T	Project completed	30	Permanent: Sent to City Archives	After Inactive Retention
A02-07	Lifesafety Remediation and Retrofit	T	Project completed	30	Permanent: Sent to City Archives	After Inactive Retention
A02-99	Special Projects	T	Project completed	30	Permanent: Sent to City Archives	After Inactive Retention

A03 City Facility Management

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

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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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		15	Permanent: Sent to City Archives	After Inactive Retention
C01-02	Artwork	T	File closed	6	Permanent: Sent to City Archives	After Inactive Retention
C01-03	Graphics Design Products, Video, Audio and Photographs	2		8	Permanent: Sent to City Archives	After Inactive Retention
C01-99	Special Projects	T	Project completed	6	Destroy	n/a

C02 Advertising

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		15	Permanent: Sent to City Archives	After Inactive Retention
C03-04	Social Media	3		3	Destroy	n/a
C03-99	Special Projects	T	Project completed	6	Destroy	n/a

C05 City Publications – External

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	15	Permanent: Sent to City Archives	After Inactive 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		15	Permanent: Sent to City Archives	After Inactive Retention
C08-99	Special Projects	T	Project completed	6	Destroy	n/a

C09 Fundraising and Charitable Campaigns

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		15	Permanent: Sent to City Archives	After Inactive Retention
C10-05	Public Facing Events and Education	3		3	Archival Value: To Be Determined	TBD

C10-06	Commemorative Naming	10		15	Permanent: Sent to City Archives	After Inactive Retention
C10-99	Special Projects	T	Project completed	6	Destroy	n/a

C11 Sponsorships

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		15	Permanent: Sent to City Archives	After Inactive Retention
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
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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		30	Permanent: Sent to City Archives	After Inactive Retention
D00-02	Development and Planning – Registered Mail Lists	1		P	Permanent: Remains Inactive	n/a
D00-03	Building Code Guidance and Interpretation	T	Superseded	10	Archival Value: To Be Determined	TBD
D00-04	Legacy Microform, Non-Archival	1		P	Permanent: Remains Inactive	n/a
D00-05	Requests for Building Code Services Property Information	2		P	Archival Value: To Be Determined	TBD
D00-99	Special Projects	T	Project completed	6	Destroy	n/a

D01 Official Plan

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
D01-00	General	2		1	Destroy	n/a
D01-01	Official Plan and Amendments	T	Approval of amendment	50	Permanent: Sent to City Archives	After Inactive Retention
D01-02	Specific Official Plan Studies	T	Superseded	30	Permanent: Sent to City Archives	After Inactive Retention
D01-99	Special Projects	T	Project completed	6	Destroy	n/a

D02 Zoning By-law

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
D02-00	General	2		1	Destroy	n/a
D02-01	Zoning Consultations	3		1	Destroy	n/a
D02-02	Amendments to Zoning By-law	T	Approval of Amendment	50	Permanent: Sent to City Archives	After Inactive Retention
D02-03	Establishment of Non-conforming Rights	T	File dormant	50	Permanent: Sent to City Archives	After Inactive Retention
D02-04	Zoning Enforcement	3		30	Permanent: Sent to City Archives	After Inactive Retention
D02-05	Zoning Consultations for Group Homes	T	Application cancelled, group home closed	10	Destroy	n/a
D02-06	Zoning Studies	T	Study completed	50	Permanent: Sent to City Archives	After Inactive Retention
D02-07	Feed In Tariff (FIT) Applications	3		4	Destroy	n/a
D02-99	Special Projects	T	Project completed	6	Destroy	n/a

D03 Community Plans

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
D03-00	General	2		1	Destroy	n/a
D03-01	Specific Community Plans (Major)	T	Superseded	50	Permanent: Sent to City Archives	After Inactive Retention
D03-02	Specific Community Plans (Minor)	T	File closed	30	Permanent: Sent to City Archives	After Inactive Retention
D03-99	Special Projects	T	Project completed	6	Destroy	n/a

D04 Urban Design

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
D04-00	General	3		3	Destroy	n/a
D04-01	Specific Urban Design Studies	T	Superseded	30	Permanent: Sent to City Archives	After Inactive Retention
D04-99	Special Projects	T	Project completed	6	Destroy	n/a

D05 Statistics / Projections – Development and Planning

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
D05-00	General	3		3	Destroy	n/a
D05-01	Development and Planning Statistical Reports	T	Superseded	30	Permanent: Sent to City Archives	After Inactive Retention
D05-99	Special Projects	T	Project completed	6	Destroy	n/a

D06 Environmental Planning

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

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

D07-15	Street/Lane Opening	T	Application approval	10	Destroy	n/a
D07-16	Subdivision	T	Plan registration	50	Permanent: Sent to City Archives	After Inactive Retention
D07-17	Registered Subdivision Plans	T	Plan registration	P	Permanent: Remains Inactive	n/a
D07-18	Public Roadway Naming	T	Application approval	50	Permanent: Sent to City Archives	After Inactive Retention
D07-19	Antenna System Review	T	Application approval	50	Permanent: Sent to City Archives	After Inactive Retention
D07-20	Front Ending Agreements	T	Agreement expiry	10	Archival Value: To Be Determined	TBD
D07-99	Special Projects	T	Project completed	6	Destroy	n/a

D08 Committee of Adjustment of Applications

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		30	Permanent: Sent to City Archives	After Inactive Retention
D08-04	Validation of Title	2		30	Permanent: Sent to City Archives	After Inactive Retention
D08-05	Original Decisions (x Ottawa 65-01)	T	Reference completed	30	Permanent: Sent to City Archives	After Inactive Retention
D08-06	Reference Copies of Original Decisions	T	Reference completed	5	Destroy	n/a
D08-99	Special Projects	T	Project completed	6	Destroy	n/a

D09 Heritage Properties

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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
D10-00	General	2		1	Destroy	n/a
D10-01	Specific Parks	T	Superseded	30	Permanent: Sent to City Archives	After Inactive Retention
D10-02	Master Plan	T	Superseded	50	Permanent: Sent to City Archives	After Inactive Retention
D10-03	Open Space Parks and Recreation Studies	T	Superseded	50	Permanent: Sent to City Archives	After Inactive Retention
D10-99	Special Projects	T	Project completed	6	Destroy	n/a

D11 Civic

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
D11-00	General	2		1	Destroy	n/a
D11-01	Specific Civic Addressing	T	Superseded	30	Permanent: Sent to City Archives	After Inactive Retention
D11-99	Special Projects	T	Project completed	6	Destroy	n/a

D12 Permits

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
D12-00	General	2		1	Destroy	n/a
D12-01	Permanent Sign Permits	T	File dormant	50	Permanent: Sent to City Archives	After Inactive Retention
D12-02	Private Sewer	T	File dormant	P	Permanent: Remains Inactive	n/a
D12-03	Encroachments - Temporary	T	Change of use	5	Destroy	n/a
D12-04	Encroachments - Permanent	T	File dormant	30	Permanent: Sent to City Archives	After Inactive Retention
D12-05	Private Approaches - by street name	3		4	Destroy	n/a
D12-06	Private Approaches - by specific address	3		4	Destroy	n/a
D12-07	Road Cut	T	Road cut completed	50	Destroy	n/a
D12-08	Access	3		4	Destroy	n/a
D12-09	Water Permits	T	Cost Recovery Completed	5	Destroy	n/a
D12-99	Special Projects	T	Project completed	6	Destroy	n/a

D13 Building / Construction Permits

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

D15 Pits and Quarries

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	30	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	30	Permanent: Sent to City Archives	After Inactive Retention
D17-02	Aerial Photographs	T	Superseded	50	Permanent: Sent to City Archives	After Inactive Retention
D17-03	Plans	T	Superseded	50	Permanent: Sent to City Archives	After Inactive Retention
D17-04	Maps	T	Superseded	50	Permanent: Sent to City Archives	After Inactive Retention
D17-05	Streets / Roads / Bridges and other sites	2		3	Destroy	n/a

E Emergency and Protective Services**E00 Emergency and Protective Services – General**

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)

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

E05-03	Fire Communications/Dispatch	3		3	Destroy	n/a
E05-99	Special Projects	3	Project completed	6	Destroy	n/a

E06 Fire Inspection / Prevention

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	3		2	Destroy	n/a
E06-02	Log Tapes	T	Reference value expired	4	Destroy	n/a
E06-03	Fire Stations	T	Superseded	4	Destroy	n/a
E06-04	Fire Safety Plans	T	Superseded	4	Destroy	n/a
E06-05	Retrofit	T	Retrofit completed	4	Destroy	n/a
E06-06	Fire Routing	T	Superseded	1	Destroy	n/a
E06-07	Fire Safety Programs	T	Superseded	1	Permanent: Sent to City Archives	After Inactive Retention
E06-08	Public Education	3		3	Permanent: Sent to City Archives	After Inactive Retention
E06-09	Fireworks and Pyrotechnics	3		3	Destroy	n/a
E06-10	Youth Fire Setter Intervention Program	T	Case closed	1	Destroy	n/a
E06-11	Special Event Emergency Preparations	T	Event completed	2	Destroy	n/a
E06-99	Special Projects	T	Project completed	6	Destroy	n/a

E07 Fire Investigations

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
E07-00	General	3		3	Destroy	n/a

E07-01	Fire Incident Reports	4		30	Permanent: Sent to City Archives	After Inactive Retention
E07-02	Fire Investigation Reports	4		30	Permanent: Sent to City Archives	After Inactive Retention
E07-03	Inspectors' Notebooks	4		30	Permanent: Sent to City Archives	After Inactive Retention

E08 Emergency Medical Services

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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		30	Permanent: Sent to City Archives	After Inactive Retention
E09-99	Special Projects	T	Project completed	6	Destroy	n/a

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	15	Permanent: Sent to City Archives	After Inactive Retention

E11-99	Special Projects	T	Project completed	6	Destroy	n/a
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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		1	Permanent: Sent to City Archives	After Inactive Retention
E13-02	Death Records and Registers	2		1	Permanent: Sent to City Archives	After Inactive Retention
E13-03	Birth Records and Registers	2		1	Permanent: Sent to City Archives	After Inactive Retention
E13-04	Commissioner of Oaths Appointments	T	Superseded	3	Destroy	n/a

E14 Tobacco Control

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
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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		15	Permanent: Sent to City Archives	After Inactive Retention
F00-04	HST - Harmonized Sales Tax	T	File closed	6	Destroy	n/a
F00-05	Non-Resident Withholding Tax	T	File closed	6	Destroy	n/a
F00-99	Special Projects	T	Project completed	6	Destroy	n/a

F01 Ledgers, Registers, Journals

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	Destroy	n/a
F02-99	Special Projects	T	Project completed	6	Destroy	n/a

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		1	Permanent: Sent to City Archives	After Inactive Retention
F04-29	Property Ownership Changes	1		6	Destroy	n/a
F04-30	Interim Tax Bills	2		5	Destroy	n/a
F04-31	Final Tax Bills	2		5	Destroy	n/a
F04-32	Supplementary/Omitted Tax Bills	2		5	Destroy	n/a
F04-33	Tax Notifications	2		5	Destroy	n/a
F04-34	Payments in Lieu – Invoicing	3		4	Destroy	n/a
F04-35	Payments in Lieu – Payments	3		4	Destroy	n/a
F04-36	Payments in Lieu - Recording and Reporting	3		4	Destroy	n/a
F04-37	Payment in Lieu - Appeals, Agreements and Supporting Documentation	3		4	Destroy	n/a
F04-38	Reconciliation and Reporting	3		4	Destroy	n/a
F04-39	Taxation Inquiries and Consultation	1		6	Destroy	n/a
F04-99	Special Projects	T	Project completed	6	Destroy	n/a

F05 Investments

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

F08-31	Community Benefit Charges	4		5	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		15	Permanent: Sent to City Archives	After Inactive Retention
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		15	Permanent: Sent to City Archives	After Inactive Retention
F11-02	City of Ottawa Financial Statements (working papers)	2		5	Destroy	n/a
F11-99	Special Projects	T	Project completed	6	Destroy	n/a

F12 Capital Expenditures

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	30	Permanent: Sent to City Archives	After Inactive 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
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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
F14-99	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
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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		15	Permanent: Sent to City Archives	After Inactive Retention
F16-04	Third Party Payments	3		4	Destroy	n/a
F16-05	Pension / Benefits	T	Termination of employee	100	Destroy	n/a
F16-06	Pay Details	2		5	Archival Value: To Be Determined	TBD
F16-08	Payroll Bank Reports	3		4	Destroy	n/a
F16-09	Canada Savings Plans	3		4	Destroy	n/a
F16-10	Workplace Safety and Insurance Board	3		15	Permanent: Sent to City Archives	After Inactive Retention
F16-11	Union Dues Reports	3		4	Destroy	n/a
F16-13	T4 Tax Information	3		4	Destroy	n/a
F16-14	COSF Former City of Ottawa Superannuation Fund	T	Termination of employee	100	Destroy	n/a
F16-15	O-C Regional Transit Commission Pension Plan	T	Termination of employee	100	Destroy	n/a
F16-16	Public Sector Salary Disclosure	3		P	Archival Value: To Be Determined	TBD
F16-99	Special Projects	T	Project completed	6	Destroy	n/a

F17 Grants / Donations / Subsidies – Receivable

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	Destroy	n/a

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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
F25-00	General	2		1	Destroy	n/a
F25-01	Audited Financial Statements	3		15	Permanent: Sent to City Archives	After Inactive Retention
F25-02	Financial Statement Working Papers	3		4	Destroy	n/a
F25-03	Bank Statements	3		4	Destroy	n/a
F25-04	Custodial and Safekeeping Statements	3		4	Destroy	n/a
F25-05	Investment Management Reports	3		4	Destroy	n/a

F25-06	Actuarial Reports	3		15	Permanent: Sent to City Archives	After Inactive Retention
F25-07	Performance Measurement Reports	3		4	Destroy	n/a
F25-08	Minute Books	3		15	Permanent: Sent to City Archives	After Inactive Retention
F25-09	Superannuation Funds -Custodial and Safekeeping Statements (Year End)	3		15	Permanent: Sent to City Archives	After Inactive Retention
F25-10	Superannuation Funds - Regulatory Filing (Federal / Provincial)	3		15	Permanent: Sent to City Archives	After Inactive Retention
F25-11	Original Plan Text and Amendments	3		30	Permanent: Sent to City Archives	After Inactive Retention
F25-99	Special Projects	T	Project completed	6	Destroy	n/a

F26 Sinking Fund

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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
F27-00	General	2		1	Destroy	n/a
F27-01	Water and Sewer Certificates	1		6	Destroy	n/a
F27-02	Account Adjustments	2		5	Destroy	n/a
F27-03	Special Area Credits	2		5	Destroy	n/a

F27-04	Property Notifications	2		5	Destroy	n/a
F27-05	Supplementary/Omitted Water and Sewer Billing	2		5	Destroy	n/a
F27-06	Water and Sewer Billing	2		5	Destroy	n/a
F27-07	Water and Sewer Meter Read Reports	1		3	Destroy	n/a
F27-08	Reconciliation and Reporting	3		4	Destroy	n/a
F27-99	Special Projects	T	Project completed	6	Destroy	n/a

G Governance and Corporate Management

G00 Governance and Corporate Management – General

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	Permanent: Sent to City Archives	After Inactive Retention
G00-15	Lobbyist Contact and Correspondence	2		8	Archival Value: To Be Determined	TBD
G00-17	AODA Compliance Documentation	2		6	Destroy	n/a
G00-99	Special Projects	T	Project completed	6	Destroy	n/a

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

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		1	Permanent: Sent to City Archives	After Inactive Retention
G01-10	Reports to City Council and Committees	5		1	Permanent: Sent to City Archives	After Inactive Retention
G01-13	Department Copies of Reports to City Council and Committees	2		5	Destroy	n/a
G01-14	Standing Committees	1		1	Permanent: Sent to City Archives	After Inactive Retention
G01-15	Advisory Committees	1		1	Permanent: Sent to City Archives	After Inactive Retention
G01-16	Commissions, Boards, Task Forces and Other Committees	1		1	Permanent: Sent to City Archives	After Inactive Retention
G01-17	Departmental Copies for Commissions, Boards, Task Forces	3		3	Destroy	n/a

	and Other Committees					
G01-18	City Council Minutes – Archival Security Copies	1		1	Permanent: Sent to City Archives	After Inactive Retention
G01-19	Recruitment for Membership on Standing, Advisory and Miscellaneous Committees, Agencies, Commissions, Boards and Task Forces	4		1	Archival Value: To Be Determined	TBD

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		1	Permanent: Sent to City Archives	After Inactive Retention
G03-03	Objections to By-laws	3		10	Destroy	n/a
G03-04	City Clerk's Copies of By-laws	9		1	Permanent: Sent to City Archives	After Inactive Retention
G03-99	Special Projects	T	Project completed	6	Destroy	n/a

G04 City Council By-laws – Working Papers

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

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		15	Permanent: Sent to City Archives	After Inactive Retention
G10-03	Declaration of Office	T	Completion of Election	15	Permanent: Sent to City Archives	After Inactive Retention
G10-04	Election Results	2		15	Permanent: Sent to City Archives	After Inactive Retention
G10-05	Poll Maps	2		15	Permanent: Sent to City Archives	After Inactive Retention
G10-07	Voters List	3 months		3 months	Permanent: Sent to City Archives	After Inactive Retention
G10-08	Election Regulations	2		4	Destroy	n/a
G10-09	Method of Election	2		4	Destroy	n/a
G10-11	Candidate Compliance Audits	2		15	Permanent: Sent to City Archives	After Inactive Retention
G10-12	Determination of School Board Trustees	2		4	Permanent: Sent to City Archives	After Inactive Retention
G10-13	Wards, Polls and Advance Polls	2		6	Destroy	n/a
G10-14	Election Poll Staff	2		4	Destroy	n/a
G10-15	Candidate Financial Statements	T	Next regular election completed	15	Permanent: Sent to City Archives	After Inactive Retention
G10-16	Election Transition Projects	2		6	Destroy	n/a
G10-17	Election Campaign Advertisement - Complaints	5		1	Destroy	n/a
G10-18	3rd Party Election Advertising	2		8	Archival Value: To Be Determined	TBD

G10-99	Special Projects	T	Project completed	6	Destroy	n/a
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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	15	Permanent: Sent to City Archives	After Inactive 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		1	Permanent: Sent to City Archives	After Inactive Retention
G16-02	Protocol Events	3		1	Permanent: Sent to City Archives	After Inactive Retention
G16-03	Council Recognitions	3		15	Permanent: Sent to City Archives	After Inactive Retention
G16-04	Diplomatic Support	3		15	Permanent: Sent to City Archives	After Inactive Retention

G17 Transition

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		15	Permanent: Sent to City Archives	After Inactive Retention
G17-02	Corporate Transition Projects	T	Project completed	10	Permanent: Sent to City Archives	After Inactive Retention
G17-03	Departmental Transition Projects	T	Project completed	10	Permanent: Sent to City Archives	After Inactive Retention
G17-99	Special Projects	T	Project completed	6	Permanent: Sent to City Archives	After Inactive Retention

G18 Business Transformation

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	Project 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

H08 Employment Testing, 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	T	Termination of employee	52	Archival Value: To Be Determined	TBD
H08-12	Specific Employment Testing	T	Termination of employee	20	Destroy	n/a
H08-99	Special Projects	T	Project completed	6	Destroy	n/a

H09 Employee Recognition

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
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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	15	Permanent: Sent to City Archives	After Inactive 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	TBD	TBD

H16-99	Special Projects	T	Project completed	6	Destroy	n/a
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H17 Human Resources Planning

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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	15	Permanent: Sent to City Archives	After Inactive Retention
H18-07	Canadian Human Rights Commission Complaints	T	Complaint resolved	15	Permanent: Sent to City Archives	After Inactive Retention
H18-08	Employee Consultations	T	File Closed	6	Archival Value: To Be Determined	TBD
H18-99	Special Projects	T	Project completed	6	Destroy	n/a

H19 Work Scheduling

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		15	Permanent: Sent to City Archives	After Inactive Retention
I01-07	Records Destruction Certificates	1		15	Permanent: Sent to City	After Inactive

					Archives	Retention
I01-08	Corporate Resource Centre	3		15	Permanent: Sent to City Archives	After Inactive Retention
I01-09	Subscriptions	2		1	Destroy	n/a
I01-10	Transfers to Archives	1		15	Permanent: Sent to City Archives	After Inactive Retention
I01-11	Signed 'Transfer to Inactive' Certificates	1		3	Destroy	n/a
I01-12	Records Transferred to Other Agencies	1		15	Permanent: Sent to City Archives	After Inactive Retention
I01-13	Legacy Records Indexes and Information	1		15	Permanent: Sent to City Archives	After Inactive Retention
I01-99	Special Projects	T	Project completed	6	Destroy	n/a

I02 MFIPPA Requests

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	Destroy	n/a
J01-02	Control Lists	3		7	Destroy	n/a

J01-03	Court Dockets	3		10	Destroy	n/a
J01-04	Endorsed by Court Action, Certificate of Offence	3		22	Destroy	n/a
J01-05	Ministry of the Attorney General MAG RICO Reports	3		7	Destroy	n/a
J01-06	Notices of Fines and Dues	3		7	Destroy	n/a
J01-07	POA Receipts Generated through MAG System	3		4	Destroy	n/a
J01-08	POA Reconciliation Reporting	3		7	Destroy	n/a
J01-09	Purge and Monthly Distribution Reports	7		43	Destroy	n/a
J01-10	POA Part II Parking Certificate of Offence	3		5	Destroy	n/a
J01-11	Parking Reconciliation Reporting	3		7	Destroy	n/a
J01-12	Refunds / Credits to Account Requests	3		5	Destroy	n/a
J01-13	POA Notebooks, Tapes and Recordings	3		4	Archival Value: To Be Determined	TBD

L Legal

L00 Legal – General

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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
L01-00	General	3		3	Destroy	n/a

L01-01	Registered Documents (miscellaneous)	T	Closure of file	30	Permanent: Sent to City Archives	After Inactive Retention
L01-02	Development Agreements	T	Closure of file	30	Permanent: Sent to City Archives	After Inactive Retention
L01-03	Development Charge Agreements	T	Closure of file	30	Permanent: Sent to City Archives	After Inactive Retention
L01-04	Condominium Agreements	T	Closure of file	30	Permanent: Sent to City Archives	After Inactive Retention
L01-05	Subdivision Agreements	T	Closure of file	30	Permanent: Sent to City Archives	After Inactive Retention
L01-06	Site Plan Agreements	T	Closure of file	30	Permanent: Sent to City Archives	After Inactive Retention
L01-07	Encroachments	T	Closure of file	30	Permanent: Sent to City Archives	After Inactive Retention
L01-08	Easement Agreements	T	Closure of file	30	Permanent: Sent to City Archives	After Inactive Retention
L01-09	Maintenance and Liability Agreements	T	Closure of file	30	Permanent: Sent to City Archives	After Inactive Retention
L01-10	Cash in Lieu of Parking Agreements	T	Closure of file	30	Permanent: Sent to City Archives	After Inactive Retention
L01-99	Special Projects	T	Project completed	6	Destroy	n/a

L02 Unregistered Contracts and Agreements

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	30	Permanent: Sent to City Archives	After Inactive Retention
L02-02	Services and Product Agreements	T	Agreement expiry	7	Destroy	n/a
L02-03	Leases from the City	T	Lease expiry	7	Destroy	n/a
L02-04	Maintenance Agreements	T	Agreement expiry	7	Destroy	n/a

L02-05	Occupancy Agreements	T	Agreement expiry	7	Destroy	n/a
L02-06	Contracts and Agreements in Perpetuity	T	File dormant	30	Permanent: Sent to City Archives	After Inactive Retention
L02-07	Fenceviewers Decisions	T	Upon decision	30	Permanent: Sent to City Archives	After Inactive Retention
L02-08	Construction Contracts	T	Contract expiry	30	Permanent: Sent to City Archives	After Inactive Retention
L02-09	Transportation/Environment Services Capital Projects	T	Agreement expiry	30	Permanent: Sent to City Archives	After Inactive Retention
L02-10	Award Ditches and Municipal Drain Improvements	T	Agreement expiry	30	Permanent: Sent to City Archives	After Inactive Retention
L02-11	Waste Management/Sanitation Agreements	T	Agreement expiry	30	Permanent: Sent to City Archives	After Inactive Retention
L02-12	Utilities Approvals – Roads	T	Agreement expiry	7	Destroy	n/a
L02-13	Overlay/Sidewalk/Street-lighting Program Agreements	T	Agreement expiry	7	Destroy	n/a
L02-14	Infrastructure Agreements	T	Agreement expiry	30	Permanent: Sent to City Archives	After Inactive Retention
L02-15	Closed Circuit Sewer Inspection Agreements	T	Agreement expiry	7	Destroy	n/a
L02-16	Sewer Maintenance Agreements	T	Agreement expiry	30	Permanent: Sent to City Archives	After Inactive Retention
L02-17	Agreements of Property Purchase and Sale	T	Agreement expiry	30	Permanent: Sent to City Archives	After Inactive Retention
L02-18	NCC Agreements	T	Agreement expiry	30	Permanent: Sent to City Archives	After Inactive Retention
L02-19	Encroachment Agreements by Street Address	T	Agreement expiry	30	Permanent: Sent to City Archives	After Inactive Retention
L02-20	Business Improvement Area Agreements	T	Agreement expiry	30	Permanent: Sent to City Archives	After Inactive Retention
L02-21	Maintenance and Liability Agreements	T	Project completed	30	Permanent: Sent to City Archives	After Inactive Retention

L02-22	Leases to the City	T	Lease expiry	7	Destroy	n/a
L02-23	Employment Agreements	T	Termination of employee	30	Permanent: Sent to City Archives	After Inactive Retention
L02-24	Volunteer Agreements	T	Termination of volunteer	10	Destroy	n/a
L02-25	Daycare Agreements	T	Agreement expiry	10	Destroy	n/a
L02-26	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	30	Permanent: Sent to City Archives	After Inactive Retention
L03-04	Ontario Labour Relations Board	T	Appeals exhausted	30	Permanent: Sent to City Archives	After Inactive Retention
L03-05	Canada Industrial Relations Board	T	Appeals exhausted	30	Permanent: Sent to City Archives	After Inactive Retention
L03-06	Assessment Review Board	T	Appeals exhausted + 9 Years	30	Permanent: Sent to City Archives	After Inactive Retention

L03-07	Federal and Provincial Court Hearings and Appeals	T	Appeals exhausted	30	Permanent: Sent to City Archives	After Inactive Retention
L03-08	Human Rights Tribunal of Ontario	T	Appeals exhausted	30	Permanent: Sent to City Archives	After Inactive Retention
L03-09	Canadian Human Rights Commission	T	Appeals exhausted	30	Permanent: Sent to City Archives	After Inactive Retention
L03-10	Ministry of Labour	T	Appeals exhausted	30	Permanent: Sent to City Archives	After Inactive Retention
L03-11	Social Benefits Tribunal	T	Appeals exhausted	30	Permanent: Sent to City Archives	After Inactive Retention
L03-12	Rental Tribunals	T	Appeals exhausted	50	Permanent: Sent to City Archives	After Inactive Retention
L03-13	Miscellaneous Appeals and Hearings	T	Appeals Exhausted	50	Archival Value: To Be Determined	TBD
L03-14	Social Housing Internal Review Panel	T	Decision + 4 years	8	Archival Value: To Be Determined	TBD
L03-99	Special Projects	T	Project completed	6	Destroy	n/a

L04 Property

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	30	Permanent: Sent to City Archives	After Inactive Retention
L04-02	Expropriations	T	Expropriation completed	30	Permanent: Sent to City Archives	After Inactive Retention
L04-03	Exchanges	T	Exchange completed	30	Permanent: Sent to City Archives	After Inactive Retention
L04-04	Disposal	T	Property sold + 2 years	30	Permanent: Sent to City Archives	After Inactive Retention
L04-05	Boundary Act Applications	T	Decision made	30	Permanent: Sent to City Archives	After Inactive Retention

L04-06	Appraisals	3		4	Destroy	n/a
L04-07	Consents to Enter	T	Decision made	10	Destroy	n/a
L04-08	Appraisals – Cash-in-lieu	3		4	Destroy	n/a
L04-09	Acquisition Investigations	5		10	Destroy	n/a
L04-10	Disposal Investigations	5		10	Destroy	n/a
L04-11	Land Titles Applications	5		10	Destroy	n/a
L04-99	Special Projects	T	Project completed	6	Destroy	n/a

L05 Litigation

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	30	Permanent: Sent to City Archives	After Inactive Retention
L05-07	Building Code Services - Claims against the City	T	Claim resolution	P	Archival Value: To Be Determined	TBD
L05-08	Building Code Services - Prosecutions (by address)	T	Claim resolution	P	Archival Value: To Be Determined	TBD
L05-99	Special Projects	T	Project completed	6	Destroy	n/a

L06 Legal Opinions and Inquiries

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
L06-00	General	2		1	Destroy	n/a
L06-01	Opinions to Council	4		30	Permanent: Sent to City Archives	After Inactive Retention
L06-02	Opinions & Briefs	T	Closure of file	30	Permanent: Sent to City Archives	After Inactive Retention
L06-03	Compliance Reports	3		30	Permanent: Sent to City Archives	After Inactive Retention
L06-99	Special Projects	T	Project completed	6	Destroy	n/a

L07 Provincial and Federal Environmental Approval

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

L08 Insurance Policies and Claims

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
L08-00	General	3		3	Destroy	n/a
L08-01	Insurance Policies	T	Superseded	30	Permanent: Sent to City Archives	After Inactive Retention
L08-02	Underwriting Information	T	File dormant	6	Destroy	n/a
L08-03	Certificates of Insurance	T	File dormant	30	Permanent: Sent to City Archives	After Inactive Retention
L08-04	Risk Management Opinions/Advice	T	File dormant	30	Permanent: Sent to City Archives	After Inactive Retention
L08-05	Events-Incident and Vehicle Accident Reports	T	Case closed	7	Destroy	n/a
L08-06	General Claims (all but Vehicle)	T	Case closed	7	Destroy	n/a
L08-07	Vehicle Accident Claims	T	Case closed	25	Destroy	n/a
L08-08	Insurance Claim Reports	T	Case closed	7	Destroy	n/a
L08-09	Vehicle Accident Claims 1994-1996 ONLY	T	Case closed	100	Destroy	n/a
L08-99	Special Projects	T	Project completed	6	Destroy	n/a

L09 Intellectual Property

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		30	Permanent: Sent to City Archives	After Inactive Retention

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 completed	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

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	Inclusive Recreation Case Files	T	Case closed	7	Destroy	n/a
R05-99	Special Projects	T	Project completed	6	Destroy	n/a

R06 Public Art

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		15	Permanent: Sent to City Archives	After Inactive Retention
R06-03	Visual Artist Registry	T	Superseded	15	Permanent: Sent to City Archives	After Inactive Retention
R06-99	Special Projects	T	Project completed	6	Destroy	n/a

R07 Equine Management – Horse History / Other

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

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

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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
R10-00	General	2		1	Destroy	n/a
R10-01	City Archives	T	Superseded	15	Permanent: Sent to City Archives	After Inactive Retention
R10-02	City Museums	T	Superseded	P	Permanent: Remains Inactive	n/a
R10-03	City Historic Sites	T	Superseded	P	Permanent: Remains Inactive	n/a
R10-04	Community Archives, Museums, and designated Historic Sites	3		4	Permanent: Sent to City Archives	After Inactive Retention
R10-05	Monuments Registry	2		P	Permanent: Remains Inactive	n/a
R10-99	Special Projects	T	Project completed	6	Destroy	n/a

R11 Collections Management

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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	15	Permanent: Sent to City Archives	After Inactive Retention
R12-03	City Hall Gallery	T	Superseded	15	Permanent: Sent to City Archives	After Inactive Retention

R12-04	Exhibits and Displays	2		15	Permanent: Sent to City Archives	After Inactive Retention
R12-05	Corridor 45/75 Gallery	T	Superseded	P	Archival Value: To Be Determined	TBD
R12-99	Special Projects	T	Project completed	6	Destroy	n/a

R13 Arts and Heritage Development

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/Commemora tions	3		15	Permanent: Sent to City Archives	After Inactive Retention
R13-02	Book Awards	3		15	Permanent: Sent to City Archives	After Inactive Retention
R13-03	Community Development	3		10	Destroy	n/a
R13-04	Young at Art	3		p	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		15	Permanent: Sent to City Archives	After Inactive Retention
R17-02	Archival Appraisal	2		15	Permanent: Sent to City Archives	After Inactive Retention
R17-03	Intellectual Control	2		15	Permanent: Sent to City Archives	After Inactive Retention
R17-04	Donor History	2		15	Permanent: Sent to City Archives	After Inactive Retention
R17-05	Researcher History	T	Superseded	15	Permanent: Sent to City Archives	After Inactive Retention

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

R18 City-owned Theatres

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 th birthday for young parents	10	Destroy	n/a
S01-08	Child Care Case Files	T	File closed	3	Destroy	n/a
S01-09	Reports to Children's Aid Society (CAS)	2		18	Destroy	n/a
S01-10	Healthy Babies/Healthy Children Clinics and Referrals	3		11	Destroy	n/a

S01-11	School Health Programs	1		5	Archival Value: To Be Determined	TBD
S01-99	Special Projects	T	Project completed	6	Destroy	n/a

S02 Employment, Financial and Home Management Assistance Programs

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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
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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	Destroy	n/a
S03-22	Specific Prevention Programs	T	Program completed	6	Archival Value: To Be Determined	TBD
S03-23	HIV, AIDS, HEP B/C and Syphilis - Child Case Files	T	Client's 18th birthday	15	Destroy	n/a
S03-24	Pre-2017 Healthy Sexuality Clinical Services	T	Case closed	33	Destroy	n/a
S03-25	Supervised Consumption Services Case Files	T	Client's last visit + 2 years	Adults - 13 years Children - Client's 18th birthday + 15 years	Archival Value: To Be Determined	TBD

S03-99	Special Projects	T	Project completed	6	Destroy	n/a
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S04 Community Medicine and Epidemiology

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
S04-00	General	2		1	Destroy	n/a
S04-01	Epidemics	T	Epidemic ended	15	Permanent: Sent to City Archives	After Inactive Retention
S04-02	Community Programs	T	Program completed	2	Destroy	n/a
S04-03	Public Health Accreditation	3		4	Destroy	n/a
S04-99	Special Projects	T	Project completed	6	Destroy	n/a

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 th 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 Case Files	4		15	Permanent: Sent to City Archives	After Inactive Retention
S06-06	Tuberculosis – Prescriptions & Surveillance	1		20	Destroy	n/a
S06-07	Children's Immunization Case Files	T	Client's 18 th Birthday	10	Destroy	n/a
S06-08	Tuberculosis Screenings	2		28	Destroy	n/a

S07 Communicable Diseases

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		15	Permanent: Sent to City Archives	After Inactive Retention
S08-10	IPAC Complaints	2		3	Archival Value: To Be Determined	TBD
S08-11	IPAC Investigations	5		25	Archival Value: To Be Determined	TBD
S08-99	Special Projects	T	Project completed	6	Destroy	n/a

S09 Long Term Care

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		7	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	Archival Value: To Be Determined	TBD
S10-12	Social and Affordable Housing Compliance	T	Agreement Expiry	10	Archival Value: To Be Determined	TBD
S10-13	Ontario Renovates Program	T	Agreement Expiry	10	Destroy	n/a
S10-14	Action Ottawa Projects	T	Agreement Expiry	10	Archival Value: To Be Determined	TBD

S10-15	Home Ownership Program	T	Agreement Expiry	10	Destroy	n/a
S10-16	Rent Supplement – Landlord Statements	2		8	Destroy	n/a
S10-17	Ministerial Approvals and Consents	2		5	Archival Value: To Be Determined	TBD
S10-18	Housing Allowance Statement of Benefits	3		4	Destroy	n/a
S10-99	Special Projects	T	Project completed	15	Destroy	n/a

S11 Homelessness Initiatives

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	30	Permanent: Sent to City Archives	After Inactive Retention
T00-02	Assistance Cards	T	Termination of Service	5	Destroy	n/a
T00-99	Special Projects	T	Projects Completed	6	Destroy	n/a

T01 Transportation Planning

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	30	Permanent: Sent to City Archives	After Inactive Retention
T01-04	Functional Planning Studies	T	Study completed	30	Permanent: Sent to City Archives	After Inactive Retention
T01-05	MTO Highways/Liaisons	T	Superseded	10	Destroy	n/a
T01-06	Funding Initiatives	T	Initiative completed	7	Destroy	n/a
T01-07	Transit Development Inspections and Releases	T	Release of Funds	7	Destroy	n/a
T01-08	Transportation Data and Modelling	5		45	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	30	Permanent: Sent to City Archives	After Inactive Retention
T03-09	Road Allowance Maintenance	T	Maintenance completed	10	Destroy	n/a
T03-10	Patrol/Beat Logging	T	Superseded	10	Destroy	n/a
T03-11	Road Maintenance	T	Maintenance completed	10	Destroy	n/a
T03-12	Railway Crossing Maintenance	T	Maintenance completed	30	Permanent: Sent to City Archives	After Inactive Retention
T03-99	Special Projects	T	Project completed	6	Destroy	n/a

T04 Pavement Management / Test Laboratory

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
T04-00	General	2		1	Destroy	n/a
T04-01	Specific Data Collection	3		3	Destroy	n/a
T04-02	Material Test Results	9		1	Destroy	n/a
T04-03	Geo-technical Reports	T	File dormant	30	Permanent: Sent to City Archives	After Inactive Retention
T04-04	Vibration Monitoring—by street name	T	Superseded	30	Permanent: Sent to City Archives	After Inactive Retention
T04-05	Pavement Management System	T	Superseded	P	Permanent: Remains Inactive	n/a
T04-99	Special Projects	T	Project completed	6	Destroy	n/a

T05 Infrastructure Management

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
T05-00	General	2		1	Destroy	n/a

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

T06 Structures

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	30	Permanent: Sent to City Archives	After Inactive Retention
T06-02	Proposed Structures (by structure number)	T	Decision made	10	Destroy	n/a
T06-03	Structural Failure - Historical	T	Investigation completed	30	Permanent: Sent to City Archives	After Inactive Retention

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

T07 Traffic Control and Safety

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
T07-00	General	2		1	Destroy	n/a
T07-01	Traffic Engineering Management	T	Superseded	30	Permanent: Sent to City Archives	After Inactive Retention
T07-02	Data Collection/Traffic Counts	5		10	Destroy	n/a
T07-03	Signal Underground Electrical Plant	T	Superseded	30	Permanent: Sent to City Archives	After Inactive Retention
T07-04	Signal Installations/Maintenance	T	Superseded	30	Permanent: Sent to City Archives	After Inactive Retention
T07-05	Controller Modification / Timing Plans / Traffic Logging / Signal Data	T	Superseded	30	Permanent: Sent to City Archives	After Inactive Retention

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

T08 Area Traffic Management

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
T08-00	General	2		1	Destroy	n/a
T08-01	Area Traffic Projects	T	Study completed	10	Destroy	n/a
T08-02	Traffic Calming	3		3	Destroy	n/a
T08-03	Roadway Modifications	T	Project completed	10	Destroy	n/a
T08-04	Pedestrian Network Projects	T	Project completed	30	Permanent: Sent to City Archives	After Inactive Retention
T08-05	Cycling Network Projects	T	Project completed	30	Permanent: Sent to City Archives	After Inactive Retention

T08-06	Traffic Demand Management	T	Project completed	10	Destroy	n/a
T08-99	Special Projects	T	Project completed	6	Destroy	n/a

T09 Parking Operations

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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
T10-00	General	2		1	Destroy	n/a
T10-01	Transitway Construction Projects	T	Project completed	30	Permanent: Sent to City Archives	After Inactive Retention
T10-02	Transitway Programs	T	Superseded	10	Destroy	n/a
T10-03	Transitway Inspections	T	Superseded	10	Destroy	n/a
T10-04	Transitway Planning	T	Study completed	30	Permanent: Sent to City Archives	After Inactive Retention
T10-05	Transitway Corridor (by ID number)	T	Superseded	10	Destroy	n/a

T10-06	O-Train Corridor (by ID number)	T	Superseded	10	Destroy	n/a
T10-07	Stations (by ID number)	T	Superseded	10	Destroy	n/a
T10-08	Park and Ride Lots (by ID number)	T	Superseded	10	Destroy	n/a
T10-09	Transit Priority Measures	T	Superseded	10	Destroy	n/a
T10-99	Special Projects	T	Project completed	6	Destroy	n/a

T11 Transit Operations

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

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

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

T14 Para Transpo Operations

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
T14-00	General	2		1	Destroy	n/a

T14-01	Para Transpo Client Registration	T	Termination of service	1	Destroy	n/a
T14-02	Para Transpo Temporary Registration	T	Termination of service	1	Destroy	n/a
T14-03	Para Transpo Booking and Operations Support	2		1	Destroy	n/a
T14-04	Para Transpo Customer Complaints/Commen dations	3		4	Destroy	n/a
T14-99	Special Projects	T	Project completed	6	Destroy	n/a

T15 Trillium Line – Light Rail Transit (LRT) System

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
T15-00	General	10		30	Permanent: Sent to City Archives	After Inactive Retention
T15-01	Stations and Segments	10		30	Permanent: Sent to City Archives	After Inactive Retention
T15-02	Facilities	10		30	Permanent: Sent to City Archives	After Inactive Retention
T15-03	Signals, Systems and Communications	10		30	Permanent: Sent to City Archives	After Inactive Retention
T15-04	Power	10		30	Permanent: Sent to City Archives	After Inactive Retention
T15-05	Geotechnical	10		30	Permanent: Sent to City Archives	After Inactive Retention
T15-06	Tunnel	10		30	Permanent: Sent to City Archives	After Inactive Retention
T15-07	Environmental	10		30	Permanent: Sent to City Archives	After Inactive Retention
T15-08	Property	10		30	Permanent: Sent to City Archives	After Inactive Retention
T15-09	Traffic and Mobility	10		30	Permanent: Sent to City Archives	After Inactive Retention
T15-10	Utilities	10		30	Permanent: Sent to City Archives	After Inactive Retention

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

T16 Confederation Line – Light Rail Transit (LRT) System

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
T16-00	General	10		30	Permanent: Sent to City Archives	After Inactive Retention
T16-01	Stations and Segments	10		30	Permanent: Sent to City Archives	After Inactive Retention
T16-02	Facilities	10		30	Permanent: Sent to City Archives	After Inactive Retention
T16-03	Signals, Systems and Communications	10		30	Permanent: Sent to City Archives	After Inactive Retention
T16-04	Power	10		30	Permanent: Sent to City Archives	After Inactive Retention
T16-05	Geotechnical	10		30	Permanent: Sent to City Archives	After Inactive Retention
T16-06	Tunnel	10		30	Permanent: Sent to City Archives	After Inactive Retention
T16-07	Environmental	10		30	Permanent: Sent to City Archives	After Inactive Retention
T16-08	Property	10		30	Permanent: Sent to City Archives	After Inactive Retention
T16-09	Traffic and Mobility	10		30	Permanent: Sent to City Archives	After Inactive Retention
T16-10	Utilities	10		30	Permanent: Sent to City Archives	After Inactive Retention
T16-11	Vehicles	10		30	Permanent: Sent to City Archives	After Inactive Retention
T16-12	General Engineering	10		30	Permanent: Sent to City	After Inactive

					Archives	Retention
T16-13	Civil	10		30	Permanent: Sent to City Archives	After Inactive Retention

V Vehicles and Equipment

V00 Vehicle and Equipment – General

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

V01 Fleet Management Programs

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

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

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

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

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

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

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

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

W01 Water Master Plan

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
W01-00	General	2		1	Destroy	n/a
W01-01	Water Master Plan and Amendments	T	Plan superseded	30	Permanent: Sent to City Archives	After Inactive Retention

W02 Wastewater Master Plan

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
W02-00	General	2		1	Destroy	n/a
W02-01	Wastewater Master Plan and Amendments	T	Plan superseded	30	Permanent: Sent to City Archives	After Inactive Retention

W02-99	Special Projects	T	Project completed	6	Destroy	n/a
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W03 Watershed Plans

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
W03-00	General	2		1	Destroy	n/a
W03-01	Watershed Plans and Amendments	T	Plan superseded	30	Permanent: Sent to City Archives	After Inactive Retention

W04 Stormwater Master Plan

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
W04-00	General	2		1	Destroy	n/a
W04-01	Stormwater Master Plan and Amendments	T	Plan superseded	30	Permanent: Sent to City Archives	After Inactive Retention
W04-99	Special Projects	T	Project completed	6	Destroy	n/a

W05 Operations Support

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
W05-00	General	2		1	Destroy	n/a
W05-01	Service Request Investigations	1		1	Destroy	n/a
W05-02	Water Investigations	T	Investigation completed	30	Permanent: Sent to City Archives	After Inactive Retention
W05-03	Wastewater Investigations	T	Investigation completed	30	Permanent: Sent to City Archives	After Inactive Retention
W05-04	Solid Waste Investigations	T	Investigation completed	30	Permanent: Sent to City Archives	After Inactive Retention
W05-06	Large Water Meters	T	Building Demolition	3	Destroy	n/a
W05-07	Water & Sewer Servicing Reviews & Approvals	T	Servicing completed	10	Destroy	n/a
W05-08	Stormwater Investigations	T	Investigation completed	30	Permanent: Sent to City Archives	After Inactive Retention

W05-09	Rain Gauge Network	T	Superseded	30	Permanent: Sent to City Archives	After Inactive Retention
W05-10	Wastewater Work Orders	2		5	Destroy	n/a
W05-11	Water Production Work Orders	1		6	Destroy	n/a
W05-99	Special Projects	T	Project completed	6	Archival Value: To Be Determined	TBD

W06 Municipal Drainage

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

W07 Wastewater and Stormwater Pumping Stations

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

W08 Storm and Sanitary Sewers

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
W08-00	General	2		1	Destroy	n/a
W08-01	Construction Projects – by contract number	T	Project completed	30	Permanent: Sent to City Archives	After Inactive Retention
W08-02	City Sewers	10		11	Archival Value: To 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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
W09-00	General	2		1	Destroy	n/a
W09-01	Stormwater Management Programs	T	Program superseded	30	Permanent: Sent to City Archives	After Inactive Retention
W09-02	Operational Resources	T	Decommissioning of facility	1	Destroy	n/a
W09-03	Sub-watershed and Serviceability Studies	T	Superseded	30	Permanent: Sent to City Archives	After Inactive Retention
W09-04	City Owned or Managed Facilities	T	Decommissioning of facility	30	Permanent: Sent to City Archives	After Inactive Retention
W09-05	Public and Private Agency Owned or Managed Facilities	T	Decommissioning of facility	30	Permanent: Sent to City Archives	After Inactive Retention
W09-06	Facility Monitoring	T	Superseded	6	Destroy	n/a
W09-99	Special Projects	T	Project completed	6	Archival Value: To Be Determined	TBD

W10 Water

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

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
W11-00	General	2		1	Destroy	n/a

W11-01	Specific Water Purification Plants	T	Superseded	30	Permanent: Sent to City Archives	After Inactive Retention
W11-02	Water Purification Reports and Studies	T	Report completed	10	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

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

W14 Water Distribution

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

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

W16 Wastewater Treatment

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
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		30	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

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

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

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

W20 Solid Waste

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
W20-00	General	2		1	Destroy	n/a
W20-01	Planning and Monitoring	T	Superseded	30	Permanent: Sent to City Archives	After Inactive Retention

W20-02	Operations and Maintenance	3		3	Destroy	n/a
W20-03	Collection Complaints	1		1	Destroy	n/a
W20-04	Diversion Initiatives (Composting, Recycling)	3		3	Destroy	n/a
W20-05	Integrated Waste Management Master Plan	T	Superseded	30	Permanent: Sent to City Archives	After Inactive Retention
W20-06	Curbside Collection Contracts and Agreements	8		2	Archival Value: To Be Determined	TBD
W20-07	High Density Collection Contracts and Agreements	8		2	Archival Value: To Be Determined	TBD
W20-08	In-house Collection Contracts and Agreements	8		2	Archival Value: To Be Determined	TBD
W20-09	Public Space Collection Contracts & Agreements	8		2	Archival Value: To Be Determined	TBD
W20-99	Special Projects	T	Project completed	6	Archival Value: To Be Determined	TBD

W21 Solid Waste Landfill Operations and Maintenance

Subject Classification Code	Subject Content	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Archives Transfer Trigger
W21-00	General	2		1	Destroy	n/a
W21-01	Aggregate Analysis	3		3	Destroy	n/a
W21-02	Leachate Analysis	3		30	Permanent: Sent to City Archives	After Inactive Retention
W21-03	Landfill Gas Management	3		30	Permanent: Sent to City Archives	After Inactive Retention
W21-04	Monitoring Program	3		50	Permanent: Sent to City Archives	After Inactive Retention

W21-05	Household/Special Waste	3		10	Destroy	n/a
W21-06	Landfills	T	Maintenance completed	30	Permanent: Sent to City Archives	After Inactive Retention
W21-07	Trail Waste Facility Compliance	3		30	Permanent: Sent to City Archives	After Inactive Retention
W21-08	Trail Waste Facility Grounds and Operations	2		4	Destroy	n/a
W21-09	Trail Waste Facility Scales	2		2	Archival Value: To Be Determined	TBD
W21-10	Trail Waste Leachate Management	2		30	Permanent: Sent to City Archives	After Inactive Retention
W21-11	Trail Waste Facility Gas Management	T	Facility closure	30	Permanent: Sent to City Archives	After Inactive Retention
W21-12	Trail Waste Facility Stormwater management	T	Facility closure	30	Permanent: Sent to City Archives	After Inactive Retention
W21-13	Trail Waste Facility Compost	2		7	Archival Value: To Be Determined	TBD
W21-14	Trail Waste Facility Cover Material Management	T	Facility closure	30	Permanent: Sent to City Archives	After Inactive Retention
W21-15	Springhill Landfill	2		30	Permanent: Sent to City Archives	After Inactive Retention
W21-16	Nepean Landfill	2		30	Permanent: Sent to City Archives	After Inactive Retention
W21-17	Private Sector Waste Facilities	2		30	Permanent: Sent to City Archives	After Inactive Retention
W21-18	Bufferland Management	2		30	Permanent: Sent to City Archives	After Inactive Retention
W21-19	Plasco	20		10	Permanent: Sent to City Archives	After Inactive Retention
W21-20	OrgaWorld	20		10	Permanent: Sent to City Archives	After Inactive Retention
W21-21	Recycling Facilities	T	Contract Completed	7	Archival Value: To	TBD

					Be Determined	
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