

# The Corporation of the Township of Whitewater Region

## By-law Number 18-02-1038

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### **A by-law to adopt a Records Retention Schedule for corporate records**

**Whereas**, Section 254 of the *Municipal Act, 2001* provides that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner; and

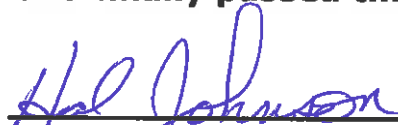
**Whereas**, Section 255 states that, except as otherwise provided, a record of a municipality may only be destroyed if a retention period for the record has been established and has expired or if the record is a copy of the original; and

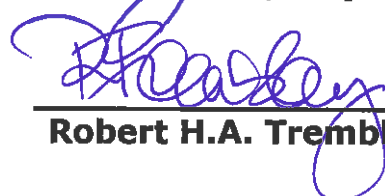
**Whereas**, the Council of the Township of Whitewater Region deems it expedient and necessary to adopt a schedule for records retention;

**Now therefore Council of the Corporation of the Township of Whitewater Region enacts as follows:**

1. That the Record Retention Schedule for corporate records is hereby established to guide the management of corporate records.
2. That the Schedule "A" attached shall form a part of this by-law.
3. That the CAO/Clerk is authorized to modify the schedule on an annual basis to meet legal, statutory and operating requirements in keeping with updates provided by legal counsel, the municipal auditor or an expert third party in the area of records retention.
4. That any other by-law inconsistent with the provisions contained in this by-law are hereby repealed.
5. This by-law shall come into force and take effect upon the date of the final passing thereof.

**Read a first, second and third time and finally passed this 7th day of February, 2018.**

  
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Hal Johnson, Mayor

  
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Robert H.A. Tremblay, Clerk

Township of Whitewater Region  
Records Retention Schedule  
2018

Primary Heading: Administration				
Class Code	Secondary Heading	Responsible Dept.	Total Retention	Remarks
A00	Administration -General	Originating	1	
A01	Associations and Organizations	Originating	1	
A02	Staff Committees and Meetings	Originating	4**	
A03	Computer Systems	Corporate Services	S+6	
A04	Conferences and Seminars	Originating	1**	
A05	Consultants	Originating	2**	
A06	Inventory Control	Originating	6	
A07	Office Equipment and Furniture	Originating	E	E= disposal of item
A08	Office Services	Originating	1	
A09	Policies and Procedures	Originating	P**	
A10	Records Management	Corporate Services	S	
A11	Records Disposition	Corporate Services	P	
A12	Telecommunications Systems	Originating	S	
A13	Travel and Accommodation	Originating	1	
A14	Uniforms and Clothing	Originating	S**	
A15	Vendors and Suppliers	Originating	2	
A16	Intergovernmental Relations	Originating	5**	
A17	Accessibility of Records (F.O.I.)	Corporate Services	2	
A18	Security	Originating	5	
A19	Facilities Construction and Renovations	Originating	E + 2** As built = P	E = project finished
A20	Building and Property Maintenance	Originating	5	Setup tests and manuals = equipment removed + 1
A21	Facilities Bookings	Originating	2	
A22	Accessibility of Services	Corporate Services	5	
A23	Information Systems Production Activity & Control	Corporate Services	2	
A24	Access Control & Passwords	Corporate Services	S	
A25	Performance Management/ Quality Assurance	Corporate Services	S**	

Legend: P - Permanent; \* - Maximum Copy Retention; S - Superseded; E - Event  
C - Current Year; \*\* - Subject to Archival Selection

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Township of Whitewater Region  
Records Retention Schedule  
2018

Primary Heading: Council, Boards and By-laws				
Class Code	Secondary Heading	Responsible Dept.	Total Retention	Remarks
C00	Council and By-Laws – General	Originating	1	
C01	By-Laws	Corporate Services	P**	
C02	By-Laws - Other Municipalities	Corporate Services	1	
C03	Council Agenda	Corporate Services	P**	
C04	Council Minutes	Corporate Services	P**	Working notes = 6
C05	Board/ Committee Agenda	Corporate Services	P**	
C06	Board/ Committee Minutes	Corporate Services	P**	Working notes = 6
C07	Elections	Corporate Services	E+4 Ballots = 120 days after voting or recount	E= day action took effect or voting day
C08	Goals and Objectives	Originating	S**	
C09	Motions and Resolutions - Other Municipalities	Corporate Services	1	
C10	Reports to Council	Corporate Services	P**	See agenda package
C11	Appointments to Boards and Committees	Corporate Services	P**	
C12	Accountability Transparency & Governance	Corporate Services	P**	

Primary Heading: Development and Planning				
Class Code	Secondary Heading	Responsible Dept.	Total Retention	Remarks
D00	Development and Building & Property – General	Originating	1	
D01	Demographic Studies	Building & Property	10**	
D02	Economic Development	Originating	10**	
D03	Environment Building & Property	Building & Property	10**	E = expired or later of: date of offence or day evidence of offence first came to attention of person appointed
D04	Residential Development	Building & Property	10**	

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Primary Heading: Development and Planning				
Class Code	Secondary Heading	Responsible Dept.	Total Retention	Remarks
D05	Natural Resources	Originating	10**	
D06	Tourism Development	Originating	10**	
D07	Condominium Plans	Building & Property	P**	Applications = 2 after final decision
D08	Official Plans	Corporate Services	P**	
D09	Official Plan Amendments	Building & Property	P**	Applications = 2 after final decision
D10	Severances	Building & Property	P**	Applications = 2 after final decision
D11	Site Plan Control	Building & Property	P**	Applications = 2 after final decision
D12	Subdivision Plans	Building & Property	P**	Applications = 2 after final decision
D13	Variances	Building & Property	P**	Applications = 2 after final decision
D14	Zoning	Building & Property	P**	Applications = 2 after final decision
D15	Easements	Building & Property	P**	
D16	Encroachments	Building & Property	P**	
D17	Annexation/ Amalgamation	Corporate Services	P**	
D18	Community Improvement	Building & Property	P**	
D19	Municipal Addressing	Physical Services	P**	
D20	Reference Plans	Building & Property	P**	
D21	Industrial/ Commercial Development	Building & Property	10**	
D22	Digital Mapping	Building & Property	S	Excludes actual data residing on these systems
D23	Agricultural Development	Building & Property	10**	
D24	Background Reports for OP	Building & Property	P**	
D25	Deeming Process	Building & Property	P**	
D26	Development Charges Study	Building & Property	P**	
D27	Part Lot Control	Building & Property	P**	Applications = 2 after final decision

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Primary Heading: Environmental Services				
Class Code	Secondary Heading	Responsible Dept.	Total Retention	Remarks
E00	Environmental Services	Originating	1	
E01	Sanitary Sewers	Physical Services	C+1 Specs = P	
E02	Storm Sewers	Physical Services	C+1** Specs = P	
E03	Treatment Plants	Physical Services	5 Specs = P	Plans = cease to apply + 2
E04	Trees	Physical Services	5	
E05	Air Quality Monitoring	Physical Services	E+5**	E = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5
E06	Utilities	Physical Services	5**	
E07	Waste Management	Physical Services	10 or cease to apply + 10**  ***if National Guidelines apply = P	Annual landfill operations report and Hazardous waste sites records – depot ceases to operate + 2
E08	Water Physical Services	Physical Services	15 Specs = P	
E09	Drains	Physical Services	E+5** Specs = P	
E10	Pits and Quarries	Physical Services	5** Specs = P	Specifications are kept for the life of the pit or quarry.
E11	Nutrient Management	Physical Services	5** or expiry of plan + 2	
E12	Private Sewage Disposal Systems	Physical Services	5** Specs = P	
E13	Water Monitoring	Physical Services	E+15	E = created, approved or plan no longer in force

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Records Retention Schedule  
2018

Primary Heading: Environmental Services				
Class Code	Secondary Heading	Responsible Dept.	Total Retention	Remarks
E14	Water Sampling	Physical Services	E+15	E = created, approved or plan no longer in force
E15	Chemical Sampling of Water	Physical Services	E+15	E = created, approved or plan no longer in force
E16	Backflow Prevention and Cross Connection Control	Physical Services	15	
E17	Energy Management	Originating	E+7	E = end of reporting period to which relates
E18	Natural Heritage	Originating	E+3	E = end of designated year
E19	Renewable Energy	Physical Services	E+15	E = created, approved or facility no longer in force
E20	Source Water Protection	Originating	E+15	E = created, approved or plan no longer in force
E21	MOE Environmental Compliance Approvals	Physical Services	Cease to apply + 2	

Primary Heading: Finance and Accounting				
Class Code	Secondary Heading	Responsible Dept.	Total Retention	Remarks
F00	Finance and Accounting – General	Originating	1	
F01	Accounts Payable	Corporate Services	E+7	E = end of fiscal year
F02	Accounts Receivable	Corporate Services	E+7	
F03	Audits	Corporate Services	6	
F04	Banking	Corporate Services	6	
F05	Budgets and Estimates	Corporate Services	6**	
F06	Assets	Corporate Services	E+6**	E= disposal of asset
F07	Cheques	Corporate Services	6	

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Primary Heading: Finance and Accounting				
Class Code	Secondary Heading	Responsible Dept.	Total Retention	Remarks
F08	Debentures and Bonds	Corporate Services	E+6	E= debentures surrendered for exchange/cancellation
F09	Employee and Council Expenses	Corporate Services	E+7	E = end of fiscal year
F10	Financial Statements	Corporate Services	P**	E = end of fiscal year
F11	Grants and Loans	Corporate Services	E+6	E = repayment of loan
F12	Investments	Corporate Services	E+6	E= closure of account
F13	Journal Vouchers	Corporate Services	E+6	E = end of fiscal year
F14	Subsidiary Ledgers Registers and Journals	Corporate Services	E+7**	E = end of fiscal year
F15	General Ledgers and Journals	Corporate Services	P	
F16	Payroll	Corporate Services	E+6	E = end of fiscal year
F17	Purchase Orders and Requisitions	Corporate Services	E+6	E = end of fiscal year
F18	Quotations and Tenders	Corporate Services	6**	Unsuccessful bids - retain for 1 from contract award
F19	Receipts	Originating	6	
F20	Reserve Funds	Corporate Services	6	
F21	Revenues	Corporate Services	6	Records related to mortgages must be kept for 10 years.
F22	Taxes and Records	Corporate Services	P	
F23	Write Offs	Corporate Services	6	Court services write-offs = 37
F24	Trust Funds	Originating	E + 7	E= end of fiscal year or last day of residence
F25	Security Deposit	Corporate Services	E+6	E= closure of account
F26	Working Papers	Corporate Services	E+1	E= after completion of audit

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Primary Heading: Human Resources				
Class Code	Secondary Heading	Responsible Dept.	Total Retention	Remarks
H00	Human Resources – General	Originating	1	
H01	Attendance and Scheduling	Corporate Services	3**	
H02	Benefits	Corporate Services	5	
H03	Employee Records	Corporate Services	E+3** Drinking Water system training record = 5 Firefighter employment terms = 25	E = date employee ceased to be employed by employer
H04	Health and Safety	Corporate Services	5	Accident reports for construction projects retained with project = project completion +1
H05	Human Resource Planning	Corporate Services	1**	
H06	Job Descriptions	Corporate Services	S**	
H07	Labour Relations	Corporate Services	E+10**	E= expiry of contract period
H08	Organization	Originating	S**	
H09	Salary Planning	Corporate Services	5 Pay Equity = P	
H10	Pension Records	Corporate Services	E+6	E= termination of employee
H11	Recruitment	Corporate Services	1**	Non-successful candidates = 3 months
H12	Training and Development	Corporate Services	S**	
H13	Claims	Corporate Services	E+3 Hazardous exposure claims = P	E = resolution of claim
H14	Grievances	Corporate Services	E+10	E = resolution of claim
H15	Harassment and Violence	Corporate Services	E+3	E = resolution of complaint
H16	Criminal Background Checks	Corporate Services	E+7	E = date employee ceased to be employed by employer

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Primary Heading: Human Resources				
Class Code	Secondary Heading	Responsible Dept.	Total Retention	Remarks
H17	Employee Medical Records – Hazardous Materials	Corporate Services	P	
H18	Employee Medical Records	Corporate Services	E+3	E = when STD/LTD claims are resolved
H19	Disability Management	Corporate Services	E+5	E = day issued or earlier as may be specified by Commission
H20	Confined Spaces	Corporate Services	E+1	Longer of 1 after the document was created or the period necessary to ensure 2 most recent records retained

Primary Heading: Justice				
Class Code	Secondary Heading	Responsible Dept.	Total Retention	Remarks
J00	Justice – General	Originating	4	
J01	Certificates of Offence (Part I)	Originating	2	E = from date of completion
J02	Control Lists Information (Part III)	Originating	6	E = from date of completion
J03	Court Dockets	Originating	3  statement of defence – not set to trial = 5	
J04	Transcripts and Records of Court Proceedings	Originating	6	Reporters Records are subject to archival selection
J05	Enforcements & Suspensions	Originating	8	
J06	Appeals & Transfers	Originating	7	
J07	Disclosure	Originating	6	
J08	Certificates of Conviction (Part 2)	Originating	6	E = from date of completion

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<b>Primary Heading: Legal Affairs</b>				
<b>Class Code</b>	<b>Secondary Heading</b>	<b>Responsible Dept.</b>	<b>Total Retention</b>	<b>Remarks</b>
L00	Legal Affairs – General	Originating	1	
L01	Appeals and Hearings	Corporate Services	P	E= resolution of appeal
L02	Claims Against the Municipality	Corporate Services	E+5	E= resolution of claim and all appeals
L03	Claims by the Municipality	Corporate Services	E+5	E= resolution of claims and all appeals
L04	Contracts and Agreements - Under By-Law	Corporate Services	P	
L05	Insurance Appraisals	Corporate Services	E+15	E= after a new appraisal has been done
L06	Insurance Policies	Corporate Services	E+15	E= expiry of policy
L07	Land Acquisition and Sale	Corporate Services	E+10**	E= property disposition
L08	Opinions and Briefs	Corporate Services	P**	
L09	Precedents	Corporate Services	S**	
L10	Federal Legislation	Originating	S	
L11	Provincial Legislation	Originating	S	
L12	Vital Statistics	Corporate Services	P	Burial permits = 2
L13	Prosecutions	Originating	P	
L14	Contracts and Agreements – Simple	Corporate Services	E+2**	E= Expiry of contract

<b>Primary Heading: Media and Public Relations</b>				
<b>Class Code</b>	<b>Secondary Heading</b>	<b>Responsible Dept.</b>	<b>Total Ret.</b>	<b>Remarks</b>
M00	Media and Public Relations - general	Originating	1	
M01	Advertising	Originating	3**	
M02	Ceremonies and Events	Originating	5**	
M03	Charitable Campaigns/Fund Raising	Originating	3**	
M04	Complaints Commendations and Inquiries	Originating	3**	
M05	News Clippings	Originating	3**	
M06	News Releases	Originating	3**	

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Primary Heading: Media and Public Relations				
Class Code	Secondary Heading	Responsible Dept.	Total Ret.	Remarks
M07	Publications	Originating	S**	S+3 if publication is subject to copyright or trademark
M08	Speeches and Presentations	Originating	3**	
M09	Visual Identity and Insignia	Corporate Services	P**	
M10	Website & Social Media Content	Originating	S	
M11	Public Relations and Public Awareness Campaigns	Originating	3**	

Primary Heading: Protection and Enforcement Services				
Class Code	Secondary Heading	Responsible Dept.	Total Retention	Remarks
P00	Protection & Enforcement Services –General	Originating	1	
P01	By-law Enforcement	Building & Property	6**	
P02	Daily Occurrence Logs	Originating	6**	
P03	Emergency Building & Property	Originating	S**	E = expiry of plan E + 5 if Canadian Environmental Protection Act applies
P04	Hazardous Materials	Originating	P	
P05	Incident/ Accident Reports	Originating	E+2	E= 2 or such longer period as is necessary to ensure that the two most recent reports or records are on file
P06	Building and Structural Inspections	Originating	p	Includes Fire Code
P07	Health Inspections	Public Health	S	
P08	Investigations	Originating	6**	
P09	Licences	Corporate Services	E+2	E= Expiry of licence
P10	Building Permits	Building & Property	P	
P11	Permits Other	Originating	S+2	E= Expiry of permit

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Primary Heading: Protection and Enforcement Services				
Class Code	Secondary Heading	Responsible Dept.	Total Retention	Remarks
P12	Warrants	Originating	E+2	E= execution of warrant
P13	Criminal Records	Originating	E+5	E= occurrence/ investigation closed or disposition of charge
P14	Animal Control	Building & Property	E+5	E = date animal was last in the pound
P15	Community Protection Programs	Fire & Emergency	S+2**	Surveillance video 72 hours unless for use if requisitioned
P16	Emergency Services	Fire & Emergency	S+2**	
P17	Prohibition Notices & Orders	Originating	6**	

Primary Heading: Recreation, Culture & Community Services				
Class Code	Secondary Heading	Responsible Dept.	Total Retention	Remarks
R00	Recreation and Culture - General	Originating	1	
R01	Heritage Preservation	Building & Property	P**	
R02	Library Services	Corporate Services	5**	
R03	Museum and Archival Services	Community Services	5**	
R04	Parks Management	Community Services	5**	Playground equipment maintenance/ inspections = P
R05	Recreational Facilities	Community Services	5** As built = P	
R06	Recreational Programming	Community Services	5**	
R07	Trails	Community Services	5** As built = P	
R08	Cemetery Records	Corporate Services	2	P** Transfer to archives if no longer managed
R09	Children's Services	Community Services	3	
R10	Public Health	Public Health	5	

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Primary Heading: Transportation Services				
Class Code	Secondary Heading	Responsible Dept.	Total Retention	Remarks
T00	Transportation -general	Originating	1	
T01	Illumination	Physical Services	E+6 Specs = P	E= Removal of the equipment
T02	Parking	Physical Services	E+6	E= closure of lot or space
T03	Public Transit	Physical Services	E+1**	E= closure of route/ shelter/ stop
T04	Road Construction	Physical Services	E+1** Specs = P	E = project finished
T05	Road Design and Building & Property	Physical Services	E+1** Specs = P	E = project finished
T06	Road Maintenance	Physical Services	E+1 Specs = P	E = project finished  Road salt usage = 7 if Canadian Environmental Protection Act applies
T07	Signs and Signals	Physical Services	E+1	E= removal of sign/signal
T08	Traffic	Physical Services	E+1**	E = project finished Temporary road closures 2 years
T09	Roads and Lanes Closures	Physical Services	E+1**	E = project finished
T10	Field Survey/Road Survey Books	Physical Services	E+1	E = project finished
T11	Bridges/Culverts	Physical Services	E+1 Specs = P	E = project finished

Primary Heading: Vehicles and Equipment				
Class Code	Secondary Heading	Responsible Dept.	Total Retention	Remarks
V00	Vehicles and Equipment - General	Originating	1	
V01	Fleet Management	Originating	E+2 Daily Inspection Logs = 6 months from last entry	E = termination of lease

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Primary Heading: Vehicles and Equipment				
Class Code	Secondary Heading	Responsible Dept.	Total Retention	Remarks
V02	Mobile Equipment	Originating	E+1	E= disposal
V03	Transportable Equipment	Originating	E+1	E = disposal
V04	Protective Equipment	Originating	E+1	E = disposal
V05	Ancillary Equipment	Originating	E+1 Set-up tests = S	E = disposal  minimum 5 years for small water system equipment

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