

**THE CORPORATION OF THE MUNICIPALITY OF
THE VILLAGE OF BURK'S FALLS**

BY-LAW No. 16-2024

Being a by-law to establish schedules of retention and disposition for all records maintained by the Municipality of The Village of Burk's Falls.

WHEREAS Section 254 of the *Municipal Act*, S.O. 2001, as amended, provides that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner and, if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection;

AND WHEREAS Section 255 (3) of the *Municipal Act*, S.O. 2001, as amended, provides that a municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254;

AND WHEREAS Section 255 (2) of the *Municipal Act*, 2001, as amended, provides that a record of a municipality or a local board may be destroyed if a retention period for the record has been established and the retention period has expired, or the record is a copy of the original record;

NOW THEREFORE the Council of the Corporation of the Municipality of The Village of Burk's Falls enacts as follows:

I. DEFINITIONS-

“**Archival Selections**” means to evaluate and appraise a record for permanent retention because of its historical value.

“**CAO-Clerk**” means the Chief Administrative Officer-Clerk or their designate(s); to perform the duties of the CAO-Clerk.

“**Destroy**” “Records are to be destroyed by shredding.”

“**Disposition**” with respect to records – means a range of processes, associated actions, implementation, retention, destruction, loss, or transfer of custody or ownership that are documented in disposition authorities or other instruments.

“**Files**” has the same meaning as “records” and may be used interchangeably.

“**Municipality**” means The Municipal Corporation of the Village of Burk's Falls.

“**Official Records**” means recorded information in any format or medium that documents the company's business activities, rights, obligations or responsibilities or recorded information that was created, received, distributed, or maintained by the company in compliance with a legal obligation.

“**Permanent Record**” means any Record of the Municipality of The Village of Burk's Falls for which the Retention Period on the Retention Schedule is given as permanent.

“**Records**” means any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise, including correspondence, memoranda, plans, maps, architectural drawings, photographs, film, email, machine readable records, and any other documentary material regardless of physical form or characteristics, and including “official records” and “transitory records”.

“**Retention Period**” means the period of time during which records must be kept by the Municipality before they may be disposed of.

Retention description” as described below.

- a) E= Event Trigger (date of event plus additional years)
- b) P= Permanent (preserved indefinitely)
- c) S= Superseded (subject to archival selection revived prior to disposal)
- d) T= Terminated (A file is transferred or destroyed when the subject it pertains has ended in some way)

“**Retention Schedule**” means a control document that describes the company’s records at a series level and indicates the length of time that each series shall be retained before its final disposition. It specifies those records to be preserved for their archival or legal values and authorizes on a continuing basis the destruction of the remaining records after the lapse of a specified retention period or the occurrence of specified actions or events. Records retention schedules serve as the legal authorization for the disposal of the company’s records.

“**Superseded**” means a Record that is kept for an indefinite period until it is replaced by an updated Record.

“**Transitory Records**” means records kept solely for convenience of reference and of limited value in documenting the planning or implementation of Municipality policy or programs, such as:

- a) Copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues.
- b) Information copies of widely distributed materials, such as minutes, agendas, and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes.
- c) Preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document, and which do not record decisions.
- d) Duplicate copies of documents in the same medium which are retained only for convenience or future distribution.
- e) Voicemail messages.
- f) Email messages and other communications that do not relate to Municipal business.
- g) Copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets, or periodicals.
- h) Duplicate stocks of obsolete publications, pamphlets, or blank forms; and
- i) Unsolicited advertising materials, including brochures, company profiles and price lists.

2. RETENTION SCHEDULE

- a) The records retention schedule attached hereto as Schedule “A,” forms part of this by-law.
- b) The CAO-Clerk shall administer this by-law and shall ensure that the retention periods set out in Schedule “A” attached hereto comply with all relevant legal requirements for records retention.

3. CAO-Clerk’s Responsibilities

- a) Develop and administer policies and establish and administer procedures for managing Records.
- b) Periodically review and ensure that Records are preserved and disposed of in accordance with the Retention Schedule.
- c) Ensure that a Record is kept of Records that are destroyed, with the exception of Transitory Records.

4. EMPLOYEE RESPONSIBILITIES

- a) All Municipal employees who create, work with, or manage records, shall:
 - a) Comply with the retention periods as specified in Schedule “A”

attached hereto.

- b) Ensure that official records in their custody or control are protected from inadvertent destruction or damage; and
- c) Ensure the transitory records in their custody or control are destroyed when they are no longer needed for short-term reference.


5. REPEALED-

This by-law rescinds By-law No. 17-1990.

6. EFFECTIVE DATE:

This by-law shall take effect upon passing.

**AS READ A FIRST, SECOND AND THIRD TIME AND FINALLY
PASSED IN OPEN COUNCIL THIS 21st DAY OF MAY 2024.**



Mayor Chris Hope



CAO- Clerk, Denis Duguay

**THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF
BURK'S FALLS SCHEDULE "A" TO BY-LAW NUMBER 16-2024
RECORDS RETENTION SCHEDULE**

ADMINISTRATION - A

CLASS CODE	SECURITY LEVEL	RECORDS SCHEDULE	CLASSIFICATION	RECORDS	RECORDS	RECORDS
A00		ADMINISTRATION – GENERAL Includes administrative records which cannot be classified elsewhere. Use only if no other heading is available.	1	-	7	
A01		ASSOCIATIONS & ORGANIZATIONS Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff belong or with which they communicate in the course of their duties such as AMCTO, Good Roads, etc.	1	-	7	
A02		STAFF MEETINGS Includes records regarding the activities of staff meetings. Includes agendas and staff activity reports.	1	3	4**	
A03		COMPUTER SYSTEMS Includes records relating to the design of computer systems and/or software, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions and product evaluations. May also include requests for significant modification, fixes and upgrades. Excludes: Acquisitions - see Quotations and Tenders - see F17	S	3	S+3	
A04		OFFICE EQUIPMENT AND FURNITURE Includes records regarding the design and maintenance of owned and leased office equipment and furniture, e.g. service agreements. Includes copiers, facsimile machines, microfiche readers, etc. Excludes: Computer Hardware and Software - A03	S	-	S	
A05		OFFICE SERVICES Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the inter-office mail system, internal printing and word processing services.	1	-	1	
A06		POLICIES AND PROCEDURES Includes policy and procedure manuals, guidelines and directives.	S	P	P**	
A07		RECORDS DISPOSITION Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorized and describing the destruction of records.	P	-	P	
A08		TELECOMMUNICATIONS SYSTEMS Includes records regarding all types of telecommunication systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communication systems and 911 emergency systems. Excludes: Licenses - see P09	S	-	S	

Legend: P – Permanent; S – Superseded; T – Terminated; E – Event; ** - Subject to Archival Selection

		ACTIVE	INACTIVE	TOTAL RET.
A09	<p>VENDORS AND SUPPLIERS Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence and bidders information sheets. Excludes: Purchase Orders and Requisitions - see F16 Office Equipment - see A04 Fleet Management - see V01</p>	2	-	2
A10	<p>ACCESSIBILITY OF RECORDS (FREEDOM OF INFORMATION) Includes documents regarding the municipality's responsibilities under the Freedom of Information and Protection of Privacy Act and records regarding the handling of requests under the Act. Includes: Requests.</p>	2	-	2
A11	<p>SECURITY Includes reports, requests, logs and other records regarding the security of offices/facilities and properties such as control of keys. Excludes: Vandalism Reports - see P05 Computer Security - see A03</p>	2	3	5
A12	<p>FACILITIES CONSTRUCTION AND RENOVATIONS Includes records for the planning and construction of municipal facilities such as fire stations, community centre, pavilion, library, roads garage, and office building. Includes site meetings, consultant's reports and cost reports. Also includes architectural and engineering drawings.</p>	P	-	P
A13	<p>BUILDING AND PROPERTY MAINTENANCE Includes records regarding the maintenance of the municipality's buildings and properties, garages, libraries, office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts and office cleaning. Excludes: Parks Management - see R04 Recreational Facilities - see R05</p>	1	6	7
A14	<p>FACILITIES BOOKINGS Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.</p>	1	1	2
A15	<p>INTERGOVERNMENTAL RELATIONS Includes correspondence and other records of a general nature regarding the relationship between the municipality and other levels of government (such as telephone numbers, contact names, etc.) May include correspondence to and from Boards and Commissions. Where possible these records should be filed by subject, not the originator or recipient of the report and/or correspondence.</p>	1	4	5

Legend: P – Permanent; S – Superseded; T – Terminated; E – Event; ** – Subject to Archival Selection

COUNCIL, BOARDS AND BY-LAWS – C

CLASS CODE	DESCRIPTION	CLASSIFICATION	COUNT	REMARKS
C00	COUNCIL, BOARDS & BY-LAWS – GENERAL Includes records regarding Council, Boards and by-laws which cannot be classified elsewhere. Use only if no other heading is available.	1	-	1
C01	BY-LAWS AND RESOLUTIONS Includes final versions of the municipalities' by-laws, amendments and attachments that are legally part of the by-laws. Excludes: Background information – file by subject.	P	-	P
C02	COUNCIL AGENDA PACKAGES Excludes: notices of meetings as well as working notes used in agenda preparation-See C00.	S	5	S+5
C03	COUNCIL MINUTES Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes.	P	-	P
C04	CLOSED MEETINGS Includes notes from Closed Council sessions and meeting minutes.	P	-	P
C05	COUNCIL COMMITTEES AGENDAS & MINUTES Includes notices of meetings and agenda for the committees of Council as well as working notes used in agenda preparation. Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to.	6	-	6**
C06	APPOINTMENTS TO BOARDS AND COMMITTEES Includes records regarding appointments by Council of staff, citizens and council members.	4	1	5
C07	ELECTIONS, MUNICIPAL AND SCHOOL Includes returned notices, lists of officials, voters' lists, nominations, election results, preliminary voters' lists, oaths taken by council members. Includes advertising.	E+4	-	E+4

DEVELOPMENT AND PLANNING – D

D00	DEVELOPMENT AND PLANNING – GENERAL Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.	1	2	3
D01	DEMOGRAPHIC STUDIES Includes records regarding trends in population growth, census reports and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc. Excludes: Vital Statistics - see L12	5	5	10**
D02	ECONOMIC DEVELOPMENT Includes records regarding the growth of the economy. Includes studies, statistics, projections, community development programs. Examples include neighbourhood improvement programs, BIA, etc. Excludes: Demographic Studies - see D01 Residential Industrial/Commercial Development - see D04 Tourism Development - see D06	5	5	10**
D03	ENVIRONMENT PLANNING Includes records regarding general types of environmental studies with a long range planning emphasis, such as flood control planning, parks and open spaces planning and waste management planning.	5	5	10**
D04	DEVELOPMENT- RESIDENTIAL/COMMERCIAL/INDUSTRIAL Includes records regarding the availability of housing, general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc. Also includes commercial and industrial development records which include Companies and Contact List.	5	5	10**
D05	NATURAL RESOURCES Includes records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral deposits, and other natural resources information.	5	5	10*
D06	TOURISM DEVELOPMENT Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.	5	5	10**
D07	OFFICIAL PLANS Includes the official plan and amendments to the official plan, background reports, notes and research. Also includes secondary plans and amendments, containing detailing objectives and policies concerning the planning, development and specific redevelopment.	S	P	P
D08	OFFICIAL PLAN AMENDMENT APPLICATIONS Includes applications to amend the official plan or secondary plans, staff reports, notices, resolutions and decisions.	S+1	P	P
D09	SEVERANCES Includes records regarding the granting of severances to parcels of land including application for severance.	T+2	P	P
D10	COMPREHENSIVE ZONING BY-LAW Includes records and standards regarding the designation of zones for land use planning purposes.	P	-	P
D11	ZONING BY-LAW AMENDMENTS APPLICATIONS Includes records regarding the granting of amendments to the zoning by-law.	P	-	P
CLASS CODE	SECONDARY HEADING & NOTES	ACTIVE	INACTIVE	TOTAL RET.

Legend: P – Permanent; S – Superseded; T – Terminated; E – Event; ** - Subject to Archival Selection

CLASS CODE					
D12	MINOR VARIANCES Includes records related to the granting of minor variance to the zoning by-law by the Committee of Adjustment.	P	-	P	P
D13	EASEMENTS Includes all records on Rights of Way and Easements concerning municipal ownership of private lands. Excludes: Original Agreements - see L04	P	-		P
D14	ENCROACHMENTS Includes all records regarding private properties encroaching on municipal lands. Also includes surveys and any other related documentation. Excludes: Original Agreements - see L04 Original Encroachment By-laws - see C01	P	-		P
D15	ANNEXATION / AMALGAMATION Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on district restructuring.	P	-		P
D16	MUNICIPAL ADDRESSING / CIVIC # Includes records regarding requests for and assignment of new subdivision, road dedications and other street names and numbers. May include correspondence, reports, drawing and copies of related by-laws.	P	-		P
D17	REFERENCE PLANS Includes Registered Deposit Plans (RP), site plans, property survey plans as received from Registry Office. May include correspondence.	S	P		P
D18	DIGITAL MAPPING - CGIS Includes all records used to produce maps and updates in a digital format including Geographical Information System.	S			S
D19	SITE PLAN AGREEMENTS Includes all records regarding site plan agreements.	T+2	-	P	P
D20	ORIGINAL ROAD ALLOWANCES Includes all records regarding the sale or granting of original road allowances.	P	-		P
D21	SUBDIVISION PLANS Includes records regarding the approval of plans of subdivisions. Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans and changes to approved plans.	5	P		P
D22	TRANSCANADA PIPELINES Includes all records and correspondence relating to TransCanada Pipelines.	P	-		P

ENVIRONMENTAL SERVICES – E

CLASS CODE	SECONDARY HEADING & NOTES	ACTIVE	INACTIVE	TOTAL PET
E00	ENVIRONMENTAL SERVICES - GENERAL Includes all general correspondence and records regarding environmental services which cannot be classified elsewhere. Includes climatological and weather reports. Use only if no other heading is available.	1	-	1
E01	WASTE DIVERSION ONTARIO - FUNDING Applications and supporting documents (data call).	2	5	7
E02	RECYCLING Includes inventory and production records and recycle rebates on solid material.	2	5	7
E03	CONTAMINATED SITES/SOIL Includes all records, tests and correspondence regarding contaminated soil at the landfill.	P	-	P
E04	WASTE MANAGEMENT Includes all landfill site reports and daily logs. Includes operational checks, monthly microbiological sampling and testing chain of custody, and report of analysis. Includes records regarding the routine monitoring of water quality, water quantity, annual reports, and chemical samples.	2	8	10
E05	ENERGY MANAGEMENT Includes all records relating to the municipality's Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and green house gas emissions. Consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy costs and consumption and greenhouse gas emissions.	2	8	10
E06	NATURAL HERITAGE Includes records regarding greenlands and municipal forests. Also includes records relating to the management and preservation of parks and beaches.	2	8	10
E07	RENEWABLE ENERGY Includes correspondence, data, applications, monitoring, reports/studies regarding renewable energy facilities, powered and renewed by natural processes (solar, wind, etc) and their environmental and public health concerns and impact.	5	20	25
E08	MINISTRY OF ENVIRONMENT Includes records and correspondence relating to the Ministry of Environment and impacting the Municipality.	1	5	6

CLASS CODE						
L00	LEGAL AFFAIRS – GENERAL Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.	1	-	1		
L01	APPEALS AND HEARINGS Includes all transcripts and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgments. Includes zoning appeals, official plan appeals, and Committee of Adjustment appeals. Also includes orders issued by Ontario Municipal Board (OMB)/Tribunal, regulatory bodies and boards. Excludes: Litigation - see L02 or L03	E	P	P		
L02	CLAIMS AGAINST THE MUNICIPALITY Includes all litigation made by other parties against the municipality.	E	1	E+1		
L03	CLAIMS BY THE MUNICIPALITY Includes all litigation made against other parties by the municipality. Includes insurance claims and by-law enforcement and prosecutions.	E	1	E+1		
L04	CONTRACTS AND AGREEMENTS - UNDER BY-LAW Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, original agreements, collective agreements, and third party agreements. Also includes agreements regarding easements, encroachments, area way, laneways and municipal property rentals. Excludes: Office Equipment Maintenance Agreements - see L13 Contracts regarding Land Sales - see L07 Insurance Policies - see L06	E+2	13	E+15		
L05	INSURANCE APPRAISALS Includes appraisals of municipal property for insurance purposes.	2	5	7		
L06	INSURANCE POLICIES Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance. Excludes: Employee Group Insurance - see H02 Third Party Contracts - see L04	E+1	14	E+15		
L07	LAND ACQUISITION AND SALE Includes records regarding real estate transactions and conveyance of land whether through voluntary transactions or expropriation. Includes leases, deeds and expropriation plans, purchase letters and appraisals.	E	10	E+10**		
L08	OPINIONS AND BRIEFS Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	S	-	S		
L09	PRECEDENTS Includes records regarding judgments and decisions which may impact the municipality's position in actual or potential legal matters.	S	-	S**		
L10	FEDERAL LEGISLATION Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which impacts or of interest to the municipality.	S	-	S		
L11	PROVINCIAL LEGISLATION Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which impacts or are of interest to the municipality.	S	-	S		
L12	MOE LICENSES & PERMITS All licenses and permits issued by the Ministry of Environment and the Ministry of Natural Resources and Forestry, including HWIN and manifests.	2	5	7		
L13	CONTRACTS AND AGREEMENTS – SIMPLE Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle lease and purchase agreements.	2	5	7		

MEDIA AND PUBLIC RELATIONS - M

CLASS CODE	DESCRIPTION	1	-	1
M00	MEDIA AND PUBLIC RELATIONS – GENERAL Includes records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.	1	-	1
M01	ADVERTISING / NEWS RELEASES Includes records regarding public advertising in magazines, newspapers, radio, television and transit. Excludes: Recruitment - see H10 / Elections - see C07	1	-	1
M02	CEREMONIES AND EVENTS Includes records regarding participation in special events, openings and anniversaries such as Remembrance Day, Winter Carnivals and Fall Fairs. Also includes records regarding the set up and running of special events.	1	4	5
M03	COMPLAINTS, COMMENDATIONS & PETITIONS Includes records regarding commendations, requests for information, petitions and very general types of inquiries and general complaints. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letter. Excludes: Accessibility of Records (FOI) - see A10	1	-	1**
M04	NEWS CLIPPINGS Includes clippings from newspapers, information from journals and other printed media.	1	-	1**
M05	SPEECHES AND PRESENTATIONS Includes background notes and final versions of speeches, presentations and news conference given by elected and non-elected officials.	1	2	3**
M06	WEBSITE AND SOCIAL MEDIA CONTENT Includes snapshots of website content and copies of municipal webpages for public use.	2	5	7

FINANCE AND ACCOUNTING – F

CLASS CODE	DESCRIPTION	CLASS CODE	DESCRIPTION	CLASS CODE	DESCRIPTION
F00	FINANCE AND ACCOUNTING - GENERAL Includes records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available.	1	-	1	
F01	ACCOUNTS PAYABLE Includes records documenting funds payable by the municipality, such as paid invoices, cheque stubs, rebates, levies payable, payment register reports, online banking payments & EFT payments. Includes all employee and Council expenses including travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include credit card information. Excludes: Cancelled Cheques - see F04	2	5	7	
F02	ACCOUNTS RECEIVABLE Includes records documenting funds owing to the municipality, such as invoices and billing listings. Includes correspondence related to tax collection / utility Billing and supporting documentation. Excludes: Write-offs - see F21 Tax Assessments, Rolls and Tax Arrears - see F20	2	5	7	
F03	AUDITS Includes records regarding internal and external financial audits of accounts. Excludes: Audited Financial Statements - see F08	2	5	7	
F04	BANKING & CHEQUES Includes records regarding banking transactions and relationships with banks. Includes bank statements and reconciliations and deposit records. Includes all cancelled cheques issued, NSF cheques and bank statements.	2	5	7	
F05	BUDGETS AND ESTIMATES Includes departmental and corporate budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.	2	5	7	
F06	ASSETS Includes records regarding current and fixed assets. Includes inventories as well as records of initial expenditure, depreciation, amortization and disposal.	T+1 T-	5	T+6	disposal of asset
F07	DEBENTURES AND BONDS Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance as well as all records of payments made to investors.	2	5	7	
F08	FINANCIAL STATEMENTS Includes the Balance Sheet, Income Statement, Annual Financial Reports, Statement of Source and Application of Funds. Also includes audited financial statements. Includes: FIR & MPMP Excludes: All working notes, calculations and background documentation - see F23	2	P	P	
F09	GRANTS AND LOANS Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies. Also includes submissions, acknowledgements, and reports. Such as the Road and Farm Tax Rebate, Waste Management Improvement Program etc.	2	5	7	

COPIES		ACQUISITIVE		TOTAL	
					REF.
F10	INVESTMENTS Includes records regarding the municipality's investments, term deposits and promissory notes.	2	5	7	
F11	JOURNAL VOUCHERS Includes completed input forms and all background documentation used to substantiate journal entries.	2	5	7	
F12	SUBSIDIARY LEDGERS, REGISTERS AND JOURNALS Includes all subsidiary ledgers, registers, cash books and Receipt Journals, Tax Logs, Cheque Registers and Debenture Registers. Excludes: Documents and vouchers used to support entries - see F11	2	5	7	
F13	GENERAL LEDGERS AND JOURNALS Includes all records in the Books of Original Entry.	1	P	P	
F14	PAYROLL Includes all records of payments of salary, wages and deductions to employees. Includes time sheets, pay lists, OMERS, EHT, source deductions, T4 Slips, payroll registers, remuneration records and Statistics Canada reports. Includes annual earning summaries for municipal employees. Also includes honoraria and fees to Council.	2	5	7	
F15	RECEIPTS Includes General, Tax and utility Receipts issued for payment of items.	2	5	7	
F16	PURCHASE ORDERS AND REQUISITIONS Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services.	2	5	7	
F17	QUOTATIONS AND TENDERS Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Prequalification's and all documentation regarding the selection process. Excludes -successful quotation & tenders-See specific area once contract/quotation has been accepted.	2	5	7	
F18	RESERVE FUNDS Includes records documenting obligatory and or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects and information systems.	2	5	7	
F19	REVENUES Includes records regarding the generation of revenues other than taxes and Utility such as development charges. Excludes: Accounts Receivable - see F02	2	5	7	
F20	TAXES AND RECORDS Includes taxation records of long-term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards, MPAC correspondence, property owner correspondence, and tax collector's rolls.	S	P	P	
F21	WRITE-OFFS Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. Excludes: Accounts Receivable - see F02	2	5	7	

CLASS CODE		RECORDS BY HELIX CODE	
F22	TRUST FUNDS Includes records regarding funds established by the municipality for money held in trust.	2	5 7
F23	WORKING PAPERS Includes all working notes, calculations and background documentation used to calculate financial statements.	2	5 7
F24	PROPERTY TAX CREDIT/SUBSIDIES Includes application and records relating to credits and tax relief to help low income property owners in property tax payments.	2	5 7
F25	ASSESSMENT REVIEW BOARD Includes records relating to Requests for Reconsideration, Tax Credit Records, Assessment Review Board decisions, etc.	S	P P
F26	TAX BILLINGS & UTILITY BILLING Includes records relating to the billing of property taxes, including assessment downloads from MPAC, supplemental, interim and final billings, property assessment data files and MuniSoft or software documentation.	2	8 10
F27	SCHOOL BOARD & EDUCATION LEVIES Includes files on annual school board and education levies paid by the Municipality of Whitestone.	2	5 7

HUMAN RESOURCES - H

CLASS CODE	SECONDARY HEADINGS	ACTIVE	INACTIVE	TOTAL RET.
H00	HUMAN RESOURCES - GENERAL Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.	1	-	1
H01	ATTENDANCE AND SCHEDULING Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, sick leave etc. Excludes: Individual Time Sheets - see F14	2	-	2
H02	BENEFITS Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information.	S	-	S
H03	EMPLOYEE RECORDS Includes records regarding the employment history of municipal employees. Includes initiation resumes and applications, criminal background checks, performance evaluations, correspondence with the employee, and employee assistance. Includes full time, part-time, student employees and volunteers.	E+3 End of Employ ment.	-	E+3
H04	HEALTH AND SAFETY Includes records regarding the occupational health and safety of staff. Includes accident reports, WSIB reports and information on health and safety programs for staff.	1	6	7
H05	JOB DESCRIPTIONS Includes job descriptions and specifications as well as background information used in their preparation or amendment.	S	-	S**
H06	ORGANIZATION Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.	S	-	S**
H07	SALARY PLANNING - PAY EQUITY Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity.	5	-	5
H08	PENSION RECORDS - OMERS Includes records detailing obligations to individuals under OMERS. Includes pension information of retired personnel, including registration and records Excludes: Deductions for pensions - see F14; Payments made to OMERS - see F14	P	-	P
H09	RECRUITMENT Includes records regarding the recruitment of staff. Includes internal and external job postings, copies of advertisements, interview records and unsuccessful applications.	1	-	1
H10	TRAINING AND DEVELOPMENT Includes records regarding courses offered to employees and information on career and professional development programs. Also includes orientation materials.	E+1	6	E+7
H11	CLAIMS Includes records regarding claims to WSIB or Insurance carriers for lost time incidents, accidents, STD or LTD.	E+1	6	E+7
H12	GRIEVANCES / HARASSMENT / VIOLENCE Includes records detailing with grievance, harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the complaint, investigation, reports and final resolution.	E+1	6	E+7
H1	VOLUNTEER RECORDS Includes volunteer dates of service, positions, evaluation of work.	E+3	-	E+3

LEGAL AFFAIRS - L

Legend: P - Permanent; S - Superseded; T - Terminated; E - Event; ** - Subject to Archival Selection

PROTECTION AND ENFORCEMENT SERVICES – P

CLASS CODE	DESCRIPTION				
P00	PROTECTION AND ENFORCEMENT SERVICES – GENERAL Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.	1	-	1	
P01	BY-LAW ENFORCEMENT Includes records of municipal efforts to enforce by-laws such as order to comply, stop work order, working notes, correspondence, exhibits, photographs, etc. Excludes: Prosecution and claims by the municipality - see L03	2	4	6**	
P03	EMERGENCY PLANNING Includes records regarding the planning and rehearsal of emergency measures.	S	-	S	
P04	HAZARDOUS MATERIALS Includes information and reports on chemical and substances that pose fire hazards. Also includes records dealing with toxic substances control, transportation and effects. May include HAZMAT information. Excludes: Staff Safety Training - see H04	S+1	2	S+3	
P05	INCIDENT/ACCIDENT REPORTS Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. Excludes: Security - see A11 Accidents of Staff - see H04 Vehicle Accidents - see L02 or L03	E	1	E+1	
P06	BUILDING AND STRUCTURAL INSPECTIONS Includes inspection reports such as building, plumbing, fire prevention and other structural inspections. Excludes: By-law Enforcement - see P01 Playground Equipment - see R04	E	1	E+1	
P07	HEALTH INSPECTIONS Includes health inspection reports conducted or performed by Health & Safety Committee on private, public and commercial properties and Fire Marshall's inspections.	S	-	S	
P08	INVESTIGATIONS Includes records and reports of investigation pertaining to law enforcement (OPP), traffic accidents, ambulance and firefighting activities.	2	8	10**	
P09	LICENCES Includes records regarding licences administered by or required by the municipality or required by the province, such as licensing for dog kennels, dogs, businesses, lotteries, and trailers.	E	2	E+2	
P10	PERMITS, OTHER Includes applications and copies of other permits administered by or required by the municipality or issued by other government bodies within the municipality as well as permits issued giving permission to hold special events, transport oversize loads, erect signs, etc.	E	2	E+2	
P11	COMMUNITY PROTECTION PROGRAMS Includes records on community protection and crime prevention such as Community Policy, Victim Services, Neighborhood Watch and Block Parents.	S	2	S+2	
P12	EMERGENCY SERVICES Includes records regarding land ambulance, fire and rescue services.	S	2	S+2	

RECREATION AND CULTURE – R

Legend: P – Permanent; S – Superseded; T – Terminated; E – Event; ** – Subject to Archival Selection

CLASS CODE	SECONDARY INDEXING NOTES	ACTIVE	INACTIVE	TOTAL	
				ACTIVE	RET.
R00	RECREATION AND CULTURE – GENERAL Includes records regarding recreation and cultural services, which cannot be classified elsewhere. Use only if no other heading is available.	1	-	1	
R01	HERITAGE PRESERVATION Includes records regarding heritage and historical development, photographs, includes designations of buildings, districts, and cemeteries.	E	-		E**
R02	LIBRARY SERVICES Includes records regarding the operation of libraries.	2	3	5	
R03	MUSEUM AND ARCHIVAL SERVICES Includes historical society documents, museum programming, activity reports, archival operations, conservation information and related records.	1	-		1**
R04	PARKS MANAGEMENT Includes correspondence, description, reports and other records dealing with the management design, set-up, landscaping and maintenance of specific municipal parks. May include maps and plans. **** Also includes information dealing with maintenance of playground equipment.	2	3		5**
R05	RECREATIONAL FACILITIES Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities, such as pavilion.	2	3		5
R06	BOAT LAUNCH/WATER ACCESS Includes correspondence, applications, general information, reports, and related records to the property.	2	8		10
R07	THRIFT SHOP Includes correspondence, applications, general information, reports and related records to the property.	2	5		7
R08	RECREATIONAL PROGRAMMING Includes applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs.	1	-		1

SOCIAL AND HEALTH CARE SERVICES – S

CLASS CODE	SECONDARY FUNCTION	E	P	T	S
S00	SOCIAL AND HEALTH CARE SERVICES - GENERAL Includes records regarding social and health care services which cannot be classified elsewhere. Use only if no other heading is available.	1	2		3
S02	CEMETERY RECORDS Includes burial permits, maps, plot records, interment registers, indexes, Cemetery Board documentation and related records to the Cemetery Certificates.	P	-		P

TRANSPORTATION SERVICES - T

CLASS CODE	SECURITY CLASSIFIED	ACTIVE	TOTAL	
T00	TRANSPORTATION SERVICES – GENERAL Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.	1	-	1
T01	PARKING Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, and employee parking.	E	6	E+6
T02	ILLUMINATION Includes installation & repair of street lights & pedestrian lights.	T	6	T+6
T03	MUNICIPAL ROADS- CONSTRUCTION, MAINTENANCE Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs, sidewalks, cycle ways, footpaths, etc. Includes culvert installations, road maintenance, grading and snow removal.	T-completi on	6	T+6
T04	PRIVATE ROAD MAINTENANCE	T	-	T**
T05	ROAD COMPLAINTS	2	5	7
T06	SIGNS AND SIGNALS Includes records and studies regarding the manufacture and installation of signs and signals.	E	1	E+1
T07	TRAFFIC Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, traffic counts, accident statistics and related records. Also includes temporary road closure notices.	E	1	E+1
T08	BRIDGES Includes estimates, studies and other records regarding projects specifically for bridge construction, repairs, maintenance and replacement.	E- Project Finished	1	E+1
T09	CVOR (Ministry of Transportation) Includes records and documentation regarding commercial vehicle operator's registration.	2	5	7
T10	DRIVER'S ABSTRACTS Includes records and documentation regarding driver's abstracts.	2	5	7
T11	ROADS DEPARTMENT CORRESPONDENCE Includes general correspondence relating to the Roads Department.	2	5	7
T12	UTILITY LOCATES Includes records and documentation regarding utility locate requests.	1	-	1
T13	WEATHER REPORTS Radar returns and internet based weather reports for road maintenance purposes.	2	5	7
T14	ROADS & LANES CLOSURES Includes records on roads and lanes closed on a permanent or regular basis. As well as records related to requests to open road and street allowances.	P	-	P**
T15	RAILWAYS & CROSSINGS Includes records regarding general rail transportation policy & information, maintenance & inspections.	E	1	P

VEHICLES AND EQUIPMENT – V

CLASS CODE	SECONDARY CATEGORIES			
V00	VEHICLES AND EQUIPMENT – GENERAL Includes records regarding vehicle and equipment which cannot be classified elsewhere. Use only if no other heading is available.	1	-	1
V01	FLEET MANAGEMENT Includes records of all vehicles currently leased or owned, operated and maintained by the municipality. This includes vehicle history files, vehicle maintenance, registration and disposal. Excludes: Insurance policies - see L06 Accident claims - see L02, L03 Leases/Contracts - see L13	E+1	-	E+1 Term.of Lease/ Vehicle
V02	MOBILE EQUIPMENT Includes records regarding mobile equipment used in conjunction with vehicles. Also includes maintenance and history files on equipment such as generators, pumps, snow blowers, sanders, etc.	E+1	5	E+6
V03	TRANSPORTABLE EQUIPMENT Includes records regarding transportable equipment used by the municipality. Also includes maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	E+1	5	E+6
V04	PROTECTIVE EQUIPMENT Includes records regarding protective equipment used by the municipality. Also includes maintenance and history files on equipment such as breathing apparatus, breathing tanks, down alarms, etc.	E+1	5	E+6
V05	TRUCK INSPECTION REPORTS - NO DEFICIENCIES Includes all records regarding truck inspection reports with no deficiencies.	1	5	6
V06	TRUCK INSPECTION REPORTS - DEFICIENCIES Includes all records regarding truck inspection reports with deficiencies.	1	5	6
V07	PATROL RECORDS Includes records and documentation relating to road patrols within the Municipality of Whitestone.	1	5	6
V08	TRUCK HIRE REPORTS Includes records and related correspondence regarding the hiring of trucks and contractors to assist the Roads Department.	1	5	6

