

# **Preface**

Records and information management is the systematic control of records, regardless of format, from creation to final disposition. The people who create, use, and keep records find themselves managing information in a multitude of formats. Email, word processing documents, spreadsheets, databases, , text messages and other electronic formats and a multitude of platforms -shared drives, hard drives, in the cloud, in social media, on websites, in sharepoint, and various other systems. Most municipalities continue to create and manage records both electronically and in the filing cabinet. Administrative and operational changes resulting from amalgamation, budget restraints, legal claims against municipalities, and right to information and privacy concerns require information to be managed efficiently and accurately. Increased dependence on the use of information systems means that all organizations are faced with issues relating to the management of information.

The *Archives Act* designates the Provincial Archives responsible for the preservation of government records. In 1987, the Archives introduced a document entitled *Authorities Governing the Retention and Disposition of Records of the New Brunswick Municipalities.* Since then, municipal governments have undergone many changes. When it became evident that the 1987 document no longer met municipal needs, the Provincial Archives, with the assistance and cooperation of a committee of municipal clerks and administrators, developed a new subject classification plan and retention schedule. The *Municipal Records Authority (MRA)* was first released in 1998, providing a , comprehensive file plan and retention schedules.

In 2009 and 2010, a Steering Committee of municipalities worked with the Provincial Archives to revise and update the MRA and a new version was published in 2011.. Since that time, a number of updates and changes have been requested by municipalities. These suggestions have been reviewed and incorporated into the 2022 version of the MRA.

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# **Introduction**

The Provincial Archives of New Brunswick is responsible for establishing retention schedules and for preserving records of enduring value. Where a municipality is committed to establishing and funding a local archives, the Provincial Archives may enter into a contractual agreement with the municipality for the maintenance and preservation of municipal records of archival value as defined by this Authority.

The ***Municipal Records Authority (MRA)*** is the official guide for the management of municipal records within the province of New Brunswick. The *MRA* serves two purposes:

* it provides a suggested framework for the organization and description of records,
* it provides approved retention and disposition schedules for those records.

It is important to note that municipalities with a different file classification plan already in place are not obligated to use the MRA File Classification Plan, but they must use and apply the appropriate retention and diposition schedules contained therein.

Any questions regarding *MRA* and its use should be directed to the Corporate Information Management Unit, Government Records Section, Provincial Archives of New Brunswick. (506-453-2897)

## How the MRA is Organized

The *Municipal Records Authority* (MRA) is the recommended standard to be used for the management of records for the municipalities of New Brunswick. It is a hybrid function-based, block-numeric file classification plan that provides a framework for the organization and description of records. The classification plan is accompanied by authorized retention and disposition schedules for those records. A retention schedule determines the length of time the record must be kept, and states what will be done with it when it is no longer required as an active record in office.

The hybrid classification approach consists of a file plan made up of high-level common functions and activities - identified by an analysis of an organization’s business functions, activities, and transactions - which tend to be stable over time. The hybrid file plan also provides more flexibility relating to the identification and naming conventions of lower level transactions to promote user acceptance. Although flexible, it is important to note that the use of standardized naming conventions and taxonomies is considered very important and is encouraged. The result of a hybrid file plan is a much flatter hierarchy of classification, ideal for electronic records management applications, where retention is applied at the primary/activity level.

### General

This document consists of

* an introduction to the manual;
* the subject classification plan and retention periods for municipalities;
* an alphabetical index consisting of subject headings and synonyms to assist users in locating file headings;
* and appendices.

### Organizational Structure of MRA

MRA classifies records at three levels:

Main Groups/**F**unctions

Primaries/**A**ctivities

Secondaries/**T**ransactions

As you move down through the classification levels, they become more specific.

### Main Groups or Functions

The subject classification plan uses a system in which blocks of numbers are assigned to each main group of headings, which represent the broadest level in the file structure and describe common basic **functions** of the municipalities.

The subject classification plan is divided into the following main groups/functions:

| **SECTION** | **MAIN GROUP/FUNCTIONS** | **NUMERICAL RANGE** |
| --- | --- | --- |
| 1 | Administration and Leadership | 0100 - 0499 |
| 2 | Buildings, Facilities and Properties | 0500 - 0699 |
| 3 | Finance | 0700 - 0999 |
| 4 | Human Resources | 1000 - 1299 |
| 5 | Information Management and Technology | 1300 - 1599 |
| 6 | Legislative, Legal and Regulatory Services | 1600 - 1799 |
| 7 | Materials and Asset Management | 1800 - 1999 |
| 8 | Engineering and Public Works | 2200 - 2399 |
| 9 | Planning and Development | 2400 - 2599 |
| 10 | Protective Services | 2800 - 2999 |
| 11 | Public Transportation | 3000 - 3199 |
| 12 | Recreation, Sport and Cultural Services | 3200 - 3399 |

### Primaries or Activities

Each main group/function is subdivided into primaries. Primaries are activities related to a specific main group/function. Primaries within the main group are arranged alphabetically, where possible, for more efficient filing and retrieval of information. An exception to this rule is that the first assigned primary number in each section is called “**General”** (e.g. Finance – General). The “General” primary/activity is used to classify records whose function applies to the main group as a whole, or for records that do not fit into a more specific primary/activity.

A list of primary numbers and primary subjects is found at the beginning of each main group. Gaps have been left between primary numbers for expansion purposes.

As a municipality implements and uses the plan, it may be necessary to create primaries to accommodate new subjects. When this happens, complete a Request for Change form (see [Appendix A](#Appendix_A)).

### Scope Notes

Each primary/activity is briefly described in a “scope note” which indicates the types of records which should be included/filed under that primary. Examples of possible files under a particular primary, cross-references to other primaries, and explanatory notes are also included here. It is very important to examine scope notes and examples provided when classifying.

### Secondaries or Transactions

Secondaries are the most specific level of the file structure. Frequently used or common transactional or secondary subjects have been suggested for use in the scope note and examples.

Municipalities may assign secondary/transaction numbers. When assigning a secondary number, both primary and secondary numbers will constitute the complete file number. It has been left to the municipality whether or not to assign a unique identifier number to the secondaries/transactions. Possible options are listed below:

* a two-digit number following the primary number, (e.g. 0590-01).

-01 for **Land Assembly Reports** material followed by the next consecutive numbers for other subjects (e.g. -02, -03, etc)

-20, 30, 40, 50 for **case file** records. **Case files** contain documents relating to a specific time limited entity, such as an event, project, transaction, product or organization, or to an individual. Case files are generally standardized; that is, they may contain the same type of information or forms. They are frequently filed by name or number. Examples of case files are project files, committee files, contract files, by-laws, etc.

* File codes may be used in conjunction with primary and secondary numbers or with the primary only. Codes are letters and/or numbers that abbreviate the proper names of locations, organizations, etc. Commonly used acronyms can serve as a code. For example:

**0125 Associations, Clubs, Societies**

0125 - 20/**A1** Association of Records Managers and Administrators

- 20/**A2** Association of Municipal Administrators

- 20/**B1** Better Business Bureau

- 20/**C1** Canadian Cancer Society

**­**

***CODES***

**0125 Associations, Clubs, Societies**

0125 - ARMA Association of Records Managers and Administrators

- **AMANB** Association of Municipal Administrators

- BBB Better Business Bureau

- CCS Canadian Cancer Society

**­**

***CODES***

**Tertiary Numbers** can be used when it is necessary to sub-divide a secondary/transaction subject.

### Retention and Disposition Schedules

A retention schedule establishes the life cycle of records. It specifies the length of time the records must be kept in the office (active), how long they are stored off-site (semi-active), if applicable, and how the records will be handled at the end of their life (final disposition). The final disposition is based on the administrative, legal, fiscal, historical, or other value of the records. Retention schedule information has been assigned to the primary/activity level. The retention periods are to be applied by the division/department/office that has custody of the record. Copies of records held by other areas or offices only for reference or convenience can and should be destroyed as soon as no longer needed, and not longer than the specified retention period.

Active Period (A)

The column labeled “A” refers to the period of time the records are active in the office. These are the records that are regularly referred to during the course of daily activity, and which are maintained in the office space. Generally, the active period is determined by the frequency of need or retreival: if retrieval/reference is more frequent than one reference per linear foot (30 cm) per month, the records are considered to be active.

The active period for a records series can be found under the column labeled **A**, and include the following:

* **AP**, or **Active Period**, is used when the active period of the records is limited to a defined period of time.
* **SO** stands for **Superseded or Obsolete** and is used when records are replaced with newer, up to date information which renders the older record out-of-date.
* **Cy** stands for **calendar year and fiscal year,** January 1 to December 31, or for a period of twelve consecutive months.

Semi-Active Period (SA)

**SA** refers to records which are not frequently required and which need not be maintained in the office space, storage areas or equipment of the user. These records still have value to the municipality, but may be stored off-site according to the number of years in the specified retention period. Retrieval and reference access for records in semi-active period is generally less than one reference per one linear foot (30 cm) per month.

The semi-active period for a records series is found under the column labeled **SA**, and is represented by a number followed by a "y" for year, for example, 0y = zero years, 5y = five years, etc. This refers to the number of years the record should be housed in semi-active storage.

Depending on volume of records, the municipality may choose to keep semi-active records in-office instead of storing off-site.

Final Disposition (FD)

The column “FD” refers to the disposition of the records. This indicates that the records have reached their inactive state. The records are no longer required for the function for which they were created, or they are referred to so rarely by the municipality that they may be transferred to the Provincial Archives of New Brunswick. When records reach the inactive state they are ready for their final disposition.

Final disposition of records is undertaken in one of three ways:

* **D** for **Destruction.** Records no longer having any value are disposed of by means of shredding, recycling, deletion/erasure, etc. Municipalities are responsible for making appropriate arrangements for the proper destruction of records.
  + **SR** for **Selective Retention**. Records identified as having a selective retention are to be transferred to the Provincial Archives of New Brunswick. The records will be assessed and some or none at all will be permanently preserved.
  + **AR** for **Archival Retention.** Records with a final disposition of “AR” are to be transferred to Provincial Archives for complete retention where they will be permanently preserved in their entirety.

**Note:** Once transferred to the Archives, the care, custody and control of the records no longer rests with the municipality. Records may be reformatted to micrographic or digital images, and the hard copy destroyed.

For ease of reference, a definition for each abbreviation is also provided in the footer of each page in the main body of the document.

Please contact Provincial Archives, if any items slated for destruction appear to have historical value.

**Sample Primary**:

***RETENTION SCHEDULE AND DISPOSITION***

***↓***

***PRIMARY/ ACTIVITY***

***NUMBER***

***↓***

***PRIMARY / ACTIVITY TITLE***

***↓***

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| **2255 GARDENS, PLANTS and TREES** | Cy+1y | 4y | D |

***SCOPE NOTE,***

**→**

Consists of records relating to the management of trees, gardens and planting.

**Examples:** identification of diseased trees/threats (i.e. gypsy moths), cutting projects, planting.

***SEE REFERENCES***

**→**

*For the operations of parks and their maintenance, see primary 3300.*

*For the development of parks see primary 0590.*

*For the procurement of plants, shrubs and trees, see primary 1910.*

***SUGGESTED METHOD FOR FILING***

**←**

- by subject

- other

***KEY TO ABBREVIATIONS***

***↓***

***A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records***

***AP= Active Period, as defined SO= Superseded or Obsolete***

***y=year Cy=Calendar/Fiscal year***

***D=Destroy SR= transfer to Provincial Archives for selective retention***

***AR= transfer to the Provincial Archives for complete retention***

## How to use the MRA

**Classification Plan**

This optional/suggested standard classification plan will assist in the maintenance of an effective records management program. It allows for the proper arrangement of records by listing the standard file number, the standard file title, with accompanying cross references and explanatory notes. It also links file titles with the appropriate retention and disposition periods.

To file a record using the MRA, begin by identifying the subject/activity of the record or the file. For example, an invoice covering a catered lunch for a business meeting is received. The payment of a bill is determined as belonging to the function (main group) of Finance. The payment of the invoice would be considered an accounts payable record. The transaction (secondary) would be Payables – by vendor name, by year, etc. The classification number is assigned to the document and/or a file is created, if required.

Each municipality should have a "working" file list, based on the *MRA*, which reflects actual files held by the municipality. This list will indicate which files the municipality has actually created, and which subjects are being used. Never create an unnecessary or "empty" file. The file list should be kept as current as possible.

### Retention Periods

This 2022 ***MRA*** contains updates to the 2011 ***MRA*** which replaced the 2004 version of this document. The authorized retention and disposition schedules of the 2011 MRA are to be applied to records that are currently in the care, custody and control of the municipality.

If certain retention periods and dispositions are not feasible for your municipality, please contact the Corporate Information Management Unit of the Provincial Archives (506) 453-2897 or email at [records.centre@gnb.ca](mailto:records.centre@gnb.ca).

To apply the retention schedule, the disposition date will be calculated using a trigger, either Cy (calendar/fiscal year), or SO (superseded/obsolete) or AP (active period as defined). For example:

* For retention periods with Cy, the disposition will always be the month of January following the complete retention. If you have a document/file dated 2000, and a retention schedule of Cy+1y/4y/D, that file can be processed for Destruction in January 2006 (Cy=2000 +5 years =2001, 02, 03, 04, 05).
* For retention periods with AP, the disposition will be the month after the action of the defined period following the complete retention. If you have an agreement that expired in July 2005, and the retention schedule is AP+1/5y/D, that agreement file will be able to go for destruction in August 2011 (AP=July 2005 + 6 years= 2006, 07, 08, 09, 10, 11). If the trigger closing month is unknown, you may want to calculate using the month of December of the current year.
* For retention periods with SO, the disposition will be the month following the superseded/obsolete action. If you have a policy that was superseded in February 2005, and the retention schedule is SO/5y/SR, the file will be going for archive selection in March 2010 (SO=Feb 2005+ 5years= 2006, 07, 08, 09, 10). When the trigger closing month is unknown, you may want to calculate using the month of December of the current year.

### Index

The MRA index is provided to assist users when classify and filing records. The index includes a list of terms arranged in alphabetical order which point to an activity(primary) number. First the user must determine the type, content and/or context of the record they need to classify or file, and then look up the keyword in the index. Prior to classifying and filing the record, the scope note of the primary should be read to ensure that this is the correct place to file the records.

[Appendix A – Request for Change](#Appendix_A)

When a change is required in the *MRA,* municipalities should complete the form and sent it to the address indicated on the form. All changes are to be communicated to the Records Analyst responsible for the MRA. Changes can include additions or deletions of subjects, or a modification of a retention period.

[Appendix B - Transfer of Archival Records](#Appendix_B)

Records transferred to the Provincial Archives should be sent in standard record boxes and organized according to the *Municipal Records Authority*. Please refer to *Appendix B* for complete information on how to send records to the Provincial Archives.

[Appendix C – Table of Concordance](#Appendix_C)

A *Table of Condordance* is included to assist users that have implemented the 2004 *MRA* in updating their file plans.

[Appendix D - Glossary](#Appendix_D)

Included with the plan is a list of records and information management and archival terms along with their accompanying descriptions found within the *MRA.*

**Other Appendices**

The MRA manual also includes

* template *“Authorization for the destruction of records”* which can be customized for your requirements, see [Appendix E](#Appendix_E);
* “*Retention of Computer System Backups”*, see [Appendix F](#Appendix_F);
* and “*Identifying and Handling Records and Non-Records”,* see [Appendix G](#Appendix_G).

# **Section 1**

# **0100 - 0499**

# **ADMINISTRATION AND LEADERSHIP**

**Administration and leadership is the function which documents administrative activities within the organization. It includes records and supporting documentation of the Council, intergovernmental relations, liaison with non-government organization, reviews of organizational planning processes, the development of organizational policies, procedures and guidelines, the management of complaints, activities such as community award, ceremonies, and visits, hosted functions, general inquiries, the activities of Boards, Commissions and Committees, and attendance and particicipation in conferences, workshops, and symposia.**

**SECTION 1**

**0100** - **ADMINISTRATION AND LEADERSHIP** - **0499**

**ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES**

**(ALPHABETICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| [Administration and Leadership - General](#_0100_ADMINISTRATION_AND) | 0100 | Cy+1y | 0y | D |
| [Associations, Clubs, Societies](#_0125_ASSOCIATIONS,_CLUBS,) | 0125 | Cy+1y | 4y | SR |
| [Bilingualism/Official Languages](#_0140_BILINGUALISM/OFFICIAL_LANGUAGE) | 0140 | Cy+1y | 6y | SR |
| [Boards, Commissions, and Committees Management](#_0160__) | 0160 | Cy+3y | 6y | SR\* |
| [Ceremonies, Visits and Hosted Functions](#_0150_CEREMONIES,_VISITS) | 0150 | Cy+1y | 4y | SR |
| [Community Awards](#_0167_COMMUNITY_AWARDS) | 0167 | Cy+1y | 4y | SR |
| [Complaints Management](#_0165_COMPLAINTS_MANAGEMENT) | 0165 | AP | 6y | D |
| [Conferences, Meetings, Symposia](#_0170_CONFERENCES,_MEETINGS,) | 0170 | Cy+1y | 2y | D |
| [Council](#_0180_COUNCIL) | 0180 | Cy+3y | 9y | SR\* |
| [Intergovernmental Relations and Liaison](#_0245_INTERGOVERNMENTAL_RELATIONS) | 0245 | Cy+1y | 2y | SR\* |
| [Management Services/Studies](#_0300_MANAGEMENT_SERVICES/STUDIES) | 0300 | AP | 3y | SR |
| [Plans and Programs](#_0310_PLANS_AND) | 0310 | Cy+1y | 8y | SR |
| [Policy and Procedures](#_0315_POLICY_AND) | 0315 | SO | 6y | SR |
| [Quality Management System (QMS)](#_0320_QUALITY_MANAGEMENT) | 0320 | SO | 10y | D |
| [Reports and Statistics](#_0365_REPORTS_AND) | 0365 | Cy+1y | 4y | SR |

**ACTIVITY NUMBERS, ACTIVITY TITLES, AND RETENTION SCHEDULES**

**(NUMERICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| 0100 | Administration and Leadership - General | Cy+1y | 0y | D |
| 0125 | Associations, Clubs, Societies | Cy+1y | 4y | SR |
| 0140 | Bilingualism/Official Languages | Cy+1y | 6y | SR |
| 0150 | Ceremonies, Visits and Hosted Functions | Cy+1y | 4y | SR |
| 0160 | Boards, Commissions, and Committees Management | Cy+3y | 6y | SR\* |
| 0165 | Complaints Management | AP | 6y | D |
| 0167 | Community Awards | Cy+1y | 4y | SR |
| 0170 | Conferences, Meetings, Symposia | Cy+1y | 2y | D |
| 0180 | Council | Cy+3y | 9y | SR\* |
| 0245 | Intergovernmental Relations and Liaison | Cy+1y | 2y | SR\* |
| 0300 | Management Services/Studies | AP | 3y | SR |
| 0310 | Plans and Programs | Cy+1y | 8y | SR |
| 0315 | Policy and Procedures | SO | 6y | SR |
| 0320 | Quality Management System (QMS) | SO | 10y | D |
| 0365 | Reports and Statistics | Cy+1y | 4y | SR |

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0100 ADMINISTRATION AND LEADERSHIP - GENERAL | Cy+1y | 0y | D |

Consists of records of a general nature relating to the leadership and management of the municipality not found elsewhere in this section.

**Examples:** appointment books, calendars, condolence letters, congratulations, directories, general inquiries, invitations, proclamations, requests to attend meetings, season’s greetings, simultaneous translation and interpretation services, thank you letters, translation services, welcome messages.  
  
*For 311 Service Inquiry Systems, see primary* [*1320*](#_1320_TELECOMMUNICATIONS_SYSTEMS)*.*

- by date

- by event

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0125 ASSOCIATIONS, CLUBS, SOCIETIES | Cy+1y | 4y | SR |

Consists of records relating to the municipality's participation in the functions of outside groups, corporate or board memberships in associations, federations, foundations, institutes, leagues and other groups for reasons of mutual professional interest and individual interests. Includes membership fee notices, notices of meetings, agendas, minutes, and reports.

- by association

- by society

- by foundation

- by league

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0140 BILINGUALISM/OFFICIAL LANGUAGES | Cy+1y | 6y | SR |

Consists of records relating to planning, coordination, promotion, and documentation of bilingualism and provision of services in both official languages.

**Examples:** complaints and responses with supporting corrrespondence, complaint reports, general correspondence, linguistic profile reports.

*For general complaints, see primary* [*0165*](#_0165_COMPLAINTS_MANAGEMENT)*.*

*For language training, see primary* [*1200*](#_1200_TRAINING_AND)*.*

- by subject

- by position

- by service

- by profile

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0150 CEREMONIES, VISITS AND HOSTED FUNCTIONS | Cy+1y | 4y | SR |

Consists of records relating to ceremonies, visits and functions or receptions hosted by the municipality. Includes inaugurations, laying of corner stones, celebrations, ribbon cutting, royal visits, visits from heads of state or other dignitaries, and visits and tours arranged either partially or wholly by the municipality. Also includes visits and tours to other countries and within Canada and special declarations such as twinning/sister city and friendship protocols.

For records relating to payment of functions, see primary [0715](#_0715_ACCOUNTS_PAYABLE).

- by subject

- by name

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0160 BOARDS, COMMISSIONS, AND COMMITTEES MANAGEMENT | Cy+3y | 6y | SR\* |
| *\* Files of internal and external committees, task forces, panels or councils will go through the archival selection process while the Standing Committees/Committees of Council are for complete permanent preservation.* | | | |

Consists of records relating to the establishment, organization and functions of external and internal boards and commissions, committees, councils, groups, task forces, etc. Includes agendas, notices of meetings, minutes, terms of reference, appointments and related correspondence.

**NOTE:** Secretaries notes and verbatim excerpts of Standing Committees/Committees of Council that are transcribed to the official minutes should be removed from files and destroyed prior to sending to Provincial Archives for permanent preservation. Purge date to be determined by municipality.

*For municipal employees completed conflict of interest disclosure forms, see primary* [*1140*](#_1140_EMPLOYEE_RELATIONS)*.*

- by board

- by commission   
- by committee

- by task force

- by panel

- by council

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0165 COMPLAINTS MANAGEMENT | AP\* | 6y | D |
| \* AP = until complaint resolved. | | | |

Consists of records relating to general complaints received from the public and from private organizations as well as other government organizations regarding services performed by the municipality.

**Examples:** comments and concerns, complaints, criticism and petitions

*For complaints and petitions relating to a specific subject, refer to the subject file.*

*For language related complaints, see primary* [*0140*](#_0140_BILINGUALISM/OFFICIAL_LANGUAGE)*.*

- by date

- by event

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0167 COMMUNITY AWARDS | Cy+1y | 4y | SR |

Consists of records relating to awards presented to citizens/organizations of the municipality in recognition of achievements. Also includes records relating to promotion or awareness, e.g. "Mayor for a Day", etc.

- by title

- by recipient

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0170 CONFERENCES, MEETINGS, SYMPOSIA | Cy+1y | 2y | D |

Consists of records relating to the participation in or the establishment, organization, and functions of conferences, meetings, symposia, workshops and seminars. Included are agendas, notices, minutes, arrangements and preparation documentation, and reports.

*For meetings of associations, club and societies, see primary* [*0125*](#_0125_ASSOCIATIONS,_CLUBS,)*.*

*For co-ordination of conventions/conferences being held in the municipality, see primary* [*2525*](#_2525_TOURISM_DEVELOPMENT)*.*

*For payment of expenditures, see primary* [*0715*](#_0715_ACCOUNTS_PAYABLE)*.*

- by conference

- by symposium

- by workshop

- by meeting

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0180 COUNCIL | Cy+3y | 9y | SR\* |
| *\* Council meeting files will be kept for complete permanent preservation while other records will go through the selection process.* | | | |

Consists of records relating to Open and Closed Meetings of Council. Included are Council meeting agendas, minutes, and Council legends (documents that identify the actions of Council). May include the agenda packet and information items provided to councillors prior to meeting as well as the resolution materials.

**Examples:** conflict of interest disclosure of elected officials, public record of closed meetings, recordings of meetings (audio/video/digital), roles and responsibilities of Council, special or emergency meetings, and regular Council meetings.

*For municipal employees conflict of interest disclosure, see primary* [*1140*](#_1140_EMPLOYEE_RELATIONS)*.*

*For Standing Committees/Committees of Council Minutes, see primary* [*0160*](#_0160__)*.*

**NOTE:** Council Minutes files may be microfilmed or imaged for preservation after transfer to Provincial Archives. When transferring the records, municipalities may request the paper copy be returned to them if this is the case. When transferring records of Closed Council Minutes, please ensure that they are clearly marked “CLOSED COUNCIL MEETING MINUTES”.

- by date

- by topic

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0245 INTERGOVERNMENTAL RELATIONS AND LIAISON | Cy+1y | 2y | SR\* |
| *\* Only Council of First Nations files must be sent for selection at Provincial Archives.* | | | |

Consists of records relating to intergovernmental relations and liaison with organizations. Includes records such as exchange of information, notifications and inquiries, offers of service, program information, policies, curriculum, etc.

**Examples:** ambulance services, Provincial and Federal government departments, foreign government, local government, crown agencies or corporations, universities and colleges, schools and school districts, hospitals and hospital networks, businesses, other municipalities, interest groups, etc.

- by organization

- by agency

- by department

- by group

- by institution

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0300 MANAGEMENT SERVICES/STUDIES | AP\* | 3y | SR |
| \* AP = until study results are produced and reported. | | | |

Consists of records relating to management improvement studies, office surveys and other records relating to the improvement of performance. Included are offers of service presented to the municipality by consulting firms in regard to management and office improvement and organizational effectiveness studies.

- by study

- by office surveys

- by topic

**-** other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0310 PLANS AND PROGRAMS | Cy+1y | 8y | SR |

Consists of records relating to program planning, coordination and direction, including the development and execution of plans in relation to program goals and objectives. Also included are reviews and analysis of plans and programs.

**Examples:** departmental/divisional work plans, lists of goals and objectives, mission statements, organizational charts, performance indicators, plans and programs analysis, privatization of programs, program implementation files, program and project plans, program reviews (audits), strategic planning, and workforce adjustment strategy.

*For financial audits, see primary* [*0745*](#_0745_AUDITS)*.*

*For organizational effectiveness studies,see primary* [*0300*](#_0300_MANAGEMENT_SERVICES/STUDIES)*.*

*For Quality Management Systems audits and reviews, see primary* [*0320*](#_0320_QUALITY_MANAGEMENT)*.*

- by program

- by project

- by review

- by plan

- by topic

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0315 POLICY AND PROCEDURES | SO | 6y | SR |

Consists of records relating to the development and revision of administrative and operational policies, procedures, standards, guidelines, circulars, directives, bulletins, instructions, and best practices.

*For bylaws, see primary* [*1630*](#_1630_BYLAWS)*.*

- by policy

- by procedure

- by guideline

- by standard

- by circular, directive, bulletin

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0320 QUALITY MANAGEMENT SYSTEMS (QMS) | SO | 10y | D |

Consists of records relating to the development and maintenance of a Quality Management System Standard such as the ISO 9001:2000. Includes records relating to internal audits, audits by the Quality Registrar, major and minor nonconformances, management reviews, and any records generated as a result of the audits by either the Internal Audit Team or the Quality Registrar.

**Examples:** application software for document management, award of registration, GAP Analysis, Internal Communication Plan for QMS, ISO Consultant, ISO 9000 Registrar (external auditors), copies of ISO Standard, management review meetings, presentations on the QMS, QMS document management plan, implementation strategy, implementation team, project team, and QMS web site (development and maintenance), process MAPs and flow charts, service profiles (service descriptions), continuous improvement initiatives, training, reports of internal team, reports of the external auditors, etc.

*For Steering Committees Minutes, see primary* [*0160*](#_0160__)*.*

- by audit

- by reviews

- by reports

- by topic

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0365 REPORTS AND STATISTICS | Cy+1y | 4y | SR |

Consists of records relating to administrative reports and statistics, including drafts and supporting documentation for department/division heads, groups, etc. Also includes annual reports.

- by type

- by date

- by department, division, branch, or unit

- by topic

- other

# **Section 2**

# **0500 - 0699**

# **BUILDINGS, FACILITIES AND PROPERTIES**

**Buildings, facilities and properties is the function that supports the acquisition, disposal, maintenance, construction and protection of the municipality’s real property assets. It includes space planning, building and property acquisition and disposal, construction, maintenance and repair and the physical security of the buildings and properties.**

*For agreement and contract management, see primary* [*1620*](#_1620_AGREEMENTS_AND)*.*

*For policy and procedures development, see primary* [*0315*](#_0315_POLICY_AND)*.*

**SECTION 2**

**0500** – **BUILDINGS, FACILITIES AND PROPERTIES** - **0699**

**ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES**

**(ALPHABETICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| [Accommodations/Space Planning](#_0505_ACCOMMODATION/SPACE_PLANNING) | 0505 | Cy+1y | 5y | D |
| [Building, Structure, and Facilities](#_0520__) | 0520 | AP | 10y | SR |
| [Buildings, Facilities and Properties - General](#_0500_BUILDINGS,_FACILITIES) | 0500 | Cy+1y | 0y | D |
| [Physical Security](#_0580_PHYSICAL_SECURITY) | 0580 | SO | 0y | D |
| [Property](#_0590_PROPERTY) | 0590 | AP | 10y | SR |

**ACTIVITY NUMBERS, ACTIVITY TITLES, AND RETENTION SCHEDULES**

**(NUMERICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| 0500 | Buildings, Facilities and Properties - General | Cy+1y | 0y | D |
| 0505 | Accommodations/Space Planning | Cy+1y | 5y | D |
| 0520 | Building, Structure, and Facilities | AP | 10y | SR |
| 0580 | Physical Security | SO | 0y | D |
| 0590 | Property | AP | 10y | SR |

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0500 BUILDINGS, FACILITIES AND PROPERTIES - GENERAL | Cy+1y | 0y | D |

Consists of records relating to the general management of buildings, facilities and properties for which there is no specific primary.

**Examples:** building directories, cafeterias and eating places, conference room bookings.

*For information regarding canteens/concessions of sporting or recreational facilities, see primary* [*3270.*](#_3270_RECREATIONAL_AND)

*For rentals of rooms by the hour/daily basis, see primary* [*0850*](#_0850_FEES,_FINES)*.*

*For lease agreements, see primary* [*1620*](#_1620_AGREEMENTS_AND)*.*

- by service

- by subject/topic

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0505 ACCOMMODATION/SPACE PLANNING | Cy+1y | 5y | D |

Consists of records relating to the planning and arrangement for the allocation, use and outfitting of office and warehouse space and other accommodations including space related requirements as well as the administration of parking spaces for employees (parking permits, waiting lists, space holder lists).

**Examples:** accommodation reports, allocation of space, arrangements for services, floor plans, organizational moves, plans for expansion, and parking administration.

- by subject/topic

- by space

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0520 BUILDING, STRUCTURE, AND FACILITIES | AP\* | 10y | SR |
| \* AP = until building/facility has been sold or demolished. General maintenance and repairs can be destroyed after the semi-active phase of 10 years. | | | |

Consists of records relating to all municipal buildings and facilities.

**Examples:** acquisitions, alterations, construction, copies of contracts, damages, development and development proposals, disposals, fire prevention systems, maintenance and repairs, maps and plans, requests for proposals (RFP's), specifications, utilities (electrical and plumbing, water and sewer) for each facility.

*For municipal vacant land, see primary* [*0590*](#_0590_PROPERTY)*.*

*For security plans, see primary* [*0580*](#_0580_PHYSICAL_SECURITY)*.*

*For lease agreements and contracts, see primary* [*1620*](#_1620_AGREEMENTS_AND)*.*  
*For maintenance and renovation records of municipal heritage building, see primary* [*2480*](#_2480_HERITAGE_SITE)*.*

- by structure

- by building name

- by civic number

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0580 PHYSICAL SECURITY | SO | 0y | D |

Consists of tracking, monitoring, installation, inspection, maintenance of security systems, monitoring and reporting breaches of physical security, and the day-to-day access to facilities.

**Examples:** security system specifications, security system plans, incident reports, interviews, police reports, bomb threats, break-ins, access restrictions, reports, security service agreements, access permissions, key directories, access cards, codes, visitor daily logs, access logs, video surveillance, voice recordings.

*For agreements, see primary* [*1620*](#_1620_AGREEMENTS_AND)*.*

*For information security, see primary* [*1500*](#_1500_SECURITY_OF)*.*

*For procurement, see primary* [*1910*](#_1910_PROCUREMENT)*.*

- by facilty

- by building code

- by building name

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0590 PROPERTY | AP\* | 10y | SR |
| \* AP = until transactions are completed. | | | |

Consists of records relating to municipal vacant land, including acquisition and disposal, land donation, exchange of land, temporary loan of land, alterations, development, utilization, land assembly reports, development of parks and alterations to parks, etc. May also include records relating to contamination of property by environmental pollutants and/or copy of property deed.

*For deeds, see primary* [*1665*](#_1665_DEEDS)*.*

*For easements and rights of way, see primary* [*1675*](#_1675_EASEMENTS,_ENCROACHMENTS)*.*

*For encroachments, see primary* [*1675*](#_1675_EASEMENTS,_ENCROACHMENTS)*.*

*For expropriations, see primary* [*1695*](#_1695_EXPROPRIATIONS)*.*

*For leases and mortgages, see primary* [*1620*](#_1620_AGREEMENTS_AND)*.*

*For list of properties purchased and sold, see primary* [*0745*](#_0745_AUDITS)*.*

*For procurement of trees, shrubs and plants for parks, see primary* [*1910*](#_1910_PROCUREMENT)*.*

*For the operations of parks and their maintenance, see primary* [*3300*](#_3300_PARKS_AND)*.*

**NOTE:** When facilities are built on vacant municipal property, all related information should be transferred to the facility file, primary 0520. This includes land assembly records.

- by property code

- by property name

- by subject

- other

# **Section 3**

# **0700 - 0999**

# **FINANCE**

**Finance is the function that supports the financial and managerial accounting of the organization. It reflects the receipt, control and expenditure of public funds. It includes accounts and accounting, audits, budgets, salaries and wages borrowing and debt management, fees, funds and grants, investments and other fiscal details.**

*For procurement, see primary* [*1910*](#_1910_PROCUREMENT)*.*

*For policy, procedures, standard development, see primary* [*0315*](#_0315_POLICY_AND)*.*

*For committees, see primary* [*0160*](#_0160__)*.*

**SECTION 3**

**0700** – **FINANCE** - **0999**

**ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES**

**(ALPHABETICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| [Accounting System Management](#_0705_ACCOUNTING_SYSTEM) | 0705 | SO | 7y | D |
| [Accounts Payable](#_0715_ACCOUNTS_PAYABLE) | 0715 | Cy+1y | 5y | D |
| [Accounts Receivable](#_0720_ACCOUNTS_RECEIVABLE) | 0720 | Cy+1y | 5y | D |
| [Audits](#_0745_AUDITS) | 0745 | AP | 3y | SR |
| [Banking](#_0750_BANKING) | 0750 | Cy+1y | 5y | D |
| [Borrowing and Debt Management](#_0765_BORROWING_AND) | 0765 | SO | 7y | D |
| [Budgets](#_0770_BUDGETS) | 0770 | Cy+1y | 5y | SR\* |
| [Debentures](#_0790_DEBENTURES) | 0790 | SO | 7y | D |
| [Fees, Fines and Charges](#_0850_FEES,_FINES) | 0850 | Cy+1y | 5y | D |
| [Finance - General](#_0700_FINANCE_-) | 0700 | Cy+1y | 0y | D |
| [Funds and Grants Administration](#_0875_FUNDS_AND) | 0875 | Cy+1y | 5y | D |
| [Investments](#_0900_INVESTMENTS) | 0900 | SO | 7y | D |
| [Licenses and Permits](#_0920_LICENSES_AND) | 0920 | Cy+1y | 5y | D |
| [Outstanding Accounts Receivable](#_0725_OUTSTANDING_ACCOUNTS) | 0725 | AP | 7y | D |
| [Property Assessment Roll](#_0975_PROPERTY_ASSESSMENT) | 0975 | SO | 0y | D |
| [Reports, Statistics and Statements](#_0940_REPORTS,_STATISTICS) | 0940 | Cy+1y | 5y | D |
| [Salaries and Wages](#_0955_SALARIES_AND) | 0955 | Cy+1y | 6y | D |
| [Signing Authorities](#_0965_SIGNING_AUTHORITIES) | 0965 | SO | 6y | D |
| [Taxes](#_0970_TAXES) | 0970 | Cy+1y | 5y | D |

**ACTIVITY NUMBERS, ACTIVITY TITLES AND RETENTION SCHEDULES**

**(NUMERICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| 0700 | Finance - General | Cy+1y | 0y | D |
| 0705 | Accounting System Management | SO | 7y | D |
| 0715 | Accounts Payable | Cy+1y | 5y | D |
| 0720 | Accounts Receivable | Cy+1y | 5y | D |
| 0725 | Outstanding Accounts Receivable | AP | 7y | D |
| 0745 | Audits | AP | 3y | SR |
| 0750 | Banking | Cy+1y | 5y | D |
| 0765 | Borrowing and Debt Management | SO | 7y | D |
| 0770 | Budgets | Cy+1y | 5y | SR\* |
| 0790 | Debentures | SO | 7y | D |
| 0850 | Fees, Fines and Charges | Cy+1y | 5y | D |
| 0875 | Funds and Grants Administration | Cy+1y | 5y | D |
| 0900 | Investments | SO | 7y | D |
| 0920 | Licenses and Permits | Cy+1y | 5y | D |
| 0940 | Reports, Statistics and Statements | Cy+1y | 5y | D |
| 0955 | Salaries and Wages | Cy+1y | 6y | D |
| 0965 | Signing Authorities | SO | 6y | D |
| 0970 | Taxes | Cy+1y | 5y | D |
| 0975 | Property Assessment Roll | SO | 0y | D |

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0700 FINANCE - GENERAL | Cy+1y | 0y | D |

Consists of records relating to financial management functions not included elsewhere in this section.

**Examples:** currency exchange rates, travel arrangements.

*For bonuses, see primary* [*0955*](#_0955_SALARIES_AND)*.*

*For allowances, see primary* [*0715*](#_0715_ACCOUNTS_PAYABLE)*.*

- by event

- by subject

- by service

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0705 ACCOUNTING SYSTEM MANAGEMENT | SO | 7y | D |

Consists of records relating to the administration and management of accounting systems and reconciliations of accounts.

**Examples:** accounting codes, accounting for tangible capital assets, account reconciliations, account with a credit line.

*For reports, statistics, and statements, see primary* [*0940*](#_0940_REPORTS,_STATISTICS)*.*

*For year-end procedures, see primary* [*0315*](#_0315_POLICY_AND)*.*

*For cash receipts, see primary* [*0720*](#_0720_ACCOUNTS_RECEIVABLE)*.*

- by account

- by type

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0715 ACCOUNTS PAYABLE | Cy+1y | 5y | D |

Consists of records relating to all payable accounts and fees paid by the municipality.

**Examples:** allowances/advances, billings, cash advances, copies of financial transactions, employee expense claims, correspondence, invoices, packing slips, payments to consultants, professionals and lecturers, petty cash, progress reports, overdue accounts, salary advances, special allowances, subscriptions, supporting documentation,travel advances, tuition fees reimbursement, vehicle allowances,working capital, etc.

- by account number

- by employee

- by vendor

- by claimant

- by fees

- by type

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0720 ACCOUNTS RECEIVABLE | Cy+1y | 5y | D |

Consists of records relating to revenue received/collected by a municipality through services and revenue sources other than taxation. Includes the cash receipts and the write off lists/reports.

- by account number

- by type

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0725 OUTSTANDING ACCOUNTS RECEIVABLE | AP\* | 7y | D |
| \* AP = until collection is made. | | | |

Consists of the records relating to outstanding uncollected accounts. Includes correspondence, methods used to collect the receivables, copy of invoice, inquiries on outstanding bills, and process leading to writing off the receivables.

- by account number

- by surname

- by type

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0745 AUDITS | AP\* | 3y | SR |
| \* AP = until audit is completed. | | | |

Consists of records relating to the administration of financial audits and reviews of agreements, financial procedures and programs. Included here are audits, reports, responses, follow up, and related correspondence such as list of properties purchased and sold.

*For departmental reviews, see primary* [*0310*](#_0310_PLANS_AND)*.*

- by audit

- by name

- by date

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0750 BANKING | Cy+1y | 5y | D |

Consists of records relating to the administration of bank accounts.

**Examples:** bank deposit book, bank statements, bank transfers, cheque registers, cancelled cheques, debit card/credit card transactions, corporate credit cards, line of credit, electronic transfer of funds, bank reconciliations of the water, sewer, and general fund accounts, and safety deposit box.

*For payroll registers, see primary* [*0955*](#_0955_SALARIES_AND)*.*

*For bank signature cards, see primary* [*0965*](#_0965_SIGNING_AUTHORITIES)*.*

*For other accounts reconciliations, see primary* [*0705*](#_0705_ACCOUNTING_SYSTEM)*.*

- by account number

- by type

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0765 BORROWING AND DEBT MANAGEMENT | SO | 7y | D |

Consists of records relating to municipal borrowing and debt management. Included here are records on the short and long term borrowing authorizations by the Municipal Capital Borrowing Board, repayment plans, etc.

**Examples:** debt servicing plans, applications for borrowing, approvals, financial estimates.

*For bonds and debentures, see primary* [*0790*](#_0790_DEBENTURES)*.*

-by application

-by year

-other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0770 BUDGETS | Cy+1y | 5y | SR\* |
| *\* Only the approved final budget must be sent to Provincial Archives for selection.* | | | |

Consists of records relating to the budgetary process for municipalities. Includes planning, estimates, forecasting for both operating and capital budgets, distribution of appropriated funds by transfer, and all budget records leading to, and the approval from, the provincial government.

**Examples:** general budget, general fund operating budget, general fund capital budget, public consultation documents, transfer and reallocation of funds, utility fund operating budget and utility fund capital budget.

For grants and allotments to organizations, see primary [0875](#_0875_FUNDS_AND).

For the management of funds, see primary [0875](#_0875_FUNDS_AND).

- by budget year

- by transfer

- by type

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0790 DEBENTURES | SO | 7y | D |

Consists of records relating to debentures and bonds issued, initial issuance of the debenture or bond as well as records of payments made to investors.

**Examples:** bond registers, cancelled bonds, cancelled coupons, debentures, offerings.

*For borrowing and debt management, see primary* [*0765*](#_0765_BORROWING_AND)*.*

-by offerings

-by register

-by year

-other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0850 FEES, FINES AND CHARGES | Cy+1y | 5y | D |

Consists of records relating to the collection and administration of fees, fines and charges on facility rentals, street vending site fees, facility fees, by-law fines, user fees, and for utilities (water and sewer) including electricity and garbage collection.

For records relating to the planning, design, maintenance, etc. of water and sewer systems, see primaries [2375](#_2375_SANITARY_SEWAGE) and [2380](#_2380_WATER_SUPPLY).

*For tuition fees reimbursement see primary* [*0715*](#_0715_ACCOUNTS_PAYABLE)*.*

*For payments to consultants, professionals and lecturers, see primary* [*0715*](#_0715_ACCOUNTS_PAYABLE)*.*

-by type

-by civic address

-other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0875 FUNDS AND GRANTS ADMINISTRATION | Cy+1y | 5y | D |

Consists of records relating to the management and operation of funds (trust, reserve, sinking or revolving) established by the municipality, and grants (or donations) of money or allotments awarded to outside organizations, agencies or individuals to carry out operations, approvals, projects and assignments, etc. Also includes charities and solicitation activities as well as grants and/or donations received from outside organizations.

**Examples:** Emergency Snow Removal Fund, Equipment Replacement Fund, Fireman's Trust Fund, Municipal Police Assistance Fund, grant files, etc.

-by fund or grant

-other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0900 INVESTMENTS | SO | 7y | D |

Consists of records relating to information on procedures, guidelines and management of investments for the municipality. Also includes inventory of investments.

*For investment review reports of the Pension Plan, see primary* [*1190*](#_1190_SUPERANNUATION)*.*

-by investment

-by name

-other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0920 LICENSES AND PERMITS | Cy+1y | 5y | D |

Consists of records relating to licenses and permits issued to individuals, corporations, etc. for various controls.

**Examples:** amusement licenses, animal control licenses, auctioneer’s licenses, banner permits, business licenses, kennel licenses, liquor licenses approval (Special Occasion Permits), peddler /hawker licenses, street vending licenses, taxi licenses, transient traders’ licenses.

*For fire burning permits, see primary* [*2830*](#_2830_FIRE_PROTECTION)*.*

*For building and demolition permits, see primary* [*2425*](#_2425__)*.*

-by license type

-by permit type

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0940 REPORTS, STATISTICS AND STATEMENTS | Cy+1y | 5y | D |

Consists of records relating to financial reporting systems, financial management reports, statistics and statements. Includes working papers, printouts, correspondence, balance sheets and individual reports.

For annual reports and statistics, see primary [0365](#_0365_REPORTS_AND).

- by reports

- by statistics

- by statement

- by date

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0955 SALARIES AND WAGES | Cy+1y | 6y | D |

Consists of records relating to the administration and payment of employees and elected officials of the municipality.

**Examples:** bonuses, contingency or performance pay, deductions, long service pay, pay advices, payroll files, payroll registers, salary/market adjustments, time sheets, T4s and T4As.

For records relating to benefits, see primaries [1045](#_1045_EMPLOYEE_AND) and [1070](#_1070_EMPLOYEE_BENEFITS).

For superannuation registers, see primary [1190](#_1190_SUPERANNUATION).

For pay advances, see primary [0715](#_0715_ACCOUNTS_PAYABLE).

**NOTE:** Municipalities must ensure that a record keeping systems is in place for pension, deductions, personnel records, etc., in order to allow destruction of records under this primary.

- by pay period

- by year

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0965 SIGNING AUTHORITIES | SO | 6y | D |

Consists of records relating to financial, procurement and spending signing authorities.

**Examples:** Authorizations, cancelled authorities, signature sample cards/forms, temporary authorities.

*For correspondence signing authorities, see primary* [*1300*](#_1300_INFORMATION_AND)*.*

-by type

-other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0970 TAXES | Cy+1y | 5y | D |

Consists of records relating to taxes and assessments.

**Examples:** exemptions, federal taxes, goods and services tax, harmonized sales tax, property tax (general, and appeals), provincial taxes, tax rebates, etc.

For payment of property taxes on municipally owned properties, see primary [0715](#_0715_ACCOUNTS_PAYABLE).

For property assessment roll, see primary [0975](#_0975_PROPERTY_ASSESSMENT).

-by tax name

-by rebate

-by type

-other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 0975 PROPERTY ASSESSMENT ROLL | SO | 0y | D |

Consists of the property tax assessment roll.

- by year

- other

# **Section 4**

# **1000 - 1299**

# **HUMAN RESOURCES**

**Human Resources is the function that supports the administration of employees and employee services. It includes records and supporting documentation about the review and establishment of positions, hiring processes, employee employment file, leave and absenteeism, occupational health and safety, training and development, collective agreement negotiation, grievance and adjudication, employee performance and relations, volunteerism, and human resources planning.**

*For salary and wages of employees, see primary* [*0955*](#_0955_SALARIES_AND)*.*

*For agreements and contracts, see primary* [*1620*](#_1620_AGREEMENTS_AND)*.*

*For policy and procedures development, see primary* [*0315*](#_0315_POLICY_AND)*.*

*For committee minutes and agendas, see primary* [*0160*](#_0160__)*.*

**SECTION 4**

**1000** - **HUMAN RESOURCES** - **1299**

**ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES**

**(ALPHABETICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| [Appointments](#_1010_APPOINTMENTS) | 1010 | AP | 1y | D |
| [Attendance Management](#_1065_ATTENDANCE_MANAGEMENT) | 1065 | Cy+1y | 5y | D |
| [Awards and Honours](#_1015_AWARDS_AND) | 1015 | Cy+1y | 4y | SR |
| [Employee Accident and Personal Injury Claims](#_1130_EMPLOYEE_ACCIDENT) | 1130 | AP | 15y | D |
| [Employee Benefits](#_1070_EMPLOYEE_BENEFITS) | 1070 | SO | 1y | D |
| [Employee and Family Wellness](#_1045_EMPLOYEE_AND) | 1045 | Cy+1y | 6y | D |
| [Employee Files – Non-permanent](#_1055_EMPLOYEE_FILES) | 1055 | Cy+1y | 6y | D |
| [Employee Files – Permanent](#_1050_EMPLOYEE_FILES) | 1050 | AP | Age 93 | D |
| [Employee Performance](#_1135_EMPLOYEE_PERFORMANCE) | 1135 | Cy+1y\* | 8y | D |
| [Employee Relations Management](#_1140_EMPLOYEE_RELATIONS) | 1140 | AP | 6y | SR\*\* |
| [Grievances](#_1100_GRIEVANCES) | 1100 | AP | 7y | D |
| [Human Resources – General](#_1000_HUMAN_RESOURCES) | 1000 | Cy+1y | 0y | D |
| [Job Evaluation and Description](#_1075_JOB_EVALUATION) | 1075 | SO | 6y | D |
| [Labour Relations](#_1090_LABOUR_RELATIONS) | 1090 | SO | 6y | D |
| [Occupational Health and Safety Inspections and Investigations](#_1150_OCCUPATIONAL_HEALTH) | 1150 | AP | 6y | D |
| [Retirements and Separations](#_1160_RETIREMENTS_AND) | 1160 | Cy+1y | 4y | D |
| [Staffing](#_1180_STAFFING) | 1180 | Cy+1y | 5y | D |
| [Superannuation](#_1190_SUPERANNUATION) | 1190 | SO\* | 7y | D |
| [Training and Development](#_1200_TRAINING_AND) | 1200 | SO | 1y | D |
| [Volunteers](#_1210__) | 1210 | AP | 6y | D |
| [Workforce Planning](#_1170_WORKFORCE_PLANNING) | 1170 | Cy+1y | 4y | D |
| [Worksafe Program – General](#_1215_WORKSAFE_PROGRAM) | 1215 | Cy+4y | 15y | D |

**SECTION 4**

**1000** - **HUMAN RESOURCES** - **1299**

**ACTIVITY NUMBERS, ACTIVITY TITLES, AND RETENTION SCHEDULES**

**(NUMERICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| 1000 | Human Resources - General | Cy+1y | 0y | D |
| 1010 | Appointments | AP | 1y | D |
| 1015 | Awards and Honours | Cy+1y | 4y | SR |
| 1045 | Employee and Family Wellness | Cy+1y | 6y | D |
| 1050 | Employee Files - Permanent | AP | Age 93 | D |
| 1055 | Employee Files – Non-permanent | Cy+1y | 6y | D |
| 1065 | Attendance Management | Cy+1y | 5y | D |
| 1070 | Employee Benefits | SO | 1y | D |
| 1075 | Job Evaluation and Description | SO | 6y | D |
| 1090 | Labour Relations | SO | 6y | D |
| 1100 | Grievances | AP | 7y | D |
| 1130 | Employee Accident and Personal Injury Claims | AP | 15y | D |
| 1135 | Employee Performance | Cy+1y\* | 8y | D |
| 1140 | Employee Relations Management | AP | 6y | SR\*\* |
| 1150 | Occupational Health and Safety Inspections and Investigations | AP | 6y | D |
| 1160 | Retirements and Separations | Cy+1y | 4y | D |
| 1170 | Workforce Planning | Cy+1y | 4y | D |
| 1180 | Staffing | Cy+1y | 5y | D |
| 1190 | Superannuation | SO\* | 7y | D |
| 1200 | Training and Development | SO | 1y | D |
| 1210 | Volunteers | AP | 6y | D |
| 1215 | Worksafe Program - General | Cy+4y | 15y | D |

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1000 HUMAN RESOURCES - GENERAL | Cy+1y | 0y | D |

Consists of records relating to the general administration of human resources management activities not shown elsewhere in this section.

**Examples:** unsolicited résumés for employment.

- by subject

- by activity

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1010 APPOINTMENTS | AP\* | 1y | D |
| \* AP = until appointment expires. | | | |

Consists of records relating to the administration of employee appointments and acting appointments including announcements.

*For appointments other than employees, see subject matter file.*

**NOTE:** A record of employee appointments and acting appointments shall also be filed with the employee file.

- by name

- by appointment or acting appointment

- by other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1015 AWARDS AND HONOURS | Cy+1y | 4y | SR |

Consists of records relating to awards, honours, decorations and commendations given to employees of the municipality.

**Examples:** employee of the year, long service awards, employee suggestion program.

For awards and honours given to citizens or organizations/businesses,see primary [0167](#_0167_COMMUNITY_AWARDS).

- by award

- by event

- by employee name

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1045 EMPLOYEE AND FAMILY WELLNESS | Cy+1y | 6y | D |

Consists of records relating to information about employee and family wellness programs.

**Examples:** addiction counselling program, employee and family counselling/assistance, fitness and lifestyle appraisal, lunch and learn programs, referrals for assistance, rehabilitation documents of employee and/or family, reports and statistics, etc.

*For injury at work claim, see primary* [*1130*](#_1130_EMPLOYEE_ACCIDENT)*.*

- by program

- by employee or family

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1050 EMPLOYEE FILES - PERMANENT | \*AP | Age 93 | D |
| \* AP = until employee terminates employment. | | | |

Consists of records relating to permanent employees and their work history and employability. Permanent employees are considered as being full time staff or may be a term/casual/part-time employee staff on the municipality’s practices.

**Examples:** applications for employment, birth certificates/proof of age, résumés, income tax documentation, letters of offer, acceptance and appointment correspondence, oath of office, confidentiality agreement form, position information, salary and wage information, education degrees, licenses and certifications required for position, training certificates, benefit information, pension correspondence, records of employment, lump sum in lieu of pension plan, change forms, medical certificates, security checks (if required), notice of termination and benefit requests.

*For non-permanent employee files, see primary* [*1055*](#_1055_EMPLOYEE_FILES)*.*

*For performance appraisals and employee work plans, see primary* [*1135*](#_1135_EMPLOYEE_PERFORMANCE)*.*

*For pension benefits forms (Form 3.2), see primary* [*1190*](#_1190_SUPERANNUATION)*.*

*For employee training, see primary* [*1200*](#_1200_TRAINING_AND)*.*

*For payroll deductions, see primary* [*0955*](#_0955_SALARIES_AND)*.*

*For accidents and personal injury to employee, see primary* [*1130*](#_1130_EMPLOYEE_ACCIDENT)*.*

*For employee disciplinary records, see primary* [*1135*](#_1135_EMPLOYEE_PERFORMANCE)*.*

**NOTE**: Municipalities may file records relating to pension benefits, employee training, and performance appraisals in the employee file **but must** apply their assigned retention period.  
  
**NOTE:** As outlined in the Firefighter’s Compensation Act, section 54, records must be retained for 60 years after the volunteer firefighter has ceased serving the municipality.

- by employee surname

- by employee number

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1055 EMPLOYEE FILES - NON-PERMANENT | Cy+1y | 6y | D |

Consists of records relating to non-permanent employees and their work history and employability. These employees may not necessarily have access to all the benefits to which permanent employees are entitled (such as a pension plan). May include employee files of term and casual (including students) employment, seasonal, Corps of Commissionaires, secondment, contract and/or personal service contract status.

**Examples:** applications for employment, birth certificates/proof of age, résumés, income tax documentation, letters of offer, acceptance and appointment correspondence, position information, salary and wage information, education degrees, licenses and certifications required for employment, training certificates, benefit information, records of employment, change forms, medical certificates, security checks (if required), notice of termination and benefit requests.

*For permanent employee, see primary* [*1050*](#_1050_EMPLOYEE_FILES)*.*

*For performance appraisals and employee work plans, see primary* [*1135*](#_1135_EMPLOYEE_PERFORMANCE)*.*

*For employee training, see primary* [*1200*](#_1200_TRAINING_AND)*.*

*For payroll deductions, see primary* [*0955*](#_0955_SALARIES_AND)*.*

*For accidents and personal injury to employee, see primary* [*1130*](#_1130_EMPLOYEE_ACCIDENT)*.*

*For employee disciplinary records, see primary* [*1135*](#_1135_EMPLOYEE_PERFORMANCE)*.*

- by employee surname

- by employee number

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1065 ATTENDANCE MANAGEMENT | Cy+1y | 5y | D |

Consists of records relating to the administration of hours of work and overtime, and leaves and holidays. Includes records such as hours of work, work schedules, flexible hours, time off to vote, time off for special occasions, compressed work week, early closing, overtime including compensation, vacation leave, sick leave, special and other types of leaves, designated paid holidays and attendance reports.

**Examples:** absence reports, compensation-in-lieu, flexible hours schedule, hours of work and overtime, work schedules.

For time sheets, see primary [0955](#_0955_SALARIES_AND).

For educational leave, see primary [1200](#_1200_TRAINING_AND).

- by employee surname

- by report

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1070 EMPLOYEE BENEFITS | SO | 1y | D |

Consists of records relating to the administration of various benefits provided to employees.

**Examples:** accidental death and dismemberment, computer purchase plan, deferred salary leave plan, dental insurance, disability insurance (long and short term), employment insurance, group life insurance, medical insurance, modified/restricted work program (for health reasons), travel insurance.

*For insurance of vehicles or facilities, see primary* [*1775*](#_1775_RISK_MANAGEMENT)*.*

- by benefit

- by program

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1075 JOB EVALUATION AND DESCRIPTION | SO | 6y | D |

Consists of records relating to the administration and evaluation of positions and/or employees for the promotion and reclassification of personnel.

**Examples:** delegations of classification authority, job evaluation questionnaire/form, pay groups/ranges standards, position descriptions (classification), promotions, promotional routine (re police and fire departments), reclassification requests, red-circled positions, review board hearings, selection standards.

*For employee performance appraisal and work plans, see primary* [*1135*](#_1135_EMPLOYEE_PERFORMANCE)*.*

**NOTE:** A copy of a record of decisions/actions affecting an employee’s promotion and/or reclassification must be placed in the employee file.

- by position

- by evaluation

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1090 LABOUR RELATIONS | SO | 6y | D |

Consists of records relating to contract interpretation, issues, and proposed changes to be considered in future bargaining, and the negotiation of collective agreements. Also documents the relationships between the organization’s management and employees’ unions, groups, or associations, as well as the certification of bargaining agents by the Labour Relations and Employment Board.

**Examples:** bargaining calendar, copies ofcollective agreements, correspondence, decisions on certifications, lists of contracts, pay increases, interpretation manuals, negotiation correspondence, meeting notes, working papers, essential employee listings, seniority lists, records relating to strikes and work stoppages, and lists of designated employees.

*For collective agreement, see primary* [*1620*](#_1620_AGREEMENTS_AND)*.*

*For policy, procedures and guidelines, see primary* [*0315*](#_0315_POLICY_AND)*.*

- by date

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1100 GRIEVANCES | AP\* | 7y | D |
| \* AP = until resolution. | | | |

Consists of records relating to methods and procedures for handling grievances and complaints of employees, individual case files, etc. Includes records on arbitration and adjudication.

- by employee surname

- by union local

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1130 EMPLOYEE ACCIDENT AND PERSONAL INJURY CLAIMS | AP\* | 15y | D |
| \* AP = until claim is resolved. | | | |

Consists of the records relating to the employee’s accident(s) and its effects on the employee’s ability to work.

**Examples:** employee incident reports, employee accident reports, completed Worksafe NB accident forms, claims, letters of acceptance/decline from Worksafe NB, letters relating to the employee’s ability to work, cost of claim report, and copies of claim decisions, appeals, and challenges.

**NOTE:** Worksafe NB claims may be filed in the individual employee file, but should be removed in accordance with the assigned retention period as indicated here.

- by employee surname

- by Worksafe NB claim number

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1135 EMPLOYEE PERFORMANCE | Cy+1y\* | 8y | D |
| *\* Collective agreements may regulate the retention and disposition of performance appraisals and disciplinary actions, in which case the collective agreement takes precedence over the retention and disposition indicated here.* | | | |

Consist of records relating to the management of the employee’s performance. Include performance appraisal, work plans and any disciplinary actions.

**Examples:** performance appraisals, performance reviews, individual work plans, probation period notices, probation correspondence, disciplinary actions, and disciplinary letters.

**NOTE:**  Performance appraisals may be filed in the individual employee file but should be removed in accordance with the assigned retention period.

- by employee surname

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1140 EMPLOYEE RELATIONS MANAGEMENT | AP\* | 6y | SR\*\* |
| \* AP = until matter concluded or resolved.  *\*\* Only human rights and discrimination files must be sent for selection at Provincial Archives.* | | | |

Consist of records relating to tracking, monitoring, disclosure, investigation, and resolution of employee relations issues. Also documents the process of investigation and resolution of human rights, discrimination, internal and public inquiries into alleged misconduct of current and/or former employees, and harassment complaints against the municipality.

**Examples:** consultation notes with external organizations, complaint correspondence, employees’ conflict of interest disclosure forms, investigation reports, and copies of legal opinions, decisions, disclosure of political activities, recommendations, settlement records, and working papers.

**NOTE:** Information concerning the employment status of an individual employees is placed in the employee file.

-by position number

-by employee surname

-by subject

-by date

-other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1150 OCCUPATIONAL HEALTH AND SAFETY INSPECTIONS AND INVESTIGATIONS | AP\* | 6y | D |
| \* AP = until matter is resolved. | | | |

Consists of the records relating to the assessment, investigation, process, and reporting of workplace health and safety incidents and activities as required by the *Occupational Health and Safety Act.*

**Examples:** incident and complaint investigations and reports, hazard assessment and control program activities, workplace compliance, periodic inspections, compliance notices, hazard assessment reports, hazardous materials inventory (WHMIS - Workplace Hazardous Material Information Sheets), orders, inspection reports, interview notes, workplace inspection forms, appeals, and investigation correspondence

*For employee worker’s compensation claims, see primary* [*1130*](#_1130_EMPLOYEE_ACCIDENT)*.*

*For committees, see primary* [*0160*](#_0160__)*.*

*For emergency planning and disaster recovery, see primary* [*2825*](#_2825_EMERGENCY_PREPAREDNESS)*.*

*For records relating to individual employees, see primary* [*1050*](#_1050_EMPLOYEE_FILES) *and* [*1055*](#_1055_EMPLOYEE_FILES)*.*

*For records relating to physical security, see primary* [*0580*](#_0580_PHYSICAL_SECURITY)*.*

- by incident

- by activity

- by surname

- by date

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1160 RETIREMENTS AND SEPARATIONS | Cy+1y | 4y | D |

Consists of records relating to the management/administration of retirements, resignations, separations and lay-offs of employees. Also included here are records relating to early retirements.

**Examples:** abandonment of positions, early retirement program, layoffs/termination lists, retirement program, severance package/program, resignation correspondence, etc.

- by program

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1170 WORKFORCE PLANNING | Cy+1y | 4y | D |

Consists of records relating to the planning, analysis, management and administration of staffing, number, grade/level and category of positions, the allotment, increase or decrease of personnel, and other staffing issues such as succession planning.

**Examples:** business case for new positions, job rotation, job sharing and part time employment, job shadowing, manpower/employment status forms, plans of establishment, seasonal employment, secondments/transfers and succession planning.

- by subject

- by event

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1180 STAFFING | Cy+1y | 5y | D |

Consists of the administration of staff promotion, recruitment, and hiring following a competition process, direct recruitment or through specific employment programs such as part-time employment, volunteer programs, student cooperative programs, summer student centres, summer employment programs, provincial employment programs, mentoring programs or federal employment programs. Also includes the processing of requests for the approval of hiring additional staff for permanent, casual, summer, and term employees.

**Examples:** identification and notifications of vacancy, staffing inquiries and investigations, candidates’ eligibility lists, employment applications, competition files, application evaluations, interview panel notes, interview questions/tests and scores, interview evaluations, reference checks, meeting notes, offers of employment, position descriptions, position advertisements, post-secondary recruitment process, position requests, position rejections, draft competition samples, recommendations, reports, research, staffing requisitions, selection standards, working papers, and correspondence.

- by position number

- by competition number

- by recruitment process

- by year

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1190 SUPERANNUATION | SO\* | 7y | D |
| *\* According to New Brunswick Regulation 91-195 under the Pension Benefits Act, Form 3.2 Record of Transfer of Locked-in Retirement Funds shall be retained until ninety-three years after the employee’s date of birth.* | | | |

Consists of records relating to the Superannuation (Pension) Plan for employees, its interpretation and application, and changes to the Superannuation Plan Rules. The Superannuation Plan also includes employees of agencies that work at “arms length” with the municipality, such as the Downtown Business Network, Regional Solid Waste Commission, etc.

**Examples:** investment review reports, registers, appointments to Board, reports and statistics, Form 3.2.

*For records relating to employee retirement program, see primary* [*1160*](#_1160_RETIREMENTS_AND).

*For employee deductions related to pension, see primary* [*0955*](#_0955_SALARIES_AND)*.*

*For lump sum in lieu of pension plan, see primary* [*1050*](#_1050_EMPLOYEE_FILES)*.*

**NOTE: This primary is only applicable to a municipality which offers a Pension Plan for employees via payroll deductions.**

- by surname

- by subject

- by year

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1200 TRAINING AND DEVELOPMENT | SO | 1y | D |

Consists of records relating to employee training, development, and counselling and events provided by internal or external organizations such as language training, career management counselling, coaching and leadership training, and orientation programs.

**Examples:** education leave information, employee orientation package/program information, employee career management information, approval to attend courses, types of courses, course content and brochures, attendance records and evaluation reports.

For elected officials' orientation, see primary [1690](#_1690_ELECTIONS).

**NOTE:** employee training certificate is to be filed with employee records, see primary 1050 and 1055.

- by employee surname/number

- by subject

- by course/workshop

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1210 VOLUNTEERS | \*AP | 6y | D |
| \* AP = until volunteer services are no longer provided by the individual. | | | |

Consists of records relating to persons providing volunteer services to the municipality. Includes the type of services provided, volunteer profiles, and the requirements and conditions of the voluntary service.

**Examples:** responsibilities and obligations, training and orientation, work schedules.

**NOTE:** As outlined in the Firefighter’s Compensation Act, section 54, records must be retained for 60 years after the volunteer firefighter has ceased serving the municipality.

- by surname

- by service

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1215 WORKSAFE PROGRAM - GENERAL | Cy+4y | 15y | D |

Consists of records relating to the development, implementation, and administration of occupational health and safety related programs in the workplace, in accordance with the *Occupational Health and Safety Act,* such as fire protection programs, first aid programs, smoking in the workplace programs, and identification of hazardous materials programs.

**Examples:** Committee recommendations, annual summary reports, safety audits, work safe program such as 5\*22 program, evacuation plans and procedures, first aid program, departmental occupational health and safety program plans, OHS training tracking spreadsheets, reports, training presentations, course confirmations, records relating to communicable diseases, air quality, hazmat records, smoking in the workplace program records, scent-free environment, ergonomic work areas, and allergy reduction related documents.

*For smoking cessation programs, see primary* [*1045*](#_1045_EMPLOYEE_AND)*.*

*For Health and Safety Committee, see primary* [*0160*](#_0160__)*.*

- by program

- by subject

- other

# **Section 5**

# **1300 - 1599**

# **INFORMATION MANAGEMENT AND TECHNOLOGY**

**Information Management and Technology is the function of managing and protecting information throughout its lifecycle. This main group includes the activities associated with access, control, creation, disposal, distribution, custody, preservation, security, protection, and use of information assets in all media formats. Also includes planning, management, and protection of information technology to support information needs and requirements.**

*For computer back-ups, see* [*Appendix F*](#_APPENDIX_F_–)*.*

*For agreements and contracts, see primary* [*1620*](#_1620_AGREEMENTS_AND)*.*

*For committee minutes and agendas, see primary* [*0160*](#_0160__)*.*

*For procurement of computer hardware and software, see primary* [*1910*](#_1910_PROCUREMENT)*.*

*For training courses, see primary* [*1200*](#_1200_TRAINING_AND)*.*

**SECTION 5**

**1300** - **INFORMATION MANAGEMENT AND TECHNOLOGY** - **1599**

**ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES**

**(ALPHABETICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| [Forms Management](#_1350_FORMS_MANAGEMENT) | 1350 | SO | 1y | D |
| [End-User Support](#_1410_END-USER_SUPPORT) | 1410 | Cy+1y | 4y | D |
| [Information Management and Technology - General](#_1300_INFORMATION_AND) | 1300 | Cy+1y | 0y | D |
| [Information Technology Systems](#_1420_INFORMATION_TECHNOLOGY) | 1420 | SO | 5y | D |
| [Library Services](#_1435_LIBRARY_SERVICES) | 1435 | Cy+1y | 0y | D |
| [Mail, Postal and Courier Services](#_1450_MAIL,_POSTAL) | 1450 | Cy+1y | 0y | D |
| [Media Relations](#_1380_MEDIA_RELATIONS) | 1380 | Cy+1y | 0y | D |
| [Photographs and Biographies](#_1395_PHOTOGRAPHS_AND) | 1395 | SO | 1y | SR |
| [Publishing](#_1400_PUBLISHING) | 1400 | SO | 6y | SR |
| [Records and Information Management](#_1475_RECORDS_AND) | 1475 | SO | 8y | D |
| [Right to Information and Protection of Privacy](#_1485_RIGHT_TO) | 1485 | Cy+4y | 5y | SR |
| [Security of Information](#_1500_SECURITY_OF) | 1500 | SO | 6y | D |
| [Speeches](#_1405_SPEECHES) | 1405 | Cy+1y | 4y | SR |
| [Telecommunications Systems Management](#_1320_TELECOMMUNICATIONS_SYSTEMS) | 1320 | SO | 0y | D |

**ACTIVITY NUMBERS, ACTIVITY TITLES, AND RETENTION SCHEDULES**

**(NUMERICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| 1300 | Information Management and Technology - General | Cy+1y | 0y | D |
| 1320 | Telecommunications Systems Management | SO | 0y | D |
| 1350 | Forms Management | SO | 1y | D |
| 1380 | Media Relations | Cy+1y | 0y | D |
| 1395 | Photographs and Biographies | SO | 1y | SR |
| 1400 | Publishing | SO | 6y | SR |
| 1405 | Speeches | Cy+1y | 4y | SR |
| 1410 | End-User Support | Cy+1y | 4y | D |
| 1420 | Information Technology Systems | SO | 5y | D |
| 1435 | Library Services | Cy+1y | 0y | D |
| 1450 | Mail, Postal and Courier Services | Cy+1y | 0y | D |
| 1475 | Records and Information Management | SO | 8y | D |
| 1485 | Right to Information and Protection of Privacy | Cy+4y | 5y | SR |
| 1500 | Security of Information | SO | 6y | D |

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1300 INFORMATION AND TECHNOLOGY MANAGEMENT - GENERAL | Cy+1y | 0y | D |

Consists of records relating to information management and information technology not found elsewhere in this section.

**Examples:** channels of communication, correspondence signing authorities, production and control of correspondence (terminology, style, quality), and website posting requests.

*For procurement of equipment, see primary* [*1910*](#_1910_PROCUREMENT).

*For security of information, see primary* [*1500*](#_1500_SECURITY_OF)*.*

- by subject

- by year

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1320 TELECOMMUNICATIONS SYSTEMS MANAGEMENT | SO | 0y | D |

Consists of records relating to the installation, operations and uses of communications systems such as telephones, radios, teleconferencing services, facsimilies, voice/data messaging systems.

*For equipment, see primary* [*1900*](#_1900_OFFICE_EQUIPMENT,)*.*

- by type

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1350 FORMS MANAGEMENT | SO | 1y | D |

Consists of records relating to the analysis, design, identification, usage, and control of forms.

**Examples:** forms history files, inventories, authorizations, revisions, storage and issue/control of forms.

**NOTE:** These files do not include stocks of blank forms.

*For procurement, see primary* [*1910*](#_1910_PROCUREMENT)*.*

- by name

- by control number

- by branch or department or division

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1380 MEDIA RELATIONS | Cy+1y | 0y | D |

Consists of records relating to relations with the media including the press, radio, television and other formats of journalism.

**Examples:** arrangements for media conferences, contact list of media representative, newspaper clippings, press releases, press/media conferences, and mailing lists.

**NOTE:** Press releases, newspaper clippings and public service notices may be placed in the appropriate subject file.

- by subject

- by year

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1395 PHOTOGRAPHS AND BIOGRAPHIES | SO | 1y | SR |

Consists of records relating to photographs and biographies, their administration, release and distribution for promotional purposes.

**Examples:** biographies, photographs and biographies of elected officials, other photographs for promotional purposes, descriptive notes of photographs.

- by subject

- by name

- by event

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1400 PUBLISHING | SO | 6y | SR |

Consists of records relating to the planning, design, development/production, implementation, distribution, maintenance and administration of all forms of publications, such as books, plans, maps, drawings, brochures, pamphlets, slide shows, film and video productions and audio- visual aids.

**Examples:** distribution lists, film production, publication lists, publication inventory, publications, video productions, website publishing and website designs.

For maps and plans relating to engineering and public works, see Section 9.

- by publication

- by distribution channel

- by date

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1405 SPEECHES | Cy+1y | 4y | SR |

Consists of records relating to speeches, lectures, addresses and arrangements for speaking engagements, including speech drafts, etc.

**NOTE:** Copy of speech and/or presentation may be filed with the subject matter file.

- by date

- by presenter’s name

- by subject

- by event

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1410 END-USER SUPPORT | Cy+1y | 4y | D |

Consist of records relating to the day-to-day information technology operational support services such as service support for incidents, problems, configurations, and service/help desk management functions.

**Examples:** tracking reports, incident reports, statistical reports, request for assistance logs, inquiry logs, password change requests, account creation requests, service requests, inventory lists, and efficiency surveys.

- by service

- by activity

- by date

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1420 INFORMATION TECHNOLOGY SYSTEMS | SO | 5y | D |

Consists of records relating to planning, developing, designing, testing, implementing, maintaining, administering, and converting computer systems/applications and management of infrastructure.

**Examples:** active and inactive applications management, desktop technology upgrades, migration, refreshing, and conversion processes, software literature, system documentation, opportunity evaluations, business cases, project charters/plan deliverables, wiring diagrams, coding and systems procedures, system requirements, date issues, change requests, functional flow plans, test scripts, status reports, sign-off documents, warranties and documentation, training presentations and handouts, back-up logs and back-up procedures, router configurations, baseline testing results, diagrams, floor plans, remote device records, encryption records, server upgrades and redesign, server certificates, service requests, patches, schemas, virtual private network requests (VPNs), schedules and amendments, risk analysis report, summary reports, evaluation reports, billing information, site requests, computer identification cards, copies of service level agreements, copies of Request for Proposals (RFPs) and Requests for Information (RFIs), usage reports, lists of staff with large email accounts.

*For procurement of software and hardware, see primary* [*1910*](#_1910_PROCUREMENT)*.*

*For hardware and software inventories, see primary* [*1810*](#_1810_ASSET_MANAGEMENT)*.*

*For security of information, see primary* [*1500*](#_1500_SECURITY_OF)*.*

*For computer systems backups, see* [*Appendix F*](#_APPENDIX_F_–)*.*

*For service level agreements or software licensing agreements, see primary* [*1620*](#_1620_AGREEMENTS_AND)*.*

*For disposal of software or hardware, see primary* [*1810*](#_1810_ASSET_MANAGEMENT)*.*

*For emergency preparedness, see primary* [*2825*](#_2825_EMERGENCY_PREPAREDNESS)*.*

**NOTE:** When systems are defunct, obsolete or replaced, please consult with Provincial Archives prior to destruction of the data.

- by application

- by system

- by project

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1435 LIBRARY SERVICES | Cy+1y | 0y | D |

Consists of records relating to the administration of internal library or resource centre services, including cataloguing, subscriptions to newspapers, periodicals, newsletters, cost analysis, feasibility studies, loan and distribution of books, periodicals and other library materials, interlibrary loans, bibliography requests, and reference searches.

**Examples:** collection development, interlibrary loans, requests, subscriptions.

*For acquisitions, see primary* [*1910*](#_1910_PROCUREMENT)*.*

*For public libraries, see primary* [*0245*](#_0245_INTERGOVERNMENTAL_RELATIONS)*.*

- by collection

- by catalogue number

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1450 MAIL, POSTAL AND COURIER SERVICES | Cy+1y | 0y | D |

Consists of records relating to postal and private courier services, including Canada Post, internal mail delivery systems, rates, etc. Also included here are postal regulations, reports on lost or damaged goods, service interruptions (strikes), etc.

**Examples:** logbooks, courier services, postal rate increase notices, and damaged mail reports.

- by date

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1475 RECORDS AND INFORMATION MANAGEMENT | SO | 8y | D |

Consists of records relating to the management of the records and information management program regardless of format. Includes requests, project plans, reports regarding classification project, design and development of records classification systems (for both paper/manual and electronic records systems), implementing and applying the *Municipal Records Authority (MRA)* inventories of records and information, archival services, disposal method used, destruction of records forms/lists with authorization, certificate of destruction/disposal, description of records, and identification of essential records.

For the development and management of information systems, see primary [1420](#_1420_INFORMATION_TECHNOLOGY).

For records and information disaster planning and recovery, see primary [2825](#_2825_EMERGENCY_PREPAREDNESS).

For policies, procedures and guidelines, see primary [0315](#_0315_POLICY_AND).

For security of information, see primary [1500](#_1500_SECURITY_OF).

For template of records destruction form, see [Appendix E](#_APPENDIX_E_–).

- by activity

- by classification

- by project

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1485 RIGHT TO INFORMATION AND PROTECTION OF PRIVACY | Cy+4y | 5y | SR |

Consists of records relating to the administration and management of the right to information while ensuring the protection of privacy. Includes requests made under legislation, appeals to the Commissioner, and privacy issues.

**Examples:** advisory and consultation material, meeting notes, privacy impact assessments, reports, routine access requests, copies of decisions, request documentation, submissions, transaction logs, working papers.

*For security of information, see primary* [*1500*](#_1500_SECURITY_OF)*.*

*For committees, see primary* [*0160*](#_0160__)*.*

- by applicant

- by subject

- by date

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1500 SECURITY OF INFORMATION | SO | 6y | D |

Consists of records relating to the protection of information regardless of format and where it resides.

**Examples:** virus warnings, breach reports, investigation findings, security clearances, access rights management, code reviews, audits, corporate information security officer documentation, risk assessments, vulnerability threats, security breach investigations, digital signatures, digital certificates, personal non-disclosure agreements, system logs/audit logs, firewall logs, vulnerability checks, information security classifications, data encryption and confidentiality requirements, education and awareness programs, advisory and consultation information.

*For physical security, see primary* [*0580*](#_0580_PHYSICAL_SECURITY)*.*

*For computer systems backups, see* [*Appendix F*](#_APPENDIX_F_–)*.*

*For records related to the protection of personal information, see primary* [*1485*](#_1485_RIGHT_TO)*.*

- by incident

- by activity

- by subject

- other

# **SECTION 6**

# **1600 - 1799**

# **LEGISLATIVE, LEGAL AND REGULATORY SERVICES**

**Legislative, Legal and Regulatory services is the function which documents the activities of legal nature. It includes the acitivities of legislation and regulatory services, legal matters and opinions, accidents and claims, expropriations and deeds, and municipal bylaws and their enforcement.**

*For committee minutes and agendas, see primary* [*0160*](#_0160__)*.*

*For bylaw enforcement of policing matters, see section 10, Protective Services.*

**SECTION 6**

**1600** - **LEGISLATIVE, LEGAL AND REGULATORY SERVICES** - **1799**

**ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES**

**(ALPHABETICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| [Accidents](#_1605_ACCIDENTS) | 1605 | AP | 7y | D |
| [Acts and Regulations](#_1610_ACTS_AND) | 1610 | SO | 2y | SR |
| [Agreements and Contracts](#_1620_AGREEMENTS_AND) | 1620 | SO | 15y | SR |
| [Bylaw Enforcement](#_1635_BYLAW_ENFORCEMENT) | 1635 | Cy+1y | 5y | D |
| [Bylaws](#_1630_BYLAWS) | 1630 | SO | 6y | SR |
| [Claims](#_1650_CLAIMS) | 1650 | AP | 7y | D |
| [Deeds](#_1665_DEEDS) | 1665 | AP | 10y | D |
| [Easements, Encroachments and Rights of Way](#_1675_EASEMENTS,_ENCROACHMENTS) | 1675 | SO | 2y | D |
| [Elections](#_1690_ELECTIONS) | 1690 | Cy+1y | 4y | D |
| [Expropriations](#_1695_EXPROPRIATIONS) | 1695 | AP | 15y | D |
| [Legal Matters](#_1710_LEGAL_MATTERS) | 1710 | SO | 1y | SR |
| [Legal Opinions](#_1720_LEGAL_OPINIONS) | 1720 | SO | 5y | D |
| [Legislative, Legal and Regulatory Services - General](#_1600_LEGISLATIVE,_LEGAL) | 1600 | Cy+1y | 0y | D |
| [Litigation](#_1725_LITIGATION) | 1725 | AP | 6y | D |
| [Risk Management and Insurance](#_1775_RISK_MANAGEMENT) | 1775 | SO | 6y | SR |
| [Visual Identity, Insignia and Artifacts Management](#_1790_VISUAL_IDENTITY,) | 1790 | SO | 1y | SR |

**ACTIVITY NUMBERS, ACTIVITY TITLES, AND RETENTION SCHEDULES**

**(NUMERICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| 1600 | Legislative, Legal and Regulatory Services - General | Cy+1y | 0y | D |
| 1605 | Accidents | AP | 7y | D |
| 1610 | Acts and Regulations | SO | 2y | SR |
| 1620 | Agreements and Contracts | SO | 15y | SR |
| 1630 | Bylaws | SO | 6y | SR |
| 1635 | Bylaw Enforcement | Cy+1y | 5y | D |
| 1650 | Claims | AP | 7y | D |
| 1665 | Deeds | AP | 10y | D |
| 1675 | Easements, Encroachments, and Rights of Way | SO | 2y | D |
| 1690 | Elections | Cy+1y | 4y | D |
| 1695 | Expropriations | AP | 15y | D |
| 1710 | Legal Matters | SO | 1y | SR |
| 1720 | Legal Opinions | SO | 5y | D |
| 1725 | Litigation | AP | 6y | D |
| 1775 | Risk Management and Insurance | SO | 6y | SR |
| 1790 | Visual Identity, Insignia and Artifacts Management | SO | 1y | SR |

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1600 LEGISLATIVE, LEGAL AND REGULATORY SERVICES - GENERAL | Cy+1y | 0y | D |

Consists of records relating to legislative, legal and regulatory services of general nature not found elsewhere in this section.

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1605 ACCIDENTS | AP\* | 7y | D |
| \* AP = until settlement and expiry of limitation period. | | | |

Consists of records relating to accidents involving municipal property, vehicles and equipment. Included here are reports and investigations and settlement. May include copies of policies and procedures.

*For policies and procedures, see primary* [*0315*](#_0315_POLICY_AND)*.*

*For claims made against or by the municipality, see primary* [*1650*](#_1650_CLAIMS)*.*

*For insurance policies, see primary* [*1775*](#_1775_RISK_MANAGEMENT)*.*

*For employee accident and personal injury claims, see primary* [*1130*](#_1130_EMPLOYEE_ACCIDENT)*.*

-by date

-by surname

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1610 ACTS AND REGULATIONS | SO | 2y | SR |

Consists of records relating to federal, provincial and municipal and private acts, bills and legislation. Includes correspondence, working papers and other records leading to amendments.

- by name

- by number

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1620 AGREEMENTS AND CONTRACTS | SO | 15y | SR |

Consists of records relating to all formal agreements/contracts whether at the federal, provincial, municipal or foreign government level, or a partnership agreement or contract. Also includes leases and mortgages of buildings, facilities and properties, collective agreements and administration of actual contracts of various types such as personal services, equipment, developments, and engineering. Documentation found in this primary includes the actual terms of the agreement, but not the administrative and operational material generated as a result of these agreements.

*For encroachments, see primary* [*1675*](#_1675_EASEMENTS,_ENCROACHMENTS)*.*

*For expropriations, see primary* [*1695*](#_1695_EXPROPRIATIONS)*.*

*For financial transactions relating to these agreements, see primary* [*0715*](#_0715_ACCOUNTS_PAYABLE) *for payables, or primary* [*0720*](#_0720_ACCOUNTS_RECEIVABLE) *for receivables.*

*For rights of way and easements, see primary* [*1675*](#_1675_EASEMENTS,_ENCROACHMENTS)*.*

*For Zoning Agreement re Section 59, see primary* [*2590*](#_2590_ZONING_CHANGES)*.*

**NOTE:** A copy of the agreement or contract may also be filed under the appropriate subject file.

- by agreement

- by contract

- by memorandum of understanding

- by treaty

- by accord

- by lease

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1630 BYLAWS | SO | 6y | SR |

Consists of records relating to the creation and enactment of bylaws. Includes supporting documentation such as recommendations made by related/appropriate departments, Orders-in-Council, copies of advertisements, memos of approval, effective dates and repealed bylaws.

*For municipal and rural plans, see primary* [*2490*](#_2490_MUNICIPAL_AND)*.*

- by bylaw name

- by bylaw number

- by name

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1635 BYLAW ENFORCEMENT | Cy+1y | 5y | D |

Consists of records relating to the enforcement of bylaws and the issues related to the enforcement.

*For bylaw enforcement of policing matters, see section 10, Protective Services.*

- by bylaw name

- by enforcement date

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1650 CLAIMS | AP\* | 7y | D |
| \* AP = until resolution or until expiry of limitation period. | | | |

Consists of records relating to claims by and against the municipality including motor vehicle damage claims and property and personal damage claims.

*For claim files involving employees, see primary* [*1130*](#_1130_EMPLOYEE_ACCIDENT)*.*

*For accident files involving municipal property,vehicles and equipment, see primary* [*1605*](#_1605_ACCIDENTS)*.*

*For Small Claims, see primary* [*1725*](#_1725_LITIGATION)*.*

- by surname

- subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1665 DEEDS | AP\* | 10y | D |
| \* AP = as long as municipality owns the land. | | | |

Consists of records relating to deeds for land owned by the municipality.

- by PID

- by civic address

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1675 EASEMENTS, ENCROACHMENTS AND RIGHTS OF WAY | SO | 2y | D |

Consists of records relating to the management of easements, encroachments and rights of ways. Includes requests for and granting of easements and rights of way for the installation of utilities, walkways, storm drainage pipes and access to municipal property/building, and the notices, agreements, approvals, rejections and applications to encroach on awnings, signs, and structures.

- by PID

- by civic address

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1690 ELECTIONS | Cy+1y | 4y | D |

Consists of records relating to municipal elections including polls, results, elected officials’ orientation, by-elections, etc. May also include general information regarding federal and provincial elections.

*For conflict of interest disclosure for elected officials, see primary* [*0180*](#_0180_COUNCIL)*.*

- by by-election

- by election

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1695 EXPROPRIATIONS | AP\* | 15y | D |
| \* AP = until expropriation is completed. | | | |

Consists of legal documents, correspondence and maps relating to the expropriation of properties. Can include documentation required under the *Expropriation Act*, appraisal reports, maps, plans, and briefs of law.

- by surname

- by civic address or PID number

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1710 LEGAL MATTERS | SO | 1y | SR |

Consists of records related to legal matters/issues such as bankruptcy matters, legal research topics, case law, and precedents.

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1720 LEGAL OPINIONS | SO | 5y | D |

Consists of records relating to legal opinions and decisions, prepared and/or received by municipal staff on a variety of issues and legislation.

**NOTE:** Copies of legal opinions should also be placed in the appropriate subject file.

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1725 LITIGATION | AP\* | 6y | D |
| \* AP = until litigation/claim is resolved/concluded. | | | |

Consists of records relating to litigation instigated by or against the municipality.

- by case number

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1775 RISK MANAGEMENT AND INSURANCE | SO | 6y | SR |

Consists of records relating to risk management including assessment, risk reduction, and insurance services. Includes risk management surveys, identification of claims exposures and liabilities, recommendations on appropriate risk reduction measures, and reports on actions, as well as claims. This series also includes insurance policies, coverage details and listings of values and assets.

*For claims, see primary* [*1650*](#_1650_CLAIMS)*.*

*For employee benefits, see primary* [*1070*](#_1070_EMPLOYEE_BENEFITS)*.*

*For accidents involving municipal property, vehicles and equipment, see primary* [*1605*](#_1605_ACCIDENTS)*.*

-by policy number

-by name

-by inspection

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1790 VISUAL IDENTITY, INSIGNIA AND ARTIFACTS MANAGEMENT | SO | 1y | SR |

Consists of records relating to the creation and the use of graphic designs or symbols for the municipality’s visual identity program and records of historical importance. Includes the Coat of Arms, crest, emblem, logo, seal, municipal charter, Act of Incorporation and the records of the artifact such as a clock, mace or Mayor’s chain of office.

*For procurement, see primary* [*1910*](#_1910_PROCUREMENT)*.*

- by subject

- other

# **Section 7**

# **1800 - 1999**

# **MATERIALS AND ASSET MANAGEMENT**

**Materials and Asset Management is the function that supports the acquisition, maintenance, issuing, control and disposal of physical assets. It includes procurement, asset management, fleet management, clothing management and records for the administration, maintenance and repairs of various equipment and supplies.**

*For agreements and contracts, see primary* [*1620*](#_1620_AGREEMENTS_AND)*.*

*For committee minutes and agendas, see primary* [*0160*](#_0160__)*.*

**SECTION 7**

**1800** - **MATERIALS AND ASSET MANAGEMENT** - **1999**

**ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES**

**(ALPHABETICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| [Asset Management](#_1810_ASSET_MANAGEMENT) | 1810 | Cy+1y | 5y | D |
| [Clothing Management](#_1835_CLOTHING_MANAGEMENT) | 1835 | Cy+1y | 5y | D |
| [Construction and Maintenance Equipment and Supplies](#_1840__) | 1840 | AP\*+1y | 0y | D |
| [Emergency, Firefighting and Police Equipment](#_1820__) | 1820 | AP\*+1y | 0y | D |
| [Fleet Management](#_1850_FLEET_MANAGEMENT) | 1850 | AP\*+1y | 0y | D |
| [Fuel Management](#_1865_FUEL_MANAGEMENT) | 1865 | Cy+1y | 0y | D |
| [Materials and Asset Management - General](#_1800_MATERIALS_AND) | 1800 | Cy+1y | 0y | D |
| [Office Equipment, Furnishings and Supplies](#_1900_OFFICE_EQUIPMENT,) | 1900 | AP\*+1y | 0y | D |
| [Procurement](#_1910_PROCUREMENT) | 1910 | Cy+1y | 5y | D |

**ACTIVITY NUMBERS, ACTIVITY TITLES, AND RETENTION SCHEDULES**

**(NUMERICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| 1800 | Materials and Asset Management - General | Cy+1y | 0y | D |
| 1810 | Asset Management | Cy+1y | 5y | D |
| 1820 | Emergency, Firefighting and Police Equipment | AP\*+1y | 0y | D |
| 1835 | Clothing Management | Cy+1y | 5y | D |
| 1840 | Construction and Maintenance Equipment and Supplies | AP\*+1y | 0y | D |
| 1850 | Fleet Management | AP\*+1 | 0y | D |
| 1865 | Fuel Management | Cy+1y | 0y | D |
| 1900 | Office Equipment, Furnishings and Supplies | AP\*+1y | 0y | D |
| 1910 | Procurement | Cy+1y | 5y | D |

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1800 MATERIALS AND ASSET MANAGEMENT - GENERAL | Cy+1y | 0y | D |

Consists of records relating to materials and asset management functions not found elsewhere in this section.

**Examples:** information about badges, flags, pins

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1810 ASSET MANAGEMENT | Cy+1y | 5y | D |

Consists of records relating to the management of the physical assets of the municipalities. Includes the inventories, the reporting process of lost assets and the disposal of assets.

**Examples:** loss of assets reports, inventories, asset transfer, auctions, destruction disposals, disposal reports, surplus lists, tenders.

*For control of property assets, see primary* [*0590*](#_0590_PROPERTY)*.*

For control of building assets, see primary [0520](#_0520__).

For Tangible Capital Assets Accounting, see primary [0705](#_0705_ACCOUNTING_SYSTEM).

*For disposal of buildings, facilities and properties, see primaries* [*0520*](#_0520__) *and* [*0590*](#_0590_PROPERTY)*.*

- by type

- by department

- by asset

- by auctions

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1820 EMERGENCY, FIREFIGHTING AND POLICE EQUIPMENT | AP\*+1 | 0y | D |
| \* AP = until disposal of equipment. | | | |

Consists of records relating to the administration, maintenance and repair of emergency, firefighting and police equipment. Includes records such as equipment testing, maintenance schedule, repairs, justification, specifications, and guarantees and warranties. May include a copy of purchase order/contract.

**Examples:** ammunition, breathing apparatus, firearms, jaws of life, oxygen tanks, restraining apparatus, etc.

*For vehicles (fleet) information, see primary* [*1850*](#_1850_FLEET_MANAGEMENT)*.*

For inventory of equipment, see primary [1810](#_1810_ASSET_MANAGEMENT).

For procurement, see primary [1910](#_1910_PROCUREMENT).

- by type

- by asset

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1835 CLOTHING MANAGEMENT | Cy+1y | 5y | D |

Consists of records relating to the design, administration, issuance, alteration, storage, and distribution of clothing, uniforms, smocks, etc. for firefighting, police, parking attendants, labour, and public works. May also includes records on cleaning and laundering services.

*For procurement, see primary* [*1910*](#_1910_PROCUREMENT)*.*

- by type

- by department

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1840 CONSTRUCTION AND MAINTENANCE EQUIPMENT AND SUPPLIES | AP\*+1 | 0y | D |
| \* AP = until no longer required. | | | |

Consists of records relating to the administration, maintenance and repair of construction and maintenance equipment and supplies. Includes records such as equipment testing, maintenance schedule, repairs, justification, specifications, guarantees and warranties. May include a copy of purchase order/contract.

**Examples:** hand tools, instruments, maintenance equipment, pipes, and storing and handling of salt, calcium chloride and chemicals, etc.

For construction and maintenance vehicles, see primary [1850](#_1850_FLEET_MANAGEMENT).

*For procurement, see primary* [*1910*](#_1910_PROCUREMENT)*.*

- by type

- by asset name or number

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1850 FLEET MANAGEMENT | AP\*+1 | 0y | D |
| \* AP = until disposal of asset. | | | |

Consists of records relating to the administration, operation, maintenance and repairs, registration and licenses, and storage of fleet vehicles. May include records such as maintenance schedule, repairs, justification, specifications, guarantees and warranties, employee use of vehicle, pre-trip inspection booklets, rental/leasing of vehicles, etc. May also include a copy of purchase order/contract.

For insurance, see primary [1775](#_1775_RISK_MANAGEMENT).

*For disposal, see primary* [*1810*](#_1810_ASSET_MANAGEMENT)*.*

*For inventory of assets, see primary* [*1810*](#_1810_ASSET_MANAGEMENT)*.*

*For procurement, see primary* [*1910*](#_1910_PROCUREMENT)*.*

- by number

- by type

- by department

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1865 FUEL MANAGEMENT | Cy+1y | 0y | D |

Consists of records relating to fuels and their performance, supply, etc.

**Examples:** heating fuels (oil and natural gas), motor fuel (gasoline, oil and lubricant)

*For procurement, see primary* [*1910*](#_1910_PROCUREMENT)*.*

- by type

- by supplier

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1900 OFFICE EQUIPMENT, FURNISHINGS AND SUPPLIES | AP\*+1 | 0y | D |
| \* AP = until no longer required. | | | |

Consists of records relating to the administration and maintenance of office equipment furniture, equipment, and supplies, including stationery. Includes records such as maintenance schedule, repairs, justification, specifications, guarantees and warranties, and rental/leasing of equipment and furnishings. May include a copy of purchase order/contract.

**Examples:** audio-visual equipment, chairs, computer hardware, computer software, desks, facsimile machines, filing cabinets, laboratory equipment, microfilm equipment, photocopiers, photography equipment, printers, printing and user specifications for stationery, scanners, tables, telephones.

*For the installation, operation and use of telecommunication systems, see primary* [*1320*](#_1320_TELECOMMUNICATIONS_SYSTEMS)*.*

*For procurement, see primary* [*1910*](#_1910_PROCUREMENT)*.*

For forms management, see primary [1350](#_1350_FORMS_MANAGEMENT).

- by type

- by supplier

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 1910 PROCUREMENT | Cy+1y | 5y | D |

Consists of records relating to acquiring goods (materials, supplies and equipment) and services by purchase, rental or lease through the entire procurement process whether by requisitions, tenders and quotations, standing offers, purchase orders, request for proposal (RFP), and/or information (RFI), etc.

**Examples:** purchase requisitions, purchase orders, standing offers, supplier information, invitations to bid, proposal requests, offer evaluations, offer selections, tenders and bids, awards of tender, supporting documentation, working papers, public advertisements, electronic tendering system notice, unsuccessful bidders.

**NOTE:** A copy of the purchase order may be filed with the appropriate project file or asset information file.

*For the acquisition of buildings or structures, see primary* [*0520*](#_0520__)*.*

*For the acquisition of land, see primary* [*0590*](#_0590_PROPERTY)*.*

*For the payment of purchases, see primary* [*0715*](#_0715_ACCOUNTS_PAYABLE)*.*

*For contracts, see primary* [*1620*](#_1620_AGREEMENTS_AND)*.*

- by tender number

- other

# **Section 8**

# **2200 - 2399**

# **ENGINEERING AND PUBLIC WORKS**

**Engineering and Public Works is the function that documents the engineering, construction and maintenance of local infrastructure including streets, roads and sidewalks, water and sewer, solid waste and environmental management.**

*For agreements and contracts, see primary* [*1620*](#_1620_AGREEMENTS_AND)*.*

*For committee minutes and agendas, see primary* [*0160*](#_0160__)*.*

*For procurement, see primary* [*1910*](#_1910_PROCUREMENT)*.*

**SECTION 8**

**2200** - **ENGINEERING AND PUBLIC WORKS** - **2399**

**ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES**

**(ALPHABETICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| [Electrical Distribution Services](#_2210__) | 2210 | Cy+4y | 10y | SR |
| [Engineers’ Field Books](#_2220_ENGINEERS’_FIELD) | 2220 | Cy+4y | 10y | SR |
| [Engineering and Public Works - General](#_2200_ENGINEERING_AND) | 2200 | Cy+1y | 4y | D |
| [Environmental Services](#_2230_ENVIRONMENTAL_SERVICES) | 2230 | Cy+4y | 10y | SR |
| [Gardens, Plants and Trees](#_2255_GARDENS,_PLANTS) | 2255 | Cy+1y | 4y | D |
| [Parking](#_2290_PARKING) | 2290 | Cy+1y | 4y | D |
| [Sanitary Sewage](#_2375_SANITARY_SEWAGE) | 2375 | Cy+4y | 10y | D |
| [Solid Waste Disposal Management](#_2325_SOLID_WASTE) | 2325 | Cy+1y | 4y | SR |
| [Solid Waste Programs](#_2330_SOLID_WASTE) | 2330 | Cy+1y | 4y | D |
| [Streets and Sidewalks](#_2335_STREETS_AND) | 2335 | Cy+1y | 4y | SR\* |
| [Traffic Control](#_2350_TRAFFIC_CONTROL) | 2350 | Cy+1y | 4y | D |
| [Water Supply and Distribution](#_2380_WATER_SUPPLY) | 2380 | Cy+4y | 10y | SR\* |

**ACTIVITY NUMBERS, ACTIVITY TITLES, AND RETENTION SCHEDULES**

**(NUMERICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| 2200 | Engineering and Public Works - General | Cy+1y | 4y | D |
| 2210 | Electrical Distribution Services | Cy+4y | 10y | SR |
| 2220 | Engineers’ Field Books | Cy+4y | 10y | SR |
| 2230 | Environmental Services | Cy+4y | 10y | SR |
| 2255 | Gardens, Plants and Trees | Cy+1y | 4y | D |
| 2290 | Parking | Cy+1y | 4y | D |
| 2325 | Solid Waste Disposal Management | Cy+1y | 4y | SR |
| 2330 | Solid Waste Programs | Cy+1y | 4y | D |
| 2335 | Streets and Sidewalks | Cy+1y | 4y | SR\* |
| 2350 | Traffic Control | Cy+1y | 4y | D |
| 2375 | Sanitary Sewage | Cy+4y | 10y | D |
| 2380 | Water Supply and Distribution | Cy+4y | 10y | SR\* |

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2200 ENGINEERING AND PUBLIC WORKS - GENERAL | Cy+1y | 4y | D |

Consists of records of a general nature relating to engineering and public works which are not found elsewhere in this section.

*For reports relating to specific subjects, see subject file.*

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | **A** | **SA** | **FD** |
| 2210 ELECTRICAL DISTRIBUTION SERVICES | Cy+4y | 10y | SR |

Consists of records relating to the operations, supply, installation and inspection, planning, design, treatment and testing of electricity distribution networks.

**Examples:** certificate of approval for the operation, distribution of transmission networks, maintenance of networks counters, plans and specifications for distribution and transmission, dams, power plants, standards, maintenance and repair, testing and sampling, treatment, connections, power stations, distribution networks and permits.

*For tenders, see primary* [*1910*](#_1910_PROCUREMENT)*.*

- by subject

- by project

- by program

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2220 ENGINEERS’ FIELD BOOKS | Cy+4y | 10y | SR |

Consists of the engineers’ field books containing notes on the various jobs. May also include corespondence related to the engineers’ field books and their content.

- by surname

- by project

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2230 ENVIRONMENTAL SERVICES | Cy+4y | 10y | SR |

Consists of records relating to environmental services.

**Examples:** air quality, climate change, coastal protection, environmental impact studies, environmental protection plan, flood control, forest management programs, mining, noise abatement, pesticide and herbicide spraying programs, pits and quarries, snow dumps, soil/quality contamination, spills, underground storage tanks, water conservation programs, watercourse/watershed, waste water, water quality, well field protection, wetland,etc.

*For environmental impact assessments specific to municipal services, refer to the subject file.*

- by subject

- by program

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2255 GARDENS, PLANTS AND TREES | Cy+1y | 4y | D |

Consists of records relating to the management of trees, gardens and planting.

**Examples:** identification of diseased trees/threats (i.e. gypsy moths), cutting projects, planting.

*For the operations of parks and their maintenance, see primary* [*3300*](#_3300_PARKS_AND)*.*

*For the development of parks see primary* [*0590*](#_0590_PROPERTY)*.*

*For the procurement of plants, shrubs and trees, see primary* [*1910*](#_1910_PROCUREMENT)*.*

*For insect infestations or other environmental problems, see primary* [*2230*](#_2230_ENVIRONMENTAL_SERVICES)*.*

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2290 PARKING | Cy+1y | 4y | D |

Consists of records relating to the management and operation of parking lots, surface parking, parking structures and garages.

**Examples:** complaints, handicapped parking, lots, meters, rates, reports and statistics, snow removal (salting and sanding), special parking arrangements, and structures.

*For parking fees and fines, see primary* [*0850*](#_0850_FEES,_FINES)*.*

*For construction of parking structures and garages, see primary* [*0520*](#_0520__)*.*

- by subject

- by project

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2325 SOLID WASTE DISPOSAL MANAGEMENT | Cy+1y | 4y | SR |

Consist of records relating to issues with the collection and disposal of solid waste.

**Examples:** complaints, copies of contracts/subcontracts/agreements, dump closure, process/salvage rights,environmental impact assessments, hazardous waste, illegal dumping, landfills, and copies of regulations.

*For tenders, see primary* [*1910*](#_1910_PROCUREMENT)*.*

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2330 SOLID WASTE PROGRAMS | Cy+1y | 4y | D |

Consist of records relating to programs and information about disposal of solid waste.

**Examples:** composting programs, curbside bins/waste receptacles, pest control, pickup routes and schedules, poop and scoop program, recycling programs, sludge disposal, and spring and fall cleanup program.

- by program

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2335 STREETS AND SIDEWALKS | Cy+1y | 4y | SR\* |
| *\*Only street name addressing related files must be sent to Provincial Archives for selection.* | | | |

Consists of records relating to the planning, design, construction, inspection, and maintenance of roads, streets, boulevards, sidewalks, retaining walls, culverts, ditches for drainage, curbs, gutters etc. including street lighting and the naming of streets.

**Examples:** copies of contracts, curb cuts, design and construction, drawings, maps, plans and specifications, flag persons, installation of culverts, paving and maintenance, retaining walls, salting and sanding, sidewalk sales and cafés, signage, snow removal, street cleaning, street closures, street decorations, street disturbance, street lighting, street name addressing, and storm sewers/catch basins.  
  
**NOTE:** Records of as-builts are to be kept until superseded or obsolete.

*For easements and rights of way, see primary* [*1675*](#_1675_EASEMENTS,_ENCROACHMENTS)*.*

*For encroachments, see primary* [*1675*](#_1675_EASEMENTS,_ENCROACHMENTS)*.*

*For provincially designated routes and regional streets, see primary* [*3030*](#_3030_HIGHWAYS_AND)*.*

*For tenders, see primary* [*1910*](#_1910_PROCUREMENT)*.*

- by address/street

- by subject

- by project

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2350 TRAFFIC CONTROL | Cy+1y | 4y | D |

Consists of records relating to traffic aids and controls such as traffic signals, counters, etc. May include copies of contracts.

**Examples:** intersections, pedestrians/crosswalk management, signage, signals and lights, studies, traffic counters, traffic line marking, traffic calming devices (e.g. speed bumps), and traffic safety.

For the maintenance and construction of crosswalks and intersections, see primary [2335](#_2335_STREETS_AND).

For tenders, see primary [1910](#_1910_PROCUREMENT).

For traffic enforcement e.g. school crossing guards and processions/parades, see primary [2870](#_2870_POLICE_–).

- by subject

- by program

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2375 SANITARY SEWAGE | Cy+4y | 10y | D |

Consist of records relating to the collection, treatment, and disposal of sewage, and the design, specifications, plans, operation, inspection, installation, etc. of sewage systems.

**Examples:** certificate of approval to operate, collection systems (manhole and cross connections), inspection and testing, lift stations, maintenance and repairs, reports and statistics, septic tanks, sewer backups, sewer connections, standards, treatment plants and lagoons.

*For sludge disposal, see primary* [*2330*](#_2330_SOLID_WASTE)*.*

*For tenders, see primary* [*1910*](#_1910_PROCUREMENT)*.*

- by subject

- by project

- by program

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2380 WATER SUPPLY AND DISTRIBUTION | Cy+4y | 10y | SR\* |
| *\* Only records relating to reservoirs (water towers) and wells must be sent for selection at Provincial Archives, upon replacement of structure.* | | | |

Consists of records relating to the operations, supply, installation and inspection, planning, design, treatment and testing of water distribution systems.

**Examples:** certificate of approval to operate, distribution systems, hydrant maintenance, meters, plans and specifications for water systems, private wells, reservoirs (water towers) and wells, standards, system maintenance and repairs, testing and sampling, treatment, water connections, and water pumping stations.

*For construction of water towers and wells, see primary* [*0520*](#_0520__)*.*

*For water quality and conservation programs, see primary* [*2230*](#_2230_ENVIRONMENTAL_SERVICES)*.*

*For tenders, see primary* [*1910*](#_1910_PROCUREMENT)*.*

- by subject

- by project

- by program

- other

# **SECTION 9**

# **2400 - 2599**

# **PLANNING AND DEVELOPMENT**

**Planning and Development is the function that documents the activities of land planning, conservation and preservation of heritage sites, building controls, and various types of development such as tourism, industrial and sustainable.**

*For agreements and contracts, see primary* [*1620*](#_1620_AGREEMENTS_AND)*.*

*For committee minutes and agendas, see primary* [*0160*](#_0160__)*.*

*For procurement, see primary* [*1910*](#_1910_PROCUREMENT)*.*

**SECTION 9**

**2400** - **PLANNING AND DEVELOPMENT** - **2599**

**ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES**

**(ALPHABETICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| [Amalgamation/Annexation](#_2405_AMALGAMATION/ANNEXATION) | 2405 | SO | 4y | SR |
| [Building Controls](#_2425__) | 2425 | AP | 7y | D |
| [Building and Property Violations](#_2440_BUILDING_AND) | 2440 | AP | 5y | D |
| [Economic and Industrial Development](#_2455_ECONOMIC_AND) | 2455 | SO | 5y | SR |
| [Heritage Site Conservation and Preservation](#_2480_HERITAGE_SITE) | 2480 | SO | 5y | SR |
| [Land Use Planning](#_2570_LAND_USE) | 2570 | Cy+1y | 4y | SR |
| [Municipal and Rural Plans](#_2490_MUNICIPAL_AND) | 2490 | SO | 10y | AR |
| [Planning and Development - General](#_2400_PLANNING_AND) | 2400 | Cy+1y | 4y | D |
| [Subdivisions](#_2500_SUBDIVISIONS) | 2500 | AP | 5y | D |
| [Sustainable Development](#_2510_SUSTAINABLE_DEVELOPMENT) | 2510 | AP | 5y | SR |
| [Tourism Development](#_2525_TOURISM_DEVELOPMENT) | 2525 | SO | 4y | SR |
| [Urban Revitalization and Redevelopment](#_2550_URBAN_REVITALIZATION) | 2550 | AP | 5y | SR |
| [Zoning Changes](#_2590_ZONING_CHANGES) | 2590 | AP | 10y | SR |
| [Zoning Variances](#_2580_ZONING_VARIANCES) | 2580 | SO | 5y | SR |
| [Zoning Violations](#_2585_ZONING_VIOLATIONS) | 2585 | AP | 5y | SR |

**ACTIVITY NUMBERS, ACTIVITY TITLES, AND RETENTION SCHEDULES**

**(NUMERICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| 2400 | Planning and Development - General | Cy+1y | 4y | D |
| 2405 | Amalgamation/Annexation | SO | 4y | SR |
| 2425 | Building Controls | AP | 7y | D |
| 2440 | Building and Property Violations | AP | 5y | D |
| 2455 | Economic and Industrial Development | SO | 5y | SR |
| 2480 | Heritage Site Conservation and Preservation | SO | 5y | SR |
| 2490 | Municipal and Rural Plans | SO | 10y | AR |
| 2500 | Subdivisions | AP | 5y | D |
| 2510 | Sustainable Development | AP | 5y | SR |
| 2525 | Tourism Development | SO | 4y | SR |
| 2550 | Urban Revitalization and Redevelopment | AP | 5y | SR |
| 2570 | Land Use Planning | Cy+1y | 4y | SR |
| 2580 | Zoning Variances | SO | 5y | SR |
| 2585 | Zoning Violations | AP | 5y | SR |
| 2590 | Zoning Changes | AP | 10y | SR |

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2400 PLANNING AND DEVELOPMENT - GENERAL | Cy+1y | 4y | D |

Consists of records relating to planning and development activities of the municipality not shown elsewhere in this section.

**Examples:** garden/granny/in-law suites, liquor license approvals, Local Service Districts, mobile/mini home parks, National Building Code, copy of Provincial Planning Appeal Board decision and urban sprawl.

*For reports relating to specific subjects, see subject file.*

*For development specifications, see primary* [*2550*](#_2550_URBAN_REVITALIZATION)*.*

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2405 AMALGAMATION/ANNEXATION | SO | 4y | SR |

Consists of records relating to the amalgamation or annexation of the municipality to other municipalities or local service districts and related issues such as integration of services.

**Examples:** boundaries, maps and plans, studies and reports, planning files, regional services (e.g. policing services).

- by subject

- by study

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2425 BUILDING CONTROLS | AP\* | 7y | D |
| \* AP = until completion of actions. | | | |

Consists of records relating to the application and issuance of building permits, building relocation and demolition permits including the building inspection.

**Examples:** accessibility, application and permit, drawings provided by applicant, easement, lease, inspections of construction, occupancy permit, right of way, reports and statistics, setback and demolition, stop work order, terms and conditions of building construction, variances, water and sewer hookup application, wiring permits, environmental issues, etc.

*For zoning variance approvals/denials, see primary* [*2580*](#_2580_ZONING_VARIANCES)*.*

*For amendments to zoning bylaw (rezoning), see primary* [*2590*](#_2590_ZONING_CHANGES)*.*

*For amendments to Municipal/Rural Plan, see primary* [*2490*](#_2490_MUNICIPAL_AND)*.*

For subdivision approvals, see primary [2500](#_2500_SUBDIVISIONS).

- by civic address

- by PID

- by permit

- by property/building

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2440 BUILDING AND PROPERTY VIOLATIONS | AP\* | 5y | D |
| \* AP = until violation is resolved. | | | |

Consists of records of the inspections of buildings in relation to violations.

**Examples:** appeals committee decisions, inspections, records of unsightly premises, reports and statistics, violations

*For inspections of new construction, see primary* [*2425*](#_2425__)*.*

*For zoning violations, see primary* [*2585*](#_2585_ZONING_VIOLATIONS)*.*

- by civic address

- by PID

- by surname

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2455 ECONOMIC AND INDUSTRIAL DEVELOPMENT | SO | 5y | SR |

Consist of records relating to the encouragement of growth of existing businesses and industries, and the attraction of new investment and business to the municipality.

**Examples:** demographic and feasibility studies, industrial parks, vacancy ratios, prospective tenants and owners, maps and plans, business relocations and layoffs, reports and statistics, research and technology parks, studies and activities of the Community Economic Development Agencies and various enterprises.

- by name

- by park owner or tenant

- by program/project/plan/study

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2480 HERITAGE SITE CONSERVATION AND PRESERVATION | SO | 5y | SR |

Consists of records relating to the identification, designation, conservation and preservation of heritage sites and historic properties.

**Examples:** background and historical information, drawings, heritage listings, historic place initiatives, history files on each site, maps, photographs, planning information, promotional literature, reports and statistics, zoning control information, etc.

*For walking tours, see primary* [*2525*](#_2525_TOURISM_DEVELOPMENT)*.*

*For zoning, see primary* [*2590*](#_2590_ZONING_CHANGES)*.*  
*For maintenance and renovation records of municipal heritage buildings, see primary* [*0520*](#_0520__)*.*

- by historic/heritage site

- by area

- by name

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2490 MUNICIPAL AND RURAL PLANS | SO | 10y | AR |

Consists of records relating to the municipal/rural plan. Includes amendments, advertising, hearings, objections, terms and conditions, approvals, denials, withdrawals, applications, planning reports, PAC reports, zoning agreements (conditions), resolutions, etc.

*For Planning Advisory Board Commission minutes, see primary* [*0160*](#_0160__)*.*

For Planning Advisory Committee minutes, see primary [0160](#_0160__).

For heritage preservation areas, see primary [2480](#_2480_HERITAGE_SITE).

For zoning changes, see primary [2590](#_2590_ZONING_CHANGES).

- by amendment

- by plan

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2500 SUBDIVISIONS | AP\* | 5y | D |
| \* AP = until completion of actions. | | | |

Consists of records relating to the planning and development of subdivisions. Includes applications to subdivide, approvals, rejections, reversals. May also include records on roads/streets, including access and egress, local improvement agreements, land for public purposes, etc., utilities and services, plans, drawings, specifications, inspections, tentative plans, release of portions of subdivisions, etc.

For zoning requirements, see primary [2590](#_2590_ZONING_CHANGES).  
For subdivision agreements and contracts, see primary [1620](#_1620_AGREEMENTS_AND).

- by civic address

- by developer

- by client surname

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2510 SUSTAINABLE DEVELOPMENT | AP\* | 5y | SR |
| \* AP= until completion of program/project /plan/study. | | | |

Consists of records relating to sustainable community initiatives.

**Examples:** reports and statistics, sustainable community principles, sustainability plans, green initiatives such as energy conservation, water conservation and greenhouse gas reduction plans both proposed and undertaken by the municipality, and monitoring programs.

- by name

- by program/project/plan/study

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2525 TOURISM DEVELOPMENT | SO | 4y | SR |

Consists of records relating to the promotion and development of tourism activities in the area. Also include the development of the municipality as a site for conventions and conferences.

**Examples:** advertisement campaigns, attractions, campaigns, planning of special events, promotional packages, tours, reports and statistics, Visitor Information Centre (VIC) statistics

- by campaign

- by title

- by event

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2550 URBAN REVITALIZATION AND REDEVELOPMENT | AP\* | 5y | SR |
| \* AP= until completion of program/project/plan/study. | | | |

Consists of records relating to the revitalization of designated areas and to the identification, regulation, and reconstruction of neighbourhoods. Also includes the development and revitalization of the core area(s) such as the downtown and uptown of the municipality.

**Examples:** agricultural land development, beautification programs, development specifications, downtown development, drawings, plans and studies, reports and statistics, residential land development, uptown development, waterfront areas development.

- by name

- by civic address or PID

- by program/project/plan/study

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2570 LAND USE PLANNING | Cy+1y | 4y | SR |

Consists of general land use planning activities of the organization including reports, studies, statistics and surveys.

- by subject

- by report/study

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2580 ZONING VARIANCES | SO | 5y | SR |

Consists of records relating to zoning variances.

**Examples:** applications for variances, planning reports, PAC recommendations, approval or refusal, signage variance requests.

- by address

- by name

- by other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2585 ZONING VIOLATIONS | AP\* | 5y | SR |
| \* AP = until violation is resolved/concluded. | | | |

Consists of records relationg to zoning violations.

**Examples:** notifications to property owners, complaint information, current status of violation, related correspondence, legal opinions and stop work orders.

- by name

- by address

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2590 ZONING CHANGES | AP\* | 10y | SR |
| \* AP = until rezoning is completed. | | | |

Consists of records relating to zoning changes.

**Examples:** advertising, hearings, objections, terms and conditions, approvals, denials, withdrawals, developmental freezes, applications, planning reports, PAC reports, zoning agreements (conditions, Section 59), resolutions, etc.

*For Planning Advisory Board Commission minutes, see primary* [*0160*](#_0160__)*.*

For Planning Advisory Committee minutes, see primary [0160](#_0160__).

For heritage preservation areas, see primary [2480](#_2480_HERITAGE_SITE).

*For municipal plan, see primary* [*2490*](#_2490_MUNICIPAL_AND)*.*

- by bylaw number

- by civic address

- other

# **SECTION 10**

# **2800 - 2999**

# **PROTECTIVE SERVICES**

**Protective Services is the function that documents the activities of public protection and safety services provided by the organization. It includes subjects such as emergency preparedness and disasters, fire protection and investigations, police protection programs, services and issues, and animal control.**

*For agreements and contracts, see primary* [*1620*](#_1620_AGREEMENTS_AND)*.*

*For committee minutes and agendas, see primary* [*0160*](#_0160__)*.*

*For procurement, see primary* [*1910*](#_1910_PROCUREMENT)*.*

**SECTION 10**

**2800** - **PROTECTIVE SERVICES** - **2999**

**ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES**

**(ALPHABETICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| [Animal Control](#_2810_ANIMAL_CONTROL) | 2810 | Cy+1y | 4y | D |
| [Disaster Management](#_2820_DISASTER_MANAGEMENT) | 2820 | Cy+1y | 8y | SR |
| [Emergency Preparedness](#_2825_EMERGENCY_PREPAREDNESS) | 2825 | SO | 4y | D |
| [Fire Investigations](#_2827_FIRE_INVESTIGATIONS) | 2827 | AP | 20y | SR |
| [Fire Protection](#_2830_FIRE_PROTECTION) | 2830 | SO\* | 7y | D |
| [Hazardous Materials](#_2845_HAZARDOUS_MATERIALS) | 2845 | Cy+1y | 8y | SR |
| [Police - Protection Programs and Services](#_2870_POLICE_–) | 2870 | Cy+1y | 4y | D |
| [Police - Issues, Offences and Investigations](#_2885_POLICE_-) | 2885 | SO | 5y | D |
| [Protective Services - General](#_2800_PROTECTIVE_SERVICES) | 2800 | Cy+1y | 4y | D |

**ACTIVITY NUMBERS, ACTIVITY TITLES, AND RETENTION SCHEDULES**

**(NUMERICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| 2800 | Protective Services - General | Cy+1y | 4y | D |
| 2810 | Animal Control | Cy+1y | 4y | D |
| 2820 | Disaster Management | Cy+1y | 8y | SR |
| 2825 | Emergency Preparedness | SO | 4y | D |
| 2827 | Fire Investigations | AP | 20y | SR |
| 2830 | Fire Protection | SO\* | 7y | D |
| 2845 | Hazardous Materials | Cy+1y | 8y | SR |
| 2870 | Police - Protection Progams and Services | Cy+1y | 4y | D |
| 2885 | Police - Issues, Offences and Investigations | SO | 5y | D |

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2800 PROTECTIVE SERVICES - GENERAL | Cy+1y | 4y | D |

Consists of records relating to the protection of persons or property, of a general nature, which are not covered elsewhere in this section.

**Examples:** emergency dispatch centre/communication centre, enhanced 911 system, first response emergency services.

*For fireworks and pyrotechnics, see primary* [*2830*](#_2830_FIRE_PROTECTION)*.*

*For ambulance services, see primary* [*0245*](#_0245_INTERGOVERNMENTAL_RELATIONS)*.*

- by subject

- by service

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2810 ANIMAL CONTROL | Cy+1y | 4y | D |

Consists of records relating to the provision of protection of animals and protection of citizens from animals. Also includes the management of the contracts for animal control officers and related correspondence.

**Examples:** complaints, domestic animals, exotic animals, farm animals, wildlife animals, reports and statistics, SPCA, etc.

*For court cases, see primary* [*1725*](#_1725_LITIGATION)*.*

*For contracts, see primary* [*1620*](#_1620_AGREEMENTS_AND)*.*

*For licenses, see primary* [*0920*](#_0920_LICENSES_AND)*.*

- by subject

- by type

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2820 DISASTER MANAGEMENT | Cy+1y | 8y | SR |

Consists of records relating to the provision of assistance in disasters or in emergency situations that occurred in the municipality where the emergency operation centre may have been activated.

**Examples:** disasters (earthquake,fires, floods, hurricanes and tornadoes, vandalism, winter storms), emergency operation centre activations, copy of emergency evacuation plan, list of resource persons, press releases, etc.

-by disaster

- by name

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2825 EMERGENCY PREPAREDNESS | SO | 4y | D |

Consists of records relating to policies and plans for the recovery and continuation of operations of the municipality, civil defense planning actions and precautions. May also include information about the Emergency Measures Organization (EMO).

**Examples:** contingency plans, disaster plan, emergency evacuation procedures, internal emergency response plan, mock disasters/exercises, planning, reports, studies and statistics, resource manual, etc.

*For committees, see primary* [*0160*](#_0160__)*.*

*For essential records planning, see primary* [*1475*](#_1475_RECORDS_AND)*.*

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2827 FIRE INVESTIGATIONS | AP\* | 20y | SR |
| \* AP = until resolved. | | | |

Consists of records relating to the investigation of individual fire incidents.

**Examples:** arson, call reports leading to investigation, forest fires, investigations

- by civic address

- by location

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2830 FIRE PROTECTION | SO\* | 7y | D |
| \*False fire alarm calls may be destroyed after 1 year. | | | |

Consists of records relating to the protection of persons and property from fire.

**Examples:** alarm call reports, burning permits, canine unit, complaints, educational programs and services, fireworks and pyrotechnics, inspections, mutual aid, prevention programs, reports and statistics, etc.

*For fire prevention systems in municipal buildings, see primary* [*0520*](#_0520__)*.*

*For records relating to volunteers and/or auxiliary forces, see primary* [*1210*](#_1210__)*.*

*For employee training, see primary* [*1200*](#_1200_TRAINING_AND)*.*

*For firefighting equipment testing/inspection, see primary* [*1820*](#_1820__)*.*

**NOTE:** Call reports leading to an investigation should be placed in the investigation file (see primary 2827).

- by subject

- by address

- by name

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2845 HAZARDOUS MATERIALS | Cy+1y | 8y | SR |

Consists of records relating to the handling, transportation and storage of hazardous materials.

**Examples:** demonstrations, educational programs and services, incidents, storage, training and promotion.

*For the disposal of hazardous waste, see primary* [*2325*](#_2325_SOLID_WASTE)*.*

*For the collection program, see primary* [*2330*](#_2330_SOLID_WASTE)*.*

-by subject

-by location

-by name

-other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2870 POLICE – PROTECTION PROGRAMS AND SERVICES | Cy+1y | 4y | D |

Consists of records relating to the management and administration of policing to the municipality. Includes crime prevention programs, traffic enforcement, and community relations.

**Examples:** block parent program, bulletins, call reports, canine unit, community based policing, community programs such as Anti-Litter, Child Safety Week, Christmas Tree Lighting and Canada Day, complaints, detention facilities, fingerprinting and identification, forum on public safety, funeral processions,neighbourhood watch, parades*,* participation in special events, patrol check sheets, patrolling (by horse, bicycle, boat, snow machine, vehicle, motorcycle), police auxilliary, projects, provincial court sittings, reports and statistics, school crossing guards,school visitations, Selective Traffic Enforcement Program (STEP), traffic accident reports and statistics, victim/witness services, etc.

For office operating manuals, see primary [0315](#_0315_POLICY_AND).

For the police operating manual, see primary [2885](#_2885_POLICE_-).

**NOTE:** Call reports leading to an investigation should be placed in the investigation file. They are filed according to CPIC (Canadian Police Information Centre) standards. The investigations case files are not covered under the MRA; contact Provincial Archives Corporate Information Management Unit for the retention schedule.

- by subject

- by title

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 2885 POLICE - ISSUES, OFFENCES, AND INVESTIGATIONS | SO | 5y | D |

Consists of records relating to the administration and management of topic related offences and investigations under municipal by-laws and provincial or federal statutes and matters/issues that affect everyday policing in the municipality. Includes as well the police operating manual(s).

**Examples:** assistance to other police agencies, boundaries/patrol area, correspondence, Crime Stoppers, gambling, national and provincial threat assessments, informants, joint force operations, military exercises, missing persons, motorcycle gangs, operating police manual, potential suicide victims, reports, statistics and bulletins on issues such as pornography, high risk offenders, assaults, homicide and related offences under the Criminal Code Act, Motor Vehicle Act, Liquor Control Act, Animal Control Bylaw, Skateboard Bylaw, and other acts and bylaws, requests for assistance, search and rescue, tourist alerts, RCMP announcements, travelling criminals, undercover operations, etc.

**NOTE:** The criminal case files are not covered under the MRA; contact Provincial Archives Corporate Information Management Unit for the retention schedule.

- by type

- by subject

- by statute

- other

# **SECTION 11**

# **3000 - 3199**

# **PUBLIC TRANSPORTATION**

**Public Transportation is the function which documents the planning, the delivery and the administration of public transportation in the municipality. It includes activities such as providing transit services.**

*For agreements and contracts, see primary* [*1620*](#_1620_AGREEMENTS_AND)*.*

*For committee minutes and agendas, see primary* [*0160*](#_0160__)*.*

*For procurement, see primary* [*1910*](#_1910_PROCUREMENT)*.*

**SECTION 11**

**3000** - **PUBLIC TRANSPORTATION** - **3199**

**ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES**

**(ALPHABETICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| [Air Transportation](#_3005_AIR_TRANSPORTATION) | 3005 | Cy+1y | 4y | SR |
| [Bus Transportation](#_3015_BUS_TRANSPORTATION) | 3015 | Cy+1y | 4y | SR |
| [Highways and Bridges](#_3030_HIGHWAYS_AND) | 3030 | Cy+1y | 4y | D |
| [Ports and Ferries](#_3045_PORTS_AND) | 3045 | Cy+1y | 4y | SR |
| [Public Transportation - General](#_3000_PUBLIC_TRANSPORTATION) | 3000 | Cy+1y | 4y | D |
| [Rail Transportation](#_3050_RAIL_TRANSPORTATION) | 3050 | Cy+1y | 4y | SR |
| [Taxis](#_3070_TAXIS) | 3070 | Cy+1y | 4y | D |

**ACTIVITY NUMBERS, ACTIVITY TITLES, AND RETENTION SCHEDULES**

**(NUMERICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| 3000 | Public Transportation - General | Cy+1y | 4y | D |
| 3005 | Air Transportation | Cy+1y | 4y | SR |
| 3015 | Bus Transportation | Cy+1y | 4y | SR |
| 3030 | Highways and Bridges | Cy+1y | 4y | D |
| 3045 | Ports and Ferries | Cy+1y | 4y | SR |
| 3050 | Rail Transportation | Cy+1y | 4y | SR |
| 3070 | Taxis | Cy+1y | 4y | D |

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 3000 PUBLIC TRANSPORTATION - GENERAL | Cy+1y | 4y | D |

Consists of records relating to public transportation not found elsewhere in this section.

- by subject

- by title

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 3005 AIR TRANSPORTATION | Cy+1y | 4y | SR |

Consists of records relating to air transportation within or near the municipality.

**Examples:** air service, airports, privatization, private airstrips, reports and statistics, etc.

For noise abatement, see primary [2230](#_2230_ENVIRONMENTAL_SERVICES).

For management of taxi service contracts, see primary [3070](#_3070_TAXIS).

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 3015 BUS TRANSPORTATION | Cy+1y | 4y | SR |

Consists of records relating to the administration and management of a municipal bus transportation system. May also include services offered by private businesses in the municipality.

**Examples:** accessibility/mobility impaired bus service, advertising, bus stops and shelters, fares, point program, promotion plans and programs, reports and statistics, routes and schedules, etc.

- by subject

- by program

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 3030 HIGHWAYS AND BRIDGES | Cy+1y | 4y | D |

Consists of records relating to highways and bridges under provincial jurisdiction.

**Examples:** bridge projects, closure and realignment of highways, construction projects, highway signage plans, provincially designated routes, regional streets, toll roads.

For the maintenance of municipal streets and sidewalks, see primary [2335](#_2335_STREETS_AND).

- by subject

- by project

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 3045 PORTS AND FERRIES | Cy+1y | 4y | SR |

Consist of records relating to the operation of ports and ferries. Include ferry routes and schedules and port authority related subjects/projects.

- by subject

- by project

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 3050 RAIL TRANSPORTATION | Cy+1y | 4y | SR |

Consists of records relating to rail transportation.

**Examples:** freight service, level crossings and overpasses, passenger service, rail line and property abandonment, reports and statistics.

*For issues relating to transfer of rail property to the municipality, see primary* [*0590*](#_0590_PROPERTY)*.*

*For noise annoyance, see primary* [*2230*](#_2230_ENVIRONMENTAL_SERVICES)*.*

- by service

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 3070 TAXIS | Cy+1y | 4y | D |

Consist of records relating to taxi transportation.

**Examples:** copy of airport taxi contract, management of contract, complaints, enforcement activities, general information on fees, meters in taxicabs, reports and statistics.

*For airport contract, see primary* [*1620*](#_1620_AGREEMENTS_AND)*.*

For taxi licenses, see primary [0920](#_0920_LICENSES_AND).

*For regulations/bylaws, see primary* [*1630*](#_1630_BYLAWS)*.*

- by subject

- by title

- other

# **SECTION 12**

# **3200 - 3399**

# **RECREATION, SPORT AND CULTURAL SERVICES**

**Recreation, Sport and Cultural Services is the function which documents the leisure services provided by the municipality. It includes community recreation programs and services, cultural services such as arts and multicultural events, and sports events, services and programs.**

*For agreements and contracts, see primary* [*1620*](#_1620_AGREEMENTS_AND)*.*

*For committee minutes and agendas, see primary* [*0160*](#_0160__)*.*

*For procurement, see primary* [*1910*](#_1910_PROCUREMENT)*.*

*For policies, procedures and guidelines see primary* [*0315*](#_0315_POLICY_AND)*.*

**SECTION 12**

**3200** - **RECREATION, SPORT AND CULTURAL SERVICES** - **3399**

**ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES**

**(ALPHABETICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| [Cultural Services](#_3215_CULTURAL_SERVICES) | 3215 | Cy+1y | 4y | SR |
| [Parks and Trails](#_3300_PARKS_AND) | 3300 | Cy+1y | 4y | D |
| [Recreation and Community Services](#_3335_RECREATION_AND) | 3335 | Cy+1y | 4y | D |
| [Recreation and Sport Facilities Operations](#_3270_RECREATIONAL_AND) | 3270 | Cy+1y | 4y | D |
| [Recreation and Sport Programs](#_3340_RECREATION_AND) | 3340 | Cy+1y | 4y | SR |
| [Recreation, Sport and Cultural Services - General](#_3200_RECREATION,_SPORT) | 3200 | Cy+1y | 4y | D |
| [Sports Services](#_3365_SPORTS_SERVICES) | 3365 | Cy+1y | 4y | D |

**ACTIVITY NUMBERS, ACTIVITY TITLES, AND RETENTION SCHEDULES**

**(NUMERICAL LISTING)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **A** | **SA** | **FD** |
| 3200 | Recreation, Sport and Cultural Services - General | Cy+1y | 4y | D |
| 3215 | Cultural Services | Cy+1y | 4y | SR |
| 3270 | Recreation and Sport Facilities Operations | Cy+1y | 4y | D |
| 3300 | Parks and Trails | Cy+1y | 4y | D |
| 3335 | Recreation and Community Services | Cy+1y | 4y | D |
| 3340 | Recreation and Sport Programs | Cy+1y | 4y | SR |
| 3365 | Sports Services | Cy+1y | 4y | D |

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 3200 RECREATION, SPORT AND CULTURAL SERVICES - GENERAL | Cy+1y | 4y | D |

Consists of records of a general nature relating to recreation, sport and cultural services not found elsewhere in this section such as information regarding available funding/grants.

**Examples:** information regarding available funding/grants, sport groups information, list of resource people, reports and statistics

*For grants see primary* [*0875*](#_0875_FUNDS_AND)*.*

- by subject

- by title

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 3215 CULTURAL SERVICES | Cy+1y | 4y | SR |

Consists of records relating to arts and cultural activities being offered at various cultural centres (i.e. theatres, museums, galleries, libraries). Also includes funding information, and the promotion of good ethnic relations.

**Examples:** art exhibits, concerts, dances, ethnic society/group, events, funding information, plays, multicultural event, promotional campaigns, reports and statistics, visual arts, etc.

- by event

- by subject

- by activity

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 3270 RECREATIONAL AND SPORT FACILITIES OPERATIONS | Cy+1y | 4y | D |

Consists of records relating to the operation and functioning of community centres, recreation and sporting facilities, including playing fields and courts, and pools and beaches.

**Examples:** aquatic centres, arenas/agrenas, baseball fields, basketball courts, beaches, community centres/sporting facilities, concessions/canteens, courts, curling club, golf courses, handball courts, lawn bowling, marinas and waterfront operations, outdoor skating rinks, playing fields, pools, privately owned facilities, racquetball courts, recreation centres, snowmobile trails, soccer fields, squash courts, tracks/ovals, ski facilities, hours of operation, general information about programs offered, reports and statistics, schedules.

*For records relating to acquisition, construction, maintenance and repairs, see primary* [*0520*](#_0520__)*.*

*For chemicals for pool maintenance, see primary* [*1840*](#_1840__)*.*

*For concession/canteen agreements, see primary* [*1620*](#_1620_AGREEMENTS_AND)*.*

*For walking and bicycle trails, see primary* [*3300*](#_3300_PARKS_AND)*.*

- by facility name

- by type

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 3300 PARKS AND TRAILS | Cy+1y | 4y | D |

Consists of records relating to the operation, maintenance and repairs of parks and trails.

**Examples:** bicycle trails, dog parks, green areas, hours of operation, linear parks (walking paths and trails), playgrounds, projects, general information about programs offered, tot lots, etc.

For development of parks and alterations to parks, see primary [0590](#_0590_PROPERTY).

*For procurement of trees, plants and shrubs, see primary* [*1910*](#_1910_PROCUREMENT)*.*

*For the maintenance of trees, planting and gardens, see primary* [*2255*](#_2255_GARDENS,_PLANTS)*.*

*For maintenance of buildings, see primary* [*0520*](#_0520__)*.*

- by name

- by subject

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 3335 RECREATION AND COMMUNITY SERVICES | Cy+1y | 4y | D |

Consists of records relating to recreation and community activities, events and festivals held and/or organized by the municipality. May also include the planned activities of external organizations.

**Examples:** activities/events/festivals of outside organizations, municipally organized activities/events/festivals, promotional items, voluntary tolls by service groups, etc.

For sports related events, see primary [3365](#_3365_SPORTS_SERVICES).

For ceremonies, receptions, visits and tours hosted by the municipality, see primary [0150](#_0150_CEREMONIES,_VISITS).   
For grants application, see primary [0875](#_0875_FUNDS_AND).

- by activity, event or festival

- by subject

- by title

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 3340 RECREATION AND SPORT PROGRAMS | Cy+1y | 4y | SR |

Consists of records relating to the planning and coordination of, or participation in, recreation and community programs (ie. Lifeguarding programs) and special events including sports. Includes programs offered, schedules, times and locations, costs, synopsis of program, registration lists, etc.

*For risk management assessments, see primary* [*1775*](#_1775_RISK_MANAGEMENT)*.*

- by program

- by special event

- by title

- other

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | SA | FD |
| 3365 SPORTS SERVICES | Cy+1y | 4y | D |

Consists of records related to sporting activities that the Recreation Department liaises with or may be involved with. Include sports activities, events and tournaments, general information about sports and about specific sports, sports organizations, and coach contact lists and reports and statistics.

*For sport programs offered, see primary* [*3340*](#_3340_RECREATION_AND)*.*

- by activity, event and tournament

- by individual sport

- by subject

- other

# **APPENDIX A – REQUEST FOR CHANGE**

***Municipal Records Authority for New Brunswick***

***Request for Change***

This form should be completed when requesting a change to the contents of MRA. Changes can include additions or deletions of subjects, or a modification of a retention period. Please submit completed forms to:

*Provincial Archives of New Brunswick*

*Government Records*

*230 Hilton Road, P.O. Box 6000*

*Fredericton, N.B. E3B 5H1*

*Email:* [*records.centre@gnb.ca*](mailto:records.centre@gnb.ca)

Primary Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Subject:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suggested Change:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Request:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Municipality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **APPENDIX B - TRANSFER OF BOXES TO PROVINCIAL ARCHIVES**

Municipalities may arrange to have boxes delivered to the Provincial Archives Records Centre facility. The following procedures must be followed and Archives must be notified before boxes are sent.

Supplies Required:

Records must be transferred in standard record boxes with lids or other Archives approved containers. A list of contents should be inserted in each box. Keep one copy for your records.

Records Transfer List forms available at <http://archives.gnb.ca/Archives/RecMan.aspx?culture=en-CA>

Packing boxes:

Once you have identified records that are scheduled to be sent to the Provincial Archives, pack the boxes according to Final Disposition by series and by years. DO NOT COMBINE records with final disposition of AR and SR in one box. The acronym SR is defined as *transfer to Provincial Achives for selective retention* while AR is defined as *transfer to Provincial Archives for permanent preservation*.

If you are going to use the Provincial Archives “Records Transfer List” (see website link above):

Complete the form as below. For multiple pages of a transfer list, insert row or press the “tab” button. This form is provided in MS Word.

1. Print the completed Records Transfer List and place the copy in the respective box of records.
2. Keep a copy of the completed Records Transfer List for later reference.
3. Fields for completion:
4. Record Series Title: enter primary’s name, e.g. MRA Council
5. Department: enter municipality name
6. Branch: enter the branch or department name transferring the records, if applicable
7. City/Village: enter where the records are coming from; e.g. Moncton
8. Telephone: enter telephone number of Records Custodian
9. Schedule Number: enter primary number, e.g. MRA 0180
10. Final Disposition: enter an X in the appropriate box that is, either in Select or Archives.
11. Records Custodian: enter the name of the staff member responsible for the maintenance of the records.
12. Box Number: In the first row of the form enter a Temporary Box Number which is an in-house tracking number developed to track the transfer of records to the Provincial Archives. One method of tracking is to use the current year, followed by consecutive numbers (e.g. 2009-01, 2009-02, etc).
13. Based on the arrangement of the file folders in the box:
    1. File Number: Enter the number given to each file, if there is a number.
    2. Date of Records From: Enter the year in which the file was opened (i.e. the date of the earliest document in the file)
    3. Date of Records To: Enter the year in which the file was closed (i.e. the date of the most recent document in the file or the year when the activity ended)
    4. Description: Enter the title used to identify the file (Minutes of Council, Audio tapes of Council, etc.)

For shipping or for pick up of boxes:

Once you have completed a list of contents and the boxes are packed for pick up or for shipping, please complete the form *“Records Transfer Request”* available at our website (<https://archives.gnb.ca/Archives/RecMan.aspx?Section=3&culture=en-CA> ) and sent it to [records.centre@gnb.ca](mailto:records.centre@gnb.ca).

Pick up of boxes outside Fredericton is usually done on a semi-annual basis. For urgent requests, please call the Manager of Corporate Information Management Unit at

506-453-2897.

# **APPENDIX C - TABLE OF CONCORDANCE**

|  |  |
| --- | --- |
| **Section 1**  **ADMINISTRATION AND LEADERSHIP**  **0100-0499** | |
| **MRA 2011 Version** | **MRA 2022 Version** |
| 0100 Administration and Leadership - General | 0100 Administration and Leadership - General |
| 0125 Associations, Clubs, Societies | 0125 Associations, Clubs, Societies |
| 0140 Bilingualism / Official Languages | 0140 Bilingualism / Official Languages |
| 0145 Boards and Commissions | ***See 0160 for updates*** |
| 0150 Ceremonies, Visits and Hosted Functions | 0150 Ceremonies, Visits and Hosted Functions |
| 0160 Committees | 0160 Boards, Commissions, Committees Management ***NEW*** |
| 0165 Complaints Management | 0165 Complaints Management |
| 0167 Community Awards | 0167 Community Awards |
| 0170 Conferences, Meetings, Symposia | 0170 Conferences, Meetings, Symposia |
| 0180 Council | 0180 Council |
| 0245 Intergovernmental Relations and Liaison | 0245 Intergovernmental Relations and Liaison |
| 0300 Management Services/Studies | 0300 Management Services/Studies |
| 0310 Plans and Programs | 0310 Plans and Programs |
| 0315 Policy and Procedures | 0315 Policy and Procedures |
| 0320 Quality Management System (QMS) | 0320 Quality Management System (QMS) |
| 0365 Reports and Statistics | 0365 Reports and Statistics |

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| **Section 2**  **BUILDINGS, FACILITIES AND PROPERTIES**  **0500-0699** | |
| **MRA 2011 Version** | **MRA 2011 Version** |
| 0500 Buildings, Facilities and Properties – General | 0500 Buildings, Facilities and Properties – General |
| 0505 Accommodations / Space Planning | 0505 Accommodations / Space Planning |
| 0520 Buildings and Facilities | 0520 Building, Structure, and Facilities |
| 0580 Physical Security | 0580 Physical Security |
| 0590 Property | 0590 Property |

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| **Section 3**  **FINANCE**  **0700-0999** | |
| **MRA 2011 Version** | **MRA 2022 Version** |
| 0700 Finance – General | 0700 Finance – General |
| 0705 Accounting System Management | 0705 Accounting System Management |
| 0715 Accounts Payable | 0715 Accounts Payable |
| 0720 Accounts Receivable | 0720 Accounts Receivable |
| 0725 Outstanding Accounts Receivable | 0725 Outstanding Accounts Receivable |
| 0745 Audits | 0745 Audits |
| 0750 Banking | 0750 Banking |
| 0765 Borrowing/Debt Management | 0765 Borrowing/Debt Management |
| 0770 Budgets | 0770 Budgets |
| 0790 Debentures | 0790 Debentures |
| 0850 Fees, Fines and Charges | 0850 Fees, Fines and Charges |
| 0875 Funds and Grants Administration | 0875 Funds and Grants Administration |
| 0900 Investments | 0900 Investments |
| 0920 Licenses and Permits | 0920 Licenses and Permits |
| 0940 Reports, Statistics and Statements | 0940 Reports, Statistics and Statements |
| 0955 Salaries and Wages | 0955 Salaries and Wages |
| 0965 Signing Authorities | 0965 Signing Authorities |
| 0970 Taxes | 0970 Taxes |
| 0975 Property Assessment Roll | 0975 Property Assessment Roll |

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| **Section 4**  **HUMAN RESOURCES**  **1000-1299** | |
| **MRA 2011 Version** | **MRA 2022 Version** |
| 1000 Human Resources – General | 1000 Human Resources – General |
| 1010 Appointments | 1010 Appointments |
| 1015 Awards and Honours | 1015 Awards and Honours |
| 1045 Employee and Family Wellness | 1045 Employee and Family Wellness |
| 1050 Employee Files - Permanent | 1050 Employee Files - Permanent |
| 1055 Employee Files – Non-permanent | 1055 Employee Files – Non-permanent |
| 1065 Attendance Management | 1065 Attendance Management |
| 1070 Employee Benefits | 1070 Employee Benefits |
| 1075 Job Evaluation and Description | 1075 Job Evaluation and Description |
| 1090 Labour Relations | 1090 Labour Relations |
| 1100 Grievances | 1100 Grievances |
| 1130 Employee Accident and Personal Injury Claims | 1130 Employee Accident and Personal Injury Claims |
| 1135 Employee Performance | 1135 Employee Performance |
| 1140 Employee Relations Management | 1140 Employee Relations Management |
| 1150 Occupational Health and Safety Inspections and Investigations | 1150 Occupational Health and Safety Inspections and Investigations |
| 1160 Retirements and Separations | 1160 Retirements and Separations |
| 1170 Workforce Planning | 1170 Workforce Planning |
| 1180 Staffing | 1180 Staffing |
| 1190 Superannuation | 1190 Superannuation |
| 1200 Training and Development | 1200 Training and Development |
| 1210 Volunteers | 1210 Volunteers |
| 1215 Worksafe Program – General | 1215 Worksafe Program – General |

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| **Section 5**  **INFORMATION MANAGEMENT AND TECHNOLOGY**  **1300-1599** | |
| **MRA 2011 Version** | **MRA 2022 Version** |
| 1300 Information Management and Technology – General | 1300 Information Management and Technology – General |
| 1320 Telecommunications Systems and Management | 1320 Telecommunications Systems and Management |
| 1350 Forms Management | 1350 Forms Management |
| 1380 Media Relations | 1380 Media Relations |
| 1395 Photographs and Biographies | 1395 Photographs and Biographies |
| 1400 Publishing | 1400 Publishing |
| 1405 Speeches | 1405 Speeches |
| 1410 End-User Support | 1410 End-User Support |
| 1420 Information Technology Systems | 1420 Information Technology Systems |
| 1435 Library Services | 1435 Library Services |
| 1450 Mail, Postal and Courier Services | 1450 Mail, Postal and Courier Services |
| 1475 Records and Information Management | 1475 Records and Information Management |
| 1485 Right to Information and Protection of Privacy | 1485 Right to Information and Protection of Privacy |
| 1500 Security of Information | 1500 Security of Information |

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| **Section 6**  **LEGISLATIVE, LEGAL AND REGULATORY SERVICES**  **1600-1799** | |
| **MRA 2011 Version** | **MRA 2022 Version** |
| 1600 Legislative, Legal and Regulatory Services – General | 1600 Legislative, Legal and Regulatory Services – General |
| 1605 Accidents | 1605 Accidents |
| 1610 Acts and Regulations | 1610 Acts and Regulations |
| 1620 Agreements and Contracts | 1620 Agreements and Contracts |
| 1630 Bylaws | 1630 Bylaws |
| 1635 Bylaw Enforcement | 1635 Bylaw Enforcement |
| 1650 Claims | 1650 Claims |
| 1665 Deeds | 1665 Deeds |
| 1675 Easements, Encroachments and Rights of Way | 1675 Easements, Encroachments and Rights of Way |
| 1690 Elections | 1690 Elections |
| 1695 Expropriations | 1695 Expropriations |
| 1710 Legal Matters | 1710 Legal Matters |
| 1720 Legal Opinions | 1720 Legal Opinions |
| 1725 Litigation | 1725 Litigation |
| 1775 Risk Management and Insurance | 1775 Risk Management and Insurance |
| 1790 Visual Identity, Insignia and Artifacts Management | 1790 Visual Identity, Insignia and Artifacts Management |

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| **Section 7**  **MATERIALS AND ASSET MANAGEMENT**  **1800-1999** | |
| **MRA 2011 Version** | **MRA 2011 Version** |
| 1800 Materials and Asset Management – General | 1800 Materials and Asset Management - General |
| 1810 Asset Management | 1810 Asset Management |
| 1820 Emergency, Firefighting and Police Equipment | 1820 Emergency, Firefighting and Police Equipment |
| 1835 Clothing Management | 1835 Clothing Management |
| 1840 Construction and Maintenance Equipment and Supplies | 1840 Construction and Maintenance Equipment and Supplies |
| 1850 Fleet Management | 1850 Fleet Management |
| 1865 Fuel Management | 1865 Fuel Management |
| 1900 Office Equipment, Furnishings and Supplies | 1900 Office Equipment, Furnishings and Supplies |
| 1910 Procurement | 1910 Procurement |

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| **Section 8**  **ENGINEERING AND PUBLIC WORKS**  **2200-2399** | |
| **MRA 2011 Version** | **MRA 2022 Version** |
| 2200 Engineering and Public Works – General | 2200 Engineering and Public Works – General |
|  | 2210 Electrical Distribution Services ***NEW*** |
| 2220 Engineer Field Books | 2200 Engineers’ Field Books |
| 2230 Environmental Services | 2230 Environmental Services |
| 2255 Gardens, Plants and Trees | 2255 Gardens, Plants and Trees |
| 2290 Parking | 2290 Parking |
| 2325 Solid Waste Disposal Management | 2325 Solid Waste Disposal Management |
| 2330 Solid Waste Programs | 2330 Solid Waste Programs |
| 2335 Streets and Sidewalks | 2335 Streets and Sidewalks |
| 2350 Traffic Control | 2350 Traffic Control |
| 2375 Sanitary Sewage | 2375 Sanitary Sewage |
| 2380 Water Supply and Distribution | 2380 Water Supply and Distribution |

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| **Section 9**  **PLANNING AND DEVELOPMENT**  **2400-2599** | |
| **MRA 2004 Version** | **MRA 2011 Version** |
| 2400 Planning and Development – General | 2400 Planning and Development – General |
| 2405 Amalgamation / Annexation | 2405 Amalgamation / Annexation |
| 2425 Building Controls | 2425 Building Controls |
| 2440 Building Violations | 2440 Building and Property Violations |
| 2455 Economic and Industrial Development | 2455 Economic and Industrial Development |
| 2480 Heritage Site Conservation and Preservation | 2480 Heritage Site Conservation and Preservation |
| 2490 Municipal and Rural Plans | 2490 Municipal and Rural Plans |
| 2500 Subdivisions | 2500 Subdivisions |
| 2510 Sustainable Development | 2510 Sustainable Development |
| 2525 Tourism Development | 2525 Tourism Development |
| 2550 Urban Revitalization and Redevelopment | 2550 Urban Revitalization and Redevelopment |
| 2570 Land Use Planning | 2570 Land Use Planning |
| 2580 Zoning Variances | 2580 Zoning Variances |
| 2585 Zoning Violations | 2585 Zoning Violations |
| 2590 Zoning Changes | 2590 Zoning Changes |

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| **Section 10**  **PROTECTIVE SERVICES**  **2800-2999** | |
| **MRA 2011 Version** | **MRA 2022 Version** |
| 2800 Protective Services – General | 2800 Protective Services – General |
| 2810 Animal Control | 2810 Animal Control |
| 2820 Disaster Management | 2820 Disaster Management |
| 2825 Emergency Preparedness | 2825 Emergency Preparedness |
| 2827 Fire Investigations | 2827 Fire Investigations |
| 2830 Fire Protection | 2830 Fire Protection |
| 2845 Hazardous Materials | 2845 Hazardous Materials |
| 2870 Police – Protection Programs and Services | 2870 Police – Protection Programs and Services |
| 2885 Police – Issues, Offences and Investigations | 2885 Police – Issues, Offences and Investigations |

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| **Section 11**  **PUBLIC TRANSPORTATION**  **3000-3199** | |
| **MRA 2011 Version** | **MRA 2022 Version** |
| 3000 Public Transportation – General | 3000 Public Transportation – General |
| 3005 Air Transportation | 3005 Air Transportation |
| 3015 Bus Transportation | 3015 Bus Transportation |
| 3030 Highways and Bridges | 3030 Highways and Bridges |
| 3045 Ports and Ferries | 3045 Ports and Ferries |
| 3050 Rail Transportation | 3050 Rail Transportation |
| 3070 Taxis | 3070 Taxis |

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| **Section 12**  **RECREATION, SPORT AND CULTURAL SERVICES**  **3200-3399** | |
| **MRA 2011 Version** | **MRA 2022 Version** |
| 3200 Recreation, Sport and Cultural Services – General | 3200 Recreation, Sport and Cultural Services – General |
| 3215 Cultural Services | 3215 Cultural Services |
| 3270 Recreation and Sport Facilities Operations | 3270 Recreation and Sport Facilities Operations |
| 3300 Parks and Trails | 3300 Parks and Trails |
| 3335 Recreation and Community Services | 3335 Recreation and Community Services |
| 3340 Recreation and Sport Programs | 3340 Recreation and Sport Programs |
| 3365 Sports Services | 3365 Sports Services |

# **APPENDIX D - GLOSSARY**

Active Records (A) – records that are required and referred to frequently by a municipality in the conduct of its business and that need to be retained and maintained in office space and equipment close to users.

Administrative Records – records that are common across most organizations. They support housekeeping functions such as the management of administration and leadership planning, facilities, human resources, finance, materials and asset management and information management. Although these records are considered administrative, they may have considerable importance.

*See also Operational Records.*

Archival Records (AR) – a type of “Final Disposition” which is applied to records with significant and continuing administrative, operational, legal, financial, or evidential value for reference and research purposes. They are kept, in their entirety, for permanent preservation in an archive.

Archive – a facility where historical records are kept. For example, Provincial Archives of New Brunswick.

***Archives Act* –** Provincial legislation setting out the mandate and responsibilities of the Provincial Archivist, including requirements concerning the management of records. Also establishes the Public Records Committee, the availability or unavailability of certain classes of government records, and the process which may be used to appeal disputes concerning records. For more information, see [The Archives Act of New Brunswick](http://laws.gnb.ca/en/ShowPdf/cs/A-11.1.pdf) .

**Background Material –** includes rough notes, calculations, preliminary drafts, and research notes which are compiled or created in the preparation or analysis of other records, such as correspondence, memoranda, reports, and statistical compilations. Once the final documents have been produced and are included in the records classification system, these working materials and papers become transitory records.  Some exceptions include working materials relating to legislation, legal documents, and policies. *Also known as Working Material/Papers.*

*See Appendix G - A Guide to Identifying and Handling Non-Record.*

*See also Transitory/Temporary Records*

Block Numeric System – a records classification system based on the use of blocks or groups of numbers to represent primary and secondary subjects, that is the activities and transactions.

Case Files – a file containing material relating to a specific action/subject, event, person, product, or project and usually filed by name and/or number. They usually contain the same type of information or forms, allowing easy retrieval (e.g. invoices, proclamations, employee files).

Classification – the process of analysing and determining the purpose or subject content of a document, selecting the category under which it will be filed and assigning it an appropriate file classification number for retrieval purposes. *Also known as Coding and Classifying.*

*See also Coding.*

Classification System – a logical and systematic arrangement of records into subject groups or functional categories using numbers or letters, or a combination of the two, for identification. It allows for the arrangement of files by listing the standard file number, the standard file title, cross references and explanatory notes. *Also known as Classification Plan or File Plan.*

Codes – alphabetic or numeric symbols which help identify and locate a file within a series of case of subject files. Codes may be used in conjunction with primary and secondary numbers.

Coding – *see also Classification.* The process of assigning numerical, alphabetical or alpha- numeric symbols (i.e. the file number) to identify and locate a specific file.

Confidential Record – a record containing sensitive information that requires protection against unauthorized access or disclosure. Confidentiality of information is usually determined by legislation such as the *Right to Information and Protection of Privacy Act*, the *Archives Act* or any otherfederal or provincial legislation or convention which limits the unchecked dissemination of information.

Destruction/Destroy (D) – the destruction (through means of shredding, recycling, deleting, etc.) of records that no longer have value. Records may be destroyed only under the authority of an approved *Records Retention and Disposition Schedule*. This is the final stage of the records life cycle.

Final Disposition (FD) – the action taken to dispose of inactive records according to the approved *Records Retention and Disposition Schedule*. It can involve either:

* physical destruction of the records
* transfer of the records to the custody of the Provincial Archives or to the local archives of the municipality (as approved by the Provincial Archivist) for permanent preservation or for selective retention.

Inactive Records – records whose active and semi-active stages are over. They are ready for final disposition.

*See also Final Disposition, Selective Retention and Destruction/Destroy.*

Index – arrangement of names or topics in either alphabetical or numerical order. A classification plan may have an index in the form of a listing of the headings (titles, captions) of the files showing their assigned codes. The index to this manual has been created in alphabetical order.

Inventory – a detailed survey of the organization’s records, including descriptions, extent, volume, frequency of use and method of organization. The inventory is used to assist in developing an effective records management program.

Life Cycle of a Record – the stages of activity between the creation of a record and its final disposition. The active, semi-active and inactive are the three stages of the life cycle.

*See also Active Records, Final Disposition, Inactive Records and Semi-Active Records.*

Main Group – a group of related functions or subjects to which a range of primary numbers is assigned. *Also known as “Sections” in this manual and as “Functions”.*

Operational Records – these records reflect and support the mandate, functions and activities of the municipality. Sometimes called “program records” or “business records”.

*See also Administrative Records.*

Permanent Retention – records identified as having continuing value (legal, historical or fiscal) which are transferred to the care of the Provincial Archives or to the care of a local approved archive. In this manual, the records earmarked for permanent preservation are identified by AR (Archival Records) in the Final Disposition column.

Primary Subject and Number – a four-digit number with a title allotted to a particular subject, function or activity within a Main Group/Section, in sequential increments allowing for insertion of new titles. These are headings within which specific records and record types may be classified and arranged. Records are not actually filed at this level. *Also known as “Activities”.*

Records – recorded information, regardless of medium/format, created or received in the course of business activities and maintained as evidence of such activity. Records include maps, plans, drawings, photographs, magnetic media, microforms, and all other documentary items regardless of physical form or characteristics.

Record Series – a group of similar or related records that are used and filed together as a unit, and can be handled as a unit when determining and applying the records’ retention period and final disposition. (e.g. by-laws, council minutes)

Records Retention and Disposition Schedule – a legal document that provides a description and the purpose of a records (group of records)and outlines the life cycle of the records. The records retention and disposition schedule is the document that gives the municipality the authority to dispose of records it no longer requires. The *Municipal Records Authority* contains the *Records Retention and Disposition Schedules* for the municipalities of New Brunswick.

*Also known as Retention Schedule.*

Scope Note – a brief description of the types of records that are to be filed under a particular primary or subject. Included are “see also” references, “notes” and “examples”.

Secondary Subject and Number – the title and number allotted to the subdivisions of a primary. The two-digit secondary number is added to the primary number to form a complete file number. Records are filed at this level. *Also known as “transactions”.*

Selective Retention (SR) – one type of “Final Disposition” whereby records are assessed by an archivist, who determines whether some or all the records will be permanently preserved or destroyed.

Semi-Active Records (SA) – these records are not frequently accessed by users and do not need to be stored in the office. Semi-active records still have value for the municipality but should be stored in an inexpensive storage facility that can be situated off-site.

###### Subject Files – these records relate to specific subjects or functions and are arranged according to general information content. The objective of subject filing is to bring together records and information on the same topic, in order to allow for easy retrieval of information and comprehensive referencing of information.

Superseded/Obsolete (SO) – records that are periodically replaced with newer, up-to-date information are rendered superseded or obsolete. Usually an action or an event will make the record(s) superseded or obsolete.

Transitory/Temporary Records – are only required for a limited period of time, or have temporary usefulness, and are not part of a record series.

*See also Background Material.*

Vital Records – are essential for the resumption or continuation of municipal business in the event of an emergency or disaster, for conducting emergency operations during and immediately following a disaster, and for the re-establishment of the legal, financial and functional responsibilities of the municipality. *Also known as Essential Records.*

Working Material/Papers – see Backgroung Material.

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# **APPENDIX E – TEMPLATE**

# **AUTHORIZATION FOR THE DESTRUCTION OF RECORDS**

**From: Records Office Date:**

**The records listed below are ready for destruction as per the approved *“Municipal Records Authority for New Brunswick”.***

|  |  |  |
| --- | --- | --- |
| MRA Authority (Primary and secondary Numbers) | Dates of Records | DESCRIPTION/COMMENTS |
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**Department:** I agree that the records listed above can proceed with destruction.

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| --- | --- |
| (Department Head Signature) | (DATE) |

**Chief Administrative Officer/Clerk:** In conformity with the authority conferred unto me, I hereby authorize and direct the Records Office to proceed with the destruction of the records listed above.

|  |  |
| --- | --- |
| (Chief Administrative Officer/Clerk Signature) | (DATE) |

**Records Clerk:** I hereby certify that I have, this day, destroyed only those records listed above. The records have been destroyed by:

\_\_\_\_ RECYCLING

\_\_\_\_ SHREDDING

\_\_\_\_ DELETING

|  |  |
| --- | --- |
| (Records Clerk Signature ) | (DATE) |

# **APPENDIX F – RETENTION OF COMPUTER SYSTEM BACKUPS**

**Background:**

Municipalities perform scheduled backups (or copying) of systems, applications, and user files to ensure continuity in service in the event of the loss of the original files on the network servers. Backups are typically made on a daily, weekly, monthly, and/or annual basis. They usually include data or data extractions (incremental backups) but may also include commercial or custom-designed software.

Computer system backups are made for security of information and emergency system recovery purposes. These backups are only required for limited periods of time to ensure access to essential information in case of system failure.

Backups are **not** performedfor the purpose of long-term storage of information, nor as a method to satisfy the conditions of a records retention schedule. The very nature of how most backups are performed, (i.e. files are saved in a linear fashion), precludes their use as a method of storage for “records”.

Longer term storage of electronic records should be done by copying files from an active system to another system or media (e.g. movement of dated transaction files to DVD).

Although backups may contain files that fall under retention schedules, backups are intended to *restore* files, not to maintain them for long-term use.

Failure to ensure that information on backup media is rendered inaccessible creates a liability under the *Right to Information and Protection of Privacy Act*.

Note: this schedule also applies to backups of the corporate e-mail system.

**Retention Schedule**

*Backups should be kept until they are superseded or obsolete (i.e. replaced by a subsequent back-up); they are then to be destroyed.*

**Disposition:**

When backups are no longer required for system recovery, the backup media should be re-used, destroyed, or the previously recorded data must be made inaccessible.

The media may be automatically slated for re-use and the information held on the media is only required until the system’s backup cycle is completed. Backup media may be re-used in accordance with the frequency plan established for a specific system.

Policy and procedures regarding re-use of backup media **must** ensure that information is destroyed/made inaccessible following the end of the system-prescribed backup cycle.

There are three options to ensure that information stored on backup media is no longer accessible:

* overwrite the previous information;
* physically destroy the backup media;
* erase the back-up media in such a way that previous information cannot be accessed through normal computer usage.

Use of an erasure program is the accepted *secure* method of rendering data inaccessible.

# **APPENDIX G**

# **IDENTIFYING AND HANDLING NON-RECORDS**

**Introduction**

Municipal employees have an obligation to maintain the records they create and receive as part of their regular business activities and to ensure that those records are secured and maintained in official filing systems.

The *Archives Act* defines non-record as

* library or museum objects made or acquired and preserved solely for reference or exhibition purposes,
* extra copies of records created only for convenience of reference,
* working papers, or
* stocks of publications or printed documents.

This guideline expands upon that description with some practical examples. The intent is to help employees identify and dispose of non-record material on a timely basis.

This guideline will help you to:

* identify what is a record and should be managed in a records management system;
* identify and evaluate what items are non-records that can be disposed of when no longer required;

thus, ensuring you comply with the [*Archives Act*](http://laws.gnb.ca/en/ShowPdf/cs/A-11.1.pdf) and municipal regulations.

**Disclaimer**

Nothing within this guideline is to be interpreted as authorization to destroy a public record that belongs to the Province of New Brunswick. Public records can only be disposed of in accordance with an authorized Records Retention and Disposition Schedule, approved by the Provincial Archivist, and as described in the Archives Act.

**What is a Record?**

The [*Archives Act*](http://laws.gnb.ca/en/ShowPdf/cs/A-11.1.pdf) defines a record as:

“…*correspondence, memoranda, forms and other papers and books; maps, plans and charts; photographs, prints and drawings; motion picture films, microfilms and video tapes; sound recordings, magnetic tapes, computer cards and other machine-readable records; and all other documentary materials regardless of physical form or characteristics…”*

that are or have been

*“prepared or received by any department [municipality] pursuant to an Act of the Legislature or in connection with the transaction of public business, preserved or appropriated for preservation by a department, containing information on the organization, functions, procedures, policies or activities of a department, or other information of past, present, or potential value to the Province ….”*

Thus, **records provide evidence of the conduct of business and can be in any medium or format**.

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| --- |
| **Note:** It is important to remember that this includes **electronic records** (i.e. records generated by, or stored on, computers and servers – for example, e-mail). |

**What should you keep and file?**

You must keep and file records that:

* support business operations;
* demonstrate that a business transaction took place;
* are required by legislation, regulation, bylaw or policy;
* protect the rights of citizens and the municipality;
* provide evidence of compliance with accountability or other business requirements; or
* have business, financial, legal, historical, or research value to the municipality or citizens of the Province.

These are all ***public records*** which must be stored securely and be readily available to those who need them and those with authority to view them.

**What is a non-record?**

Not all information that you create or receive in the course of your work meets the criteria of a public record. It may be of a transitory nature and required only temporarily, having no long-term or future value.

Storing these non-records longer than necessary uses up valuable space in offices and on electronic storage hardware, and ultimately makes it more difficult and time consuming to find what is important. Non-record items should be destroyed or deleted as soon as they are no longer useful and have no future value. Routine disposal of non-record material will enable you and others in your office to be more efficient and effective.

The following are *usually* considered non-records:

1. ***Duplicates***

These are exact copies where:

* + - nothing has been added to, changed, or deleted;
    - the documents are used only for reference or convenience purposes;
    - the official version of the document is filed in a *records or information management system.*

Duplicates should not be retained any longer than required.

Examples of duplicates are: photocopies, copies of public records (regardless of format or media), copies of brochures or pamphlets, paper prints from microfilm or an imaging system, duplicate microfilm, CD-ROMS, DVDs, etc., duplicate audio or video recordings, and duplicate e-mail.

1. ***Unused and Blank Media***

This is anything that was intended to be used for storing information but has not been used for this purpose.

Examples of unused and blank media are: unused stationery and forms that have not been filled out, as well as surplus assets such as unused or erased audio tapes, dictation tapes, video tapes, diskettes, magnetic tapes, disk drives, optical disks, or other electronic media.

1. ***Published Material***

This includes published items originating from outside the municipal government **OR** extra copies of materials that are produced by the municipality. These materials are normally maintained in a reference library only as long as administratively useful.

Examples of published material are: books, magazines, periodicals, brochures, journals, newspapers, software documentation.

1. ***Reference Material***

This is material from internal or external sources which is collected for reference and is related to the activities and functions of an individual or workgroup. Reference material is considered temporary content and should not be retained for any longer than necessary.

Examples of reference material are: equipment operation manuals, library materials, international standards, professional journals, etc.

**Note:** Any reference material that serves as evidence of the evolution of a significant activity should be filed with pertinent public records, and classified under the appropriate retention and disposition schedule, e.g. *Municipal Records Authority (MRA).*

1. ***Advertising Material***

This is solicited or unsolicited information received from organizations or individuals advertising their products and services. If the material is of no value or is of short-term use or interest only, then it is considered transitory and may be destroyed.

Examples of advertising material are: brochures, company profiles, sales letters, menus, catalogues, and price lists.

**Note:** Any advertising material that is of value or use should be filed with pertinent public records, and classified under the appropriate retention and disposition schedule, e.g. Municipal Records Authority (MRA).

1. ***Draft Documents, Versions, and Working Papers***

This includes items that have been used in the development or creation of an official record. *Generally*, once a final version of the record is placed into a records or information management system, drafts and working materials lose their value, and may be destroyed.

Examples are drafts of correspondence, reports, calculations, research materials, rough notes, as well as editing and formatting notes.

**Note: not all drafts are non-records!**

In certain instances, it may be necessary to keep drafts and working materials. If needed to track the development or modification of a significant document, they should be filed along with the other records relating to that program or service. Examples might include drafts or working papers created in the preparation of legislation, by-laws, and regulations; policies, standards, guidelines, and procedures; audit reports; and legal documents.

1. ***Other Items of Short-Term Value***

This includes information that has immediate or short-term use to an organization. It has little value, especially as time passes. It can be destroyed once it has been acted on.

Examples of information with short-term value are: routing slips, personal messages or information, scratch notes, appointment calendars, and opened envelopes.

**How do you identify non-records?**

There are always exceptions which may dictate that an item normally considered of no value is actually a public record. If the examples listed above contain significant or pertinent information or you suspect they do, do not treat them as transitory records; file them in a records and information management system.

Some examples are:

an appointment calendar which contains notes about what happened at a critical meeting,

a date-stamped envelope that provides proof of when it was mailed or received (as in the case of tenders), or

a note that conveys high level approval for, or an opinion about, a proposed activity or course of action.

How you use information in the course of your work will often help determine whether it must be retained or whether it can be destroyed.

You must use your own judgment to decide whether an item is a record that must be maintained, or whether it is only of temporary value and can be disposed of. If in doubt, check with your Records Manager.

*See the attached flowchart for guidance.*

**How do you dispose of non-records?**

It is recommended that guidelines be established for the destruction of non-records on a regular basis (weekly, monthly, etc.).

The [*Right to Information and Protection of Privacy Act*](http://laws.gnb.ca/en/ShowPdf/cs/R-10.6.pdf) (RTIPPA) applies to **any** information (non-records as well as official records). If personal identifiable information is included in any non-records (for example a scratch/note pad with an individual’s name, address, and telephone number), due care must be taken to dispose of it in a safe, timely, and secure manner according to your municipality’s best practices.

**Non-records:**

***The Right to Information and Protection of Privacy Act* *and Legal Actions***

In situations involving an access request or legal action, extreme caution is required.

At the time an access request is received, **all** existing relevant information is part of that request. As such, information (whether it is a public record or a non-record) cannot be destroyed until the request is processed and any appeal period has expired.

Due concern and diligence must also be taken concerning recorded information relating to ongoing legal action, such as discovery processes and legal holds. In such cases, recorded information cannot be disposed of until the hold is lifted.

Non-record items may be in the form of **electronic records** which are also subject to compliance with right to information and e-discovery requests

***Guidelines for limiting the amount of non-record material***

Here are some tips on reducing the amount of transitory records you produce, and how to deal with them:

* Dispose of unsolicited mail as soon as you are finished with it.
* Rather than distributing an entire document to several people, place the document in a shared folder or send a link to a website posting the document for review.
* Dispose of draft versions and working papers when you know that the final version has been filed.
* Destroy supplies of obsolete blank forms, letterhead, and business cards.
* Destroy post-it notes, message notes, and other scratch notes as soon as you have acted upon them.
* Regularly delete e-mail messages that are not considered public records. Other helpful hints concerning e-mail management can be found at [IM in Practice – Corporate Information Management Unit](https://archives.gnb.ca/CIM/Standards/en-CA)*.*
* Destroy duplicate print and electronic items when you know the official version has been filed.
* Discard routine publications when they are no longer needed, or place in a library for reference.
* Dispose of any advertising material as soon as it is no longer of administrative use, or place in a library for reference.
* Keep a recycle box by the photocopier for duplicates, but **never** put copies with confidential or sensitive information in any unsecured recycle box.

# Is It a non-Record?

Use the diagram below to help you identify a non-record.

does the Remaining information

* Support business activities?

***OR***

* Protect the rights of the citizens and Government of New Brunswick?

***OR***

* Provide evidence of compliance with accountability or other business requirements?

***OR***

* Have **future, business, financial, legal, research or historical value** to the citizens and Government of New Brunswick?

OFFICIAL RECORD

File and manage according to your department’s file classification plan and approved retention and disposition schedule.

* Does it contain information that is of immediate or **short-term value only** and can be destroyed as soon as it is acted upon?

***OR***

* Is it a **duplicate** used only for reference or convenience **and** an official version been filed in a records and information management system?

***OR***

* Is it a **draft** version of a document that has no future value as an updated or final version has been filed in a records and information management system?
* Does the item or document provide **evidence of a transaction of public business** relating to the functions and activities of the Government of New Brunswick?

YES

NO

YES

NO

YES

NO

NON-Record

Dispose of in a secure manner.

# **I N D E X**

[A](#A) [B](#B) [C](#C) [D](#D) [E](#E) [F](#F) [G](#G) [H](#H) [I](#I) [J](#J) [K](#K) [L](#L) [M](#M) [N](#N) [O](#O) [P](#P) [Q](#Q) [R](#R) [S](#S) [T](#T) [U](#U) [V](#V) [W](#W) X [Y](#Y) [Z](#Z)

**A**

**ABSENCE**

- record of 1065

**ACCESS**

- of information 1485

- rights management 1500

- to facilities/buildings 0580

**ACCESSIBILITY**

- building controls 2425

**ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE BENEFIT** 1070

**ACCIDENTS**

- to employee 1130

- to municipal property, vehicles and equipment 1605

**ACCOMMODATIONS/SPACE PLANNING** 0505

**ACCORDS** 1620

**ACCOUNTING**

- cash receipts 0720

- codes 0705

- for tangible capital assets 0705

- year-end procedures 0315

**ACCOUNTS PAYABLE** 0715

**ACCOUNTS RECEIVABLE**

- outstanding accounts (collection) 0725

- receivables 0720

- write offs reports/lists 0720

**ACCOUNTS RECONCILIATIONS** 0705

**ACCOUNTS STANDING AND OTHER ADVANCE**  0715

**ACQUISITION**

- of buildings 0520

- of land 0590

- of property 0590

- of software 1910

- via procurement 1910

**ACT OF INCORPORATION** 1790

**ACTING APPOINTMENTS** 1010

**ACTIVITIES, EVENTS AND FESTIVALS**

- recreation and community services 3335

**ACTIVITIES, EVENTS AND TOURNAMENTS**

- sports services 3365

**ACTS AND REGULATIONS**  1610

**ADDICTIONS COUNSELING** 1045

**ADMINISTRATION AND LEADERSHIP** 0100-0499

**ADVANCES** 0715

**AGREEMENTS AND CONTRACTS** 1620

**AGRENAS** 3270

**AGRICULTURAL LAND DEVELOPMENT** 2550

**AIR**

- quality 2230

- service 3005

- transportation 3005

**AIRPORTS** 3005

**ALLOWANCES** 0715

**AMALGAMATION/ANNEXATION** 2405

**AMBULANCE SERVICES**  0245

**AMMUNITION** 1820

**AMUSEMENT LICENSES** 0920

**ANIMAL CONTROL** 2810

**ANNUAL REPORTS** 0365

**APPLICATIONS**

- borrowing and debt management 0765

- building permits 2425

- competitions and recruitment 1180

- encroachment 1675

-for employment 1180

- municipal and rural plan 2490

- subdivision 2500

- water and sewer hookups 2425

- zoning changes 2590

- zoning variances 2580

**APPOINTMENT BOOKS, CALENDARS AND DIRECTORIES** 0100

**APPOINTMENTS**

- acting 1010

- of employee 1010

- to committees, boards and commissions 0160

- to Superannuation Board 1190

**APPRECIATIONS, CONDOLENCES, CONGRATULATIONS** 0100

**AQUATIC CENTRES** 3270

**ARBITRATION AND ADJUDICATION**

- employee 1100

**ARCHIVAL SERVICES** 1475

**ARENAS**

- construction 0520

- operations 3270

**ARSON** 2827

**ARTIFACTS** 1790

**ARTS** 3215

**ASSETS**

- accounting for tangible capital assets 0705

- building assets 0520

- disposal and surplus 1810

- inventories 1810

- loss of assets 1810

- property assets 0590

- transfers 1810

**ASSOCIATIONS, CLUBS AND SOCIETIES** 0125

**ATTENDANCE AT WORK** 1065

**ATTRACTIONS**

- tourism 2525

**AUCTIONEERS LICENSES** 0920

**AUCTIONS** 1810

**AUDIO VISUAL**

- equipment 1900

- procurement 1910

- productions 1400

**AUDITS**

- financial 0745

- program reviews 0310

- QMS 0320

- security of information 1500

- workplace health and safety 1215

**AUXILLIARY PROGRAM** 2870

**AWARDS**

- to citizens and community 0167

- to employees 1015

- to organizations 0167

**B**

**BADGES, EMBLEMS AND PINS**

- design 1790

- general 1800

- purchase 1910

**BARGAINING CALENDARS** 1090

**BANK ACCOUNTS** 0750

**BANKING** 0750

**BANKRUPTCY MATTERS** 1710

**BANNER PERMITS** 0920

**BASEBALL FIELDS** 3270

**BASKETBALL COURTS** 3270

**BEACHES AND POOLS** 3270

**BEAUTIFICATION PROGRAMS** 2550

**BICYCLE TRAILS** 3300

**BILINGUALISM/OFFICIAL LANGUAGES** 0140

**BIOGRAPHIES AND PHOTOGRAPHS** 1395

**BLOCK PARENT PROGRAM** 2870

**BOARDS, COMMISSIONS, AND COMMITTEES MANAGEMENT** 0160

**BOAT CLUBS** 3270

**BONDS**  0790

**BONUSES**

- employee (pay) 0955

- special allowances 0715

**BORROWING AND DEBT MANAGEMENT**  0765

**BOUNDARIES**  2405

**BRANDING** 1790

**BREATHING APPARATUS** 1820

**BRIDGES AND HIGHWAYS**  3030

**BUDGETS** 0770

**BUILDING**

- controls 2425

- demolition 2425

- inspections 2425

- permits 2425

- violations 2440

**BUILDINGS**

- acquisition 0520

- cafeteria and eating places 0500

- contracts 1620

- directories 0500

- historic sites 2480

- municipal 0520

**BUILDINGS, FACILITIES AND PROPERTIES** 0500-0699

**BURNING PERMITS** 2830

**BUS**

- tours 2525

- transportation 3015

**BUSINESS CARDS** 1900

**BUSINESS LICENSES** 0920

**BY-ELECTIONS** 1690

**BYLAWS**

- enforcement 1635

- individual bylaws 1630

**C**

**CAFETERIAS AND EATING PLACES** 0500

**CALENDARS** 0100

**CAMPAIGNS**

- tourism 2525

**CANCELLED AUTHORITIES** 0965

**CANCELLED BONDS AND COUPONS**  0790

**CANCELLED CHEQUES**  0750

**CANINE PATROL UNIT** 2870

**CANTEENS/CONCESSIONS** 3070

**CAPITAL BUDGET** 0770

**CAREER MANAGEMENT** 1200

**CASE LAW** 1710

**CASH ADVANCES** 0715

**CASH RECEIPTS** 0720

**CASUAL EMPLOYEE FILES** 1050 or 1055

**CATCH BASINS** 2335

**CELLULAR TELEPHONE SYSTEMS** 1320

**CENSUS/POPULATION**  0245

**CEREMONIES, VISITS AND HOSTED FUNCTIONS** 0150

**CHARGES**

- parking fees and fines 0850

- water and sewer fees 0850

**CHEQUE REGISTERS** 0750

**CIVIC ADDRESSING** 2335

**CLAIMS**

- damage claims 1650

- worksafe NB 1130

**CLASSIFICATION OF POSITIONS**  1075

**CLIMATE CHANGE** 2230

**CLOSURE/REALIGNMENT OF HIGHWAYS** 3030

**CLOTHING**

- dress code 0315

- procurement 1910

- management 1835

**CLUBS, ASSOCIATIONS, SOCIETIES**  0125

**COASTAL PROTECTION**  2230

**COAT OF ARMS** 1790

**CO-OP WORK EMPLOYMENT** 1180

**COLLECTION SYSTEMS (MANHOLES)** 2375

**COLLECTIVE AGREEMENTS** 1620

**COLLEGES, SCHOOLS AND UNIVERSITIES** 0245

**COMMISSIONS AND BOARDS** 0160

**COMMITTEES** 0160

**COMMITTEES OF COUNCIL** 0160

**COMMUNICATION**

- centres 2800

- equipment maintenance 1900

- for QMS 0320

- procurement 1910

- use of communication systems 1320

**COMMUNITY AWARDS** 0167

**COMMUNITY BASED POLICING** 2870

**COMMUNITY CENTRES** 3270

**COMMUNITY RELATIONS**

- police protection programs 2870

**COMMUNITY SERVICES**

- activities, events and festivals 3335

- programs 3340

**COMPETITIONS AND RECRUITING** 1180

**COMPLAINTS**

- animal control 2810

- fire protection 2830

- labour relations 1100

- of citizens (general) 0165

- Official Languages 0140

- parking 2290

- police protection 2870

- solid waste disposal 2325

- taxis 3070

**COMPOSTING** 2330

**COMPUTER**

- hardware and software 1900

- procurement 1910

- purchase plan for employee 1070

- systems 1420

**CONDOLENCES, CONGRATULATIONS AND APPRECIATIONS** 0100

**CONFERENCE ROOM**

- reservations 0500

**CONFERENCES**

- co-ordination (conventions, conferences held in municipality) 2525

- for staff 0170

**CONFLICT OF INTEREST DISCLOSURE**

- of elected officials 0180

- of employees 1140

**CONGRATULATIONS, APPRECIATIONS AND CONDOLENCES** 0100

**CONSERVATION AND PRESERVATION**

- historic sites and properties 2480

**CONSERVATION PROGRAMS**

-water 2230

**CONSTRUCTION**

- culverts and drainage 2335

- curbs and gutters 2335

- equipment and supplies 1840

- inspections of new buildings 2425

- of bridges and highways 3030

- of municipal buildings 0520

- of parking structures and garages 0520

- streets and sidewalks 2335

**CONSULTANT FEES** 0715

**CONTINGENCY PLANS** 2825

**CONTRACTS** 1620

**CONVENTION CENTRES** 2525

**CORPORATE CREDIT CARDS** 0750

**CORPS OF COMMISSIONAIRES**

- as employees 1055

- as an entity 0245

**CORRESPONDENCE**

- appreciations, condolences and congratulations 0100

- circulation/reading/information files 1300

- guidelines 0315

**COUNCIL**

- audio and video tapes 0180

- conflict of interest disclosure 0180

- legends 0180

- minutes 0180

- resolutions 0180

- roles and responsibilities of Council 0180

- Standing Committees of Council 0160

**COUNCIL OF FIRST NATIONS** 0245

**COURIER SERVICES** 1450

**COURTS**

- tennis, basketball, squash, handball, etc. 3270

**CRESTS, EMBLEMS AND LOGOS**

- designs 1790

- procurement 1910

**CRIME PREVENTION** 2880

**CRIME STOPPERS PROGRAM** 2885

**CROSSWALKS** 2350

**CROWN AGENCIES AND CORPORATIONS**

- intergovernmental relations 0245

**CULTURAL SERVICES** 3215

**CULVERTS AND DRAINAGE** 2335

**CURBS AND GUTTERS** 2215

**CURBSIDE BINS/WASTE RECEPTACLES** 2330

**CURLING CLUBS** 3270

**CURRENCY EXCHANGE RATES** 0700

**CUSTOMER SERVICE CENTRES** 0300

**D**

**DATABASES** 1420

**DATE RELATED COMPUTER ISSUES** 1420

**DAY CAMPS** 3340

**DEBENTURES** 0790

**DEBT MANAGEMENT** 0765

**DEDUCTIONS**

- salaries and wages 0955

**DEEDS** 1665

**DEFERRED SALARY LEAVE PLAN** 1070

**DEMOGRAPHIC AND FEASIBILITY STUDIES**

- for economic and industrial development 2455

**DEMOLITION PERMITS** 2425

**DENTAL INSURANCE BENEFITS** 1070

**DEPOSIT BOOKS** 0750

**DESIGNATED**

-employees 1080

- paid holidays 1065

**DEVELOPMENTAL FREEZES**

- zoning 2590

**DIGITAL SIGNATURES AND CERTIFICATES** 1500

**DIRECTIVES** 0315

**DIRECTORIES** 0100

**DISABILITY INSURANCE BENEFITS** 1070

**DISASTER**

- actual disaster 2820

- mock 2825

- plans and planning 2825

**DISCIPLINE**

- of staff 1135

**DISCLOSURE OF INTEREST**

- for elected officials 0180

- for municipal employees 1140

**DISCRIMINATION INVESTIGATION** 1140

**DISPATCH CENTRE** 2800

**DISPOSAL OF ASSETS** 1810

**DOG PARKS** 3300

**DOMESTIC ANIMALS** 2810

**DONATIONS** 0875

**DOWNTOWN DEVELOPMENT** 2550

**DRAINAGE** 2335

**DRESS CODE** 0315

**DUMPS**

- closure 2325

- programs 2330

**E**

**E-MAIL SYSTEM** 1320

**EARLY RETIREMENT PROGRAMS** 1160

**EASEMENTS** 1675

**ECONOMIC DEVELOPMENT** 2455

**EDUCATIONAL LEAVE** 1200

**ELECTED OFFICIALS’ ORIENTATION** 1690

**ELECTIONS** 1690

**EMERGENCY**

- dispatch centre 2800

- equipment 1820

- evacuation procedures 2825

- preparedness 2825

**EMPLOYEE**

- appointments 1010

- attendance records 1065

- awards and honours 1015

- benefits 1070

- complaints 1100

- non-permanent 1055

- orientation 1200

- parking 0505

- performance appraisal 1135

- permanent 1050

- personal injury accidents and claims records 1130

- training and development 1200

**EMPLOYEE AND FAMILY WELLNESS** 1045

**EMPLOYMENT INSURANCE BENEFIT** 1070

**ENCROACHMENTS** 1675

**END-USER SUPPORT** 1410

**ENGINEERS’ FIELD BOOKS** 2220

**ENGINEERING AND PUBLIC WORKS** 2800-2399

**ENHANCED 911 SYSTEM** 2800

**ENVIRONMENTAL IMPACT ASSESSMENT**

- for solid waste disposal 2325

- other environmental impact studies 2230

**ENVIRONMENTAL SERVICES** 2230

**ESSENTIAL EMPLOYEES** 1090

**ESSENTIAL RECORDS PLANNING** 1475

**ETHNIC RELATIONS** 3215

**EVACUATION PROCEDURES** 2825

**EVALUATION**

- job performance 1075

**EVENTS**

- cultural 3215

- recreational 3335

- sporting 3365

**EXOTIC ANIMALS** 2810

**EXPENSE CLAIMS** 0715

**EXPROPRIATIONS** 1695

**F**

**FACILITIES**

- municipally owned 0520

- recreational and sport operations 3270

**FACSIMILE (FAX) EQUIPMENT** 1900

**FAMILY COUNSELING PROGRAM** 1045

**FARM ANIMALS** 2810

**FEASABILITY STUDIES** 2455

**FEDERAL**

- acts and regulations 1610

- agreements and contracts 1620

- elections 1690

- government departments 0245

- sales tax 0970

**FEDERATIONS** 0125

**FEES**

- consultant fees 0715

- parking fees and fines 0850

- tuition fees 0715

- water and sewer fees 0850

**FERRIES AND PORTS** 3045

**FESTIVALS** 3335

**FIELD BOOKS**

- engineers' 2220

**FILE LISTS AND INDEXING SYSTEMS** 1475

**FILM PRODUCTION** 1400

**FINANCE** 0700-0999

**FINANCIAL AUDITS** 0745

**FINES**

- parking 0850

**FINGERPRINTING AND IDENTIFICATION PROGRAM** 2870

**FIRE**

- alarm calls 2830

- arson 2827

- burning permits 2830

- complaints 2830

- equipment 1820

- forest fires 2827

- inspections 2830

- investigations 2827

- prevention programs 2830

- vehicles 1850

- volunteer profile 1210

**FIREARMS** 1820

**FIREFIGHTING EQUIPMENT** 1820

**FIRST RESPONSE EMERGENCY SERVICE** 2800

**FIREWORKS AND PYROTECHNICS** 2830

**FIRST AID PROGRAM** 1215

**FITNESS AND LIFESTYLE APPRAISAL PROGRAM** 1045

**5\*22 PROGRAM** 1215

**FLAGS**

- general 1800

- procedures for flying flags 0315

- procurement 1910

**FLEET MANAGEMENT**

- by vehicle number 1850

- inventory 1810

- rental/leasing of vehicles 1850

**FLEX TIME** 1065

**FLOOD CONTROL** 2230

**FLOOR PLANS** 0505

**FLOWERS** 2255

**FOREIGN GOVERNMENTS**

- intergovernmental relations 0245

**FOREST MANAGEMENT PROGRAMS** 2230

**FORMS MANAGEMENT** 1350

**FOUNDATIONS** 0125

**FUELS** 1865

**FULL TIME EMPLOYEES** 1050

**FUNDS** 0875

**FUNERAL PROCESSIONS** 2870

**FURNITURE** 1900

**G**

**GAMBLING - POLICING** 2885

**GARDEN/GRANNY/IN-LAW SUITES** 2400

**GARDENS** 2255

**GASOLINE** 1865

**GOALS AND OBJECTIVES** 0310

**GOODS AND SERVICES TAX (GST)** 0970

**GOLF COURSES** 3270

**GOVERNMENT DEPARTMENTS** 0245

**GRANTS/DONATIONS** 0875

**GREEN AREAS** 3300

**GREEN INITIATIVES** 2510

**GRIEVANCES**

- employee 1100

**GROUP LIFE INSURANCE BENEFIT** 1070

**GST**….. 0970

**GUIDELINES** 0315

**GUNS**.. 1820

**GUTTERS** 2335

**H**

**HAND TOOLS** 1840

**HANDBALL COURTS** 3270

**HANDICAPPED PARKING** 2290

**HARRASSMENT COMPLAINTS** 1140

**HARMONIZED SALES TAX (HST)** 0970

**HAZARDOUS MATERIALS**

- handling and transportation 2845

- incidents 2845

- storage 2845

- disposal 2325

- working areas 1215

**HEATING FUELS** 1865

**HELP DESK SERVICES**

- information technology 1410

**HERITAGE SITE CONSERVATION AND PRESERVATION** 2480

**HIGHWAYS AND BRIDGES** 3030

**HISTORIC SITES** 2480

**HOLIDAYS** 1065

**HONOURS AND AWARDS**

- to citizens/organizations 0167

- to employees 1015

**HOOKUPS**

-water and sewer applications 2425

**HOSPITALS AND HEALTH NETWORKS**

- liaison activities 0245

**HOSTED FUNCTIONS, CEREMONIES AND VISITS** 0150

**HOURS OF WORK AND OVERTIME** 1065

**HST** 0970

**HUMAN RESOURCES** 1000-1299

**HUMAN RIGHTS INVESTIGATIONS** 1140

**HYDRANT MAINTENANCE** 2380

**I**

**ILLEGAL DUMPING** 2325

**IMAGING SYSTEMS** 1420

**INACTIVE RECORDS MANAGEMENT** 1475

**INAUGURATIONS** 0150

**INDUSTRIAL DEVELOPMENT** 2455

**INDUSTRIAL PARKS** 2455

**INDUSTRY STUDIES** 2455

**INFORMANTS** 2885

**INFORMATION AND RECORDS MANAGEMENT** 1475

**INFORMATION DISASTER PLANNING AND RECOVERY** 2825

**INFORMATION MANAGEMENT AND TECHNOLOGY** 1300-1599

**INFORMATION TECHNOLOGY SYSTEMS**

- application/systems files 1420

- end-user support 1410

- licenses for software 1420

- software acquisition 1910

- systems documentation 1420

**INFRASTRUCTURE**

- technology 1420

**INQUIRIES** 0100

**INSIGNIA** 1790

**INSPECTIONS**

- checklists of equipment and facilities 1775

- for new constructions 2425

- of buildings 2440

**INSTITUTES** 0125

**INSURANCE**

- employee benefits 1070

- policies 1775

- studies 1775

**INTEGRATION OF SERVICES** 2405

**INTERGOVERNMENTAL RELATIONS AND LIAISON** 0245

**INTERNET/INTRANET SYSTEMS** 1420

**INTERSECTIONS**

- traffic 2350

**INVENTORY**

- of hazardous materials 1150

- of information systems 1410

- of investments 0900

- of physical assets 1810

- of records 1475

**INVESTIGATIONS**

- discrimination 1140

- employee relation 1140

- fire 2827

- occupational health and safety 1150

- security of information 1500

- sexual and personal harassment 1140

**INVESTMENTS** 0900

**INVITATIONS** 0100

**INVOICES** 0715

**ISO 9000** 0320

**J**

**JAWS OF LIFE**

- equipment 1820

**JOB**

- advertisements 1180

- descriptions (classification) 1075

- evaluation 1075

- promotional routing 1075

- promotions 1075

- reclassification requests 1075

- red circled employees 1075

- rotation 1170

- safety 1215

- shadowing 1170

- sharing and part time employment 1170

- standards (pay groups/ranges) 1075

**JOINT FORCE OPERATIONS**

- police 2885

**K**

**KENNEL LICENSES** 0920

**L**

**LABOUR RELATIONS**

- bargaining calendar 1090

- collective agreements 1620

- discipline 1135

- essential services 1090

- grievances 1100

- interpretations 1090

- seniority lists 1090

- strikes and work stoppages 1090

- union relations 1090

**LAND ASSEMBLY REPORTS** 0590

**LAND USE PLANNING** 2570

**LANDFILLS** 2325

**LANGUAGE TRAINING COURSES** 1200

**LAUNDERING SERVICES** 1835

**LAWN BOWLING** 3270

**LAYOFFS**

- of staff 1160

**LEASE AND RENTAL**

- agreements 1620

- of office equipment and furnishings 1900

- of vehicles 1850

**LEAVE AND HOLIDAYS**  1065

**LECTURES** 1405

**LEGAL**

-opinions 1720

- research 1710

**LEGISLATIVE, LEGAL AND REGULATORY SERVICES** 1600-1799

**LIAISON AND INTERGOVERNMENTAL RELATIONS** 0245

**LIBRARY SERVICES** 1435

**LICENSES AND PERMITS** 0920

**LIFE AND DISABILITY INSURANCE BENEFIT** 1070

**LIFT STATIONS** 2375

**LINEAR PARKS** 3300

**LIQUOR LICENSES**

- approvals 2400

- special occasion permits 0920

**LITIGATION** 1725

**LOCAL AREA NETWORKS**

- development 1420

**LOCAL GOVERNMENT**

- liaison 0245

**LOCAL SERVICE DISTRICTS** 2400

**LOG BOOKS**

- mail and courier services 1450

**LONG TERM DISABILITY BENEFIT** 1070

**LONG TIME SERVICE AWARDS** 1015

**LUNCH AND LEARN PROGRAM** 1045

**M**

**MAIL, POSTAL AND COURIER SERVICES** 1450

**MAILING LISTS** 1380

**MAINTENANCE EQUIPMENT AND SUPPLIES** 1840

**MANAGEMENT IMPROVEMENT STUDIES** 0300

**MANHOLES**  2375

**MANPOWER/EMPLOYMENT STATUS FORM** 1170

**MARINAS AND WATERFRONT OPERATIONS** 3270

**MATERIALS AND ASSET MANAGEMENT** 1800-1999

**MEDIA RELATIONS** 1380

**MEDICAL INSURANCE BENEFITS** 1070

**MEETINGS**

- general 0170

- of associations, clubs and societies 0125

- of committees, boards, and commissions 0160

- of council 0180

- reservation of meeting rooms 0500

**MEMORANDUM OF UNDERSTANDING** 1620

**MENTORSHIP PROGRAMS** 1180

**METERS**

- parking 2290

- taxis 3070

- water 2380

**MILITARY EXERCISES** 2885

**MINING**

- environmental services 2230

**MISSION STATEMENTS**  0310

**MISSING PERSONS** 2885

**MOBILE/MINI-HOME PARKS** 2400

**MOCK DISASTERS** 2825

**MODIFIED/RESTRICTED WORK PROGRAM** 1070

**MORTGAGES** 1620

**MOTOR FUELS** 1865

**MOTORCYCLE GANGS** 2885

**MULTICULTURAL EVENTS** 3215

**MUNICIPAL**

- agreements and contracts 1620

- charter 1790

- elections 1690

- pins 1800

**-** plan 2490

- seal 1790

**MUNICIPALITIES ACT** 1610

**MUSEUMS AND GALLERIES** 3215

**N**

**NATIONAL BUILDING CODE** 2400

**NATURAL GAS** 1865

**NEIGHBOURHOOD WATCH PROGRAM** 2870

**NEWSPAPER CLIPPINGS** 1380

**911 SYSTEM** 2800

**NOISE ABATEMENT** 2230

**NON BARGAINING PERSONNEL POLICIES** 0315

**O**

**OATHS OF OFFICE**

- for elected officials 1690

- for non-permanent employees 1055

- for permanent employees 1050

**OCCUPANCY PERMITS** 2425

**OCCUPATIONAL HEALTH AND SAFETY INSPECTIONS**

**AND INVESTIGATIONS** 1150

**OFFICE EQUIPMENT, FURNISHINGS AND SUPPLIES** 1900

**OFFICIAL LANGUAGES/BILINGUALISM** 0140

**OPERATING BUDGET** 0770

**OPERATING MANUAL**

- police 2885

**ORGANIZATIONAL**

- charts 0310

**-** effectiveness studies 0300

**-** moves 0505

**ORIENTATION**

- for employees 1200

- for elected officials 1690

- for volunteers 1210

**OUTDOOR SKATING RINKS** 3270

**OUTSTANDING ACCOUNTS RECEIVABLE** 0725

**OVERDUE ACCOUNTS** 0715

**OVERTIME** 1065

**OXYGEN TANKS**

- equipment 1820

**P**

**PAID HOLIDAYS** 1065

**PARADES AND PROCESSIONS** 2870

**PARKING**

- complaints 2290

- employee 0505

- fees and fines 0850

- handicapped parking 2290

- individual parking lots/structures 2290

- meters 2290

- rates 2290

- snow removal, salting and sanding 2290

**PARKS**

- development 0590

- maintenance and operations 3300

**PART TIME EMPLOYEE FILES** 1050 or 1055

**PARTICIPACTION** 3340

**PARTNERSHIPS/AGREEMENTS** 1620

**PATROLLING**

- police 2870

**PAVING AND MAINTENANCE**

- of streets 2335

**PAY ADVICES** 0955

**PAYABLES** 0715

**PAYROLL DEDUCTIONS** 0955

**PEDDLER/HAWKER LICENSES** 0920

**PEDESTRIAN/CROSSWALK MANAGEMENT** 2350

**PENSION PLAN** 1190

**PERFORMANCE**

- appraisals/reviews 1135

- indicators 0310

**PERMITS**

- banner 0920

- building and demolition 2425

- special occasion 0920

- wiring 2425

**PERSONAL INJURY ACCIDENTS AND CLAIMS**

- of employees 1130

**PERSONAL AND SEXUAL HARRASSMENTCOMPLAINTS** 1140

**PEST CONTROL** 2330

**PESTICIDES AND HERBICIDES SPRAYING PROGRAMS** 2230

**PETITIONS** 0165

**PETTY CASH** 0715

**PHOTOGRAPHS AND BIOGRAPHIES** 1395

**PHYSICAL SECURITY** 0580

**PINS – MUNICIPAL** 1800

**PITS AND QUARRIES** 2230

**PLANNING AND DEVELOPMENT** 2400-2599

**PLANS AND PROGRAMS** 0310

**PLANS OF ESTABLISHMENT** 1170

**PICKUP ROUTES AND SCHEDULES**

- solid waste programs 2330

**PLANTS AND PLANTING** 2255

**PLAYGROUNDS** 3300

**PLAYING FIELDS** 3270

**POLICE**

- boundaries/patrol areas 2885

- call reports 2870

- clothing 1835

- complaints 2870

- community relations programs/events/projects 2870

- equipment 1820

- issues, offences and investigations 2885

- operating manuals 2885

- programs and services 2870

- protection 2870

- vehicles 1850

**POLICIES AND PROCEDURES** 0315

**POLITICAL ACTIVITIES OF EMPLOYEES** 1140

**POOLS AND BEACHES** 3270

**POOP AND SCOOP PROGRAM** 2330

**PORTS AND FERRIES** 3045

**POSITION DESCRIPTIONS** 1075

**POSTAL SERVICES** 1450

**PRESS RELEASES** 1380

**PRIVACY OF INFORMATION** 1485

**PRIVATE**

- acts 1610

- airstrips 3005

- wells 2380

**PRIVATIZATION**

- of airports 3005

- of programs 0310

**PROBATION PERIOD NOTICES**

- employees 1135

**PROCEDURES** 0315

**PROCLAMATIONS** 0100

**PROCUREMENT** 1910

**PROGRAM REVIEWS** 0310

**PROGRAMS AND PLANS** 0310

**PROMOTIONAL ROUTING**  1075

**PROMOTIONS**

-of employees 1075

**PROPERTY**

- abandonment (rail) 3050

- acquisition 0590

- assessment roll 0975

- by number or name 0590

- historic sites 2480

- tax 0970

**PROTECTION OF PRIVACY AND RIGHT TO INFORMATION** 1485

**PROTECTIVE SERVICES** 2800-2999

**PROVINCIAL**

- acts and regulations 1610

- agreements and contracts 1620

- designated routes 3030

- elections 1690

- government 0245

- sales tax 0970

**PUBLIC SAFETY FORUM** 2880

**PUBLIC TRANSPORTATION** 3000-3199

**PUBLIC WORKS AND ENGINEERING** 2200-2399

**PUBLICATIONS** 1400

**PUBLISHING** 1400

**PUMPING STATIONS**

- water 2380

## Q

**QUALITY MANAGEMENT SYSTEM (QMS)** 0320

**R**

**RACQUETBALL COURTS**  3270

**RAIL TRANSPORTATION** 3050

**RECEIVABLES** 0720

**RECLASSIFICATION OF PERSONNEL** 1075

**RECORD OF ABSENCE** 1065

**RECORDS AND INFORMATION MANAGEMENT** 1475

**RECORDS INVENTORY** 1475

**RECREATION CENTRES** 3270

**RECREATION AND COMMUNITY SERVICES** 3335

**RECREATION AND SPORT PROGRAMS** 3340

**RECREATION, SPORT AND CULTURAL SERVICES** 3200-3399

**RECREATIONAL FACILITIES** 3270

**RECRUITING PERSONNEL** 1180

**RECYCLING PROGRAMS** 2330

**RED CIRCLED EMPLOYEES** 1075

**REGIONAL SERVICES** 2405

**REGIONAL STREETS** 3030

**REGISTERS**

- bonds 0790

- cheques 0750

- payroll 0955

- superannuation 1190

**REPEALED BYLAWS** 1630

**REPORTS**

- annual 0365

- departmental (administrative) 0365

- financial 0940

- land assembly 0590

**REQUISITIONS** 1910

**RESEARCH AND TECHNOLOGY PARKS** 2455

**RESERVE FUNDS** 0875

**RESERVOIRS AND WELLS** 2380

**RESIDENTIAL LAND DEVELOPMENT** 2550

**RESOLUTIONS**

- of council 0180

**RESTRAINING APPARATUS** 1820

**RÉSUMÉS** 1000

**RETAINING WALLS** 2335

**RETENTION AND DISPOSITION**

- records 1475

**RETIREMENT AND SEPARATION PROGRAMS** 1160

**REVENUES** 0720

**REVIEWS**

- programs 0310

**REZONING** 2590

**RIGHT TO INFORMATION AND PROTECTION OF PRIVACY** 1485

**RIGHTS OF WAY** 1675

**RISK MANAGEMENT** 1775

**ROLES AND RESPONSIBILITIES OF COUNCIL** 0180

**RURAL PLAN** 2490

**S**

**SAFETY**

- audits 1215

- deposit box 0750

- programs 1215

- for traffic control 2350

**SALARIES**

- advances 0715

- bonuses, contingent pay 0955

- deductions 0955

- market adjustments 0955

- payroll files/registers 0955

**SALTING AND SANDING**

- of parking lots 2290

- of streets and sidewalks 2335

**SALVAGE RIGHTS** 2325

**SANITARY SEWAGE** 2375

**SCHOOL**

- crossing guards 2870

- fire prevention educational program 2830

- liaison activities 0245

- visitation program by police 2870

**SEAL - MUNICIPAL** 1790

**SEARCH AND RESCUE** 2885

**SEASONAL**

- employee file 1055

- employment information 1170

**SECRETARIAL AND TYPING SERVICES** 0100

**SECRETARIAL/CLERICAL MANUAL** 0315

**SECURITY**

- of information 1500

- of physical assets 0580

- systems 0580

**SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP)** 2870

**SEMINARS** 0170

**SENIORITY LISTS** 1090

**SEPARATION AND RETIREMENT PROGRAMS** 1160

**SEPTIC TANKS** 2375

**SEVERANCE PACKAGES** 1160

**SEWAGE LAGOONS** 2375

**SEWER**

- backups 2375

- connections 2375

- fees 0850

- hookup application 2425

- inspection and testing 2375

- maintenance and repairs 2375

- sludge disposal 2330

- treatment plants and lagoons 2375

**SEXUAL HARRASSMENT INVESTIGATIONS** 1140

**SICK LEAVE** 1065

**SIDEWALK SALES AND CAFES** 2335

**SIDEWALKS AND STREETS** 2335

**SIGNING AUTHORITIES** 0965

**SIGNS**

- for highways 3030

- for streets and sidewalks 2335

- for traffic control 2350

- variances 2580

**SISTER CITY/TWINNING/FRIENDSHIP PROTOCOL** 0150

**SKI FACILITIES** 3270

**SLUDGE DISPOSAL** 2330

**SMALL CLAIMS** 1725

**SMOKING**

- cessation programs 1045

- in the workplace 1215

- in taxis 3070

**SNOW DUMPS** 2230

**SNOW REMOVAL** 2335

**SNOWMOBILE TRAILS** 3270

**SOCCER FIELDS** 3270

**SOCIETIES, ASSOCIATIONS AND CLUBS** 0125

**SPCA** 2810

**SOFTWARE**

- acquisition of 1910

- licensing agreements 1620

**SOIL QUALITY/CONTAMINATION** 2230

**SOLID WASTE**

- complaints 2325

- contracts 1620

- curbside bins 2330

- disposal management 2325

- environmental issue 2325

- pickup routes, schedules 2330

- programs 2330

**SPECIAL DECLARATIONS** 0150

**SPECIAL LEAVE** 1065

**SPECIAL OCCASION PERMITS** 0920

**SPEECHES** 1405

**SPILLS**

- environmental 2230

**SPORT**

- activities, events and tournaments 3365

- programs 3340

- facilities 3270

- services 3365

**SPRING AND FALL CLEANUP**

- solid waste program 2330

**SQUASH FIELDS** 3270

**STAFFING**

- competitions and recruitment 1180

- job rotation and shadowing 1170

- job sharing and part time employment 1170

- plans of establishment 1170

- seasonal employment 1170

- secondments/transfers 1170

- summer and term 1180

- workforce planning 1170

**STANDARDS**

- job evaluation 1075

- others 0315

- pay groups/ranges 1075

**STATEMENTS**

- bank 0750

- financial 0940

**STATIONERY** 1900

**STATISTICS**

- departmental 0365

- financial 0940

**STOP WORK ORDERS**

- zoning violations 2585

**STORM SEWERS/CATCH BASINS** 2335

**STRATEGIC PLAN** 0310

**STREET VENDING LICENSES** 0920

**STREETS AND SIDEWALKS**

- civic addressing 2335

- closures 2335

- contracts 1620

- decorations 2335

- lighting 2335

- names 2335

- paving and maintenance 2335

**STRIKES AND WORK STOPPAGES** 1080

**STUDENT EMPLOYEE FILES** 1055

**SUBDIVISIONS** 2500

**SUBSCRIPTIONS** 1435

**SUBSTANCE ABUSE PROGRAM** 1045

**SUCCESSION PLANNING** 1170

**SUGGESTION AWARDS PROGRAM** 1015

**SUMMER STUDENT EMPLOYMENT** 1180

**SUPERANNUATION PLAN** 1190

**SURPLUS ASSETS** 1810

**SURVEYS**

- land use planning 2570

- office 0300

**SUSTAINABLE DEVELOPMENT** 2510

**SYMPOSIA** 0170

**SYSTEMS (INFORMATION TECHNOLOGY)**

- development 1420

- end-user support 1410

- maintenance 1420

**T**

**T4s AND T4As** 0955

**TANGIBLE CAPITAL ASSETS** 0705

**TASK FORCE** 0160

**TAXES**

- exemptions 0970

- FST, GST, HST, PST 0970

- property assessment roll 0975

- rebates 0970

**TAXIS**

- airport contracts 1620

- complaints 3070

- enforcement 3070

- licenses 0920

- meters 3070

- regulations 1630

**TECHNOLOGIES** 1420

**TECHNOLOGY PARKS** 2455

**TECHNOLOGY SYSTEMS (INFORMATION)**

- application files 1420

- end-user support 1410

- maintenance files 1420

- systems documentation 1420

**TELECOMMUNICATION SYSTEMS** 1320

**TELEPHONE SYSTEMS** 1320

**TENDERS AND BIDS** 1910

**TENNIS COURTS** 3270

**TERM EMPLOYEES FILES** 1050 or 1055

**TESTING AND SAMPLING**

- water 2380

**TIME SHEETS** 0955

**TOURISM DEVELOPMENT** 2525

**TOURIST ALERTS**

- policing 2885

**TOURNAMENTS** 3365

**TRACKS/OVALS** 3270

**TRAFFIC**

- accident reports 2870

- calming devices 2350

- contracts 1620

- control 2350

- counters 2350

- intersections 2350

- signals and lights 2350

**TRAILS** 3300

**TRAINING**

- courses 1200

- elected officials’ orientation 1690

- employee orientations 1200

- volunteers 1210

**TRAINS** 3050

**TRANSFERS**

- bank 0750

- of assets 1845

- of funds 0770

**TRANSIENT TRADERS’ LICENSES** 0920

**TRANSLATION SERVICES** 0100

**TRAVEL**

- allowances 0715

- expenses and claims 0715

- insurance benefit 1070

- requests for travel 0700

**TREATMENT PLANTS** 2375

**TREES** 2255

**TRUST FUNDS** 0875

**TUITION FEES** 0715

**TWINNING/SISTER CITY/FRIENDSHIP PROTOCOL** 0150

**U**

**UNCOLLECTED REVENUES** 0725

**UNDERCOVER OPERATIONS** 2885

**UNDERGROUND STORAGE TANKS** 2230

**UNIFORMS** 1835

**UNION RELATIONS** 1090

**UNIVERSITIES, COLLEGES AND SCHOOLS**

- liaison activities 0245

- recruitment 1180

**UNSIGHTLY PREMISES** 2440

**UNSOLICITED RÉSUMÉS** 1000

**UPTOWN DEVELOPMENT** 2550

**URBAN**

- revitalization and redevelopment 2550

- sprawl 2400

**USER FEES** 0850

**UTILITIES**

- contracts 1620

- procurement 1910

- sanitary sewage 2375

- water supply and distribution 2380

**V**

**VACATION LEAVE** 1065

**VARIANCES**

-zoning 2580

**VEHICLES**

- allowances 0715

- fleet management 1850

- inventory 1810

- procurement 1910

- rental/leasing of vehicles 1850

**VICTIM/WITNESS SERVICES**

- police 2870

**VIDEO AND AUDIO CONFERENCING SYSTEMS** 1320

**VIDEO PRODUCTION** 1400

**VIDEO SURVEILLANCE** 0580

**VIOLATION**

- building construction 2425

- unsightly premises 2440

**VISITOR INFORMATION CENTRE (VIC)** 2525

**VISITORS DAILY LOGS** 0580

**VISITS, HOSTED FUNCTIONS AND CEREMONIES** 0150

**VISUAL IDENTITY, INSIGNIA AND ARTIFACTS** 1790

**VITAL RECORDS PLANNING** 1475

**VOICE/DATA (TELECOMMUNICATIONS) SYTSTEMS** 1320

**VOLUNTEERS** 1210

**W**

**WAGES AND SALARIES** 0955

**WALKING**

- tours 2525

- trails 3300

**WASTE WATER** 2230

**WATER**

- conservation programs 2230

- distribution systems 2380

- hookup applications 2425

-fees 0850

- meters 2380

- quality 2230

- system 2380

**WATERCOURSES/WATERSHEDS** 2230

**WATERFRONT AREAS DEVELOPMENT** 2550

**WEBSITE** 1400

**WEBSITE POSTING REQUESTS** 1300

**WELL FIELD PROTECTION** 2230

**WETLANDS** 2230

**WHARVES** 3270

**WILDLIFE ANIMALS** 2810

**WIRING PERMITS** 2425

**WORK PLANS**

- divisional/departmental 0310

- employee 1135

**WORK SCHEDULES**

- of employees 1065

- of volunteers 1210

**WORKFORCE ADJUSTMENT STRATEGY** 0310

**WORKFORCE PLANNING** 1170

**WORKPLACE HEALTH** 1215

**WORKSAFE PROGRAM** 1215

**WORKSHOPS AND SEMINARS** 0170

**WRITE OFFS** 0720

## Y

**Y2K**  1420

**YEAR-END PROCEDURES** 0315

**Z**

**ZONING**

- agreements, Section 59 2590

- changes 2590

- developmental freezes 2590

- land use planning 2570

- municipal plan 2490

- rezoning 2590

- variances 2580

- violations 2585

- withdrawals 2590