

THE CITY OF VAUGHAN

BY-LAW

BY-LAW NUMBER 046-2017

A By-law to establish retention periods for records of the City of Vaughan; to delegate authority for the retention and disposition of records to the City Clerk; and, to repeal By-law 113-97.

WHEREAS subsection 254(1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended (the “Act”), provides that a municipality shall retain and preserve its records in a secure and accessible manner;

AND WHEREAS subsection 255 (3) of the *Act* provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which its records must be retained and preserved;

AND WHEREAS subsection 255 (2) of the *Act* provides that a municipality’s records may be destroyed if retention periods for the records have been established and the retention periods have expired;

AND WHEREAS with the passage of time certain records of the municipality have no further administrative, fiscal, legal, vital, historical or cultural value and authority for the destruction of such records is required;

AND WHEREAS the City Clerk is responsible for the establishment and delivery of archives and records management services to identify, manage and control the creation, maintenance, retention, disposition, and preservation of the City’s records;

AND WHEREAS Section 23.1 of the *Act* authorizes a municipality to delegate its powers and duties to a person.

NOW THEREFORE the Council of the Corporation of the City of Vaughan **ENACTS AS FOLLOWS:**

SHORT TITLE

1. This by-law may be cited as the “Records Retention By-law”.

DEFINITIONS

2. In this By-law,

2.1 "APPRAISAL" or "APPRAISE" means the process of determining the administrative, financial, legal, vital, historical and cultural value of a Record for record retention purposes.

2.2 "ARCHIVES AND RECORD MANAGEMENT SERVICES" means the City Department responsible for administering facilities and programs for the management and preservation of all Records, regardless of type, format or media, possessing both short-term and long-term administrative, financial, legal, and vital value; in addition to significant cultural and historical Records originating in or pertaining to the Vaughan Community.

2.3 "CERTIFICATE OF DESTRUCTION" means a document issued by the City attesting that Records were destroyed completely and in accordance with established and authorized procedures.

2.4 "CITY" means the Corporation of the City of Vaughan.

2.5 "CITY CLERK" means the City Clerk of the Corporation of the City of Vaughan.

2.6 "CLASSIFICATION" means the official title or description of the Record or Record Series.

2.7 "CONSTITUENCY RECORDS" means records pertaining solely to the political activities and constituency business of an elected official, including election campaign matters, but does not include Records pertaining to City business.

2.8 "DEPARTMENT" means an administrative or business unit of the City.

2.9 "DESTRUCTION REGISTER" means a catalogue documenting all Records destroyed by the City.

2.10 "DISPOSAL NOTICE" means the Authorization for Destruction of Records Notification form sent to the Originating Department by the Manager, Archives and Records Management Services & City Archivist once the Retention Period of the Records have expired and the Records have fulfilled their research, administrative, financial, legal, historic or cultural requirements.

2.11 "DISPOSED OF" OR "DISPOSITION" OR "DISPOSAL" means the action of transferring the Record or Record Series to Archives and Record Management Services; or recycling or destroying the Record or Record Series in a manner that preserves the confidentiality of any information contained therein.

2.12 "INACTIVE RECORD" means a Record or Record Series with a low reference activity (i.e. less than one reference per cubic foot per month).

2.13 "MANAGER, ARCHIVES AND RECORDS MANAGEMENT SERVICES & CITY ARCHIVIST" means the City staff person designated to appraise and manage active and inactive Records of the City; as well preserving those Records of the City possessing long-term research, administrative, financial, legal, vital, historic or cultural value.

2.14 "MUNICIPAL AUDITOR" means the person or firm appointed by Council from time to time under the *Act* to perform audits of the Records or Record Series in the custody and control of the City in relation to financial, legal, and legislative requirements and to approve the Retention Periods for such Records.

2.15 "OFFICE RETENTION" means the total length or period of time that an active Record is to be kept in a Council Office or Department.

2.16 "OFFICIAL RECORD" means every Record that is not a Constituency Record or Transitory Record.

2.17 "ORIGINATING DEPARTMENT" means the Council Office or Department that created or received and used a Record.

2.18 "PERMANENT" OR "ARCHIVAL" means a Record or Record Series that shall be preserved due to its long-term administrative, financial, legal, vital, historic or cultural value.

2.19 "RECORD", includes any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise, including financial statements, minutes, by-laws, accounts, correspondence, memoranda, plans, documents, maps, drawings, graphic works,

photographs, films, microforms, sound recordings, video tapes, machine readable Records, and any other documentary material, regardless of physical form or characteristics.

2.20 "RECORDS RETENTION COMMITTEE" means the City Clerk, City Treasurer, City Solicitor, City Auditor, Manager, Archives and Records Management Services & City Archivist, and other staff as deemed appropriate, who Appraise Records to determine their administrative, financial, legal, vital, historic or cultural value.

2.21 "RECORD SERIES" means a group or groups of identical or related Records which are normally used and filed as a unit on the basis of a common relationship arising from their creation, receipt or use, such as common function, activity, form, subject, etc. and which permit evaluation as a unit for retention scheduling purposes.

2.22 "RECORDS CENTRE" means a centralized facility for storage and servicing of semi-active, inactive, and select Permanent Records, which include Records where the reference rate does not warrant retention in day-to-day office space and equipment.

2.23 "RETENTION SCHEDULE" means Schedule "A" attached hereto, identifying the City's Official Records and prescribing how long such Records must be retained before they may be disposed of.

2.24 "RETENTION PERIOD", unless otherwise specified in the Retention Schedule, means the number of years, from the 1st day of the next January following the creation of the Record, that the Record or Record Series is to be retained.

2.25 "SUPERSEDED" means a Record that is replaced by a more recent or up-dated Record.

2.26 "TERMINATED" means the subject or matter to which a Record pertains has ended in the manner specified in the Retention Schedule.

2.27 "TOTAL RETENTION" means the total length of time, usually expressed in years, during which a Record is to be retained, after which the Record may be disposed of or destroyed.

2.28 "TRANSITORY RECORDS" means Records in any media or format created and received in the conduct of City business that possess no value beyond an immediate minor transaction or the creation of a subsequent Record. Transitory Records are of such short-term value that they are not required to satisfy statutory, legal, and financial obligations, or provide evidence of decisions and operational and administrative activities.

2.29 "VITAL" means those Records the loss of which would critically impair the ability of the City to continue its daily functions or to successfully defend a civil or criminal proceeding or other claims or proceedings. Most Vital Records are designated Permanent.

DELEGATION OF AUTHORITY

3. The City Clerk is hereby granted designated authority to establish and amend the Retention Schedule, subject to consultation with the Records Retention Committee and the written approval of the Municipal Auditor.

RETENTION SCHEDULE

4. The Retention Schedule has been approved by the Municipal Auditor and forms part of this by-law and is hereby adopted and established.

ACRONYMS/ABBREVIATIONS: When used in the Retention Schedule the following acronyms, abbreviations or symbols mean or stand for the words set out opposite thereto:

C	=	Current
P/A	=	Permanent/Archival
S	=	Until Superseded
T	=	Until Terminated

5. (a) In the Retention Schedule:
 - (i) Column 1, "Series Code & Classification", indicates the alpha-numerical Record Series identification code and the classification (Official Title) of the Record or Record Series ;
 - (ii) Column 2, "Total Retention", indicates the total length of time that the Record or Record Series shall be retained;

- (iii) Column 3, "Office", indicates the length of time that the Council Office or Department is responsible for retention of the Record or Record Series in prime office space;
- (iv) Column 4, "Inactive", indicates the length of time the Record or Record Series is to be retained outside of prime office space in the Records Centre;
- (v) Column 5, "Archival Value", indicates if the Record or Record Series possesses archival or long-term value.

EXEMPTIONS

- 6. Transitory Records and Constituency Records are exempt from the requirements under this by-law.

DISPOSING OF OFFICIAL RECORDS

- 7. Official Records may be retained by Council Offices and Departments while needed to support business activities and then transferred to Archives & Records Management Services for inactive storage or permanent retention.
- 8. Official Records may only be Disposed of at the expiry of their Retention Periods and then only by Archives & Records Management Services staff.
- 9. City staff may not Dispose of Official Records.
- 10. Official Records shall be Disposed of using methods appropriate to their sensitivity, confidentiality, and personal information content (destruction takes the form of recycling or shredding).
- 11. Any Official Record pertaining to pending or ongoing litigation or an investigation or to a request made under access and privacy legislation shall not be Disposed of until such Record is no longer required for such a purpose. The Originating Department may provide advice in this regard.
- 12. The Manager, Archives and Records Management Services & City Archivist will conduct a final review of all Official Records scheduled to be Disposed of via destruction to determine if shifting long-term administrative, legal, financial, vital or other archival values warrant retention, and on the basis thereof may recommend amendment of the Retention Periods set out in the Retention Schedule.

DESTRUCTION REGISTER AND CERTIFICATES OF DESTRUCTION

13. In conjunction with the Disposal via destruction of any Record or Record Series, the City Clerk or Manager, Archives and Records Management Services & City Archivist shall provide a Certificate of Destruction to certify to such Disposal in writing. The Certificate of Destruction shall identify the Record or Record Series and the date range of any Records Disposed of.
14. The City Clerk or Manager, Archives and Records Management Services & City Archivist shall maintain a Records Destruction Register setting out all of the Records or Records Series Disposed of via destruction.

MISCELLANEOUS

15. Any Council Office or Department in possession of a duplicate of an Official Record shall retain the duplicate for the same period of time as the original Official Record, unless otherwise set out in the Retention Schedule.
16. Any Inactive Record may be transferred by a Council Office or Department to the Records Centre.
17. All employees who work with, create or manage Official Records shall:
 - (a) Comply with the Retention Schedule;
 - (b) Retain any Official Record that is not identified in the Retention Schedule and advise the Manager, Archives & Records Management Services & City Archivist of any such Record; and
 - (c) Ensure the preservation, security and accessibility of all Official Records under their custody and control.
18. Any Official Record that is not included in the Retention Schedule must be retained until such time as the Official Record is assigned a Retention Period and included in the Records Retention By-law. By default, these Records are designated as "Permanent" and, pending retention evaluation, are assigned a permanent Retention Period.
19. By-law 113-97 is hereby repealed.

Enacted by City of Vaughan Council this 16th day of May, 2017.

Hon. Maurizio Bevilacqua, Mayor

Barbara A. McEwan, City Clerk

Authorized by Item No. 8 of Report No. 5
of the Finance, Administration and Audit Committee
Adopted by Vaughan City Council on
May 16, 2017.

RECORDS RETENTION SCHEDULE

A Administrative Operations

Records related to general City administrative and office services activities. Many services and activities will be common to most business units.

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
A01 – Accidents and Incidents¹	T+16	T+1	15	No
Records related to the reporting of accidents and incidents that have occurred on City properties including recreation centres and parks. Accident reporting includes such events as vandalism, personal injury accidents, vehicle accidents, etc. This classification heading includes detailed investigation reports. This classification excludes security guard reports and insurance claims.				
A02 – Administrative Committees and Staff Meetings	C+7	C+1	6	No
Records related to general staff meetings in business units and City administrative committees that are not related to City governance matters. Documents under this classification heading include notice of the meetings, agenda, minutes and staff activity reports. This classification heading includes Special Purpose Committees, Staff Committees, Task Forces/Steering/Working Committees, Senior Management Team, etc. This classification excludes records of G05 Statutory and Non-statutory Committees located under Governance and Policy.				
A03 – Associations and Organizations	C+3	C+1	2	No
Records related to various associations and organizations that affect or are of interest to the City. Staff may provide support services or communicate with these associations and organizations. Documents under this classification heading include correspondence, notices, notes and reports. Also, includes correspondence with Ratepayer’s Groups.				
A04 – Audits-Operational	P	C+1	P	Yes
Records related to the internal operational audit function. Internal operational audits are conducted by City staff to ensure efficiency, cost effectiveness and accountability in City business processes. Documents under this classification heading include audit methodologies, audit studies, audit reports, etc. This excludes financial audits undertaken by independent external agencies. These records are categorized as F05 Audits located under Finance.				

¹ For Accidents and Incidents T = closure of file

C = **Current Year**
P = **Permanent or Archival**
S = **Until Superseded**
T = **Until Terminated**

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
A05 – Complaints and Inquiries	C+3	C+1	2	No
Records related to complaints and inquiries of a general nature about the services provided by various City business units. Documents under this classification heading include correspondence received to document the complaint and inquiry. Correspondence may be sent between business units and external agencies to investigate the complaint and inquiry. This also includes replies sent to individuals to document the complaint and inquiry process.				
A06 – Conferences and Seminars	C+3	C+1	2	No
Records related to conferences, seminars, conventions, workshops and other professional development activities/initiatives attended by City staff or sponsored by the City. Documents under this classification heading include invitations, approvals, agendas, notes on proceedings, etc.				
A07 – Consulting	C+7	C+1	6	No
Records related to the selection, appointment and monitoring of consultants who are appointed to act as agents or consultants for the City. Documents under this classification heading include correspondence, proposals, resumes, studies and reports, and other records related to the consultation process.				
A08 – Facility and Equipment Bookings	C+3	C+1	2	No
Records related to facility and equipment bookings. Documents under this classification heading include copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities and events. This classification includes parks and facility use permits.				
A09 – Inventory Control (Office Supplies/Equipment)	C+7	C+1	6	No
Records related to inventory control of supplies and equipment. Documents under this classification heading include inventory statements, stock status reports, reorder forms, etc. These records are used for inventory count and re-order purposes to ensure that adequate stock is kept on hand. This classification excludes inventory records related to fuel, land, physical plant and equipment.				
A10 – Memberships	C+3	C+1	2	No
Records related to staff membership in various professional associations. Documents under this classification heading include trade publications, staff training materials, training programs, annual reports, etc.				
A11 – Office Furniture and Equipment	T+1	T+1	--	No
Records related to office equipment such as photocopiers, facsimile machines, projectors, video recorders, postage equipment, etc. This classification heading include records related to the operation, maintenance and repair of office equipment. This also includes furniture records. This excludes computer equipment located under the classification code I05 Computer Hardware.				

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
A12 – Office Services	C+7	C+1	6	No
Records related to the operation of the mailroom, the City's interoffice mail system and the print shop. Documents under this classification heading include printing requisitions, mail logs, postage meter record receipts, etc. This also includes records related to Canada Post and commercial courier rates and services.				
A13 – Reports and Studies	P	C+1	P	Yes
This classification heading includes annual, interim, and monthly reports generated by City business units for administrative and statistical purposes, as well as reports for committees not appointed by Council. The City requires that reports and studies be submitted to support certain business processes, including the planning and development process. Reports and studies may be submitted to support the building inspection process for residential and commercial property. This classification excludes Demographic Studies D05 located under (Development and Planning).				
A14 – Suppliers and Vendors	C+3	C+1	2	No
Records related to supplier and vendor information. This includes information about various products and services offered by external vendors, contractors and suppliers. Documents under this classification heading include company brochures, supply catalogues, price lists, correspondence, etc.				
A15 – Travel and Lodging	C+3	C+1	2	No
Records related to travel and lodging arrangements. This also includes records related to travel by City officials and employees while on City business. Specific records under this classification heading include itineraries, maps, accommodations, restaurant reservations and vehicle rentals.				
A16 – Uniforms and Attire	C+3	C+1	2	No
Records related to uniforms and clothing issued to City staff such as Fire Prevention Officers, fire fighters and Provincial Offences Officers. This classification heading may include records related to the issuance of clothing to other City staff.				
A99 – Administration-General	C+3	C+1	2	No
This classification heading includes administrative records that cannot be classified elsewhere in this section. Only use if no other classification heading is applicable.				

B Buildings and Property Management

Records related to the construction, renovation, maintenance and repair of City owned buildings and heritage structures. This classification category also includes records related to the operation and management of City properties.

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
B01 – Building and Property Maintenance and Repairs	C+16	C+1	15	No
Records related to the routine maintenance and repair of the City’s buildings and properties such as community centres, libraries, fire stations, outdoor pools, and office buildings. This classification heading includes maintenance and repair records, job order sheets, operators’ logs, heating, ventilation and air conditioning records, electrical records, plumbing records, etc. This classification excludes major projects located under B04 Facilities Construction and Renovations.				
B02 – Building and Property Management	C+7	C+1	6	No
Records related to the day-to-day management and maintenance of the City’s buildings and properties such as community centres, libraries, fire stations, outdoor pools and office buildings. This classification heading includes cleaning records, space allocation records, and other records concerning building and property management matters. This also includes municipal buildings and facilities property inventory.				
B03 – Energy Management	C+7	C+1	6	No
Records related to the energy management program. Documents under this classification heading include gas bills, hydro bills, utility consumption readings and correspondence with utilities. These records are used to keep track of utility usage. Utility bills are sent to the Financial Services Department for payment.				
B04 – Facilities Construction and Renovations	T+16	T+1	T+15	No
Records related to major construction and renovation projects located at various City properties such as community centres, libraries, fire stations, outdoor pools, and office buildings. This classification heading includes site meeting reports, consultant reports, cost reports, correspondence with architects and construction firms, architectural and engineering drawings. In part, these records are used to ensure that City’s buildings are constructed in accordance with the Ontario Building Code Act.				

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
B05 – Facilities Planning and Design	P	C+1	P	Yes
Records related to the facilities planning and design process for City properties such as community centres, libraries, fire stations, outdoor pools, and office buildings. This classification heading includes construction project contracts, specifications, tenders, etc. This classification also includes records related to cost estimates, correspondence, specifications, detailed material descriptions, construction methods, standards, as well as manuals from various suppliers showing general specifications, site work, concrete, metal, masonry, wood and plastics, thermal and moisture protection, doors and windows, material finishes, heating, ventilation and air conditioning, etc. In part, these records are used to ensure that the project is constructed in accordance with the Ontario Building Code Act. Supporting documents include floor plans, architectural plans and engineering drawings.				
B99 – Buildings and Property Management-General	C+3	C+1	2	No
This classification heading includes administrative records that cannot be classified elsewhere in this section. Only use if no other classification heading is applicable.				

C Community and Social Services

Records related to community and social services and programs offered by the City to Vaughan residents.

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
C01 – Cemetery Records	P	C+1	P	Yes
Records related to active, inactive, and pioneer cemeteries. This classification heading includes records related to cairn construction, the opening and closing of graves within Vaughan cemeteries and cemetery maintenance. Recorded information includes name, work order number, labour and equipment costs. Documents under this classification heading include burial permits, maps, plot ownership records, interment registers and plot indexes for City cemeteries. Some of the noted records are used to allocate cemetery opening and closing costs to various accounts.				
C02 – Elderly Assistance²	T+7	T+1	6	No
Records related to Municipal and Provincial programs that are available to assist elderly residents. This includes records related to the Ontario Home Renewal Programme. This excludes tax assistance records located under the classification F26 Taxation Records - Administrative.				
C03 – Homes for Aged Residents-Administration Records	P	T+1	P	Yes
Administration records include all records to manage, administer, operate and maintain homes for aged residents such as Maple Manor. This also includes financial records such as lease and mortgage records, insurance records, staff reports and correspondence.				
C04 – Homes for Aged Residents-Tenancy Records³	T+21	T+1	20	No
Records related to the admission and acceptance of senior citizens to Homers for the Aged. This includes information related to the tenancy administration process such as applications, medical assessments, functional assessments, consent forms, and individuals on wait lists. These records are used to evaluate and select tenants for facilities such as the former Maple Manor.				
C05 – Social Assistance	C+7	C+1	6	No
Records related to Municipal and Provincial social assistance programs and community support programs that are available to Vaughan residents. Specific program records may include the Ontario Works Program, welfare assistance, women’s shelters, etc.				
C99 – Community and Social Services-General	C+3	C+1	2	No
This classification heading includes administrative records that cannot be classified elsewhere in this section. Only use if no other classification heading is applicable.				

² For Elderly Assistance - Ontario Home Renewal Program Records T = completion of renovations

³ For Homes for Aged Residents Tenancy Records and Financial Records T = last day of tenancy (20 years after the last entry in the records with respect to the resident) or where the resident dies, 7 years after the death of the resident.

D Development and Planning

Records related to the development and planning process at the municipal level. This includes development and environmental planning, engineering, and economic development activities. This classification category excludes transportation engineering inspection (located under Transportation), and parks planning and development activities (located under Recreation and Culture, and Parks).

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
D01 – Annexation and Amalgamation	P	C+1	P	Yes
Records related to annexation and amalgamation of lands adjacent to the City for the purpose of accommodating growth. This classification heading includes records related to Regional and Municipal jurisdiction reorganizational and restructuring.				
D02 – Community Improvement	T+7	T+1	T+7	No
Records related to the City’s dealings with and support of community improvement projects within a specific geographically defined area. Documents under this classification heading include cost summary statements, reports and studies, statistics, construction notes, by-laws, minutes, etc. Community improvement projects include Business Improvement Areas, as well as records on housing rehabilitation programs such as Canada Mortgage and Housing Corporation, etc.				
D03 – Condominiums	P	C+1	P	Yes
Records related to the receipt and processing of applications for condominium registration. The City of Vaughan approves all draft plans together with conditions of draft plan approval. Documents under this classification heading include registered and unregistered condominiums, registration approvals, architectural drawings, surveys, technical reports, correspondence, written comments, working notes, notices of public meetings, Ontario Municipal Board appeals, survey plans, background information, and applications.				
D04 – Consents, Land Severances and Boundaries	P	C+1	P	Yes
Records related to completed consent applications for land severance or boundary adjustments. Residential property owners seek to divide their individual properties into smaller lots. Documents under this classification heading include written comments, working notes, decisions, notices of public meetings, Ontario Municipal Board appeals and related correspondence.				
D05 – Demographic Studies	P	C+1	P	Yes
Records related to patterns in population growth, census reports and density studies. This classification heading include records regarding the employment growth, unemployment statistics, composition of the workforce, population characteristics (ethno-cultural, religious, economic, and educational), etc.				

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
D06 – Development Drawings	P	P	P	Yes
Records related to development drawings. This includes detailed design drawings and plans for the City's residential subdivision and industrial areas. Documents under this classification heading include site plans, subdivision plans, general service plan drawings, M-plans, block maps, assessment maps, etc.				
D07 – Easements	P	C+1	P	Yes
Records relating to the need for and issuance of easements, which are rights to use City owned lands for a specific purpose such as the erection of utility poles, to construct a right-of-way road, etc. Documents under this classification heading include requests for easements, permits, agreements and correspondence.				
D08 – Economic Development	C+10	C+1	9	No
Records related to economic development. This classification heading includes employment data, studies, statistics and projections regarding the growth of the economy to sustain economic development within the City. This includes project files to document the twinning of Cities and trade missions to foreign countries. The VBEC business development office provides assistance to small business. Documentation includes client files, project files, business plans and correspondence.				
D09 – Encroachments	P	C+1	P	Yes
Records related to the need for and authorization of encroachment agreements if a structure infringes on City owned lands. Documents under this classification heading include encroachment requests, approvals, agreements, correspondence, property surveys, photographs, etc.				
D10 – Environmental Planning	P	C+1	P	Yes
Records related to environmental planning. This includes records related to general types of environmental studies with a long range planning emphasis, such as storm drainage planning, flood control planning, parks and open space planning, etc.				
D11 – Industrial and Commercial Development	C+10	C+1	9	No
Records related to industrial and commercial development activities conducted to determine the possible locations and feasibility of proposed facilities such as manufacturing factories, warehouses and retail plazas. Documentation under this classification heading include site plans, employment patterns and statistics, studies and reports, written comments, working notes, public comments and correspondence.				
D12 – Infrastructure Design Drawings	P	C+1	P	Yes
Drawings related to the design and planning of infrastructure projects such as roads and transportation systems, sewers, water distribution systems, curbs and sidewalks, cycle paths, foot paths, walkways, etc. This classification heading also includes utility drawings related to the construction and location of utilities such as power lines, gas mains, fibre optics, etc.				

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
D13 – Local Improvements	C+21	C+1	20	No
Records related to improvements to storm sewers, sanitary sewers, sidewalks, roads, water mains, etc. Supporting documents include application forms and petitions. This classification heading excludes local improvement charges levied against local property owners located under F26 Taxation Records - Administrative.				
D14 – Mapping and Photography	P	P	P	Yes
Records related to the mapping and photography of City features. This classification heading includes aerial photography, base mapping as well as various cartographic and photographic documents. These records are used to determine and evaluate land use patterns, population settlement patterns and environmental land use changes.				
D15 – Municipal Addressing	S	S	--	No
Records related to street naming and street numbering. The City assigns new street names and house numbers within new subdivisions. Documents under this classification heading include records regarding the renaming and renumbering of existing streets. Supporting documents include reports, drawings, by-laws, correspondence and street name indexes.				
D16 – Natural Resources	C+10	C+1	9	No
Records related to the management and preservation of forests and other natural resources such as mineral deposits. Documents under this classification heading include natural resources and conservation information.				
D17 – Official Plan Amendments	P	C+1	P	Yes
Records related to rezoning matters requiring both Official Plan and zoning by-law amendment approval. This pertains to requests for changes to the current zoning status of real property. Documents under this classification heading include applications, notices of public meetings, decisions, background reports, staff reports, working papers, correspondence and Ontario Municipal Board appeals.				
D18 – Official Plans	P	C+1	P	Yes
Records related to the preparation and approval of the City's Official Plan. The Official Plan contains objectives and policies for the physical development of the City. Documents under this classification heading include former versions and draft copies of the Official Plan, studies and reports, and correspondence.				

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
D19 – Part Lot Control	P	C+1	P	Yes
Records related to the receipt and processing of part lot control applications. Part lot control is a method of selling or conveying a part of a lot on a registered subdivision plan for purposes such as accommodating semi-detached dwelling units. Documents under this classification heading include applications, correspondence, notice of public meetings and comments, written notes, working papers, Council decisions and Ontario Municipal Board appeals.				
D20 – Reference Materials-Graphic (Drawings, Maps, Plans, etc.)	P	C+1	P	Yes
These records relate to graphic materials. This classification heading includes reference drawings, maps, plans, registered deposit plans, property survey plans as received from the Land Registry Office, etc.				
D21 – Residential Development	C+10	C+1	9	No
Records related to residential development activities and studies conducted to create residential communities. This classification heading includes records regarding the availability of residential housing, affordable housing, rental accommodation, infill housing, multiple occupancy and small lots. Supporting documents include draft development plans, reports and studies, written comments, public comments, working notes and correspondence.				
D22 – Site Development Plans	P	C+1	P	Yes
Records related to the creation and use of site plans, which contain detailed information about development objectives/plans for a specific property. Documents under this classification heading include applications, written comments, working notes, decisions, Ontario Municipal Board appeals and related correspondence.				
D23 – Subdivision Development	P	C+1	P	Yes
Records related to registered and unregistered subdivisions. The subdivision development process involves dividing land into streets and property lots. This classification heading includes applications, technical reports, written comments, working notes, background information, registration approvals, subdivision drawings and reports, Ontario Municipal Board appeals and related correspondence.				
D24 – Tourism Development	C+10	C+1	9	No
Records related to the development of local tourism. This classification heading includes documents relating to attracting new tourism, maintaining existing tourism and stimulating local tourism entrepreneurship.				
D25 – Variance	P	C+1	P	Yes
Records related to applications made by the public for minor variance. Minor variance constitutes the granting of exceptions for minor changes to land use from existing land use or development restrictions, such as existing zoning regulations. Documents under this classification heading include application forms, written comments, working notes, notices of public meetings, decisions, Ontario Municipal Board appeals and related correspondence.				

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
D26 – Zoning	P	C+1	P	Yes
Records related to the zoning process. This includes records and standards regarding the designation of zones for land use planning purposes. This classification heading includes notices of public meeting, applications, staff reports, Council extracts, letters of objection, Ontario Municipal Board appeals and related correspondence.				
D99 – Development and Planning- General	C+3	C+1	2	No
This classification heading includes administrative records that cannot be classified elsewhere in this section. Only use if no other classification heading is applicable.				

E Environmental, Water and Works

Records related to the provision of environmental services by and for the City, such as those pertaining to sewers and sewage treatment plants. This also encompasses records regarding the provision of water and works related services to City residents. This includes records related to water distribution systems, water treatment plants, solid waste management, environmental monitoring and works operations. This classification category excludes environmental planning (located under Development and Planning).

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
E01 – Conservation	C+10	C+1	9	No
Records related to conservation projects that affect or are of an interest to the City. Specific projects include Greening Vaughan, car-pooling, Earth-hour, etc. Records include correspondence, planning documents, educational materials, etc.				
E02 – Customer and Service Information	C+10	C+1	9	No
These records relate to requests submitted by residents and businesses concerning water quality and quantity, sewers, sanitation and roads. Requests may concern the need to repair broken water mains, cracked sidewalks, to fill in pot holes on roads, etc. Documents under this classification heading include request for service forms, service-in-kind requests, inspection reports, correspondence and locate requests related to underground services.				
E03 – Drainage and Grading	P	C+1	P	Yes
Records related to damage caused by flooding and poor drainage. This includes information on foundation damage, flooded basements, creek flow levels, grading inspection reports, and soil erosion. Documents under this classification heading include complaints, damage reports, inspection reports, and clean-up activity reports. This also includes records related to drainage and retention ponds.				
E04 – Environmental Management	P	C+1	P	Yes
Records related to environmental management. This includes records relating to environmental audits, environmental monitoring, testing, and toxicology. Documents under this classification heading include maps, complaints and correspondence.				
E05 – Environmental Remediation-Industrial and Commercial	P	C+1	P	Yes
Records related to industrial and commercial environmental remediation. This includes records related to soil contamination, phase 1 and 2 environmental assessments and specific site remediation. This classification heading also includes studies and reports, maps, complaints, work orders and correspondence.				

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
E06 – Environmental Remediation-Residential	P	C+1	P	Yes
Records related to residential environmental remediation. This includes records related to soil contamination, phase 1 and 2 environmental assessments and specific site remediation. This classification heading also includes studies and reports, maps, complaints, work orders and correspondence.				
E07 – Sanitary Sewers-Design and Construction	P	C+1	P	Yes
Records related to the planning, design and construction of sanitary sewers. Documents under this classification heading include drawings, flow calculations, engineering reports, correspondence, cost estimates and Ministry of Environment approvals.				
E08 – Sanitary Sewers-Operations	C+16	C+1	15	No
Records related to the inspection, maintenance and repair of sanitary sewers. This classification heading includes information on sewer back-ups, odors, sewer cleaning, routine sewer inspections, inspection reports, as well as maintenance and repair records.				
E09 – Storm Sewers-Design and Construction	P	C+1	P	Yes
Records related to the planning, design and construction of storm sewers. Documents under this classification heading include drawings, flow calculations, engineering reports, correspondence, cost estimates and Ministry of Environment approvals.				
E10 – Storm Sewers-Operations	C+16	C+1	15	No
Records related to the inspection, maintenance and repair of storm sewers. This classification heading includes information on sewer back-ups, odours, sewer cleaning, routine sewer inspections, inspection reports, as well as maintenance and repair records.				
E11 – Treatment Plants, Sewage-Design and Construction	P	C+1	P	Yes
Records related to the planning, design, and construction of sewage treatment plants. Documents under this classification heading include drawings, flow calculations, engineering reports, correspondence, cost estimates and Ministry of Environment approvals.				
E12 – Treatment Plants, Sewage-Operations	C+16	C+1	15	No
Records related to the daily operation, inspection, maintenance and repair of treatment plants. This classification heading includes instrumentation control records, inspection records, operator logs and reports, as well as maintenance and repair records.				

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
E13 - Utilities	P	C+1	P	Yes
Records related to utility services not owned by the City but provided to residential and commercial customers. This includes records regarding the installation and maintenance of telephone lines, cable T.V., gas mains, power lines, pipelines, etc.				
E14 – Waste Management-Landfill Administration	P	C+1	P	Yes
These records relate to former disposal sites in the City of Vaughan. This classification heading includes records related to the construction, operation and maintenance of former landfill sites. Specific types of documents include contracts and agreements, consultant’s reports, land surveys, technical soil reports, engineering reports, Ministry of Environment approvals and correspondence.				
E15 – Waste Management-Operations	C+10	C+1	9	No
These records relate to the disposal of City waste. This classification heading includes solid waste management records, recycling operation records, garbage collection records, route maps, garbage complaints, hazardous waste records and correspondence.				
E16 – Waste Reduction	C+10	C+1	9	No
Records related to waste management activities including recycling, reduction, reuse, source separation, wet waste program, composting and conservation programs. This classification heading includes records pertaining to the reduction of household and hazardous waste. Supporting documents include records related to the purchase and distribution of green bins, blue boxes and records related to the appliance pick-up program.				
E17 – Water and Sewer Service Connections	P	C+1	P	Yes
These records relate to commercial and residential service connections. Sewer and water main connection drawings show the service connection at the property line and sprinkler service connection drawings to the street line. Connection records are used to connect sprinkler systems to the City’s water supply at the property/street line. This classification heading includes other records pertaining to residential sewer and water main connections at the property line such as street files.				
E18 – Water Distribution Systems-Design and Construction	P	C+1	P	Yes
Records related to water supply planning and development. This includes records related to the planning, design and construction of pumping stations, water mains, water distribution systems and fire hydrants. Documents under this classification heading include drawings, flow calculations, consultant’s reports, engineering reports, correspondence, cost estimates and Ministry of Environment approvals.				

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
E19 – Water Distribution Systems-Operations	C+16	C+1	15	No
Records related to the daily operation, inspection, maintenance and repair of pumping stations, water mains, water distribution systems and fire hydrants. This classification heading includes instrumentation control records, inspection records, operator logs and reports, maintenance records, repair records, cleaning records and volume counts.				
E20 – Water Metering	P	C+1	P	Yes
Records related to water metering. Water meters measure the amount of water that is consumed by residential and commercial customers. Documents under this classification heading include water meter sales, contract registers as well as installation, maintenance, and repair records. This classification includes complaints, meter cards, service orders and statistics.				
E21 – Water Production-Quality Testing, Monitoring and Analysis	C+16	C+1	15	No
Records related to the quality testing, analysis and monitoring of drinking water to ensure that it is safe for human consumption. Water quality testing is undertaken to determine the type of contaminants in the drinking water such as lead, fluoride and bacteria. Documents under this classification heading may include complaints, water quality testing reports and correspondence.				
E22 – Water Services-Consumption and Conservation	C+16	C+1	15	No
These records relate to the consumption and conservation of City water. This classification heading includes correspondence, conservation plans, education materials related to low flow toilets and showerheads.				
E23 – Weather Monitoring	C+7	C+1	6	No
Records related to weather monitoring. This classification heading includes weather reports and weather log sheets. This information is used to monitor the weather in connection to various outdoor work activities and projects. This classification is also used to prepare for and support winter maintenance operations.				
E24 – Weed Control	C+7	C+1	6	No
Records related to the control of weeds and the protection of native plant species. This classification heading includes complaints, work orders, inspection records and correspondence. These records are created to ensure that noxious weeds are destroyed in accordance with legislation and regulations.				
E99 – Environmental, Water and Works-General	C+3	C+1	2	No
This classification heading includes administrative records that cannot be classified elsewhere in this section. Only use if no other classification heading is applicable.				

F Financial Management

Records related to the collection, management, and expenditure of City funds. This classification category includes records related to accounting, capital projects, budgeting, purchasing, investments and reserves, etc.

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
F01 – Accounting-Permanent Ledgers and Registers	P	C+1	P	Yes
Records related to the administrative and accounting control of the general ledger accounts. This includes all accounting books of original entry retained by the City of Vaughan. This classification also includes payroll registers and payroll ledger cards.				
F02 – Accounting-Subsidiary Ledgers and Registers	C+10	C+1	9	No
Records related to all subsidiary ledgers and registers pertaining to the general administration of the accounting systems and the classification of accounts. Documents under this classification heading include trial balances, general journals, payment and receipt journals, year-end analysis, year-end files, etc. These records may be used to record the financial affairs of the City, to post to various accounts and to reconcile the permanent ledgers and registers.				
F03 – Accounts Payable	C+7	C+1	6	No
Records related to the processing of payments made by the City to external suppliers of goods and services. This classification heading includes vendor’s invoices, cheque requisitions, purchase orders and receiving reports.				
F04 – Accounts Receivable	C+7	C+1	6	No
Records related to the revenues received by the City through the sale of goods and services rendered. This classification heading includes records pertaining to revenue generated through services and sources other than taxation, such as recreation program delivery, facility rentals, etc.				
F05 – Audits-Financial	P	C+1	P	Yes
Records related to the development, administration, and conduct of internal and external financial audits of the City’s financial business processes. This classification heading includes financial statements, working papers, audit trails, audit reports and correspondence. This classification heading excludes A04 Audits - Operational located under (Administration).				

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
F06 – Banking Records	C+7	C+1	6	No
Records related to the receipt and use of bank statements and reconciliation. Bank statements provide information on withdrawals, deposits, and bank transactions over a period of time, as well as bank balances. Reconciliation compares the balance of the bank account in the City’s records with the balance showing in the banks records. Documentation under this classification heading includes cancelled cheques and correspondence to evidence any discrepancies.				
F07 – Bids-Tenders and Quotations	C+6	C+1	5	No
Records related to tenders and quotations obtained from the suppliers of goods and services. Documents under this classification heading include requests for proposal, invitations to tender, tender submissions, pre-qualification, and all documents regarding the selection process. Tenders and quotations indicate a firm’s contract price for the purchase of goods and services. These records are used to review various submissions, to select successful bidders and to award contracts. This classification heading also includes unsuccessful tenders and quotations.				
F08 – Budgets-Capital	C+12	C+1	11	No
Records related to the development and management of the capital budget. The capital budget controls the allocation of funds planned to be expended for capital items in a given year. Capital budget estimates record the funds allocated to each account as required by various City business units. Budget estimates are finalized and compiled into a final budget. Documents under this classification heading include records related to the mid-year budget review, budget working papers, financial planning records, calculations and background documentation.				
F09 – Budgets-Operating	C+7	C+1	6	No
Records related to the development and management of the operating budget. The operating budget concerns the allocation of funds necessary to finance all operating expenses in a given year for all City business units. Operating expenses are incurred to support daily operations such as wages, office supplies, etc. Budget estimates are finalized and compiled into a final budget. Documents under this classification heading include records related to the mid-year budget review, budget working papers, financial planning records, calculations, and background documentation.				
F10 – Capital Assets⁴	T+7	T+1	6	No
Records related to the City’s capital and fixed assets, which are long-term assets that are not purchased and sold in the normal course of business. This includes information on capital assets such as buildings, equipment, machinery, land and land improvements. Documents under this classification heading include records of initial expenditure, capital depreciation, amortization and disposal. This heading also includes records related to the capital asset reporting program.				
F11 - Cheques	C+7	C+1	6	No
Records related to the management and processing of cheques. This includes information related to City issued cheques to outside organizations and external cheques that have been returned to the City after they have been cashed or if they have been dishonoured. This classification heading includes cancelled cheques, dishonoured cheques, cheque listing reports and correspondence.				

⁴ For Capital Assets Records T = sale or disposal of the asset

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
F12 – Daily Work Schedules	C+10	C+1	9	No
These records relate to the scheduling of work. This classification heading includes scheduling records, crew cards, and machine time reports. Crew cards show the type of activity, account numbers, man-hours, material, and equipment used for maintenance and repair work performed by City staff. These records are used to assign work to staff, to charge back to various department accounts, as well as to update attendance and payroll records.				
F13 – Debentures and Bonds⁵	T+7	T+1	6	No
Records related to the issuance of debentures and bonds. This classification heading includes documents pertaining to the initial issuance of debenture or bonds, as well as all records of payments made to investors. Debentures are issued to finance capital projects such as roads, water mains, sewers, etc.				
F14 – Development Charges/Reserve Funds	P	C+1	P	Yes
Records related to development charges and reserve funds. Reserve fund records provide evidence of obligatory and/or discretionary transactions to fund future capital projects. Development charges are used to pay for new services in new subdivisions, such as parks, hospitals, sewers, water mains, schools, etc. Development charges include records pertaining to revenues collected by the City in the form of lot levies, such as education development charges, Regional development charges, and City development charges. Documents under this classification heading include financial working papers, contingencies, records related to development charge review, as well as correspondence with the Region of York, various school boards and various builders.				
F15 – Elected Official and Employee Expenses	C+7	C+1	6	No
Records related to the claims of Members of Council and City employees for reimbursement of financial expenses. Personal expenses may be incurred in the course of normal business activities. Eligible expenses include air travel, attending conferences, cellular telephone use, vehicle use, etc. Documents under this classification heading include receipts, invoices, expense claim statements and correspondence.				
F16 – Financial Statements	P	C+1	P	Yes
Records related to the production and use of financial statements and reports, which are sources of information for a wide variety of public uses. These documents provide summaries, details and analyses of the City's financial position. This classification heading includes balance sheets, income statements, funding statements, liabilities statements and expense statements. A copy of these financial statements is provided to the City's external (financial) auditor.				

⁵ For Debentures and Bonds T = date of maturity/cashed for debenture/bond

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
F17 – Grants and Loans⁶	T+7	T+1	6	No
Records related to grants, loans, and subsidies received and administered by the City. This classification heading includes records regarding revenues generated by the City of Vaughan in the form of grants-in-lieu, as well as provincial and federal grants, loans and subsidies. This classification heading also includes grants from the City to taxpayers, corporations, social groups, etc. Specific documents include submissions, applications, reports, calculations, working papers, correspondence, etc.				
F18 – Investments⁷	T+7	T+1	6	No
Records related to the City's investments, term deposits, and promissory notes. Investments assist with endowing reserve funds intended for future capital projects and contingencies. Supporting documents include calculations and financial working papers.				
F19 – Journal Vouchers/Entries	C+7	C+1	6	No
Records related to the production and use of journal vouchers and journal entries. These documents record the purchase and sale of goods and services between City business units. This classification heading includes journal vouchers, journal entries, batch listings and source documents.				
F20 - Payroll	C+7	C+1	6	No
Records related to employees' pay history profiles. This classification heading includes all records of payment of salary and wages, and deductions to employees. These records relate to pay period processing in general. This includes documentation used to generate pay on a pay per period basis. These records relate to payroll calculations including the calculation of mandatory and discretionary deductions. Specific document types under this classification heading include payroll working papers, time sheets, record of employment, overtime reports, garnishment records, statistical reports, T-4 statements and correspondence. For ledger cards, payroll registers and payroll ledger cards see classification F01 Accounting - Permanent Ledgers and Registers.				
F21 – Property Assessment	C+7	C+1	6	No
Records related to the creation or receipt, use and maintenance of property assessment records within the City. These records are used to help determine tax bill rates and to compare property values to see if the properties are assessed at comparable rates. This classification heading includes market value assessments, apportionments, street name changes, land transfer sale records, correspondence, school support lists, school support alteration applications. This classification heading excludes tax collectors' roll located under classification F27-Taxation Records - Property as well as tax billing and collection records located under F26 - Taxation Records Administrative.				
F22 – Purchasing Records	C+6	C+1	5	No
Records related to the procurement of goods and services from external contractors and vendors. This classification heading includes purchase orders, purchase requisitions and blanket order releases. These records are used to expedite orders and to receive goods and services.				

⁶ For Grants and Loans T = expiration of grant/repayment of loan

⁷ For Investments T = redemption of investment or reserve

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
F23 - Receipts	C+6	C+1	5	No
Records related to the receipts issued by the City to those who have paid cash to the City. Receipts are issued for the payment of parking tickets, licenses, rentals, applications for severances, development charges, photocopies, etc. Cash receipts show the method of payment, general ledger number, description and amount of fees collected by the City.				
F24 – Revenues	C+7	C+1	6	No
These records relate to the total revenue received from the public for the day. This classification heading includes taxes paid, taxes paid at the bank, adjustments and other deposits. These records are used to determine bank deposits and to reconcile the general ledger. This classification heading excludes records of revenue received through cash receipts located under classification F23 - Receipts.				
F25 – Security Deposits⁸	T+7	T+1	6	No
Records related to security deposits include development deposits, letters of credit, proof of insurance when required and records of monies held as security deposits. Letters of credit are received from developers, builders and contractors who have entered into agreements with credit arrangements.				
F26 – Taxation Records-Administrative	C+7	C+1	6	No
Records related to taxation, maintenance and use of the tax roll data, which records the payments of Municipal taxes to the City by residential, commercial and other taxpayers. Taxation records include tax appeals, city appeals, local improvement charges, apportionments, tax arrears, tax bill stubs, tax certificates, Council write-offs, tax write-offs, tax adjustments, tax batch status reports, tax status reports, grants-in-lieu of taxes, supplementary billings - year-end supplementary-omits, interim/final/supplementary/omits, mortgage/OPTA/MPAC correspondence, change of ownership, tornado records, tax ratio, residential/commercial payments in-lieu, cd and billing_files, etc. Tax billing and collection working papers used to record various transactions to determine the interim and final tax bills. These records are used for accounting and tax reconciliation purposes.				
F27 – Taxation Records-Property	P	C+1	P	Yes
This heading includes permanently-retained taxation records such as assessment rolls, supplementary assessment rolls, short form collectors' rolls, tax ledger cards, tax warrants, tax payment registers, tax sale records and tax sale registrations.				
F28 – Taxation Reports	C+7	C+1	6	No
Records related to federal and provincial taxes, tax rebate claims and to other taxation matters. This includes records related to the Harmonized Sales Tax (HST) and to those records related to the former Goods and Services Tax (GST) and Provincial Sales Tax (PST). This information is used to support the City's claim for rebate of Federal and Provincial tax payments.				

⁸ For Security Deposits - Letters of Credit T = return of deposit money for resident/business

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
F29 - Write-offs (other than Taxation)	C+7	C+1	6	No
Records related to the dismissal of unpaid debts owed to the City. These debts are considered to be not collectable owing to such factors as business closure and bankruptcy. This classification heading includes invoices, correspondence, statement of accounts and background information pertaining to accounts written off as not collectible.				
F99 – Finance-General	C+3	C+1	2	No
This classification heading includes administrative records that cannot be classified elsewhere in this section. Only use if no other classification heading is applicable.				

G Governance and Policy (Council, Committees and By-laws)

Records related to the governance of the City. This encompasses documentation of the functions, activities and decisions of Council, and Statutory and Non-statutory Advisory Committees to Council. The Governance functions includes records such as Council agendas and minutes, Council appointments, City by-laws, high-level strategic planning records (e.g. Vaughan Vision management), Corporate policies, election records, etc. This classification category excludes internal City committees such as the Senior Management Team (located under Administration).

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
G01 – Appointments to Boards and Committees⁹	T+4	T+1	3	No
Records related to the appointment of individuals to boards, commissions and committees. Residents who serve on statutory and non-statutory committees are appointed by Council. Specific documents under this classification heading include letters to applicants, resumes of applicants and declaration forms for appointed individuals.				
G02 – By-laws	P	5	P	Yes
Records related to the City’s official ordinances (i.e. by-laws), as well as the amendments and attachments that are legally part of by-laws. Specific documents under this classification heading include by-law working papers, by-law index books, draft and final versions of by-laws, etc.				
G03 – By-laws-Other Municipalities	P	5	P	Yes
Records related to by-laws of other municipalities that are of interest to the City. This includes draft and final version of by-laws. These by-laws are kept for information purposes only.				
G04.1 – Council	P	5	P	Yes
Records related to the meetings, duties, and functions of City Council. Documents under this classification heading include notices of public meetings, working papers, correspondence, agendas and minutes, resolutions, and reports pertaining to the proceedings, decisions and recommendations of City Council. This includes records of Committee of the Whole (previously Council Committee). This classification also includes closed session agendas and minutes.				
G04.2 – Council Audio Records	90 days	90 days	--	No
Records under this classification consist of audio recordings of proceedings, decisions, and recommendations of City Council (including Committee of the Whole).				

⁹ For Appointments to Boards and Committees T = expiration of appointment or last day on board/committee

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
G05 – Committees-Statutory and Non-statutory	P	5	P	Yes
Records related to the meetings, duties and functions of the statutory and non-statutory advisory Committees to City Council (e.g. Property Standards Committee, Accountability and Transparency Committee, etc.). This classification heading includes audio recordings of the proceedings, decisions and recommendations of noted committees. Documents include notices of public meetings, reports, agendas and minutes, working papers and correspondence. This classification heading excludes internal administrative and staff committees, such as Special Purpose Committees, Staff Committees, and Task Forces/Steering/Working Committees located under classification A02 - Administrative Committees and Staff Meetings.				
G06 – Election-Ballots	120 days	120 days	--	No
This classification heading relates to election ballots used and cast by voters in municipal elections. These records are generally retained for 120 days after an election and destroyed.				
G07.1 – Election-Planning and Execution	C+4	C+4	--	No
Records related to the processes involved in the planning and execution of City elections. Specific documents under this classification heading include site inspection reports, voting system records, election correspondence, training materials, recount records, documentation to hire election staff, etc.				
G07.2 - Voters List (Preliminary List of Electors)	P	C+4	P	Yes
Records related to the electors of the local authority (i.e. City of Vaughan). Specific documents under this jurisdiction consist of a list of eligible electors.				
G08 – Election Management-Administration and Financial	P	C+1	P	Yes
Records related to the process of election administration and financial reporting. These permanent records include the official election results, nomination papers, financial reports, audit records, etc. This classification heading also includes records related to ward boundaries, ward boundary review, amalgamations, school board determination and regional representation. Specific documents include ward boundary maps and census reports.				
G09 – Integrity Commissioner-Investigative Reports	P	C+1	P	Yes
Records related to the Integrity Commissioner's investigative reports related to the code of conduct for members of council and the code of conduct for members of local boards, and/or the application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and/or of local boards.				

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
G10 – Intergovernmental Relations	C+7	C+1	6	No
Records related to Federal Government departments and Ontario Government ministries and agencies whose functions may impact, or be involved with, the City's governance, management and operations. This classification heading also includes records related to the Regional Municipality of York and other area Municipalities whose functions may impact, or be involved with, the City's governance, management and operations. Specific documents include records related to the exchange of information, program information, routine notifications, inquiries and offers of service.				
G11 – Policies and Procedures	P	C+1	P	Yes
Records related to policies and procedures affecting the City. This classification heading includes records pertaining to the development and approval of official Corporate and departmental policies, procedures, directives and standards.				
G12 – Strategic Planning	S+5	S	5	No
Records related to the strategic planning process to determine the City's strategic direction, vision and future goals objectives. This classification heading includes documentation pertaining to the Vaughan Vision 2020 program. This includes records of individual departmental goals and objectives, corporate and departmental program reviews, benchmarking, and corporate performance management. This includes policy and research information that is used to evaluate, plan and to administer new programs. This classification heading excludes Strategic Planning Committee records located under the classification A02 Administrative Committees and Staff Meetings.				
G13 – York Regional Council	P	5	P	Yes
Records related to the meetings, duties and functions of Region of York Council. Specific documents under this classification heading include agendas, minutes, reports and resolutions to record the proceedings, decisions and recommendations of Region of York Council.				
G99 – Governance and Policy-General	C+3	C+1	2	No
This classification heading includes administrative records that cannot be classified elsewhere in this section. Only use if no other classification heading is applicable.				

H Human Resource Management

Records related to the management of the City's relationship with its employees. This classification category includes records relating to recruitment and retention, labour relations, training and development, employee assistance programs, and information on specific employees.

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
H01 – Attendance and Scheduling	C+7	C+1	6	No
Records related to City employees' work and attendance history. This classification heading includes information on shift scheduling, vacation schedules, hours of work, overtime, absence for other reasons, etc. Each department completes a weekly attendance report for the Human Resources Department. Each employee's attendance records are updated to record attendance and vacation allocation. This classification heading includes the employees' departmental vacation request forms.				
H02 – Employee Benefits	S+5	S	5	No
These records relate to the benefit programs offered to City employees. Benefits include dental, vision, prescription, life insurance, short and long-term disability, etc. This classification heading includes benefit carriers and claims processing records, brochures, rates, correspondence and explanatory documentation regarding benefits offered to employees. This also includes the employee benefit handbook.				
H03 – Employee History¹⁰	T+16	T+1	15	No
These records relate to City employees' work history and are commonly referred to as "personnel files". This classification heading includes information on retirements, layoffs and resignations. Specific documents include applications, resumes, correspondence, employment reference checks, start-termination forms; as well as records pertaining to performance evaluation, salary adjustments, disciplinary action, grievances, awards, attendance, work history, education and training. This classification heading also includes an employees' medical information related to long-term disability, health leave, pregnancy leave, medical assessments and doctor's notes.				
H04 – Employee Assistance	T+3	T	3	No
Records related to employee assistance programs. Employee assistance program records contains information to advise employees of available assistance and confidential counselling services. Documents under this classification heading include correspondence, publications, tuition assistance records, etc.				

¹⁰ For Employee Personnel History Files T = termination of employment or death of retired employee or surviving spouse

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
H05 – Job Descriptions and Classifications	S+5	S	5	No
Records related to the classification of employment positions within the City’s organizational hierarchy. Jobs are classified into grades based on a number of factors such as educational and work experience requirements, degree of supervision received, level of responsibility, stress associated with a job function, etc. Specific documents under this classification heading include draft and final job descriptions, position evaluation records, classification records, appeals and background information. Job classification information is used to prepare or amend official job descriptions and to assign the appropriate compensation.				
H06 – Labour Relations	P	C+1	P	Yes
Records related to labour relations between the City and employees groups, such as unions or professional associations. This classification heading includes negotiation and collective bargaining records, mediation records, collective agreements, arbitration records as well as Human Rights/harassment complaints and investigations. This classification also includes records related to seniority, staff reductions and layoffs, promotions, working conditions, etc.				
H07.1 – Occupational Health and Safety¹¹	T+10	T+1	9	No
Records related to the City’s responsibility to provide its employees with a healthy and safe workplace. This classification heading includes records related to ergonomic assessments, accident prevention programs, training and education records, WHMIS records, etc. This also includes records related to workplace exposure to chemicals, noise and temperature.				
H07.2 – Employee and Firefighter Occupational Health Claims	E+40First Entry E+20Last Entry	E+1 E+1	39 19	No
Records pertaining to work-related health claims of City employees, including firefighters. This classification includes documentation related to injuries or health issues associated with the execution of work duties of City staff and includes associated medical records.				
H08 – Organization and Corporate Structure	S+5	S	5	No
Records relating to the development and on-going maintenance of the City’s organizational framework and structure. This classification heading includes records regarding reporting relationships, reorganization plans, organizational analysis, organizational charts, etc.				
H09 – Pensions	P	C+1	P	Yes
Records related to the City’s pension obligations to OMERS and the Canada Pension Plan. Specific documents under this classification heading include remittance forms, statutory forms, correspondence, employee pension data and government annuities. This classification also includes OMERS annual reports and annual contribution statements.				

¹¹ For Occupational Health and Safety Files T = termination of employment or file closed, E = date of first entry +40 years and date of last entry +20 years

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
H10 – Planning-Human Resources	C+10	C+1	9	No
Records related to Human Resources planning. This classification heading includes goals and objectives concerning Human Resources subjects. Specific documents under this classification heading include records of executive placement, retirement programs, recruitment freezes, succession planning, staff turnover rates, performance review and hire promotion targets.				
H11 - Recruitment	C+7	C+1	6	No
Records related to the recruitment of staff for various positions within the City. Recruitment records are used to document the hiring process for union and non-union positions. Specific documents under this classification heading include job postings, copies of advertisements, applications, resumes, lists of applicants, screening and testing records, position descriptions, interview questions/notes, testing results and grading forms. These records are used to determine a successful candidate and to notify unsuccessful applicants for City positions. This classification also includes solicited and unsolicited resumes.				
H12 – Salary Administration	C+7	C+1	6	No
Records related to salary administration, salary planning as well as the calculation of salaries and wages. Specific documents under this classification heading include job classification systems, job evaluations, salary surveys and schedules, records of rates of pay by groups, etc. This classification also includes records related to pay equity and employment equity issues.				
H13 – Training and Development	C+7	C+1	6	No
Records related to training and development opportunities provided to City employees. This includes seminars, workshops and conferences. Specific documents under this classification heading include career and professional development training materials, workbooks and answers to exercises, correspondence, etc. Also includes the training programs as required under the Occupational Health and Safety Act Regulations such as Workplace Violence and Harassment policies. Training courses may be held in-house or through various community colleges, universities and professional development associations or companies.				
H14 - Workers' Compensation and Disability Management¹²	E+40First Entry E+20Last Entry	E+1 E+1	39 19	No
Records related to the tracking and monitoring of all employee claims for compensation as a result of personal injury, illness or other medical conditions that prevent an employee from performing regular job duties. This classification heading includes Workplace Safety and Insurance Board claims and long-term disability claims. Specific documents under this classification heading include claim forms and correspondence between the City, the Board and the claimant's doctor, injury report forms, medical reports and correspondence.				
H99 – Human Resources-General	C+3	C+1	2	No
This classification heading includes administrative records that cannot be classified elsewhere in this section. Only use if no other classification heading is applicable.				

¹² For Workplace Safety and Insurance Act Claims E = date of first entry +40 years and date of last entry +20 years

I Information Management

Records related to the management of the City's hardcopy and electronic records. The Archives and Records Management Services program is responsible for the City's records and information in media and formats, including electronic. The Information and Technology Management Department is responsible for the management and operation of the City's computing and telecommunications technology environment.

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
I01 – Archival Services	P	P	--	Yes
Records related to the management and operation of the City Archives. This classification heading includes records related to general archives planning and administration, collections management, conservation and preservation activities, public outreach programs, grants and loan records, policies, procedures, standards and best practices, imaging/microfilming initiatives, etc. This classification also includes information on special archival projects, appraisal methodologies, corporate information management needs, electronic records management and preservation issues and strategies, including Electronic Document Management Systems/Electronic Content Management (EDMS/ECM), etc.				
I02 – Access and Privacy¹³	T+5	T+1	4	No
Records pertaining to the management of access and privacy, principally related but not limited to the <i>Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)</i> . This classification includes initiatives undertaken to ensure that the City is in compliance with the MFIPPA such as access requests, decision letters, and submissions to the Information and Privacy Commissioner of Ontario regarding appeals.				
I03.1 – Communication Systems	C+7	C+1	6	No
Records related to all types of internal communication systems such as telephone equipment and computer hardware. These records also relate to wireless devices such as pagers, blackberries, cell phones, etc. This classification heading includes installation and repair records for the City's telephone system and other communication systems.				
I03.2 – Telephone Activity Reports	12 months	12 months	--	No
Records relating to internal telephone communication activity. Classification pertains to telephone activity reports.				

¹³ For Freedom of Information Records T = closure of access request

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
I03.3 – Staff Telephone Directory	S	S	--	No
Records relating to City staff and business function telephone contact information. Classification pertains to staff telephone directories.				
I04 – Computer Data Security	S+7	S+1	6	No
Records related to computer data security, including policies and procedures to identify areas or situations that could cause or contribute to a loss of computer data and the actions taken to eliminate or mitigate these areas or situations. The purpose of the electronic disaster recovery plan is to identify the City's various computer systems, to provide safeguards for the protection of electronic records and information essential to the conduct of municipal business, to protect the City's assets and to fulfil its legal obligations.				
I05 – Computer Hardware¹⁴	T+3	T+1	2	No
Records related to computer hardware such as mainframe computers, personal computers, computer systems supporting networks (such as servers), printers, modems, local area networks, etc. This classification heading includes records related to the compatibility of computer hardware products. Product registration and warranty cards are sent to vendors and manufacturers to ensure that the City receives support for its computer hardware. This also includes maintenance and repair records.				
I06 – Computer Software¹⁵	T+3	T+1	2	No
Records related to the use and support of various personal computers, networks, mainframe and software applications. This classification heading includes software training materials and manuals, as well as records related to the configuration of software computer applications.				
I07 – Documentation-Hardware and Software¹⁶	T+3	T+1	2	No
Records related to software and hardware technical support. This classification heading includes software manuals that are provided for reference to each workstation. This includes documentation delineating the operating features and technical details of the City's various computer hardware systems. This information is used in the event of system failure and/or to support system upgrades.				
I08 – Forms Management	S+3	S	3	No
Records related to the development and administration of a City-wide forms management program. This program's intent is to introduce efficiency, cost-effectiveness, and consistency in the design and use of paper and electronic forms. Specific documents under this classification heading include a copy of all paper and electronic corporate forms, notice of collection statements, forms analysis and design records, and correspondence.				

¹⁴ For Computer Hardware T = migration to new hardware

¹⁵ For Computer Software T = migration to new software

¹⁶ For Documentation Hardware/Software T = migration to new hardware/software

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
I09 – Records Management Operational Records	C+7	C+1	6	No
Records related to the operation of a City-wide records management program. This classification heading includes records related to routine records management activities such as records centre operations, file conversion projects, space management, Electronic Document Management Systems/Electronic Content Management (EDMS/ECM), digital imaging, filing equipment needs analysis, Versatile training, etc.				
I10 – Records Management Program Records	P	C+1	P	Yes
Records related to the development and administration of a City-wide records management program. This classification heading includes records related to records appraisal, records retention, records classification, manuals management, records disposition, vital records protection, disaster recovery, and directory of records.				
I11 – Systems Development and Business Process Management	C+7	C+1	6	No
Records related to the practical aspects of administering a City-wide systems development program to automate various manual business processes. This classification heading includes records related to the inventory of present methodologies, privacy impact assessments, proposed process solutions, project planning, etc. This also includes records related to Internet and Intranet development, as well as the maintenance of the City's websites and online services.				
I12 – System Security¹⁷	S+7	S+1	6	No
Records related to the security and confidentiality of the City's digital information resources. This includes information about computer security tools and internal and external security practices. Documents under this classification heading include user authorization lists, internal computer monitoring reports, etc. A City employee must use a valid password to access various personal computers and mainframe applications. Passwords protect the City's information from unauthorized access. The existing installation documentation includes system numbers, system configurations, personal computer service logs and user logs.				
I99 – Information Management-General	C+3	C+1	2	No
This classification heading includes administrative records that cannot be classified elsewhere in this section. Only use if no other classification heading is applicable.				

¹⁷ For System Security S = last day computer system in service or termination of user's employment

L Legal and Licensing

Records related to legal matters that affect or are of interest to the City. This function includes legal documents such as contracts and agreements, and records relating to business activities such as insurance and risk management, licensing and real estate. This classification category excludes licensing enforcement and by-law enforcement (located under Protection and Enforcement).

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
L01 – Agreements and Contracts-Major	P	C+1	P	Yes
Records related to the negotiation, formation and use of all official contracts and agreements, which are typically used to establish a legal relationship between the City and external organizations or individuals. This classification heading may include all agreements and contracts entered into by the City under seal and/or executed by the Mayor and the Clerk, such as site plan agreements, subdivision agreements, servicing agreements, severance agreements, lease agreements, etc. This includes draft and approved contracts and agreements, memoranda of understanding and supporting correspondence.				
L02 – Agreements and Contracts-Simple¹⁸	T+7	T+1	6	No
Records related to the negotiation, formation and use of simple contracts and agreements, which are typically used to establish a legal relationship between the City and external organizations or individuals. These types of agreements and contracts are not under corporate seal and/or executed by the Mayor and the Clerk. These types of agreements and contracts may relate to vehicle purchase contracts, vehicle leases, equipment rental, service contracts, etc. They are entered into by City business units for the provision of materials, supplies, goods and services.				
L03 – Appeals and Hearings¹⁹	T+16	T+1	15	No
Records related to appeals, hearings, tribunals and legal proceedings. This classification heading includes final judgements and orders issued by regulatory boards and bodies such as the Ontario Municipal Board. This classification includes records such as the Keele Valley Landfill Site Consolidated Hearing records, Assessment Hearings and Environmental Board appeal transcripts. This classification heading excludes MFIPPA appeals located under classification I02 Access and Privacy.				
L04 - Compliance	C+10	C+1	9	No
Records related to compliance enquiries from legal firms who are acting for prospective purchasers of real properties located in Vaughan. Compliance enquiry responses indicate whether or not the property is in compliance with the Ontario Building Code and various Vaughan by-laws. This classification heading also includes licensing records and clearance letters related to municipal licensing requirements.				

¹⁸ For Contracts and Agreements Simple T = end of contract plus warranty period

¹⁹ For Appeals and Hearings T=date matter resolved by mutual agreement or by court order.

Code & Classification	Total Retention	Office	Inactive	Archival Value
L05 – Federal Legislation	S	S	--	No
Records related to federal legislation. This includes bills, acts and regulations enacted by the Parliament of Canada that affect or is of interest to the City of Vaughan. This classification heading also includes gazettes and bound revised statutes.				
L06 – Insurance Policies	P	C+1	P	Yes
These records relate to the City’s insurance requirements. Documents under this classification heading include insurance policies for buildings, property, and vehicles. Insurance coverage includes liability, theft, fire, as well as errors and omissions.				
L07 – Insurance and Risk Management²⁰	T+16	T+1	15	No
Records relating to the City’s insurance and risk management needs and activities. This classification heading includes claims, potential claim appraisals, risk management assessments, insurance forms, insurance review, property inventory and subject correspondence. This includes all liability claims made by other parties against the City. This also includes all liability claims made by the City against other parties. These records are used to evaluate the City’s insurance needs and to protect the City’s interests whenever insurance claims are made against the City.				
L08 – Land Acquisition	T+21	T	21	No
Records related to the acquisition of real property, including both buildings and lands, for the City. Property may be acquired through purchase, transfer, expropriation or donation. Documents under this classification heading include land appraisals, certificates of registration, agreements of purchase and sale, maps and drawings, property surveys, deeds, correspondence, etc.				
L09 – Land Disposition	T+21	T	21	No
Records related to the disposition of City-owned real property, including buildings and lands. Disposition may be undertaken through sale or transfer. Documents under this classification heading include land appraisals, certificates of registration, agreements of purchase and sale, maps and drawings, property surveys, deeds, correspondence, etc.				
L10 – Leases²¹	T+7	T+1	6	No
Records related to leases, which convey the right to use, possess or control property belonging to another party in exchange for financial compensation. Leases allow the City to use properties, facilities and vehicles that belong to a third party on a temporary or on-going basis. This also includes information on the City’s lease of property to third parties. Documents under this classification heading include copies of financial arrangements, lease agreements, memoranda of understanding and correspondence.				

²⁰ For Actual Insurance Claim Files T = settlement of claim or claim withdrawn, expiration of deadline to appeal. If claimant under 18 years old – T = 18th birthday. For potential claims T = date of injury or damaged allegedly occurred. If claimant under 18 years old – T = 18th birthday.

²¹ For Leases T = expiration of lease date

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
L11 – Licensing, City²²	T+7	T+1	6	No
Records related to the issuance of business and other licences to individuals, corporations, partnerships, etc. which authorize a business to operate or authorize other activities within the City. Documents under this classification heading include applications, insurance certificates, driver's licence, proof of citizenship, police clearance letters, correspondence, etc. Licenses are issued to regulate eating establishments, dogs, public garages, taxis and driver records, tow trucks, adult entertainers, driving school instructors, refreshment vehicles, etc.				
L12 – Licensing, Federal and Provincial²³	T+7	T+1	6	No
This classification heading includes records regarding licenses administered by or required by the Government of Canada or the Province of Ontario. This includes licensing records required by the City to comply with Federal and Provincial legislation. Licensing records relate to communications systems, base and mobile stations, towers, antennae, fire communication systems and 911 emergency systems. This classification heading also includes elevator licenses and licensing of trades' staff.				
L13 – Litigation	P	C+1	P	Yes
Records related to litigation matters affecting the City's interests. This classification heading includes records documenting all actions, proceedings or claims made by other parties against the City. This also includes records of all actions, proceedings or claims against other parties by the City. This classification heading includes liability claims and mechanics' liens.				
L14 – Legal Opinions and Briefs	S	S	--	No
Records related to legal matters that affect the City's interests. These records may be prepared by or for the City's Legal Counsel. This classification heading includes legal opinions, legal advice, reports, case briefs, correspondence with external legal counsel and other documents affecting the City's interest.				
L15 – Lotteries²⁴	T+7	T+1	6	No
Records related to the processing and issuance of lottery licenses to charitable or religious organizations. These licenses grant permission to operate various lottery events such as bingos and raffles. Documents under this classification heading include applications, bank statements, inspection records and correspondence.				
L16 – Precedents	S	S	--	No
Records related to judgements and decisions that may affect the City's position in actual or potential legal matters. Documents under this classification heading include precedents and correspondence.				

²² For Licensing, City T = date license granted, denied or revoked – dependant on type of license.

²³ For Licensing, Federal and Provincial T = date licence granted, denied or revoked – dependant on type of license.

²⁴ For Lotteries T = date lottery license granted, denied or revoked.

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
L17 – Provincial Legislation	S	S	--	No
Records related to provincial legislation. This includes bills, acts and regulations enacted by the Ontario Legislature that affect or are of interest to the City of Vaughan. This classification heading includes gazettes and bound revised statutes.				
L18.1 – Vital Statistics	P	C+1	P	Yes
Records related to the Vital Statistics Act. Various forms are received and processed by the City including birth registrations, death registrations and marriage registrations. Documents under this classification heading include vital statistics correspondence, burial permits, Statements of Death, and Medical Certificate of Death forms.				
L18.2 – Marriage License Applications	P	T+1	P	Yes
Records relating to the issuing of marriage licences. Documents under this classification include marriage license applications and copies of licenses issued by the City and supporting documentation.				
L99 – Legal and Licensing-General	C+3	C+1	2	No
This classification heading includes administrative records that cannot be classified elsewhere in this section. Only use if no other classification heading is applicable.				

M Media, Communications, and Public Relations

Records related to activities and interaction with the public and the media, as well as official communications regarding or pertaining to the City. This includes records relating to publicity, speeches, presentations, visual identification, advertising, volunteer management, promotion, corporate sponsorship, fund raising, and charities.

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
M01 – Access Vaughan-Call Centre Management	C+7	C+1	6	No
Records related to Access Vaughan and call center management. Access Vaughan ensures that the public has access to the appropriate City Department in order to receive Corporate information in a timely and efficient manner. Documents under this classification heading include service level agreements, correspondence, information about each City business unit and the services that they provide. Access Vaughan may refer an individual to a specific City business unit or refer the individual to an external agency.				
M02 – Advertising	C+7	C+1	6	No
Records related to advertising activities. Documents under this classification heading include typed manuscripts, artwork, background materials and correspondence. Advertising is used to attract new investment, to maintain existing businesses, and to inform residents of City functions. Advertising venues include magazines, newspapers, billboards, radio and television, and trade shows.				
M03 – Ceremonies and Special Events²⁵	C+7	C+1	6	No
Records related to ceremonies and events. These records are created to plan, organize and oversee various City functions such as receptions, visits, anniversaries, special events, openings, presentations, and awards. Specific documents under this classification heading include special events such as Winterfest, Canada Day, Participation Challenge, United Way, Cultural Heritage Night, Council Inauguration and the Mayor’s New Year’s Levy.				
M04 – Charities, Fundraising and Corporate Sponsorship	C+7	C+1	6	No
Records regarding the City’s efforts to raise funds and to solicit donations for various charities such as the United Way, food banks, the Canadian Cancer Society, and various community interest groups. This classification heading also includes records relating to the City’s Corporate Sponsorship Program which solicits assistance from Corporations (principally in the private sector) for specific community-based projects and initiatives. Supporting documents under this classification heading include planning records, correspondence, etc.				

²⁵ For Ceremonies and Events C = date of event.

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
M05- Enquiries	C+7	C+1	6	No
Records related to routine enquiries from the public. These enquiries concern the services provided by various City Departments. Documents under this classification heading include information about these services and correspondence with other City Departments.				
M06 – Presentations and Speeches	C+7	C+1	6	No
Records related to the preparation and delivery of speeches and presentations associated with various City events including receptions, award ceremonies, employee recognition initiatives, inaugurations, and other special events. Documents under this classification heading include background notes, draft and final versions of speeches and presentations given by elected officials and City staff.				
M07 – Public Relations	C+7	C+1	6	No
Records related to public relations activities undertaken to communicate the City's official position on specific matters or subjects. Public relations records create awareness of the City's services, initiatives, and programs; with the view to develop and maintain a favourable corporate image. Public relation records include media releases, official statements, news conferences, advertisements, action plans, marketing strategies, statistics and correspondence.				
M08 – Publications	C+7	C+1	6	No
Records related to the creation of publications. Documents under this classification heading include typed manuscripts, artwork, and printed copies of various publications including industrial directories, business directories, maps, brochures, guides and magazines. Publications provide information about the various programs and services offered by the City. This classification heading excludes recreation guides located under the classification R02 Graphic Art Program.				
M09 – Promotion	C+7	C+1	6	No
Records related to promotional activities undertaken to educate and foster awareness of the City's programs, initiatives and services. Promotional materials may include pins, ties, mugs, mouse pads, brochures, etc.				
M10 – Visual Identity and Symbols	P	P	--	Yes
Records related to the graphic design standards that establish the City's visual identity. This includes logos and letterhead design, signage, vehicle identification, corporation insignia, seals of office, incorporation of City name, etc.				
M11 – Volunteer Management	C+7	C+1	6	No
Records related to volunteer management activities. The City recruits staff, residents and non-residents to assist with various community events such as Winterfest, Canada Day, etc. Documents under this classification heading include application forms, job descriptions for volunteers, training records and correspondence.				
M12 – Website & Social Media Content	S*	--	S*	No*
Includes records of website content and copies of web pages created by the municipality for general				

public use. Also includes information on social media sites such as Facebook & Twitter. *Under exceptional circumstances (i.e. emergency situations or incidents), social media records relating to the incident will be retained permanently in order to help maintain a complete historical record of the event.

M99 – Media, Public Relations and Communications-General	C+3	C+1	2	No
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This classification heading includes administrative records that cannot be classified elsewhere in this section. Only use if no other classification heading is applicable.

P Public Safety and Enforcement

Records related to by-law and licensing enforcement. This function also encompasses records related to fire prevention and fire protection within the City. The function also includes records related to the issuance of building permits and the inspection of buildings within the City.

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
P01 – Animal Control	C+10	C+1	9	No
Records related to local animal control ordinances (by-laws) to regulate dogs and livestock. Documents under this classification heading include complaints regarding barking dogs, dogs running at large, animal control officer’s reports, correspondence with residents, etc. This heading includes records pertaining to animal control services contracted out by the City.				
P02.1 - Building Applications, Permits and Inspections – Industrial, Commercial and Institutional	P	C+2	P	Yes
Records related to the issuance of building permits and building inspections for industrial, commercial and institutional buildings. Permits for these projects relate to the construction, addition or demolition of buildings, and/or installation of plumbing, signage, pools, heating, ventilation and air conditioning units. Records under this classification heading also relate to building inspections, plumbing inspections, as well as structural inspections. Documents under this classification heading may include Building Permit Application Forms, Land and Building Use Declaration Forms, General Review Comment Forms, building specifications, final inspection reports, heat loss calculations, restriction records, engineering reports, property surveys, soil reports, lot grading inspection reports, Statement of Design Form, Restrictions, housing model records, etc. These records are used to ensure and document compliance with the Ontario Building Code and City of Vaughan By-laws. Records under this classification heading document the complete history of each building project from application for permit to final inspection.				
P02.2 - Building Administration – Industrial, Commercial and Institutional²⁶	S	S	--	No
General administration records related to industrial, commercial and institutional buildings. Documents under this classification heading may include subject correspondence, change of ownership records, inspection request forms, interim inspection reports, Occupancy Certificates, Orders to Comply, Notices to Comply, compliance letters, as well as copies of records where the original record is under the custody and control of another City Department. These types of records include Development Charge Forms, Ministry of Labour Notification Forms, Zoning By-laws, Committee of Adjustment Records, Site Plan Agreements, Subdivision Agreements, Condominium Agreements, Special Agreements, Complaint Records (non-building), Letters of Credit, Licensing Clearance Letters, property surveys, property information requests, etc.				

²⁶ If no subsequent record/document created, destroy record/document after 7 years.

Classification	Total Retention	Office	Inactive	Archival Value
P03.1 - Building Applications, Permits and Inspections - Residential	P	C+2	P	Yes
Records related to the issuance of building permits and building inspections for residential buildings. Permits for residential projects relate to the construction, addition or demolition of buildings, and/or installation of plumbing, signage, pools, heating, ventilation and air conditioning units. Records under this classification heading also relate to building inspections, plumbing inspections, as well as structural inspections. Documents under this classification heading may include Building Permit Application Forms, Land and Building Use Declaration Forms, General Review Comment Forms, building specifications, correspondence, final inspection reports, Orders to Comply, Notices to Comply, compliance letters, restriction records, engineering reports, property surveys, soil reports, lot grading inspection reports, heat loss calculations, Statement of Design Form, Restrictions, housing model records, etc. These records are used to ensure and document compliance with the Ontario Building Code and City of Vaughan By-laws. Records under this classification heading document the complete history of each building project from application for permit to final inspection.				
P03.2 – Buildings Administration- Residential²⁷	S	S	--	No
General administration records related to residential buildings. Documents under this classification heading may include subject correspondence, change of ownership records, inspection request forms, interim inspection reports, Occupancy Certificates, Orders to Comply, Notices to Comply, compliance letters, as well as copies of records where the original record is under the custody and control of another City Department. These types of records include Development Charge Forms, Ministry of Labour Notification Forms, Zoning By-laws, Committee of Adjustment Records, Site Plan Agreements, Subdivision Agreements, Condominium Agreements, Special Agreements, Complaint Records (non-building), Letters of Credit, Licensing Clearance Letters, property surveys, property information requests, etc.				
P04 - Building Drawings – Industrial, Commercial, and Institutional	P	C+2	P	Yes
Records related to architectural building drawings that are submitted with the permit application by builders, contractors and residents. A building permit drawing is submitted for approval to allow an industrial, commercial or institutional building to be constructed or renovated in accordance with the Ontario Building Code and City of Vaughan By-laws.				
P05 – Building Drawings-Residential	P	C+2	P	Yes
Records related to architectural building drawings that are submitted with the permit application by builders, contractors and residents. A building permit drawing is submitted for approval to allow a residential building to be constructed or renovated in accordance with the Ontario Building Code and City of Vaughan By-laws.				

²⁷ If no subsequent record/document created, destroy record/document after 7 years.

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
P06 - By-law and Business License Enforcement²⁸	T+10	T+1	9	No
Records related to the routine investigation and inspection of commercial and residential properties to ensure compliance with City by-laws, licensing stipulations and Provincial legislation. This classification heading also includes records of non-routine inspections or investigations in response to complaints and/or reports of violations with respect to property standards and zoning. Documents under this classification heading include complaint forms, inspection records, notices of violation, orders to comply and correspondence. This excludes Provincial Offences Administration records located under classification code P14 and P15.				
P07.1 – Communication and Dispatch Records	C+16	C+1	15	No
Records related to communication and dispatch activities. Records may include the dispatchers' audiotapes, daily logs and Emergency Call Alarm Report Records. This classification heading encompasses Fire and Rescue Services and Public Works records.				
P07.2 - Fire and Rescue Services Dispatcher Electronic Records	60 days	60 days	--	No
Records related to Fire and Rescue Service communication and dispatch activities. This classification heading pertains to the Fire and Rescue Service Dispatchers' electronic communications with the public, various City employees and various City vehicles.				
P07.3 - Public Works Communication Dispatch Electronic Records	1 year	1 year	--	No
Records related to Public Works communication and dispatch activities. This classification heading pertains to the Public Works Dispatch electronic communications with the public, various City employees and various City vehicles.				
P08 – Community Education and Protection Programs	C+7	C+1	6	No
Records related to community education and outreach activities, such as the fire prevention program. Documents under this classification heading include correspondence, brochures, lecture materials, practical demonstration materials and special project materials. Education programs are developed to assist the business community, schools, community interest organizations and residents at large.				
P09 – Emergency Planning	S	S	--	No
Records related to emergency planning, emergency services, and the City's established Emergency Plan. Emergency planning identifies specific City services that are necessary in order to respond to man-made or natural disasters. This classification heading includes records regarding the planning and rehearsal of emergency measures in the event of a natural or man-made disaster. Specific records include the official emergency plan, emergency planning records, mutual aid plans, training records, minutes, subject correspondence, etc. This classification heading also includes records related to business contingency planning to protect the public and to recover services effectively.				

²⁸ For By-laws and Business License Enforcement T = date of compliance/file closed

Series Code & Classification	Total Retention	Office	Inactive	Value
P10 – Fire Investigation²⁹	T+16	T+1	15	No
Records related to City of Vaughan fire investigations or fire investigations conducted by the Ontario Fire Marshal's office. Fire investigations are conducted in cases of suspected arson or if a death occurs. Documents under this classification heading include Fire Investigation Reports, Fire Marshal's Office Reports, Canadian Standards Association testing reports, photographs, correspondence, etc.				
P11 – Fire Prevention Inspection³⁰	S	S	--	No
These records document routine and requested inspections of buildings and properties within the City, in order to assess compliance with mandated fire safety provisions. The inspection process involves recording general observations, documenting any existing violations and reporting on corrective measures to ensure compliance with fire safety provisions. Documents under this classification heading include inspection forms, inspection reports, notices, engineering reports, operational tests, sprinkler system inspection records, corrective measures records and correspondence. This classification heading also includes the City's Fire Safety Plans for various Municipal buildings, fire drill records and portable extinguisher maintenance records.				
P12 – Hazardous Materials, Transportation	C+7	C+1	6	No
Records related to the safe transportation of hazardous materials. This includes information and reports on chemicals and substances that pose fire and health hazards. Documents under this classification heading include records dealing with toxic substance control, approved transportation methods, effects on the environment, effects on humans, etc. These records are used to protect the health of fire fighters and the public.				
P13 – Parking Enforcement	C+10	C+1	9	No
Records related to City parking enforcement activities. Documents under this classification heading include Part 2 - parking, paid parking tickets, parking infraction notices, parking enforcement statistical reports, first attendance court records and correspondence.				
P14 – Permits-Other	C+7	C+1	6	No
Records related to the application for and issuance of permits for permission to conduct specific short-term activities. Permits issued by the City give permission related to special events, transportation of oversized and heavy loads, filming, curb cuts, fire burns, etc.				
P15 – Prosecution³¹	T+10	T+1	9	No
Records related to prosecution activities (other than Provincial Offences Administration) to enforce Federal and Provincial legislation, and City by-laws, as well as to protect the interests of the City. Documents under this classification heading may include original court dockets, court decision reports, transcripts of proceedings, supporting correspondence, etc.				

²⁹ For Fire Investigation T = date of completion/file closed

³⁰ For Fire Prevention Inspections S = date of subsequent inspection

³¹ For Prosecution Files T = end of legal proceedings and case complete, fine paid, if applicable

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
P16 - Provincial Offences Administration-General³²	T+10	T+1	9	No
Records related to the production and use of computer generated and manually written court docket records that pertain to offences under provincial jurisdiction, such as the Provincial Offences Act (these records are also commonly known as “charging documents”). Offences may relate to City by-law infractions and building standards infractions. Documents under this classification heading include court docket books, court decision reports, preliminary_enforcement reports, certificate control lists, court summons, notices to appear, trial notices, Part 1 information sheets, Part 3 information sheets, transcripts of proceedings, exhibits, disclosure_requests, etc. This classification excludes parking offences located under the classification P17 - Provincial Offences Administration - Parking.				
P17 - Provincial Offences Administration-Parking³³	T+10	T+1	9	No
Records related to the creation and use of computer generated and manually written court docket records pertaining to offences under Provincial jurisdiction that concern parking infractions. Documents under this classification heading include certificates requesting conviction, original certificate of parking infraction, trial notices, and intention to appear forms, correspondence, Part 2 information sheets, court orders and transcripts of proceedings. This heading also includes parking infraction investigation reports.				
P18.1 – Security	C+3	C+1	2	No
Records related to security at various City building, facilities, and properties (including parks). Security records include security guard reports, key distribution lists, sign-in sheets, correspondence and other records related to security matters.				
P18.2 – Security-Video Recordings	30 days	30 days	--	No
Records related to surveillance for security purposes at City building, facilities and properties (including parks). Records under this classification heading consist of video surveillance recordings.				
P99 - Protection and Enforcement Services-General	C+3	C+1	2	No
This classification heading includes administrative records that cannot be classified elsewhere in this section. Only use if no other classification heading is applicable.				

³² For Provincial Offences Administration - General T = end of legal proceedings and case complete, fine paid, if applicable

³³ For Provincial Offences Administration - Parking T = end of legal proceedings and case complete, fine paid, if applicable

R Recreation and Culture, and Parks

Records related to the provision of recreation and cultural programs and services to City residents. This includes records related to the design, management, operation and maintenance of City parks.

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
R01 – Community Arts and Culture	P	C+1	P	Yes
Records relating to community art and culture planning, programming and events. This classification heading includes records pertaining to public art and gallery activities, as well as policy and planning records relating to general cultural services. This classification heading excludes operational level policy and planning records relating to R03 Heritage Preservation and R05 Museum Services.				
R02 – Graphic Art Program	C+7	C+1	6	No
Records related to the development and administration of an in-house publishing program undertaken in support of the City’s recreation function. Documents under this classification heading include typed manuscripts, artwork and printed records. These records are used to generate publications such as the City of Vaughan Recreation Guide, catalogues and brochures.				
R03 – Heritage Preservation	P	C+1	P	Yes
Records related to the preservation and management of the City’s built and archaeological heritage resources, encompassing the designation of buildings, management of heritage conservation districts, and pre-development Provincial archaeological requirements. Documents under this classification heading include development records, reports to document the designation of buildings and heritage districts, heritage clearances, as well as listings of various heritage organizations. This classification heading also includes administrative records related to the restoration of City-owned heritage structures and advice on the maintenance thereof.				
R04 – Horticultural Management	C+7	C+1	6	No
Records related to the City’s horticultural management program. This includes the selection, reproduction, planting and maintenance of flowers and shrubs on City property. This includes records related to communities in bloom activities.				
R05 – Museum Services	P	C+1	P	Yes
Records related to the City’s museum services program. This classification heading includes program planning and development records, administration records, programming records, accession documents, registers of holdings, activity reports, outreach/promotional records, historical society records and conservation information.				

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
R06 – Parkland Construction	P	C+1	P	Yes
Records related to the construction of City parks. Documents under this classification heading include consultant reports, progress reports, inspection reports and correspondence.				
R07 – Parks and Boulevard Maintenance	C+7	C+1	6	No
Parks and boulevard maintenance activities include grass cutting, planting and landscaping. This classification heading also includes playground inspection reports for playground equipment. This classification heading excludes records related to the maintenance of walkways, cycle paths, sidewalks and foot paths located under classification T12 Walkway Maintenance.				
R08 – Parks and Open Space Planning and Development	P	C+1	P	Yes
Records related to the planning and development of the City parks and open spaces for recreational purposes. This includes the installation of recreational structures. Documents under this classification heading include maps, drawings, reports and correspondence. This classification includes records associated with the creation and management of a master plan to develop parkland dedication sites and to ensure consistency throughout Vaughan in parkland development.				
R09 – Parks Administrative Management	C+10	C+1	9	No
Parks administrative records relate to the management of City parks. Documents under this classification heading include parkland inventory records, Toronto and Region Conservation Authority correspondence, York Region correspondence, etc.				
R10 – Recreational Programming^{34/35}	T+6	T+1	5	No
Records related to the development and delivery of recreation programs to the community such as sports, fitness, crafts, swimming, and other programs. Documents under this classification heading include program planning and development records, applications/registration forms, scheduling records, staff reports and correspondence. This classification also includes records related to fitness programming such as individual fitness program records, membership records and health assessments.				
R11 – Trees and Forestry Operations	C+7	C+1	6	No
These records relate to the management, maintenance and preservation of trees and forestry areas on City property. This classification heading includes records related to tree removal, tree planting, tree trimming, tree pruning, and tree spraying.				
R99 – Recreation and Culture, and Parks-General	C+3	C+1	2	No
This classification heading includes administrative records that cannot be classified elsewhere in this section. Only use if no other classification heading is applicable.				

³⁴ For Fitness Centre Membership Applications T = member's last day of membership

³⁵ For Fitness Program Files T = date of last session of program

T Transportation

Records pertaining to the construction and improvement of transportation systems. This includes records related to the construction, inspection and maintenance of City roads, bridges, culverts, sidewalks, pathways, etc. This also includes records related to public transit. This classification category excludes infrastructure design activities (located under Development and Planning).

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
T01 – Engineering Inspection, Transportation Systems³⁶	T+16	T+1	15	No
Records related to the inspection process for various transportation engineering activities. Documents under this classification heading relate to the progress of construction projects such as roads, sidewalks, bridges, culverts, grade separations and retaining walls. These records are used to ensure that FIs are completed as shown in contracts, specifications, and drawings.				
T02 – Lighting³⁷	T+16	T+1	15	No
Records related to the illumination of City properties such as streets, bridges and pedestrian crossovers. Documents under this classification heading include complaints, studies and reports, installation records, location registers, as well as maintenance and repair records.				
T03 – Parking	C+10	C+1	9	No
Records related to the operation of parking on City property. This classification heading includes records and studies regarding various City parking issues such as handicapped parking, parking lots, fire routes and employee parking.				
T04 – Public Transit	C+10	C+1	9	No
Records related to the City’s public transit needs and operations. This classification heading includes records and studies regarding Municipal transit systems, route administration, bus shelters, bus stations, transit planning, dedicated bus lanes and intergovernmental service co-ordination.				
T05 – Road Construction³⁸	T+10	T+1	9	No
Records related to road construction. This classification heading includes records pertaining to the construction of new roads, major improvements to existing roads such as resurfacing, reconstruction, road widening, bridge reconstruction and intersection improvements. This classification heading also includes construction contracts, approvals and correspondence.				

³⁶ For Engineering Inspection, Transportation Systems T = date of last or final inspection

³⁷ For Lighting T = date of final inspection/equipment removed from service

³⁸ For Road Construction T = completion of contract plus warranty period

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
T06 – Road and Transportation System Planning and Design	P	C+1	P	Yes
Records related to the planning and design of roads. This classification heading also includes records pertaining to the planning and design of curbs, sidewalks, cycle paths, foot paths, walkways, etc. This excludes the classification D12 Infrastructure Design Drawings.				
T07 – Road Winter Operations	C+16	C+1	15	No
Records related to winter maintenance operations such as road ploughing, sanding, salting and snow removal. Documents under this classification system include plough route maps, road patrol reports, windrow snow clearing records, complaints and correspondence.				
T08 – Road Maintenance and Railway Maintenance³⁹	T+16	T+1	15	No
Records related to road and railway maintenance. Road maintenance includes the installation and maintenance of culverts, catch basins, medians, curbs, as well as minor repairs to the road surfaces. This classification heading also includes records related to routine road maintenance such as pavement markings, road grading and road cleaning. Railway maintenance records include records for grade separations at railway crossings and at level crossings, railway signal records and correspondence.				
T09 – Road Closures and Lane Closures	C+10	C+1	9	No
Records related to road and lane closures. This includes records on road and lane closures on a permanent basis. Documents related to permanent closure under this classification heading include reports, appraisals, agreements and correspondence. Roads may also be closed on a temporary basis for such purposes as construction, movie filming and various events such as parades. Documents under this classification heading related to temporary closures include application forms, requests, complaints and correspondence.				
T10 – Signals and Signage⁴⁰	T+16	T+1	15	No
Records related to the manufacture, installation, and inspection of signs and signalling equipment on City property. Documents under this classification heading include complaints, studies and reports, installation records, maintenance and repair records, sign location registers and traffic signal location registers.				
T11 – Traffic Management	C+16	C+1	15	No
Records related to the flow of traffic on City roads. Documents under this classification heading include crossing guard records, traffic counts, vehicle accident reports, statistics and traffic calming records.				

³⁹ For Road and Railway Maintenance T = project completed plus warranty period

⁴⁰ For Signs and Signals T = Removal of sign/signal from service

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
T12 – Walkway Maintenance	C+16	C+1	15	No
Records related to the maintenance of the City’s sidewalks, walkways, cycle paths and foot paths. Documents under this classification heading include complaints, inspection records, repair reports and correspondence. This excludes the classification R07 Parks and Boulevard Maintenance.				
T99 – Transportation-General	C+3	C+1	2	No
This classification heading includes administrative records that cannot be classified elsewhere in this section. Only use if no other classification heading is applicable.				

V Vehicles and Equipment

Records related to the management of the City's vehicles and equipment. This includes records related to fleet management, mobile equipment, transportable equipment, protective equipment, as well as maintenance and repair activities. This also includes records related to driver training and various inspection programs.

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
V01 – Driver and Operator Records⁴¹	T+3	T+1	2	No
These records relate to the management and training of all City staff that drive City vehicles. Documents under this classification heading include driver and operator training records, driver abstracts and driver licensing records.				
V02 – Fleet Administration⁴²	T+7	T+1	6	No
Records related to all vehicles currently leased or owned, operated and maintained by the City. Documents under this classification heading include vehicle history files, vehicle maintenance records, inspection and repair records, invoices, parts inventories, registrations, warranty records, disposal information and vehicle specifications.				
V03 – Fuel	C+7	C+1	6	No
Records related to the management of fuel. Documents under this classification heading include invoices, gas consumption reports, statistical reports and correspondence. These records are used to prepare Federal and Provincial fuel rebate application forms.				
V04 – Mobile Equipment (Vehicle Drawn)-Maintenance and Repairs⁴³	T+3	T+1	2	No
Records regarding mobile equipment used in conjunction with or attached to vehicles. Documents under this classification heading include maintenance and repair histories on equipment such as trailers, generators, cranes, pumps, etc. This classification heading also includes information related to the disposal of mobile equipment.				
V05 – Protective Equipment-Maintenance and Repairs⁴⁴	T+3	T+1	2	No
Records related to the protective equipment used by City staff. Documents under this classification heading include maintenance and repair history files on equipment such as breathing apparatus, breathing tanks, rescue equipment, etc. This classification heading includes information related to the disposal of protective equipment.				

⁴¹ For Driver and Operator Records T = last day of driver employment

⁴² For Fleet Management T = last day vehicle in service

⁴³ For Mobile Equipment - Maintenance and Repairs T = last day mobile equipment in service

⁴⁴ For Protective Equipment - Maintenance and Repairs T = last day protective equipment in service

Series Code & Classification	Total Retention	Office	Inactive	Archival Value
V06 – Radio Systems⁴⁵	T+7	T+1	6	No
These records relate to radio systems and communications with City vehicles and employees. This classification heading includes records related to all types of radio systems used by the City as well as records pertaining to communication systems and base towers.				
V07 – Transportable/Portable Equipment-Maintenance and Repairs⁴⁶	T+3	T+1	2	No
Records related to transportable and person portable equipment used by City staff. Documents under this classification heading include maintenance and repair history files on light and heavy equipment such as lawnmowers, weed-eaters and snow blowers. This classification heading includes information related to the disposal of transportable and person portable equipment.				
V08 – Vehicle and Equipment Inspections	C+1	C+1	--	No
Records related to the inspection of vehicles and equipment used by City employees. These inspections determine the mechanical and operational condition of vehicles and equipment prior to daily use. Results and recommendations are recorded on the inspection reports. Documents under this classification heading include correspondence and staff notes.				
V99 – Vehicles and Equipment-General	C+3	C+1	2	No
This classification heading includes administrative records that cannot be classified elsewhere in this section. Only use if no other classification heading is applicable.				

⁴⁵ For Radio Systems T = last day equipment in service

⁴⁶ For Transportable Equipment - Maintenance and Repairs T = last day protective equipment in service