EXTRACT FROM COUNCIL MEETING MINUTES OF MAY 16, 2017

Item 8, Report No. 5, of the Finance, Administration and Audit Committee, which was adopted, as amended, by the Council of the City of Vaughan on May 16, 2017, as follows:

By receiving Communication C4 from Ms. Carrie Liddy, dated May 16, 2017.

REVISED RECORDS RETENTION BY-LAW

The Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the City Clerk, dated May 1, 2017:

Recommendation

8

The City Clerk recommends:

1. That Council approve the amended Records Retention By-law and associated Records Retention Schedule, substantially in the form of Attachment 1.

Contribution to Sustainability

At the City of Vaughan, records retention and disposition (the process of determining how long records must be retained and which records should be destroyed) is part of a rigorous, transparent, professionally-administered information management process designed to maximize business efficiency and facilitate public accountability. City records are retained only as long as they are needed to support business and legal requirements. Disposing of records in a timely manner reduces information storage, retrieval, and management costs, while ensuring the accessibility of significant information to support business processes and provide evidence of activities by keeping information volumes to a manageable level. Efficiently managing the retention and disposition of physical records also contributes to reducing the City's environmental footprint.

Economic Impact

There is no financial impact associated with this report.

Communications Plan

Once adopted, the new records retention requirements and processes will be phased in and disseminated via live and on-line training and education initiatives. This report will also be available as part of the Council record.

Purpose

The purpose of this report is to recommend revisions to the City's Records Retention By-law and to delegate records retention and disposition authority to the City Clerk. The recommendations enhance organizational efficiency and effectiveness by providing an up-to-date procedural framework for managing Corporate records retention and disposition, and are consistent with advancing a culture of excellence.

Background - Analysis and Options

The City's current Records Retention By-law was last updated in 1997 and requires revision.

EXTRACT FROM COUNCIL MEETING MINUTES OF MAY 16, 2017

Item 8, Finance Report No. 5 - Page 2

The City's current Records Retention By-law is outdated and does not adequately address the volume and complexity of records currently generated by the Corporation. By contrast, the revised by-law offers a more flexible approach to records retention and disposition that reflects modern record-keeping practices, and gives consideration to both physical and electronic records. The revised by-law is the result of an extensive analysis conducted by City Clerk's Office staff (see attachment 2 for detail), which includes consultation with City Departments, review by City Legal Services, and approval by the City's external auditor, KPMG.

Updates to the Records Retention By-law must satisfy the City's legislative obligations and business requirements.

The *Municipal Act* requires that municipal records in all media and formats be retained, preserved, accessible, and secure. Additionally, the *Municipal Freedom of Information & Protection of Privacy Act* stipulates obligations for municipalities to ensure that records are maintained according to statute, by-laws, and policies. The intent of these requirements is to facilitate accountability, transparency, and business efficiency. However, the noted legislation also recognizes that business efficiency and cost savings necessitate the timely destruction of records whose administrative, financial, legal, and other value has elapsed. The process of systematically assessing the value of records in light of legislative/regulatory requirements and business needs is known as records appraisal and in the Canadian municipal sector is controlled via records retention ordnances (by-laws). Records retention by-laws assign specific periods to retain each class of record produced by a given municipality and authorize destruction upon elapse of such periods. The retention periods assigned to the City's records in the revised by-law are based on rigorous, detailed research and analysis, and reflect legal requirements and business needs.

Employing a function-based records retention schedule offers improvements to the City's records management systems and sets the stage for EDRMS.

As part of a number of initiatives undertaken by Archives & Records Management Services (ARMS) to provide the Corporation with the most effective and up-to-date records management systems, processes and services, the City's Records Retention Schedule has been modified to incorporate function-based records classes. Under this system Corporate records have been categorized, or grouped into classes, based on the functions and activities carried out by City business units, as opposed to the current practice of categorizing records by subject under each Department. The new function-based records classes not only help to break down departmental information silos, they enhance the ability of the City's records to provide evidence that activities have been performed efficiently, openly, and accountably. This is achieved by clearly linking records to business processes.

Due to their versatility and adaptability to digital records, functioned-based records systems are also ideal for use in the design and deployment of Electronic Document and Records Management Systems (EDRMS), and therefore help to lay the groundwork for effective electronic records management in the future.

A revised Records Retention By-law will reduce records volumes with immediate business impact and improve compliance.

Approval of the revised Records Retention By-law will permit the destruction of many obsolete records that are not encompassed by the existing Records Retention By-law, which dates back to 1997. The timely and systematic disposal of records no longer needed to support business and legal requirements optimizes storage capacity, reduces retrieval and storage costs, and enhances the accessibility of significant information by ensuring that records volumes are kept at manageable levels. These factors contribute significantly to both organizational and compliance capacity.

EXTRACT FROM COUNCIL MEETING MINUTES OF MAY 16, 2017

Item 8, Finance Report No. 5 - Page 3

The new by-law improves business efficiency by featuring a provision delegating records retention and disposition authority to the City Clerk.

To effectively manage the vast quantity and diversity of record types generated by large public organizations, periodic and timely records management staff intervention in the records retention and disposition process is required. Decisions regarding which records require short-term retention, long-term preservation, or destruction must be frequently made and/or adjusted to reflect immediate business and legal requirements. In municipalities, delegation of retention and disposition authority to the municipal clerk imparts a high level of administrative flexibility and responsiveness to records and information management processes, while reducing the burden on elected officials who would otherwise be required to approve routine records retention amendments.

As per the City's current practice, all proposed records retention changes would continue to be reviewed by affected City departments and the City's Records Retention Committee (composed of City Clerk, City Treasurer, City Solicitor, City Auditor, Manager, Archives and Records Management Services & City Archivist, and other staff as deemed appropriate), in addition to the City's external auditor; thus delegation would balance operational efficiency with both internal and external input and oversight. A number of Ontario municipalities, such as the City of Barrie, City of Burlington, Town of Caledon, Town of Halton Hills, Town of Newmarket, County of Lanark, and County of Lambton, have adopted delegation as an effective means of business process improvement.

Relationship to Term of Council Service Excellence Strategy Map (2014-2018)

This report supports the following priorities/initiatives set forth in the Term of Council Service Excellence Strategy:

Priorities

- Invest, renew, and manage infrastructure and assets
- Meet Council tax targets (no more than 3%)

Initiatives

 Continuous Improvement – Implement continuous improvement initiatives to improve our service and business processes

Regional Implications

The recommendations contained in this report have no regional implications.

Conclusion

Enactment of the revised Records Retention By-law is consistent with the record-keeping provisions of the *Municipal Act* and *Municipal Freedom of Information and Protection of Privacy Act*, and contributes to Corporate business efficiency, accountability, and transparency. Additionally, the revised by-law's function-based records classes enhance the ability of the City's records to provide evidence that activities have been performed effectively, openly, and accountably. Delegating authority to the City Clerk to assign and amend records retention periods streamlines and improves the efficiency of the City's records and information management processes in meeting business and legal requirements.

EXTRACT FROM COUNCIL MEETING MINUTES OF MAY 16, 2017

Item 8, Finance Report No. 5 - Page 4

Attachments

- 1. City of Vaughan Records Retention By-law (including Records Retention Schedule)
- 2. City of Vaughan Revised Records Retention By-law and Records Retention Schedule, 2017
- 3. Revised Records Retention By-law and Records Retention Schedule Explanatory Note

Report prepared by:

Dan Zelenyj, M.A.

Manager, Archives and Records Management Services & City Archivist

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

Subject: Attachments: Records retention schedule Finance0501 17 8.pdf; ATT00001.htm

c 4
Communication
COUNCIL: May 16 17
FAA Rpt. No. 5 Item 8

From: Carrie Liddy [mailto:carrie.liddy@gmail.com]

Sent: Tuesday, May 16, 2017 11:02 AM

To: Craig, Suzanne <<u>Suzanne.Craig@vaughan.ca</u>>; Racco, Sandra <<u>Sandra.Racco@vaughan.ca</u>>; Rosati, Gino <<u>Gino.Rosati@vaughan.ca</u>>; DeFrancesca, Rosanna <<u>Rosanna.DeFrancesca@vaughan.ca</u>>; Di Biase, Michael <<u>Michael.DiBiase@vaughan.ca</u>>; Bevilacqua, Maurizio <<u>Maurizio.Bevilacqua@vaughan.ca</u>>; lafrate, Marilyn

< Marilyn.lafrate@vaughan.ca>; Carella, Tony < Tony.Carella@vaughan.ca>; Shefman, Alan

< Alan. Shefman@vaughan.ca >; Ferri, Mario < Mario. Ferri@vaughan.ca >; McEwan, Barbara

<Barbara.McEwan@vaughan.ca>; carrie.liddy@gmail.com

Subject: Records retention schedule

https://www.vaughan.ca/council/minutes agendas/AgendaItems/Finance0501 17 8.pdf

1) Inadequate public notice

This is an item that requires a public meeting due to the serious impact on the public of destruction of public records.

2) Chaotic and confusing guidelines and bylaw

The recommendations are confusing and lack a cohesive approach. It can't be clearly determined at what point records can be destroyed. The confusing notations and classifications can very well be manipulated according to individual self-interest.

3) Law and application to record

This report does NOT address any legislated legal requirements for records and makes vague reference to privacy and freedom of information etc.

All applicable laws need to be spelt out for their requirements. Even mundane records retention requirements for other levels of government and private sector are 20-25 years and this bylaw fails to meet that legislated standard.

All finances of the municipality and tenders and awards of bid documents, etc are subject to legislation that has not even been considered.

There are provincial laws, inter-provincial laws, federal laws that have not in any way been considered.

Destroying records is a very serious matter, particularly when there are known investigations underway.

4). Classifications

The classification category of records for each general area where records are not found to relate to any category have inadequate retentions.

When records cannot be categorized, they need to be held to HIGHEST record retention requirement, NOT an arbitrary minimum retention

5) Conflict of Decision makers

Having people with vested interest in records destruction on a Committee responsible for destruction of records is a clear conflict.

The destruction decision making should ONLY be decided by independent auditors, and external auditors.

External auditors CANNOT include KPMG who also has a vested interest in destroying records that they have already made audit decisions and findings on.

As an example: destroying records pre-1997 means that hospital finance and committee and task force records may have already been destroyed. These records are still required and will still be required in the future.

Another example is destroying records from committees etc after 2 years? These records and minutes and reports feed into council and bylaws. Destroying these records leaves the city with no historical data on bylaws and council decisions.

As another example, under existing Ontario law, there are NO restrictions or time limits on closed meetings complaints. Complaints can be filed back to when the law was enacted and the previous law that the current law is evolved from.

No closed meetings can be destroyed, or reports to closed meetings or minutes or any other records that have anything to do with closed meetings of council, Committee of Adjustment, CofW etc and anywhere closed meetings legislation applies.

6) Cost savings

Where in the report are actual cost savings addressed? There are no if any cost savings on destroying records particularly electronic records.

This records retention bylaw is quite likely illegal. It is noted that penalties under various legislations (including the criminal code) are serious and have not even been mentioned in the report.

I highly recommend Council take a very serious look at changing the destruction of records bylaw.

Thank you

Please note: there are people blind copied on this email

REVISED RECORDS RETENTION BY-LAW

Recommendation

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Report prepared by:

Dan Zelenyj, M.A. Manager, Archives and Records Management Services & City Archivist

Respectfully submitted,

Barbara A. McEwan City Clerk

THE CITY OF VAUGHAN

BY-LAW

BY-LAW NUMBER - 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.
- 26 "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

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 bylaw 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, "Records Centre", 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 bylaw.

DISPOSING OF OFFICIAL RECORDS

- 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.
- 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 XX day of XXX	(X, 2017.
	Hon. Maurizio Bevilacqua, Mayor
	Barbara A. McEwan, City Clerk
Authorized by Item No of Report No of the Committee Adopted by Vaughan City Council on	



RECORDS RETENTION SCHEDULE BY-LAW XX-2017, SCHEDULE A

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.

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
A01 – Accidents and Incidents ¹	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 gu	ard reports and insura	nce claims.		
A02 – Administrative Committees	C+7	C+1	6	No
and Staff Meetings				
Records related to general staff meeti	ngs in business units a	nd City admir	nistrative commi	ttees that are
not related to City governance matter	s. Documents under th	is classification	on heading inclu	de notice of
the meetings, agenda, minutes and sta	aff activity reports. Th	is classificatio	on heading includ	les Special
Purpose Committees, Staff Committee	es, Task Forces/Steerin	g/Working Co	ommittees, Senio	or
Management Team, etc. This classific	ation excludes records	of G05 Statu	tory and Non-sta	atutory
Committees located under Governance	e and Policy.			
A03 – Associations and	C+3	C+1	2	No
Organizations				
Records related to various association	s and organizations tha	at affect or ar	e of interest to t	the City. Staff
may provide support services or comp	nunicate with these as:	sociations an	d organizations.	Documents

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
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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

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
A05 – Complaints and Inquiries	C+3	C+1	2	No
Records related to complaints and inquiry business units. Documents under t document the complaint and inquiry. C agencies to investigate the complaint a document the complaint and inquiry process.	this classification hea Correspondence may and inquiry. This also	ading include o be sent betw	correspondence een business ur	e received to nits and external
A06 – Conferences and Seminars	C+3	C+1	2	No
Records related to conferences, semina activities/initiatives attended by City st heading include invitations, approvals,	aff or sponsored by	the City. Docu	ments under th	•
A07 – Consulting	C+7	C+1	6	No
as agents or consultants for the City. D correspondence, proposals, resumes, s process. A08 – Facility and Equipment			•	
Bookings				
Records related to facility and equipme copies of permits and bookings issued specific activities and events. This class	for the rental of recr	reational and a	idministrative f	-
A09 – Inventory Control (Office Supplies/Equipment)	C+7	C+1	6	No
Records related to inventory control of heading include inventory statements, for inventory count and re-order purpoclassification excludes inventory record	stock status reports oses to ensure that a	, reorder form Idequate stock	s, etc. These re	cords are used d. This
A10 – Memberships	C+3	C+1	2	No
Records related to staff membership in classification heading include trade pul reports, etc.	•			
A11 – Office Furniture and Equipment	T+1	T+1		No
Records related to office equipment su recorders, postage equipment, etc. Thi	ich as photocopiers,			•

maintenance and repair of office equipment. This also includes furniture records. This excludes

computer equipment located under the classification code IO5 Computer Hardware.

Series Code & Classification Total Retention Office **Inactive** 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. C+1 A13 – Reports and Studies 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 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.

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
B01 – Building and Property	C+16	C+1	15	No
Maintenance and Repairs				

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	C+7	C+1	6	No
Management				

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
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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	T+16	T+1	T+15	No
Renovations				

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.

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	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.

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 C+3 C+1 2 No Management-General

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.

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
C01 – Cemetery Records	P	C+1	P	Yes
Records related to active, inactive, and	pioneer cemeterie	s. This classific	ation heading ir	ncludes records
related to cairn construction, the open	ning and closing of g	raves within V	aughan cemetei	ries and
cemetery maintenance. Recorded info	rmation includes na	me, work orde	er number, labo	ur and
equipment costs. Documents under th	is classification hea	ding include bu	urial permits, ma	aps, plot
ownership records, internment registe	ers and plot indexes	for City cemet	eries. Some of t	he noted
records are used to allocate cemetery	opening and closing	costs to vario	us accounts.	
CO2 – Elderly Assistance ²	T+7	T+1	6	No
Records related to Municipal and Prov	incial programs that	are available	to assist elderly	residents. This
includes records related to the Ontario	o Home Renewal Pro	gramme. This	excludes tax as	sistance records
located under the classification F26 Ta	xation Records - Ad	ministrative.		
	1		1	
C03 – Homes for Aged Residents-	P	T+1	P	Yes
Administration Records			1	
Administration records include all reco				_
residents such as Maple Manor. This a	lso includes financia			_
	lso includes financia			_
residents such as Maple Manor. This a insurance records, staff reports and co	lso includes financia orrespondence.	l records such	as lease and mo	ortgage records,
residents such as Maple Manor. This a insurance records, staff reports and co	lso includes financia			_
residents such as Maple Manor. This a insurance records, staff reports and co CO4 – Homes for Aged Residents- Tenancy Records ³	lso includes financia prrespondence.	T+1	as lease and mo	No
residents such as Maple Manor. This a insurance records, staff reports and co CO4 – Homes for Aged Residents- Tenancy Records ³ Records related to the admission and a	T+21 acceptance of senio	T+1 r citizens to Ho	as lease and mo	No ged. This includes
residents such as Maple Manor. This a insurance records, staff reports and co CO4 – Homes for Aged Residents- Tenancy Records ³ Records related to the admission and a information related to the tenancy admission and a conformation related to the conformation related to the tenancy admission and a conformation related to the c	T+21 acceptance of senio	T+1 r citizens to Ho such as applic	20 omers for the Agations, medical	No ged. This includes assessments,
residents such as Maple Manor. This a insurance records, staff reports and co CO4 – Homes for Aged Residents- Tenancy Records ³ Records related to the admission and a information related to the tenancy adrifunctional assessments, consent forms	T+21 acceptance of senio ministration process	T+1 r citizens to Ho such as applic wait lists. The	20 omers for the Agations, medical	No ged. This includes assessments,
residents such as Maple Manor. This a insurance records, staff reports and co CO4 – Homes for Aged Residents- Tenancy Records ³ Records related to the admission and a information related to the tenancy admission and a conformation related to the conformation related to the tenancy admission and a conformation related to the c	T+21 acceptance of senio ministration process	T+1 r citizens to Ho such as applic wait lists. The	20 omers for the Agations, medical	No ged. This includes assessments,
residents such as Maple Manor. This a insurance records, staff reports and co CO4 – Homes for Aged Residents- Tenancy Records ³ Records related to the admission and a information related to the tenancy adrifunctional assessments, consent forms	T+21 acceptance of senio ministration process	T+1 r citizens to Ho such as applic wait lists. The	20 omers for the Agations, medical	No ged. This includes assessments,

C99 – Community and Social C+3 C+1 2 No Services-General

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

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).

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
D01 – Annexation and	Р	C+1	Р	Yes
Amalgamation				
Records related to annexation and ar	malgamation of lands a	djacent to th	e City for the pu	irpose of
accommodating growth. This classific	cation heading includes	records rela	ted to Regional	and Municipal
jurisdiction reorganizational and rest	ructuring.			
	T	1		
D02 – Community Improvement	T+7	T+1	T+7	No
Records related to the City's dealings				
specific geographically defined area.			•	•
statements, reports and studies, stat		•		•
improvement projects include Busine	•		ecords on housii	ng rehabilitation
programs such as Canada Mortgage a	and Housing Corporation	on, etc.		
			1	1
D03 – Condominiums	P	C+1	P	Yes
Records related to the receipt and pr	ocessing of application	s for condon	ninium registrati	on. The City of
Records related to the receipt and pr Vaughan approves all draft plans togo	ocessing of application ether with conditions o	s for condom of draft plan a	ninium registrati opproval. Docu	on. The City of ments under this
Records related to the receipt and pr Vaughan approves all draft plans togothers: classification heading include register	ocessing of application ether with conditions c red and unregistered c	s for condon of draft plan a ondominium	ninium registrati approval. Docu s, registration a	on. The City of ments under this oprovals,
Records related to the receipt and pr Vaughan approves all draft plans togother classification heading include register architectural drawings, surveys, technical	ocessing of application ether with conditions of red and unregistered conical reports, correspon	s for condom of draft plan a ondominium ndence, writt	ninium registrati approval. Docu s, registration ap en comments, v	on. The City of ments under this oprovals, working notes,
Records related to the receipt and pr Vaughan approves all draft plans togother classification heading include register architectural drawings, surveys, technotices of public meetings, Ontario M	ocessing of application ether with conditions of red and unregistered conical reports, correspon	s for condom of draft plan a ondominium ndence, writt	ninium registrati approval. Docu s, registration ap en comments, v	on. The City of ments under this oprovals, working notes,
Records related to the receipt and pr Vaughan approves all draft plans togother classification heading include register architectural drawings, surveys, technical	ocessing of application ether with conditions of red and unregistered conical reports, correspon	s for condom of draft plan a ondominium ndence, writt	ninium registrati approval. Docu s, registration ap en comments, v	on. The City of ments under this oprovals, vorking notes,
Records related to the receipt and pr Vaughan approves all draft plans togon classification heading include register architectural drawings, surveys, technotices of public meetings, Ontario Mapplications.	ocessing of application ocessing of application octoors and unregistered conical reports, correspondunicipal Board appeal.	s for condom of draft plan a condominium ndence, writt s, survey plar	ninium registrati approval. Docu s, registration ap en comments, v ns, background i	on. The City of ments under this oprovals, working notes, nformation, and
Records related to the receipt and provided Vaughan approves all draft plans togother classification heading include register architectural drawings, surveys, technotices of public meetings, Ontario Mapplications. D04 – Consents, Land Severances	ocessing of application ether with conditions of red and unregistered conical reports, correspon	s for condom of draft plan a ondominium ndence, writt	ninium registrati approval. Docu s, registration ap en comments, v	on. The City of ments under this oprovals, working notes,
Records related to the receipt and pr Vaughan approves all draft plans togother classification heading include register architectural drawings, surveys, technotices of public meetings, Ontario Mapplications. D04 – Consents, Land Severances and Boundaries	ocessing of application ocessing of application octoor of the red and unregistered on the red and unregistered of the reports, corresponding to the reports of the reports	s for condom of draft plan a condominium ndence, writt s, survey plan	ninium registration proval. Documents, vegistration appears to the proval of the prova	on. The City of ments under this oprovals, working notes, nformation, and
Records related to the receipt and provided Vaughan approves all draft plans together classification heading include register architectural drawings, surveys, technotices of public meetings, Ontario Mapplications. D04 – Consents, Land Severances and Boundaries Records related to completed conservations.	ocessing of application ether with conditions of applications of applications of applications of applications of appeals to applications for land	s for condom of draft plan a condominium ndence, writt s, survey plan C+1 severance or	ninium registration proval. Documents, ven comments, ven c	on. The City of ments under this oprovals, working notes, nformation, and
Records related to the receipt and provided Vaughan approves all draft plans togother classification heading include register architectural drawings, surveys, technotices of public meetings, Ontario Mapplications. D04 – Consents, Land Severances and Boundaries Records related to completed consert Residential property owners seek to the second seek to	ocessing of application ether with conditions of applications of applications of applications of appeals of appeals of applications for land divide their individual processing of applications of app	s for condom of draft plan a condominium ndence, writt s, survey plan C+1 severance or oroperties interes	prinium registration approval. Documents, ven comments, ve	on. The City of ments under this oprovals, working notes, nformation, and Yes Stments. Documents
Records related to the receipt and provided values approves all draft plans togother classification heading include register architectural drawings, surveys, technotices of public meetings, Ontario Mapplications. D04 – Consents, Land Severances and Boundaries Records related to completed consent Residential property owners seek to conder this classification heading includes.	ocessing of application ether with conditions of red and unregistered conical reports, correspondenical Board appeals P It applications for land divide their individual pade written comments,	s for condom of draft plan a condominium ndence, writt s, survey plan C+1 severance or properties int working not	properties of the comments of	on. The City of ments under this oprovals, working notes, nformation, and Yes Stments. Documents
Records related to the receipt and provided Vaughan approves all draft plans togother classification heading include register architectural drawings, surveys, technotices of public meetings, Ontario Mapplications. D04 – Consents, Land Severances and Boundaries Records related to completed consert Residential property owners seek to the second seek to	ocessing of application ether with conditions of red and unregistered conical reports, correspondenical Board appeals P It applications for land divide their individual pade written comments,	s for condom of draft plan a condominium ndence, writt s, survey plan C+1 severance or properties int working not	properties of the comments of	on. The City of ments under this oprovals, working notes, nformation, and Yes Stments. Documents
Records related to the receipt and provided Vaughan approves all draft plans togother classification heading include register architectural drawings, surveys, technotices of public meetings, Ontario Mapplications. D04 – Consents, Land Severances and Boundaries Records related to completed consent Residential property owners seek to conder this classification heading includes	ocessing of application ether with conditions of red and unregistered conical reports, correspondenical Board appeals P It applications for land divide their individual pade written comments,	s for condom of draft plan a condominium ndence, writt s, survey plan C+1 severance or properties int working not	properties of the comments of	on. The City of ments under this oprovals, working notes, nformation, and Yes Stments. Documents

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** Value Ρ **D06 – Development Drawings** Ρ 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 Ρ C+1 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. C+10 C+1 9 **D08 – Economic Development** 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 C+1 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 Ρ Ρ Yes C+1 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** C+10 C+1 9 No Development 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 Ρ C+1 Ρ 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** Value **D13 – Local Improvements** C+21 20 C+1 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 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, bylaws, correspondence and street name indexes. **D16 - Natural Resources** C+10 C+1 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** Ρ C+1 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 C+1 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.

Archival Total **Series Code & Classification** Retention Office **Inactive** Value D19 – Part Lot Control C+1 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 C+1 Ρ Yes (Drawings, Maps, Plans, etc.) 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** C+1 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 Ρ C+1 Ρ 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. No **D24 – Tourism Development** C+10 C+1 9 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 Р C+1 Ρ 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.

Archival

Series Code & Classification Total Retention Office Inactive Value D26 - Zoning Р Ρ Yes C+1 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. 2 D99 - Development and Planning-C+3 C+1 No This classification heading includes administrative records that cannot be classified elsewhere in this

This classification heading includes administrative records that cannot be classified elsewhere in this section. Only use if no other classification heading is applicable.



correspondence.

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).

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
	1		_	
E01 – Conservation	C+10	C+1	9	No
Records related to conservation project				
include Greening Vaughan, car-pooling,	Earth-hour, etc. Rec	ords include	correspondence	e, planning
documents, educational materials, etc.				
E02 – Customer and Service	C+10	C+1	9	No
Information	C.10	C.1		140
These records relate to requests submit	l tted by residents and	husinesses (Concerning wate	r quality and
quantity, sewers, sanitation and roads.	•		_	
cracked sidewalks, to fill in pot holes on	•		•	
request for service forms, service-in-kin				_
requests related to underground service	•	iii reports, cc	irespondence a	illa locate
requests related to underground service	cs.			
	1	1	T	T
E03 – Drainage and Grading	P	C+1	P	Yes
Records related to damage caused by fl		i.	-	
	ooding and poor dra	inage. This in	ncludes informa	tion on
Records related to damage caused by fl	ooding and poor dra s, creek flow levels, g	inage. This in rading inspe	ncludes informa ction reports, a	tion on nd soil erosion.
Records related to damage caused by fl foundation damage, flooded basement:	ooding and poor dra s, creek flow levels, g ading include compla	inage. This in rading inspe ints, damage	ncludes informa ction reports, ai reports, inspec	tion on nd soil erosion. tion reports,
Records related to damage caused by fl foundation damage, flooded basements Documents under this classification hea	ooding and poor dra s, creek flow levels, g ading include compla	inage. This in rading inspe ints, damage	ncludes informa ction reports, ai reports, inspec	tion on nd soil erosion. tion reports,
Records related to damage caused by fl foundation damage, flooded basements Documents under this classification hea	ooding and poor dra s, creek flow levels, g ading include compla	inage. This in rading inspe ints, damage	ncludes informa ction reports, ai reports, inspec	tion on nd soil erosion. tion reports,
Records related to damage caused by fl foundation damage, flooded basements Documents under this classification hea and clean-up activity reports. This also i	ooding and poor dra s, creek flow levels, g ading include compla includes records rela	inage. This in rading insperints, damage ted to draina	ncludes informa ction reports, a reports, inspec ge and retentio	tion on and soil erosion. tion reports, n ponds.
Records related to damage caused by fl foundation damage, flooded basements Documents under this classification hea and clean-up activity reports. This also i	ooding and poor dra s, creek flow levels, g ading include compla includes records rela P	inage. This in rading insperints, damage ted to draina C+1	reports, inspec ge and retentio	tion on and soil erosion. tion reports, n ponds. Yes amental audits,
Records related to damage caused by fl foundation damage, flooded basements Documents under this classification heat and clean-up activity reports. This also in E04 – Environmental Management Records related to environmental management	ooding and poor dra s, creek flow levels, g ading include compla includes records rela P agement. This include toxicology. Docume	inage. This in rading insperints, damage ted to draina C+1	reports, inspec ge and retentio	tion on and soil erosion. tion reports, n ponds. Yes amental audits,
Records related to damage caused by fl foundation damage, flooded basements Documents under this classification hea and clean-up activity reports. This also in the EO4 – Environmental Management Records related to environmental management environmental monitoring, testing, and	ooding and poor dra s, creek flow levels, g ading include compla includes records rela P agement. This include toxicology. Docume	inage. This in rading insperints, damage ted to draina C+1	reports, inspec ge and retentio	tion on and soil erosion. tion reports, n ponds. Yes amental audits,
Records related to damage caused by fl foundation damage, flooded basements Documents under this classification hea and clean-up activity reports. This also in the EO4 – Environmental Management Records related to environmental management environmental monitoring, testing, and	ooding and poor dra s, creek flow levels, g ading include compla includes records rela P agement. This include toxicology. Docume	inage. This in rading insperints, damage ted to draina C+1	reports, inspec ge and retentio	tion on and soil erosion. tion reports, n ponds. Yes amental audits,
Records related to damage caused by fl foundation damage, flooded basements. Documents under this classification heat and clean-up activity reports. This also in the tension of the tensi	ooding and poor dra s, creek flow levels, g ading include compla includes records rela P agement. This include toxicology. Docume	inage. This in rading insperints, damage ted to draina C+1 es records related to the control of	ncludes information reports, as reports, inspecting and retention Plating to envirors classification h	tion on and soil erosion. tion reports, n ponds. Yes amental audits, neading include
Records related to damage caused by fl foundation damage, flooded basements. Documents under this classification heat and clean-up activity reports. This also it environmental Management. Records related to environmental management environmental monitoring, testing, and maps, complaints and correspondence.	ooding and poor dra s, creek flow levels, g ding include compla includes records rela P agement. This include toxicology. Docume	crading insperints, damage ted to drainal crading insperints. C+1 es records relates under this	reports, inspection reports, inspection reports, inspection retention Plating to envirors classification h	rtion on and soil erosion. tion reports, n ponds. Yes amental audits, neading include

classification heading also includes studies and reports, maps, complaints, work orders and

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
E06 – Environmental Remediation- Residential	P	C+1	P	Yes
Records related to residential environn contamination, phase 1 and 2 environn classification heading also includes stude correspondence.	nental assessments	and specific si	te remediation.	This
E07 – Sanitary Sewers-Design and Construction	P	C+1	P	Yes
Records related to the planning, desigr classification heading include drawings estimates and Ministry of Environment	, flow calculations,			
E08 – Sanitary Sewers-Operations	C+16	C+1	15	No
eports, as well as maintenance and re 609 – Storm Sewers-Design and Construction	P	C+1	P	Yes
Records related to the planning, design classification heading include drawings estimates and Ministry of Environment	, flow calculations,			
E10 – Storm Sewers-Operations	C+16	C+1	15	No
Records related to the inspection, mair ncludes information on sewer back-up reports, as well as maintenance and re	s, odours, sewer cl			_
E11 – Treatment Plants, Sewage- Design and Construction	P	C+1	P	Yes
Records related to the planning, desigr this classification heading include draw estimates and Ministry of Environment	ings, flow calculation	•	•	
E12 – Treatment Plants, Sewage- Operations	C+16	C+1	15	No
Records related to the daily operation, classification heading includes instrumereports, as well as maintenance and re	entation control red			

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
E13 - Utilities	Р	C+1	Р	Yes
Records related to utility services not of customers. This includes records regar T.V., gas mains, power lines, pipelines,	ding the installation	•		
E14 – Waste Management-Landfill Administration	P	C+1	P	Yes
records related to the construction, op documents include contracts and agre engineering reports, Ministry of Enviro	ements, consultant's	s reports, land	surveys, techni	
E15 – Waste Management- Operations	C+10	C+1	9	No
These records relate to the disposal of management records, recycling operate	tion records, garbage	e collection re	-	
These records relate to the disposal of	tion records, garbage	e collection re	-	
These records relate to the disposal of management records, recycling operate complaints, hazardous waste records at E16 – Waste Reduction Records related to waste management	c+10 t activities including	C+1 recycling, redu	guction, reuse, so	ps, garbage No Durce separation
These records relate to the disposal of management records, recycling operate complaints, hazardous waste records at E16 – Waste Reduction Records related to waste management wet waste program, composting and compertaining to the reduction of househor related to the purchase and distribution	ction records, garbage and correspondence C+10 t activities including onservation program and hazardous w	C+1 recycling, reduns. This classifaste. Support	g uction, reuse, so ication heading ing documents	No Durce separation includes records include records
These records relate to the disposal of management records, recycling operate complaints, hazardous waste records a E16 – Waste Reduction	ction records, garbage and correspondence C+10 t activities including onservation program and hazardous w	C+1 recycling, reduns. This classifaste. Support	g uction, reuse, so ication heading ing documents	No Durce separation includes records include records
These records relate to the disposal of management records, recycling operate complaints, hazardous waste records at E16 – Waste Reduction Records related to waste management wet waste program, composting and compertaining to the reduction of househor related to the purchase and distribution pick-up program. E17 – Water and Sewer Service	C+10 t activities including onservation program old and hazardous was not green bins, blue processor at the property/streat the property/streat the property/streat and residential series.	C+1 recycling, reduns. This classificante. Support boxes and receive boxes and receive connections are use eet line. This	g uction, reuse, so ication heading ing documents cords related to p tions. Sewer at the line and sprink and to connect so classification heading to the line and sprink and to connect so classification heading to the line and sprink and the line and the	No Durce separation includes records include records the appliance Yes Ind water main the service sprinkler neading

planning, design and construction of pumping stations, water mains, water distribution systems

calculations, consultant's reports, engineering reports, correspondence, cost estimates and

and fire hydrants. Documents under this classification heading include drawings, flow

Ministry of Environment approvals.

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
19 – Water Distribution Systems-	C+16	C+1	15	No
Operations				
Records related to the daily operation, mains, water distribution systems and control records, inspection records, op cleaning records and volume counts.	fire hydrants. This cl	assification he	ading includes i	instrumentatio
E20 – Water Metering	P	C+1	Р	Yes
Records related to water metering. Ware sidential and commercial customers. Sales, contract registers as well as instancludes complaints, meter cards, servi	Documents under tallation, maintenanc	his classifications, and repair re	on heading inclu	ıde water mete
E21 – Water Production-Quality	C+16	C+1	15	No
Testing, Monitoring and Analysis				
Records related to the quality testing, a	analysis and monitor	ring of drinking	water to ensu	re that it is safe
or human consumption. Water quality	testing is undertak	en to determin	e the type of co	ontaminants in
he drinking water such as lead, fluorid	•		, ,	
nclude complaints, water quality testir	ng reports and corre	spondence.		
E22 – Water Services-Consumption and Conservation	C+16	C+1	15	No
These records relate to the consumption includes correspondence, conservation showerheads.		•		_
E23 – Weather Monitoring	C+7	C+1	6	No
Records related to weather monitoring	-	_	_	
weather log sheets. This information is work activities and projects. This classifimaintenance operations.	used to monitor the	e weather in co	onnection to va	rious outdoor
	C+7	C+1	6	No
24 – Weed Control	L+/			
		of native plan	t species. This	classification
Records related to the control of weed	s and the protection	•	•	
Records related to the control of weed neading includes complaints, work ord	s and the protection ers, inspection reco	ds and corres	oondence. Thes	e records are
Records related to the control of weed heading includes complaints, work ordereated to ensure that noxious weeds a	s and the protection ers, inspection reco	ds and corres	oondence. Thes	e records are
Records related to the control of weed heading includes complaints, work ordereated to ensure that noxious weeds a E99 – Environmental, Water and	s and the protection ers, inspection reco are destroyed in acc	rds and corresported and corresported with I	pondence. Thes egislation and r	e records are egulations.
Records related to the control of weed heading includes complaints, work ordereated to ensure that noxious weeds a E99 – Environmental, Water and Works-General This classification heading includes adm	s and the protection ers, inspection recordere destroyed in acc	cds and correspordance with I	oondence. Thes egislation and r	e records are egulations.



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.

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
F01 – Accounting-Permanent	Р	C+1	Р	Yes
Ledgers and Registers				
Records related to the administrative	and accounting contro	ol of the gen	eral ledger accou	nts. This
includes all accounting books of original	nal entry retained by th	ne City of Va	ughan. This classi	fication also
includes payroll registers and payroll	ledger cards.			
F02 – Accounting-Subsidiary	C+10	C+1	9	No
Ledgers and Registers				
Records related to all subsidiary ledge	ers and registers pertain	ining to the $arepsilon$	general administr	ation of the
accounting systems and the classifica	tion of accounts. Docu	ments unde	this classificatio	n heading
include trial balances, general journa	ls, payment and receip	t journals, ye	ear-end analysis,	year-end files,
etc. These records may be used to re-	cord the financial affair	rs of the City	, to post to vario	us accounts and
to reconcile the permanent ledgers a	nd registers.			
F03 – Accounts Payable	C+7	C+1	6	No
Records related to the processing of	payments made by the	City to exte	rnal suppliers of a	goods and
services. This classification heading ir	icludes vendor's invoic	es, cheque r	equisitions, purch	nase orders and
receiving reports.				
F04 – Accounts Receivable	C+7	C+1	6	No
Records related to the revenues rece	ived by the City throug	h the sale of	goods and service	es rendered.
This classification heading includes re	cords pertaining to rev	enue gener	ated through serv	ices and
sources other than taxation, such as I	recreation program de	livery, facility	rentals, etc.	
F05 – Audits-Financial	P	C+1	Р	Yes
Records related to the development,	administration, and co	nduct of into	ernal and externa	l financial
audits of the City's financial business	processes. This classif	ication head	ing includes finar	ıcial

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** Value F06 - Banking Records C+7 6 C+1 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+1 5 C+6 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. C+1 F09 - Budgets-Operating C+7 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.

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.

C+1

6

No

C+7

F11 - Cheques

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

Series Code & Classification Total Retention Office Inactive 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, manhours, 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 P C+1 P Yes Funds

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 C+7 C+1 6 No Expenses

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 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.

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** Value C+6 5 F23 - Receipts C+1 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. C+7 F24 – Revenues 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 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-C+7 C+1 6 No **Administrative** 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 C+1 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. C+7 No F28 - Taxation Reports C+1 6 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.

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

Archival

Series Code & Classification Total Retention Office **Inactive** Value F29 - Write-offs (other than Taxation) C+7 6 C+1 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 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).

				Archival
Series Code & Classification	Total Retention	Office	Inactive	Value
G01 – Appointments to Boards and Committees ⁹	T+4	T+1	3	No
Records related to the appointment of				
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				
	ide letters to applicants	s, resumes of	applicants and d	leclaration
forms for appointed individuals.				
G02 – By-laws	P	5	Р	Yes
Records related to the City's official of	ordinances (i.e. by-laws), as well as t	ne amendments	and
attachments that are legally part of b	y-laws. Specific docum	nents under t	his classification	heading
include by-law working papers, by-law	w index books, draft an	d final versio	ns of by-laws, et	с.
G03 – By-laws-Other	P	5	Р	Yes
Municipalities				
Records related to by-laws of other n	nunicipalities that are o	of interest to	the City. This incl	udes draft and
final version of by-laws. These by-law	s are kept for informat	ion purposes	only.	
204.4		_	_	.
G04.1 – Council	P	5	P	Yes
Records related to the meetings, duti		•		
classification heading include notices	•	•	•	
minutes, resolutions, and reports per		-		•
Council. This includes records of Com		-	uncil Committee). This
classification also includes closed session agendas and minutes.				
G04.2 – Council Audio Records	90 days	90 days		No
Records under this classification cons	ist of audio recordings	of proceedin	gs, decisions, and	
recommendations of City Council (inc	cluding Committee of the	ne Whole).		
9				

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

	Total			Archival	
Series Code & Classification	Retention	Office	Inactive	Value	
G05 – Committees-Statutory and	P	5	P	Yes	
Non-statutory					
Records related to the meetings, dutie		•	•	•	
Committees to City Council (e.g. Prope	•		•		
Committee, etc.). This classification he	-	_			
recommendations of noted committee			_	•	
agendas and minutes, working papers	•		_		
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.	iocated under classific	ation Auz - A	diffinistrative Co	minittees and	
Starr Weetings.					
G06 – Election-Ballots	120 days	120 days		No	
This classification heading relates to el	ection ballots used and	d cast by vote	ers in municipal	elections.	
These records are generally retained for	or 120 days after an el	ection and de	estroyed.		
	1	T			
G07.1 – Election-Planning and	C+4	C+4		No	
Execution					
Records related to the processes involved in the planning and execution of City elections. Specific					
documents under this classification he	•	•			
election correspondence, training mat	erials, recount records	, documenta	tion to hire elec	tion staff, etc.	
G07.2 - Voters List (Preliminary List	Р	C+4	Р	Yes	
of Electors)					
Records related to the electors of the	• •	of Vaughan)	. Specific docur	ments under	
this jurisdiction consist of a list of eligi	ble electors.				
	1	T	1		
G08 – Election Management-	P	C+1	P	Yes	
Administration and Financial		16		<u> </u>	
Records related to the process of elect					
records include the official election res			•		
classification heading also includes rec			-		
amalgamations, school board determined ward boundary maps and census repo	-	Jiesentation.	Specific docum	ents include	
ward boundary maps and census repo	rts.				
G09 – Integrity Commissioner-	Р	C+1	Р	Yes	
Investigative Reports		0.1			
Records related to the Integrity Comm	issioner's investigative	reports relat	ted to the code	of conduct for	
members of council and the code of co		•			
procedures, rules and policies of the m			• • •	•	
members of council and/or of local bo		-	-		

Series Code & Classification Total Retention Office Inactive 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.

				Archival				
Carias Cada & Classification	Total Detention	Off:	la catina					
Series Code & Classification	Total Retention	Office	Inactive	Value				
H01 – Attendance and Scheduling	C+7	C+1	6	No				
Records related to City employees' wor	•		_					
information on shift scheduling, vacation								
etc. Each department completes a weekly attendance report for the Human Resources Department. Each								
employee's attendance records are upo				This				
classification heading includes the emp	oyees' departmental vaca	tion request	forms.					
H02 – Employee Benefits	S+5	S	5	No				
These records relate to the benefit prog		•						
prescription, life insurance, short and lo	•		_	cludes benefit				
carriers and claims processing records,								
documentation regarding benefits offer	ed to employees. This also	includes th	ie employee be	enefit				
handbook.								
10	T			T				
H03 – Employee History ¹⁰	T+16	T+1	15	No				
	<u>-</u>	•	•	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, resum-	es, correspondence, emplo	yment refe	rence checks,	start-				
documents include applications, resume termination forms; as well as records per	es, correspondence, emploertaining to performance e	yment refe valuation, s	rence checks, s alary adjustme	start- ents,				
documents include applications, resume termination forms; as well as records po- disciplinary action, grievances, awards,	es, correspondence, emploertaining to performance eattendance, work history,	oyment refe evaluation, s education a	rence checks, s alary adjustme nd training. Th	start- ents, iis				
documents include applications, resume termination forms; as well as records po- disciplinary action, grievances, awards, classification heading also includes an e	es, correspondence, emploertaining to performance e attendance, work history, mployees' medical inform	oyment refe evaluation, seducation a ation relate	rence checks, s alary adjustme nd training. Th	start- ents, iis				
documents include applications, resume termination forms; as well as records po- disciplinary action, grievances, awards,	es, correspondence, emploertaining to performance e attendance, work history, mployees' medical inform	oyment refe evaluation, seducation a ation relate	rence checks, s alary adjustme nd training. Th	start- ents, iis				
documents include applications, resume termination forms; as well as records po- disciplinary action, grievances, awards, classification heading also includes an e- health leave, pregnancy leave, medical	es, correspondence, emploertaining to performance e attendance, work history, mployees' medical inform assessments and doctor's	byment refe evaluation, seducation a ation relate notes.	rence checks, s alary adjustme nd training. Th d to long-term	start- ents, iis				
documents include applications, resume termination forms; as well as records per disciplinary action, grievances, awards, classification heading also includes an element health leave, pregnancy leave, medical H04 – Employee Assistance	es, correspondence, emploertaining to performance eattendance, work history, mployees' medical inform assessments and doctor's	evaluation, seducation a ation relate notes.	rence checks, s alary adjustme nd training. Th d to long-term	start- ents, iis disability, No				
documents include applications, resume termination forms; as well as records po- disciplinary action, grievances, awards, classification heading also includes an e- health leave, pregnancy leave, medical	es, correspondence, emploertaining to performance eattendance, work history, mployees' medical informassessments and doctor's T+3 programs. Employee assis	evaluation, seducation a ation relate notes. T stance program	rence checks, salary adjustmend training. The district to long-term 3 ram records co	start- ents, is disability, No ntains				

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

under this classification heading include correspondence, publications, tuition assistance records, etc.

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
H05 – Job Descriptions and	S+5	S	5	No
Classifications				

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	T+10	T+1	9	No
Safety ¹¹				

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	E+40First Entry	E+1	39	No
Occupational Health Claims	E+20Last Entry	E+1	19	

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	S+5	S	5	No
Structure				

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	Р	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.

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

Total Archival Series Code & Classification Retention Office Inactive 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+1 39 No E+20Last Entry E+1 19

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.

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.

Archival

				Archival	
Series Code & Classification	Total Retention	Office	Inactive	Value	
I01 – Archival Services	P	Р		Yes	
Records related to the management and operation of the City Archives. This classification heading					
includes records related to general are	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 practi	ices, imaging/microfilming	g initiatives, etc	This classifica	ation also	
includes information on special archiv			•		
management needs, electronic record	•			_	
Electronic Document Management Sy	stems/Electronic Content	Management	(EDMS/ECM),	etc.	
12	T	T	I	T	
IO2 – Access and Privacy ¹³	T+5	T+1	4	No	
Records pertaining to the management					
Municipal Freedom of Information and					
initiatives undertaken to ensure that t					
decision letters, and submissions to the	ne Information and Privac	y Commissione	r of Ontario re	garding	
appeals.					
102.4	0.7	0.4			
103.1 – Communication Systems	C+7	C+1	6	No	
Records related to all types of inte					
computer hardware. These records					
phones, etc. This classification heading	_	nd repair recor	ds for the City	y's telephone	
system and other communication syst	tems.				
102.2 Tolombono Activity Donorto	12 months	12 months		No	
103.2 – Telephone Activity Reports				No	
Records relating to internal telephone	e communication activity.	Classification	pertains to tele	epriorie	
activity reports.					

For Freedom of Information Records T = closure of access request

Series Code & Classification Total Retention Office Inactive Value

103.3 – 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.

106 – 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.

107 – Documentation-Hardware and Software 16 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.

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

	Total			Archival			
Series Code & Classification	Retention	Office	Inactive	Value			
109 – Records Management	C+7	C+1	6	No			
Operational Records							
Records related to the operation of a Ci							
heading includes records related to rout	•						
operations, file conversion projects, spa	<u> </u>		_				
Systems/Electronic Content Management (EDMS/ECM), digital imaging, filing equipment needs analysis, Versatile training, etc.							
Versatile training, etc.							
I10 – Records Management Program	Р	C+1	Р	Yes			
Records		U 12					
Records related to the development and	d administration of a C	City-wide rec	ords manageme	nt program.			
This classification heading includes reco	rds related to records	appraisal, re	cords retention	, records			
classification, manuals management, re-	cords disposition, vita	l records pro	tection <u>,</u> disaster	recovery, and			
directory of records.							
	T = =		Τ _	T			
I11 – Systems Development and	C+7	C+1	6	No			
Business Process Management	of a durinistania a Cit			.			
Records related to the practical aspects automate various manual business proc							
inventory of present methodologies, pri		_					
planning, etc. This also includes records	• •		-				
maintenance of the City's websites and		ia intranct a	evelopinent, as	well as the			
maintenance of the city's websites and	orimic services.						
I12 – System Security ¹⁷	S+7	S+1	6	No			
Records related to the security and conf	fidentiality of the City'	s digital info	rmation resourc	es. This			
includes information about computer se	ecurity tools and inter	nal and exter	nal security pra	ctices.			
Documents under this classification hea	ding include user auth	orization list	ts, internal comp	outer			
monitoring reports, etc. A City employe	· ·		•				
computers and mainframe applications.	•	•					
_	ntation includes syste	m numbers,	access. The existing installation documentation includes system numbers, system configurations,				
I parcanal computer conjections and use			-	•			
personal computer service logs and use	r logs.			·			

section. Only use if no other classification heading is applicable.

C+3

This classification heading includes administrative records that cannot be classified elsewhere in this

C+1

2

No

199 – Information Management-

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).

Archival

Series Code & Classification	Total Retention	Office	Inactive	Value	
L01 – Agreements and Contracts-	P	C+1	Р	Yes	
Major					
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 al	This classification heading may include all agreements and contracts entered into by the City under seal				

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-	T+7	T+1	6	No
Simple ¹⁸				

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 Hearings ¹⁹	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 IO2 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.

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

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

Code & Classification Total Retention Office Inactive Value

LO5 – 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 T+16 T+1 15 No Management²⁰

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.

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** 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 T+7 T+1 6 No Provincial²³ 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 C+1 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 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. S L16 – Precedents 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.

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** 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 Ρ Ρ C+1 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 T+1 Ρ 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.

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
M01 – Access Vaughan-Call Centre	C+7	C+1	6	No
Management				

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.

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	C+7	C+1	6	No
Events ²⁵				

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	C+7	C+1	6	No
Corporate Sponsorship				

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.

For Ceremonies and Events C = date of event.

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
M05- Enquiries	C+7	C+1	6	No
Records related to routine enquiries fr	om the public. Thes	e enquiries cor	ncern the servic	es provided by
various City Departments. Documents	under this classifica	tion heading in	ıclude informati	ion about these
services and correspondence with other	er City Departments			
M06 – Presentations and Speeches	C+7	C+1	6	No
Records related to the preparation and	delivery of speech	es and present	ations associate	ed with various
City events including receptions, award	d ceremonies, emplo	oyee recognition	on initiatives, in	augurations, ar
other special events. Documents unde	r this classification h	neading include	background no	otes, draft and
final versions of speeches and presenta	ations given by elec	ted officials and	d City staff.	
M07 – Public Relations	C+7	C+1	6	No
Records related to public relations acti	vities undertaken to	communicate	the City's offici	ial position on
specific matters or subjects. Public rela	itions records create	e awareness of	the City's servi	ces, initiatives,
and programs; with the view to develo	p and maintain a fa	vourable corpo	rate image. Pul	olic relation
records include media releases, official	statements, news	conferences, a	dvertisements, a	action plans,
marketing strategies, statistics and cor	respondence.			
M08 – Publications		1		
vius – Publications	C+7	C+1	6	No
Records related to the creation of publ	lications. Document	s under this cla	nssification head	ding include
Records related to the creation of publications and printer typed manuscripts, artwork, and printer business directories, maps, brochures,	lications. Documented copies of various	s under this cla publications ir	assification head acluding industr	ding include ial directories,
Records related to the creation of publication of publication of publications and printer typed manuscripts, artwork, and printers, brochures,	lications. Document ed copies of various guides and magazir	s under this cla publications ir nes. Publicatior	assification head acluding industr as provide inform	ding include ial directories, mation about
Records related to the creation of publication of publication of publications and printer that the services directories, maps, brochures, the various programs and services offer	lications. Document ed copies of various guides and magazin red by the City. This	s under this cla publications ir nes. Publication s classification	assification head acluding industr as provide inform	ding include ial directories, mation about
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Records related to the creation of publityped manuscripts, artwork, and printer business directories, maps, brochures, the various programs and services offer guides located under the classification M09 – Promotion Records related to promotional activiti	lications. Document ed copies of various guides and magazing red by the City. This R02 Graphic Art Pro	cs under this clap publications in the classification ogram. C+1 ducate and fost	assification head acluding industrials provide informations heading excluded 6	ding include ial directories, mation about es recreation No If the City's
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Records related to the creation of publityped manuscripts, artwork, and printed business directories, maps, brochures, the various programs and services offerguides located under the classification M09 – Promotion Records related to promotional activitic programs, initiatives and services. Probrochures, etc. M10 – Visual Identity and Symbols	ications. Document ed copies of various guides and magazir red by the City. This R02 Graphic Art Processing C+7 les undertaken to ea motional materials	cs under this classifications in classification ogram. C+1 ducate and fost may include pire.	assification head acluding industri as provide informations heading exclude 6 ter awareness of ans, ties, mugs, n	Include ial directories, mation about es recreation No f the City's nouse pads,
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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	C+3	C+1	2	No
Communications-General				

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.

issuance of building permits and the inspecti	•		iddes records i	elated to the
	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
P01 – Animal Control	C+10	C+1	9	No
Records related to local animal control ordin under this classification heading include com animal control officer's reports, corresponde pertaining to animal control services contract	nplaints regarding ba ence with residents,	arking dogs,	dogs running a	t large,
P02.1 - Building Applications, Permits and	Р	C+2	P	Yes
Inspections – Industrial, Commercial and				
Institutional Records related to the issuance of building				
and institutional buildings. Permits for these of buildings, and/or installation of plumbir units. Records under this classification head as well as structural inspections. Docume Permit Application Forms, Land and Buildin building specifications, final inspection reports, property surveys, soil reports, lo Restrictions, housing model records, etc. T with the Ontario Building Code and City of document the complete history of each building Code.	ng, signage, pools, hing also relate to bunts under this classing Use Declaration Forts, heat loss calcut grading inspection hese records are us Vaughan By-laws.	neating, ven ilding inspe sification he forms, Gene ulations, res in reports, ed to ensur Records und	tilation and ai ctions, plumbin eading may ind ral Review Cor triction record Statement of e and docume er this classific	r conditioning ag inspections, clude Building mment Forms, s, engineering Design Form, at compliance cation heading
Industrial, Commercial and Institutional ²⁶	3	3		INO
General administration records related to in under this classification heading may include inspection request forms, interim inspection to Comply, compliance letters, as well as concustody and control of another City Departm Forms, Ministry of Labour Notification Form	e subject correspond reports, Occupancy pies of records wher nent. These types of	dence, chang Certificates e the origina records incl	ge of ownership s, Orders to Cor al record is und ude Developm	o records, mply, Notices er the ent Charge
	, : 5:, ::::3, 5:			• • • • • • • • • • • • • • • • • • • •

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.

P03.1 - Building Applications, Permits	Р	C+2	Р	Yes
Classification	Retention	Office	Inactive	Value
	Total			Archival

and Inspections - Residential

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-	S	S	 No
Residential ²⁷			

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,	Р	C+2	Р	Yes
Commercial, and Institutional				

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.

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 Enforcement ²⁸	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 heading pertains to the Fire and Rescue Service various City employees and city	Service Dispatchers' e	•		

various City employees and various City vehicles.

P07.3 - Public Works Communication	1 year	1 year	 No
Dispatch Electronic Records			

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	C+7	C+1	6	No
Protection Programs				

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

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.

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

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

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

No

Records related to the application for and issuance of permits for permission to conduct specific shortterm 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

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.

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	Retention	Office	Inactive	Value
	Total			Archival

P16 - Provincial Offences	T+10	T+1	9	No
Administration-General ³²			ļ	

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	T+10	T+1	9	No
Administration-Parking ³³				

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 -- No

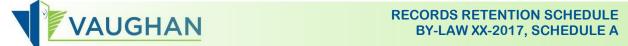
Records related to surveillance for security purposes at City building, facilities and properties (including parks). Records under this classification heading consist of video surveillance recordings.

P99 - Protection and Enforcement	C+3	C+1	2	No
Services-General				

This classification heading includes administrative records that cannot be classified elsewhere in this section. Only use if no other classification heading is applicable.

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

For Provincial Offenses 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.

Archival Series Code & Classification Office Inactive **Total Retention** Value **R01 – Community Arts and Culture** C+1 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. C+7 **R02 – Graphic Art Program** 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 C+1 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 No 6 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** C+1 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.

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
R06 – Parkland Construction	P	C+1	Р	Yes
Records related to the construction of	City parks. Documents	s under this o	classification hea	ding include
consultant reports, progress reports, in	nspection reports and	corresponde	nce.	
R07 – Parks and Boulevard	C+7	C+1	6	No
Maintenance				
Parks and boulevard maintenance active	vities include grass cut	ting, plantin	g and landscapin	ıg. This
classification heading also includes pla	yground inspection re	ports for play	ground equipm	ent. This
classification heading excludes records	related to the mainte	nance of wa	lkways, cycle pat	ths, sidewalks
and foot paths located under classifica	tion T12 Walkway Ma	ntenance.		
R08 – Parks and Open Space	P	C+1	P	Yes
Planning and Development				
Records related to the planning and de	evelopment of the City	parks and o	pen spaces for re	ecreational
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 Vau	ghan in parkland deve	lopment.		
	1	1	<u></u>	
R09 – Parks Administrative	C+10	C+1	9	No
Management				
Parks administrative records relate to				his
Parks administrative records relate to classification heading include parkland	inventory records, To			his
Parks administrative records relate to	inventory records, To			his
Parks administrative records relate to classification heading include parkland correspondence, York Region correspondence	inventory records, To indence, etc.	ronto and Re	egion Conservati	his on Authority
Parks administrative records relate to classification heading include parkland correspondence, York Region correspondence R10 – Recreational Programming 34/35	inventory records, To indence, etc.	T+1	egion Conservati	his on Authority No
Parks administrative records relate to classification heading include parkland correspondence, York Region correspondence, York Region correspondence R10 – Recreational Programming 34/35 Records related to the development and seconds related to the development relat	inventory records, To indence, etc. T+6 Ind delivery of recreation	T+1 on programs	egion Conservation 5 to the communi	his on Authority No ity such as
Parks administrative records relate to classification heading include parkland correspondence, York Region correspondence and Programming 34/35 Records related to the development as sports, fitness, crafts, swimming, and contact the second	inventory records, To indence, etc. T+6 Ind delivery of recreation of the programs. Docu	T+1 on programs ments under	egion Conservation 5 to the community this classification	his on Authority No ity such as in heading
Parks administrative records relate to classification heading include parkland correspondence, York Region corresp	T+6 Indedivery of recreation ther programs. Document records, applica	T+1 on programs ments under	5 to the communithis classification forms, sche	his on Authority No ity such as in heading eduling records,
Parks administrative records relate to classification heading include parkland correspondence, York Region correspondence, York Region correspondence, York Region correspondence and the development are sports, fitness, crafts, swimming, and conclude program planning and development affire reports and correspondence. This	T+6 Ind delivery of recreation ther programs. Document records, applicate classification also incl	T+1 on programs ments under tions/registra udes records	5 to the communities classification forms, schells related to fitne	No ity such as in heading eduling records, ss
Parks administrative records relate to classification heading include parkland correspondence, York Region corresp	T+6 Ind delivery of recreation ther programs. Document records, applicate classification also incl	T+1 on programs ments under tions/registra udes records	5 to the communities classification forms, schells related to fitne	No ity such as in heading eduling records, ss
Parks administrative records relate to classification heading include parkland correspondence, York Region correspondence, York Region correspondence, York Region correspondence and the development are sports, fitness, crafts, swimming, and conclude program planning and developments and correspondence. This programming such as individual fitness.	T+6 Ind delivery of recreation ment records, applicate the program records, ment recor	T+1 on programs ments under tions/registr udes records mbership re	to the communication forms, schess related to fitne	No Ty such as n heading eduling records, ss assessments.
Parks administrative records relate to classification heading include parkland correspondence, York Region correspondence, York Region correspondence, York Region correspondence and the development at sports, fitness, crafts, swimming, and conclude program planning and development and the programming such as individual fitness. R11 – Trees and Forestry Operations	T+6 and delivery of recreation ther programs. Document records, applicate classification also include program records, me	T+1 on programs ments under tions/registr udes records mbership re	s to the communities classification forms, schells related to fitne cords and health	No Ity such as In heading records, ss In assessments.
Parks administrative records relate to classification heading include parkland correspondence, York Region correspondence, York Region correspondence, York Region correspondence and the development are sports, fitness, crafts, swimming, and conclude program planning and developments and correspondence. This programming such as individual fitness. R11 – Trees and Forestry Operations These records relate to the management.	T+6 Ind delivery of recreation also include a program records, me C+7 Internal content of the	T+1 on programs ments under tions/registr udes records mbership re C+1 oreservation	to the communithis classification forms, schest related to fitne cords and health	No ity such as in heading eduling records, ss assessments. No estry areas on
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Parks administrative records relate to classification heading include parkland correspondence, York Region correspondence, York Region correspondence, York Region correspondence and the development are sports, fitness, crafts, swimming, and conclude program planning and developments and correspondence. This programming such as individual fitness. R11 – Trees and Forestry Operations These records relate to the management.	T+6 Ind delivery of recreation also includes records, me C+7 Int, maintenance and ing includes records rel	T+1 on programs ments under tions/registr udes records mbership re C+1 oreservation	to the communithis classification forms, schest related to fitne cords and health	No ity such as in heading eduling records, ss assessments. No estry areas on
Parks administrative records relate to classification heading include parkland correspondence, York Region correspondence, York Region correspondence, York Region correspondence, York Region correspondence and sports, related to the development are sports, fitness, crafts, swimming, and develop staff reports and correspondence. This programming such as individual fitness. R11 – Trees and Forestry Operations These records relate to the management City property. This classification heading trimming, tree pruning, and tree spray	T+6 Ind delivery of recreation ther programs. Document records, applicate classification also incomprogram records, me C+7 Int, maintenance and ing includes records religing.	T+1 on programs ments under tions/registr udes records mbership re C+1 oreservation ated to tree	to the communithis classification forms, schest related to fitne cords and health 6 of trees and fore removal, tree plane	No Ity such as in heading eduling records, ss in assessments. No estry areas on anting, tree
Parks administrative records relate to classification heading include parkland correspondence, York Region correspondence, York Region correspondence, York Region correspondence, York Region correspondence and sports, fitness, crafts, swimming, and conclude program planning and develops staff reports and correspondence. This programming such as individual fitness. R11 – Trees and Forestry Operations These records relate to the management City property. This classification heading trimming, tree pruning, and tree spray	T+6 Ind delivery of recreation also includes records, me C+7 Int, maintenance and ing includes records rel	T+1 on programs ments under tions/registr udes records mbership re C+1 oreservation	to the communithis classification forms, schest related to fitne cords and health	No ity such as in heading eduling records, ss assessments. No estry areas on
Parks administrative records relate to classification heading include parkland correspondence, York Region correspondence, York Region correspondence, York Region correspondence, York Region correspondence and sports, related to the development are sports, fitness, crafts, swimming, and develop staff reports and correspondence. This programming such as individual fitness. R11 – Trees and Forestry Operations These records relate to the management City property. This classification heading trimming, tree pruning, and tree spray	T+6 and delivery of recreation ther programs. Document records, applicate classification also includes program records, metallic program records and includes records religions. C+7 ent, maintenance and ing includes records religing.	T+1 on programs ments under tions/registr udes records mbership re- C+1 oreservation ated to tree	to the communities classification forms, schells related to fitne cords and health 6 of trees and for removal, tree place.	No Ty such as n heading eduling records, ss assessments. No estry areas on anting, tree

For Fitness Centre Membership Applications T = member's last day of membership
 For Fitness Program Files T = date of last session of program

section. Only use if no other classification heading is applicable.



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).

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
T01 – Engineering Inspection,	T+16	T+1	15	No
Transportation Systems ³⁶				
Records related to the inspection production	cess for various trans	portation eng	ineering activiti	es. Documents
under this classification heading relate	e to the progress of c	onstruction p	rojects such as i	oads, sidewalks
bridges, culverts, grade separations an	nd retaining walls. Th	ese records a	re used to ensu	re that FIs are
completed as shown in contracts, spe	cifications, and draw	ings.		
T02 – Lighting ³⁷	T+16	T+1	15	No
Records related to the illumination of	City properties such	as streets, bri	dges and pedes	trian crossovers
Documents under this classification he			•	
			' '	
records, location registers, as well as i	maintenance and rep	air records.		
records, location registers, as well as i	maintenance and rep	air records.		
records, location registers, as well as r T03 – Parking	C+10	C+1	9	No
	C+10	C+1		
T03 – Parking Records related to the operation of parand studies regarding various City par	C+10 arking on City proper	C+1 ty. This classif	ication heading	includes record
T03 – Parking Records related to the operation of pa	C+10 arking on City proper	C+1 ty. This classif	ication heading	includes records
T03 – Parking Records related to the operation of parand studies regarding various City parand employee parking.	C+10 arking on City proper king issues such as h	C+1 ty. This classif andicapped pa	ication heading arking, parking I	includes records ots, fire routes
T03 – Parking Records related to the operation of parand studies regarding various City parand employee parking. T04 – Public Transit	C+10 arking on City proper sking issues such as harmonic C+10	C+1 ty. This classif andicapped pa	arking, parking I	includes records ots, fire routes
T03 – Parking Records related to the operation of parameters and studies regarding various City parameters and employee parking. T04 – Public Transit Records related to the City's public transit	C+10 arking on City proper king issues such as he C+10 ansit needs and oper	C+1 ty. This classif andicapped pa C+1 ations. This classif	ication heading arking, parking I 9 assification head	includes records ots, fire routes No ding includes
T03 – Parking Records related to the operation of parameters and studies regarding various City parameters and employee parking. T04 – Public Transit Records related to the City's public transit records and studies regarding Municipal controls.	C+10 arking on City proper king issues such as had been compared to the compa	ty. This classif andicapped pa C+1 ations. This cla	gration heading barking, parking leading leadi	includes records ots, fire routes No ding includes
T03 – Parking Records related to the operation of parameters and studies regarding various City parameters and employee parking. T04 – Public Transit Records related to the City's public transit	C+10 arking on City proper king issues such as had been compared to the compa	ty. This classif andicapped pa C+1 ations. This cla	gration heading barking, parking leading leadi	includes records ots, fire routes No ding includes
T03 – Parking Records related to the operation of parameters and studies regarding various City parameters and employee parking. T04 – Public Transit Records related to the City's public transit records and studies regarding Municipal controls.	C+10 arking on City proper king issues such as had been compared to the compa	ty. This classif andicapped pa C+1 ations. This cla	gration heading barking, parking leading leadi	includes records ots, fire routes No ding includes
T03 – Parking Records related to the operation of parand studies regarding various City parand employee parking. T04 – Public Transit Records related to the City's public transit records and studies regarding Municipal transit planning, dedicated bus lanes as	C+10 arking on City proper king issues such as had been consisted and operated and intergovernment T+10	C+1 ty. This classify andicapped particular to the control of the	9 assification heading bassification head ration, bus shelt ordination.	No ding includes ers, bus stations
T03 – Parking Records related to the operation of parameters and studies regarding various City parameters and employee parking. T04 – Public Transit Records related to the City's public transit records and studies regarding Municipal transit planning, dedicated bus lanes at the contraction of parameters and studies regarding Municipal transit planning, dedicated bus lanes at the contraction of parameters and studies regarding Municipal transit planning, dedicated bus lanes at the contraction of parameters and studies regarding transit planning.	C+10 arking on City proper king issues such as head contact the c	C+1 ty. This classif andicapped particular administrations. This classifications are service co-compared to the content of th	9 assification heading larking, parking larking larkin	No ling includes record No ling includes rers, bus stations No ning to the
T03 – Parking Records related to the operation of parameters and studies regarding various City parameters and employee parking. T04 – Public Transit Records related to the City's public transit records and studies regarding Municipatensit planning, dedicated bus lanes at the cords related to road construction.	C+10 arking on City proper king issues such as head continuous con	C+1 ty. This classify andicapped parameters C+1 ations. This classify and capped parameters T+1 ading includes groads such a	9 assification heading arking, parking I assification head attention, bus shelt ordination. 9 a records pertains resurfacing, resurrance and resurrance attached at the control of	No ling includes seers, bus station No ling to the econstruction,

 $^{^{36}}$ For Engineering Inspection, Transportation Systems T = date of last or final inspection

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

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

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
T06 – Road and Transportation	Р	C+1	Р	Yes
System Planning and Design				
Records related to the planning and depertaining to the planning and design of excludes the classification D12 Infrast	of curbs, sidewalks,	cycle paths, fo	•	

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.

C+16

T08 – Road Maintenance and T+16 T+1 15 No Railway Maintenance³⁹

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	C+10	C+1	9	No
Closures				

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.

T07 – Road Winter Operations

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

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

Archival

Series Code & Classification Total Retention Office Inactive 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** 2 C+3 C+1 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.

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
V01 – Driver and Operator Records ⁴¹	T+3	T+1	2	No
These records relate to the managemer	nt and training of all	City staff that	drive City vehic	les. Documents
under this classification heading include	driver and operato	r training reco	ds, driver abst	racts and driver
licensing records.				
V02 – Fleet Administration ⁴²	T+7	T+1	6	No
Records related to all vehicles currently	leased or owned, o	perated and m	aintained by th	ie City.
Documents under this classification hea	iding include vehicle	history files, v	ehicle mainten	ance records,
inspection and repair records, invoices,	parts inventories, re	egistrations, wa	arranty records	, disposal
information and vehicle specifications.				
	1			
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, stati	stical reports and co	orrespondence	_	
_	stical reports and co	orrespondence	_	
invoices, gas consumption reports, stati prepare Federal and Provincial fuel reba	stical reports and co ate application form	orrespondence s.	. These records	are used to
invoices, gas consumption reports, stati prepare Federal and Provincial fuel rebo V04 – Mobile Equipment (Vehicle	stical reports and co	orrespondence	_	
invoices, gas consumption reports, stati prepare Federal and Provincial fuel reba V04 – Mobile Equipment (Vehicle Drawn)-Maintenance and Repairs ⁴³	stical reports and coate application form	T+1	. These records	No
invoices, gas consumption reports, stati prepare Federal and Provincial fuel rebo V04 – Mobile Equipment (Vehicle Drawn)-Maintenance and Repairs ⁴³ Records regarding mobile equipment us	stical reports and co ate application form T+3 sed in conjunction w	T+1 vith or attached	. These records 2 I to vehicles. D	No Oocuments
invoices, gas consumption reports, stati prepare Federal and Provincial fuel rebation of the provincial fuel rebation of the prepare Federal and Provincial fuel rebation of the prepare Federal and Provincial fuel rebation. V04 – Mobile Equipment (Vehicle Drawn)-Maintenance and Repairs 143 Records regarding mobile equipment us under this classification heading includes	T+3 sed in conjunction we maintenance and re	T+1 with or attached epair histories	. These records 2 I to vehicles. Don equipment	No Occuments such as trailers,
invoices, gas consumption reports, stati prepare Federal and Provincial fuel rebation of the provincial fuel rebation of the prawn)-Maintenance and Repairs Records regarding mobile equipment us under this classification heading include generators, cranes, pumps, etc. This cla	T+3 sed in conjunction we maintenance and re	T+1 with or attached epair histories	. These records 2 I to vehicles. Don equipment	No Occuments such as trailers,
invoices, gas consumption reports, stati prepare Federal and Provincial fuel rebation of the p	T+3 sed in conjunction we maintenance and re	T+1 with or attached epair histories	. These records 2 I to vehicles. Don equipment	No Occuments such as trailers,
invoices, gas consumption reports, stati prepare Federal and Provincial fuel rebation of the provincial fuel rebation of the prawn. V04 – Mobile Equipment (Vehicle Drawn)-Maintenance and Repairs 1 Records regarding mobile equipment us under this classification heading include generators, cranes, pumps, etc. This cladisposal of mobile equipment.	T+3 sed in conjunction we maintenance and resisting a	T+1 with or attached epair histories also includes in	2 I to vehicles. Don equipment formation relates	No Occuments such as trailers, ted to the
invoices, gas consumption reports, stati prepare Federal and Provincial fuel rebative Provincial	T+3 sed in conjunction we maintenance and re	T+1 with or attached epair histories	. These records 2 I to vehicles. Don equipment	No Occuments such as trailers,
invoices, gas consumption reports, stati prepare Federal and Provincial fuel rebative Provincial	T+3 sed in conjunction we maintenance and resistication heading a	T+1 with or attached epair histories includes in	to vehicles. Don equipment formation related	No Occuments such as trailers, ted to the
invoices, gas consumption reports, stati prepare Federal and Provincial fuel rebation of the property of the provincial fuel rebation of the provincial fuel r	T+3 seed in conjunction we maintenance and resistication heading at the seed to the second resistication heading at the second resistication heading resistication heading at the second resistication heading resi	T+1 T+1 T+1 T+1 T+1 T+1	2 I to vehicles. Don equipment formation relates	No Pocuments such as trailers, ted to the No Resification
invoices, gas consumption reports, stati prepare Federal and Provincial fuel rebative Federal and Repairs Federal	T+3 T+3 T+3 T+3 T+3 T+3 T+3 T+3	T+1 with or attached epair histories also includes in the taff. Document such a tagent and the taff.	2 I to vehicles. Don equipment formation relates s under this class breathing app	No Resification Paratus,

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

disposal of protective equipment.

⁴² For Fleet Management T = last day vehicle in service

 $^{^{\}rm 43}$ For Mobile Equipment - Maintenance and Repairs T = last day mobile equipment in service

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

	Total			Archival	
Series Code & Classification	Retention	Office	Inactive	Value	
	T		ı	ı	
V06 – Radio Systems ⁴⁵	T+7	T+1	6	No	
These records relate to radio systems and c	ommunications with	City vehicle	es and employe	es. This	
classification heading includes records relat	ed to all types of rac	lio systems ι	used by the City	as well as	
records pertaining to communication system	ms and base towers.				
,					
V07 – Transportable/Portable	T+3	T+1	2	No	
Equipment-Maintenance and Repairs ⁴⁶					
Records related to transportable and perso	n portable equipmer	nt used by C	ity staff. Docum	nents under	
this classification heading include maintena	nce and repair histo	ry files on lig	ght and heavy e	quipment	
such as lawnmowers, weed-eaters and snow	·		•		
related to the disposal of transportable and			J		
	, ,				
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.					
6					
V99 – Vehicles and Equipment-General	C+3	C+1	2	No	
			_	INO	
This classification heading includes adminis	trative records that o	cannot be cla	assified elsewh		

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

City of Vaughan Revised Records Retention By-law and Records Retention Schedule, 2017 – Explanatory Note

The Revised Records Retention By-law consists of two components: details for the establishment of an administrative structure for retention and disposition of the City's records regardless of media or format; and delegation of authority to determine records retention and disposition to the City Clerk.

The revised by-law document incorporates standard elements found in Ontario municipal records retention by-laws for the management of records retention/disposition. The subject By-law's delegation component affords operational agility and responsiveness in managing the Corporation's records by transforming the authorization of routine amendments and updates to the City's Records Retention Schedule into an administrative process no longer requiring City Council approval. This is in keeping with similar by-laws adopted by other Ontario municipalities including the City of Barrie (2011), City of Burlington (2013), Town of Newmarket (2011), Town of Caledon (2013), Town of Halton Hills (2014), County of Lambton (2014), and the County of Lanark (2014).

The Revised Records Retention Schedule (RRS) is media independent, applying to both physical and digital records, and features a function-based classification scheme that replaces the City's old department-based classification plan. The Draft RRS is an important step towards modernizing Vaughan's information management system, as function-based classification improves the value of records as evidence by linking records to business processes.

In determining the retention periods appearing in the Revised RRS, City of Vaughan Archives & Records Management Services staff employed the following methodology:

- Review of Carswell legal publications and annual updates Records Retention Law & Practice
- Review of relevant Federal and Provincial statutes and regulations
- Review of Ontario Government retention requirements
- Review of retention by-laws and records retention schedules of other select Ontario municipal jurisdictions
- Analysis of various relevant records management and archival professional publications and guidelines
- Review of The Ontario Municipal Records Management System (TOMRMS) an annually updated proprietary records classification and retention model that offers retention advice re municipal records
- Consultation with all City of Vaughan Departments to assist in determining records' business and legal value

Upon completion of the above, the Revised Records Retention By-law and RRS were reviewed by City of Vaughan Legal Services (Dec. 2016) and were subsequently reviewed and approved by the City's auditor, KPMG LLP (Feb. 2017).

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

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

 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

- 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.
- 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 16 th day of Ma	ay, 2017.
	Hon. Maurizio Bevilacqua, Mayor
	Barbara A. McEwan, City Clerk



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.

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
A01 – Accidents and Incidents ¹	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	C+7	C+1	6	No
and Staff Meetings				

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	C+3	C+1	2	No
Organizations				

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	Р	C+1	Р	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.

C = Current Year

P = Permanent or Archival S = Until Superseded

T = Until Terminated

¹ For Accidents and Incidents T = closure of file

	Total			Archival	
Series Code & Classification	Retention	Office	Inactive	Value	
A05 – Complaints and Inquiries	C+3	C+1	2	No	
Records related to complaints and inqu	iries of a general na	ature about th	e services provi	ded by various	
City business units. Documents under t	_		•	•	
document the complaint and inquiry. C	orrespondence ma	y be sent betw	veen business u	nits and external	
agencies to investigate the complaint a	nd inquiry. This also	o includes repl	ies sent to indiv	riduals 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,	·				
, 11	· ·	0,			
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. Do	ocuments under thi	s classification	heading includ	e	
correspondence, proposals, resumes, s	tudies and reports,	and other rec	ords related to	the consultation	
process.					
A08 – Facility and Equipment	C+3	C+1	2	No	
Bookings					
Records related to facility and equipme	nt bookings. Docur	nents under th	nis classification	heading include	
copies of permits and bookings issued f	or the rental of rec	reational and	administrative f	acilities for	
specific activities and events. This class	ification includes pa	arks and facilit	y use permits.		
100		0.4		T	
A09 – Inventory Control (Office	C+7	C+1	6	No	
Supplies/Equipment) Records related to inventory control of	cupplies and equip	mont Docum	onts under this	classification	
heading include inventory statements,					
for inventory count and re-order purpo					
classification excludes inventory record		•	•		
, , , , , , , , , , , , , , , , , , ,					
A10 – Memberships	C+3	C+1	2	No	
Records related to staff membership in	various profession	al associations	. Documents ur	nder this	
classification heading include trade pub	olications, staff train	ning materials,	training progra	ms, 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

maintenance and repair of office equipment. This also includes furniture records. This excludes

computer equipment located under the classification code IO5 Computer Hardware.

recorders, postage equipment, etc. This classification heading include records related to the operation,

2

Series Code & Classification Total Retention Office **Inactive** Value A12 - Office Services C+7 6 C+1 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. C+1 A13 – Reports and Studies 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. C+3 A16 - Uniforms and Attire C+1 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.

C+3

section. Only use if no other classification heading is applicable.

This classification heading includes administrative records that cannot be classified elsewhere in this

C+1

2

No

A99 - Administration-General

3



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.

Maintenance and Repairs				
B01 – Building and Property	C+16	C+1	15	No
Series Code & Classification	Retention	Office	Inactive	Value
	Total			Archival

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	C+7	C+1	6	No
Management				

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
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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	T+16	T+1	T+15	No
Renovations				

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.

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value

B05 – Facilities Planning and Design | P

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	C+3	C+1	2	No
Management-General				

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.

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
C01 – Cemetery Records	Р	C+1	Р	Yes
Records related to active, inactive, and	pioneer cemeteries.	This classifica	ation heading inc	ludes records
related to cairn construction, the open	ing and closing of grav	es within Va	ughan cemeterie	es and
cemetery maintenance. Recorded infor	rmation includes name	e, work orde	r number, laboui	and
equipment costs. Documents under thi	is classification headin	g include bu	rial permits, map	s, plot
ownership records, internment registe	rs and plot indexes for	City cemete	eries. Some of the	e noted
records are used to allocate cemetery of	opening and closing co	osts to variou	us accounts.	
C02 – Elderly Assistance ²	T+7	T+1	6	No
Records related to Municipal and Provi	ncial programs that a	e available t	o assist elderly re	esidents. This
includes records related to the Ontario	Home Renewal Progr	amme. This	excludes tax assi	stance records
located under the classification F26 Tax	xation Records - Admi	nistrative.		
C03 – Homes for Aged Residents-	P	T+1	P	Yes
Administration Records				
A disabilitation in a serial in all control of the con-				
Administration records include all reco				
residents such as Maple Manor. This al	so includes financial r			
	so includes financial r			
residents such as Maple Manor. This al insurance records, staff reports and co	so includes financial re rrespondence.	ecords such	as lease and mor	tgage records,
residents such as Maple Manor. This al insurance records, staff reports and co CO4 – Homes for Aged Residents-	so includes financial r			
residents such as Maple Manor. This al insurance records, staff reports and co CO4 – Homes for Aged Residents- Tenancy Records ³	so includes financial rerespondence.	T+1	as lease and mor	tgage records,
residents such as Maple Manor. This al insurance records, staff reports and co CO4 – Homes for Aged Residents- Tenancy Records ³ Records related to the admission and a	so includes financial rerespondence. T+21 acceptance of senior circumstance.	T+1 tizens to Ho	20 mers for the Age	No d. This includes
residents such as Maple Manor. This al insurance records, staff reports and co- CO4 – Homes for Aged Residents- Tenancy Records ³ Records related to the admission and a information related to the tenancy adm	rrespondence. T+21 acceptance of senior continuous stration process su	T+1 tizens to Houch as application	20 mers for the Age ations, medical a	No d. This includes ssessments,
residents such as Maple Manor. This al insurance records, staff reports and co CO4 – Homes for Aged Residents- Tenancy Records ³ Records related to the admission and a information related to the tenancy adm functional assessments, consent forms	rrespondence. T+21 acceptance of senior continuous survival and individuals on w	T+1 tizens to Houch as applications in the state of the	20 mers for the Age ations, medical a	No d. This includes ssessments,
residents such as Maple Manor. This al insurance records, staff reports and co- CO4 – Homes for Aged Residents- Tenancy Records ³ Records related to the admission and a information related to the tenancy adm	rrespondence. T+21 acceptance of senior continuous survival and individuals on w	T+1 tizens to Houch as applications in the state of the	20 mers for the Age ations, medical a	No d. This includes ssessments,
residents such as Maple Manor. This al insurance records, staff reports and co CO4 – Homes for Aged Residents- Tenancy Records ³ Records related to the admission and a information related to the tenancy adm functional assessments, consent forms	rrespondence. T+21 acceptance of senior continuous survival and individuals on w	T+1 tizens to Houch as applications in the state of the	20 mers for the Age ations, medical a	No d. This includes ssessments,
residents such as Maple Manor. This al insurance records, staff reports and co CO4 – Homes for Aged Residents- Tenancy Records ³ Records related to the admission and a information related to the tenancy adm functional assessments, consent forms and select tenants for facilities such as	T+21 acceptance of senior coninistration process sure and individuals on withe former Maple Ma	T+1 tizens to Houch as applications. C+1	20 mers for the Age ations, medical ase records are use	No d. This includes ssessments, ed to evaluate

C99 – Community and Social C+3 C+1 2 No Services-General

This classification heading includes administrative records that cannot be classified elsewhere in this section. Only use if no other classification heading is applicable.

Works Program, welfare assistance, women's shelters, etc.

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).

Total			Archival
Retention	Office	Inactive	Value
Р	C+1	P	Yes
nalgamation of lands a	djacent to th	e City for the pur	pose of
ation heading includes	records relat	ted to Regional a	nd Municipal
ructuring.			
T+7	T+1	T+7	No
with and support of co	mmunity im	provement proje	cts within a
Documents under this	classification	heading include	cost summary
stics, construction note	es, by-laws, n	ninutes, etc. Con	nmunity
ss Improvement Areas	, as well as re	cords on housing	g rehabilitation
and Housing Corporatio	n, etc.		
P	C+1	P	Yes
•		-	•
	•	• •	
_			
-			_
Iunicipal Board appeals	, survey plan	is, background in	formation, and
Г		1	
D	C+1		
F	C.1	P	Yes
t applications for land	severance or	boundary adjust	ments.
t applications for land a divide their individual p	severance or roperties int	boundary adjust o smaller lots. D	ments. ocuments
t applications for land a divide their individual p de written comments,	severance or roperties int working note	boundary adjust o smaller lots. Dess, decisions, not	ments. ocuments
t applications for land a divide their individual p	severance or roperties int working note	boundary adjust o smaller lots. Dess, decisions, not	ments. ocuments
t applications for land a divide their individual p de written comments,	severance or roperties int working note	boundary adjust o smaller lots. Dess, decisions, not	ments. ocuments
It applications for land a divide their individual p ande written comments, opeals and related corr	severance or roperties int working not espondence.	boundary adjust o smaller lots. Do es, decisions, not	ments. ocuments ices of public Yes
at applications for land advide their individual place written comments, ppeals and related corr	severance or roperties int working note espondence. C+1 ports and de	boundary adjust o smaller lots. Does, decisions, not P	ments. ocuments ices of public Yes s classification
	Retention P nalgamation of lands act ation heading includes ructuring. T+7 with and support of concomments under this construction notes in the stice, construction notes in the stice of the stice	Retention P C+1 Inalgamation of lands adjacent to the ation heading includes records relative fructuring. T+7 T+1 With and support of community im Documents under this classification stics, construction notes, by-laws, next in the strength of the s	Retention P C+1 P nalgamation of lands adjacent to the City for the puration heading includes records related to Regional aructuring. T+7 T+1 With and support of community improvement project Documents under this classification heading include stics, construction notes, by-laws, minutes, etc. Construction notes, by-laws, minutes, etc. Construction Housing Corporation, etc.

Series Code & Classification Total Retention Office **Inactive** Value Ρ **D06 – Development Drawings** Ρ 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 Ρ C+1 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. C+10 9 **D08 – Economic Development** C+1 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** C+1 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** Ρ C+1 Ρ 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** C+10 C+1 9 No Development 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 Ρ C+1 Ρ 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.

Archival

Series Code & Classification Total Retention Office **Inactive** Value **D13 – Local Improvements** C+21 20 C+1 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 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, bylaws, correspondence and street name indexes. **D16 - Natural Resources** C+10 C+1 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 Ρ C+1 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 C+1 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.

Archival Total **Series Code & Classification** Retention Office **Inactive** Value **D19 – Part Lot Control** C+1 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 C+1 Ρ Yes (Drawings, Maps, Plans, etc.) 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** Ρ C+1 Ρ 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 Ρ C+1 Ρ 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. C+1 9 No **D24 – Tourism Development** C+10 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 Ρ C+1 Ρ 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.

Archival

Series Code & Classification Total Retention Office **Inactive** Value D26 - Zoning Р C+1 Ρ 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. 2 D99 - Development and Planning-C+3 C+1 No This classification heading includes administrative records that cannot be classified elsewhere in this section. Only use if no other classification heading is applicable.



correspondence.

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).

	Total			Archival
Sovies Code 9 Classification		Ottico	Inactiva	
Series Code & Classification	Retention	Office	Inactive	Value
E01 – Conservation	C+10	C+1	9	No
Records related to conservation projec				
include Greening Vaughan, car-pooling		ords include	correspondence,	, planning
documents, educational materials, etc.				
	T			T
E02 – Customer and Service	C+10	C+1	9	No
Information				
These records relate to requests submi	tted by residents and	businesses of	concerning water	quality and
quantity, sewers, sanitation and roads.	Requests may conce	rn the need t	o repair broken v	water mains,
cracked sidewalks, to fill in pot holes or	n roads, etc. Docume	nts under this	s classification he	eading include
request for service forms, service-in-kii	nd requests, inspection	on reports, co	rrespondence ar	nd locate
requests related to underground service	ces.			
E03 – Drainage and Grading	Р	C+1	Р	Yes
Records related to damage caused by f	looding and poor dra	inage. This ir	ncludes informat	ion on
foundation damage, flooded basement	s, creek flow levels, g	rading inspe	ction reports, and	d soil erosion.
Documents under this classification he	ading include compla	ints, damage	reports, inspecti	ion reports,
and clean-up activity reports. This also	includes records rela	ted to draina	ge and retention	ponds.
E04 – Environmental Management	Р	C+1	Р	Yes
Records related to environmental man	agement. This include	es records rel	ating to environ	mental audits,
environmental monitoring, testing, and	toxicology. Docume	nts under thi	s classification he	eading include
maps, complaints and correspondence				
E05 – Environmental Remediation-	Р	C+1	Р	Yes
Industrial and Commercial				
Records related to industrial and comm	nercial environmenta	remediation	. This includes re	ecords 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

Total **Archival Series Code & Classification** Retention Office Inactive Value E06 - Environmental Remediation-C+1 Yes Residential 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. Ρ Ρ E07 - Sanitary Sewers-Design and C+1 Yes Construction 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. C+1 No **E08 – Sanitary Sewers-Operations** C+16 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 C+1 Ρ Yes Construction 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-Ρ C+1 Ρ Yes **Design and Construction** 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-C+16 C+1 15 No **Operations** 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.

	Total			Archival
		Off:	lan o object	
Series Code & Classification	Retention	Office	Inactive	Value
E13 - Utilities	P	C+1	Р	Yes
Records related to utility services not customers. This includes records regar T.V., gas mains, power lines, pipelines,	ding the installation	-		
E14 – Waste Management-Landfill Administration	P	C+1	P	Yes
These records relate to former disposarecords related to the construction, or documents include contracts and agreengineering reports, Ministry of Environments	peration and mainte ements, consultant'	nance of forme s reports, land	er landfill sites. S surveys, technic	pecific types of
E15 – Waste Management-	C+10	C+1	9	No
Operations				
management records, recycling opera-		e collection red	ding includes soli cords, route map	
management records, recycling opera- complaints, hazardous waste records a E16 – Waste Reduction		e collection red	-	
complaints, hazardous waste records a	C+10 t activities including onservation programold and hazardous w	c+1 recycling, redunds. This classificate. Support	9 uction, reuse, soucation heading ing documents in	No urce separation, ncludes records aclude records
E16 – Waste Reduction Records related to waste management wet waste program, composting and opertaining to the reduction of househor related to the purchase and distribution pick-up program. E17 – Water and Sewer Service	C+10 t activities including onservation programold and hazardous w	c+1 recycling, redunds. This classificate. Support	9 uction, reuse, soucation heading ing documents in	No urce separation, ncludes records aclude records
E16 – Waste Reduction Records related to waste management wet waste program, composting and opertaining to the reduction of househor related to the purchase and distribution pick-up program. E17 – Water and Sewer Service Connections	C+10 t activities including onservation program old and hazardous won of green bins, blu	C+1 recycling, redurante. Support e boxes and re	9 Juction, reuse, sou cation heading ing documents in cords related to	No urce separation, ncludes records the appliance Yes
E16 – Waste Reduction Records related to waste management wet waste program, composting and opertaining to the reduction of househor related to the purchase and distribution pick-up program. E17 – Water and Sewer Service	C+10 t activities including onservation program old and hazardous won of green bins, blue P I and residential serice connection at tine. Connection reat the property/str	C+1 C+1 recycling, redundants. This classificate. Support to boxes and reduction the property accords are used to the property accords according to the property according to the prop	g action, reuse, socation heading in documents in cords related to P actions. Sewer an ine and sprinkled to connect specials in the connect special specials in the connect specials in the connect special special specials in the connect special s	No urce separation, ncludes records the appliance Yes d water main er service orinkler eading

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.

Design and Construction

Series Code & Classification Retorion C+16 C+1 15 No No Poperations 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 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 of City water. This classification heading mincludes 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					
E19 – Water Distribution Systems-Operations 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 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 SNo C+1 SNo Records related 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		Total			Archival
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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.

	Tabal			A In t I
	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
F01 – Accounting-Permanent	P	C+1	P	Yes
Ledgers and Registers				
Records related to the administrative	and accounting contr	ol of the gen	eral ledger acco	unts. This
includes all accounting books of origin	nal entry retained by t	he City of Va	ughan. This clas	sification also
includes payroll registers and payroll	ledger cards.			
		1		
F02 – Accounting-Subsidiary	C+10	C+1	9	No
Ledgers and Registers				
Records related to all subsidiary ledge	ers and registers perta	iining to the \S	general administ	tration of the
accounting systems and the classifica	tion of accounts. Docu	uments unde	r this classificati	on heading
include trial balances, general journal	ls naument and receir	nt iournals ve	ear-end analysis	vear-end files
include that balances, general journal	is, payment and receip	oc journais, y	car cha anaiysis	, year ena mes,
etc. These records may be used to rec				
	cord the financial affai			
etc. These records may be used to red	cord the financial affai			
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etc. These records may be used to reconcile the permanent ledgers a	cord the financial affaind registers.	c+1	, to post to vario	No
etc. These records may be used to reconcile the permanent ledgers a F03 – Accounts Payable	cord the financial affairnd registers. C+7 Dayments made by the	C+1 City to exte	6 rnal suppliers of	No goods and
etc. These records may be used to record to reconcile the permanent ledgers a F03 – Accounts Payable Records related to the processing of p	cord the financial affairnd registers. C+7 Dayments made by the	C+1 City to exte	6 rnal suppliers of	No goods and
etc. These records may be used to record to reconcile the permanent ledgers a F03 – Accounts Payable Records related to the processing of payable services. This classification heading in	cord the financial affairnd registers. C+7 Dayments made by the	C+1 City to exte	6 rnal suppliers of	No goods and
etc. These records may be used to record to reconcile the permanent ledgers a F03 – Accounts Payable Records related to the processing of payable services. This classification heading in	cord the financial affairnd registers. C+7 Dayments made by the	C+1 City to exte	6 rnal suppliers of	No goods and
etc. These records may be used to record to reconcile the permanent ledgers a F03 – Accounts Payable Records related to the processing of payable services. This classification heading in receiving reports.	cord the financial affairnd registers. C+7 cayments made by the acludes vendor's invoice. C+7	C+1 e City to exteres, cheque r	6 rnal suppliers of equisitions, pure	No goods and chase orders and
etc. These records may be used to record to reconcile the permanent ledgers a F03 – Accounts Payable Records related to the processing of payable services. This classification heading in receiving reports. F04 – Accounts Receivable	C+7 Cc+7 Cc+7 Cc+7 Cc+7 Cc+7 Cc+7 Cc+7 C	C+1 e City to exteres, cheque r C+1 gh the sale of	6 rnal suppliers of equisitions, pure	No Spoods and Chase orders and No No Ices rendered.
etc. These records may be used to record to reconcile the permanent ledgers a F03 – Accounts Payable Records related to the processing of payabile services. This classification heading in receiving reports. F04 – Accounts Receivable Records related to the revenues receivable	C+7 Dayments made by the acludes vendor's invoice C+7 Dived by the City through cords pertaining to re	C+1 e City to exteres, cheque r C+1 gh the sale of venue general	6 rnal suppliers of equisitions, pure 6 f goods and servated through se	No Spoods and Chase orders and No No Ices rendered.
etc. These records may be used to record to reconcile the permanent ledgers a F03 – Accounts Payable Records related to the processing of payabile services. This classification heading in receiving reports. F04 – Accounts Receivable Records related to the revenues receivable related to the related related to t	C+7 Dayments made by the occludes vendor's invoice C+7 Dived by the City through cords pertaining to re	C+1 e City to exteres, cheque r C+1 gh the sale of venue general	6 rnal suppliers of equisitions, pure 6 f goods and servated through se	No Spoods and Chase orders and No No Ices rendered.
etc. These records may be used to record to reconcile the permanent ledgers a F03 – Accounts Payable Records related to the processing of payabile services. This classification heading in receiving reports. F04 – Accounts Receivable Records related to the revenues receivable related to the related related to t	C+7 Dayments made by the occludes vendor's invoice C+7 Dived by the City through cords pertaining to re	C+1 e City to exteres, cheque r C+1 gh the sale of venue general	6 rnal suppliers of equisitions, pure 6 f goods and servated through se	No Spoods and Chase orders and No No Ices rendered.
etc. These records may be used to record to reconcile the permanent ledgers a F03 – Accounts Payable Records related to the processing of payorices. This classification heading in receiving reports. F04 – Accounts Receivable Records related to the revenues receiving classification heading includes resources other than taxation, such as resources other than taxation, such as receivable receivable.	C+7 cord the financial affairnd registers. C+7 coayments made by the cludes vendor's invoice C+7 ived by the City through cords pertaining to recreation program decreased in the cords are cords.	C+1 c C+1 gh the sale of venue generalivery, facility	6 rnal suppliers of equisitions, pure 6 f goods and servated through sey rentals, etc.	No Spoods and chase orders and chase orders and chase rendered. Ves
etc. These records may be used to record to reconcile the permanent ledgers a F03 – Accounts Payable Records related to the processing of payabile services. This classification heading in receiving reports. F04 – Accounts Receivable Records related to the revenues receivable related to the revenues receivable sources other than taxation, such as reformed to the revenues receivable resources other than taxation, such as reformed to the revenues receivable resources other than taxation, such as reformed to the revenues receivable resources other than taxation, such as reformed to the revenues receivable recei	C+7 ived by the City through cords pertaining to recreation program decreased by the administration, and cords and cords are cords pertaining to recreation program decreased by the City through cords pertaining to recreation program decreased by the City through the cords pertaining to recreation program decreased by the City through the cords pertaining to recreation program decreased by the City through the cords pertaining to recreation program decreased by the City through the cords are cords and cords are cords are cords are cords.	C+1 e City to exteres, cheque reces, cheque	6 rnal suppliers of equisitions, pure 6 f goods and servated through servated through servated through servated and external and extern	No Spoods and chase orders and sices rendered. rvices and sal financial

excludes A04 Audits - Operational located under (Administration).

				Alcilival
Series Code & Classification	Total Retention	Office	Inactive	Value
F06 – Banking Records	C+7	C+1	6	No
Records related to the receipt and use	of bank statements and re	econciliation	n. Bank stateme	ents provide
information on withdrawals, deposits,	and bank transactions ove	er a period c	of time, as well	as bank
balances. Reconciliation compares the	balance of the bank accou	unt in the Ci	ty's records wit	th the balance
showing in the banks records. Docume	ntation under this classific	cation headi	ng includes car	ncelled
cheques and correspondence to evider	nce any discrepancies.			
F07 – Bids-Tenders and Quotations	C+6	C+1	5	No
Records related to tenders and quotati	ons obtained from the su	ppliers of go	ods and servic	es. Documents
under this classification heading includ	e requests for proposal, ir	nvitations to	tender, tende	r submissions,
pre-qualification, and all documents re	garding the selection prod	cess. Tender	s and quotatio	ns indicate a
firm's contract price for the purchase of	of goods and services. The	se records a	re used to revi	ew various
submissions, to select successful bidde	rs and to award contracts	. This classif	ication heading	g also includes
unsuccessful tenders and quotations.				
		•		
F08 – Budgets-Capital	C+12	C+1	11	No
Records related to the development ar	nd management of the cap	oital budget	. The capital bu	dget controls
the allocation of funds planned to be e	xpended for capital items	in a given y	ear. Capital bu	dget
estimates record the funds allocated to	each account as required	d by various	City business u	ınits. Budget
estimates are finalized and compiled in	ito a final budget. Docume	ents under t	his classificatio	n heading
include records related to the mid-year	r budget review, budget w	orking pape	ers, financial pla	anning
records, calculations and background of	locumentation.			
	T	1	Т_	T
F09 – Budgets-Operating	C+7	C+1	6	No
Records related to the development ar	•		-	
concerns the allocation of funds necess				-
business units. Operating expenses are		•		
supplies, etc. Budget estimates are fina	•	-		
classification heading include records r			, budget workii	ng papers,
financial planning records, calculations	, and background docume	entation.		
F10 – Capital Assets ⁴	T+7	T+1	6	No
Records related to the City's capital an	<u> </u>		L	
and sold in the normal course of busine		-		•
equipment, machinery, land and land i		•		
include records of initial expenditure, of	-			_
includes records related to the capital		tization and	alsposal. Tills	incading diso
merades records related to the capital	asset reporting program.			
F11 - Cheques				
	C+7	C+1	6	No
Records related to the management ar			l .	
Records related to the management ar issued cheques to outside organization	nd processing of cheques.	This include	s information r	elated to City

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 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, manhours, 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 P C+1 P Yes Funds

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 C+7 C+1 6 No Expenses

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 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

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Series Code & Classification	Total Retention	Office	Inactive	Value
F23 - Receipts	C+6	C+1	5	No
Records related to the receipts issued be issued for the payment of parking ticker charges, photocopies, etc. Cash receipts description and amount of fees collected	ts, licenses, rentals, appli s show the method of pa	cations for se	everances, dev	velopment
F24 – Revenues	C+7	C+1	6	No
These records relate to the total revenuincludes taxes paid, taxes paid at the badetermine bank deposits and to reconc of revenue received through cash received	ank, adjustments and oth ile the general ledger. Th	er deposits. ⁻ is classification	These records on heading ex	are used to
F25 – Security Deposits ⁸	T+7	T+1	6	No
when required and records of monies h developers, builders and contractors w	ho have entered into agre	eements with	n credit arrang	gements.
F26 – Taxation Records- Administrative	C+7	C+1	6	No
Records related to taxation, maintenan Municipal taxes to the City by residentic appeals, city appeals, local improvemer certificates, Council write-offs, tax write reports, grants-in-lieu of taxes, supplementary/omits, motornado records, tax ratio, residential/cand collection working papers used to rabills. These records are used for account	al, commercial and other nt charges, apportionmer e-offs, tax adjustments, ta nentary billings - year-end ortgage/OPTA/MPAC corr commercial payments in-l record various transaction	taxpayers. To tax arreaded to the state of the supplement of the s	axation record rs, tax bill stub us reports, tax tary-omits, change of ow villing_files, etc	ds include tax os, tax a status onership, . Tax billing
F27 – Taxation Records-Property	P	C+1	Р	Yes
This heading includes permanently-reta assessment rolls, short form collectors' sale records and tax sale registrations.				
F28 – Taxation Reports	C+7	C+1	6	No
Records related to federal and provincion includes records related to the Harmon				

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

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Series Code & Classification	Total Retention	Office	Inactive	Value
F29 - Write-offs (other than Taxation)	C+7	C+1	6	No
Records related to the dismissal of unpacollectable owing to such factors as bus	iness closure and bankru	ptcy. This cla	ssification hea	ding includes
invoices, correspondence, statement of written off as not collectible.	accounts and background	u iiiioiiiiatio	in pertaining to	accounts
•	C+3	C+1	2	No



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).

				Archival
Series Code & Classification	Total Retention	Office	Inactive	Value
G01 – Appointments to Boards and	T+4	T+1	3	No
Committees ⁹				
Records related to the appointment of	of individuals to boards	, commission	is and committee	es. Residents
who serve on statutory and non-statu	•		· ·	
under this classification heading inclu	de letters to applicants	s, resumes of	applicants and o	leclaration
forms for appointed individuals.				
		T	1	T
G02 – By-laws	P	5	P	Yes
Records related to the City's official of	ordinances (i.e. by-laws), as well as t	he amendments	and
attachments that are legally part of b	y-laws. Specific docum	nents under t	his classification	heading
include by-law working papers, by-law	w index books, draft an	d final versio	ns of by-laws, et	С.
G03 – By-laws-Other	Р	5	P	Yes
Municipalities				
Records related to by-laws of other n	nunicipalities that are o	of interest to	the City. This inc	ludes draft and
final version of by-laws. These by-law	s are kept for informat	ion purposes	only.	
G04.1 – Council	P	5	P	Yes
Records related to the meetings, duti	es, and functions of Cit	ty Council. D	ocuments under	this
classification heading include notices	of public meetings, wo	rking papers	, correspondence	e, agendas and
minutes, resolutions, and reports per	taining to the proceed	ings, decision	s and recommer	ndations of City
Council. This includes records of Con	nmittee of the Whole (previously Co	uncil Committee	e). This
classification also includes closed ses	sion agendas and minu	tes.		
G04.2 – Council Audio Records	90 days	90 days		No
Records under this classification cons	ist of audio recordings	of proceedin	gs, decisions, an	d
recommendations of City Council (inc	cluding Committee of tl	he Whole).		

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

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
G05 – Committees-Statutory and	P	5	Р	Yes
Non-statutory				
Records related to the meetings, dutie		•	•	•
Committees to City Council (e.g. Prope			-	
Committee, etc.). This classification he	_	_		
recommendations of noted committee				
agendas and minutes, working papers	•		_	
administrative and staff committees, s Forces/Steering/Working Committees				
Staff Meetings.	iocated under classific	ation Auz - A	diffillistiative CC	minitices and
Starr Weetings.				
G06 – Election-Ballots	120 days	120 days		No
This classification heading relates to el	ection ballots used an	d cast by vote	ers in municipal (elections.
These records are generally retained for	or 120 days after an el	ection and de	estroyed.	
G07.1 – Election-Planning and	C+4	C+4		No
Execution				
Records related to the processes invol			•	Specific
I also accompanies complete the confirmation of				
documents under this classification he	•	•		
election correspondence, training mat	•	•		
	•	•		
election correspondence, training mat G07.2 - Voters List (Preliminary List of Electors)	erials, recount records	C+4	P	Yes
election correspondence, training mat G07.2 - Voters List (Preliminary List of Electors) Records related to the electors of the	P local authority (i.e. City	C+4	P	Yes
election correspondence, training mat G07.2 - Voters List (Preliminary List of Electors)	P local authority (i.e. City	C+4	P	Yes
election correspondence, training mat G07.2 - Voters List (Preliminary List of Electors) Records related to the electors of the this jurisdiction consist of a list of eligit	P local authority (i.e. City ble electors.	C+4 y of Vaughan)	P Specific docur	Yes nents under
election correspondence, training mate G07.2 - Voters List (Preliminary List of Electors) Records related to the electors of the this jurisdiction consist of a list of eligitary of the electors of the list of the electors of the list of the electors of the list of the electors of the	P local authority (i.e. City	C+4	P	Yes
election correspondence, training mate G07.2 - Voters List (Preliminary List of Electors) Records related to the electors of the this jurisdiction consist of a list of eligit G08 - Election Management- Administration and Financial	P local authority (i.e. City ble electors.	C+4 y of Vaughan) C+1	P Specific docur	Yes nents under
election correspondence, training mate G07.2 - Voters List (Preliminary List of Electors) Records related to the electors of the this jurisdiction consist of a list of eligities G08 - Election Management- Administration and Financial Records related to the process of electors.	P local authority (i.e. City ble electors. P	C+4 of Vaughan) C+1 d financial rep	P P P Oorting. These po	Yes nents under Yes ermanent
election correspondence, training mate G07.2 - Voters List (Preliminary List of Electors) Records related to the electors of the this jurisdiction consist of a list of eligit G08 - Election Management- Administration and Financial Records related to the process of electorecords include the official election reserved.	P local authority (i.e. City ble electors. P tion administration and sults, nomination pape	C+4 Of Vaughan) C+1 d financial reports, financial r	P Specific docur P porting. These peeports, audit received.	Yes Yes Yes Yes ermanent cords, etc. This
election correspondence, training mate G07.2 - Voters List (Preliminary List of Electors) Records related to the electors of the this jurisdiction consist of a list of eligit G08 - Election Management- Administration and Financial Records related to the process of elector records include the official election rescues classification heading also includes records.	P local authority (i.e. City ble electors. P tion administration and sults, nomination paper cords related to ward be	C+4 C+1 d financial reproduction of the coundaries, where the coundaries, where the coundaries is the coundaries of th	P oorting. These poeports, audit recard boundary re	Yes Yes Yes ermanent cords, etc. This eview,
election correspondence, training mate G07.2 - Voters List (Preliminary List of Electors) Records related to the electors of the this jurisdiction consist of a list of eligitary election management— Administration and Financial Records related to the process of elector records include the official election records include the official election records includes the amalgamations, school board determinates.	P local authority (i.e. City ble electors. P tion administration and sults, nomination paper cords related to ward broading and regional rejectors.	C+4 C+1 d financial reproduction of the coundaries, where the coundaries, where the coundaries is the coundaries of th	P oorting. These poeports, audit recard boundary re	Yes Yes Yes ermanent cords, etc. This eview,
election correspondence, training mate G07.2 - Voters List (Preliminary List of Electors) Records related to the electors of the this jurisdiction consist of a list of eligit G08 - Election Management- Administration and Financial Records related to the process of elector records include the official election rescues classification heading also includes records.	P local authority (i.e. City ble electors. P tion administration and sults, nomination paper cords related to ward broading and regional rejectors.	C+4 C+1 d financial reproduction of the coundaries, where the coundaries, where the coundaries is the coundaries of th	P oorting. These poeports, audit recard boundary re	Yes Yes Yes ermanent cords, etc. This eview,
election correspondence, training mate G07.2 - Voters List (Preliminary List of Electors) Records related to the electors of the this jurisdiction consist of a list of eligitary election management— Administration and Financial Records related to the process of elector records include the official election records include the official election records includes the amalgamations, school board determinates.	P local authority (i.e. City ble electors. P tion administration and sults, nomination paper cords related to ward broading and regional rejectors.	C+4 C+1 d financial reproduction of the coundaries, where the coundaries, where the coundaries is the coundaries of th	P oorting. These poeports, audit recard boundary re	Yes Yes Yes ermanent cords, etc. This eview,
election correspondence, training mate G07.2 - Voters List (Preliminary List of Electors) Records related to the electors of the this jurisdiction consist of a list of eligit G08 - Election Management- Administration and Financial Records related to the process of elector records include the official election records include the official election records include the official election records includes records amalgamations, school board determined boundary maps and census reports.	P local authority (i.e. City ble electors. P tion administration and sults, nomination paper cords related to ward broation and regional rejects.	C+4 y of Vaughan) C+1 d financial repers, financial repoundaries, woresentation.	P oorting. These peeports, audit recard boundary respective documents.	Yes Yes Yes Permanent Cords, etc. This eview, ents include
election correspondence, training mate G07.2 - Voters List (Preliminary List of Electors) Records related to the electors of the this jurisdiction consist of a list of eligit G08 - Election Management- Administration and Financial Records related to the process of electorecords include the official election rescalassification heading also includes recamalgamations, school board determine ward boundary maps and census reports.	P local authority (i.e. City ble electors. P tion administration and sults, nomination paper cords related to ward broation and regional reports. P	C+4 Of Vaughan) C+1 d financial regars, financial recoundaries, woresentation. C+1	P Poorting. These per per per per per per per per per pe	Yes Yes Yes Permanent Cords, etc. This eview, ents include

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 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.

				Archival
Series Code & Classification	Total Retention	Office	Inactive	Value
H01 – Attendance and Scheduling	C+7	C+1	6	No
Records related to City employees' wor	k and attendance history.	This classifi	cation heading	includes
information on shift scheduling, vacatio	n schedules, hours of wor	k, overtime,	absence for o	ther 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 emp	oyees' departmental vaca	tion reques	t forms.	
H02 – Employee Benefits	S+5	S	5	No
These records relate to the benefit prog	grams offered to City empl	oyees. Bene	fits include de	ntal, vision,
prescription, life insurance, short and lo	•		_	cludes benefit
carriers and claims processing records,	•			
documentation regarding benefits offer	ed to employees. This also	includes th	ie employee be	enefit
handbook.				
	I =		Г <u>а т</u>	T
H03 – Employee History ¹⁰	T+16	T+1	15	No
These records relate to City employees'	work history and are com	monly refer	red to as "pers	sonnel files".
These records relate to City employees' This classification heading includes info	work history and are com	monly refer	red to as "persessignations. Spe	sonnel files". ecific
These records relate to City employees' This classification heading includes info documents include applications, resume	work history and are com rmation on retirements, la es, correspondence, emplo	monly refer yoffs and re syment refe	red to as "persesignations. Sperence checks,	sonnel files". ecific start-
These records relate to City employees' This classification heading includes info documents include applications, resum- termination forms; as well as records per	work history and are com rmation on retirements, la es, correspondence, emplo ertaining to performance e	monly refer yoffs and re pyment refe evaluation, s	red to as "persesignations. Sperence checks, alary adjustment	sonnel files". ecific start- ents,
These records relate to City employees' This classification heading includes info documents include applications, resume termination forms; as well as records pe disciplinary action, grievances, awards,	work history and are com rmation on retirements, la es, correspondence, emplo ertaining to performance e attendance, work history,	monly refer yoffs and re pyment refe evaluation, s education a	red to as "persesignations. Sperence checks, alary adjustment of training. The	sonnel files". ecific start- ents, nis
These records relate to City employees' This classification heading includes info documents include applications, resume termination forms; as well as records per disciplinary action, grievances, awards, classification heading also includes an e	work history and are com rmation on retirements, la es, correspondence, emplo ertaining to performance e attendance, work history, mployees' medical inform	monly refer yoffs and re byment refe evaluation, s education a ation relate	red to as "persesignations. Sperence checks, alary adjustment of training. The	sonnel files". ecific start- ents, nis
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These records relate to City employees' This classification heading includes info documents include applications, resume termination forms; as well as records per disciplinary action, grievances, awards, classification heading also includes an e	work history and are com rmation on retirements, la es, correspondence, emplo ertaining to performance e attendance, work history, mployees' medical inform	monly refer yoffs and re byment refe evaluation, s education a ation relate	red to as "persesignations. Sperence checks, alary adjustment of training. The	sonnel files". ecific start- ents, nis
These records relate to City employees' This classification heading includes info documents include applications, resume termination forms; as well as records pe disciplinary action, grievances, awards, classification heading also includes an e health leave, pregnancy leave, medical	work history and are com rmation on retirements, la es, correspondence, emplo ertaining to performance e attendance, work history, mployees' medical inform assessments and doctor's	monly refer yoffs and re byment refe evaluation, s education a ation relate notes.	red to as "persesignations. Sperence checks, alary adjustment of training. The detail to long-term	sonnel files". ecific start- ents, nis disability,
These records relate to City employees' This classification heading includes info documents include applications, resum- termination forms; as well as records per disciplinary action, grievances, awards, classification heading also includes an e health leave, pregnancy leave, medical H04 – Employee Assistance	work history and are commation on retirements, lates, correspondence, employertaining to performance eattendance, work history, mployees' medical informassessments and doctor's	monly refer yoffs and re pyment refe evaluation, s education a ation relate notes.	red to as "persesignations. Sperence checks, alary adjustment of training. The detail to long-term	sonnel files". ecific start- ents, nis disability, No ontains

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

Classifications				
H05 – Job Descriptions and	S+5	S	5	No
Series Code & Classification	Retention	Office	Inactive	Value
	Total			Archival

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	T+10	T+1	9	No
Safety ¹¹				

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	E+40First Entry	E+1	39	No
Occupational Health Claims	E+20Last Entry	E+1	19	

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	S+5	S	5	No
Structure				

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	Р	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

Total Archival
Series Code & Classification Retention Office Inactive 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 E+40First Entry E+1 39 No
Disability Management¹² E+20Last Entry E+1 19

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



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.

Archival

				Archival	
Series Code & Classification	Total Retention	Office	Inactive	Value	
I01 – Archival Services	Р	Р		Yes	
Records related to the management a	nd operation of the City A	Archives. This c	assification he	ading	
includes records related to general are			_		
conservation and preservation activities, public outreach programs, grants and loan records, policies,					
procedures, standards and best practi		_			
includes information on special archiv			•		
management needs, electronic record	•		•	•	
Electronic Document Management Sy	stems/Electronic Content	Management	(EDMS/ECM),	etc.	
100 4 10: 13	T = . =	14	<u> </u>		
I02 – Access and Privacy ¹³	T+5	T+1	4	No	
Records pertaining to the managemen					
Municipal Freedom of Information and	•	•			
initiatives undertaken to ensure that t	·			•	
decision letters, and submissions to the	ne Information and Privaci	y Commissione	r of Ontario re	garding	
appeals.					
I03.1 – Communication Systems	C+7	C+1	6	No	
			telephone ea		
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.					
,					
103.2 – Telephone Activity Reports	12 months	12 months			
Records relating to internal telephone communication activity. Classification pertains to telephone					
		L	ertains to tele	No ephone	
		L	ertains to tele		

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

Series Code & Classification Total Retention Office Inactive Value

103.3 – Staff Telephone Directory S S -- No

Records relating to City staff and business function telephone contact information. Classification pertains to staff telephone directories.

104 – 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 T+3 T+1 2 No Software ¹⁶

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

	Total			Archival		
Series Code & Classification	Retention	Office	Inactive	Value		
109 – Records Management	C+7	C+1	6	No		
Operational Records						
Records related to the operation of a Ci						
heading includes records related to rou	•					
operations, file conversion projects, spa	•		•			
Systems/Electronic Content Management (EDMS/ECM), digital imaging, filing equipment needs analysis,						
Versatile training, etc.						
I10 – Records Management Program	Р	C+1	Р	Yes		
Records		-	-			
Records related to the development and administration of a City-wide records management program.						
This classification heading includes reco	rds related to records	appraisal, re	cords retention	, records		
classification, manuals management, re	cords disposition, vita	l records pro	tection <u>,</u> disaster	recovery, and		
directory of records.						
111 Systems Davidonment and	C+7	C+1	6	No		
I11 – Systems Development and Business Process Management	C+7	C+1	В	INO		
Records related to the practical aspects	of administering a Cit	l v-wida systa	l ms davalonman	t program to		
automate various manual business prod						
inventory of present methodologies, pri		_				
planning, etc. This also includes records			•			
maintenance of the City's websites and			, ,			
	T	T	T	<u> </u>		
I12 – System Security ¹⁷	S+7	S+1	6	No		
Records related to the security and conf	•	-				
includes information about computer se	•					
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						
personal computer service logs and use	access. The existing installation documentation includes system numbers, system configurations,					
hersonal combater service logs and use						
	riogs.					

section. Only use if no other classification heading is applicable.

C+3

This classification heading includes administrative records that cannot be classified elsewhere in this

C+1

2

No

199 – Information Management-

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).

Archival

Series Code & Classification	Total Retention	Office	Inactive	Value		
L01 – Agreements and Contracts-	P	C+1	Р	Yes		
Major						
Records related to the negotiation, formation and use of all official contracts and agreements, which are						
typically used to establish a logal relation	schin hotwoon the City and	d avtarnal a	rannizations of	c individuals		

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-	T+7	T+1	6	No
Simple ¹⁸				

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.

|--|

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 IO2 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 Value

LO5 – 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 T+16 T+1 15 No Management²⁰

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.

LO8 – 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** 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 T+7 T+1 6 No Provincial²³ 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 C+1 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 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** 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 Ρ Ρ C+1 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 T+1 Ρ 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.

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
M01 – Access Vaughan-Call Centre	C+7	C+1	6	No
Management				

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.

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	C+7	C+1	6	No
Events ²⁵				

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	C+7	C+1	6	No
Corporate Sponsorship				

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.

	Total			Archival		
Series Code & Classification	Retention	Office	Inactive	Value		
M05- Enquiries	C+7	C+1	6	No		
Records related to routine enquiries fro	_	e enquiries con	_	es provided by		
various City Departments. Documents (•	•				
services and correspondence with othe		_				
·	, ,					
M06 – Presentations and Speeches	C+7	C+1	6	No		
Records related to the preparation and	delivery of speeche	es and present	ations associate	d 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 presenta	itions given by elect	ed officials and	d City staff.			
M07 – Public Relations	C+7	C+1	6	No		
Records related to public relations active	1			1		
			-	-		
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		•	_			
marketing strategies, statistics and corr		,	, , , , , , , , , , , , , , , , , , , ,	,		
<i>5 7</i>	•					
M08 – Publications	C+7	C+1	6	No		
M08 – Publications Records related to the creation of publications	.	_				
	ications. Document	s under this cla	ssification head	ling include		
Records related to the creation of publi	ications. Document d copies of various	s under this cla publications in	ssification head cluding industri	ling include ial directories,		
Records related to the creation of publi typed manuscripts, artwork, and printe business directories, maps, brochures, the various programs and services offer	ications. Document d copies of various guides and magazin red by the City. This	s under this cla publications in es. Publication classification l	ssification head cluding industri s provide inforr	ling include al directories, mation about		
Records related to the creation of publi typed manuscripts, artwork, and printe business directories, maps, brochures,	ications. Document d copies of various guides and magazin red by the City. This	s under this cla publications in es. Publication classification l	ssification head cluding industri s provide inforr	ling include al directories, mation about		
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Records related to the creation of public typed manuscripts, artwork, and printer business directories, maps, brochures, the various programs and services offer guides located under the classification M09 – Promotion Records related to promotional activities	ications. Document of copies of various guides and magazing red by the City. This RO2 Graphic Art Process undertaken to economic and comments.	s under this cla publications in es. Publication classification l gram. C+1 ducate and fost	ssification head cluding industrictions provide informeading exclude 6 er awareness o	ding include fall directories, mation about the recreation No f the City's		
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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	C+3	C+1	2	No
Communications-General				

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.

issuance of building permits and the inspecti	on of buildings with	in the City.				
	Total			Archival		
Series Code & Classification	Retention	Office	Inactive	Value		
P01 – Animal Control	C+10	C+1	9	No		
Records related to local animal control ordin	ances (by-laws) to r	egulate dog	s 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 contract	cted out by the City.					
P02.1 - Building Applications, Permits and	Р	C+2	Р	Yes		
Inspections – Industrial, Commercial and						
Institutional						
Records related to the issuance of building permits and building inspections for industrial, commercia 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 Institutional ²⁶	S	S		No		
General administration records related to in	dustrial commercial	l and institut	 tional 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 Departm		•				
castody and control of another city bepartin	icht. These types of		ade Developini			

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.

	Total			Archival
Classification	Retention	Office	Inactive	Value
P03.1 - Building Applications, Permits	Р	C+2	Р	Yes
and Inspections - Residential				

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-	S	S	 No
Residential ²⁷			

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,	P	C+2	Р	Yes
Commercial, and Institutional				

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.

	Total			Archival		
Series Code & Classification	Retention	Office	Inactive	Value		
P06 - By-law and Business License Enforcement ²⁸	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		
audiotapes, daily logs and Emergency Ca	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 Servi heading pertains to the Fire and Rescue various City employees and various City	Service Dispatchers'	•				
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 E	mergency Plan.		

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, C+7 C+1 6 No Transportation

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

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
P16 - Provincial Offences	T+10	T+1	9	No
Administration-General ³²				

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	T+10	T+1	9	No
Administration-Parking ³³				

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.

P1	8.1 – 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	P18.2 – Security-Video Recordings	30 days	30 days		No
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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	C+3	C+1	2	No
Services-General				

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 Offenses Administration - General T = end of legal proceedings and case complete, fine paid, if applicable

³³ For Provincial Offenses 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.

Archival Series Code & Classification Office **Total Retention** Inactive Value **R01 – Community Arts and Culture** C+1 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 No C+1 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 C+1 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 No C+1 6 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** C+1 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.

	Total			Archival
Series Code & Classification	Retention	Office	Inactive	Value
R06 – Parkland Construction	Р	C+1	Р	Yes
Records related to the construction of	City parks. Document	s under this o	lassification hea	ding include
consultant reports, progress reports, in	nspection reports and	corresponde	nce.	
			1 _	Ι
R07 – Parks and Boulevard	C+7	C+1	6	No
Maintenance	vitios includo grass su	tting plantin	and landscanin	a This
Parks and boulevard maintenance acticles classification heading also includes pla	_		-	_
classification heading excludes records				
and foot paths located under classifica			kways, cycle pat	iis, sidewaiks
and root paths located ander classified	icion 112 Walkway Wa	micerianice.		
R08 – Parks and Open Space	P	C+1	Р	Yes
Planning and Development				
Records related to the planning and de	evelopment of the City	parks and o	oen spaces for re	ecreational
purposes. This includes the installation	n of recreational struc	tures. Docum	ents under this	classification
heading include maps, drawings, report	rts and correspondenc	e. This classif	ication includes	records
associated with the creation and mana	•		p parkland dedid	cation sites and
to ensure consistency throughout Vau	ghan in parkland deve	lopment.		
R09 – Parks Administrative	C+10	C+1	9	No
Management	C+10	C+1	9	INO
Parks administrative records relate to	The management of Ci	ity parks. Doc	uments under th	l nis
classification heading include parkland	~			
correspondence, York Region correspo			G	,
	,			
R10 – Recreational Programming ^{34/35}	T+6	T+1	5	No
Records related to the development as	nd delivery of recreati	on programs	to the communi	ty such as
sports, fitness, crafts, swimming, and c	other programs. Docu	ments under	this classificatio	n heading
include program planning and develop	• • •	. •	•	•
staff reports and correspondence. This				
programming such as individual fitness	s program records, me	embership red	cords and health	assessments.
			T _	T
R11 – Trees and Forestry Operations	C+7	C+1	6	No
These records relate to the manageme				-
City property. This classification heading				
, , , ,	•	lated to tree	removai, tree pia	anting, tree
trimming, tree pruning, and tree spray	•	lated to tree	removai, tree pia	anting, tree

This classification heading includes administrative records that cannot be classified elsewhere in this

section. Only use if no other classification heading is applicable.

Parks-General

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).

	Total			Archival	
Series Code & Classification	Retention	Office	Inactive	Value	
T01 – Engineering Inspection,	T+16	T+1	15	No	
Transportation Systems ³⁶					
Records related to the inspection proc	ess for various transpo	rtation engir	neering activities	. Documents	
under this classification heading relate	to the progress of cor	nstruction pro	ojects such as ro	ads, sidewalks,	
bridges, culverts, grade separations ar	nd retaining walls. The	se records are	e used to ensure	that FIs are	
completed as shown in contracts, specifications, and drawings.					
	1	1	T	T	
T02 – Lighting ³⁷	T+16	T+1	15	No	
Records related to the illumination of			•		
Documents under this classification he	•	-	nd reports, insta	allation	
records, location registers, as well as maintenance and repair records.					
	1	1	T	T	
T03 – Parking	C+10	C+1	9	No	
Records related to the operation of pa	rking on City property	. This classific	cation heading in	cludes records	
and studies regarding various City parl	king issues such as han	dicapped par	king, parking lot	s, fire routes	
and employee parking.					
	1	T	T	Γ	
T04 – Public Transit	C+10	C+1	9	No	
Records related to the City's public tra	·			-	
records and studies regarding Municip	•		•	rs, bus stations,	
transit planning, dedicated bus lanes a	ind intergovernmental	service co-or	dination.		
		1		T	
T05 – Road Construction ³⁸	T+10	T+1	9	No	
Records related to road construction.	This classification head	ling includes	records pertaini	ng to the	
construction of new roads, major impl	rovements to existing r	oads such as	resurfacing, rec	onstruction,	
road widening, bridge reconstruction a	and intersection impro	vements. Thi	s classification h	eading also	
includes construction contracts, appro	vals and corresponder	ice.			

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

	Total			Archival	
Series Code & Classification	Retention	Office	Inactive	Value	
T06 – Road and Transportation	P	C+1	P	Yes	
System Planning and Design					
Records related to the planning and de	_				
pertaining to the planning and design of	•	•	t paths, walkwa	ys, etc. This	
excludes the classification D12 Infrast	ructure Design Drawir	igs.			
	T =		1	Τ	
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, compl	aints and corresponde	ence.			
T08 – Road Maintenance and	T+16	T+1	15	No	
Railway Maintenance ³⁹	1+10	171	15	INO	
Records related to road and railway ma	l aintenance Road mair	l stenance incl	l udes the installa	tion and	
maintenance of culverts, catch basins,					
classification heading also includes reco			•		
markings, road grading and road cleani			•		
separations at railway crossings and at	•			-	
, ,	0,7	, 0	·		
T09 – Road Closures and Lane	C+10	C+1	9	No	
Closures					
Records related to road and lane closur	res. This includes reco	rds on road a	nd lane closures	on a	
permanent basis. Documents related to	o permanent closure ι	ınder this cla	ssification headi	ng include	
reports, appraisals, agreements and co	rrespondence. Roads	may also be o	closed on a temp	orary basis for	
such purposes as construction, movie f	ilming and various eve	ents such as p	oarades. Docume	ents under this	
classification heading related to tempo	rary closures include a	application fo	orms, requests, c	omplaints and	
correspondence.					
			1	1	
T10 – Signals and Signage ⁴⁰	T+16	T+1	15	No	
Records related to the manufacture, in	·	•		•	
City property. Documents under this cl		-		•	
installation records, maintenance and i	repair records, sign loc	cation registe	rs and traffic sig	nal location	
registers.					

C+16

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.

C+1

15

No

T11 – Traffic Management

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

 $^{^{40}}$ For Signs and Signals T = Removal of sign/signal from service

Archival

Series Code & Classification	Total Retention	Office	Inactive	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.						
correspondence. This excludes the class	sincation not rains and E	odicvara ivid	annenance.			
T99 – Transportation-General	C+3	C+1	2	No		



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 V01 – Driver and Operator Records ⁴¹ These records relate to the manageme	Total Retention			
V01 – Driver and Operator Records ⁴¹	Potention			Archival
•	Retelltion	Office	Inactive	Value
These records relate to the manageme	T+3	T+1	2	No
	nt and training of al	l City staff that	drive City vehic	les. Documents
under this classification heading include	e driver and operato	or training reco	rds, driver abst	racts and driver
licensing records.				
			Т_	T
V02 – Fleet Administration ⁴²	T+7	T+1	6	No
Records related to all vehicles currently	•	•	•	•
Documents under this classification he	-	•		
inspection and repair records, invoices,	, parts inventories, r	egistrations, w	arranty records	, disposal
information and vehicle specifications.				
			T	
V03 – Fuel Records related to the management of	C+7	C+1	6	No
invoices, gas consumption reports, stat prepare Federal and Provincial fuel reb	•	•	. These records	are used to
V04 – Mobile Equipment (Vehicle	T+3	T+1	2	No
Drawn)-Maintenance and Repairs ⁴³				
	sed in conjunction v	with or attached	d to vehicles D	
Records regarding mobile equipment u		with or attached	a to verneres. B	ocuments
under this classification heading include	e maintenance and	repair histories	on equipment	such as trailers,
Records regarding mobile equipment u under this classification heading includ- generators, cranes, pumps, etc. This cla	e maintenance and	repair histories	on equipment	such as trailers,
under this classification heading include	e maintenance and	repair histories	on equipment	such as trailers,
under this classification heading include generators, cranes, pumps, etc. This classification heading include generators.	e maintenance and assification heading	repair histories	on equipment	such as trailers,
under this classification heading include generators, cranes, pumps, etc. This cla disposal of mobile equipment.	e maintenance and	repair histories	on equipment	such as trailers,
under this classification heading include generators, cranes, pumps, etc. This classification heading include generators.	e maintenance and assification heading	repair histories also includes in	on equipment formation relat	such as trailers, ted to the
under this classification heading include generators, cranes, pumps, etc. This cladisposal of mobile equipment. V05 – Protective Equipment-	e maintenance and assification heading	repair histories also includes in	on equipment iformation related	such as trailers, ted to the
under this classification heading include generators, cranes, pumps, etc. This classification heading include generators, cranes, pumps, etc. This classification with the composition of the composition o	T+3 Temporary T to Table 1 to Table 1 to Table 2 to Ta	repair histories also includes in T+1 staff. Document	on equipment formation related to the second	such as trailers, ted to the No assification
under this classification heading include generators, cranes, pumps, etc. This classification heading include generators, cranes, pumps, etc. This classification with the control of the	T+3 ment used by City soir history files on equal to the control of the control	T+1 staff. Document	on equipment formation related to the second	No assification paratus,

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

	Total			Archival	
Series Code & Classification	Retention	Office	Inactive	Value	
V06 – Radio Systems ⁴⁵	T+7	T+1	6	No	
These records relate to radio systems and c	ommunications with	City vehicle	es and employe	es. This	
classification heading includes records relat	ed to all types of rac	dio systems	used by the City	y as well as	
records pertaining to communication system	ms and base towers.				
	T	T			
V07 – Transportable/Portable	T+3	T+1	2	No	
Equipment-Maintenance and Repairs ⁴⁶					
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	w blowers. This class	ification hea	ading includes i	nformation	
related to the disposal of transportable and	l person portable eq	uipment.			
	T		_		
V08 – Vehicle and Equipment Inspections	C+1	C+1		No	
Records related to the inspection of vehicle	s and equipment use	ed by City er	nployees. Thes	e inspections	
determine the mechanical and operational	condition of vehicles	s and equipr	nent prior to da	aily use.	
Results and recommendations are recorded	d on the inspection r	eports. Doci	uments under t	his	
classification heading include corresponder	ice and staff notes.				
V99 – Vehicles and Equipment-General	C+3	C+1	2	No	
This classification heading includes adminis	trative records that	cannot be cl	assified elsewh	ere in this	
section. Only use if no other classification heading is applicable.					

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