



LEGAL SERVICES PERSONAL INFORMATION BANKS

TITLE	LOCATION	LEGAL AUTHORITY	INFORMATION MAINTAINED	USES	USERS	INDIVIDUALS IDENTIFIED IN PIB	RETENTION
Agreements and Contracts	Legal Services	Municipal Act 2001, SO 2001, c25	Personal information contained within Agreements and Contracts	To administer Agreements and Contracts	Legal Services staff	Individuals who are the subject matter of the Agreements and/or Contracts	Major = Permanent Simple = T (end of contract plus warranty period) + 7 years
Land Acquisition	Legal Services	Municipal Act 2001, SO 2001, c25	Agreements of purchase and sale, Council reports, by-laws, correspondence, title documents	Acquisition of land	Legal Services staff	Vendor/owner of land	T (settlement date) + 21 years
Land Disposition	Legal Services	Municipal Act 2001, SO 2001, c25	Agreements of purchase and sale, Council reports, by-laws, correspondence, title documents	Disposition of land	Legal Services staff	Purchaser of land	T (settlement date) + 21 years
Leases	Legal Services	Municipal Act 2001, SO 2001, c25	Personal information contained within Leases	To administer Leases	Legal Services staff	Individuals who are the subject matter of the Leases	T (expiration of lease date) + 7 years

Legal Opinions and Briefs	Legal Services	Municipal Act 2001, SO 2001, c25	Personal information contained within Legal opinions and briefs	To create and maintain legal opinions and briefs	Legal Services staff	Individuals who are the subject matter of the legal opinions and/or briefs	Until superseded
Litigation Files	Legal Services	Municipal Act 2001, SO 2001, c25	Court and tribunal documents, Council reports, by-laws, correspondence	Litigation	Legal Services staff	Individuals who are the subject matter of the litigation files	Permanent