

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW No. 2016-81

A by-law to establish retention periods for records of the  
Town of Amherstburg

---

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

**WHEREAS** subsection Section 255(3) of the *Municipal 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 *Municipal Act* provides that a municipality's records may be destroyed if a retention period for the record has been established and the retention has expired.

**THEREFORE COUNCIL FOR THE CORPORATION OF THE TOWN OF  
AMHERSTBURG ENACTS AS FOLLOWS:**

1. 1. **Definitions:**

In this by-law;

- (1) **"active record"** means a record that is referred to and is stored in the user's office area.
- (2) **"archival record"** means a record that has been appraised for permanent retention because of its historical value.
- (4) **"Archives"** means a repository for archival records.
- (6) **"disposition"** means the final phase of a record's life cycle meaning:
  - a) destruction;
  - b) designation of record as permanent; or
  - c) designation of record as archival.
- (7) **"event trigger"** refers to a specific event or action which initiates the calculation of a retention period.

- (8) **"filing system"** means a systematic method of coding and storing records.
- (9) **"inactive record"** means a record that is no longer active and is stored in a Records Centre.
- (10) **"life cycle"** means the life span of a record from its creation or receipt throughout its active and inactive stage, to final disposition.
- (11) **"Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)"** is Ontario legislation which, with some limitations, provides the public with a right of access to records held by the Town and protects the privacy of personal and sensitive information.
- (12) **"personal information"** means recorded information about an identifiable individual as defined by section 2 of *MFIPPA*.
- (13) **"primary group"** is a column heading in the retention table that identifies a group of functionally related records that is further broken down into records series.
- (14) **"Personal Information Bank (PIB)"** refers to records that contain personal information.
- (15) **"record"** has the meaning given to it by section 2 of the *Municipal Freedom of Information and Protection of Privacy Act*, and includes any record of information however recorded.
- (16) **"Records Centre"** means a storage facility used to house inactive records.
- (17) **"records management"** is the process of planning, organizing, directing and controlling all the steps involved in a record's life cycle.
- (18) **"record series"** means a group of specifically related records organized within a primary grouping.
- (19) **"responsible department"** is a column heading in the retention table and identifies departmental responsibility.

- (20) **"retention"** means the length of time a record is to be retained before its final disposition. Retention descriptions are as follows:  
C = Current Year  
P = Permanent (When a record is preserved and never destroyed)  
S = Superseded (When a record is updated or replaced with a new version)  
E = Event Trigger (Example: E+6 = Expiration of a Contract plus the next 6 calendar years)  
\*\* = Archival Selection (Records will be reviewed for Archival Value prior to disposal)
- (21) **"retention schedule"** means an approved document that authorizes the length of time records are to be retained before their final disposition; Schedule A.
- (22) **"retention table"** is the listing of records arranged by primary and secondary groupings, including scope notes, and the retention periods of the records.
- (23) **"series code"** is the column heading in the retention table that is represented by an alpha-numeric code.
- (24) **"series title and scope notes"** is the column heading in the retention table identifying record series titles and including a brief description of the record series.
- (25) **"superseded (S)"** refers to a time at which a record becomes obsolete and/or is replaced with an updated version.
- (26) **"scope notes"** means a brief description of the types of specifically related records normally grouped together within a secondary group.
- (27) **"transitory record"** means a record that has temporary usefulness and is only required for the completion of a routine action, or until superseded.
2. The following principles shall govern the destruction of records:
- (1) No records shall be destroyed unless first classified according to Schedule "A" of this by-law;
  - (2) Electronic records may be stored in databases, shared drives, servers or Laserfiche. Records classifications and retention periods in the Records Classification & Retention Schedule apply equally to paper and electronic Records;

- (3) All emails in the Microsoft Exchange system which have not already been deleted as transitory records and are older than 5 years from date of receipt or creation will automatically be permanently destroyed;
  - (4) All records shall be destroyed in a manner that preserves the confidentiality of any information contained in such records; and
  - (5) Any record pertaining to pending or actual litigation or investigation or a request under privacy legislation shall not be destroyed until such record is no longer required for such purpose.
3. That this by-law comes into full force and effect on January 1, 2017; and,
  4. Any other by-laws pertaining to this subject matter are hereby repealed.

Read three times and finally passed this 12<sup>th</sup>, day of December, 2016.



---

MAYOR – Aldo DiCarlo



---

CLERK – Paula Parker

---

Media and Public Relations	24
Media and Public Relations – General	24
Advertising	24
Ceremonies and Events	24
Charitable Campaigns / Fund Raising	24
Complaints, Commendations and Inquiries	24
News Clippings	24
News Releases	24
Publications	24
Speeches and Presentations	24
Visual and Identity and Insignia	24
Website and Social Media Content	24
Corporate Communications	24
Public Relations	24
Tourist Services	24
Proclamations	24
Public Feedback / Survey Responses	24
Protection and Enforcement Services	25
Protection and Enforcement Services – General	25
By-law Enforcement	25
Daily Occurrence Logs	25
Emergency Planning	25
Hazardous Materials	25
Incident / Accident Reports	25
Building and Structural Inspections	25
Health Inspections	25
Investigations	25
Licenses	25
Building Permits	25
Permits, Other	25
Warrants	25
Criminal Records	25
Animal Control	25
Community Protection Programs	25
Emergency Services	25
EMS Incident & Impact Reports	25
EMS Accident Reports	25
EMS Accident Statistics	25
Prohibition Notices & Orders	25
Video Monitor Records	25
Recreation and Culture	26
Recreation and Culture – General	26
Heritage Preservation	26
Library Services	26
Museum and Archival Services	26
Parks Management	26
Recreational Facilities	26
Recreational Programming	26
Harbour Facilities	26
Arts and Cultural Programming	26
Recreational Agencies	26
Social and Health Care Services	27
Social and Health Care Services – General	27
Children's Day Nursery Services	27
Elderly Assistance	27
Long Term Care Facility Residents	27
Social Assistance Programs	27
Ontario Works Case Records	27
Medical Case Records	27
Children's Services	27
Public Health	27
Cemetery Records	27
Day Care Nursery Records	27

---

---

Transportation	28
Transportation – General	28
Illumination	28
Parking	28
Public Transit	28
Road and Sidewalk Construction	28
Road and Sidewalk Design and Planning	28
Road and Sidewalk Maintenance	28
Signs and Signals	28
Traffic	28
Roads and Lanes Closures	28
Field Survey / Road Survey Books	28
Bridges, Culverts and Structures	28
Vehicles and Equipment	29
Vehicles and Equipment – General	29
Fleet Management	29
Mobile Equipment	29
Transportable Equipment	29
Protective Equipment	29
Ancillary Equipment	29
Medical and Technical Equipment	29
Maintenance Equipment and Tools	29

**Transitory Records**

The following records are common to most divisions and are normally required for a very limited period of time. Unless otherwise specified in the schedule, or unless required for legal or legislated purposes, these records may be destroyed when their value ceases as determined by the individual work unit.

Note: Blank forms are not records and they should not be maintained as records.

Description
<p><b>Additional Duplicate Copies</b></p> <p>Additional copies of records. Includes those created from the office file copy for ease of reference or for distribution at meetings, training sessions, etc., as well as extra copies received with the office file copy. Also includes extra copies of database print outs. Multiple copies of project or committee materials such as minutes, reports, agendas, etc. as sent to various committee members and staff. Duplicate copies of documents retained only for distribution or convenience (e.g. multiple copies of reports or memos)</p>
<p><b>Telephone Messages</b></p> <p>Includes personal telephone messages and simple telephone messages recorded in the voice mailbox digital format <u>which do not</u> record official decisions.</p>
<p><b>Working Papers</b></p> <p>Rough notes, work preparation materials and instructions, calculations, preliminary drafts, rough research notes and similar materials used in the preparation of correspondence, statistical tables, reports or other records. Preliminary drafts of letters, memoranda, reports, etc. <u>which do not</u> form significant stages in the preparation of a final document and do not record official decisions.</p>
<p><b>Miscellaneous notices or memoranda</b></p> <p>Includes "All Staff" emails, messages on upcoming special events, or memos of a minor administrative nature.</p>
<p><b>External Publications</b></p> <p>Includes administrative manuals, directories, catalogues, newsletters, pamphlets and periodicals produced by organizations external to the Town. Also Includes unsolicited advertising, brochures and flyers.</p>

Primary Heading: Administration						
Class Code	Secondary Heading	Responsible Department	Keep * Department	Off Site	Total Retention	Remarks
A00	Administration – general	Originating	1	-	1	
A01	Associations and Organizations	Originating	1	-	1	
A02	Staff Committees and Meetings	Originating	4	-	4**	
A03	Computer Systems and Architecture Information	Information & Technology	S	6	S+6	
		Other Departments	S	-	S	
A04	Conferences and Seminars	Originating	4	-	4**	Only those sponsored by the Town of Amherstburg will be considered for archival review.
A05	Consultants	Originating	2	-	2**	
A06	Inventory Control	Originating	1	5	6	
A07	Office Equipment and Furniture	Originating	E+1	-	E+1	E = disposal of item
A08	Office Services	Originating	1	-	1	
A09	Policies and Procedures	Originating	S	P	P**	
A10	Records Management	Clerk's	S	-	S	
		Other Departments	S	-	S	
A11	Records Disposition	Clerk's	P	-	P	
A12	Telecommunications Systems	Information & Technology	S+6	-	S+6	
		Fire	S+6	-	S+6	
		Other Departments	S	-	S	
A13	Travel and Accommodation	Originating	1	-	1	
A14	Uniforms and Clothing	Originating	S+2	-	S+2**	
A15	Vendors and Suppliers	Originating	2	-	2	
A16	Intergovernmental Relations	Originating	1	4	5**	
A17	Accessibility of Records (F.O.I.)	Clerk's	E+5	-	E+5	E = completion of F.O.I. request
A18	Security	Originating	2	3	5	
A19	Facilities Construction and Renovations	Building Services	E+10	5	E+15**	E = completion of project
		Planning Services	E+10	5	E+15	As Built = until superseded
		Other Departments	E+6	-	E+6	
A20	Building and Property Maintenance	Municipal Facilities	10	5	15	
		Parks, Greenspaces & Naturalized Areas	10	5	15	
		Other Departments	6	-	6	

Legend: C - Current Year; E - Event; P - Permanent; S - Superseded; \* - Maximum Copy Retention;  
 \*\* - Subject to Archival Selection  
 All numbers in retention columns refer to years unless otherwise specified.



Primary Heading: Administration						
Class Code	Secondary Heading	Responsible Department	Keep * Department	Off Site	Total Retention	Remarks
A21	Facilities Bookings	Municipal Facilities	1	-	1	
		Other Departments	S	-	S	
A22	Accessibility of Services	Originating	2	3	5	No legislated retention requirements
A23	Information Systems Production Activity & Control	Information & Technology	2	-	2	
A24	Access Control & Passwords	Information & Technology	2	-	2	
A25	Performance Management / Quality Assurance	CAO's Office	S	-	S**	
A50	Appointment Calendars and Agendas	Originating	1	-	1	

Legend: C - Current Year; E - Event; P - Permanent; S - Superseded; \* - Maximum Copy Retention;  
 \*\* - Subject to Archival Selection  
 All numbers in retention columns refer to years unless otherwise specified.

Primary Heading: Council and By-laws						
Class Code	Secondary Heading	Responsible Department	Keep * Department	Off Site	Total Retention	Remarks
C00	Council and By-laws – general	Originating	1	-	1	
C01	By-laws	Clerk's	P	-	P**	E = approval of by-law
		Other Departments	E+4	-	E+4	Copy retention = S  Original signed by-laws are kept permanently. Working documents are kept for 4 years after the approval of the by-law.
C02	By-laws – Other Municipalities – NOT ALLOCATED					
C03	Council Agendas	Clerk's	S	5	S+5	Copy retention = 2  Working notes = 2
C04	Council Minutes	Clerk's	P	-	P**	Copy retention = 2  Working notes = 6
C05	Council Committee Agendas	Clerk's	S	-	S	
		Other Departments	S	-	S	
C06	Council Committee Minutes	Clerk's	6	-	6**	Copy retention = 2
		Other Departments	6	-	6**	Working notes = 2
C07	Elections	Clerk's	E+4 Ballot = 120 days after voting or resolution of recount	-	E+4 Ballot = 120 days after voting or resolution of recount	E = day action took effect or voting day
C08	Goals and Objectives	Originating	S	-	S**	
C09	Motions and Resolutions	Clerk's	P	-	P**	Copy retention = 1
C10	Motions and Resolutions – Other Municipalities	Clerk's	S	-	S	
C11	Reports to Council	Clerk's	1	-	P**	Electronically, reports are kept permanently.
C12	Appointments to Boards and Committees	Clerk's	1	P	P**	
C13	Accountability, Transparency & Governance	Clerk's	2	-	2	

Legend: C - Current Year; E - Event; P - Permanent; S - Superseded; \* - Maximum Copy Retention; \*\* - Subject to Archival Selection; PIB - Personal Information Bank;  
All numbers in retention columns refer to years unless otherwise specified.

Primary Heading: Development and Planning						
Class Code	Secondary Heading	Responsible Department	Keep * Department	Off Site	Total Retention	Remarks
D00	Development and Planning – general	Originating	1	-	1	
D01	Demographic Studies	Planning Services	5	P	P**	
		Other Departments	S		S	
D02	Economic Development	Planning Services	5	5	10**	
		Other Departments	4	-	4	
D03	Environment Planning	Planning Services	5	P	P**	E = later of: date of offence or: day evidence of offence first came to attention of person appointed under section 5
		Engineering & Public Works	5	P	P	
		Parks, Greenspaces & Naturalized Areas	5	P	P	
		Other Departments	E+4	-	E+4	
D04	Residential Development	Building Services	5	P	P**	
		Planning Services	5	P	P	
		Other Departments	2	-	2	
D05	Natural Resources	Planning Services	10	-	10**	
		Engineering & Public Works	10	-	10	
		Parks, Greenspaces & Naturalized Areas	10	-	10	
		Other Departments	2	-	2	
D06	Tourism Development	Tourism & Culture	5	5	10**	
		Other Departments	4	-	4	
D07	Condominium Plans	Planning Services	5	P	P	E = final approval of application  Applications = 2 years after final decision
		Engineering & Public Works	5	P	P	
		Building Services	E+5	15	E+20	
		Other Departments	5	-	5	
D08	Official Plans	Planning Services	S	P	P**	Copy retention = S
		Clerk's	S	P	P	
D09	Official Plan Amendment Applications	Planning Services	E+1	4	E+5	E = final decision
		Other Departments	E+1	-	E+1	
D10	Severances	Planning Services	E+6	P	P	E = land titles registration

Legend: C - Current Year; E - Event; P - Permanent; S - Superseded; \* - Maximum Copy Retention; \*\* - Subject to Archival Selection; PIB - Personal Information Bank; All numbers in retention columns refer to years unless otherwise specified.

Primary Heading: Development and Planning						
Class Code	Secondary Heading	Responsible Department	Keep * Department	Off Site	Total Retention	Remarks
D11	Site Plan Control	Planning Services	5	P	P	Applications = 2 years after final decision
		Engineering & Public Works	5	P	P	
		Other Departments	5	-	5	
D12	Subdivision Plans	Planning Services	5	P	P	Applications = 2 years after final decision
		Engineering & Public Works	5	P	P	
		Other Departments	5	-	5	
D13	Variances	Planning Services	E+2	P	P	E = final decision
D14	Zoning	Planning Services	E+2	P	P	E = final decision
D15	Easements	Engineering & Public Works	E+1	P	P**	E = termination of right
		Planning Services	E+1	P	P	
		Other Departments	E+1	5	E+6	
D16	Enroachments	Engineering & Public Works	E+1	P	P**	E = termination of right
		Planning Services	E+1	P	P	
		Clerk's	E+1	P	P	
		Other Departments	E+1	5	E+6	
D17	Annexation / Amalgamation	Clerk's	1	P	P**	
		Other Departments	1	9	10	
D18	Community Improvement Projects	Planning Services	E+1	5	E+6**	E = completion of project
		Other Departments	E+2	-	E+2	
D19	Municipal Addressing	Building Services	S	P	P**	
		Planning Services	S	P	P	
		Other Departments	2	-	2	
D20	Reference Plans	Planning Services	S	P	P	
		Engineering & Public Works	S	P	P	
		Building Services	6	-	6	
		Other Departments	6	-	6	

Legend: C - Current Year; E - Event; P - Permanent; S - Superseded; \* - Maximum Copy Retention;  
 \*\* - Subject to Archival Selection; PIB - Personal Information Bank;  
 All numbers in retention columns refer to years unless otherwise specified.

Primary Heading: Development and Planning						
Class Code	Secondary Heading	Responsible Department	Keep * Department	Off Site	Total Retention	Remarks
D21	Industrial/Commercial Development	Planning Services	5	5	10**	
		Economic Development	5	5	10**	
		Other Departments	2	-	2	
D22	Digital Mapping	Planning Services	S	6	S+6	Excludes actual data residing on these systems.
		Building Services	S	6	S+6	
		Information & Technology	S	6	S+6	
D23	Agricultural Development	Planning Services	5	5	10**	
		Other Departments	2	-	2	
D24	Background Reports for Official Plans	Planning Services	E+1	P	P	E = final decision
		Other Departments	E	-	E	
D25	Deeming Process	Planning Services	E+2	-	E+2	E = final decision
D26	Development Charges Study	Building Services	5	5	10**	
		Other Departments	5	5	10	
D50	Environmental Assessments	Planning Services	P	-	P**	May includes Phase 1 and Phase 2 environmental assessments, Municipal Class Environmental Assessments and soil studies.
		Engineering & Public Works	P	-	P	
		Other Departments	2	-	2	
D51	Part Lot Control	Planning Services	2	P	P	
		Other Departments	C	-	C	
D52	Building Permit Review	Building Services	5	10	15	
D53	Building Permit Inspections	Building Services	5	10	15	

Legend: C - Current Year; E - Event; P - Permanent; S - Superseded; \* - Maximum Copy Retention;  
 \*\* - Subject to Archival Selection; PIB - Personal Information Bank;  
 All numbers in retention columns refer to years unless otherwise specified.

Primary Heading: Environmental Services						
Class Code	Secondary Heading	Responsible Department	Keep * Department	Off Site	Total Retention	Remarks
E00	Environmental Services – general	Originating	1	-	1	
E01	Sanitary Sewers	Engineering & Public Works	E+1	-	E+1**	E = submission of the written report or for such longer period as the Director notifies the licensee in writing.  Specifications are kept permanently.
		Planning Services	E+1	-	E+1	
		Other Departments	E+1	-	E+1	
E02	Storm Sewers	Engineering & Public Works	E+1	-	E+1**	E = submission of the written report of for such longer period as the Director notifies the licensee in writing.  Specifications are kept permanently.
		Other Departments	E+1	-	E+1	
E03	Treatment Plants	Engineering & Public Works	5	-	5	Specifications are kept permanently.  Plans = cease to apply + 2 years
		Planning Services	5	-	5	
		Other Departments	1	-	1	
E04	Trees	Parks, Greenspaces & Naturalized Areas	2	3	5	
		Engineering & Public Works	2	3	5	
		Other Departments	2	-	1	
E05	Air Quality Monitoring	Engineering & Public Works	E+5	-	E+5**	E = later of: date of offence or: day evidence of offence first came to attention of person appointed under section 5
E06	Utilities	Engineering & Public Works	5	P	P**	
		Building Services	5	P	P**	
		Other Departments	1	-	1	
E07	Waste Management	Engineering & Public Works	2 or cease to apply + 2	8	10 or cease to apply + 10**	
		Other Departments				
E08	Water Works	Engineering & Public Works	2	13	15**	Specifications are kept permanently.
		Other Departments				
E09	Drains	Engineering & Public Works	E+1	4	E+5**	Specifications are kept permanently.
		Other Departments	E+1	4	E+5	
E10	Pits and Quarries – NOT ALLOCATED					

Legend: C - Current Year; E - Event; P - Permanent; S - Superseded; \* - Maximum Copy Retention; \*\* - Subject to Archival Selection; PIB - Personal Information Bank; All numbers in retention columns refer to years unless otherwise specified.

Primary Heading: Environmental Services						
Class Code	Secondary Heading	Responsible Department	Keep * Department	Off Site	Total Retention	Remarks
E11	Nutrient Management	Engineering & Public Works	2	3	5** or expiry of plan + 2 years	
E12	Private Sewage Disposal Systems	Building Services	2	3	5**	Specifications are kept permanently.
		Other Departments	1	-	1	
E13	Water Monitoring	Engineering & Public Works	2	13	15	
E14	Water Sampling	Engineering & Public Works	2	13	15	
E15	Chemical Sampling of Water	Engineering & Public Works	2	13	15	
E16	Backflow Prevention and Cross Connection Control	Engineering & Public Works	2	13	15	
E17	Energy Management	Municipal Facilities	E+1	6	E+7	E = end of reporting period, date of publication of data
		Finance	E+1	6	E+7	
E18	Natural Heritage	Engineering & Public Works	E+1	2	E+3	E = end of designated year
		Parks, Greenspaces & Naturalized Areas	E+1	2	E+3	
E19	Renewable Energy	Municipal Facilities	2	48	50	
		Other Departments	2	48	50	
E20	Source Water Protection	Engineering & Public Works	15	-	15	
E21	MOE Environmental Compliance Approvals	Engineering & Public Works			Cease to apply + 2 years	
		Building Services				
		Planning Services				

Legend: C - Current Year; E - Event; P - Permanent; S - Superseded; \* - Maximum Copy Retention; \*\* - Subject to Archival Selection; PIB - Personal Information Bank; All numbers in retention columns refer to years unless otherwise specified.

Primary Heading: Finance and Accounting						
Class Code	Secondary Heading	Responsible Department	Keep * Department	Off Site	Total Retention	Remarks
F00	Finance and Accounting – general	Originating	1	-	1	Do not file accounting records required for tax purposes.
F01	Accounts Payable	Finance	E+1	7	E+8	E = end of fiscal year
		Other Departments	E+2	-	E+2	For welfare and child care payments E = provincial government year-end  Permission to destroy prior to the expiration of the retention period must be obtained from the Minister of Finance.  An information or complaint under the Provincial Offences Act, in respect of an offence under the Income Tax Act may be laid or made on or before the day that is eight years after the day on which the subject matter of the information or complaint arose.
F02	Accounts Receivable	Finance	E+1	7	E+8	E = end of fiscal year
		Other Departments	E+2	-	E+2	Permission to destroy prior to the expiration of the retention period must be obtained from the Minister of Finance.  An information or complaint under the Provincial Offences Act, in respect of an offence under the Income Tax Act may be laid or made on or before the day that is eight years after the day on which the subject matter of the information or complaint arose.
F03	Audits	Finance	1	6	7	
		Other Departments	2	-	2	
F04	Banking	Finance	1	6	7	
		Other Departments	2	-	2	
F05	Budgets and Estimates	Finance				
		-Capital	E+1	6	E+7	E = end of the last year in which the capital budget is expended
		-Operating	1	6	7	
		Other Departments	1	-	1	

Legend: C - Current Year; E - Event; P - Permanent; S - Superseded; \* - Maximum Copy Retention;  
 \*\* - Subject to Archival Selection; PIB - Personal Information Bank;  
 All numbers in retention columns refer to years unless otherwise specified.



Primary Heading: Finance and Accounting						
Class Code	Secondary Heading	Responsible Department	Keep * Department	Off Site	Total Retention	Remarks
F06	Assets	Finance	E+1	6	E+7**	E = disposal of asset
		Municipal Facilities	E+1	6	E+7	
		Engineering & Public Works	E+1	6	E+7	
		Other Departments	E+2	-	E+2	
F07	Cheques	Finance	1	6	7	
		Other Departments	2	-	2	
F08	Debentures and Bonds	Finance	E+1	6	E+7	E = debentures surrendered for exchange/cancellation
		Other Departments	E+2	-	E+2	
F09	Employee and Council Expenses	Clerk's	E+1	6	E+7	E = end of fiscal year
		Finance	E+1	6	E+7	
		Other Departments	E+1	6	E+7	
F10	Financial Statements	Finance	2	P	P**	
		Other Departments	2	-	2	
F11	Grants and Loans	Finance	E+1	6	E+7	E = end of fiscal year to which records relate
		Other Departments	E+2	-	E+2	
F12	Investments	Finance	E+1	6	E+7	E = closure of account
		Other Departments	E+2	-	E+2	
F13	Journal Vouchers	Finance	E+1	6	E+7	E = end of fiscal year
		Other Departments	E+2	-	E+2	
F14	Subsidiary Ledgers, Registers and Journals	Finance	E+1	6	E+7**	E = end of fiscal year  Permission to destroy C.P.P. and Employment Insurance records prior to the expiration of their retention period must be obtained from the Minister of Revenue.
		Other Departments	E+1	6	E+7	
F15	General Ledgers and Journals	Finance	1	P	P**	
		Other Departments	2	-	2	
F16	Payroll	Finance	E+1	6	E+7	E = end of fiscal year  Permission to destroy C.P.P. and Employment insurance records prior to the expiration of their retention period must be obtained from the Minister of Revenue.
		Other Departments	E+2	-	E+2	
F17	Purchase Orders and Requisitions	Finance	E+1	6	E+7	E = end of fiscal year
		Other Departments	E+2	-	E+2	

Legend: C - Current Year; E - Event; P - Permanent; S - Superseded; \* - Maximum Copy Retention;  
 \*\* - Subject to Archival Selection; PIB - Personal Information Bank;  
 All numbers in retention columns refer to years unless otherwise specified.

Primary Heading: Finance and Accounting						
Class Code	Secondary Heading	Responsible Department	Keep * Department	Off Site	Total Retention	Remarks
F18	Quotation and Tenders	Finance	E+1	6	E+7**	E = tender/proposal awarded
		-Successful	E+1	-	E+1	
		-Unsuccessful				
		Other Departments	1	-	1	
F19	Receipts	Finance	1	6	7	
		Other Departments	2	-	2	
F20	Reserve Funds	Finance	1	6	7	
		Other Departments	2	-	2	
F21	Revenues	Finance	1	6	7	Records related to mortgages must be kept for 10 years.
		Other Departments	2	-	2	
F22	Taxes and Records	Finance	S	P	P**	The sections of the Education Act related to Protestant and Roman Catholic School Board Index Books have been repealed.
		Other Departments	S	7	S+7	
F23	Write Offs	Finance	1	6	7	Court services write offs = 37 years
		Other Departments	2	-	2	
F24	Trust Funds	Finance	E	7	E+7	E = closure of account
		Other Departments	E+2	-	E+2	
F25	Security Deposit	Finance	E	7	E+7	E = closure of account
		Planning Services	E	7	E+7	
		Engineering & Public Works	E	7	E+7	
		Other Departments	E+2	-	E+2	
F26	Working Papers	Finance	E+1	-	E+1	E = after completion of audit
F50	Payroll Processing	Finance	E+1	6	E+7	E = end of fiscal year
		Other Departments	E+2	-	E+2	
F51	Development Financing	Finance	P	-	P**	
		Planning Services	P	-	P	
		Engineering & Public Works	P	-	P	

Legend: C - Current Year; E - Event; P - Permanent; S - Superseded; \* - Maximum Copy Retention;  
 \*\* - Subject to Archival Selection; PIB - Personal Information Bank;  
 All numbers in retention columns refer to years unless otherwise specified.

Primary Heading: Human Resources						
Class Code	Secondary Heading	Responsible Department	Keep * Department	Off Site	Total Retention	Remarks
H00	Human Resources – general	Originating	1	-	1	
H01	Attendance and Scheduling	Human Resources	6	-	6**	
		Other Departments	1	-	1	
H02	Benefits	Human Resources	E+6	-	E+6	E = termination of plan
		Finance	E+6	-	E+6	
H03	Employee Records	Human Resources	E+25	25	E+50**	E = date employee ceased to be employed by employer.
		Other Departments	E+25	25	E+50	
H04	Health and Safety	Human Resources	E+2	5	E+7**	E = date of incident
		Fire	P	-	P	Records related to exposure to airborne Acrylonitrile, benzene, lead, mercury, silica, vinyl chloride, arsenic, ethylene oxide or asbestos must be kept the longer of (a) 40 years from the time such records were first made with respect to the worker; or (b) 20 years from the time the last of such records were made with respect to the worker.
		Other Departments -Accidents/Incidents	2 E+25	5 25	7 E+50	
H05	Human Resource Planning	Human Resources	6	-	6**	
		Other Departments	1	-	1	
H06	Job Descriptions	Human Resources	S+5	-	S+5**	
		Other Departments	S+1	-	S+1	
H07	Labour Relations	Human Resources	E	10	E+10**	E = expiry of collective agreement
		Other Departments	E	10	10	
H08	Organization	Human Resources	S+6	-	S+6**	
		Other Departments	S+6	-	S+6	
H09	Salary Planning	Human Resources	S+5	-	S+5	
		Other Departments	S+1	-	S+1	
H10	Pension Records	Finance	E+6	-	E+6**	E = death of employee/last surviving beneficiary
		Other Departments	E+6	-	E+6	Pension plans, annual information returns and waiver forms to decline OMERS membership/buyback options are kept permanently.
H11	Recruitment	Human Resources	E+6	-	E+6**	E = close of competition

Legend: C - Current Year; E - Event; P - Permanent; S - Superseded; \* - Maximum Copy Retention;  
 \*\* - Subject to Archival Selection; PIB - Personal Information Bank;  
 All numbers in retention columns refer to years unless otherwise specified.

Primary Heading: Human Resources						
Class Code	Secondary Heading	Responsible Department	Keep * Department	Off Site	Total Retention	Remarks
H12	Training and Development	Human Resources	E+2	-	E+2**	E = date when course ceases to be offered
		Other Departments	E+2	-	E+2	Only courses developed and presented by the Town are subject to archival selection.
H13	Claims	Human Resources	E+5	15	E+20**	E = resolution of claim  Records related to exposure to airborne Acrylonitrile, benzene, lead, mercury, silica, vinyl chloride, arsenic, ethylene oxide or asbestos must be kept the longer of (a) 40 years from the time such records were first made with respect to the worker; or (b) 20 years from the time the last of such records were made with respect to the worker.
H14	Grievances	Human Resources	E+5	15	E+20	E = resolution of grievance
		Other Departments	E+1	-	E+1	
H15	Harassment and Violence	Human Resources	E+5	10	E+15	E = resolution of complaint
H16	Criminal Background Checks	Human Resources	E+2	5	E+7	E = date employee ceased to be employed by employer
H17	Employee Medical Records – Hazardous Materials	Human Resources	E+2	38	E+40	Later of event + 40 years where E = date first record created in personal exposure record. And: Event + 20 years where E = date last record added to personal exposure record.
H18	Employee Medical Records	Human Resources	E+1	2	E+3	E = when STD/LTD claims are resolved
H19	Disability Management	Human Resources	E+2	3	E+5	E = day issued or earlier as may be specified by Commission
H20	Confined Spaces	Human Resources	E+1	-	E+1 and 2 most recent records retained	Longer of: Event + 1 year (E = document created). Or: E = period necessary to ensure 2 most recent records retained.
H50	Employee Recognition	Human Resources	2	-	2	
		Other Departments	2	-	2	

Legend: C - Current Year; E - Event; P - Permanent; S - Superseded; \* - Maximum Copy Retention;  
 \*\* - Subject to Archival Selection; PIB - Personal Information Bank;  
 All numbers in retention columns refer to years unless otherwise specified.

Primary Heading: Justice						
Class Code	Secondary Heading	Responsible Department	Keep * Department	Off Site	Total Retention	Remarks
J00	Justice – general	Originating	1	-	1	
J01	Certificates of Offence (Part I)	Licensing & Enforcement	E+2	6	E+8	E = date of completion
J02	Control Lists Information (Part III) – NOT ALLOCATED					
J03	Control Lists – NOT ALLOCATED					
J04	Court Dockets – NOT ALLOCATED					
J05	Transcripts and Records of Court Proceedings – NOT ALLOCATED					
J06	Enforcements & Suspensions	Licensing & Enforcement	2	6	8	
J07	Appeals & Transfers – NOT ALLOCATED					
J08	Statistics	Licensing & Enforcement	2	6	8	
J09	Disclosure – NOT ALLOCATED					
J10	Certificates of Conviction (Part II) – NOT ALLOCATED					
J50	CRPD / CRC	Licensing & Enforcement	2	6	8	
J51	Parking Infractions – Payment Data Capture	Licensing & Enforcement	E+2	6	E+8	E = date of payment or cancellation of parking infraction

Legend: C - Current Year; E - Event; P - Permanent; S - Superseded; \* - Maximum Copy Retention;  
 \*\* - Subject to Archival Selection; PIB - Personal Information Bank;  
 All numbers in retention columns refer to years unless otherwise specified.

Primary Heading: Legal Affairs						
Class Code	Secondary Heading	Responsible Department	Keep * Department	Off Site	Total Retention	Remarks
L00	Legal Affairs – general	Originating	1	-	1	
L01	Appeals and Hearings	Clerk's	E	P	P	E = resolution of appeal
		Planning Services	E	P	P	
		Other Departments	E	6	E+6	
L02	Claims Against the Municipality	Clerk's	E	15	E+15	E = resolution of claim and all appeals  If claimant is a minor then E = the later of either the a) date the claimant attains age of majority or b) resolution of claim and all appeals.
		Finance	E	15	E+15	
		Other Departments	E	6	6	
L03	Claims by the Municipality	Clerk's	E	15	E+15	E = resolution of claim and all appeals
		Finance	E	15	E+15	
		Other Department	E	6	E+6	
L04	Contracts and Agreements – Under By-law	Clerk's	P	-	P**	E = termination of agreement
		Other Departments	E+6	-	E+6	
L05	Insurance Appraisals	Clerk's	E+1	14	E+15	E = after new appraisal has been completed
L06	Insurance Policies	Clerk's	E+1	14	E+15	E = expiry of policy
		Other Departments	E+1	5	E+6	
L07	Land Acquisition and Sale	Clerk's	E	10	E+10**	E = property disposition or termination of lease
		Other Departments	E+2	-	E+2	
L08	Opinions and Briefs	Clerk's	S	-	S**	
		Other Departments	2	-	2	
L09	Precedents	Clerk's	S	-	S**	
		Other Departments	S	-	S	
L10	Federal Legislation	Originating	S	-	S	
L11	Provincial Legislation	Originating	S	-	S	
L12	Vital Statistics	Clerk's	2	P	P	Marriage licenses – see L54
		Licensing & Enforcement	2	P	P**	
L13	Prosecutions	Clerk's	E	7	E+7	E = delivery of judgment
		Other Departments	E	-	E	
L14	Contracts and Agreements – Simple	Clerk's	E+6	-	E+6**	E = expiry of contract
		Other Departments	E+6	-	E+6	

Legend: C - Current Year; E - Event; P - Permanent; S - Superseded; \* - Maximum Copy Retention;  
 \*\* - Subject to Archival Selection; PIB - Personal Information Bank;  
 All numbers in retention columns refer to years unless otherwise specified.

Primary Heading: Legal Affairs						
Class Code	Secondary Heading	Responsible Department	Keep * Department	Off Site	Total Retention	Remarks
L50	Litigation	Clerk's	E+7	-	E+7**	E = resolution of litigation
		Other Departments	E	-	E	
L51	Risk Management	Clerk's	E+15	-	E+15**	E = resolution of claim or elimination of specific risk
L52	Vital Statistics – Applications	Clerk's	2	-	2	Marriage license applications = 2 years  Birth and Death registrations forwarded to Office of the Registrar General.
		Licensing & Enforcement	2	-	2	
L53	Corporate Interests	CAO's Office	P	-	P**	
		Other Departments	S	-	S	
L54	Legal Compliance	Clerk's	E+7	-	E+7	E = termination of agreement or the memorandum of agreement
		Other Departments	E+7	-	E+7	

Legend: C - Current Year; E - Event; P - Permanent; S - Superseded; \* - Maximum Copy Retention;  
 \*\* - Subject to Archival Selection; PIB - Personal Information Bank;  
 All numbers in retention columns refer to years unless otherwise specified.

Primary Heading: Media and Public Relations						
Class Code	Secondary Heading	Responsible Department	Keep * Department	Off Site	Total Retention	Remarks
M00	Media and Public Relations – general	Originating	1	-	1	
M01	Advertising	Originating	2	-	2**	
M02	Ceremonies and Events	Originating	1	4	5**	
M03	Charitable Campaigns/Fund Raising	Finance	E+1	6	E+7**	E = end of campaign
		Other Departments	E+2	-	E+2	
M04	Complaints, Commendations and Inquiries	Originating	2	-	2**	
M05	News Clippings	CAO's Office	1	-	1**	
		Other Departments	1	-	1	
M06	News Releases	CAO's Office	1	-	1**	
		Other Departments	1	-	1	
M07	Publications	CAO's Office	S	-	S**	
		Other Departments	S	-	S	
M08	Speeches and Presentations	Originating	1	3	4**	
M09	Visual Identity and Insignia	CAO's Office	S	5	S+5**	
		Other Departments	S	-	S	
M10	Website and Social Media Content	Originating	S	-	S	
M50	Corporate Communications	CAO's Office	1	4	5**	
		Other Departments	1	4	5	
M51	Public Relations	CAO's Office	1	3	4**	
		Other Departments	S	-	S	
M52	Tourist Services	Originating	1	5	6**	
M53	Proclamations	Clerk's	2	-	2**	
M54	Public Feedback/Survey Responses	Originating	E+1	-	E+1	E = date of collection

Legend: C - Current Year; E - Event; P - Permanent; S - Superseded; \* - Maximum Copy Retention;  
 \*\* - Subject to Archival Selection; PIB - Personal Information Bank;  
 All numbers in retention columns refer to years unless otherwise specified.



Primary Heading: Protection and Enforcement Services						
Class Code	Secondary Heading	Responsible Department	Keep * Department	Off Site	Total Retention	Remarks
P00	Protection & Enforcement Services - general	Originating	1	-	1	
P01	By-law Enforcement	Licensing & Enforcement	E+2	8	E+10**	E = infraction settled or file closed
		Other Departments	E+2	-	E+2	
P02	Daily Occurrence Logs	Originating	1	4	5**	
P03	Emergency Planning	Fire	S	-	P**	
		Other Departments	S+2	-	S+2	
P04	Hazardous Materials	Originating	E+1	4	E+5**	E = action completed to remove hazardous materials
P05	Incident/Accident Reports	Originating	E+25	25	E+50	E = date of incident
P06	Building and Structural Inspections	Fire	S	P	P	
		Building Services	S	P	P	
P07	Health Inspections	Fire	S	P	P	
		Other Departments	S	P	P	
P08	Investigations	Originating	10	P	P**	
P09	Licenses	Licensing & Enforcement	E	4	E+4	E = expiry of license
		Other Departments	E	2	E+2	
P10	Building Permits	Building Services	2	P	P	Residential permits should be kept in department for 5 years.
		Engineering & Public Works	5	-	5	
P11	Permits, Other	Originating	E	4	E+4	E = expiry of permit
P12	Warrants	Clerk's	E+1	1	E+2	E = execution of warrant
P13	Criminal Records	Clerk's	E	5	E+5	E = occurrence/investigation closed or disposition of charge
P14	Animal Control	Licensing & Enforcement	E+5	-	E+5	E = date animal was last in the pound
P15	Community Protection Programs	Originating	S	2	S+2**	
P16	Emergency Services	Fire	S	P	P	
P17	EMS Incident & Impact Reports – NOT ALLOCATED					
P18	EMS Accident Reports – NOT ALLOCATED					
P19	EMS Accident Statistics – NOT ALLOCATED					
P20	Prohibition Notices & Orders	Originating	15	-	15	
P50	Video Monitor Records	Originating	72 hours	-	72 hours	

Legend: C - Current Year; E - Event; P - Permanent; S - Superseded; \* - Maximum Copy Retention;  
 \*\* - Subject to Archival Selection; PIB - Personal Information Bank;  
 All numbers in retention columns refer to years unless otherwise specified.

Primary Heading: Recreation and Culture						
Class Code	Secondary Heading	Responsible Department	Keep * Department	Off Site	Total Retention	Remarks
R00	Recreation and Culture – general	Originating	1	-	1	
R01	Heritage Preservation	Building Services	E	-	E**	E = removal of designation
		Planning Services	E	-	E	
		Other Departments	E	-	E	
R02	Library Services	Amherstburg Public Library	2	3	5	
		Other Departments	2	3	5	
R03	Museum and Archival Services	Clerk's	5	-	P**	
		Other Departments	5	-	5	
R04	Parks Management	Parks, Greenspaces & Naturalized Areas	2	3	5**	Playground equipment maintenance kept permanently.
		Other Departments	2	-	2	
R05	Recreational Facilities	Municipal Facilities	2	3	5**	Architectural and engineering drawings as built = until superseded.
		Other Departments	2	-	2	
R06	Recreational Programming	Recreation Services	2	3	5**	
		Other Departments	2	-	2	
R50	Harbour Facilities	Parks, Greenspaces & Naturalized Areas	2	3	5**	
		Other Departments	2	-	2	
R51	Arts and Cultural Programming	Tourism & Culture	2	3	5**	
		Other Departments	2	-	2	
R52	Recreational Agencies	Recreation Services	2	3	5**	
		Other Departments	2	-	2	

Legend: C - Current Year; E - Event; P - Permanent; S - Superseded; \* - Maximum Copy Retention;  
 \*\* - Subject to Archival Selection; PIB - Personal Information Bank;  
 All numbers in retention columns refer to years unless otherwise specified.

Primary Heading: Social and Health Care Services						
Class Code	Secondary Heading	Responsible Department	Keep * Department	Off Site	Total Retention	Remarks
S00	Social and Health Care Services – general	Originating	1	-	1	
S01	Children's Day Nursery Services – NOT ALLOCATED					
S02	Elderly Assistance – NOT ALLOCATED					
S03	Long Term Care Facility Residents – NOT ALLOCATED					
S04	Social Assistance Programs – NOT ALLOCATED					
S05	Ontario Works Case Records – NOT ALLOCATED					
S06	Medical Case Records – NOT ALLOCATED					
S07	Children's Services – NOT ALLOCATED					
S08	Public Health – NOT ALLOCATED					
S09	Cemetery Records	Clerk's	2	P	P**	Burial permits = 2 years. Transfer to archives if no longer managed.
S10	Day Care Nursery Records – NOT ALLOCATED					

Legend: C - Current Year; E - Event; P - Permanent; S - Superseded; \* - Maximum Copy Retention;  
 \*\* - Subject to Archival Selection; PIB - Personal Information Bank;  
 All numbers in retention columns refer to years unless otherwise specified.

Primary Heading: Transportation						
Class Code	Secondary Heading	Responsible Department	Keep * Department	Off Site	Total Retention	Remarks
T00	Transportation – general	Originating	1	-	1	
T01	Illumination	Engineering & Public Works	E	6	E+6**	E = completion of project Specifications are kept permanently.
T02	Parking	Engineering & Public Works	E	6	E+6	E = closure of lot or space
		Licensing & Enforcement	E	6	E+6	
		Other Departments	E	6	E+6	
T03	Public Transit – NOT ALLOCATED					
T04	Road and Sidewalk Construction	Engineering & Public Works	E	6	E+6**	E = completion of project Specifications are kept permanently.
T05	Road and Sidewalk Design and Planning	Engineering & Public Works	E	6	E+6**	E = completion of project Specifications are kept permanently.
T06	Road and Sidewalk Maintenance	Engineering & Public Works	E	6	E+6**	E = completion of project Specifications are kept permanently.
T07	Signs and Signals	Engineering & Public Works	E	1	E+1	E = removal of sign/signal Specifications are kept permanently.
T08	Traffic	Engineering & Public Works	E	6	E+6**	E = completion of project Temporary road closures = 2 years
		Other Departments				
T09	Roads and Lanes Closures	Engineering & Public Works	E	1	E+1**	E = completion of project
		Other Departments	2	-		
T10	Field Survey/Road Survey Books	Engineering & Public Works	E	1	E+1	E = completion of project
T11	Bridges, Culverts and Structures	Engineering & Public Works	E	6	E+6**	E = completion of project Specifications are kept permanently.

Legend: C - Current Year; E - Event; P - Permanent; S - Superseded; \* - Maximum Copy Retention;  
 \*\* - Subject to Archival Selection; PIB - Personal Information Bank;  
 All numbers in retention columns refer to years unless otherwise specified.

Primary Heading: Vehicles and Equipment						
Class Code	Secondary Heading	Responsible Department	Keep * Department	Off Site	Total Retention	Remarks
V00	Vehicles and Equipment – general	Originating	1	-	1	
V01	Fleet Management	Clerk's	E+1	5	E+6	E = disposal of vehicle Daily inspection logs = 6 months from last entry
V02	Mobile Equipment	Clerk's	E+1	5	E+6	E = disposal of equipment
V03	Transportable Equipment	Clerk's	E+1	5	E+6	E = disposal of equipment
V04	Protective Equipment	Clerk's	E+1	5	E+6**	E = disposal of equipment
V05	Ancillary Equipment	Originating	E+1	5	E+6	E = disposal of equipment Set-up tests = until superseded Minimum 5 years for small water system equipment
V50	Medical and Technical Equipment	Clerk's	E+1	5	E+6	E = disposal of equipment
V51	Maintenance Equipment and Tools	Originating	E+1	5	E+6**	E = disposal of equipment

Legend: C - Current Year; E - Event; P - Permanent; S - Superseded; \* - Maximum Copy Retention;  
 \*\* - Subject to Archival Selection; PIB - Personal Information Bank;  
 All numbers in retention columns refer to years unless otherwise specified.