

CITY OF COLD LAKE
BYLAW # 594-AD-16
RECORD MANAGEMENT AND RETENTION BYLAW
Unofficial Consolidation

Please note: in a bylaw that is “Unofficially Consolidated”, the original approved bylaw is updated to include all of the approved amendments to that bylaw

A BYLAW FOR THE CITY OF COLD LAKE, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR RECORDS MANAGEMENT AND RECORD RETENTION WITHIN THE CITY OF COLD LAKE

PURSUANT to section 214 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 as amended Council may pass a bylaw respecting the destruction of municipal records and documents; and pursuant to section 38 of the *Freedom of Information and Protection of Privacy Act* (the “*FOIP Act*”) public bodies must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction;

WHEREAS Council wishes to provide guidelines with respect to the retention, management and destruction of records;

WHEREAS Council acknowledges that records management plays a central role in effective public administration by:

1. Supporting policy formation and managerial decision making;
2. Improving services and supporting performance of business activities;
3. Supporting consistency, continuity and productivity in operations, administration and management;
4. Protecting the interests of the organization and the rights of clients, the public and employees;
5. Providing protection and support in litigation, including the better management of risks associated with the existence or lack of evidence of activities or events;
6. Facilitating research and development activities;
7. Enabling the City to meet legislative and regulatory requirements; and
8. Preserving the City’s corporate history.

WHEREAS the Council deems it beneficial for the City of Cold Lake to implement an records management strategy where all record retention and disclosure balances the City of Cold Lake’s commitment to privacy protection, transparency and public information access; and where recorded information is managed as a resource and asset of the whole organization and not the property of individuals, groups or departments within the City of Cold Lake;

NOW THEREFORE the Council of the City of Cold Lake in the Province of Alberta, in Council duly assembled, hereby enacts as follows:

SECTION 1 – TITLE

- 1.1 This Bylaw may be cited as the “Records Management and Retention Bylaw”.

SECTION 2 – DEFINITIONS

In this Bylaw,

- 2.1 “CAO” means the CAO of the City of Cold Lake as appointed by Council or the CAO delegate where applicable.
- 2.4. “Destruction” means all copies of a record shall be destroyed.
- 2.5. “Official Record” means any record required to maintain business operations, document and provide evidence of business transactions, protect the rights of citizens and the government, provide evidence of compliance with accountability or other business requirements, or will have some future business, legal, research, or archival value to the City of Cold Lake and its citizens including if it:
 - 2.5.1. Contains unique, valuable information developed in preparing papers, reports, studies, policies, agreements, contracts, etc.;
 - 2.5.2. Reflects significant actions taken in the course of conducting business;
 - 2.5.3. Conveys unique, valuable information about the City’s programs, policies, decisions, or essential actions;

- 2.5.4. Conveys statements of policy or the rationale for decisions or actions;
 - 2.5.5. Documents or confirms oral exchanges (in person or by telephone), during which policy is formulated or other business activities are planned or transacted;
 - 2.5.6. Adds to the understanding of the formulation of execution of the City's actions or of the City's operations and responsibilities;
 - 2.5.7. Documents important meetings;
 - 2.5.8. Clarifies the financial, legal, and other rights of the City and of the persons directly affected by the City's actions;
 - 2.5.9. Approves or authorizes actions or expenditures;
 - 2.5.10. Constitutes a formal communication between staff, ie. correspondence or memoranda relating to official business that signifies a policy change or development that has value for other people or the City as a whole.
- 2.6. "Permanent" means that an original record shall be kept in either physical (ie. paper) form or electronic format that will enable copies of the originals to be made.
- 2.7. "Records" means a recording of information in any form and includes notes, images, audiovisual recordings, books, documents, maps, drawings, photographs, letters, vouchers, and papers and any other information that is written photographed, recorded or stored in any manner including all electronic records such as word processed documents, email, web pages, graphics, digital photographs, and scanned images, and electronic data such as information stored in data bases, but does not include software or any mechanism that produces records.
- 2.8. "Transitory Record" means any recording of information required for routine or short-term transactions, and contains little or no information of ongoing value including:
- 2.8.1. Temporary Information: Records required for specific activities but having no further value once the activity has been completed (eg. Phone messages, post-it notes, invitations, some cover sheets, meeting announcements, announcements of employees' absences or schedules, changes in telephone numbers of office locations, meeting arrangements);
 - 2.8.2. Duplicates: Exact reproductions of a master document. *Note that if duplicate records have been annotated or altered in any way, a new record has been created that may have continuing value.*
 - 2.8.3. Publications: Records produced by external organizations, and generally routinely or publicly available (eg. books, articles, newspapers, brochures, manuals).
 - 2.8.4. Direct mail: Solicited or unsolicited information received from organizations advertising their products or services (eg. Advertisements, brochures, promotional materials).
 - 2.8.5. Blank Information Media: Anything created for the purpose of collecting or storing information but which has not been used and which is obsolete (eg. Blank forms, blank disks, blank videos, or blank tapes).
 - 2.8.6. Draft Documents and Working Materials: Including source materials used in preparation of documents and earlier versions of final documents. *Extra caution is required for the following draft documents which may need to be stored as an Official Record: legal agreements, policies, standards, guidelines, scientific studies.*
 - 2.8.7. Any other record designated Transitory under a City of Cold Lake policy.

SECTION 3 – AUTHORITY AND RESPONSIBILITY

- 3.1 Council hereby delegates to the CAO the authority and responsibility to:
 - 3.1.1 Manage the records, retention, access and security of information in accordance with this Bylaw, any policies adopted by Council, the *FOIP Act* and any other applicable provincial or federal laws;

- 3.1.2 Take any other steps required to implement, administer, apply or enforce the provisions of this Bylaw.
- 3.2 The CAO is hereby authorized to make decisions, establish and enforce such procedures and policy as the CAO may deem necessary for the management of all records including access and privacy of recorded information. The CAO may delegate any of the duties or responsibilities, as required.

SECTION 4 – RECORD MANAGEMENT

- 4.1 The City record management system shall apply to all Records.
 - 4.2 The City records management system shall be guided by the following principles from the *FOIP Act*:
 - 4.2.1 The City shall protect the personal information and privacy rights of its citizens through compliance with privacy laws.
 - 4.2.2 The City shall support the principle of transparency through commitment to providing public access to City held information where in compliance with privacy and access laws.
 - 4.2.3 Privacy rights shall be balanced with the public’s right of access to information. The City shall establish policy and procedures where appropriate.
 - ~~4.3 The City shall provide general information access, and may charge for FOIP requests (at the amounts listed in Schedule B— Fees Schedule of the FOIP Act) to the extent that access is not prohibited by law.~~
 - ~~4.4 The City shall provide general information access, and may charge for FOIP requests (at the fee amounts list in the *Freedom of Information and Protection of Privacy Regulation, Alta Reg 186/2008, Schedule 2*) to the extent that access is not prohibited by law.~~
- Amended by Bylaw 679-AD-20, October 27, 2020.*
- 4.4 Every employee of the City must:
 - 4.4.1 Ensure all records he or she creates, receives, or uses are managed in accordance with this Bylaw;
 - 4.4.2 Cooperate fully with the FOIP Coordinator and with the Information and Privacy Commissioner’s office;
 - 4.4.3 Not mislead, be untruthful, or make false statements to the Information and Privacy Commissioner’s Office;
 - 4.4.4 Utilize security measures to protect the privacy rights of the public;
 - 4.4.5 Not collect, use or disclose Personal Information or attempt to gain access to Personal Information in contravention of Part 2 of the FOIP Act.

SECTION 5 – RETENTION AND DESTRUCTION

- 5.1 All records shall be regularly and routinely identified as Transitory Records or Official Records, and managed as follows:
 - 5.1.1 All Transitory Records shall be routinely discarded after the actions to which they relate or immediate purposes are completed. Identification of a Transitory Record shall be determined by using the definitions in this Bylaw and the flowchart in Schedule “A” to this Bylaw. All employees are responsible to seek clarification if unsure whether the record is a Transitory Record.
 - 5.1.2 All Official Records of the City shall be retained or destroyed in accordance with Schedule “B”, “C”, “D” and “E” to this Bylaw and the below destruction procedure.
- 5.2 All Personal Information collected or used for decision making shall be retained for a period of at least one year after the information is used to make a decision. In accordance with section 35(b) of the *FOIP Act*, this retention period shall override any other conflicting records retention period.

- 5.3 The CAO may at his or her discretion determine that Transitory Records, Official Records or records containing Personal Information be retained longer than the period provided for in this Bylaw when deemed appropriate to provide future business, historical or legal value of the City. Decisions in accordance with this provision shall be recorded.
- 5.4 The destruction of records shall accord with the following procedure:
- 5.4.1 The destruction of Transitory Records does not need to be documented in a Retention and Destruction Log, or have a staff member sign off on the destruction.
- 5.4.2 The destruction of Official Records requires the record to be documented in a Retention and Destruction Log, two city employees (one of which must be from the legislative department) to view the destruction of the records.
- 5.5 All personal and confidential Transitory Records and Official Records must be kept secure and disposed of using confidential shredding containers.

SECTION 6 – ENFORCEMENT

- 6.1 All employees are responsible to report suspected violations of this Bylaw to the CAO.
- 6.2 Failure to act in accordance with this Bylaw may constitute a reason for disciplinary action including but not limited to a verbal warning, a written warning or dismissal; and/or an offence warranting penalty under the FOIP Act.
- 6.3 No individual shall be penalized for making a complaint or giving evidence in an investigation in relation to this Bylaw unless the complaint or evidence is made with malicious intent.

SECTION 7 – ENACTMENT / REPEAL

- 7.1 This Bylaw shall come into full force and effect immediately upon the date of its final passing.
- 7.2 Bylaw No. 452-AD-12 and Bylaw No. 369-AD-10 are hereby repealed.
- 7.2 Schedules “A”, “B”, “C”, “D”, and “E” shall form part of this Bylaw.

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 25th day of October, 2016, on motion by Councillor Lefebvre.

**CARRIED
UNANIMOUSLY**

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 8th day of November, 2016, on motion by Councillor Lefebvre.

**CARRIED
UNANIMOUSLY**

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 8th day of November, 2016, A.D. on motion by Councillor MacDonald.

**CARRIED
UNANIMOUSLY**

Executed this ____ day of _____, 2016

CITY OF COLD LAKE

MAYOR

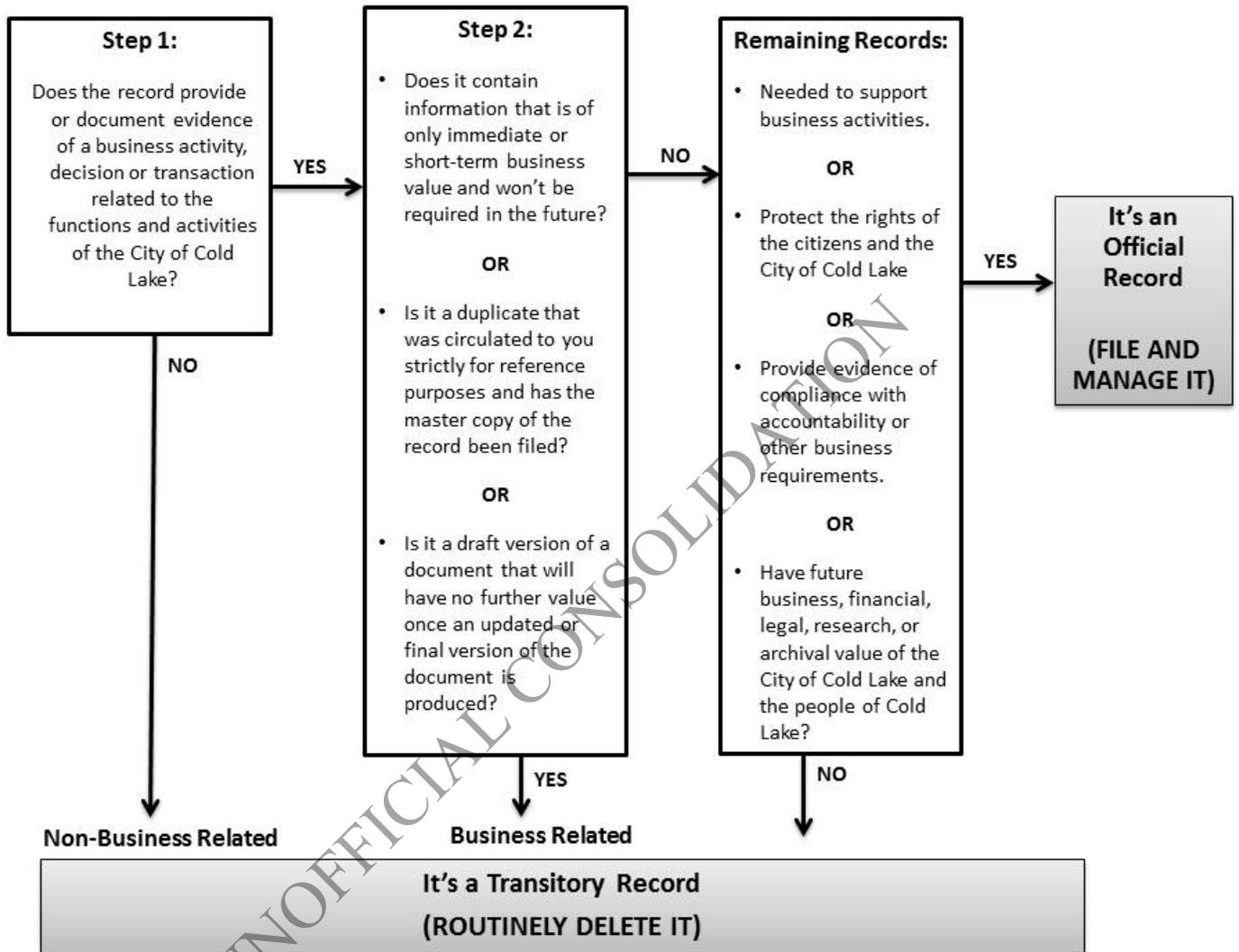
CHIEF ADMINISTRATIVE OFFICER

UNOFFICIAL CONSOLIDATION

Schedule "A"

Identification of Transitory Records

All records shall be identified as either a Transitory Record or an Official Record in accordance with the definitions in this Bylaw and the below flowchart. If it is unclear whether a record is a Transitory Record, each employee is responsible to ask their manager for clarification prior to deleting the record.



(As adapted from the Managing Electronic Mail in the Government of Alberta, online: <http://www.im.gov.ab.ca/documents/imtopics/ManagingEmailguide.pdf>)

End of SCHEDULE "A" to RECORD MANAGEMENT AND RETENTION BYLAW

CITY OF COLD LAKE
BYLAW # 594-AD-16
RECORD MANAGEMENT AND RETENTION BYLAW
Unofficial Consolidation

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SCHEDULE “B”

RECORDS RETENTION SCHEDULE – EXECUTIVE & CORPORATE SERVICES

GLOSSARY			
C = Current Year	E = Term of Employment or Event	d = Days	w = Weeks
D = Destroy	P = Permanent	m = Months	
S/O = Superseded (replaced or taken the place of) or obsolete (no longer in use)			

0.0 Transitory Records: Destroy after the actions to which they relate or immediate purposes are completed.

0.1 Convenience Records: Additional copies of a master record that are created for convenience, reference, or research, and can be destroyed at any time.

1.0 EXECUTIVE & CAO	RETENTION
1.1 City Council	
1.1.1 Minutes/Agenda Packages	P
1.1.2 Webcast and Livestream Video Footage of Open Meetings	C+2m;D
1.2 Committees of Council	
1.2.1 Minutes	P
1.3 Internal City Department Meeting	
1.3.1 Minutes	P
2.0 COMMUNICATIONS & STRATEGIC INITIATIVES	RETENTION
2.1 General Communications	
2.1.1 Internal Communications Materials (Speeches, Notes, Lectures, Open House Material)	E+4;D
2.1.2 Advertising/Media (Press Releases, Announcements, Newspaper Clippings)	P
2.1.3 Publications/Promotional Materials (Articles/Books, Pamphlets/Guides, Newsletter/News Reports, Promotional Videos, Posters)	S/O
2.1.4 Media Release Forms/Declarations	E+3;D
2.1.5 Corporate Events Records	C+2;D
2.1.6 Podcasts	E+4;D
2.5 Photographs	
2.5.1 Stock Images	S/O
2.5.2 Event & Corporate Photographs	P
2.3 Strategic Initiatives	
2.3.1 Strategic Initiatives (Research/Projects)	S/O
3.0 CORPORATE RECORDS	RETENTION
3.1 Corporate Reviews, Historical Facts, Reports & Studies	P
3.2 Corporate Documents (Incorporation, Annexation, Amalgamation)	P
3.3 Organizational Structure, Charts	S/O
4.0 FINANCE	RETENTION
4.1 General	
4.1.1 Accounts (Payable/Receivable, Invoices/Working Papers)	C+7;D
4.1.2 Local Improvement Agreements	P
4.1.3 Bankruptcy Documentation (E=date of Form 49, Notice to Creditors of Consumer Proposal)	E+7;D
4.1.4 Banking (Deposit Books/Slips, Memos/Statements, Reconciliations)	C+7;D
4.1.5 Budgets (Operating/Capital)	P
4.1.6 Cheques (Cancelled (Paid), Register, Stubs)	C+7;D
4.1.7 Debentures	P
4.1.8 Donations	C+7;D
4.1.9 Investments	P
4.1.10 Ledgers, Cash Receipt Books, PO Books, Cash Balancing Forms/Cash out Sheets	C+7;D
4.2 Assets (Records of Surplus)	
4.2.1 Records of Surplus	C+7;D
4.2.2 Tangible Capital Assets	P
4.3 Financial Statements	
4.3.1 Financial Documents Working Papers	C+7;D
4.3.2 Final Financial Documents	P
4.3.3 Trial Balances (Year End)	C+7; D
4.4 Property Tax	
4.4.1 Assessment Roll, Tax Roll	P
4.4.2 Land Titles Changes, Mobile Home Ownership	P

	4.4.3 Tax Searches and Certificates	C+1;D
	4.4.4 Auto Payment Records	S/O
	4.4.5 School Support Notices	S/O
	4.4.6 Mortgage Company Interest	C+2;D
	4.4.7 Returned Mail	C+3;D
	4.4.8 Tax Arrears	C+7;D
	4.4.9 Tax Recovery	P
	4.4.10 Tax Adjustments	C+7;D
	4.4.11 Transfer to Taxes	C+7;D
	4.4.12 Assessment Surveys	C+1;D
4.5	Utilities	
	4.5.1 General (Letters etc.)	C+2;D
	4.5.2 Name/Address Change Forms, Auto-Payment Records	S/O
	4.5.3 Utility Work Order (Connect, Disconnect or Seasonal)	S/O
	4.5.4 Utility Work Order (Water Meter Replacement/Upgrades)	P
5.0	IST	RETENTION
5.1	General	
	5.1.1 Help Desk Tickets	C+3;D
	5.1.2 Password Lists (Internal, Account, Portal), Software Manuals & References	S/O
	5.1.3 Swipe Logs, Alarm Logs	C+3m;D
	5.1.4 Architectural Technical Drawings	C+7;D
5.2	Video Surveillance	
	5.2.1 Footage with no incident captured	E+1m;D
	5.2.2 Footage (incident captured affecting decision about individual)	E+1;D
	5.2.3 Surveillance Logs	C+2;D
5.3	Backups	
	5.3.1 Website Backup	C+6m;D
	5.3.2 Archive Backup - Data	C+3m;D
	5.3.3 Exchange Server Backup	C+3m;D
	5.3.4 Operational Backup - Servers	C+1m;D
6.0	HUMAN RESOURCES	RETENTION
6.1	General	
	6.1.1 Applicants - Not Hired (Resume/Application, Interview Notes, Reference Checks)	E+1;D
	6.1.2 Requisitions to Hire	C+7;D
	6.1.3 Driver's Abstracts	E+7;D
	6.1.4 Discipline/Termination (Letters, Supporting Information)	E+7;D
	6.1.5 Service Awards (Spreadsheet)	C+1;D
	6.1.6 Seniority List	C+7;D
	6.1.7 Training (Request & Request Tracking)	C+7;D
	6.1.8 Grievances	P
6.2	Employee Information - Hired Employees	
	6.2.1 Personal File (Application, Job Description, Checklists, Interview, Offer Letter, References)	E+7;D
	6.2.2 Payroll File (Authorizations, Banking Information, Change Advice, Payroll Advance, Garnishments, Maintenance Forms, TD1/TD1AB)	E+7;D
	6.2.3 Benefits File (Alberta Health Care Documents, Benefit Documentation/Forms, Beneficiary/Claims Information, RRSP)	E+7;D
	6.2.4 Confidential File (Background/Child Welfare Check, Birth Certificates, Work Visa, Driver's License/ID, Security Clearances, Oaths of Confidentiality)	E+7;D
	6.2.5 Medical/Disability Files (Doctor's Notes, Forms, Claims, and Receipts)	E+7;D
	6.2.6 Performance Management File (Performance/Recognition Reviews, Training/Education Documents)	E+7;D
	6.2.7 Safety Information (Checklists, Exam, Agreements, Acknowledgement)	E+7;D
6.3	Payroll & Benefits	
	6.3.1 Payroll Registry, Pension (LAPP, APEX, CPP), WCB, Record of Employment	P
	6.3.2 Timecards/Year End Reconciliations	C+7;D
6.4	Occupational Health & Safety	
	6.4.1 Permits, Inspections, Investigations	C+3;D
	6.4.2 Safety/Orientation (Written Procedures, Plans or Codes of Practise, Barricades or Equipment to protect staff, Committee Minutes , orientation for Prime Contractor/subcontractor/employees)	C+3; D
	6.4.3 HVAC System Inspections, All Other Records Required by OHS Regs, Indoor Air Quality Complaint and Investigation Records	C+5; D
	6.4.4 Hazard Prevention & Evaluation	C+6; D
	6.4.5 Reports (Disabling Injuries, Electric Shock, Loss of Consciousness in Toxic or	C+10; D

	Oxygen-Deficient Atmosphere, Initiation of Rescue, Revival or Emergency Procedures, Fire or Explosion, Report of Investigation by Qualified Person at Work Place with Hazardous Occurrence Report, Minor Injury Records Potential Exposure at or above 84 dBA)	
	6.4.6 Health Assessment of Workers Exposed to Asbestos, Silica or Coal Dust	C+30;D
	6.4.7 Hearing Tests & Manuals, Reportable Environmental Incidents, Motorized Equipment for Materials Handling Operator Training, Ventilation System Training, Noise Exposure Tests	P
7.0 LEGISLATIVE SERVICES		RETENTION
7.1	General	
	7.1.1 Petitions	P
	7.1.2 Standard Operating Procedures	S/O
	7.1.3 Record Retention Destruction Documentation	P
	7.1.4 Insurance Claims	E+12;D
	7.1.5 Records confirmation land or property donated to the City	P
7.2	Contract Management	
	7.2.1 Agreements/Successful Bids & Tenders	E+12;D
	7.2.2 Unsuccessful/Canceled Bids & Tenders	E+10;D
	7.2.3 Grants (Receive and Provided)	E+12;D
7.3	Bylaws	
	7.3.1 Bylaws (approved by Council)	P
	7.3.2 Bylaw Working Documents	S/O
7.4	Cemetery	
	7.4.1 Cemetery Plot Purchase (Interment Rights Certificate, Transfer of Plot, Surviving Right of Interment Records)	P
	7.4.2 Interment Records	P
	7.4.3 Memorial Permits	P
	7.4.4 Memorial Wall Records	P
	7.4.5 Maps	S/O
7.5	Census	
	7.5.1 Report/Affidavits/Oaths	P
	7.5.2 Information/Forms/General	S/O
7.6	Election	
	7.6.1 Nomination Papers/Ballot Account	Term of Office
	7.6.2 Ballot box contents	E+6w
	7.6.3 Final Results/Affidavits	P
	7.6.4 Working file	C+12;D
	7.6.5 Correspondence, Invites, Stats	C+1;D
7.7	FOIP Requests	
	7.7.1 Applications, Responses (including records)	E+12;D
	7.7.2 Working documents	E+12;D
7.8	Privacy Impact Assessments	
	7.8.1 Final Approved PIAs	P
	7.8.2 Working documents	E+12;D
7.9	Legal	
	7.9.1 Opinions, Proceedings/Court Cases	E+12;D
7.10	Policies	
	7.10.1 Policies (Approved by Council)	P
	7.10.2 Working Documents	S/O
7.11	Forms	
	7.11.1 Form Templates & Approval Sheets	E+2;D
	7.11.2 Approved Form	S/O
7.12	Quasi-Judicial Boards	
	7.12.1 ARB Complaints (Complaint Forms, Receipts, Declarations of Withdrawal)	C+12;D
	7.12.2 SDAB Appeals (Appeal Submission, Receipts, Correspondence)	C+12;D
	7.12.3 Board Decisions (includes exhibits)	P
	7.12.4 Audio Recording	C+6m

End of SCHEDULE "B" to RECORD MANAGEMENT AND RETENTION BYLAW

Amended by Bylaw 679-AD-20, October 27, 2020.

SCHEDULE "C"
RECORDS RETENTION SCHEDULE – COMMUNITY SERVICES

GLOSSARY			
C = Current Year	E = Term of Employment, or Event	d = Days	w = Weeks
D = Destroy	P = Permanent	m = Months	
S/O = Superseded (replaced or taken the place of) or obsolete (no longer in use)			

0.0 Transitory Records: Destroy after the actions to which they relate or immediate purposes are completed.

0.1 Convenience Records: Additional copies of a master record that are created for convenience, reference, or research, and can be destroyed at any time.

8.0 FCSS		RETENTION
8.1	FCSS Program Materials	
	8.1.1 FCSS Registration & Sign-in Sheets, Referrals	C+2;D
	8.1.2 FCSS Facility Bookings	C+7;D
	8.1.3 FCSS Income Tax Program	C+1;D
	8.1.4 FCSS Outcome Measure Surveys	C+3;D
	8.1.5 FCSS First Aid Internal Investigations	C+3;D
	8.1.6 FCSS Waivers	C+20;D
8.2	FCSS Volunteer Services	
	8.2.1 FCSS Volunteer Lists	C+3;D
	8.2.2 FCSS Volunteer Files	C+1;D
8.3	Special Transportation	
	8.3.1 Special Transportation Application Forms	C+1;D
	8.3.2 Special Transportation Driver's Log	C+1;D
8.4	Meals on Wheels	
	8.4.1 Application Form	C+1;D
9.0 RECREATION & PARKS		RETENTION
9.1	Energy Center Program Materials	
	9.1.1 Applications, Registrations, Checklists, Sign-in/out sheets, Class Evaluations, Program Information, Attendance Sheets, Ice User Checklist, Climbing Wall belay certifications	C+2;D
	9.1.2 Waivers	C+20;D
	9.1.3 Staff Orientation Forms	C+7;D
9.2	Facility Maintenance	
	9.2.1 Maintenance/Plant Logs	C+2;D
	9.2.2 Shift Logs/Ice User Schedule	C+2;D
	9.2.3 Ice Surface Thickness Records	C+2;D
	9.2.4 Marina, Parks, Fields, Playgrounds & Outdoor Rinks Weekly/Monthly/Annual Inspection/Audit Forms	P
	9.2.5 Machinery & Equipment Asset Inspections	C+2;D
	9.2.6 Fuel - Marina & Golf Course (Fuel Tank Registration, Fuel Dip Checks, Logs)	C+2;D
9.3	Marina	
	9.3.1 Boat Launch Records, Berth Rental Waiting List Report	C+12;D
	9.3.2 Berth Rental & Subleasing Agreements	C+12;D
	9.3.3 Reports & Studies	P
9.4	Golf and Winter Club	
	9.4.1 Applications (Membership, Locker Rental, Golf Cart Rental)	C+2;D
	9.4.2 Waivers	C+20;D
	9.4.3 Facility Checklists/Logs	C+2;D
	9.4.4 Tee Sheet	S/O
10.0 PROTECTIVE SERVICES		RETENTION
10.1	Bylaw Enforcement	
	10.1.1 Complaints & Investigations (including associated surveillance footage)	C+5;D
	10.1.2 Citations/Tickets (including in car camera footage)	C+2;D
	10.1.3 Oath of Bylaw/Peace Officer	C+7;D
	10.1.4 In Car Camera Footage (no incident or event captured)	C+1m;D
	10.1.5 Bicycle Control Sheet	C+1;D
10.2	Emergency Services	
	10.2.1 Firefighting Equipment	C+3;D
	10.2.2 Fire Vehicle Maintenance/Inspections	C+12;D
	10.2.3 Emergency/Fire Calls/911 Logs	P
	10.2.4 Fire Prevention Information, Fire Inspections/Compliance Reports	P
	10.2.5 Permits – Burning/Dangerous Goods	P
	10.2.6 Emergency Plans	P
10.3	Firefighter Training	
	10.3.1 Member Training Certificates	E+2;D
	10.3.2 Member Attendance Sheets	C+7;D

End of SCHEDULE "C" to RECORD MANAGEMENT AND RETENTION BYLAW

SCHEDULE "D"
RECORDS RETENTION SCHEDULE – PLANNING & DEVELOPMENT

GLOSSARY			
C = Current Year	E = Term of Employment, or Event	d = Days	w = Weeks
D = Destroy	P = Permanent	m = Months	
S/O = Superseded (replaced or taken the place of) or obsolete (no longer in use)			

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11.0 PLANNING & DEVELOPMENT		RETENTION
11.1	General	
	11.1.1 Business License (Licenses, Applications & supporting documents)	C+5;D
	11.1.2 Taxi Permits	C+2;D
	11.1.3 Grant Applications, Internal Registries/Tracking, Draft Agreements, Correspondence	C+2;D
	11.1.4 Land Title Registration Documents	P
	11.1.5 MPC Report	P
11.2	Developments	
	11.2.1 All Permits & all supporting documents (<i>except</i> Non-Permanent Permits)	P
	11.2.2 Non-Permanent Permits (Portable Sign, Temporary Tent, Mobile Vendor)	C+2;D
	11.2.3 Testing/Reports	P
	11.2.4 Maps/Photos	P
	11.2.5 Documents for Appeal Preparations	P
11.3	Subdivisions	
	11.3.1 Applications & all supporting documents, Maps, Reports	P
	11.3.2 Addressing	P
11.4	Planning	
	11.4.1 Land Use Planning & all supporting documents	P
	11.4.2 Future Plans (Visions, Studies, Surveys, Projected Statistics, Area Structure Plans, Master Plans)	P
	11.4.3 Land Sale/Acquisitions	P
	11.4.4 Maps/Photos, Testing/Reports	P

End of SCHEDULE "D" to RECORD MANAGEMENT AND RETENTION BYLAW

Amended by Bylaw 679-AD-20, October 27, 2020.

UNOFFICIAL CONSOLIDATION

SCHEDULE "E"
RECORDS RETENTION SCHEDULE – INFRASTRUCTURE SERVICES

GLOSSARY			
C = Current Year	E = Term of Employment, or Event	d = Days	w = Weeks
D = Destroy	P = Permanent	m = Months	
S/O = Superseded (replaced or taken the place of) or obsolete (no longer in use)			

0.0 Transitory Records: Destroy after the actions to which they relate or immediate purposes are completed.

0.1 Convenience Records: Additional copies of a master record that are created for convenience, reference, or research, and can be destroyed at any time.

12.0 INFRASTRUCTURE SERVICES		
RETENTION		
12.1	General	
	12.1.1 Requests for Service	C+12;D
	12.1.2 Engineering Projects (Prints & Plans, Engineering/Architectural Drawings, Engineering reports/surveys)	P
	12.1.3 Building (Facility Audits), Reports & Studies	P
	12.1.4 Fuel – Airport, Vehicles & Fleet (Fuel Tank Registration, Fuel Dip Checks, Logs)	C+2;D
12.2	Airport	
	12.2.1 Daily Inspections, Runway Inspections, Corrective Action Documentation, Wildlife Sightings/Mapping, Exercises for Emergency Response Plan, Strike Reports, Kill Permit Reports	C+12;D
	12.2.2 Airport Waiting List	S/O
	12.2.3 Mapping & Drawings, Reports & Studies, Sign-in sheets, Emergency Response Plans, Wildlife Plans	P
	12.2.4 Licenses	C+2;D
12.3	Roads & Grounds	
	12.3.1 Construction & Upgrades, Drainage Records & Drawings, Erosion, Inspection, Street Lighting Infrastructure, Signs & Maintenance, Sidewalks, Studies, Designs, Drawings, Reports for Traffic, Roads & Highway	P
	12.3.2 Detours, Road Closures, Traffic Controls	C+5;D
	12.3.3 Road Salt Records	C+7;D
	12.3.4 Snow Disposal Site	C+10;D
12.4	Landfill Operations	
	12.4.1 Survey Records, As-Built Records, Design and Operations Plan, Waste Handling Records, Annual Reports, Complaints of Contamination/Spills, Pesticide Application Reports, Indirect Supplements for Groundwater Monitoring	P
	12.4.2 Final Closure & Reclamation Reports	P
	12.4.3 Post Closure Reports & End of Post Closure Reports	P
12.5	Water System Operations, Monitoring & Testing	
	12.5.1 Operations Program, Environmental Applications, Project Reports, Annual Reports As-Built Engineering Drawings, Reports of Inspections by Government Correspondence/Notifications for Extension	P
	12.5.2 Replacement and/or Expansion of the Water Distribution System	P
	12.5.3 Approvals Issued Under Legislation	P
	12.5.4 Monitoring and Testing: Bacteriological Results, Daily Records (Flow Meter Readings, Chlorine Concentrations, Treatment Chemical Dosages), Monthly Reports, Records of Contravention	C+5;D
	12.5.5 Reports of Inspections by Government, Reports Prepared as per Legislation, Analytical Results of Physical, Organic, Inorganic Chemical & Pesticide (Except Daily Monitoring)	P
12.6	Waste Water System Operations, Monitoring & Testing	
	12.6.1 Operations Program, Environmental Applications, Project Reports, Annual Reports As-Built Engineering Drawings, Reports of Inspections by Government Correspondence/Notifications for Extension	P
	12.6.2 Replacement and/or Expansion of the Waste Water Collection System	P

	12.6.3 Approvals Issued Under Legislation	P
	12.6.4 Monitoring and Testing: Daily Records (Effluent Flow Meter Readings), Monthly Reports, Records of Contravention	C+5;D
	12.6.5 Reports of Inspections by Government, Reports Prepared as per Legislation, Analytical Results(Except Daily Monitoring	P
12.7	Storm Water System, Utilities Retention	
	12.7.1 Operations Program, Environmental Applications, Project Reports, Annual Reports As-Built Engineering Drawings, Reports of Inspections by Government Correspondence/Notifications for Extension	P
	12.7.2 Replacement and/or Expansion of the Storm Water System	P
	12.7.3 Approvals Issued Under Legislation	P
	12.7.4 Sampling Records and Records of Contravention	C+5;D
	12.7.5 Reports of Inspections by Government, Reports Prepared as per Legislation	P
12.8	Utilities	
	12.8.1 Utility Locates, Utility Dig Reports & Supporting Docs, Pipeline Crossings	P
12.9	Vehicles & Fleet	
	12.9.1 Safety Fitness Certificate, Inter-Provincial Operating Authority Certificate, Vehicle Inspection Facility License	S/O
	12.9.2 Commercial Vehicle Files, Commercial Vehicle Inspection Permits, Maintenance Reports	C+4;D
	12.9.3 Driver Inspection/Trip Inspections	C+6m;D
	12.9.4 Vehicles Sold	E+6m;D
	12.9.5 Vehicle and Driver Equipment Inspection Forms	C+6m;D

End of SCHEDULE "E" to RECORD MANAGEMENT AND RETENTION BYLAW

Amended by Bylaw 679-AD-20, October 27, 2020.

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