



Infrastructure & Operations Schedule

Solid Waste & Recycling Services

May 05, 2022

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Schedule Number **Series Title**

TW153 **Landfill Site Files**

To maintain a record of the administration of the John St. landfill site.

Series Closed: 12-31-2003

MEMO:
 This series includes accident reports, by-laws, contracts, false alarm notices, fuel reports, grass cutting reports, health and safety, landfill reports, Ministry of Environment, personnel matters, pest control reports, repair work orders, sludge, vehicles, budget, hazardous waste depots and daily truck deposit. Prior to 2009 this series was administered by the Environment Division. This series is closed as of the 2014 By-law as records will now be transferred under TW159, "Supervisor's Files Landfill and Recycling."

Prior to the 2016 Bylaw, this series was administered by Roads Division [NOTE - this is already closed - but still needs to be moved to the new division as there's a box remaining.]

| | |
|---------------------------|-------------|
| Department Retention: | 2 Years |
| Total Retention - Review: | 5 Years |
| Final Disposition: | Destruction |

FOI Designation: A* - SOME EXEMPTIONS APPLY

TW155 **Landfill Site Scale Office Files**

To document daily operations at the landfill site.

MEMO:
 This series includes requisition reports, MRR's, work sheets, packer sheets, contaminated release information and letter of application for new accounts. Prior to 2009 this series was administered by the Environment Division.

Prior to the 2016 Bylaw, this series was administered by Roads Division.

Under the 2017 By-law the department retention changed from 2 years to 1 year and the total retention changed from 2 years to 7 years.

| | |
|--------------------------------|-------------|
| Department Retention: | 1 Year |
| Total Retention - Destruction: | 7 Years |
| Final Disposition: | Destruction |

FOI Designation: A* - SOME EXEMPTIONS APPLY

TW156 **Manifests**

To provide a detailed record of transfers of commercial & hazardous wastes to the landfill site.

COPIES: Copy to MOE/Company

MEMO:
 This series includes details re consignor, carrier, consignee, shipping time of waste, waste identification, shipping and arrival dates. Prior to 2009 this series was administered by the Environment Division.

Prior to the 2016 Bylaw, this series was administered by Roads Division.

| | |
|--------------------------------|-------------|
| Department Retention: | 2 Years |
| Total Retention - Destruction: | 7 Years |
| Final Disposition: | Destruction |

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number Series Title

TW159 Supervisor's Files Landfill and Recycling

To maintain a record of the co-ordination of waste management and landfill operations.

MEMO:
 This series includes weekly reports, monthly reports, work schedules, budget material recycling, blue boxes, complaints and zero waste program. This series also contains records previously transferred under TW 153, Landfill Site Files. These files will become superceded/obsolete when they are no longer required on a regular basis. Under By-Law 56-2004, the retention period for this series was 2 years in the department, the total retention was 5 years and the final disposition was destroy subject to review. Prior to 2009 this series was administered by the Environment Division.

Prior to the 2016 Bylaw, this series was administered by Roads Division.

| | |
|---------------------------|----------|
| Department Retention: | 2 Years |
| Total Retention - Review: | 10 Years |

| | | |
|--|--------------------|-------------|
| Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED | Final Disposition: | Destruction |
| FOI Designation: A* - SOME EXEMPTIONS APPLY | | |

TW273 Landfill Site Scale Software Paradigm

To generate invoices.

ELECTRONIC SERIES
 This series includes transaction information, customer data and vehicle data. The invoices generated are printed and also uploaded to SAP on a monthly basis. Prior to 2009 this series was administered by the Environment Division. As of 2003, this series also includes all waste management statistical reports, previously transferred under TW200. These records are stored electronically, and no transfers are expected.

Prior to the 2016 Bylaw, this series was administered by Roads Division.

| | |
|--------------------------------|---------|
| Department Retention: | 7 Years |
| Total Retention - Destruction: | 7 Years |

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TW279 Packer Weights & Financial Activity Report Records

To maintain a record of garbage transferred to the landfill site via packers.

This series includes landfill tickets, bank deposit slips and records of weights transferred to the landfill site. This schedule supercedes TW003, TW161, TW170, TW242 and TW274. This is a textual and electronic series. Prior to 2009 this series was administered by the Environment Division.

Prior to the 2016 Bylaw, this series was administered by Roads Division.

| | |
|--------------------------------|---------|
| Department Retention: | 1 Year |
| Total Retention - Destruction: | 7 Years |

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY