



# TOMRMS

SCHEDULE "" to  
By-Law Number

Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
<b>A01</b>	<b>Associations and Organizations</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>A02</b>	<b>Department Planning and Meetings</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	4 Years	Permanent <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>A03</b>	<b>Computer/Information Systems</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	6 Years	6 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>A04</b>	<b>Conferences and Seminars</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>A05</b>	<b>Consultants</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	2 Years	2 Years	Destruction <i>Archives Review</i>
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>A06</b>	<b>Inventory Control</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	6 Years	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
<b>A07</b>	<b>Office Equipment and Furniture</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
<b>A08</b>	<b>Office Services</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
<b>A09</b>	<b>Policies and Procedures</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Permanent <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			



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<b>A10</b>	<b>Records Management</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>A11</b>	<b>Records Disposition</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
<b>A12</b>	<b>Telecommunications Systems</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	2 Years	5 Years	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
<b>A13</b>	<b>Travel and Accommodation</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
<b>A14</b>	<b>Uniforms and Clothing</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>A15</b>	<b>Vendors and Suppliers</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	2 Years	2 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>A16</b>	<b>Intergovernmental Relations</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	5 Years	Permanent <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>A17</b>	<b>Accessibility of Records (Freedom of Information)</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	2 Years	2 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>A18</b>	<b>Security</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	2 Years	5 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			



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<b>A19</b>	<b>Facilities Construction and Renovations</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	2 Years	Permanent <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>A20</b>	<b>Building and Property Maintenance</b>			
FOI Designation:	A* - SOME EXEMPTIONS APPLY	2 Years	5 Years	Destruction
<b>A21</b>	<b>Facilities Bookings</b>			
FOI Designation:	A* - SOME EXEMPTIONS APPLY	1 Year	5 Years	Destruction
<b>A22</b>	<b>Accessibility of Buildings and Services</b>			
FOI Designation:	A - FULLY ACCESSIBLE	2 Years	5 Years	Destruction
<b>A23</b>	<b>Information Systems Production Activity and Control</b>			
FOI Designation:	A* - SOME EXEMPTIONS APPLY	2 Years	2 Years	Destruction
<b>A24</b>	<b>Access Control and Passwords</b>			
FOI Designation:	A* - SOME EXEMPTIONS APPLY	2 Years	2 Years	Destroy
<b>A25</b>	<b>Performance Management/Quality Assurance</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	5 Years	Destruction, Subject To <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>A999</b>	<b>Administration - General</b>			
FOI Designation:	A* - SOME EXEMPTIONS APPLY	1 Year	1 Year	Destruction
<b>C04A</b>	<b>Council Minutes - Video Recordings</b>			
FOI Designation:	A* - SOME EXEMPTIONS APPLY	3 Months	3 Months	Destruction



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Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
<b>C01</b>	<b>By-Laws</b>			
		5 Years	7 Years	Permanent <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>C02</b>	<b>By-Laws - Other Municipalities</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
<b>C03</b>	<b>City Council and Committee of the Whole Agenda Materials</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	5 Years	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
<b>C04</b>	<b>City Council and Committee of the Whole Minutes</b>			
		1 Year	1 Year	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>C06</b>	<b>Council Committee Agendas and Minutes</b>			
		6 Years	6 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>C07</b>	<b>Elections</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	4 Years	4 Years	Destruction <i>Archives Review</i>
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>C08</b>	<b>Goals and Objectives</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Permanent <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>C09</b>	<b>Motions and Resolutions</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
<b>C10</b>	<b>Motions and Resolutions - Other Municipalities</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			



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Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
<b>C11</b>	<b>Reports to Council</b>	4 Years	10 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>C12</b>	<b>Appointments to Boards and Committees</b>	1 Year	1 Year	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
<b>C13</b>	<b>Accountability, Transparency &amp; Governance</b>	2 Years	2 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>C100</b>	<b>Community Strategic Issues</b>	1 Year	1 Year	Permanent, Subject To F <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>C101</b>	<b>Aboriginal Relations</b>	3 Years	4 Years	Permanent, Subject To 1 <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>C102</b>	<b>Closed Session Minutes, Agendas, Reports</b>	5 Years	5 Years	Permanent
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>C103</b>	<b>City Clerk's Administrative Files</b>	3 Years	10 Years	Permanent <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>C999</b>	<b>Council, Boards and By-Laws - General</b>	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
<b>D01</b>	<b>Demographic Studies</b>	5 Years	10 Years	Permanent <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			



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<b>D02</b>	<b>Economic Development</b>			
		5 Years	10 Years	Permanent <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>D03</b>	<b>Environment Planning</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	5 Years	10 Years	Permanent <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>D04</b>	<b>Residential Development</b>			
		5 Years	10 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>D05</b>	<b>Natural Resources</b>			
		2 Years	5 Years	Permanent <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>D06</b>	<b>Tourism Development</b>			
		5 Years	10 Years	Permanent <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>D07</b>	<b>Condominium Plans</b>			
		2 Years	5 Years	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
<b>D08</b>	<b>Official Plans</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	5 Years	10 Years	Permanent <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>D09</b>	<b>Official Plan Amendment Applications</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	5 Years	10 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>D10</b>	<b>Severances</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	6 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			



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Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
<b>D11</b>	<b>Site Plan Control</b>			
		5 Years	10 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>D12</b>	<b>Subdivision Plans</b>			
		5 Years	10 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>D13</b>	<b>Variances</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	5 Years	10 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>D14</b>	<b>Zoning</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	5 Years	10 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>D15</b>	<b>Easements</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	6 Years	6 Years	Permanent <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>D16</b>	<b>Encroachments</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	6 Years	Permanent <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>D17</b>	<b>Annexation/Amalgamation</b>			
		1 Year	1 Year	Permanent <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>D18</b>	<b>Community Improvement Projects</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	6 Years	Permanent <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>D19</b>	<b>Addressing, Civic Naming, and Streets</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	10 Years	10 Years	Permanent <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			



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<b>D20</b>	<b>Reference Plans</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	10 Years	10 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>D21</b>	<b>Industrial/Commercial Development</b>			
		5 Years	10 Years	Permanent <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>D22</b>	<b>Aerial Photography, Digital Mapping &amp; Related Datasets</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
<b>D23</b>	<b>Agricultural Development</b>			
		5 Years	10 Years	Permanent <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>D25</b>	<b>Deeming Process</b>			
		2 Years	2 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>D26</b>	<b>Development Charges Study</b>			
		5 Years	10 Years	Permanent, Subject To F <i>Archives Review</i>
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>D27</b>	<b>Part Lot Control</b>			
		1 Year	5 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>D100</b>	<b>Property Files</b>			
		5 Years	10 Years	Permanent <i>Archives Review</i>
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>D101</b>	<b>Major Civic Projects</b>			
Retention Condition:	COMPL - AFTER COMPLETION	1 Year	10 Years	Permanent
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			





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<b>D999</b>	<b>Development and Planning - General</b>	1 Year	1 Year	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>E01</b>	<b>Sanitary Sewers</b>	1 Year	1 Year	Permanent <i>Archives Review</i>
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A - FULLY ACCESSIBLE			
<b>E02</b>	<b>Storm Sewers &amp; Stormwater Treatment</b>	1 Year	1 Year	Permanent <i>Archives Review</i>
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A - FULLY ACCESSIBLE			
<b>E03</b>	<b>Sewage Treatment</b>	2 Years	5 Years	Destruction <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>E04</b>	<b>Trees</b>	2 Years	5 Years	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
<b>E05</b>	<b>Air Quality Monitoring</b>	2 Years	5 Years	Destruction <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>E06</b>	<b>Utilities</b>	2 Years	5 Years	Permanent <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>E07</b>	<b>Waste Management</b>	2 Years	10 Years	Destruction <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>E08</b>	<b>Water Works</b>	1 Year	15 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			



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<b>E09</b>	<b>Drains</b>			
	Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	5 Years	Destruction
	FOI Designation: A* - SOME EXEMPTIONS APPLY			
<b>E10</b>	<b>Pits and Quarries</b>			
		2 Years	5 Years	Destruction <i>Archives Review</i>
	FOI Designation: A* - SOME EXEMPTIONS APPLY			
<b>E11</b>	<b>Nutrient Management</b>			
		2 Years	5 Years	Destruction <i>Archives Review</i>
	FOI Designation: A - FULLY ACCESSIBLE			
<b>E12</b>	<b>Private Sewage Disposal Systems</b>			
		2 Years	5 Years	Destruction <i>Archives Review</i>
	FOI Designation: A* - SOME EXEMPTIONS APPLY			
<b>E13</b>	<b>Water Monitoring</b>			
		2 Years	15 Years	Destruction
	FOI Designation: A* - SOME EXEMPTIONS APPLY			
<b>E14</b>	<b>Water Sampling</b>			
		2 Years	15 Years	Destruction
	FOI Designation: A* - SOME EXEMPTIONS APPLY			
<b>E15</b>	<b>Chemical Sampling</b>			
		2 Years	15 Years	Destruction
	FOI Designation: A* - SOME EXEMPTIONS APPLY			
<b>E16</b>	<b>Backflow Prevention and Cross Connection Control</b>			
		2 Years	15 Years	Destruction
	FOI Designation: A* - SOME EXEMPTIONS APPLY			
<b>E17</b>	<b>Energy Management</b>			
		1 Year	7 Years	Destruction <i>Archives Review</i>
	FOI Designation: A - FULLY ACCESSIBLE			



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<b>E18</b>	<b>Natural Heritage</b>	1 Year	3 Years	Destruction <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>E19</b>	<b>Renewable Energy</b>	2 Years	50 Years	Destruction <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>E21</b>	<b>Ministry of the Environment and Climate Change (MOECC) Environmental Compliance Approvals</b>	2 Years	2 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>E999</b>	<b>Environmental Services - General</b>	1 Year	1 Year	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>F22A</b>	<b>Assessment Rolls</b>	1 Month	1 Month	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
<b>F23A</b>	<b>Write-Offs - Court Services</b>	1 Year	37 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>F01</b>	<b>Accounts Payable</b>	1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>F02</b>	<b>Accounts Receivable</b>	1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>F03</b>	<b>Audits</b>	1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			



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<b>F04</b>	<b>Banking</b>	1 Year	7 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>F05</b>	<b>Budgets and Estimates</b>	1 Year	7 Years	Permanent <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>F06</b>	<b>Assets</b>	1 Year	10 Years	Permanent <i>Archives Review</i>
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>F07</b>	<b>Cheques</b>	1 Year	7 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>F08</b>	<b>Debentures and Bonds</b>	1 Year	7 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>F09</b>	<b>Employee and Council Expenses</b>	1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>F10</b>	<b>Financial Statements</b>	2 Years	7 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>F11</b>	<b>Grants and Loans</b>	1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>F12</b>	<b>Investments</b>	1 Year	7 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			



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<b>F13</b>	<b>Journal Vouchers</b>	1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>F14</b>	<b>Subsidiary Ledgers, Registers, and Journals</b>	1 Year	7 Years	Permanent <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>F15</b>	<b>General Ledgers and Journals</b>	1 Year	7 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>F16</b>	<b>Payroll</b>	1 Year	7 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>F17</b>	<b>Purchase Orders and Requisitions</b>	1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>F18</b>	<b>Quotations and Tenders</b>	1 Year	7 Years	Destruction <i>Archives Review</i>
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>F19</b>	<b>Receipts and Payment Documentation</b>	1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>F20</b>	<b>Reserve Funds</b>	1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>F21</b>	<b>Revenues</b>	1 Year	10 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			



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<b>F22</b>	<b>Tax Rolls and Records</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	7 Years	Permanent <i>Archives Review</i>
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>F23</b>	<b>Write-Offs</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	7 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>F24</b>	<b>Trust Funds</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>F25</b>	<b>Security Deposits</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>F26</b>	<b>Working Papers</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>F100</b>	<b>Community Funding and Grants</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	6 Years	Destroy <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>F999</b>	<b>Finance and Accounting - General</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>H03A</b>	<b>Employee Records, Department Copies</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	3 Years	3 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
<b>H01</b>	<b>Attendance and Scheduling</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	3 Years	3 Years	Destruction <i>Archives Review</i>
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			



# TOMRMS

SCHEDULE "" to  
By-Law Number

Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
<b>H02</b>	<b>Benefits</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	6 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>H03</b>	<b>Employee Records</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	40 Years	Destruction <i>Archives Review</i>
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
<b>H04</b>	<b>Health and Safety</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	3 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>H05</b>	<b>Human Resource Planning</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	6 Years	7 Years	Destruction <i>Archives Review</i>
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>H06</b>	<b>Job Descriptions</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	20 Years	20 Years	Permanent <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>H07</b>	<b>Labour Relations</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	5 Years	40 Years	Destruction <i>Archives Review</i>
FOI Designation:	RST - ACCESS RESTRICTED, NO ACCESS UNDER MFIPPA			
<b>H08</b>	<b>Organization</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	6 Years	7 Years	Permanent <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>H09</b>	<b>Salary Planning</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	5 Years	40 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>H10</b>	<b>Pension Records</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	6 Years	6 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			



# TOMRMS

SCHEDULE "" to  
By-Law Number

Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
<b>H11</b>	<b>Recruitment</b>	1 Year	10 Years	Destruction <i>Archives Review</i>
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
<b>H12</b>	<b>Training and Development</b>	1 Year	7 Years	Destruction <i>Archives Review</i>
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>H13</b>	<b>WSIB Claims</b>	1 Year	40 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
<b>H14</b>	<b>Grievances</b>	5 Years	40 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	RST - ACCESS RESTRICTED, NO ACCESS UNDER MFIPPA			
<b>H15</b>	<b>Harassment and Violence</b>	1 Year	10 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
<b>H16</b>	<b>Criminal Background Checks</b>	2 Years	7 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
<b>H18</b>	<b>Employee Medical Records</b>	1 Year	40 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
<b>H999</b>	<b>Human Resources - General</b>	1 Year	1 Year	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>J01</b>	<b>Certificates of Offence (Part 1)</b>	2 Years	2 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			





# TOMRMS

SCHEDULE "" to  
By-Law Number

Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
<b>J02</b>	<b>Certificates of Offence - (Part 1 Exceptions) and (Part 3)</b>	3 Years	6 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
<b>J03</b>	<b>Control Lists</b>	2 Years	4 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>J04</b>	<b>Court Dockets</b>	3 Years	6 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
<b>J05</b>	<b>Transcripts &amp; Records of Court Proceedings</b>	2 Years	6 Years	Destruction, Subject to F
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>J06</b>	<b>Enforcements &amp; Suspensions</b>	2 Years	8 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>J07</b>	<b>Appeals &amp; Transfers</b>	3 Years	7 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>J08</b>	<b>Statistics</b>	2 Years	8 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>J09</b>	<b>Disclosure</b>	2 Years	6 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>J10</b>	<b>Certificates of Conviction - Certificates of Conviction ((Part 2)</b>	2 Years	6 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			



# TOMRMS

SCHEDULE "" to  
By-Law Number

Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
<b>J100</b>	<b>Parking Infractions (Part II, Provincial Offences Act)</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	3 Years	8 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
<b>J999</b>	<b>Justice - General</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	2 Years	4 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>L07A</b>	<b>Land Acquisition and Sale - Former Staff Files</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	10 Years	Permanent, Subject To F <i>Archives Review</i>
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>L01</b>	<b>Appeals and Hearings</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Permanent
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>L02</b>	<b>Claims Against the Municipality</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>L03</b>	<b>Claims By the Municipality</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>L04</b>	<b>Contracts and Agreements - Under By-Law</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	2 Years	15 Years	Permanent <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>L05</b>	<b>Insurance Appraisals</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	15 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>L06</b>	<b>Insurance Policies</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	15 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			



# TOMRMS

SCHEDULE "" to  
By-Law Number

Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
<b>L07</b>	<b>Land Acquisition and Sale</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	10 Years	Permanent <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>L08</b>	<b>Opinions and Briefs</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction <i>Archives Review</i>
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>L09</b>	<b>Precedents</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction <i>Archives Review</i>
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>L10</b>	<b>Federal Legislation</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
<b>L11</b>	<b>Provincial Legislation</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
<b>L12</b>	<b>Vital Statistics</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	2 Years	2 Years	Permanent
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
<b>L13</b>	<b>Prosecutions</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	7 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
<b>L14</b>	<b>Contracts and Agreements - Simple</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	7 Years	Destruction <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>L999</b>	<b>Legal Affairs - General</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			



# TOMRMS

SCHEDULE "" to  
By-Law Number

Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
<b>M01</b>	<b>Marketing and Advertising</b>	1 Year	1 Year	Permanent <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>M02</b>	<b>Ceremonies, Events and Awards</b>	1 Year	5 Years	Permanent <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>M03</b>	<b>Charitable Campaigns/Fund Raising</b>	1 Year	1 Year	Destruction <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>M04</b>	<b>Complaints, Commendations, and Inquiries</b>	1 Year	1 Year	Destruction <i>Archives Review</i>
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>M05</b>	<b>Media Coverage</b>	1 Year	1 Year	Destruction <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>M06</b>	<b>News Releases</b>	1 Year	1 Year	Permanent <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>M07</b>	<b>Publications</b>	1 Year	1 Year	Permanent
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A - FULLY ACCESSIBLE			
<b>M08</b>	<b>Speeches and Presentations</b>	1 Year	3 Years	Permanent <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>M09</b>	<b>Visual Identity and Insignia</b>	1 Year	5 Years	Permanent <i>Archives Review</i>
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A - FULLY ACCESSIBLE			



# TOMRMS

SCHEDULE "" to  
By-Law Number

Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
<b>M10</b>	<b>Websites and Social Media</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
<b>M100</b>	<b>Major Issues Management</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
<b>M101</b>	<b>Internal Communications</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>M102</b>	<b>Audio Visual Material</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Permanent <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>M103</b>	<b>Citizen Engagement and Public Awareness</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>M999</b>	<b>Media and Public Relations - General</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
<b>P10A</b>	<b>Building Permit Applications</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	3 Years	30 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>P10B</b>	<b>Monthly Building Reports</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	10 Years	30 Years	Destruction <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>P12A</b>	<b>Court Services Search Warrants</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	2 Years	40 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			



# TOMRMS

SCHEDULE "" to  
By-Law Number

Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
<b>P01</b>	<b>By-Law Enforcement</b>			
		2 Years	6 Years	Destruction <i>Archives Review</i>
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
<b>P02</b>	<b>Chief Building Official Occurrence Logs</b>			
		1 Year	5 Years	Destruction <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>P03</b>	<b>Emergency Planning</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	5 Years	Permanent <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>P04</b>	<b>Hazardous Materials</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	7 Years	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
<b>P05</b>	<b>Incident/Accident Reports</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
<b>P06</b>	<b>Building, Plumbing and Fire Inspections</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	3 Months	30 Years	Destruction, Subject to F <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>P07</b>	<b>Health Inspections</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>P08</b>	<b>Investigations</b>			
		2 Years	10 Years	Permanent <i>Archives Review</i>
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
<b>P09</b>	<b>Licenses</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	7 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			



# TOMRMS

SCHEDULE "" to  
By-Law Number

Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
<b>P10</b>	<b>Building Permits</b>	3 Years	15 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>P11</b>	<b>Permits, Other</b>	1 Year	2 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>P12</b>	<b>Warrants</b>	2 Years	2 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
<b>P13</b>	<b>Criminal Records</b>	1 Year	5 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
<b>P14</b>	<b>Animal Control</b>	2 Years	2 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>P15</b>	<b>Community Protection and Video Monitoring</b>	5 Years	10 Years	Permanent <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>P16</b>	<b>Emergency Services</b>	1 Year	7 Years	Destruction, Subject to F <i>Archives Review</i>
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
<b>P17</b>	<b>EMS Incident &amp; Impact Reports</b>	2 Years	5 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>P18</b>	<b>EMS Accident Reports</b>	1 Year	5 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			



# TOMRMS

SCHEDULE "" to  
By-Law Number

Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
<b>P19</b>	<b>EMS Accident Statistics</b>	1 Year	2 Years	Destruction <i>Archives Review</i>
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>P20</b>	<b>Prohibition Orders and Notices</b>	15 Years	15 Years	To Keep a record of orde
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>P100</b>	<b>Vacated Property Registry</b>	3 Months	30 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
<b>P101</b>	<b>Building Plans, Drawings and Specifications</b>	4 Years	30 Years	Destruction <i>Archives Review</i>
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>P102</b>	<b>Building Plans, Drawings and Specifications - Major Projects</b>	4 Years	40 Years	Permanent <i>Archives Review</i>
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>P103</b>	<b>Water Well Records</b>	1 Year	30 Years	Destruction <i>Archives Review</i>
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>P999</b>	<b>Protection and Enforcement Services - General</b>	1 Year	1 Year	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>R01</b>	<b>Heritage Preservation</b>	1 Year	1 Year	Permanent <i>Archives Review</i>
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A - FULLY ACCESSIBLE			
<b>R02</b>	<b>Library Services</b>	2 Years	5 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			





# TOMRMS

SCHEDULE "" to  
By-Law Number

Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
<b>R03</b>	<b>Museum and Archival Services</b>	2 Years	5 Years	Destruction <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>R04</b>	<b>Parks Management</b>	2 Years	5 Years	Permanent <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>R05</b>	<b>Recreational Facilities</b>	2 Years	5 Years	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
<b>R06</b>	<b>Recreational Programming</b>	2 Years	5 Years	Destruction <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>R100</b>	<b>Cultural Services &amp; Programming</b>	2 Years	5 Years	Destruction <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>R101</b>	<b>Recreation Program Applications and Participant Files</b>	1 Year	5 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>R999</b>	<b>Recreation and Culture - General</b>	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
<b>S01</b>	<b>Children's Day Nursery Services</b>	2 Years	20 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
<b>S02</b>	<b>Elderly Assistance</b>	2 Years	7 Years	Destruction <i>Archives Review</i>
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			



# TOMRMS

SCHEDULE "" to  
By-Law Number

Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
<b>S03</b>	<b>Homes for the Aged Residents</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	2 Years	20 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
<b>S04</b>	<b>Social Assistance Programs</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	2 Years	10 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>S06</b>	<b>Medical Case Records</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
<b>S07</b>	<b>Children's Services</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	3 Years	3 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>S08</b>	<b>Public Health</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	2 Years	5 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>S09</b>	<b>Cemetery Records</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	2 Years	2 Years	Permanent <i>Archives Review</i>
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
<b>S10</b>	<b>Day Care Nursery Records</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	3 Years	20 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
<b>S100</b>	<b>Physician Recruitment Program Files</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	2 Years	5 Years	Destruction <i>Archives Review</i>
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>S101</b>	<b>Physician Recruiting Files</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	5 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			



# TOMRMS

SCHEDULE "" to  
By-Law Number

Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
<b>S999</b>	<b>Social and Health Care Services - General</b>	1 Year	1 Year	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>T01</b>	<b>Illumination</b>	1 Year	6 Years	Destruction <i>Archives Review</i>
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
<b>T02</b>	<b>Parking</b>	1 Year	6 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A - FULLY ACCESSIBLE			
<b>T03</b>	<b>Public Transit</b>	1 Year	1 Year	Destruction <i>Archives Review</i>
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A - FULLY ACCESSIBLE			
<b>T04</b>	<b>Road Construction</b>	1 Year	1 Year	Destruction <i>Archives Review</i>
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A - FULLY ACCESSIBLE			
<b>T05</b>	<b>Road Design and Planning</b>	1 Year	1 Year	Destruction <i>Archives Review</i>
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A - FULLY ACCESSIBLE			
<b>T06</b>	<b>Road Maintenance</b>	1 Year	7 Years	Destruction <i>Archives Review</i>
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A - FULLY ACCESSIBLE			
<b>T07</b>	<b>Signs and Signals</b>	1 Year	1 Year	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A - FULLY ACCESSIBLE			
<b>T08</b>	<b>Traffic</b>	1 Year	1 Year	Destruction <i>Archives Review</i>
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A - FULLY ACCESSIBLE			



# TOMRMS

SCHEDULE "" to  
By-Law Number

Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
<b>T09</b>	<b>Roads and Lanes Openings/Closures</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>T10</b>	<b>Field Survey/Road Survey Books</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
<b>T11</b>	<b>Bridges</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction <i>Archives Review</i>
FOI Designation:	A - FULLY ACCESSIBLE			
<b>T999</b>	<b>Transportation - General</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
<b>V01</b>	<b>Fleet Management</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	2 Years	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
<b>V02</b>	<b>Mobile Equipment</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
<b>V03</b>	<b>Transportable Equipment</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
<b>V04</b>	<b>Protective Equipment</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
<b>V05</b>	<b>Ancillary Equipment</b>			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			



# TOMRMS

SCHEDULE "" to  
By-Law Number

Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
<b>V999</b>	<b>Vehicles and Equipment - General</b>	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
<b>Z100</b>	<b>Forms, Templates, Labels</b>	1 Year	1 Year	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A - FULLY ACCESSIBLE			
<b>Z101</b>	<b>Reference Material</b>	1 Year	1 Year	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			