



TOMRMS

SCHEDULE "" to
By-Law Number

Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
A01	Associations and Organizations			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction, Subject to F
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
A02	Department Planning and Meetings			
		1 Year	4 Years	Permanent"
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
A03	Computer Systems & Architecture			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	6 Years	6 Years	Destruction"
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
A04	Conferences and Seminars			
		1 Year	1 Year	Destruction, Subject to F
FOI Designation:	A - FULLY ACCESSIBLE			
A05	Consultants			
		2 Years	2 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
A06	Inventory Control			
		1 Year	6 Years	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
A07	Office Equipment and Furniture			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
A08	Office Services			
		1 Year	1 Year	Destruction"
FOI Designation:	A - FULLY ACCESSIBLE			
A09	Policies and Procedures			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	15 Years	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
A10	Records Management			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
A11	Records Disposition			
		1 Year	1 Year	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			



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A12	Telecommunications Systems			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	2 Years	5 Years	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
A13	Travel and Accommodation			
		1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
A14	Uniforms and Clothing			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction, Subject to F
FOI Designation:	A - FULLY ACCESSIBLE			
A15	Vendors and Suppliers			
		2 Years	2 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
A16	Intergovernmental Relations			
		1 Year	5 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
A17	Information Access & Privacy			
		2 Years	2 Years	Destruction"
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
A18	Security			
		2 Years	5 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
A19	Facilities Construction and Renovations			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	2 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
A20	Building and Property Maintenance			
		2 Years	5 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
A21	Facilities Bookings			
		1 Year	5 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
A22	Accessibility of Services			
		2 Years	5 Years	Permanent, Subject to R
FOI Designation:	A - FULLY ACCESSIBLE			



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A23	Information Systems Production Activity and Control	2 Years	2 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
A24	Access Control and Passwords	2 Years	2 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
A25	Performance Management/Quality Assurance	1 Year	6 Years	Destruction, Subject To 1
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
A26	Building Structure Systems	1 Year	3 Years	Destruction, Subject To 1
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:				
A27	Drawings	1 Year	3 Years	Destruction, Subject To 1
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
C04A	Council Minutes - Video Recordings	3 Months	3 Months	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
C01	By-Laws	5 Years	7 Years	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
C02	By-Laws - Other Municipalities	1 Year	1 Year	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A - FULLY ACCESSIBLE			
C03	City Council and Committee of the Whole Agenda Materials	1 Year	5 Years	Permanent
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A - FULLY ACCESSIBLE			
C04	City Council and Committee of the Whole Minutes	1 Year	6 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
C06	Council Committee Agendas and Minutes	6 Years	6 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			



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C07	Elections			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	4 Years	4 Years	Destruction, Subject to F
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
C08	Goals and Objectives			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	10 Years	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
C09	Motions and Resolutions			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
C10	Motions and Resolutions - Other Municipalities			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
C11	Reports to Council			
		4 Years	10 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
C12	Appointments to Boards and Committees			
		1 Year	1 Year	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
C13	Accountability, Transparency & Governance			
		2 Years	2 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
C14	Mayoral Decisions			
		1 Year	1 Year	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
C100	Community Strategic Issues			
		1 Year	1 Year	Permanent, Subject To R
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
C101	Indigenous Relations and Inclusion			
		3 Years	4 Years	Permanent, Subject To I
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
C102	Closed Session Minutes, Agendas, Reports			
		5 Years	5 Years	Permanent
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			



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Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
C103	City Clerk's Administrative Files	3 Years	10 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
D01	Demographic Studies	5 Years	10 Years	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
D02	Economic Development	5 Years	10 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
D03	Environment Planning	5 Years	15 Years	Permanent
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
D04	Residential Development	5 Years	10 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
D05	Natural Resources Planning	2 Years	5 Years	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
D06	Tourism Development	5 Years	10 Years	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
D07	Condominium Plans	2 Years	5 Years	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
D08	Official Plans	5 Years	15 Years	Permanent
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A - FULLY ACCESSIBLE			
D09	Official Plan and Zoning By-law Amendment Applications	5 Years	10 Years	Permanent, Subject to R
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
D10	Severances and Variances	2 Years	6 Years	Permanent, Subject to R
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			



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D11	Site Plan Control			
		5 Years	10 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
D12	Subdivision Plans			
		5 Years	10 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
D14	Zoning			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	5 Years	10 Years	Permanent, Subject to R
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
D15	Easements			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	6 Years	6 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
D16	Encroachments			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	6 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
D17	Annexation/Amalgamation			
		1 Year	1 Year	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
D18	Community Improvement			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	6 Years	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
D19	Municipal Addressing			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	10 Years	10 Years	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
D20	Reference Plans			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	10 Years	10 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
D21	Industrial/Commercial Development			
		5 Years	10 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
D22	Digital Mapping			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			



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D23	Agricultural Development	5 Years	10 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
D25	Deeming Process	2 Years	2 Years	Permanent, Subject to R
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
D26	Development Charges Study	5 Years	15 Years	Permanent
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
D27	Part Lot Control	1 Year	5 Years	Permanent, Subject to R
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
D100	Property Files	5 Years	10 Years	Permanent
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
D101	Major Civic Projects	1 Year	10 Years	Permanent
Retention Condition:	COMPL - AFTER COMPLETION			
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
D102	Project Files	5 Years	15 Years	Permanent, Subject to R
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
E07A	Waste Management - Landfill Site Closure	2 Years	25 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
E01	Sanitary Sewers	1 Year	2 Years	Permanent
Retention Condition:	PROJE - AFTER PROJECT COMPLETE			
FOI Designation:	A - FULLY ACCESSIBLE			
E02	Storm Sewers & Stormwater Treatment	1 Year	2 Years	Permanent
Retention Condition:	PROJE - AFTER PROJECT COMPLETE			
FOI Designation:	A - FULLY ACCESSIBLE			
E03	Treatment Plants - Wastewater	2 Years	5 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			



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E04	Tree Maintenance	2 Years	5 Years	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
E05	Air Quality Monitoring	2 Years	5 Years	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
E06	Utilities	2 Years	5 Years	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
E07	Waste Management	2 Years	10 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
E08	Water Works - Drinking Water Plant	1 Year	15 Years	Destruction"
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
E09	Drains	1 Year	5 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
E10	Pits and Quarries	2 Years	5 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
E11	Nutrient Management	2 Years	5 Years	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
E12	Private Sewage Disposal Systems	2 Years	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
E13	Water Monitoring	2 Years	15 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
E14	Water Sampling	2 Years	15 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			



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E15	Chemical Sampling of Water	2 Years	15 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
E16	Backflow Prevention and Cross Connection Control	2 Years	15 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
E17	Energy Management	1 Year	7 Years	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
E18	Natural Heritage	1 Year	3 Years	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
E19	Renewable Energy	2 Years	15 Years	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
E21	MOC Environmental Compliance Approvals	2 Years	3 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
E22	Private/Small Water Systems	1 Year	15 Years	Destruction, Subject to F
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
E23	Land Quality Monitoring	1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
E24	Gasoline Storage and Dispensing	1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
E100	Water Treatment	2 Years	15 Years	Drinking Water System 1
FOI Designation:	A - FULLY ACCESSIBLE			
E101	Drinking Water Quality Management System	5 Years	15 Years	Permanent
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			



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E102	Wastewater Quality Management System			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	5 Years	15 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
E103	Laboratory Quality Management System			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	2 Years	15 Years	Permanent, Subject to R
FOI Designation:	RST - ACCESS RESTRICTED, NO ACCESS UNDER MFIPPA			
F22A	Assessment Rolls			
		1 Month	1 Month	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
F23A	Write-Offs - Court Services			
		1 Year	37 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
F01	Accounts Payable			
		1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
F02	Accounts Receivable			
		1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
F03	Audits			
		1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
F04	Banking			
		1 Year	7 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
F05	Budgets and Estimates			
		1 Year	7 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
F06	Assets			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	10 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
F07	Cheques			
		1 Year	7 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			



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F08	Debentures and Bonds			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
F09	Employee and Council Expenses			
		1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
F10	Financial Statements			
		2 Years	7 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
F11	Grants and Loans			
		1 Year	7 Years	Destruction"
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
F12	Investments			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
F13	Journal Vouchers			
		1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
F14	Subsidiary Ledgers, Registers, and Journals			
		1 Year	7 Years	Permanent"
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
F15	General Ledgers and Journals			
		1 Year	7 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
F16	Payroll			
		1 Year	7 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
F17	Purchase Orders and Requisitions			
		1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
F18	Quotations and Tenders			
		1 Year	7 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			



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F19	Receipts	1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
F20	Reserve Funds	1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
F21	Revenues	1 Year	10 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
F22	Tax Rolls and Records	1 Year	7 Years	Permanent
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
F23	Write-Offs	1 Year	7 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
F24	Trust Funds	1 Year	7 Years	Permanent, Subject to R
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
F25	Security Deposits	1 Year	7 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
F26	Working Papers - Financial	1 Year	7 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
F27	Regulatory Reporting - Financial	1 Year	7 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
F100	Community Funding and Grants	1 Year	6 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
H03A	Employee Records, Department Copies	3 Years	3 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	PIB - PERSONAL INFORMATION BANK			



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H01	Attendance and Scheduling	3 Years	5 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
H02	Benefits Program	1 Year	6 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
H03	Employee Records	1 Year	40 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
H04	Health and Safety	1 Year	3 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
H05	Human Resource Planning	6 Years	7 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
H06	Job Descriptions	5 Years	20 Years	Permanent
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A - FULLY ACCESSIBLE			
H07	Labour Relations	5 Years	40 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	RST - ACCESS RESTRICTED, NO ACCESS UNDER MFIPPA			
H08	Organization Design	6 Years	7 Years	Permanent
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A - FULLY ACCESSIBLE			
H09	Salary Planning	5 Years	40 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
H10	Pension and Benefits Records	6 Years	6 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
H11	Recruitment	1 Year	10 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			



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H12	Training and Development			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	7 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
H13	WSIB & Insurance Claims			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	40 Years	Destruction"
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
H14	Grievances			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	5 Years	40 Years	Destruction
FOI Designation:	RST - ACCESS RESTRICTED, NO ACCESS UNDER MFIPPA			
H15	Harassment and Violence			
		1 Year	10 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
H16	Criminal Background Checks			
		2 Years	7 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
H18	Employee Medical Records			
		1 Year	40 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
H21	Employee Recognition			
		1 Year	5 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
H22	Employee Certifications			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	2 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
J01	Certificates of Offence (Part 1)			
		2 Years	2 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
J02	Informations (Part III) / Accident and Careless Driving Part I			
		3 Years	7 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
J03	Control Lists / Justice Reports			
		2 Years	4 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			



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J04	Court Dockets	3 Years	7 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
J05	Transcripts & Records of Court Proceedings	2 Years	6 Years	Destruction, Subject to F
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
J06	Enforcements & Suspensions	2 Years	8 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
J07	Appeals & Transfers	3 Years	7 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
J08	Statistics / Payment Tracking	2 Years	8 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
J09	Disclosure	2 Years	6 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
J10	Certificates of Conviction (Part 2)	2 Years	6 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
J100	Parking Infractions (Part II, Provincial Offences Act)	3 Years	8 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
L07A	Land Acquisition and Sale - Former Staff Files	1 Year	10 Years	Permanent, Subject To R
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
L01	Appeals and Hearings	1 Year	1 Year	Permanent"
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
L02	Claims Against the Municipality	1 Year	15 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			



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Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
L03	Claims By the Municipality			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	2 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
L04	Contracts and Agreements - Under By-Law			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	2 Years	15 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
L05	Insurance Appraisals			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	15 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
L06	Insurance Policies			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	15 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
L07	Land Acquisition and Sale			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	10 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
L08	Opinions and Briefs			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
L09	Precedents			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
L10	Federal Legislation			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
L11	Provincial Legislation			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
L12	Vital Statistics			
		2 Years	2 Years	Permanent"
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
L13	Prosecutions			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	7 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			



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Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
L14	Contracts and Agreements - Simple			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	7 Years	Permanent, Subject to R
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
M01	Marketing and Advertising			
		1 Year	1 Year	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
M02	Ceremonies, Events and Awards			
		1 Year	5 Years	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
M03	Charitable Campaigns/Fund Raising			
		1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
M04	Complaints, Commendations, and Inquiries			
		1 Year	5 Years	Destruction"
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
M05	Media Coverage			
		1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
M06	News Releases			
		1 Year	1 Year	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
M07	Publications			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	3 Years	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
M08	Speeches and Presentations			
		1 Year	3 Years	Permanent"
FOI Designation:	A - FULLY ACCESSIBLE			
M09	Visual Identity and Insignia			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	5 Years	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			
M10	Websites and Social Media Content			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	2 Years	Permanent
FOI Designation:	A - FULLY ACCESSIBLE			



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Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
M12	Intellectual Property			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	5 Years	Destruction
FOI Designation:				
M100	Major Issues Management			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
M101	Internal Communications			
		1 Year	1 Year	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
M102	Audio Visual Material			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Permanent"
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
M103	Citizen Engagement and Public Awareness			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
P10A	Building Permit Applications			
		3 Years	30 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
P10B	Monthly Building Reports			
		10 Years	30 Years	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
P12A	Court Services Search Warrants			
		2 Years	40 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
P15A	Video Monitoring - 72 hours			Destroy after 72 hours
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
P15B	Video Monitoring - 7 days			Destroy after 7 days
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
P15C	Video Monitoring - 30 days			Destroy after 30 days.
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			



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Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
P15D	Video Monitoring - 14 days			Destroy after 14 days.
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
PS15E	Video Monitoring - Requisitioned for Use			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	2 Years	2 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
P01	By-Law Enforcement			
		2 Years	6 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
P02	Chief Building Official Occurrence Logs			
		1 Year	5 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
P03	Emergency Planning and Response			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	5 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
P04	Hazardous Materials			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	5 Years	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
P05	Incident/Accident Reports			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	5 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
P06	Building & Structural Inspections			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	3 Months	30 Years	Destruction, Subject to F
FOI Designation:	A - FULLY ACCESSIBLE			
P07	Health and Fire Safety Inspections			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
P08	Investigations			
		2 Years	10 Years	Permanent
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
P09	Licenses			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	7 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			



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Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
P10	Building Permits	3 Years	15 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
P11	Permits, Other	1 Year	2 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
P12	Warrants	2 Years	2 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
P13	Criminal Records	1 Year	5 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
P14	Animal Control	2 Years	2 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
P15	Community Protection and Video Monitoring	5 Years	10 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
P16	Emergency Services (Document Envelopes)	1 Year	5 Years	Destruction, Subject to F
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
P17	EMS and Fire Significant Incident & Impact Reports	2 Years	5 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
P18	EMS and Fire Accident Response Reports	1 Year	5 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
P19	EMS and Fire Statistics	1 Year	2 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
P20	Prohibition Orders and Notices	15 Years	15 Years	Destruction, Subject to R
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			



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Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
P21	Facilities Routine Water Use, Monitoring and Testing	1 Year	6 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
P100	Vacated Property Registry	3 Months	30 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
P101	Building Plans, Drawings and Specifications	4 Years	30 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
P102	Building Plans, Drawings and Specifications - Major Projects	4 Years	40 Years	Permanent
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
P103	Water Well Records	1 Year	30 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
R01	Heritage Preservation	1 Year	3 Years	Permanent"
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	A - FULLY ACCESSIBLE			
R02	Library Services	2 Years	5 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
R03	Museum and Archival Services	2 Years	5 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
R04	Parks Management	2 Years	15 Years	Permanent
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
R05	Recreational Facilities	2 Years	5 Years	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
R06	Recreational Programming	2 Years	6 Years	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			



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Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
R100	Cultural Services & Programming	2 Years	5 Years	Destruction"
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
R101	Recreation Program Applications and Participant Files	1 Year	5 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
S01	Children's Day Care and Day Nursery Services	2 Years	3 Years	Destruction, Subject to F
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
S02	Elderly and Supportive Assistance Services	2 Years	7 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
S03	Long Term Care Facility Clients	2 Years	10 Years	Permanent, Subject to R
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
S04	Community and Social Assistance Services	2 Years	3 Years	Destroy, Subject to Revi
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
S06	Medical Case Clients	1 Year	15 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	PIB - PERSONAL INFORMATION BANK			
S07	Children's Services	3 Years	3 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
S08	Public Health	2 Years	5 Years	Destroy, Subject to Revi
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
S09	Cemetery Internment	2 Years	2 Years	Permanent
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
S10	Day Care and Day Nursery Clients	3 Years	3 Years	Destruction
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED			
FOI Designation:	PIB - PERSONAL INFORMATION BANK			



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Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
S11	Disabilities Support Clients			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	7 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
S12	Housing Services			
		1 Year	10 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
S14	Home Child Care Program Administration			
		1 Year	3 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
S15	Home Child Care Program Clients			
Retention Condition:	PARTI - UNTIL PARTICIPANT LEAVES	1 Year	3 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
S16	Social and Health Care Planning and Management			
		1 Year	7 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
S17	Client Care Coordination			
Retention Condition:	PARTI - UNTIL PARTICIPANT LEAVES	1 Year	10 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
S18	Long Term Care Operations			
		1 Year	4 Years	Permanent, Subject to Review
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
S19	Food Perparation & Services			
		1 Year	1 Year	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
S20	Cemetery Operations			
		1 Year	6 Years	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
S100	Physician Recruitment Program Files			
		2 Years	5 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
S101	Physician Recruiting Files			
		1 Year	5 Years	Destruction
FOI Designation:	PIB - PERSONAL INFORMATION BANK			



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Schedule Number	Series Title	Dept Retention	Total Retention	Final Disposition
T01	Illumination			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	6 Years	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			
T02	Parking			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	6 Years	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
T03	Public Transit Operations			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	3 Years	5 Years	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
T04	Road Construction			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
T05	Road Design and Planning			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
T06	Road Maintenance and Salt Usage			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	7 Years	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
T07	Signs and Signals			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
T08	Traffic			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	2 Years	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
T09	Roads and Lanes Openings/Closures			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
T10	Field Survey/Road Survey Books			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
T11	Bridges			
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
V01	Fleet Management			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	2 Years	2 Years	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
V02	Mobile Equipment			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
V03	Transportable Equipment			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
V04	Protective Equipment			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
V05	Ancillary Equipment			
		1 Year	1 Year	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED			
Z100	Forms, Templates, Labels			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A - FULLY ACCESSIBLE			
Z101	Reference Material			
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	1 Year	1 Year	Destruction
FOI Designation:	A* - SOME EXEMPTIONS APPLY			