



OAKVILLE

THE CORPORATION OF THE TOWN OF OAKVILLE

BY-LAW NUMBER 2024-001

A by-law to establish retention periods for records of the Town of Oakville and to repeal By-law 2021-130.

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

WHEREAS subsection Section 255(3) of the *Municipal Act* provides that a municipality may establish retention periods during which its records must be retained and preserved;

WHEREAS subsection 255(2) of the *Municipal Act* provides that a municipality's records may be destroyed if a retention period for the record has been established and the retention has expired; and

WHEREAS Council authorized staff to submit future amendments to the Records Retention By-law directly to Council for approval without the requirement of a staff report;

COUNCIL ENACTS AS FOLLOWS:

1. Definitions:

In this by-law,

(1) "**active record**" means a record that is referred to and is stored in the user's office area.

(2) "**archival record**" means a record or record series that has been appraised and is to be preserved for permanent retention because of its historical value.

(3) "**archives**" means a repository for archival records.

(4) "**authoritative record**" means the record that is considered the official town record for evidentiary purposes.

(5) "**disposition**" means the final phase of a record's life cycle meaning:

- a) destruction;
- b) permanent deletion;
- c) designation of record as permanent; or

d) designation of record as archival.

(6) "**current (C)**" refers to current year

(7) "**event trigger (E)**" refers to a specific event or action which initiates the calculation of a retention period.

(8) "**filing system**" means a systematic method of coding and storing records.

(9) "**inactive record**" means a record that is no longer active and is stored in a Records Centre.

(10) "**life cycle**" means the life span of a record from its creation or receipt throughout its active and inactive stage, to final disposition.

(11) "***Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)***" is Ontario legislation which, with some limitations, provides the public with a right of access to records held by the Town and protects the privacy of personal and sensitive information.

(12) "**official record**" means the version of a town record deemed as the authoritative record, which is not a convenience or duplicate copy, but rather the final complete version, as determined by the proper authority, and is the single source of truth.

(13) "**personal information**" means recorded information about an identifiable individual as defined by section 2 of *MFIPPA*.

(14) "**Personal Information Bank (PIB)**" refers to records that contain personal information.

(15) "**record**" has the meaning given to it by section 2 of the *Municipal Freedom of Information and Protection of Privacy Act*, and includes any record of information however recorded and applies equally to paper and electronic records unless otherwise stated.

(16) "**Records Centre**" means a storage facility used to house inactive records.

(17) "**records management**" is the process of planning, organizing, directing and controlling all the steps involved in a record's life cycle.

(18) "**record series**" means a group of specifically related records organized within a primary grouping.

(19) "**responsible department**" is a column heading in the retention table and identifies departmental responsibility.

(20) "**retention**" means the length of time a record is to be retained before its final disposition. Retention descriptions are as follows:

C = Current Year

P = Permanent (When a record is preserved and never destroyed)

S = Superseded (When a record is updated or replaced with a new version)

E = Event Trigger (Example: E+6 = Expiration of a Contract plus the next 6 calendar years)

* = Archival Records

** = Archival Selection (Records will be reviewed for Archival Value prior to disposal)

(21) "**retention schedule**" means an approved document that authorizes the length of time records are to be retained before their final disposition; Schedule A.

(22) "**retention table**" is the listing of records arranged by primary and secondary groupings, including scope notes, and the retention periods of the records.

(23) "**series code**" is the column heading in the retention table that is represented by an alpha-numeric code.

(24) "**series title and scope notes**" is the column heading in the retention table identifying record series titles and including a brief description of the record series.

(25) "**superseded (S)**" refers to a time at which a record becomes obsolete and/or is replaced with an updated version.

(26) "**scope notes**" means a brief description of the types of specifically related records normally grouped together within a secondary group.

(27) "**town record**" means a record regardless of format created or received in the course of town business or delivery of town services.

(28) "**transitory record**" means a record that has temporary usefulness and is only required for the completion of a routine action, or until superseded.

2. The following principles shall govern the destruction of records:

- (1) No records shall be destroyed unless first classified according to Schedule "A" of this by-law;
- (2) All records shall be destroyed in a manner that preserves the confidentiality of any information contained in such records; and
- (3) Any record pertaining to pending or actual litigation or investigation or a request under privacy legislation shall not be destroyed until such record is no longer required for such purpose.

3. The following by-law is repealed on the day this by-law comes into force and effect: By-law 2021-130.

4. Title:

This by-law may be known as "the Retention By-law"

PASSED this 26th day of February, 2024

Rob Burton Mayor

Vicki Tytaneck Town Clerk

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

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Transitory Records

Records and documents with temporary usefulness and no long term value, received or stored in any format. Transitory records may facilitate the completion of insignificant transactions, or be created while preparing an official corporate record. Unless otherwise specified in the schedule, or unless required for legal or legislated purposes, these records may be destroyed when their value ceases as determined by the individual work unit.

Includes:

- a) Duplicate copies
- b) Voice recordings that are not a record of official decisions
- c) Town managed instant messaging, text and SMS applications
- d) Working papers, preliminary drafts, rough notes, similar materials that do not represent an integral part of the official business record
- e) Records that are of insignificant or no value in documenting town business transaction
- f) Records that are not related to town business
- g) Email records that are not official business records and do not support decisions, activities and or transactions related to town business
- h) Unsolicited advertising and promotional material, product catalogues, unrelated to corporate procurement
- i) Training materials not required for a legislated purpose
- j) Town website and social media content

Email Records

Email records include email messages and attachments that are created, received or sent by the town in the course of its business are town records and must be managed in accordance with the Records Retention By-law.

Email records that document and support decisions, activities and transactions related to town business must be saved in the appropriate repository, such as SharePoint or a shared network drive outside of the email system and classified in accordance with the Records Retention schedule.

Email records that do not document and support decisions, activities and transactions related to town business are considered transitory emails. Transitory emails retained within the email system will be deleted from the system after six years.

Digitization

The Town of Oakville is digitizing select groups of physical records (the original record that was used to create the digitized record) for the purposes of:

- a) minimizing risk and exposure resulting from lost documents;
- b) improving staff efficiency finding documents;
- c) enabling greater openness and transparency of town records;
- d) applying document management principles.

Digitizing physical records requires careful analysis and confirmation that digitized versions of the records are legally acceptable representations of the physical records. Digitized versions must be:

- a) subject to a quality assurance process that includes policy and procedure;
- b) accurate and legible reproductions of the source records without alterations to the content or appearance;
- c) described with the appropriate metadata for their management and retrieval.

Digitized versions that are legally acceptable may replace the physical records and be authoritative records. The original physical records may be eligible for destruction if they meet the requirements of the Digitization Procedure.

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Telephone Conversation Recordings

Current retention for Mitel Call recording and Station Message Detail Reporting (SMDR) Call Data database and raw data files is 3 years.

Microsoft 365 Applications

SharePoint Project Sites

SharePoint project sites used by departments are decommissioned by ITS after E+120 days (E=completion of project). Responsible departments have 120 days to transfer town records to the appropriate repository, whether SharePoint or a shared network drive and classify them in accordance with the Records Retention By-law.

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Primary Group: Administration					
Includes records regarding routine administration and office services functions.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
A01	<p>Associations and Organizations</p> <p>Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff belong or with which they communicate in the course of their duties such as AMCTO, AMO, MEA, OMFPOA, etc.</p>	All Departments	E+1	Y	Excludes: Membership Fees - see F01
A02	<p>Staff Committees and Meetings</p> <p>Includes records regarding the activities of staff committees and meetings, such as departmental and management meetings. Includes notices of meetings, agenda, minutes, etc. May also include copies of staff activity reports.</p>	All Departments	C+4**		Excludes: Council - see C02 Standing Committees - see C03 Advisory Boards and Committees - see C04 Statutorily Legislated Committees - see C05 Health and Safety Committees – see H04
A03	<p>Computer Systems and Architecture</p> <p>Includes records regarding all types of information systems in use. Includes computer hardware, computer software, data transmission, system design and implementation, quality control, office automation, and electronic correspondence management. Includes printers, photocopiers and video monitor systems.</p>	All Departments	S+6		Excludes: Acquisitions – see F16 and F17
A04	<p>Conferences and Seminars</p> <p>Includes approvals, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff, or sponsored by the Town as well as travel arrangements, accommodation, itineraries, reservations, rented vehicles, confirmation of reservations, hotel brochures related to the conference, restaurants, convention sites, etc.</p>	All Departments	C+1**		Excludes: Invoices - see F01 Employee and Council Expenses - see F09 Rental Agreements - see L15 Ceremonies and Events - see M02 Speeches and Presentations - see M08 **Only those sponsored by the Town are subject to archival review.

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Primary Group: Administration					
Includes records regarding routine administration and office services functions.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
A05	Consultants Includes correspondence, proposals, resumes and other documents regarding the selection, appointment and monitoring of consultants. May include similar records regarding legal solicitors and engineering firms.	All Departments	E+2**		E = project completion date Excludes: Invoices - see F01 Quotations and Tenders - see F17
A06	Inventory Control Includes inventory statements and reports, and all other records regarding the control of supplies, fuel and small equipment stock levels.	All Departments	C+6		Excludes: Assets - see F06
A07	Office Equipment and Furniture Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, microfiche readers, etc.	All Departments	E+1		E = disposal of item Excludes: Computer Hardware and Software - see A03 Assets - see F06 Service Agreements - see L12
A08	Office Services Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the inter-office mail system, internal printing.	All Departments	C+1		
A09	Policies and Procedures Includes policy and procedure manuals, guidelines, directives, and standards. Sub-series: (1) Corporate Policies and Procedures (2) Departmental Policies and Procedures	All Departments	P** (1) S** (2)		
A10	Records and Information Management Includes records regarding the management of corporate records, information, and data, regardless of medium. Specific records include file listings, feasibility studies, and records centre operations.	Clerk's	S		Excludes: Policies and Procedures - see A09 Records Disposition - see A11 Retention By-Laws - see C01

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Primary Group: Administration					
Includes records regarding routine administration and office services functions.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
A11	<p>Records Disposition</p> <p>Includes records regarding the disposition of Town records. Includes the disposal method used and forms authorizing and describing the destruction of records.</p>	Clerk's	P		
A12	<p>Telecommunications Systems</p> <p>Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, fire communications systems, and 911 emergency systems.</p>	ITS	S		<p>Excludes:</p> <p>Long Distance Call Records - see F01</p> <p>Assets - see F06</p> <p>Agreements - see L11 or L12</p>
A13	<p>Uniforms and Clothing</p> <p>Includes records regarding uniforms and special clothing used by Town staff members, firefighters' clothing and safety clothing.</p>	All Departments	S*		Only actual artifacts are considered archival records
A14	<p>Vendors and Suppliers</p> <p>Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidders' information sheets.</p>	All Departments	C+2		<p>Excludes:</p> <p>Office Equipment - owned and leased - see A07</p> <p>Purchase Orders and Requisitions - see F16</p> <p>Fleet Management - see V01</p>
A15	<p>Intergovernmental Relations</p> <p>Includes correspondence and other records of a general nature regarding the relationship between the Town and all other levels of government (such as telephone numbers, contact names, etc.). May include correspondence to and from Boards and Commissions.</p>	All Departments	C+5**		

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Primary Group: Administration					
Includes records regarding routine administration and office services functions.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
A16	<p>Information Access and Privacy</p> <p>Includes records regarding the Town's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act and records regarding the handling of requests under the Act. Also includes routine disclosure requests and processing, notices of disclosure, responses to FOI requests made to the Town, access request transfer to another institution, Privacy Impact Assessment administration (e.g., questionnaires, guidelines, templates), and privacy breach investigation/processing.</p>	<p>Clerk's</p> <p>All Departments (routine disclosure related records)</p>	E+5	Y	<p>E = completion of Request/Case</p> <p>Excludes:</p> <p>Complaints - see M04</p> <p>IPC Appeals - see L01</p> <p>PIA reports - see A27</p>
A17	<p>Security</p> <p>Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes and control of keys.</p>	All Departments	C+5		<p>Excludes:</p> <p>Computer Security - see A03</p> <p>Vandalism Reports - see P05</p>
A18	<p>Facilities Construction and Renovations</p> <p>Includes records for the planning and construction of Town facilities such as fire stations, pools, and office buildings. Includes site meetings, consultant's reports, and cost reports. Also includes architectural and engineering drawings.</p>	Facilities and Construction Management	P**		<p>Excludes:</p> <p>Parks Design - see Q01</p>
A19	<p>Building and Property Maintenance</p> <p>Includes records regarding the maintenance of the Town's buildings and properties, such as bus terminals, garages, libraries, and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts and office cleaning.</p>	Facilities and Construction Management	E+15		<p>E = expiry of contract or service agreement</p> <p>Excludes:</p> <p>Parks Design - see Q01</p>
A20	<p>Facilities Bookings</p> <p>Includes records regarding the booking and scheduling of town facilities for town related business. i.e. staff meetings, training sessions, etc.</p>	Facilities and Construction Management	C+1		<p>Excludes:</p> <p>Contracts & Agreements - Simple, see L12 (Rental permits and bookings issued to external groups / individuals for the use of town facilities)</p>

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Primary Group: Administration					
Includes records regarding routine administration and office services functions.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
A21	<p>Corporate Strategic Planning and Delivery</p> <p>Sub-series:</p> <p>(1) Strategic Planning: Includes records concerning strategic planning, goals and objectives, such as shared services and mission statements such as the municipal sustainability plan housing plan, and growth plan submissions prepared for the Ministry.</p> <p>(2) Strategic Initiatives: Includes records related to strategic projects and initiatives led by the Strategic Initiatives team. These are aligned with the town's strategic mandate and council plan, reflecting the broader mission and vision. Some may involve the coordination of efforts and resources between different departments to create initiatives, programs, or strategies. Initially driven by Strategic Initiatives, the records of these projects are eventually transferred to the respective responsible department for operation.</p>	All Departments (1) Strategy, Policy, and Communications (2)	C+9** (1) E+5 (2)		<p>E = project completion date</p> <p>(2) For collaboration projects/initiatives, responsible departments to keep final records</p> <p>For physical records, only (1) Strategic Planning sub-series is available in Offsite Records Storage</p>
A22	<p>Appointment Calendars and Agendas</p> <p>Includes records regarding copies of appointment calendars, phone message log books, daily diary note books, agenda/day planner entries, etc.</p>	All Departments	C+1	Y	
A23	<p>Accessibility of Services</p> <p>Includes records relating to the accessibility of town buildings, facilities, programs and services. Includes presentations, correspondence and planning.</p>	Clerk's	C+5	Y	<p>Excludes:</p> <p>Construction records such as drawings, inspections - See A18</p> <p>Policy & Procedure – See A09</p>
A24	<p>Internal Audits</p> <p>Includes records to the internal audits of town programs and processes. Includes working papers, observations, research papers, comparison studies, field work tests, terms of reference, reports.</p>	CAO's Office	C+6	N	<p>Excludes:</p> <p>Financial Audits – See F03</p>

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Primary Group: Administration					
Includes records regarding routine administration and office services functions.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
A25	Performance Management/Quality Assurance Includes records regarding the performance of the Municipality as a whole and quality assurance programs such as the Ontario Municipal Benchmarking Initiative (OMBI), National Quality Institute (NQI), Benchmarking, Balanced Score Cards, Municipal Performance Measurement Programs. Key performance indicators, etc. would also be included. Types of records included would be reports, statistical analysis, program documentation, correspondence, awards for outstanding organizational achievements, work plans, etc.	CAO's Office	C+5**		Excludes: Employee Records- see H03
A26	Travel and Accommodation Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants.	All Departments	C		
A27	Privacy Impact Assessments Includes documents regarding draft and final Privacy Impact Assessment reports and other supporting materials for the PIA analysis, such as business case, system requirements, project files, templates, and correspondence.	Clerk's	S+2		S = Superseded or discontinued of the subject of the PIA, such as technology, service, or program
A28	Information Systems Production Activity & Control Includes records relating to computer system operations. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports.	ITS	C+1		
A29	Access Control and Passwords Records related to the management of and access to programs. Includes individual access, password management, etc.	ITS	S		

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Primary Group: Council and By-Laws					
Includes records regarding the establishment of policy and by-laws, and the operations of Council and of Boards for which Council is responsible.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
C01	<p>By-Laws</p> <p>Includes final versions of the Town's by-laws and amendments and attachments that are legally part of the by-laws.</p>	Clerk's	P**		<p>Original signed by-laws are kept permanently on paper by Clerk's.</p> <p>Excludes: Draft by-laws - see C15</p>
C02	<p>Council Minutes and Agendas</p> <p>Includes notices of meetings, agendas, minutes and records of the proceedings of Council.</p> <ul style="list-style-type: none"> - Planning & Development Council - Council - Inaugural meeting recordings 	Clerk's	P**		<p>Retention period for working notes C+2 years</p> <p>Original signed minutes are bound and are kept permanently on paper.</p> <p>Original agendas are kept in paper format prior to 2003, and in electronic format from April 2003 to present.</p> <p>Retention period for video/audio recordings of Council except for inaugural meetings - Current term of Council</p>
C03	<p>Standing Committee Minutes and Agendas</p> <p>Includes notices of meetings, agendas and minutes.</p>	Clerk's	P**		<p>Retention period for working notes C+2 years</p> <p>Original signed minutes are kept permanently on paper.</p> <p>Original agendas are kept in paper format prior to 2003, and in electronic format from April 2003 to present.</p> <p>Retention period for video/audio recordings of standing committee - Current term of Council</p>

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Primary Group: Council and By-Laws					
Includes records regarding the establishment of policy and by-laws, and the operations of Council and of Boards for which Council is responsible.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
C04	Advisory Committees and Boards Includes the terms of reference, membership, notices of meetings, schedules, agendas, and minutes.	Clerk's	P**		Remarks: Retention period for working notes C +2 years Original signed minutes are kept permanently on paper. Original agendas are kept in paper format prior to 2003, and in electronic format from April 2003 to present. Retention period for video/audio recordings of advisory committees and boards - Current term of Council
C05	Legislated Committees with Decision- Making Authority Includes minutes, agenda packages, reports and audio records of the proceedings of legislated Committees with decision-making authority.	All Departments	P		Retention period for working notes C +2 years Retention period for video/audio recordings of Legislated Committees – Current term of Council
C06	Elections – Administration Includes records related to the general administration and management of town elections and by-elections, voting location management, election personnel (appointments and oaths taken and supporting documentation) communications, project management and meeting correspondence.	Clerk's	C+4	Y	To be retained until the members of the council or local board elected at the next regular election have taken office, in accordance with Clerk's Election Procedures.
C07	Elections – Ward Boundaries Includes records related to electoral wards. Documents may include historical ward maps, ward profiles and Town boundaries.	Clerk's	P**		
C08	Elections – Campaign Finance Records related to candidate or registered third party financial statements.	Clerk's	C+4		In accordance with Section 88(4) of the <i>Municipal Elections Act, 1996</i> : <i>Documents filed under sections 88.25, 88.29 and 88.32 shall be retained until the members of the council or local board elected at the next regular election have taken office.</i>

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Primary Group: Council and By-Laws					
Includes records regarding the establishment of policy and by-laws, and the operations of Council and of Boards for which Council is responsible.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
C09	<p>Elections – Candidate/Registered Third Party Includes records relating to candidates and registered third parties who filed with the Town of Oakville. Documents may include completed nomination forms, nomination withdrawal, signed oaths, copies of affidavits and all other supporting correspondence.</p>	Clerk's	C+4	Y	<p>To be retained until the members of the council or local board elected at the next regular election have taken office in accordance with Clerk's Election Procedures.</p> <p><i>(Includes all candidate correspondence except financial statement information – see C08)</i></p>
C10	<p>Elections – Returns Records related to the town's official voting place documentation and materials (for advance voting and voting day).</p> <p>Documents may include: ballot box, ballot box contents, documents, advance voting sheets and documentation, used and unused ballots, voters' lists, applications to amend.</p>	Clerk's	E+120 Days		<p>In accordance with the <i>Municipal Elections Act, 1996</i>, retention is set at 120 days after official declarations of results unless there is a court order or recount. The retention will then be re-determined if this occurs.</p> <p>In accordance with the <i>Municipal Elections Act, 1996</i>, two witnesses must be present in the destruction (statutory declaration required).</p>
C11	<p>Elections – Recount Includes records related to the request for and conduct of town election recount.</p> <p>Documents may include recount requests, associated amendments, affidavits and certifications, recount notices and other supporting documents involved in the recount process.</p>	Clerk's	C+8		
C12	<p>Elections – Results Includes record related to the town's official election results including election date, Town Clerk's official declaration of election, poll by poll results.</p>	Clerk's	P*		

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Primary Group: Council and By-Laws					
Includes records regarding the establishment of policy and by-laws, and the operations of Council and of Boards for which Council is responsible.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
C13	<p>Elections – Contribution Rebate Applications</p> <p>Records relating to contribution rebate applications for individuals who made monetary contributions to candidates seeking Town Council office in the town election.</p> <p>Documents include a completed rebate application, copy of receipts, affidavits and correspondence.</p>	Clerk's	C+4	Y	In accordance with Clerk's Election Procedures, these documents shall be retained until the members of the council or local board elected at the next regular election have taken office.
C14	<p>Accountability, Transparency & Governance</p> <p>Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports (including Integrity Commissioner reports, Ombudsman investigations and reports), closed meeting investigations and initiatives, etc.</p>	Clerk's	C+2	Y	Excludes: FOI requests – see A16 Appeals – see L01
C15	<p>By-Laws – Drafts</p> <p>Includes records related to by-law development, such as drafts, background, research and supporting documents used to prepare by-laws.</p>	All Departments	E+4		E=4 years after the approval of the by-law

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Primary Group: Development and Planning					
Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning, etc. Subjects are grouped according to long range vs. developmental planning.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
D01	<p>Demographic Studies</p> <p>Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc.</p>	Planning Services	C+10**		Excludes: Vital Statistics - see L16
D02	<p>Economic Development</p> <p>Includes records regarding the growth of the economy. Includes studies, statistics, projections, etc.</p>	Economic Development	C+10**		Excludes: Demographic Studies - see D01 Residential Development - see D04 Tourism Development - see D06 Industrial/Commercial Development - see D21
D03	<p>Environment Planning</p> <p>Includes records regarding general types of environmental studies with a long-range planning emphasis, such as salt usage impact, storm drainage and flood control, parks and open spaces, pollution prevention and waste management planning. Also includes records relating to studies of environmental issues and impacts. These assessments are required by legislation and are responsible for determining the state of the current environment and the impacts that development activities might have on it. Includes information relating to soil, water, air, and other environmental issues. Documents include studies and reports, environment planning documents, engineering plans, and correspondence. May include Phase 1 and Phase 2 environmental assessments, Municipal Class Environmental Assessments, and soil studies.</p>	Planning Services	C+14**		<p>A document related to environmental assessment may be destroyed by or under the authority of the Minister when it has been completely recorded or copied and the recording or copy is retained for the purposes of inspection under s. 36(6) of the Environmental Assessment Act.</p> <p>Excludes: Environmental Monitoring - see E05 Waste Management - see E07</p>

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Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
D04	<p>Residential Development</p> <p>Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.</p>	Building Services	P		
D05	<p>Natural Resources</p> <p>Includes records regarding the characteristics of various minerals as well as mineral deposits, and other natural resources information.</p>	Planning Services	C+10**		Excludes: Tree Maintenance – See Q02 Natural Heritage – See Q08
D06	<p>Tourism Development</p> <p>Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the Town as a convention site or special event.</p>	Economic Development	C+10**		
D07	<p>Condominium Plans</p> <p>Includes records regarding the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.</p>	Planning Services	P**		
D08	<p>Official Plans</p> <p>Includes the official plan, exemptions and amendments to the official plan. Also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts.</p>	Planning Services	P**		Excludes: Official Plan Amendment Applications - see D09 Background Reports - see D24
D09	<p>Official Plan Amendment Applications</p> <p>Includes applications to amend the official plan or secondary plans, staff reports, notices, resolutions and decisions.</p>	Planning Services	E+5		E = final decision
D10	<p>Severances</p> <p>Includes records regarding the granting of severances to parcels of land including application for severance.</p>	Building Services	P		

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Primary Group: Development and Planning					
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Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
D11	<p>Site Plan Control</p> <p>Includes records regarding the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways.</p>	Planning Services	P**		Excludes: Site Plan Agreements - see L11
D12	<p>Subdivision Plans</p> <p>Includes records regarding the approval of plans of subdivisions (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, notices of approval, and changes to approved plans.</p>	Planning Services	P**		Excludes: Subdivision Agreements - see L11
D13	<p>Variances</p> <p>Includes records regarding the pre-consultation and the granting of minor variances in land use including zoning applications from existing zoning regulations. Also includes Committee of Adjustment records, such as Application, notice final decisions, drawings and agency letters.</p>	Building Services	P**		Excludes: Budget Variances - see F05
D14	<p>Zoning</p> <p>Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for adjacent municipalities.</p>	Building Services	E+2**		E = final decision Excludes: Zoning By-Laws - see C01 Variations - see D13
D15	<p>Easements</p> <p>Includes all records on Rights of Way and Easements concerning Town ownership of private lands in order to maintain public service such as water and sewer lines that cross private property. Also, easements granted to other institutions to maintain their services across Town owned property (e.g. Oakville Hydro, Bell Canada, Union Gas, etc.).</p>	Transportation & Engineering	P**		Excludes: Original Agreements - see L11

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Primary Group: Development and Planning					
Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning, etc. Subjects are grouped according to long range vs. developmental planning.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
D16	Encroachments Includes all records regarding private properties encroaching on Town lands including encroachment permits. Also includes surveys and any other related documentation.	Transportation & Engineering	P**		Excludes: Original Agreements - See L11 Original Encroachment By-Laws – see C01
D17	Municipal Restructuring/Amalgamation Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. May include studies on county restructuring.	Clerk's	P**		
D18	Community Improvement Includes records, studies, statistics and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs, BIA, BIC, PRID, etc. May also include records on housing rehabilitation programs, ie. RRAP, CMHC.	Planning Services	E+6**		E = completion of project Excludes: Economic Development - see D02
D19	Municipal Addressing Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings, and copies of related by-laws.	Transportation & Engineering	P		
D20	Reference Plans Includes Registered Deposit Plans (RD Plans), site plans, M-Plans, property survey plans as received from Registry Office. May include correspondence.	Planning Services	P**		
D21	Industrial/Commercial Development Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc.	Planning Services	C+10**		Excludes: Agricultural Development – see D23
D22	Digital Mapping Includes all records used to produce maps and updates in a digital format as in a GIS.	Planning Services	S+6		Excludes actual data residing on these systems

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Primary Group: Development and Planning					
Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning, etc. Subjects are grouped according to long range vs. developmental planning.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
D23	Agricultural Development Includes all records regarding development of agricultural growth.	Planning Services	C+10**		
D24	Background Reports for Official Plan Includes reports pertaining to amendments and changes to the Official Plan.	Planning Services	E+5		E = final decision
D25	SBS Knowledge Base Includes records related to SBS knowledge base project management and deliverables.	Strategic Business Services	E+7		E = project completion date Project deliverables are to be retained by responsible departments with appropriate record retention periods.
D26	Part Lot Control Includes records regarding applications and background material for Part Lot Control exemptions, council decisions, by-law, correspondence, etc. A Part Lot Control application is applied for to allow the conveyance of a portion of a lot without requiring approval of a land division committee (typically used to separately convey semi-detached and townhouse units). Only applicable to parcels of land contained with a registered plan of subdivision.	Planning Services	E+5		E = Final Decision
D27	Building Permits and Review Includes permits issued to builders, contractors, and residents giving them permission to build or renovate. Also includes permits for construction of cell towers and the structure for wind-powered turbines. Also includes all records pertaining to building permit review including but not limited to applications, revisions, and correspondence.	Building Services	C+15		Excludes: Drawings are kept permanently - see D31
D28	Building Inspections Includes all records pertaining to building inspection services including but not limited to reports, correspondence, violations, complaints and compliance letters.	Building Services	C+15		

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Primary Group: Development and Planning					
Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning, etc. Subjects are grouped according to long range vs. developmental planning.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
D29	<p>Deeming Process</p> <p>Includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-laws, correspondence, etc. A Deeming By-law application is applied for in order to allow for two or more neighbouring lots on a registered plan of subdivision to merge. Only applicable to parcels of land contained within a plan of subdivision that has been registered for at least 8 years.</p>	Planning	E+2		E = Final Decision
D30	<p>Development Charges Study</p> <p>Includes records related to the development of and the final Development Charges Study as required under the Development Charges Act. Includes advertising, public meeting notices, responses, stakeholder lists, public meeting information, background information and supporting documentation, consultant reports, notices regarding adoption of the Development Charges By-law, and other records related to requirements for the development of the Development Charges By-law.</p>	Finance	C+9**		
D31	<p>Drawings</p> <p>Includes architectural and engineering drawings and As-Built drawings and supporting documentation such as specifications required to interpret the drawings and identify the current state of a facility or infrastructure for assessment, rehabilitation and warranty support purposes.</p>	All Departments	P**		Excludes: Town facilities related architectural and engineering drawings - see A18

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Primary Group: Environmental Services					
Includes records regarding provision of public works and other environmental services other than roads. Includes water works, sewers, treatment plants, waste management and environmental monitoring.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
E01	Sanitary Sewers Includes records regarding the design, construction and maintenance of sanitary sewers such as underground conduits that carry off waste matter.	Roads & Works Operations Transportation & Engineering	P		Excludes: Drawings - see D31 Storm Sewers - see E02 Treatment Plants - see E03 Waste Management - see E07
E02	Storm Sewers Includes records regarding the design, construction, inspections and maintenance of storm sewers.	Roads & Works Operations Transportation & Engineering	P**		Excludes: Drawings - see D31
E03	Treatment Plants Includes records regarding the operation of treatment and pumping stations and lagoons.	Transportation & Engineering	P		Excludes: Private Sewage Disposal Systems – see E10
E05	Environmental Monitoring Includes records regarding the routine monitoring of water quality, water quantity, ventilation and air quality as well as responses to interference with quality or quantity. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water.	Transportation & Engineering Facility Services	P**		Excludes: By-Law Enforcement - see P01 Complaints and Inquiries - see M04
E06	Utilities Includes maps and location drawings provided to the Town from utility companies such as telephone lines, gas mains, power lines, water mains etc.	Transportation & Engineering	P**		Excludes: Site Plans - see D11
E07	Waste Management Includes records regarding the collection and disposal of waste. Includes landfill site records, recycling, energy from waste, source separation, collection services and composting.	Transportation & Engineering	E+10**		E = Closure of landfill sites Excludes: Drawings - see D31 Sanitary Sewers - see E01 Environment Planning - see D03 Private Sewage Disposal Systems – see E10

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Includes records regarding provision of public works and other environmental services other than roads. Includes water works, sewers, treatment plants, waste management and environmental monitoring.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
E08	<p>Water Works</p> <p>Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines and related facilities and equipment. Includes water meter registration numbers.</p>	Transportation & Engineering	P**		
E09	<p>Drains</p> <p>Includes records regarding the design, construction and maintenance of rural drains, storm ponds, creeks and erosion matters. Also includes engineer reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, bylaws and grants.</p>	Roads & Works Operations Transportation & Engineering	P**		Excludes: Drawings - see D31
E10	<p>Private Sewage Disposal Systems</p> <p>Includes records regarding the design, construction, maintenance and monitoring of sanitary sewers and septic systems.</p>	Building Services	C+15		
E11	<p>Energy Management</p> <p>Includes all records relating to the Town's Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and greenhouse gas emissions. Also includes conservation and demand measures information and management of energy consumption and conservation at municipal buildings and facilities.</p>	Transportation and Engineering	E+7		E = end of reporting period, date of publication of data

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Primary Group: Environmental Services					
Includes records regarding provision of public works and other environmental services other than roads. Includes water works, sewers, treatment plants, waste management and environmental monitoring.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
E12	<p>Ministry of the Environmental, Conservation and Parks (MECP) Environmental Compliance Approvals</p> <p>ECP to the municipality for: municipal drinking water systems, municipal & private sewage works and waste disposal sites, air quality, noise, storm-water management, storm sewers, culverts, etc. to the municipality for: municipal drinking water systems, municipal & private sewage works and waste disposal sites, air quality, noise, storm-water management, storm sewers, culverts, etc.</p>	Transportation & Engineering	E+3		E = expiry of environmental compliance approvals

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Primary Group: Finance and Accounting					
Includes records regarding the management of funds.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
F01	<p>Accounts Payable</p> <p>Includes records documenting funds payable by the municipality, such as applications, paid invoices, receipts, copies of cheques issued to pay account, rebates, levies payable, reports, telephone bills, membership fees.</p>	Finance	C+7	Y	Excludes: Cancelled Cheques - see F07 Employee and Council expenses - see F09
F02	<p>Accounts Receivable</p> <p>Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Includes correspondence related to collection tax and supporting documentation.</p>	Finance	C+7	Y	Excludes: Write-offs - see F24 Tax Rolls and Records - see F22
F03	<p>Financial Audits</p> <p>Includes records regarding internal and external audits of accounts.</p>	Finance	C+6**		Excludes: Operation Audits - see A24. Audited Financial Statements - see F10
F04	<p>Banking</p> <p>Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records.</p>	Finance	C+7		Excludes: Banking Statements - see F07
F05	<p>Budgets and Estimates</p> <p>Includes departmental and corporate budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances and records related to the administration and determination of fees and charges.</p>	Finance Asset Management	P**		
F06	<p>Assets</p> <p>Includes records regarding current and fixed assets. Includes fixed asset inventory including records of initial expenditure, depreciation, amortization, and disposal. Also includes supporting information required for Public Sector Accounting (PSAB) purposes.</p>	Finance Asset Management	E+10**		E = disposal of asset Excludes: Land Acquisition and Sale - see L14

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<p align="center">Primary Group: Finance and Accounting</p> <p align="center">Includes records regarding the management of funds.</p>					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
F07	<p>Cheques</p> <p>Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements.</p>	Finance	C+6	Y	Excludes: Banking - see F04
F08	<p>Debentures and Bonds</p> <p>Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors.</p>	Finance	E+6		E = debentures surrendered for exchange/cancellation, maturity of bond Excludes: Debenture Registers - see F14
F09	<p>Employee and Council Expenses</p> <p>Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e., account numbers and statements etc. May also include employee time sheets combined with travel and expense statements.</p>	Finance	C+7	Y	Excludes: Attendance - see H01 Honoraria and fees to Council - see F28
F10	<p>Financial Statements</p> <p>Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes all working notes, calculations and background documentation.</p>	Finance	P**		
F11	<p>Grants and Loans</p> <p>Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies such as the Road and Farm Tax Rebate, Waste Management Improvement Program etc.</p> <p>Includes grant applications made to the Town, such as individual requests and requests made to committees.</p> <p>Also includes submissions, acknowledgements, and reports such as market value of assistance report.</p>	Finance	E+6**		E = repayment of loan

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Primary Group: Finance and Accounting					
Includes records regarding the management of funds.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
F12	Investments Includes records regarding the municipality's investments, term deposits, and promissory notes.	Finance	E+6		E = Closure of account, maturity of investment
F13	Journal Vouchers Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Finance	C+7		
F14	Subsidiary Ledgers, Registers and Journals Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers.	Finance	C+7**		Excludes: Documents and vouchers used to support entries - see F13
F15	General Ledgers and Journals Includes all records in the Books of Original Entry.	Finance	P**		
F16	Purchase Orders and Requisitions Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services.	Finance	E+7		E = expiry of contract Excludes: Quotations and Tenders - see F17
F17	Quotations and Tenders Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process.	Finance	E+7**		Unsuccessful bids - retain for 1 year from contract award Excludes: Successful quotations and tenders - see Contracts and Agreements, L11
F18	Payment Receipts Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the municipality	All departments	C+6		
F19	Reserve Funds Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	Finance	C+6		

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Primary Group: Finance and Accounting					
Includes records regarding the management of funds.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
F20	<p>Revenues</p> <p>Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees.</p>	Finance	C+6		<p>Records related to mortgages must be kept for 10 years.</p> <p>Excludes: Accounts Receivable - see F02 Tax Rolls and Records – see F22</p>
F21	<p>Development Financing</p> <p>Records regarding the maintenance of securities, agreements, financial obligations with committees' of adjustment, land division, subdivision, etc.</p>	Finance	P**		
F22	<p>Tax Collection and Assessment Rolls</p> <p>Includes taxation records of long-term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls.</p>	Finance	P**		<p>Excludes: Accounts Receivable - see F02 Mortgage Companies - see F02 Assessment rolls are archival Correspondence related to tax issues that are not of long-term importance - see F02</p>
F24	<p>Write Offs</p> <p>Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies.</p>	Finance	E+6		<p>E = occurrence of making debt uncollectible or date decision made to write off.</p> <p>Excludes: Accounts Receivable - see F02</p>
F25	<p>Trust Funds</p> <p>Includes records regarding funds established by the municipality for money held in trust, such as bequests, cemetery trust funds, cemetery care and maintenance programs, Homes for the Aged Residents (including authorization, receipts, and statements of withdrawal) and Ontario Home Renewal Program such as fund accounting records, bank statements, banking instructions and fund audit records.</p>	Finance	E+7	Y	E = closure of account

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Primary Group: Finance and Accounting					
Includes records regarding the management of funds.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
F26	Security Deposits Includes development deposits, letters of credit, certificates of insurance when required and records of monies held as security (i.e. bonds).	Finance	E+6		E = closure of account
F27	Payroll Processing Includes reports and data used by the Payroll Unit when processing payrolls. Includes information such as timesheets, attendance sheets, job control cards, crew cards, Maintenance Management System sheets, error reports, general ledger reports, pay sheet interfaces, pre-confirmed audit reports, pre-confirmed calculation reports, queries, and pertaining data.	Finance	C+6	Y	Excludes: Payroll Registers – see F28 Subsidiary Ledgers, Registers and Journals - see F14
F28	Payroll Includes all records of payments of salary, wages and deductions to employees including vacation entitlement and pay, alternative vacation entitlements, notice of garnishment and termination or severance pay. Includes time sheets and vacation taken, pay lists, Blue Cross reconciliations, T4 Slips, Record of Earnings for pension contribution purposes, Records of Employment (ROE) and Statistics Canada reports. Also includes honoraria and fees to Council.	Finance	E+6		E = termination of employment Excludes: Timesheets, control cards, attendance sheets - see F27 All OMERS-related documentation – see H10 Permission to destroy C.P.P. and Employment Insurance records prior to the expiration of their retention period must be obtained from the Minister of Revenue.
F29	Regulatory Reporting Includes regulatory, financial information returns and government reporting such as HST returns, tax rebate filings, and the Ministry of Municipal Affairs Financial Information Return (FIR) and the Municipal Performance Measurement Program (MPMP) that collects municipal services data on an annual basis as a part of the FIR.	Finance	C+5		Excludes: Performance Management/Quality Assurance - see A25

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Primary Group: Human Resources					
Includes records regarding the Town's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
H01	<p>Attendance and Scheduling</p> <p>Includes records regarding the planning of employee attendance. This includes dates and times of hours worked and as well as of on-call schedules and any changes made to on-call scheduling including cancellations, (and driver daily logs) and record of on-duty and off-duty time. Includes statements related to public holiday substitution dates.</p>	All Departments	C+6**	Y	Excludes: Individual Time Sheets, attendance reporting sheets - see F27
H02	<p>Benefits</p> <p>Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, and general information on Employer Health Tax.</p>	Finance	E+6		E = termination of plan Excludes: Payroll records- see F28 Individual Pension and Benefit records – see H10
H03	<p>Employee Records</p> <p>Includes records regarding the employment history of Town employees, including temporary, part-time and student employees. Includes initial resumes and applications, performance evaluations, correspondence with the employee, and employee assistance. Also includes records related to criminal background checks.</p>	Human Resources	P	Y	Excludes: Grievances – see H14 Employee medical records - see H19
H04	<p>Health and Safety</p> <p>Includes records regarding the occupational health and safety of staff, such as lists of designated substances and assessments, designated substance assessments, employee incident/accident reports safety inspections, information on health and safety programs training for staff, and Health & Safety Committee meeting minutes. Also includes records relating to the assessment of confined spaces and written plan and procedures for the control of hazards in confined spaces.</p>	Human Resources	P	Y	Excludes: Incident of the Public - see P05 Lost-time reports and claims – see H03

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Primary Group: Human Resources					
Includes records regarding the Town's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
H05	<p>Human Resource Planning</p> <p>Includes records of succession planning, executive placement, retirement programs, staff turnover rates, staffing level plans, annual hire/promotion targets, recruitment freezes, employment equity, performance management, employee information reporting and related records.</p>	Human Resources	C+6**		Excludes: Employee Records - see H03
H06	<p>Job Descriptions</p> <p>Includes job descriptions and specifications as well as background information used in their preparation or amendment.</p>	Human Resources	S+5**		
H07	<p>Labour Relations</p> <p>Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.</p>	Human Resources	E+10**		E = expiry of contract period
H08	<p>Organization Design</p> <p>Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.</p>	Human Resources	S+6*		Excludes: Job Descriptions - see H06 Archival records
H09	<p>Salary Planning</p> <p>Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, compensation ranges, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity and compliance.</p>	Human Resources	S+5		Excludes: Employee Records - see H03
H10	<p>Pension Records</p> <p>Includes records detailing obligations to individuals under OMERS. Includes all pension information of retired employees, including registration and records. Also includes pension plans, annual information returns and waiver forms to decline OMERS membership / buy-back options.</p>	Finance	P	Y	Excludes: Deductions for pensions – see F27 General information on pension plans - H02

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Primary Group: Human Resources					
Includes records regarding the Town's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
H11	<p>Recruitment</p> <p>Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.</p>	Human Resources	E+4 ^{**}		<p>E = close of competition</p> <p>Excludes: Successful applications - see H03</p>
H12	<p>Training and Development/Employee Certification</p> <p>Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation materials.</p> <p>Includes records regarding individual employee certification, credentialing and mandatory training required by legislation or professional standards as a condition of employment. Includes applications, confirmation of mandatory training, certificate renewals and appointment renewals such as fire fighter mandatory training, water quality analyst certificates, sewage works operator certificates and commissioner of oaths appointment.</p>	Human Resources All Departments	E+5 ^{**}		<p>E = date course last offered/certification expired</p> <p>Only courses developed and presented by the Town are subject to archival selection</p> <p>Excludes: Employee Records - see H03</p>
H14	<p>Grievances</p> <p>Includes records dealing with grievance complaints filed against the township such as the initial complaint, investigation, reports and final resolution. complaint, investigation, reports and final resolution including arbitration and arbitration awards.</p>	Human Resources	E+20	Y	<p>E = resolution of grievance or separation of employee; whichever event is later.</p> <p>Excludes: Harassment & Violence – see H16</p>
H15	<p>Employee Recognition</p> <p>Includes all records and correspondence related to employee achievement, awards and honours granted by the town. Also includes the decision-making and evaluation processes.</p> <p>Includes: organized employee events such as staff barbeques, retirement celebrations, service awards, recognition parties, etc.</p>	Human Resources	C+4	Y	

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Primary Group: Human Resources					
Includes records regarding the Town's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
H16	<p>Employee Complaints and Investigations</p> <p>Includes records dealing with complaints by or against employees of the Town in relation to the <i>Occupational Health and Safety Act</i>, the <i>Human Rights Code</i>, the Town of Oakville's Respectful Conduct Procedure and Code of Conduct. Documents include the initial complaint, investigation, reports, and final resolution.</p>	Human Resources	E+15	Y	<p>E = resolution of complaint or separation of employee; whichever event is later.</p> <p>Excludes: Records relating to policy, procedure or training – See A09</p>
H19	<p>Employee Medical Records</p> <p>Includes all employee medical records, such as doctor's notes, correspondence, and health reports related to an employee's medical situation.</p> <p>Includes all records related to occupational and non-occupational injuries and illnesses, such as accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation.</p> <p>Includes records regarding claims of injuries and illness, both occupational and non-occupational in nature including claims to WSIB or insurance carriers claims for lost-time incidents, accidents, Short Term Disability or Long Term Disability. Also includes WSIB claim records of exposure to asbestos and other hazardous materials and serious incident and chemical exposure records for firefighters.</p>	Human Resources	P	Y	

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Primary Group: Justice					
Includes records regarding POA, Court activities and administrative penalties.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
J01	<p>Certificates of Offence (Part 1 POA)</p> <p>Includes Part 1 Certificates of Offence excluding Accident and Careless Driving offences. Records identified as POA schedule # CD-4R1.</p>	Enforcement Services	E+2	Y	E = completion date
J02	<p>Control Lists / Justice Reports</p> <p>Includes certificate control lists and reports from Municipal and Provincial agencies such as Police, Ministry of Transportation and Ministry of Natural Resources. etc.</p>	Enforcement Services	C+3	Y	
J03	<p>Enforcements & Suspensions</p> <p>Includes records regarding the suspension of licenses issued by Provincial Government agencies such as RICO-4015 Preliminary Enforcement Report and RICO-4017 Enforcement Review Journal and fine collection efforts. Also includes audit reports provided by the provincial database.</p>	Enforcement Services	C+7	Y	
J04	<p>Appeals & Transfers</p> <p>Includes records of appeals and of transfers to and from other Courts</p>	Enforcement Services	C+7	Y	Excludes: Appeals & Hearings – See L01
J07	<p>Court Dockets</p> <p>Includes registers of court activity including POA (trial) dockets, Fail to Respond (FTR) dockets and Walk In Guilty (WIG) dockets detailing case dispositions (completed dockets). Also includes statistics on court activities and disposition of fines.</p>	Enforcement Services	C+7	Y	
J08	<p>CRPD / CRC</p> <p>Includes Certificates Requesting Plate Denial (CRPD) as well as Certificates Requesting Convictions (CRC) sent to the MTO as well as other fine collection efforts. Also includes automated speed enforcement.</p>	Enforcement Services	C+7	Y	

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Primary Group: Justice					
Includes records regarding POA, Court activities and administrative penalties.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
J09	<p>Payment Data Capture</p> <p>Records relating to the maintenance, control and management of data captured in and generated from the AIMS system used to administer and control payment activities with respect to parking infractions and charges under Part 1 of the Provincial Offences Act and Part 2 of the Provincial Offences Act, automated speed enforcement, and by-law infractions under the administrative penalty system.</p> <p>Includes data interfaced with the Ministry of Transportation and the Ministry of Attorney General.</p>	Enforcement Services	E+7	Y	E = date of payment or cancellation of parking infraction, by-law infraction or automated speed enforcement infraction
J10	<p>Certificates of Conviction (Part 2)</p> <p>Includes Court and POA records including Part 2 - Certificates of Conviction.</p>	Enforcement Services	C+5	Y	
J11	<p>Screening Dockets</p> <p>Includes scheduling of screenings for reviews of penalty notices issued for violations of regulatory by-laws, parking by-laws, and automated speed enforcement, such as reports/briefs prepared by Enforcement Services, and screening decisions.</p>	Enforcement Services	C+7	Y	Excludes: Hearing decisions - see L01

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Primary Group: Legal Affairs					
Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
L01	<p>Tribunal/Board Appeals and Hearings</p> <p>Includes all transcripts, disclosure, opinions, briefs, final judgments, and related documentation regarding appeals, hearings, and legal proceedings. Includes tax appeals, zoning appeals, official plan appeals, Freedom of Information appeals, Planning Act Appeals, Appeals heard by the Appeals Committee and Property Standards Committee hearings heard by the hearings officer, Committee of Adjustment appeals (planning appeals and hearings), and other tribunal hearings. Also includes orders issued by regulatory bodies and boards.</p>	All Departments	P	Y	Excludes: POA Prosecutions - see L04 Litigation - see L05
L02	<p>Opinions and Briefs</p> <p>Includes copies of opinions and briefs prepared by the Town's legal counsel on specific issues and by-laws.</p>	Legal	S**	Y	
L03	<p>Precedents</p> <p>Includes records regarding judgments and decisions which may affect the Town's position in actual or potential legal matters.</p>	Legal	S**		
L04	<p>Prosecutions</p> <p>Includes records regarding POA prosecutions to enforce by-laws and federal and provincial legislation.</p>	Legal	E+7	Y	E = resolution of prosecution Excludes: Appeals and Hearings - see L01 By-Law Enforcement - see P01

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Primary Group: Legal Affairs					
Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
L05	<p>Court Litigation</p> <p>Includes disclosure, opinions and briefs, and other records regarding court litigation disputes involving the Town, its employees, and various Town boards and commissions. Also includes claims against or by the Town.</p>	Legal	E+7	Y	<p>E = resolution of resolution/claim and all appeals</p> <p>If claimant is a minor, then E = the later of either the</p> <p>a) date the claimant attains age of majority or</p> <p>b) resolution of claim + 18 years</p> <p>Excludes:</p> <p>Tribunal/Board Appeals and Hearings- see L01</p> <p>Insurance claims - see L06</p>
L06	<p>Risk Management</p> <p>Includes records regarding the exposure to and reduction of vulnerabilities. Also includes insurance claims against or by the Town.</p>	Finance	E+15	Y	<p>E = resolution of claim or elimination of specific risk</p> <p>Excludes:</p> <p>Tribunal/Board Appeals and Hearings - see L01</p> <p>Other claims - see L05</p>
L07	<p>Insurance Appraisals</p> <p>Includes appraisals of Town property for insurance purposes.</p>	Finance	E+15		<p>E = after a new appraisal has been done</p>
L08	<p>Insurance Policies</p> <p>Includes Town insurance policy documents, such as vehicle, liability, theft, and fire insurance</p>	Finance	E+15		<p>E = expiry of policy</p> <p>Excludes:</p> <p>Employee Group Insurance - see H02</p> <p>Insurance Claims - see L06</p> <p>Third Party Contracts - see L12</p>
L11	<p>Contracts and Agreements - Under Seal</p> <p>Includes all agreements entered into by the Town which require the signature of the CAO or Mayor and Town Clerk for approval. Includes construction contracts, collective agreements, and subdivision agreements. Also includes agreements regarding easements, encroachments, area ways and laneways.</p>	Clerk's	P		<p>Excludes:</p> <p>Insurance Policies - see L08</p> <p>Contracts regarding Land - see L14</p> <p>Office Equipment Maintenance Agreements - see L12</p> <p>Tenders - see F17</p>

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Primary Group: Legal Affairs					
Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
L12	<p>Contracts and Agreements – Simple</p> <p>Includes contracts agreements and permits which do not require official signatures such as equipment rental, service contracts, vehicle leases, purchase agreements and records regarding rental permits and bookings issued to external groups / individuals for the use of town facilities.</p>	All Departments	E+6**		<p>E = expiry of contract</p> <p>Excludes: Facilities Bookings - Internal – see A20</p>
L13	<p>Deeds</p> <p>Originals of deeds of lands held by the Town and copies of deeds of lands sold or exchanged by the Town. Originals held in the Council Support Division.</p>	Clerk's	P**		
L14	<p>Land and Property Acquisition and Sale</p> <p>Includes records regarding real estate transactions and conveyance of land such as lot sales, alley closings and allowances whether through voluntary transactions or expropriation. Includes agreements, leases, deeds and expropriation plans, purchase letters and appraisals.</p>	Legal	E+20**		<p>E = property disposition</p> <p>Property acquisition records are kept permanent</p>
L15	<p>Land and Property Leasing</p> <p>Includes records regarding land, buildings and properties owned by the Town, and leased out to others. Also Includes records regarding buildings, land and properties owned by others, and leased or rented by the Town, for Town purposes.</p>	Legal	E+10**		<p>E = termination of lease</p>
L16	<p>Vital Statistics - Registers</p> <p>Includes registers of births, deaths and marriages. Registers include license or permit serial numbers, date of issue and name of the parties.</p>	Clerk's	P	Y	<p>Excludes: Population Statistics - see D01 Marriage license applications - see L17</p>
L17	<p>Vital Statistics – Applications</p> <p>Includes applications submitted to register births, deaths and marriages.</p>	Clerk's	C+2	Y	<p>Marriage licence applications 2 years</p> <p>Death registrations forwarded to Office of the Registrar General.</p>

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Primary Group: Legal Affairs					
Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
L18	<p>Corporate Interests</p> <p>Includes records regarding the acquisition and protection of intellectual property rights on behalf of the Town. Includes patent, trademark and copyright applications as well as records dealing with the use of the Town's name and/or logo by third parties.</p>	Legal	P**		

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<p align="center">Primary Group: Media and Public Records</p> <p align="center">Includes records regarding the Town's relationship with the media and the general public.</p>					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
M01	<p>Advertising</p> <p>Includes records regarding public advertising in magazines, newspapers, radio, television, and transit.</p>	All Departments	C+2**		<p>Excludes:</p> <p>Elections Advertising - see C06</p> <p>Recruitment - see H11</p> <p>News Releases - see M06</p>
M02	<p>Ceremonies and Events</p> <p>Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day and Sister City events. Also includes records regarding the set-up and running of special events.</p>	All Departments	C+5**		<p>Permit to hold event – see P11</p>
M03	<p>Charitable Campaigns/Fund Raising</p> <p>Includes records regarding the raising of funds and donations for the Town, for Town run programs or for other charitable organizations such as the United Way.</p>	All Departments	E+7**		<p>E = end of campaign</p> <p>Excludes:</p> <p>Receipts - see F18</p>
M04	<p>Complaints, Commendations and Inquiries</p> <p>Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints related to services provided by the Town. Also includes concerns about services offered by the Town, inquiries about council proceedings and congratulatory letters. May also include compliance letters issued in response to a lawyer's request.</p>	All Departments	C+4**	Y	<p>Excludes:</p> <p>Freedom of Information Requests - see A16</p> <p>Grievances – see H14</p> <p>Harassment or Violence complaints by or against employees – see H16</p> <p>Employee recognition – see H15</p>
M05	<p>News Clippings</p> <p>Includes clippings from newspapers, information from journals and other printed media.</p>	Strategy, Policy & Communications	P**		
M06	<p>News Releases</p> <p>Includes background notes and final versions of news releases issued.</p>	Strategy, Policy & Communications	C+4**		

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Primary Group: Media and Public Records					
Includes records regarding the Town's relationship with the media and the general public.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
M07	<p>Publications</p> <p>Includes typed manuscripts, artwork, printed copies and related records regarding current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature.</p>	Strategy, Policy & Communications	P**		
M08	<p>Speeches and Presentations</p> <p>Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials</p>	All Departments	C+2**		Excludes: Media coverage of speeches/presentations - see M05 News Releases - M06
M09	<p>Visual Identity</p> <p>Includes records regarding branding and the standards which apply to graphic designs as part of a Visual Identity Program. Includes trademarks, logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.</p>	Strategy, Policy & Communications	S+5*		
M10	<p>Corporate Communications</p> <p>Includes records regarding communications such as employee newsletters, CAO's Message and any other forms of communication directed to employees.</p>	Strategy, Policy & Communications	P**		
M11	<p>Public Relations and Public Awareness Campaigns</p> <p>Includes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters, etc. Also includes issues regarding internal/external communications. Includes programs designed for public awareness and engagement.</p>	Strategy, Policy & Communications	C+4**		
M12	<p>Tourist Services</p> <p>Includes records relating to the planning and development of tourist related services such as Town souvenirs, pins and tourism pamphlets. As well as records relating to the Town Crier and to minor special events.</p>	Strategy, Policy & Communications (Economic Development)	C+6**		

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Primary Group: Media and Public Records					
Includes records regarding the Town's relationship with the media and the general public.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
M13	<p>Proclamations</p> <p>All material related to proclamations made by the Town.</p>	Mayor's Office	C+2**		
M14	<p>Public Feedback / Survey Responses</p> <p>Includes response and feedback received as a result of surveys and questionnaires distributed for the purpose of determining public opinion or soliciting suggestions and/or compiling aggregate data on any given subject.</p>	All Departments	E+1	Y	E = the date of collection.
M15	<p>Website and Social Media Management</p> <p>Includes records related to the town's website and social media sites management.</p>	Strategy, Policy & Communications ITS	S+2		<p>Web site systems and data backups are performed daily.</p> <p>Website and social media content are defined as transitory records.</p>

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<p align="center">Primary Group: Protection and Enforcement Services</p> <p align="center">Includes records regarding the operational functions of law enforcement, licensing, public protection and fire prevention within the community.</p>					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
P01	<p>By-law Enforcement</p> <p>Includes records of Town efforts to enforce bylaws. Includes order to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs, etc.</p>	Enforcement Services	E+6**	Y	<p>E = infraction settled or file closed</p> <p>Excludes:</p> <p>Health & Fire Inspections - see P07</p> <p>Investigations – see P08</p> <p>Environmental Monitoring - see E05</p> <p>Prosecutions - see L04</p> <p>Animal Control Enforcement - see P14</p>
P02	<p>Daily Occurrence Logs</p> <p>Includes logs maintained of daily occurrences such as Fire assistance calls.</p>	All Departments	C+5**		
P03	<p>Emergency Planning and Response</p> <p>Includes records regarding the planning, testing, rehearsal of and response to emergency, safety and contingency measures. May also include records of previous disasters including emergency command centre operation, response reports, press clippings, pandemic planning, etc.</p>	Fire	E+5*		E = expiry of plan
P04	<p>Hazardous Materials</p> <p>Includes information and reports on chemicals and substances that pose fire or environmental hazards such as PCBs, refrigerants and halocarbons, also includes Material Safety Data Sheets (MSDS) and records dealing with toxic substances control, halocarbon charging records, halocarbon leak tests and release reports, transportation and effects as well as records of pesticide use and environmental spills.</p>	All Departments	E+5		<p>E = action completed to remove hazardous material and PCB material storage records after PCB removed from site</p> <p>Excludes:</p> <p>Staff Safety Training - see H04</p>

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Primary Group: Protection and Enforcement Services					
Includes records regarding the operational functions of law enforcement, licensing, public protection and fire prevention within the community.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
P05	<p>Incident/Accident Reports</p> <p>Includes incident and accident reports that occur at recreational facilities and other Town properties.</p>	All Departments	E+25	Y	<p>E = the later of either</p> <p>a) date of incident or</p> <p>b) date victim attains age of majority</p> <p>Excludes:</p> <p>Security - see A17.</p> <p>Accidents of Town Staff - see H04</p> <p>Compensation claims and vehicle accidents – see L09</p>
P07	<p>Fire Safety Inspections</p> <p>Includes inspection reports conducted or performed by Oakville Fire Department on private, public and commercial properties. Also includes records of fire drill, fire hydrant flushing, chimney test and inspections.</p>	Fire	P		<p>E = date inspection completed</p> <p>Excludes:</p> <p>Routine building and structural inspections – see D28</p>
P08	<p>Investigations</p> <p>Includes records of investigation pertaining to law enforcement, traffic accidents, firefighting activities, infractions and investigations.</p>	All Departments	P**	Y	<p>Excludes:</p> <p>Harassment & Violence – see H16</p> <p>Respectful conduct policy - see H16</p> <p>By-law Enforcement - see P01</p>
P09	<p>Licences</p> <p>Includes records regarding licenses administered by or required by the Town, or required by the Province, such as licensing for animals, liquor, businesses, accessible transportation operation and lotteries. All documentation required to apply for a licence such as criminal record checks and insurance.</p>	All Departments	E+7	Y	<p>E = expiry of licence</p> <p>The Humane Society or the 'contracted service provider' is responsible for the licensing of dogs on behalf of the Town. Therefore the records exist to support a Town function and are subject to Town retention requirements.</p> <p>Excludes:</p> <p>Marriage Licences - see L16</p>

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Primary Group: Protection and Enforcement Services					
Includes records regarding the operational functions of law enforcement, licensing, public protection and fire prevention within the community.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
P11	<p>Permits, Other</p> <p>Includes applications and copies of permits issued by other government bodies within the Town as well as permits issued giving permission to hold special events, transport oversize loads, temporary road closure, parking permits, noise exemption permits, sign permits etc. Also includes cut permits, fill permits and permits for the erection of banners.</p>	All Departments	E+2	Y	<p>E = expiry of permit</p> <p>Excludes:</p> <p>Building Permits - see D27</p> <p>Encroachment Permits - see D16</p>
P12	<p>Warrants</p> <p>Includes all issued warrants.</p>	Enforcement Services	E+2	Y	E = execution of warrant
P14	<p>Animal Control</p> <p>Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Also includes records of distrained animals and pound animal records.</p>	<p>Enforcement Services</p> <p>Oakville Humane Society (or contracted service provider)</p>	C+7	Y	<p>The Humane Society or the 'contracted service provider' is responsible for the control of animals on behalf of the Town. Therefore, the records exist to support a Town function and are subject to Town retention requirements.</p> <p>Excludes:</p> <p>Dog Licenses - see P09</p>
P15	<p>Emergency Services</p> <p>Includes records regarding fire and rescue services, fire/emergency responses and reports and records regarding T.O.W.A.R.F.</p>	<p>Fire</p> <p>Parks & Open Space</p>	P		
P16	<p>Video Monitor Records</p> <p>Includes images that have been recorded using video monitor technology for the purposes of preventing crime and providing security to people and property.</p>	All Departments	14 days	Y	<p>Freedom of Information Requests regarding these records – transfer to A16 – Accessibility of Records.</p> <p>Images related to reported law enforcement and Rzone investigations transfer to P08 – Investigations.</p> <p>Images related to reported incidents and accidents that occur at recreational facilities and other Town properties transfer to P05 – Incidents / Accidents Reports.</p>

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Primary Group: Parks and Open Space					
Includes records regarding the management and preservation of town cemeteries, harbours and parks and open spaces assets.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
Q01	<p>Parks Design and Construction</p> <p>Includes records regarding the design and construction of infrastructure including equipment, playgrounds, structures and buildings within town-owned parks and properties. Includes correspondence, descriptions, reports and other records.</p>	Parks & Open Space	P**		Excludes: Facilities Construction and Renovation – see A18 Building and Property Maintenance – see A19
Q02	<p>Tree Maintenance</p> <p>Includes records of general grounds keeping, brush and tree removal, tree planting, trimming, pruning, stumping, management and preservation measures taken.</p>	Parks & Open Space	C+10		
Q03	<p>Cemetery Records</p> <p>Includes burial permits, maps, plot ownership records, interment registers, and indexes for Town cemeteries and abandoned cemeteries</p>	Parks & Open Space	P**	Y	Excludes: Facilities Construction and Renovation – see A18 Building and Property Maintenance – see A19
Q04	<p>Harbour Facilities Operation</p> <p>Includes correspondence, descriptions, reports and other records dealing with the management, operation of specific Town harbour facilities. More specific information is filed by subject.</p>	Parks & Open Space	C+5**	Y	
Q05	<p>Parks Grounds Maintenance</p> <p>Includes records regarding the maintenance of the town's parks and properties. Includes maintenance to buildings in town parks, landscaping, grounds keeping and grass cutting.</p>		C+5**		Excludes: Facilities Construction and Renovation – see A18 Building and Property Maintenance – see A19
Q06	<p>Parks Infrastructure Maintenance</p> <p>Includes records regarding the ongoing operational maintenance of town-owned equipment, playgrounds, structures, and buildings in town-owned parks and properties.</p>		E+15**		E = Date the equipment/structure is removed Excludes: Facilities Construction and Renovation – see A18 Building and Property Maintenance – see A19

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Primary Group: Parks and Open Space					
Includes records regarding the management and preservation of town cemeteries, harbours and parks and open spaces assets.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
Q07	<p>Harbour Facilities – Design, Construction and Maintenance</p> <p>Includes design, floor plans, architectural and engineering drawings, specifications, grading plans and historical information of the physical assets and property, including records of dredging activity.</p>		P**		
Q08	<p>Natural Heritage</p> <p>Includes records regarding green lands, municipal forests and forestry including tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks, harbours and beaches and plans to manage, control or eradicate invasive species or prevent release.</p>		E+3		<p>E=end of plan or designated year</p> <p>Excludes:</p> <p>Natural Resources Planning – see D05</p> <p>Tree Maintenance – see Q02</p> <p>Conservation district plans – see R01</p> <p>Archaeological and heritage site investigation reports – see R01</p>

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Primary Group: Recreation and Culture					
Includes records regarding the provision of recreational and cultural services to the community.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
R01	Heritage Preservation Includes records regarding heritage and historical development, including designations of buildings, districts, and cemeteries.	Planning Services	E+5*	Y	E = designate heritage property Excludes: Original By-Laws - see C01
R02	Library Services Includes circulation lists, recommendations for additions to library collections, information searches, inter-library loan requests and more general records regarding the operation of libraries. May include subscription renewals of magazine, receipts from book sales, and copy logs.	Oakville Public Library	C+5	Y	
R03	Museum and Archival Services Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records.	Recreation & Culture Clerk's (Archival Services)	P**		Excludes - Record Centre Operations - see A10
R06	Recreational Facilities Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of specific Town recreational facilities, such as arenas, rinks, pools, and fitness centres. Includes floor plans, architectural and engineering drawings. More specific information is filed by subject.	Recreation & Culture	C+5**		Excludes: Facilities Construction and Renovation – see A18 Building and Property Maintenance – see A19
R07	Recreational Programming Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs. Also includes Rock Climbing Waivers.	Recreation & Culture	C+5**	Y	Program registration = 1 Year Program development and evaluation records are subject to archival selection.

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Primary Group: Recreation and Culture					
Includes records regarding the provision of recreational and cultural services to the community.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
R09	<p>Arts and Cultural Programming</p> <p>Includes records regarding plays, workshops, showings and events put on at the Oakville Centre for the Performing Arts, Gairloch Gardens and other Town locations. Also includes records regarding external Cultural Agencies.</p>	Recreation & Culture	C+5**	Y	

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Primary Group: Transportation					
Includes records regarding the development and improvement of transportation systems (roads and public transit).					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
T01	<p>Illumination</p> <p>Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Also includes records on power consumption.</p>	<p>Transportation & Engineering</p> <p>Roads & Works Operations</p>	P**		
T02	<p>Parking</p> <p>Includes records and studies regarding Town parking issues such as accessible parking, lot and garage operations, fire routes and employee parking.</p>	<p>Enforcement Services</p> <p>Facility Services</p>	E+6		<p>E = closure of lot or space</p> <p>Excludes: Parking tickets, Infraction notices; see J09</p>
T03	<p>Public Transit Operations</p> <p>Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records regarding the construction of bus shelters and similar facilities, route administration and planning, fare policies, intergovernmental transit co-ordination and access for people with disabilities.</p>	Transit	E+6**	Y	<p>E = closure of route/shelter/stop</p> <p>Excludes: Driver scheduling – see H01 Applications for Care-A-Van eligibility – see T04</p>
T04	<p>Care-A-Van – Client Records</p> <p>Includes correspondence, applications, and registrations for participation in Oakville Transit’s Care-A-Van program.</p>	Transit	E+6	Y	<p>E = termination of provision of service to client</p>
T05	<p>Care-A-Van – General</p> <p>Includes correspondence and general information regarding the development and delivery of Oakville Transit’s Care-A-Van program.</p>	Transit	C+5		
T06	<p>Road & Sidewalk Construction</p> <p>Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, bridges, etc.</p>	<p>Transportation & Engineering</p>	P**		<p>Excludes: Design and Planning - see T07 Routine maintenance and minor improvements to road systems - see T08 Drawings - see D31</p>

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Primary Group: Transportation					
Includes records regarding the development and improvement of transportation systems (roads and public transit).					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
T07	<p>Road & Sidewalk Design and Planning</p> <p>Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycle ways, footpaths, walkways, etc.</p>	<p>Transportation & Engineering</p> <p>Asset Management</p>	P**		
T08	<p>Road & Sidewalk Maintenance</p> <p>Includes records and studies regarding the inspection and maintenance of roads. Minor repair maintenance includes the installation of culverts, minor repairs to the road surfaces, curbs and side-walks, cycle-ways, footpaths, walkways, etc. Routine maintenance includes grading, ploughing, salting and sanding of roads, and snow removal and cleaning.</p>	<p>Roads & Works Operations</p>	P		
T09	<p>Signs and Signals</p> <p>Includes records and studies regarding the manufacture and installation of signs and signals.</p>	<p>Transportation & Engineering</p> <p>Roads & Works Operations</p>	E+2		<p>E = Removal of sign/signal</p> <p>Excludes:</p> <p>Corporate or Visual Identity Program - see M09</p> <p>Sign Permits - see P11</p>
T10	<p>Traffic</p> <p>Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics, and traffic protection plans and related records. Also includes records regarding impacts of temporary road closures for special events.</p>	<p>Roads & Works Operations</p> <p>Transportation & Engineering</p>	C+10 **		<p>Excludes:</p> <p>Permits for temporary closure - see P11</p>
T11	<p>Roads and Lanes Closures</p> <p>Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications. As well as records related to requests to open road and street allowances.</p>	<p>Transportation & Engineering</p>	P**		<p>Excludes:</p> <p>Road Closing By-Laws - see C01</p> <p>Temporary road closures - see T10</p> <p>Land Sales - see L14</p>

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Primary Group: Transportation					
Includes records regarding the development and improvement of transportation systems (roads and public transit).					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
T12	Field Survey/Road Survey Books Includes engineering field survey notes as well as Oakville's Book of Standards.	Transportation & Engineering Roads & Works Operations	P		
T13	Bridges, Culverts and Structures Includes estimates, studies and other records regarding projects specifically for bridge, culvert and retaining wall construction. Also includes repairs and maintenance.	Transportation & Engineering Asset Management Roads & Works Operations	P**		

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Primary Group: Vehicles and Equipment					
Includes records regarding Town vehicles and equipment. Includes records on fleet management, mobile equipment, and protective equipment and related maintenance activities.					
Series Code	Series Title and Scope Notes	Responsible Departments	Retention	PIB	Remarks
V01	<p>Fleet Management</p> <p>Includes records of all vehicles currently leased or owned, operated and maintained by the Town. This includes plate permits, CVOR certificates, operating manuals, routine/daily inspections, vehicle history files, ignition interlock device installation, and vehicle maintenance, registration and disposal.</p>	All Departments	E+2		<p>E = disposal of vehicle</p> <p>Excludes:</p> <p>Insurance Policies - see L08</p> <p>Accident Claims - see L09, L10</p> <p>Leases/Contracts - see L11, L12</p>
V02	<p>Mobile and Transportable Equipment</p> <p>Includes records regarding mobile equipment used in conjunction with vehicles and transportable equipment used by the Town. Also includes maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, field survey equipment, lawnmowers, hoses, weed-eaters, drills, and rescue equipment, etc.</p>	All Departments	E+1		E = disposal of equipment
V04	<p>Protective and Medical Equipment</p> <p>Includes operating manuals and records regarding protective and medical equipment used by the Town. Also includes routine inspections, maintenance and history files on equipment such as portable fire extinguishers, rescue equipment, breathing apparatus, breathing tanks, down alarms, first aid, etc.</p>	All Departments	E+1**		<p>E = disposal of equipment</p> <p>Excludes:</p> <p>Uniforms and Clothing - see A14.</p>
V07	<p>Ancillary and Other Equipment</p> <p>Records regarding fixed equipment which is non-vehicle and non-office in nature. Includes equipment such as appliances, water heaters, garbage compactors, industrial shredders, etc. Includes correspondence, warranty, maintenance and history records. Also includes records regarding technical and maintenance equipment and tools.</p>	All Departments	E+1**		E = disposal of equipment

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