

Appendix F - Classification Scheme and Retention Schedule
to
Town of Newmarket
Records Retention Policy CORP.1-06

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Overview

It is the policy of the Town of Newmarket to provide a corporate-wide Records Management Program to maintain, protect, preserve, and dispose records in accordance with government regulations, legal requirements, historical/ archival needs to maintain a high level of customer service. The Records Retention Policy; Policy Corp.1.06 is part of the Corporate Policy Manual and outlines the duties and responsibilities of all Town staff with respect to records.

Implementation of the policy will ensure that:

- There is corporate compliance with the file classification scheme
- Filing and storage space is economically utilized
- Vital and archival records are protected
- Legal requirements are met
- Retrieval of records is simplified
- Staff turnover does not affect the corporate memory of its records
- Index of all corporate records as required by the *Municipal Freedom of Information and Protection and Privacy Act (MFIPPA)* legislation is maintained

Introduction to Classification Scheme and Retention Schedule

The standardized filing system is Subject Numeric. The system consists of three levels of hierarchical structure:

• **Primary**

The Primary Headings are indicated by an alphabetic character. Primary Headings are **functional, not organizational** or departmental; e.g., although the Recreation Department may use more files with the character "R" (Recreation and Culture), they would also use other subjects as they pertain to specific functions. Conversely, other departments may have files dealing with recreation matters and these would be filed in this "R" Primary.

• **Secondary**

Secondary Headings are indicated by a two digit number. The codes are assigned according to municipal needs by the Records Coordinator.

• **Tertiary**

The Tertiary subjects or file titles are assigned by the User Department. They are typed on a plain or colour coded label and affixed to the folder. Alphabetic labels or numeric labels can also be affixed to the folder to aid in retrieval.

A clarification of which records are included or excluded from the heading is explained in the **Scope Notes**.

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The system has the following 13 **Primary** Subjects:

Administration	A
Council, Boards and By-Laws	C
Development and Planning	D
Environmental Services	E
Finance and Accounting	F
Human Resources	H
Legal Affairs	L
Media and Public Relations	M
Protection and Licensing Services	P
Recreation and Culture.....	R
Social and Health Care Services.....	S
Transportation Services.....	T
Vehicles and Equipment.....	V

A two page summary of the primary and secondary headings appears on the following page.

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ADMINISTRATION - A		Goals and Objectives	C08	ENVIRONMENTAL SERVICES – E	Purchase Orders and Requisitions	F17
		Resolutions	C09		Quotations and Tenders	F18
Administration, General	A00	Resolutions - Other Municipalities	C10	Environmental Services - General	Receipts	F19
Associations and Organizations	A01	Council and Information Reports	C11	Sanitary Sewers	Reserve Funds	F20
Staff Committees and Meetings	A02	Appointments to Boards		Storm Sewers	Revenues	F21
Computer Systems And Architecture		and Committees	C12	Pumping Stations	Tax Rolls and Tax Records	F22
Information	A03			Trees	Write-Offs	F23
Conferences and Seminars	A04			Air Quality Monitoring	Trust Funds	F24
Consultants	A05	DEVELOPMENT AND PLANNING - D		Utilities	Security Deposits	F25
Inventory Control	A06	Development and Planning - General	D00	Waste Management	Working Papers	F26
Office Equipment and Furniture	A07	Demographic Studies	D01	Water Operations	Capital Projects	F27
Office Services	A08	Economic Development	D02	Drains	HST (formerly GST and PST)	F28
Policies and Procedures	A09	Environment Planning	D03	Pits & Quarries	Rates	F29
Records Management	A10	Housing	D04	Nutrient Management		
Records Disposition	A11	Natural Resources & Heritage Systems	D05	Private Sewage Disposal Systems	HUMAN RESOURCES - H	
Telecommunications Systems	A12	Tourism Development	D06	Stormwater Management		
Travel and Accommodation	A13	Condominium Plans	D07	Water Management	Human Resources - General	H00
Uniforms and Clothing	A14	Official Plans	D08	Water Sampling	Attendance and Scheduling	H01
Vendors and Suppliers	A15	Official Plan, Amendment Applications	D09	Chemical Sampling of Water	Benefits	H02
Intergovernmental Relations	A16	Severances –C of A	D10	Natural Heritage	Employee Records	H03
Freedom of Information (FOI)	A17	Site Plan Control	D11		Health and Safety	H04
Security	A18	Subdivision Plans	D12	FINANCE AND ACCOUNTING - F	Human Resource Planning	H05
Facilities Construction and Renovations	A19	Variances – C of A	D13		Job Descriptions	H06
Building and Property Maintenance	A20	Zoning	D14	Finance and Accounting - General	Labour Relations	H07
Facilities Bookings	A21	Easements	D15	Accounts Payable	Organization	H08
Annual Operating Plans	A22	Encroachments	D16	Accounts Receivable	Salary Planning	H09
Annual Strategic Plans	A23	Annexation/Amalgamation	D17	Audits	Pension Records	H10
Accessibility of Services	A24	Community Improvement Projects	D18	Banking	Recruitment	H11
Information Systems Production Activity		Municipal Addressing	D19	Budgets and Estimates	Training and Development	H12
And Control	A25	Reference Plans	D20	Assets	Claims	H13
Access control and Passwords	A26	Industrial/Commercial Development	D21	Cheques	Grievances	H14
		Digital Mapping	D22	Debentures and Bonds	Harassment and Violence	H15
COUNCIL, BOARDS AND BY-LAWS - C		Background Reports for Official Plan	D24	Employee and Council Expenses	Criminal Background Checks	H16
		Secondary Plans	D25	Financial Statements	Employee Medical Records–Hazardous	
Council, Boards and By-Laws - General	C00	Oak Ridges Moraine	D26	Grants and Loans	Materials	H17
By-Laws	C01	Sign and Fence Variance	D27	Investments	Employee Medical Records	H18
By-Laws - Other Municipalities	C02			Journal Vouchers	Disability Management	H19
Council and Committee of the Whole				Subsidiary Ledgers, Registers	Confined Spaces	H20
Agenda and Minutes	C03			and Journals		
Committee Agendas and Minutes	C05			General Ledgers and Journals		
Elections	C07			Payroll		

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LEGAL AFFAIRS - L						TRANSPORTATION - T	
		Media Clippings	M05	Fire Incident Reports	P19		
		Media Releases	M06	Fire Services Daily Activity Logs	P20		
Legal Affairs - General	L00	Publications	M07	Fire Station and Vehicle Checks	P21	Transportation - General	T00
Appeals and Hearings	L01	Speeches and Presentations	M08			Illumination	T01
Claims Against the Municipality	L02	Visual Identity and Insignia / Branding	M09			Parking	T02
Claims by the Municipality	L03	Website and Social Media Content	M10			Public Transit	T03
Contracts and Agreements - Under Seal	L04			RECREATION AND CULTURE - R		Road Construction	T04
Insurance Appraisals	L05			Recreation and Culture - General	R00	Road Design and Planning	T05
Insurance Policies	L06	PROTECTION & LICENSING - P		Heritage Preservation	R01	Road Maintenance	T06
Land Acquisition and Sale	L07	Protection and Licensing Services		Library Services	R02	Signs and Signals	T07
Opinions and Briefs	L08	– General	P00	Museum and Archival Services	R03	Traffic	T08
Precedents	L09	By-Law Enforcement	P01	Parks Management/Maintenance	R04	Roads and Lane Closures	T09
Federal Legislation	L10	Daily Occurrence Logs	P02	Recreational Facilities	R05	Field Survey/Road Survey Books	T10
Provincial Legislation	L11	Emergency Planning and Plans	P03	Recreational Programming	R06	Bridges	T11
Vital Statistics	L12	Hazardous Materials	P04	Trails	R07	Pedestrian Crossovers	T12
Prosecutions	L13	Incident/Accident Reports	P05	Community and Sports Groups	R08	Sidewalks and Walkways	T13
Contracts and Agreements - Simple	L14	Building and Structural Inspections	P06	Theatre	R09		
Title Searches – Property	L15	Fire and Health and Safety Inspections	P07			VEHICLES AND EQUIPMENT - V	
		Investigations	P08	SOCIAL & HEALTH CARE SERVICES - S		Vehicles and Equipment - General	V00
MEDIA AND PUBLIC RELATIONS – M		Licenses	P09	Social and Health Care Services		Fleet Management	V01
		Building Permits	P10	– General	S00	Mobile Equipment	V02
Media and Public Relations – General	M00	Permits, Other	P11	Elderly Assistance	S02	Transportable Equipment	V03
Advertising	M01	Animal Control	P14	Social Assistance	S04	Protective Equipment	V04
Ceremonies and Events	M02	Community Protection Programs	P15	Public Health	S08	Vehicle Accident Reports	V05
Charitable Campaigns/Fund Raising	M03	Emergency Services	P16	Cemetery Records	S09		
Complaints, Commendations and Inquiries	M04	Lotteries	P17				
		Accessory Dwelling Units	P18				

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Length of Time to Keep Records, or Retention of Records

The Records Retention Schedule is based on the record series identified in the classification schedule. The Retention limits have been assigned based on the legislation and regulations which apply, as well as the administrative value of the records. The Records Retention Schedule must be approved within each Municipality by an auditor and then be passed with a By-law. The Clerk's office will retain the original list of sources consulted (Acts and Legislations) and citations to support the number of years indicated.

All retention limits indicated begin after the current year. The Records Retention Schedule is divided into six columns as follows:

- **Class Code** - The assigned primary and secondary code for the record series.
- **Secondary Heading** - The heading associated with the file code.
- **Responsible Department** - This column indicates the department responsible for keeping the master copy of the record. Only this Department may request this record from the storage facility.
- **Keep Department** - This column indicates the total length of time the record is to be kept in the Department. It is equivalent to the record's "**active life**". This can be based on fiscal or calendar years. This represents "**Maximum Copy Retention**". Records of any subject of which copies are retained by other departments, have a total retention limit of no greater than the "**Responsible Department's**", "**Keep in Department**" value.
- **Off-Site** - This column indicates the total length of time the record is to be kept inactive or in storage.
- **Total Retention** - This column indicates the total length of time the record is to be kept (i.e. sum of Keep Department and Off-Site).
- **Legend** - is found at the bottom of each Schedule page. It provides definitions for abbreviations used in the Schedule.

Abbreviations Used

- **P** - represents "**Permanent**". A file with this retention limit is never destroyed.
- **S** - represents "**Superseded**". A file with this retention limit is transferred or destroyed when it has been replaced.
- **T** - represents "**Terminated**" or closed. A file with this retention limit is transferred or destroyed when the subject to which it pertains has ended in some way. For example, an employee file is terminated when an employee leaves the organization, etc. A project file is coded as T upon completion.
- **E** – represents "**Event**". A file with this retention is transferred or destroyed at a specified time limit
- * represents PIB (**Personal Information Bank**).
- ** represents "**Subject to Archival Selection**". Certain records have been designated as having potential historical and research value to the municipality when their other values have been exceeded. These records may be set aside for review and culling by an archivist prior to their destruction.

Processing Inactive Records

Inactive records and records which have fulfilled their retention requirements should be purged or removed from the files. Purging should take place at least once a year in all departments.

**Town of Newmarket
Classification Scheme and Retention Schedule**

A ADMINISTRATION

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
A00	Administration – General Includes administrative records which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1	
A01	Associations and Organizations Includes correspondence, minutes, agenda, notices and reports regarding organizations, associations, and groups to which staff belong or with which they communicate in the course of their duties such as AMCTO, FCM, AMTO, OMAA, FCA, AMO, HRPAA, OAFCA, OMFPOA, etc. Excludes - Membership Fees - see Accounts Payable, F01.	Originating	1	-	1	
A02	Staff Committees and Meetings Includes records regarding the activities of staff committees and meetings. Includes notices of meetings, agenda, minutes, etc. May also include copies of staff activity reports, ERIC, H&S, Social Committee and Task Force minutes. Excludes - Council and Committee of the Whole Minutes and Agenda - see C03. - Standing Committees - see C05	Originating	1	3	4**	Y
A03	Computer Systems And Architecture Information Includes records relating to the design of computer systems and/or software, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions and product evaluations. May also include requests for significant modification, fixes and upgrades. Excludes - Reports - file by subject. - Acquisitions - see Quotations and Tenders, F18.	Originating	S	6	S+6	Y
A04	Conferences and Seminars Includes invitations, approvals, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff, or sponsored by the municipality. Excludes - Speeches and Presentations - see M08. - Employee and Council Expenses - see F09. - Ceremonies and Events - see M02. - Invoices - see F01. - Rental Agreements - see L14	Originating	1	-	1**	

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A ADMINISTRATION

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
A05	<p>Consultants *PIB 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.</p> <p>Excludes - Reports - file by subject. - Quotations and Tenders - see F18. - Invoices - see F01.</p>	Originating	2	-	2**	
A06	<p>Inventory Control Includes inventory statements and reports, and all other records regarding the control of supplies, fuel and small equipment stock levels.</p> <p>Excludes - Assets - see F06.</p>	Originating	1	5	6	
A07	<p>Office Equipment and Furniture Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, microfiche readers, etc.</p> <p>Excludes - Computer Hardware and Software - see Computer/Information Systems, A03. - Service Agreements - see Contracts and Agreements - Simple, L14. - Assets - see F06.</p>	Originating T=Disposal of asset	T	-	T	
A08	<p>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, and mail log.</p>	Originating	3	-	3	
A09	<p>Policies and Procedures Includes final approved versions of policy and procedure manuals, guidelines and directives.</p> <p>Excludes - Background information – file by subject - Drafts – Transitory records, destroy once original is approved</p>	Originating	S	P	P**	Y
A10	<p>Records Management Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, feasibility studies, and records centre operations.</p> <p>Excludes - Retention By-Law - see C01. - Policies and Procedures - see A09. - Records Disposition - see A11.</p>	Legislative Services	S	-	S	

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A ADMINISTRATION

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
A11	<p>Records Disposition</p> <p>Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.</p>	Legislative Services	P	-	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> <p>Excludes - Licenses - see P09. - Assets - see F06. - Long Distance Call Records - see Accounts Payable, F01. - Agreements - see Contracts and Agreements, L04 or L14.</p>	Originating	S	-	S	Y
A13	<p>Travel and Accommodation</p> <p>Includes records regarding travel and accommodation arrangements for Council or staff. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants.</p> <p>Excludes - Employee and Council expenses – see F09 - Conferences and Seminars – see A04</p>	Originating	1	-	1	N
A14	<p>Uniforms and Clothing</p> <p>Includes records regarding uniforms and special clothing used by municipal staff members.</p>	Originating	S	-	S**	
A15	<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> <p>Excludes - Purchase Orders and Requisitions - see F17. - Office Equipment - owned and leased - see A07. - Fleet Management - see V01.</p>	Originating	2	-	2	

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Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
A16	<p>Intergovernmental Relations</p> <p>Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (such as telephone numbers, contact names, etc.). May include correspondence to and from Boards and Commissions.</p> <p>Excludes - correspondence on specific issues or subjects – file by appropriate function/subject rather than sender</p>	Originating	1	4	5**	Y
A17	<p>Freedom of Information *PIB</p> <p>Includes documents regarding the municipality's responsibilities under the <i>Municipal Freedom of Information and Protection of Privacy Act</i>, and records regarding the handling of requests and appeals under the Act.</p> <p>Excludes - Copies of the Act - see Provincial Legislation, L11. - Complaints and Inquiries - see M04.</p>	<p>Legislative Services</p> <p>T=30days after decision or upon the date of IPC Order</p>	T	3	T+3**	
A18	<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> <p>Excludes - Vandalism Reports - see Incident/Reports, P05. - Computer Security - see Computer/Information Systems, A03.</p>	Originating	2	3	5	Y
A19	<p>Facilities Construction and Renovations</p> <p>Includes records for the planning and construction of municipal 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>	<p>Originating</p> <p>T-Completion of projects, Specs Permanent</p>	T	6	T+6**	
A20	<p>Building and Property Maintenance</p> <p>Includes records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, fire halls, 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> <p>Excludes - Parks Management - see R04 - Recreational Facilities - see R05.</p>	Originating	2	4	6	
A21	<p>Facilities Bookings *PIB</p> <p>Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.</p>	Originating	1	-	1	

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A ADMINISTRATION

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
A22	Annual Operating Plans Includes final approved versions of annual operating plans. Also includes Results Based Business Plan (RBBP).	Originating	5	5	10	
A23	Annual Strategic Plans Includes final approved versions of Fire Master Plan, Town's Strategic Plan, Economic Development, etc. Also includes all records related to the preparation of strategic plans. Excludes – Drafts and preparation files- Transitory records, destroy once approved or file by subject	Originating	S**	-	S**	Y
A24	Accessibility of Services Includes records relating to the accessibility of Municipal buildings, services and information to disabled persons. Includes records related to compliance under the Accessibility for Ontarians with Disabilities Act (AODA) Excludes – Construction and renovations to municipal buildings – see A19 - Accessibility Advisory Committee – see C05	Legislative Services	2	3	5**	
A25	Information Systems Production Activity And Control Includes records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports, system changes, and mainframe access forms.	Originating	2	-	2	
A26	Access control and Passwords Records related to the management of and access to programs. Includes individual access, password management, etc.	Originating	2	-	2	Y

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C COUNCIL AND BY-LAWS

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
C00	Council, Boards and By-Laws – General Includes records regarding Council, Boards and by-laws which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1	N
C01	By-Laws Includes final versions of the municipality's by-laws and amendments and all attachments that are legally part of the by-laws. Includes Road Closure By-laws, Dedication By-laws, Sign By-law, Parking By-law Excludes – Drafts, and background information – destroy once approved or file by subject - legal opinions and briefs – see L08	Legislative Services	P	-	P**	Y
C02	By-Laws - Other Municipalities Includes final versions of by-laws of other municipalities which are of interest.	Legislative Services	S	-	S	N
C03	Council and Committee of the Whole Agendas and Minutes Includes official agendas and minutes of council and committee of the whole meetings. Also includes notices of meetings as well as working notes used in agenda preparation. Excludes - Council Committees - see C05, - Reports to council – see C11	Legislative Services	P Working notes 6 years	-	P**	Y
C05	Committees Agendas and Minutes Includes working notes used in agenda preparation and minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to. For committees such as Heritage, Accessibility Advisory (AAC), Audit, Business Improvement Area (BIA), Museum, Library, Historical. For Committee of the Whole - see C03	Legislative Services	6	-	6**	Y
C07	Elections Includes returned notices, lists of officials, voters' lists, nominations, election results, preliminary voters lists, oaths taken by council members and information on ward boundaries. Includes advertising.	Legislative Services Event= day action took effect, or voting day	E+4 Ballots: E+ 120 days	-	E+4	Y

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C COUNCIL AND BY-LAWS

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
C08	Goals and Objectives Includes records concerning strategic planning, goals and objectives, and mission statements.	Originating	S	-	S**	Y
C09	Resolutions Includes final signed versions of resolutions of Council.	Legislative Services	P	-	P**	Y
C10	Resolutions - Other Municipalities Includes final versions of motions and resolutions of other municipalities which are of interest.	Legislative Services	S	-	S	N
C11	Council and Information Reports Includes all reports and information reports to Council. Filed by department, and report number.	Legislative Services	1	P	P**	Y
C12	Appointments to Boards and Committees Includes all records regarding appointments of council members and citizens to boards and committees.	Legislative Services	1	P	P** Applications for length of term only	Y

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D DEVELOPMENT AND PLANNING

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
D00	Development and Planning – General Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1	N
D01	Demographic Studies 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. Excludes -Vital Statistics - see L12	Planning	5	5	10**	
D02	Economic Development Includes records regarding the growth of the economy. Includes studies, statistics, projections, etc. Excludes - Demographic Studies - see D01. - Residential Development - see D04. - Tourism Development - see D06 - Industrial/Commercial Development - see D21	Planning	5	5	10**	
D03	Environment Planning Includes records regarding general types of environmental studies with a long range planning emphasis, such as storm drainage and flood control planning, parks and open spaces planning, and waste management planning. Excludes - Environmental Monitoring - see E05 - Waste Management - see E07	Planning Event=later of: date of offence or: day evidence of offence first came to attention of person appointed under s.5)	5	5	10**	
D04	Housing Includes records on the supply of land and serviced lots, time frames and provincial requirements re affordable housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc	Planning	5	5	10**	
D05	Natural Resources and Heritage Systems Includes records regarding the protection and enhancement of meadows, woodlots, watercourses and wetlands. Also includes records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral deposits, and other natural resources information Excludes - R04 Parks Management for management of Town of Newmarket Parks	Planning	2	-	2**	
D06	Tourism Development Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.	Planning	5	5	10**	

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D DEVELOPMENT AND PLANNING

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
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	5	P	P	
D08	<p>Official Plans</p> <p>Includes the official plan 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> <p>Excludes - Official Plan Amendment Applications - see D09 - Background Reports – see D24 - Official Plans of other Municipalities – Transitory/Reference - destroy when no longer needed</p>	Legislative Services	S	P	P**	Y
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> <p>Excludes -OMB Hearings & Decisions – see L01</p>	<p>Planning</p> <p>T=Final Decision</p>	T+1	4	T+5	
D10	<p>Severances – Committee of Adjustment</p> <p>Includes records regarding the granting of severances to parcels of land including application for severance. Includes consent applications.</p> <p>Excludes - For billing use F21.</p>	<p>Planning</p> <p>T=Final Decision</p>	T+1	P	P	Y
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> <p>Excludes - Systems for Servicing Land - see relevant subject - Site Plan Agreements – see Contracts and Agreements, L04</p>	Planning	5	P	P	Y
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, and changes to approved plans. Includes house numbering map, schedule of approval, official notice of registration.</p> <p>Excludes - Subdivision Agreements - see Contracts and Agreements, L04.</p>	Planning	5	P	P	Y

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D DEVELOPMENT AND PLANNING

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
D13	<p>Variations – Committee of Adjustment</p> <p>Includes records regarding the granting of variations in land use including zoning applications from existing zoning regulations. Includes Part Lot Control Exemptions, and Pre-Consultations.</p> <p>Excludes - Budget Variations - see F05.</p>	<p>Planning</p> <p>T=Final Decision</p>	T+2	P	P	Y
D14	<p>Zoning</p> <p>Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities. Includes Holding Provisions and Temporary Use.</p> <p>Excludes - Zoning By-Laws - see C01. - Variations- C of A – see D13</p>	<p>Planning</p> <p>T=Final Decision</p>	T+2	-	T+2	Y
D15	<p>Easements</p> <p>Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private property.</p> <p>Excludes - Original Agreements - see Contracts and Agreements, L04</p>	<p>Planning</p> <p>T=Termination of right</p>	T+1	5	T+6**	
D16	<p>Encroachments</p> <p>Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation.</p> <p>Excludes - Original Encroachment Agreements - See Contracts and Agreements, L04 - Original Encroachment By-Laws - see C01 - Sale of land – see L07</p>	<p>Planning</p> <p>T=Termination of right</p>	T+1	5	T+6**	
D17	<p>Annexation/Amalgamation</p> <p>Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. May include studies on county restructuring.</p>	<p>Legislative Services</p>	1	P	P**	
D18	<p>Community Improvement Projects</p> <p>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</p> <p>Excludes - Economic Development - see D02.</p>	<p>Planning</p> <p>T=Termination of right</p>	T+1	5	T+6**	
D19	<p>Municipal Addressing</p> <p>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</p>	<p>Planning</p>	S	10	S+10**	

**Town of Newmarket
Classification Scheme and Retention Schedule**

D DEVELOPMENT AND PLANNING

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
D20	Reference Plans Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence Excludes - Property Survey Plans - see Property/Roll file.	Planning	S	P	P	
D21	Industrial/Commercial Development Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc. Excludes - Agricultural Development – see D23	Planning/ Economic Development	5	5	10**	
D22	Digital Mapping Includes all records used to produce maps and updates in a digital format.	Planning	S	-	S	
D24	Background Reports for Official Plan Includes reports pertaining to amendments and changes to the Official Plan.	Planning T=Final Decision	T+1	4	T+5	
D25	Secondary Plans Includes reports pertaining to Secondary Plans.	Planning	T+1	4	T+5	
D26	Oak Ridges Moraine Includes reports pertaining to development, impact on, or use of Oak Ridges Moraine.	Planning	T+1	4	T+5	
D27	Sign and Fence Variance Includes records regarding the granting of variances from the Sign By-law and Fence By-law.	Planning	1	P	P	

**Town of Newmarket
Classification Scheme and Retention Schedule**

E ENVIRONMENTAL SERVICES

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
E00	Environmental Services Includes records regarding environmental services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1	
E01	Sanitary Sewers Includes records regarding the design, construction and maintenance of sanitary sewers. Excludes - Waste Management - see E07. - Storm Sewers - see E02 - Pumping Stations - see E03	Engineering Specs held permanently	2	3	5	
E02	Storm Sewers Includes records regarding the design, construction and maintenance of storm sewers. Excludes - E13 Storm Water Management for ponds, creeks, storm water management studies	Engineering Specs held permanently	2	3	5**	
E03	Pumping Stations Includes records regarding the operation of treatment and pumping stations and lagoons. Excludes - Private Sewage Disposal Systems – see E12	Public Works Specs held permanently	2	3	5	
E04	Trees Includes records of tree removal, planting, trimming, pruning and preservation, celebration tree planting program. Excludes - Natural resources regarding preservation of forests – See D05 - Parks management for maintenance of Town parks and properties – See R04	Public Works	2	3	5	
E05	Air Quality Monitoring *PIB Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity. Excludes - By-Law Enforcement - see P01 - Complaints and Inquiries - see M04	Public Works E= Last record made	E+2	38	E+40**	
E06	Utilities Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, hydro, gas mains, power lines, water mains etc. Includes - Municipal consents Excludes - Site Plans - see D11	Public Works	2	3	5**	

**Town of Newmarket
Classification Scheme and Retention Schedule**

E ENVIRONMENTAL SERVICES

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
E07	<p>Waste Management</p> <p>Includes records regarding the collection and disposal of waste. Includes landfill site records, recycling, energy from waste, source separation, collection services and composting.</p> <p>Excludes - Sanitary Sewers - see E01 - Environment Planning - see D03. - Private Sewage Disposal Systems – see E12</p>	Public Works	2	8	10**	
E08	<p>Water Operations</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> <p>Excludes – E02 Pumping Stations</p>	Originating Specs held permanently	1	14	15	
E09	<p>Drains</p> <p>Includes records regarding the design, construction and maintenance of rural drains. Also includes engineer reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, by-laws and grants.</p>	Engineering Specs held permanently	2	3	5**	
E12	<p>Private Sewage Disposal Systems</p> <p>Includes records regarding the design, construction and maintenance of sanitary sewers and septic systems.</p>	Engineering Specs held permanently	2	3	5**	
E13	<p>Storm water Management</p> <p>Includes monitoring and control of water in ponds and creeks, and storm water management studies</p> <p>Excludes - E02 Storm Sewers</p>	Originating	2	3	5**	
E14	<p>Water Monitoring</p> <p>Includes records regarding the routine monitoring of water quality, water quantity, annual reports, and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), as well as responses to interference with quality or quantity.</p> <p>Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water.</p> <p>Excludes - Air Quality Monitoring – see E05 - By-Law Enforcement – see P01 - Complaints and Inquiries – see M04</p>	Operations	2	13	15	

**Town of Newmarket
Classification Scheme and Retention Schedule**

E ENVIRONMENTAL SERVICES

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
E15	<p>Water Sampling Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis – adverse samples, notices to Ministry – Spills Action Centre and local Health Unit.</p> <p>Excludes - Air Quality Monitoring – see E05 - By-Law Enforcement – see P01 - Complaints and Inquiries – see M04</p>	Operations	2	13	15	
E16	<p>Chemical Sampling of Water Includes chemical samples collected and tested, inorganic and organics, samples collected and tested every 60 months and lead, sodium and fluoride samples collected and tested annually, and engineer evaluation reports.</p> <p>Excludes - Air Quality Monitoring – see E05 - By-Law Enforcement – see P01 - Complaints and Inquiries – see M04</p>	Operations	2	13	15	
E17	<p>Natural Heritage Includes records regarding greenlands, 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</p>	E = end of designated year	E+1	2	E+3**	

**Town of Newmarket
Classification Scheme and Retention Schedule**

F FINANCE AND ACCOUNTING

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
F00	Finance and Accounting – General Includes records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1	
F01	Accounts Payable * PIB Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay account, rebates, levies payable, reports, telephone bills, membership fees, purchasing cards, employee and council expenses. Excludes - Cancelled Cheques - see F07.	Finance and Treasury Services T=Last taxation year	T+1	6	T+7	
F02	Accounts Receivable 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. Includes credit card (VISA) information. Excludes - Write-offs - see F23 - Tax Assessments, Rolls and Tax Arrears - see F22.	Finance and Treasury Services	T+1	6	T+7	
F03	Audits Includes records regarding internal and external financial audits of accounts, payroll audits. Excludes - Operation audits - see relevant subject. - Audited Financial Statements - see Financial Statements, F10	Finance and Treasury Services	1	5	6	
F04	Banking Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records. Excludes - Banking Statements - see F07	Finance and Treasury Services	1	5	6	Y
F05	Budgets and Estimates Includes departmental and corporate budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.	Finance and Treasury Services	1	5	6**	
F06	Assets Includes records regarding current and fixed assets. Includes inventories as well as records of initial expenditure, depreciation, amortization, and disposal. Excludes - Land Acquisition and Sale - see L07	Finance and Treasury Services T=disposal of asset	T+1	5	T+6**	

**Town of Newmarket
Classification Scheme and Retention Schedule**

F FINANCE AND ACCOUNTING

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
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, interim payroll cheques and bank statements.</p> <p>Excludes - Banking - see F04.</p>	Finance and Treasury Services	1	5	6	
F08	<p>Debentures and Bonds *PIB</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> <p>Excludes - Debenture Registers - see Subsidiary Ledgers, Registers and Journals, F14.</p>	<p>Finance and Treasury Services</p> <p>T=Debentures surrendered</p>	T+1	5	T+6	
F09	<p>Employee and Council Expenses *PIB</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 travel and expense statements.</p> <p>Excludes - Attendance - see H01</p>	Finance and Treasury Services	T+1	6	T+7	
F10	<p>Financial Statements</p> <p>Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds.</p> <p>Excludes - all working notes, calculations and background documentation, see F26.</p>	Finance and Treasury Services	2	P	P**	
F11	<p>Grants and Loans *PIB</p> <p>Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans, subsidies and financial incentive/community grant programs. Also includes submissions, acknowledgements, and reports. Such as the Road and Farm Tax Rebate, Waste Management Improvement Program, Town financial incentive programs (Downtown business area), etc.</p>	Finance and Treasury Services	T+1	6	T+7	
F12	<p>Investments</p> <p>Includes records regarding the municipality's investments, term deposits, and promissory notes.</p>	<p>Finance and Treasury Services</p> <p>T=Closure of account</p>	T+1	5	T+6	
F13	<p>Journal Vouchers</p> <p>Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.</p>	Finance and Treasury Services	T+1	6	T+7	

**Town of Newmarket
Classification Scheme and Retention Schedule**

F FINANCE AND ACCOUNTING

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
F14	Subsidiary Ledgers, Registers, and Journals *PIB Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers. Excludes - Documents and vouchers used to support entries - see relevant subject in this Primary	Finance and Treasury Services	T+1	6	T+7**	
F15	General Ledgers and Journals Includes all records in the Books of Original Entry.	Finance and Treasury Services	1	P	P	Y
F16	Payroll *PIB Includes all records of payments of salary, wages and deductions to employees. Includes time sheets, pay lists, T4 Slips and Statistics Canada reports. Also includes honoraria and fees to Council, EHT, WSIB and OMERS payments. Excludes - Payroll Registers - Subsidiary Ledgers, Registers and Journals - see F14	Finance and Treasury Services	1	5	6	Y
F17	Purchase Orders and Requisitions Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services. Excludes - Quotations and Tenders - see F18.	Finance and Treasury Services	T+1	6	T+7	
F18	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. Excludes - successful quotations and tenders - see Contracts and Agreements, L04.	Procurement	1	5	6**	
F19	Receipts *PIB Includes receipts issued by the Town for payment of items such as licenses, rentals and taxes.	Finance and Treasury Services	1	5	6	
F20	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 and Treasury Services	1	5	6	
F21	Revenues *PIB Includes records regarding the generation of revenues other than taxes such as development charges. Includes Federal Tax rebates and severance billings. Excludes - Accounts Receivable - see F02. - Tax Rolls - see F22.	Finance and Treasury Services *Mortgage info for 10 years	1	5	6	

**Town of Newmarket
Classification Scheme and Retention Schedule**

F FINANCE AND ACCOUNTING

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
F22	<p>Tax Rolls and Tax Records *PIB Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, and tax collector's rolls.</p> <p>Excludes - Accounts Receivable - see F02. - Mortgage Companies - see F02. - Correspondence related to tax issues that are not of a long term importance - see F02.</p>	Finance and Treasury Services	S	P	P	Y
F23	<p>Write-Offs Includes accounts receivable that have been written off, or reduced. Also includes records of bankruptcies, heritage rebates, charity rebates.</p> <p>Excludes - Accounts Receivable - see F02.</p>	Finance and Treasury Services	1	5	6	
F24	<p>Trust Funds Includes records regarding funds established by the municipality for money held in trust, such as bequests and Ontario Home Renewal Program.</p>	Originating T=Closure of account	T	6	T+6	
F25	<p>Security Deposits Includes development deposits, letters of credit, and proof of insurance when required and records of monies held as security (ie. bonds).</p>	Finance and Treasury Services T=Closure of account	T	6	T+6	
F26	<p>Working Papers Includes all working notes, calculations and background documentation used to calculate financial statements such as the Monthly Trial Balance.</p> <p>Excludes - Financial Statements - see F10.</p>	Finance and Treasury Services T=Completion of audit	T+1	-	T+1	
F27	<p>Capital Projects Includes projects funded from capital expenditures.</p>	Finance and Treasury Services	T	6	T+6	
F28	<p>HST (formerly GST and PST) Includes information related to HST filing, revenues, costs.</p>	Finance and Treasury Services	T+1	6	T+7	
F29	<p>Rates Includes water, sewer and tax rates.</p>	Finance and Treasury Services	S+1	S+5	S+7	

**Town of Newmarket
Classification Scheme and Retention Schedule**

H HUMAN RESOURCES

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
H00	Human Resources – General Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1	N
H01	Attendance and Scheduling *PIB Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, leave of absences, etc. Excludes - Individual Time Sheets – see F16.	Human Resources	2	-	2**	
H02	Benefits Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, retirement information, OMERS, etc. Excludes- Payroll - see F16.	Human Resources	S	-	S	
H03	Employee Records *PIB Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, correspondence with the employee, and employee assistance. Includes staff training records, certifications, exposure reports. Includes all union and non-union employees. Excludes - Grievances – see H14	Human Resources T=Termination of employment	T+6	14	T+20**	Y
H04	Health and Safety *PIB Includes records regarding the occupational health and safety of staff. Includes accident reports, Workplace Safety Insurance Board reports, and information on health and safety programs for staff. Excludes - Accidents of the Public - see Incident/Accident Reports, P05. - Lost-time reports and claims – see H13 - Harassment and violence –see H15 - Joint Health and Safety Committee minutes – see A02	Human Resources	1	6	7	
H05	Human Resource Planning Includes records of succession planning, executive placement, retirement programs, staff turnover rates, annual hire/promotion targets, recruitment freezes, employment equity, performance management, and related records. Excludes - Employee Records - see H03.	Human Resources	5	-	5**	
H06	Job Descriptions Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Human Resources	S	-	S**	

**Town of Newmarket
Classification Scheme and Retention Schedule**

H HUMAN RESOURCES

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
H07	<p>Labour Relations</p> <p>Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.</p> <p>Excludes - Collective Agreement – see L04</p>	Human Resources T=Expiry of contract	T	10	T+10**	
H08	<p>Organization</p> <p>Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.</p> <p>Excludes - Job Descriptions - see H06.</p>	Originating	S	-	S**	
H09	<p>Salary Planning</p> <p>Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys, salary grids and schedules. Also includes any reference material retained regarding issues related to pay equity.</p> <p>Excludes - Employee Records - see H03.</p>	Human Resources	5	-	5	
H10	<p>Pension Records *PIB</p> <p>Includes records detailing obligations to individuals under OMERS. Includes pension information of retired personnel, including registration and records.</p> <p>Excludes - Deductions for pensions – see F16 - General information on pension plans - H02 - Payments made to OMERS - F01</p>	Human Resources T=Death of employee or beneficiary	T	-	T	
H11	<p>Recruitment *PIB</p> <p>Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.</p>	Human Resources	1	-	1**	
H12	<p>Training and Development *PIB</p> <p>Includes records regarding courses offered and developed to employees, and information on career and professional development programs. Also includes orientation materials.</p> <p>Excludes - Employee Records - see H03.</p>	Human Resources E= event	E	-	E+2**	
H13	<p>Claims</p> <p>Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, Short Term Disability or Long Term Disability.</p> <p>Excludes - Non lost-time incidents or accidents - See H04 - Self-insured STD – See H01</p>	Human Resources T=resolution	T+1	6	T+7	

**Town of Newmarket
Classification Scheme and Retention Schedule**

H HUMAN RESOURCES

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
H14	<p>Grievances</p> <p>Includes records dealing with grievance complaints filed against the municipality such as the initial complaint, investigation, reports and final resolution.</p>	<p>Human Resources</p> <p>T= resolution of complaint</p>	T+1	6	T+7	
H15	<p>Harassment and Violence</p> <p>Includes records dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution.</p> <p>Excludes Grievances – see H14</p>	<p>Human Resources</p> <p>T= resolution of complaint</p>	T+1	6	T+7	
H16	<p>Criminal Background Checks *PIB</p> <p>Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers. Also includes annual Criminal Offence Declaration.</p>	<p>Human Resources</p> <p>E = date of conviction, or where conviction resulted in imprisonment, date of release or parole)</p>	E+2	5	E+7	

**Town of Newmarket
Classification Scheme and Retention Schedule**

H HUMAN RESOURCES

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
H17	<p>Employee Medical Records – Hazardous Materials *PIB Includes records of exposure to asbestos and other hazardous materials.</p>	<p>Human Resources Fire Later of: Event + 40 years (Event = Date first record created in personal exposure record) And: Event + 20 years (Event = Date last record added to personal exposure record)</p>	E+2	38	E+40	
H18	<p>Employee Medical Records *PIB Includes doctor's notes, correspondence, and health reports related to an employee's medical situation</p>	<p>Human Resources E = When STD/LTD claims are resolved</p>	E+1	1	E+2	Y
H19	<p>Disability Management Includes all records related to occupational and non-occupational injuries and illnesses. Also includes accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation.</p>	<p>Human Resources E = day issued or earlier as may be specified by Commission</p>	E+2	3	E+5	

**Town of Newmarket
Classification Scheme and Retention Schedule**

H HUMAN RESOURCES

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
H20	<p>Confined Spaces</p> <p>Includes records relating to the assessment of confined spaces and written plan and procedures for the control of hazards in confined spaces.</p>	<p>Human Resources</p> <p>Longer of:</p> <p>Event + 1 year (Event = Document created)</p> <p>Or:</p> <p>Event = Period necessary to ensure 2 most recent records retained</p>	E+1	-	E+1	

**Town of Newmarket
Classification Scheme and Retention Schedule**

L LEGAL AFFAIRS

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
L00	Legal Affairs – General Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1	
L01	Appeals and Hearings Includes all transcripts and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgments. Includes zoning appeals, official plan appeals, and Committee of Adjustment appeals. Also includes orders issued by regulatory bodies and boards, tax notice of hearings and statement of issues, OMB hearings, ARB Hearings. Excludes -Litigation - see Claims - L02-L03. -Harassment & Violence – see H15	Legislative Services T=resolution of appeal	T	P	P	
L02	Claims Against the Municipality *PIB Includes all litigation, including insurance claims, made by other parties against the municipality. Excludes - Appeals and Hearings - see L01.	Legislative Services T=resolution of claim / litigation	T	1	T+1	
L03	Claims by the Municipality *PIB Includes all litigation including insurance claims made against other parties by the municipality. Excludes - Appeals and Hearings - see L01.	Legislative Services T=resolution of claim / litigation	T	1	T+1	
L04	Contracts and Agreements - Under Seal Includes signed originals of all agreements entered into by the municipality. Includes construction contracts, collective agreements, subdivision agreements, purchase agreements, lease agreements, shared-use agreements; agreements regarding easements, encroachments and laneways. Excludes - Contracts and Agreements regarding Land – see L07 - Insurance Policies – see L06 - Background material and project files – see appropriate code - Drafts – Transitory – destroy once signed or approved	Legislative Services T=Termination of agreement	T+2	13	T+15**	Y
L05	Insurance Appraisals Includes appraisals of municipal property for insurance purposes.	Legislative Services	S**	-	S**	

**Town of Newmarket
Classification Scheme and Retention Schedule**

L LEGAL AFFAIRS

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
L06	<p>Insurance Policies Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance.</p> <p>Excludes - Employee Group Insurance - see Benefits, H02. - Third Party Contracts - see Contracts and Agreements, L04.</p>	<p>Legislative Services T=Expiry of policy</p>	T+1	19	T+20	Y
L07	<p>Land Acquisition and Sale 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 leases, deeds and expropriation plans, purchase letters and appraisals.</p>	<p>Legal T= Property disposition</p>	T	20	T+20**	
L08	<p>Opinions and Briefs Includes records of opinions and comments prepared by the municipal solicitors. Includes records regarding complaints and inquiries from the public and requests for information and comments from staff. Includes correspondence and related background material.</p> <p>Excludes - Draft by-laws and agreements – Transitory destroy once signed or approved - Accessibility of Records - see A17 - General complaints and inquiries not requiring legal consultation – see M04</p>	<p>Legal T = resolution of matter</p>	T+2	-	T+2**	N
L09	<p>Precedents Includes all records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.</p> <p>Excludes -Research compiled as the result of consultations and opinions provided to staff and council – see L08</p>	<p>Legal</p>	S	-	S**	
L10	<p>Federal Legislation Includes records regarding Bills, Acts and Regulations enacted by the Parliament of Canada which affect or are of interest to the municipality</p> <p>Excludes - Federal Sales Tax Rebate use Revenue F21</p>	<p>Originating</p>	S	-	S	
L11	<p>Provincial Legislation Includes records regarding Bills, Acts and Regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.</p>	<p>Originating</p>	S	-	S	

**Town of Newmarket
Classification Scheme and Retention Schedule**

L LEGAL AFFAIRS

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
L12	Vital Statistics *PIB Includes registers of births, deaths and marriages. Excludes - Population Statistics - see Demographic Studies - D01.	Legislative Services Marriage Licenses 2 yrs.	2	P	P	Y
L13	Prosecutions *PIB Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation. Excludes - By-law Enforcement - see P01. - Appeals and Hearings - see L01.	Originating T=delivery of judgement	T	7	T+7	Y
L15	Title Searches - Property Includes title searches to identify ownership, legal descriptions, easements and encumbrances. Excludes – Title searches and research compiled as part of consulting services to staff and council, - see L08 - Title searches conducted as part of the development approval process – see D??	Legal	1	-	1	N

**Town of Newmarket
Classification Scheme and Retention Schedule**

M MEDIA AND PUBLIC RELATIONS

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
M00	Media and Public Relations – General Includes records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1	N
M01	Advertising Includes records regarding public advertising in magazines, newspapers, radio, television, and transit. Excludes - News Releases - see M06. - Recruitment - see H11. - Elections - see C07.	Originating	1	-	1**	
M02	Ceremonies and Events Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day and Winter Carnival, etc. Also includes records regarding the set-up and running of special events, inaugural events. Excludes - non-town events use D06 Tourism Development	Originating	1	4	5**	
M03	Charitable Campaigns/Fund Raising For the municipality, for municipality run programs or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups, etc. Excludes-Receipts - see F19.	Originating	1	-	1	
M04	Complaints, Commendations and Inquiries *PIB Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. Excludes - Accessibility of Records (Freedom of Information) - see A17. - Specific Complaints - see appropriate subject.	Originating	1	-	1**	
M05	Media Clippings Includes clippings from newspapers, information from journals and other printed media. Excludes - Clippings used as reference material - see relevant subject.	Originating	1	-	1**	
M06	Media Releases Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	Originating	1	-	1**	

**Town of Newmarket
Classification Scheme and Retention Schedule**

M MEDIA AND PUBLIC RELATIONS

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
M07	<p>Publications</p> <p>Includes copies of and records relating to material published or owned by the municipality. May include typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, trade shows, current events, industrial directories, business directories, maps, annual reports of a non-financial nature.</p>	Originating	S	-	S**	
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> <p>Excludes - Media coverage of speeches/presentations - see News Clippings - M05. - News Releases - see M06.</p>	Originating	1	2	3**	
M09	<p>Visual Identity and Insignia / Branding</p> <p>Includes records regarding the standards which apply to graphic designs in the interest of establishing a Visual Identity Program. Includes branding, logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.</p>	Communications	S	5	S+5**	
M10	<p>Website and Social Media Content</p> <p>Includes snapshots of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook & Twitter</p>	Communications	S	-	S**	
M11	<p>Publications – External</p> <p>Includes copies of and material related to externally published directories listing or featuring the municipality or staff. May include professional directories, business directories, tourism information etc,</p>	Originating	S	-	S	

**Town of Newmarket
Classification Scheme and Retention Schedule**

P PROTECTION AND LICENSING SERVICES

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
P00	Protection & Licensing Services – General Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1	N
P01	By-law Enforcement Includes records of municipal efforts to enforce by-laws such as parking, order to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs etc. Excludes - Environmental Monitoring - see E05. - Prosecutions - see L13.	Originating	2	4	6**	
P02	Daily Occurrence Logs Includes daily occurrences logs maintained by the Chief Building Official, Fire Department, by-law enforcement or any other department. Excludes - Fire Services Daily Activity Logs – see P20	Originating	1	4	5**	
P03	Emergency Planning and Plans Includes records regarding the planning and rehearsal of emergency measures and emergency plan.	Originating	S	-	S**	Y
P04	Hazardous Materials Includes information and reports on chemicals and substances that pose fire hazards. Also includes records dealing with toxic substances control, transportation and effects. Includes - Material safety data sheets Excludes - Staff Safety Training - see Health and Safety, H04.	Originating	S	-	S	
P05	Incident/Accident Reports * PIB Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. Excludes - Security - see A18. - Accidents of Municipal Staff - see Health and Safety, H04. - Vehicle Accidents or Insurance Claims- see L02 or L03.	Originating T=Close of action or age of majority (18 yrs)	T	1	T+1	
P06	Building and Structural Inspections Includes inspection reports such as building, plumbing, and other structural inspections. For ICI projects, (Institutional/Commercial/Industrial) inspections may be kept with projects. Excludes - By-Law Enforcement - see P01.	Building	S	-	S	

**Town of Newmarket
Classification Scheme and Retention Schedule**

P PROTECTION AND LICENSING SERVICES

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
P07	Health and Safety Inspections Includes inspection reports conducted or performed by Health and Safety Committee.	Human Resources	S	-	S	
P08	Investigations *PIB Includes records of investigation pertaining to traffic accidents and fire fighting activities. Excludes - By-law Enforcement – see P01	Originating	2	8	10**	
P09	Licenses *PIB Includes records regarding licenses administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, cats, liquor, businesses, etc. Excludes - Marriage Licenses - see Vital Statistics - L12. - Lotteries – use P17	Legislative Services T=Expiry of License	T	2	T+2	
P10	Building Permits *PIB Includes permits issued to builders, contractors, and residents giving them permission to build or renovate. Also includes all records relating to the issuance of building permits. May include permit applications, review files, copies of site plans and inspection reports. Excludes - All other permits - see P11.	Building Fire	2	P	P	Y
P10A	Drawings and Plans – Low-Rise Residential Includes structural drawings and plans of residential buildings up to three storeys submitted for the issuance of building permits. Includes single, detached, and row housing or townhouse units. Includes drawings of any structural alterations.	Building	15	-	15	N
P10B	Drawings and Plans – Institutional, Commercial, Industrial Includes drawings and plans of institutional, commercial, industrial buildings submitted for the issuance of building permits. Also includes residential buildings over three storeys, and drawings and plans of any structural alterations.	Building T= demolition of building/unit tenancy	10		T+2**	N

**Town of Newmarket
Classification Scheme and Retention Schedule**

P PROTECTION AND LICENSING SERVICES

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
P11	Permits, Other Includes applications and copies of permits issued by other government bodies for events within the Town as well as permits issued giving permission to hold special events, transport oversize loads, street parties, erect signs, park on the street, filming, etc. Excludes - Building Permits - see P10. - Encroachment Permits - see D16. - Burial Permits - see S09.	Originating T=Expiry of permit	T	2	T+2	
P14	Animal Control Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Excludes - Animal Licenses - see P09.	Legislative Services Event +2 (Event=date animal was last in the pound)	T+2	-	T+2	
P15	Community Protection Programs Includes records on community protection and crime prevention such as Road Watch. Records include correspondence and brochures.	Originating	S	2	S+2**	
P16	Emergency Services Includes records regarding fire protection services and other such activities.	Originating	S	2	S+2	
P17	Lotteries Includes all records for registered lotteries. Includes records regarding bingo, raffle, Nevada applications, eligibility documentation, licenses and financial reports.	Legislative Services	T	2	T+2	
P18	Accessory Dwelling Units - * PIB Includes all records regarding registered accessory dwelling units. Includes documents such as registration applications, inspection reports and general correspondence. Excludes – Building Permits – see P10	Originating T= demolition of building	T + 2		T+ 2	
P19	Fire Incident Reports Includes reports of incidents where fire department personnel are dispatched. Documents will include occurrence reports and post incident analysis reports.	Fire	2	8	10**	
P20	Fire Services Daily Activity Logs Includes daily reports regarding suppression crew activities.	Fire	2	3	5	

Town of Newmarket
Classification Scheme and Retention Schedule

P PROTECTION AND LICENSING SERVICES

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
P21	Fire Station and Vehicle Checks Includes daily, weekly and monthly check logs.	Fire	2	-	2	
P22	Fire Prevention Inspections *PIB Includes records related to routine and requested inspections of buildings and properties to assess compliance with fire safety regulations. May include, inspection reports, complaints and licensing. Excludes – Fire inspections of Accessory Dwelling Units – see P18	Fire E = date of inspection	E + 10	-	E + 10	

**Town of Newmarket
Classification Scheme and Retention Schedule**

R RECREATION AND CULTURE

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
R00	Recreation and Culture – General Includes records regarding recreation and cultural services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1	
R01	Heritage Preservation Includes records regarding heritage and historical development, including designations of buildings, districts, and cemeteries. Excludes -Original By-Laws - see By-Laws, C01, - rebate program see F23.	Legislative Services T=Removal of designation	T	-	T**	
R02	Library Services Includes circulation lists, recommendations for additions to library collections, information searches, and more general records regarding the operation of libraries.	Library	2	3	5	
R03	Museum and Archival Services *PIB Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records. Excludes. - Record Centre Operations - see A10.	Museum	2	3	5**	
R04	Parks Management/Maintenance Includes correspondence, descriptions, reports and other records dealing with the management design, set-up, landscaping and maintenance of specific municipal parks. Includes maps, plans and playground equipment Excludes - Building and Property Maintenance – see A20 - Natural Resources see D05 - Tourism Development D06 - Trails R07 - Tree planting program use E04	Public Works Playground equipment maintenance permanent	2	3	5**	
R05	Recreational Facilities Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities, such as arenas, rinks, pools, and fitness centres. Includes floor plans, architectural and engineering drawings. More specific information is filed by subject. Excludes - Facilities Construction - see A19. - Building and Property Maintenance - see A20. - Facilities Bookings – see A21	Public Works	2	3	5	

**Town of Newmarket
Classification Scheme and Retention Schedule**

R RECREATION AND CULTURE

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
R06	Recreational Programming *PIB 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.	Recreation and Culture	2	3	5**	
R07	Trails Includes correspondence, development of trails and paths. Excludes - Parks Management – See R04 - Natural Resources – See D05	Recreation and Culture	2	3	5**	
R08	Community and Sports Groups Includes community not-for-profit groups, sports associations and leagues.	Recreation and Culture	2	3	5**	
R09	Theatre Includes schedules, agreements, and various groups	Recreation and Culture				

**Town of Newmarket
Classification Scheme and Retention Schedule**

S SOCIAL AND HEALTH CARE SERVICES

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
S00	Social and Health Care Services – General Includes general correspondence and records regarding social and health care services. Use only if no other heading is available.	Originating	1	-	1	
S02	Elderly Assistance Includes general program information regarding programs intended to improve the quality of life for senior citizens such as home care, housing, and transit subsidies. May include homes for the aged, counselling seniors, Meals on Wheels.	Originating	2	3	5	
S04	Social Assistance Includes general program information regarding social assistance programs available to residents.	Originating	2	3	5	
S08	Public Health Includes general correspondence and records regarding public health programs, education and disease control.	Originating	2	3	5	
S09	Cemetery Records *PIB Includes general correspondence, etc. Excludes - Building and Property Maintenance - see A20.	Legislative Services	2	P	P**	Y

**Town of Newmarket
Classification Scheme and Retention Schedule**

T TRANSPORTATION

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
T00	Transportation – General Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1	N
T01	Illumination 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.	Engineering T=completion	T	6	T+6	
T02	Parking Includes records and studies regarding municipal parking issues such as accessible parking, lot and garage operations, fire routes and employee parking.	Engineering T=lot closed	T	6	T+6	
T03	Public Transit Includes schedules, routes, maps and similar information.	Customer Service	T+1	-	T+1	N
T04	Road Construction 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. Excludes - Design and Planning - see T05. - Routine maintenance and minor improvements to road systems	Engineering T=completion of project Specifications are kept permanently	T	6	T+6**	
T05	Road Design and Planning Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycleways, footpaths, walkways, etc.	Engineering T=completion of project Specifications are kept permanently	T	6	T+6**	
T06	Road Maintenance Includes records and studies regarding the inspection and maintenance of roads. Includes the installation of culverts, minor repairs to the road surfaces, curbs and sidewalks, cycleways, footpaths, walkways, etc. Also includes grading, ploughing and sanding of roads and snow removal and cleaning.	Public Works T=completion of project Specifications are kept permanently	T	6	T+6	
T07	Signs and Signals Includes records and studies regarding the manufacture and installation of signs and signals. Excludes - Visual Identity Program - see M09.	Engineering T=removal of sign	T	6	T+6	

**Town of Newmarket
Classification Scheme and Retention Schedule**

T TRANSPORTATION

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
T08	Traffic Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes temporary road closures for special events.	Engineering Event +1 (Event=project finished)	2	8	10**	
T09	Roads and Lanes Closures 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. Excludes - Temporary road closures - see Traffic, T08. - Land Sales - see Land Acquisition and Sale, L07. - Road Closing By-Laws - see By-laws, C01. - Dedication By-laws – see By-laws, C01	Originating Temporary closures 2 years	P	-	P**	
T10	Field Survey/Road Survey Books Includes engineering field survey notes as well as books.	Originating T=completion	T	6	T+6	
T11	Bridges Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	Engineering T=completion Specifications are kept permanently	T	6	T+6	
T12	Pedestrian Crossovers Includes estimates, studies and other records regarding projects specifically for pedestrian crossovers.	Engineering T=completion	T	6	T+6	
T13	Sidewalks and Walkways Includes estimates, studies and other records regarding projects specifically for sidewalks and walkways construction and maintenance	Engineering T=completion	T	6	T+6	

**Town of Newmarket
Classification Scheme and Retention Schedule**

V VEHICLES AND EQUIPMENT

Class Code	Secondary Heading	Responsible Dept.	Keep Dept.	Off Site	Total Ret.	Vital (Y/N)
V00	Vehicles and Equipment – General Includes records regarding vehicles and equipment which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1	N
V01	Fleet Management *PIB Includes records of all vehicles currently leased or owned, operated and maintained by the municipality. This includes vehicle history files, and vehicle maintenance, registration and disposal. Excludes - Insurance Policies - see L06. - Accident Claims - see L02, L03. - Leases/Contracts - see L14.	Originating T=disposition of item	T+1	5	T+6	Y
V02	Mobile Equipment Includes records regarding mobile equipment used in conjunction with vehicles. Also includes maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc.	Originating T=disposition of item	T+1	5	T+6	
V03	Transportable Equipment Includes records regarding transportable equipment used by the municipality. Also includes maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	Originating T=disposition of item	T+1	5	T+6	
V04	Protective Equipment Includes records regarding protective equipment used by the municipality. Also includes maintenance and history files on equipment such as breathing apparatus, breathing tanks, down alarms, etc. Excludes - Uniforms and Clothing - see A14.	Originating T=disposition of item	T+1	5	T+6	
V05	Vehicle Accident Reports Includes Town vehicle accident reports.	Originating	5	5	10	