

Schedule A of By-law XX-2021  
Town of Carleton Place Records Retention Schedule

<b>Primary Heading - Administration</b>				
<b>Class Code</b>	<b>Retention Category</b>	<b>Responsible Department</b>	<b>Retention Period</b>	<b>Remarks</b>
<b>A00</b>	<b>Administration – General</b>  Administrative records which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	
<b>A01</b>	<b>Associations and Organizations</b>  Records regarding organizations and associations (e.g. AMCTO, etc.) to which staff members belong or with which they communicate in the course of their duties. Includes correspondence, minutes, agendas, notices and reports.  <i>Whenever possible, these records should be filed according to subject, not the originator or recipient of the report and/or correspondence.</i> Excludes: Membership Fees – see F01	Originating	1**	
<b>A02</b>	<b>Staff Committees and Meetings</b> Records regarding the activities of staff committees and meetings. Includes notices of meetings, agendas, minutes etc. May also include copies of staff activity reports. Excludes: Council Agendas – see C03 Council Minutes – see C04 Committee and Board Agendas – See C05 Committee and Board Minutes – See C06	Originating	4**	Executive Team
<b>A03</b>	<b>Computer Systems and Architecture Information</b> Records relating to the design of computer systems and/or software, including needs assessments, business cases, project charters, process flowchart documentation, impact analysis, user and system requirements, specifications,	Originating	S+6	

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	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 of system installations/conversions and product evaluations. May also include requests for significant modification, fixes and upgrades. Excludes: Reports – file by subject Acquisitions – see F18			
<b>A04</b>	<b>Conferences and Seminars</b> Includes invitations, approvals, agendas, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff or sponsored by the Town. Excludes: Speeches and presentations – see M08 Travel and accommodation arrangements – see A13 Employee and Council expenses – see F09 Ceremonies and events – see M02 Invoices – see F01 Rental agreements – see L14	Originating	1**	Only those sponsored by the Town are subject to archival review.
<b>A05</b>	<b>Consultants</b> Includes correspondence, proposals, resumes and other documents regarding the selection, appointment and monitoring of consultants. May also include similar records regarding legal solicitors and engineering firms.  Excludes: Reports – file by subject Quotations and Tenders – see F18 Invoices – see F01	Originating	2**	
<b>A06</b>	<b>Inventory Control</b>	Originating	6	

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	Includes inventory statements and reports, and all other records regarding the control of supplies, fuel and small equipment stock levels. Excludes: Assets – see F06			
<b>A07</b>	<b>Office Equipment and Furniture</b> Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, microfiche readers, etc. Excludes: Computer Hardware or Software – see A03 Service Agreements – see L14 Assets – see F06	Originating	E	E = disposal of item
<b>A08</b>	<b>Office Services</b> 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 management of forms and templates	Originating	1	
<b>A09</b>	<b>Policies and Procedures</b> Includes policy and procedure manuals, guidelines and directives.	Originating	P**	
<b>A10</b>	<b>Records Management</b> Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, feasibility studies and records related operations. Excludes: Records Retention By-law – see C01 Policies and Procedures – see A09 Records Disposition – see A11	Clerk's Office	S	

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<b>A11</b>	<b>Records Disposition</b> Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	Clerk's Office	P	
<b>A12</b>	<b>Telecommunications Systems</b> Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communications systems and 911 emergency systems. Excludes: Licenses – see P09 Assets – see F06 Long distance call records – see F01 Agreements – see L04 or L14	Originating	S	
<b>A13</b>	<b>Travel and Accommodation</b> Includes records regarding travel and accommodation arrangements, such as itineraries, maps, authorizations, reservations, vehicle rentals, and catalogues and brochures concerning hotels, convention sites and restaurants. Excludes: Employee and Council expenses – see F09	Originating	1	
<b>A14</b>	<b>Uniforms and Clothing</b> Includes records regarding uniforms and special clothing used by municipal staff members, such as firefighters' clothing and safety clothing used by utilities operators.	Originating	S**	
<b>A15</b>	<b>Vendors and Suppliers</b> Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, pricelists, correspondence, and bidders information sheets.	Originating	2	

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	<p>Excludes: Purchase Orders and Requisitions – see F17 Office Equipment (owned and leased) – see A07 Fleet Management – see V01</p>			
<b>A16</b>	<p><b>Intergovernmental Relations</b> 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. Whenever possible, these records should be filed according to subject, not the originator or recipient of the report and/or correspondence. Excludes: Legislation – see L10 or L11</p>	Originating	5**	
<b>A17</b>	<p><b>Access to Information</b> Includes documents 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 documents regarding the handling of requests under a Routine Disclosure Program. Excludes: Copies of the Act – see L11 Complaints and Inquiries – see M04</p>	Clerk's Office	E+3	E = end of the calendar year in which the file is closed
<b>A18</b>	<p><b>Security</b> Includes reports, requests, logs and other records regarding the security of offices/facilities and properties, such as security passes and control of keys. Excludes:</p>	Originating	5	

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	Vandalism Reports – see P05 Computer Security – see A03			
<b>A19</b>	<b>Facilities Construction and Renovations</b> Records regarding 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.	Facilities Management  Originating	E+3**	E = facility closed  As-builts are kept until superseded.
<b>A20</b>	<b>Building and Property Maintenance</b> 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. Excludes: Parks Management – see R04 Recreational Facilities – see R05	Facilities Management Originating	5	Setup tests and manuals are kept for E+1 year. E = equipment removed
<b>A21</b>	<b>Facilities Bookings</b> Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	Originating	1	
<b>A22</b>	<b>Accessibility of Services</b> Includes records relating to the accessibility of the Town's buildings, services and information to people with disabilities.	Originating	5	
<b>A23</b>	<b>Information Systems Production Activity and Control</b> 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.	IT Services Originating	2	

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<b>A24</b>	<b>Access Control and Passwords</b> Includes records related to the management of and access to programs. Includes individual access, password management, etc.	Originating	S	
<b>A25</b>	<b>Audit Reports</b> Includes final audit reports regarding audits overseen or performed by Internal Audit. Also includes records regarding internal and external audits of operational processes and practices. Excludes: Financial Audits (Statutory Audits) – see F03	Internal Audit Originating	6	Working papers are kept for 1 year.  DWQMS internal and external audits are kept for 10 years.
<b>A26</b>	<b>Statistics and Tracking</b> Includes records related to tracking department or program performance metrics, KPIs and statistics. Excludes: Statistics relating to Fire and Rescue Incidents -see P24	Originating	E+5**	E = end of the program or when a measure is no longer used
<b>A27</b>	<b>Project Administration/Management</b> Includes documents related to project planning and development, such as project charters, business cases, status reports, staff comments and background documentation. Whenever possible, all records relating to project development, implementation, decision-making and approvals should be filed according to subject.	Originating	E+5	E = completion or close of the project  Project administration records related to Capital projects are retained for E+25
<b>A28</b>	<b>Performance Management/Quality Assurance</b> Includes records regarding the performance of the Town 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.	Originating	S**	

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	Key performance indicators, etc. would also be included. Types of records included would be reports, statistical analyses, program documentation, correspondence, awards for outstanding organizational achievements, work plans, etc. Excludes: Employee performance appraisal – see H03 Council Goals and Objectives – see C08			
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<b>Primary Heading – Council and By-Laws</b>				
<b>Class Code</b>	<b>Retention Category</b>	<b>Responsible Department</b>	<b>Retention Period</b>	<b>Remarks</b>
<b>C00</b>	<b>Council, Boards and By-Laws – General</b> Includes records regarding Council, Boards and By-Laws which cannot be classified elsewhere. Use only if not other heading is available.	Originating	1	
<b>C01</b>	<b>By-laws</b> Includes final versions of Town by-laws & amendments & attachments that are legally part of the by-laws. Excludes: Background information – file by subject	Clerk's Office	P**	
<b>C02</b>	<b>By-laws – Other Municipalities</b>			Discard when no longer useful.
<b>C03</b>	<b>Council Agendas</b> Includes notices of meetings and agendas of Council meetings as well as working notes used in agenda preparation.	Clerk's Office	P**	
<b>C04</b>	<b>Council Minutes</b> Includes minutes of the proceedings of Council meetings as well as attachments to the minutes. Excludes: Committee and Board Agendas – see C05	Clerk's Office	P**	Working notes are kept for 6 years.

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	Committee and Board Minutes – see C06 Reports to Council – see C11			
<b>C05</b>	<b>Committee and Board Agendas</b> Includes notices of meetings and agendas for Advisory Committees and Boards as well as working notes used in agenda preparation.	Clerk's Office	P**	
<b>C06</b>	<b>Committee and Board Minutes</b> Includes minutes of Town Committees and Boards as well as copies of Local Board Minutes that members of Council belong to.	Clerk's Office	P**	
<b>C07</b>	<b>Elections</b> Includes returned notices, lists of officials, voters' lists, nominations, election results, preliminary voters lists, oaths taken by Council Members and information on ward boundaries. Also includes advertising.	Clerk's Office	E+4  E+120 Days P**	Campaign finance records and other election records that need to be retained until the next election are kept for E+4 years. E = day action took effect or voting day Ballots and any other election-related materials deemed not needed until the next election are kept for E+120 days. E = Voting Day or resolution of recounts.
<b>C08</b>	<b>Goals and Objectives</b> Includes records concerning strategic planning, goals and objectives, and mission statements, such as the municipal sustainability plan.	Originating	P**	

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<b>C09</b>	<b>Motions and Resolutions</b> Includes final signed versions of resolutions and motions of Council.	Clerk's Office		Reference – discard when no longer useful.
<b>C10</b>	<b>Motions and Resolutions – Other Municipalities</b>		P**	
<b>C11</b>	<b>Reports to Council</b> Includes all reports to Council. Filed by subject.	Clerk's Office	E+4	E = end of term of Council Unsuccessful applicant records are retained for 1 year.
<b>C12</b>	<b>Appointments to Boards and Committees</b> Includes records regarding appointments by Council of staff and council members, such as applications, appointment justifications and decisions, and other appointment related documents. Excludes: Committee and Board Agendas – see C05 Committee and Board Minutes – see C06	Clerk's Office	2	
<b>C13</b>	<b>Accountability, Transparency and Governance</b> Includes 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.	Clerk's Office		

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<b>Primary Heading: Development and Planning</b>				
<b>Class Code</b>	<b>Retention Category</b>	<b>Responsible Department</b>	<b>Retention Period</b>	<b>Remarks</b>
<b>D00</b>	<b>Development and Planning – General</b> Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	
<b>D01</b>	<b>Demographic Studies</b> 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	Originating	10**	
<b>D02</b>	<b>Economic Development</b> Includes records regarding economic growth, including studies, statistics, projections, submitted proposals, etc. Excludes: Demographic Studies – see D01 Residential Development – see D04 Tourism Development – see D06 Industrial/Commercial Development – see D21	Originating	10**	
<b>D03</b>	<b>Environment Planning</b> Includes records for general types of environmental studies with a long-range planning emphasis, ie: storm drainage and flood control planning, parks and open spaces planning, and waste management planning. Excludes: Air Quality Monitoring – see E05 Water Monitoring – see E14 Waste Management – see E07	Originating	E+10**	E = expired or later of date of offence or day evidence of offence first came to attention of person appointed under s. 5.

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<b>D04</b>	<b>Residential Development</b> Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	Originating	10**	
<b>D05</b>	<b>Natural Resources</b> 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.	Originating	5**	
<b>D06</b>	<b>Tourism Development</b> 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.	Originating	10**	
<b>D07</b>	<b>Condominium Plans</b> Includes records regarding the approval of plans of condominiums. Includes drawings, technical reports, correspondence, written comments, working notes, background information and applications.	Development Services	P	Applications are kept for 7 years after final decision.
<b>D08</b>	<b>Official Plans</b> 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.	Development Services	P**	
<b>D09</b>	<b>Official Plan Amendment Applications</b> Includes applications to amend the official plan or secondary plans, staff reports, notices, resolutions and decisions.	Development Services	E+5	E = final decision
<b>D10</b>	<b>Severances</b> Includes records regarding the granting of severances to parcels of land including application for severance. Excludes: Agreements under By-law – see L04	Development Services	E+6	E = land titles registration

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<b>D11</b>	<b>Site Plan Control</b> Excludes: Private Site Servicing – see E12	Development Services	P	Not currently used.
<b>D12</b>	<b>Subdivision Plans</b> Includes records regarding the approval of plans of subdivision. Includes drawings, technical reports, correspondence, written comments, working notes and background information, clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans. Excludes: Subdivision Agreements – see L04	Development Services	P	Applications are kept for 7 years after final decision.
<b>D13</b>	<b>Development Permits Class 1 or 1a</b> Excludes: DP 2 or 3 – see D14 Budget Variances – see F05	Development Services	P	
<b>D14</b>	<b>Development Permits Class 2 or 3</b> Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities. Excludes: Zoning By-laws – see C01 Variances – see D13	Development Services	P	
<b>D15</b>	<b>Easements</b> Includes all records regarding 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. Excludes: Original Agreements – see L04	Development Services	E+6**	E = termination of right

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<b>D16</b>	<b>Encroachments</b> Includes all records regarding private properties encroaching on municipal lands, including encroachment permits. Also includes surveys and any other related documentation. Excludes: Original Agreements – see L04 Original Encroachment By-laws – see C01	Originating	E+6**	E = termination of right
<b>D17</b>	<b>Annexation/Amalgamation</b> Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on county restructuring.	Originating	P**	
<b>D18</b>	<b>Community Improvement Projects</b> 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, i.e. RRAP, CMHC.	Originating	E+6**	E = completion of the project
<b>D19</b>	<b>Municipal Addressing</b> 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.	Originating	S+10**	
<b>D20</b>	<b>Registered Plans and Reference Plans</b> Includes Registered Plans and Deposited Reference Plans as received from the Registry Office. Also includes property survey plans. May include correspondence.	Originating	P	

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<b>D21</b>	<b>Industrial/Commercial Development</b> Includes records regarding promotion and development of industry and commerce. Records may include studies, statistics, projections, development tracking files, etc.	Originating	10**	
<b>D22</b>	<b>Digital Mapping</b> Includes all records used to produce maps and updates in a digital format.	Originating	S	Excludes the actual data residing on these systems.
<b>D23</b>	<b>Agricultural Development</b>	Originating	10**	Not currently used.
<b>D24</b>	<b>Background Reports for Official Plan</b> Includes reports pertaining to amendments and changes to the Official Plan.	Planning Services	E+5	E = final decision
<b>D25</b>	<b>Property Searches</b> Includes presales property information searches and compliance and release requests with respect to registered agreements.	Originating	S+E	E = new presale on file (2 most recent retained) Compliance and release requests kept for 15 years
<b>D26</b>	<b>Deeming Process</b> Includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-laws, correspondence, etc. A Deeming By-law designates any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed not to be a registered plan of subdivision for the purposes of the Planning Act. 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 be deemed not part of a registered plan. Only applicable to parcels of land contained within a plan of subdivision that has been registered for at least 8 years.	Planning Services	E+2	E = final decision

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<b>D27</b>	<b>Development Charges Study</b> 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, consulting 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.	Financial Services	10**	
<b>D28</b>	<b>Part Lot Control</b> Includes records regarding applications and background material for Part Lot Control exemptions, Council decisions, by-law, correspondence, etc. Only applicable to parcels of land contained within a registered plan of subdivision.	Planning Services	E+5	E = final decision

<b>Primary Heading: Environmental Services</b>				
<b>Class Code</b>	<b>Retention Category</b>	<b>Responsible Department</b>	<b>Retention Period</b>	<b>Remarks</b>
<b>E00</b>	<b>Environmental Services</b> Includes records regarding environmental services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	
<b>E01</b>	<b>Sanitary Sewers</b> Includes records regarding the design, construction and maintenance of sanitary sewers. Excludes: Waste Management – see E07 Storm Sewers – see E02 Treatment Plants – see E03 MOECC Approvals – see E21	Engineering Services	E+5	E = project or maintenance finished Specifications are kept permanently.

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<b>E02</b>	<b>Storm Sewers</b> Includes records regarding the design, construction and maintenance of storm sewers.	Engineering Services	E+5	E = project or maintenance finished Specifications are kept permanently.
<b>E03</b>	<b>Treatment Plants</b> Includes records regarding the operation of sewage treatment and pumping stations and lagoons. Includes Wastewater Treatment Facility/collection and equipment design, construction and maintenance records (work orders). Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts and site-specific collection-related work (i.e. sewer rodding, lateral inspections, etc.) May include records pertaining to Wastewater Treatment Facility and/or Collection upgrades design, construction and commissioning. Excludes: Private Site Servicing – see E12	Originating	5	Specifications are kept permanently.  Plans are kept for E+2 years. E = cease to apply`
<b>E04</b>	<b>Trees</b> Includes records of tree removal, planting, trimming, pruning and preservation.	Originating	5	
<b>E05</b>	<b>Environmental Assessments and Air Quality Monitoring</b> Includes environmental monitoring and inspection reports of industrial, commercial or residential properties. Includes monitoring of air quality records and associated responses. Excludes: Water Quality – see E14 By-law Enforcement – see P01 Complaints and Inquiries – see M04	Originating	20**	
<b>E06</b>	<b>Utilities</b>	Originating	5**	

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	Includes maps and location drawings provided to the municipality from utility companies, such as telephone lines, gas mains, power lines, water mains etc. Excludes: Site Plans – see D11			
<b>E07</b>	<b>Waste Management</b> Includes records regarding the collection and disposal of waste. Includes landfill site records, recycling, energy from waste, source separation, collection services and composting. Excludes: Sanitary Sewers – see E01 Environment Planning – see D03 Private Site Servicing – see E12	Public Works	E+10**	E = cease to apply Annual landfill operation report and Hazardous waste sites records are kept for E+2 years. E = depot ceases to operate *** If National Guidelines apply, records are kept permanently.
<b>E08</b>	<b>Water Works (Drinking Water Treatment and Distribution)</b> Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines, hydrants and related facilities and equipment. Includes water meter registration numbers. Also includes water treatment facility/distribution and equipment design, construction and maintenance records (work orders). Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts and site-specific distribution-related work (i.e. water meters, curb stops, etc.) May include records pertaining to Water Treatment Facility and/or Distribution upgrades design, construction and commissioning. Excludes:	Originating	15	Specifications are kept permanently.

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	Water Pumping Stations – see E03			
<b>E09</b>	<b>Drains</b> Includes records regarding the design, construction and maintenance of drains. Also includes engineering reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, by-laws and grants.	Engineering Services		Specifications are kept permanently. No drains within the Town of Carleton Place
<b>E10</b>	<b>Pits and Quarries</b> Not in use.	Engineering Services	5**	Specifications are kept for the life of the pit or quarry.
<b>E11</b>	<b>Nutrient Management</b> Includes records regarding the control of storing/spreading/using waste materials, such as liquid manure and sewage biosolids on land, near waterways, runoff, etc. Includes documentation relating to the storage and distribution of nutrient material, non-agricultural source material (NASM) plans and sampling results.	Originating	5** or expiry of plan + 2 years	
<b>E12</b>	<b>Private Site Servicing</b> Includes records regarding the design, construction and maintenance of sanitary sewers and septic systems. Also includes records regarding private site services; e.g. switching from septic to municipal services.	Engineering Services	5**	Specifications are kept permanently.
<b>E13</b>	<b>Water Monitoring</b> Category not used – integrated with Water Monitoring and Sampling, E14.			
<b>E14</b>	<b>Water Monitoring and Sampling</b> Includes records regarding the routine monitoring of water quality, water quantity, annual reports, and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites) and responses to interference with quality or quantity.	Public Works  Originating	E+15	E = created, approved or plan no longer in force. All water quality results are kept permanently

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	<p>Includes monitoring and control of creeks and floods, weeds, noise, erosion, topsoil and storm water. Includes H/C records of Ministry of the Environment and Climate Change (MOECC) DW and WW Compliance Inspection Reports, data request items, inspection responses and related documents. Includes operation logbooks, 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. Includes H/C records Water and Wastewater routine sampling results, CoC and laboratory related communications or documentation (LSN, Scope of Accreditation and Procedures/ Requirements). Includes H/C records of Upset Condition and Spill Reports for Wastewater Treatment and/or Collection systems to MOECC and local Health Unit. Also includes regulated chemical samples collected and tested annually and engineer evaluation reports. Lead sampling documents include all Community Lead Sampling Program specific documents and guidance.</p> <p>Excludes: Air Quality Monitoring – see E05 By-law Enforcement – see P01 Complaints and Inquiries – see M04</p>			(chains of custody records are kept for the normal retention period).
<b>E15</b>	<p><b>Chemical Sampling of Water</b> Category not used – integrated with Water Monitoring and Sampling, E14.</p>	Engineering Services	Created, approved or plan no longer in force +15	
<b>E16</b>	<p><b>Backflow Prevention and Cross Connection Control</b> Includes records relating to backflow prevention and cross connection control program. Records will include: cross connection surveys, test reports and test results, inspection reports, lists of approved and installed backflow prevention</p>	Engineering Services	15	

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	devices/ assemblies, compliance tracking and notifications, plumbing drawings/schematics, correspondence, forms, copies of work orders, job reports, copies of invoices, fees structures and any other type of media related directly to backflow prevention and cross connection control.			
<b>E17</b>	<b>Energy Management</b> Includes all records relating to the municipality'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 management of energy consumption and conservation at municipal buildings and facilities.	Originating	E+7	E = end of reporting period
<b>E18</b>	<b>Natural Heritage</b> 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 and beaches.	Originating	E+3	E = end of the designated year
<b>E19</b>	<b>Renewable Energy</b> Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g., wind, water, biomass, biogas, biofuel, solar energy, geothermal energy, tidal forces and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts.	Originating	E+15	E = created, approved or facility no longer in force
<b>E20</b>	<b>Source Water Protection</b> Includes Risk Management Official and Inspector appointment certificates and the Risk Management Official's Annual Report, fee schedules for risk management applications, plans, issuing of notices or the acceptance of	Engineering Services	E+15	E = created, approved or plan no longer in force

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	<p>an assessment. Also includes modelling analysis, vulnerability assessments, source protection area assessment reports and comments, technical studies and Significant Drinking Water Threat (SDWT) verification surveys. Includes risk assessments and risk management plans.</p> <p>Excludes: Prohibition Notices and Orders – see P20 Contracts and Agreements – see L14</p>			
<b>E21</b>	<p><b>Ministry of the Environment and Climate Change (MOECC) Environmental Compliance Approvals</b></p> <p>Includes Environmental Compliances issued by MOECC to the municipality for municipal drinking water systems, municipal and private sewage works and waste disposal sites, air quality, noise, stormwater management, storm sewers, culverts, etc. Also includes Environmental Activity and Sector Registry, Permit to Take Water and Drinking Water Works Permit documentation as well as Schedule C Approvals and MOECC Inspection Reports.</p>	Engineering Services Originating	E+2	E = ceases to apply

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<b>Primary Heading: Finance and Accounting</b>				
<b>Class Code</b>	<b>Retention Category</b>	<b>Responsible Department</b>	<b>Retention Period</b>	<b>Remarks</b>
<b>F00</b>	<b>Finance and Accounting – General</b> Includes records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	
<b>F01</b>	<b>Accounts Payable</b> Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay accounts, rebates, levies payable, reports, telephone bills and membership fees. Excludes: Cancelled Cheques – see Cheques, F07 Employee and Council Expenses – see F09	Finance	E+7	E = end of the fiscal year
<b>F02</b>	<b>Accounts Receivable</b> Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Also includes correspondence related to tax collection and supporting documentation. Excludes: Write-offs – see F23 Tax Assessments, Rolls and Tax Arrears – see F22	Finance	E+7	E = end of the fiscal year
<b>F03</b>	<b>Financial Audits</b> Includes records regarding internal and external financial audits of accounts. Excludes: Internal or Operational Audits – see A25 Audited Financial Statements – see F10	Finance	6	

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<b>F04</b>	<b>Banking</b> Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records. Excludes: Banking Statements – see F07	Finance	6	
<b>F05</b>	<b>Budgets and Estimates</b> Includes departmental and corporate budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.	Finance	6**	
<b>F06</b>	<b>Assets</b> 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	E+6**	E = disposal of asset inventories are kept for E+10 years.
<b>F07</b>	<b>Cheques</b> Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements. Excludes: Banking – see F04	Finance	6	
<b>F08</b>	<b>Debentures and Bonds</b> 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. Excludes: Debenture Registers – see F14	Finance	E+6	E = debentures surrendered for exchange/cancellation

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<b>F09</b>	<b>Employee and Council Expenses</b> 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. Excludes: Attendance – see H01 Travel and Accommodation – see A13	Finance	E+7	E = end of the fiscal year
<b>F10</b>	<b>Financial Statements</b> Includes the balance sheet, income statement, statement of source, application of funds and audited financial statements. Excludes: All working notes, calculations – see F26	Finance	P**	
<b>F11</b>	<b>Grants and Loans</b> Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies. Also includes submissions, acknowledgements, and reports for programs, such as the Road and Farm Tax Rebate, Waste	Finance	E+6	E = repayment of loan
<b>F12</b>	<b>Investments</b> Includes records regarding the municipality's investments, term deposits, and promissory notes.	Finance	E+6	E = closure of account
<b>F13</b>	<b>Journal Vouchers</b> Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Finance	E+6	E = end of the fiscal year
<b>F14</b>	<b>Subsidiary Ledgers, Registers, and Journals</b> Includes all subsidiary ledgers, registers, and journals, such as Payment and Receipt Journals and Debenture Registers.	Finance	E+7**	E = end of the fiscal year

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	Excludes: Payroll Registers – see F27 Documents and vouchers used to support entries – file by subject			
<b>F15</b>	<b>General Ledgers and Journals</b> Includes all records in the Books of Original Entry.	Finance	P	
<b>F16</b>	<b>Payroll</b> Includes all records of payments of salary, wages and deductions to employees. Includes time sheets, pay lists, reconciliations, T4 Slips and Statistics Canada reports. Also includes honoraria and fees to Council. Excludes: Payroll Registers – see F27	Human Resources  Originating	E+6	E = end of the fiscal year
<b>F17</b>	<b>Purchase Orders and Requisitions</b> 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	E+6	E = end of the fiscal year
<b>F18</b>	<b>Quotations and Tenders</b> Includes records regarding quotations and tenders obtained from suppliers of goods and services, Requests for Proposals, 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	Finance or Originating	6**	Unsuccessful bids are retained for at least 3 years from contract award.

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<b>F19</b>	<b>Receipts</b> Includes receipts issued for payment of items such as licenses, rentals and taxes.	Finance or Originating	6	
<b>F20</b>	<b>Reserve Funds</b> Includes records documenting obligatory and/or discretionary reserve funds, such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	Finance	6	
<b>F21</b>	<b>Revenues</b> Includes records regarding the generation of revenues other than taxes such as development charges. Excludes: Accounts Receivable – see F02 Tax Rolls – see F22	Finance	6	Records related to mortgages must be kept for 10 years.
<b>F22</b>	<b>Tax Rolls and Records</b> 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. Excludes: Accounts Receivable – see F02 Mortgage Companies – see F02 Correspondence related to tax issues that are not of a long-term importance – see F02	Finance	P	
<b>F23</b>	<b>Write Offs</b> Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. Excludes: Accounts Receivable – see F02	Finance Originating	6	
<b>F24</b>	<b>Trust Funds</b> Includes records regarding funds established by the municipality for money held in trust, such as bequests.	Originating	E+7	E = end of the fiscal year or last day of residence

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<b>F25</b>	<b>Security Deposit</b> Includes development deposits, letters of credit, proof of insurance when required, and records of monies held as security (i.e. bonds).	Finance	E+6	E = closure of account
<b>F26</b>	<b>Working Papers</b> Includes all working notes, calculations and background documentation used to calculate financial statements (Example Monthly Trial Balance). Excludes: Financial Statements – see F10	Finance	E+1	E = after completion of audit
<b>F27</b>	<b>Payroll Registers</b> Includes all annual payroll registers. Excludes: Any other subsidiary ledger, register or journal – see F14 Documents and vouchers used to support entries – file by subject	Human Resources	75	

<b>Primary Heading: Human Resources</b>				
<b>Class Code</b>	<b>Retention Category</b>	<b>Responsible Department</b>	<b>Retention Period</b>	<b>Remarks</b>
<b>H00</b>	<b>Human Resources – General</b> Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	
<b>H01</b>	<b>Attendance and Scheduling</b> Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, excess hours, on-call schedules, etc. Excludes: Individual Time Sheets – see F16	Human Resources  Originating	E+3**	E = record created

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<b>H02</b>	<b>Benefits</b> Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans and general information on EHT. Excludes: Payroll – see F16	Human Resources	S	
<b>H03</b>	<b>Employee Records</b> Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, training reports, correspondence with the employee and employee assistance. Includes full-time, part-time, student employees and volunteers. Excludes: Grievances – see H14 Harassment – see H15 Health and Safety Training – see H04	Human Resources  Originating	E+6	E = date the employee is no longer employed by the Town or the employee's 18 <sup>th</sup> birthday, whichever occurs later Drinking water system training records are kept for E+5 years.  Firefighter employment terms are kept for E+25 years.
<b>H04</b>	<b>Health and Safety</b> Includes records regarding the occupational health and safety of staff. Includes accident reports, Workplace Safety and Insurance Board reports, information on health and safety programs for staff, and records related to mandatory health and safety training. Excludes: Accidents of the Public – see P05 Lost-time reports and claims – see H13	Human Resources	E+10	E = date the employee is no longer employed by the Town. For confined space entry training: the two most recent records are kept. Accident reports for construction projects

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				are retained with project records for 1 year after project completion.
<b>H05</b>	<b>Human Resource Planning</b> 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	1**	
<b>H06</b>	<b>Job Descriptions</b> Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Human Resources Originating	S**	
<b>H07</b>	<b>Labour Relations</b> Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations. Excludes: Collective Agreements – see L04	Human Resources	E+10**	E = expiry of contract period
<b>H08</b>	<b>Organization</b> Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organizational charts. Excludes: Job Descriptions – see H06	Human Resources  Originating	S**	
<b>H09</b>	<b>Salary Planning</b> Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules. Also includes any	Human Resources	5	

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	reference material retained regarding issues related to pay equity. Excludes: Employee Records – see H03			
<b>H10</b>	<b>Pension Records</b> Includes records detailing obligations to individuals under OMERS. Includes pension information of retired personnel, including registration and records. Excludes: Deductions for pensions – see F16 General information – see H02 Payments made to OMERS – see F01	Human Resources	E+50	E = date the employee is no longer employed by the Town
<b>H11</b>	<b>Recruitment</b> Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications. Excludes: Successful applications – see H03	Human Resources	1**	Fire Department multi-year recruitments are kept for 2 years.
<b>H12</b>	<b>Training and Development</b> Includes records regarding courses offered to employees and information on career and professional development programs. Also includes orientation materials. Excludes: Employee Records – see H03 Health and Safety Training – see H04 Only courses developed and presented by the Town are subject to archival selection.	Human Resources Originating	E+3**	E = date when that particular course ceases to be offered
<b>H13</b>	<b>Claims</b> Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Excludes: Non lost-time incidents or accidents – See H04 Self-insured STD – See H04	Human Resources	E+10	E = date the employee is no longer employed by the Town

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				Records related to exposure to airborne Acrylonitrile, benzene, lead, mercury, silica, vinyl chloride, arsenic, ethylene oxide or asbestos must be kept the longer of 40 years from the time such records were first made with respect to the worker; or 20 years from the time the last of such records were made with respect to the worker.
<b>H14</b>	<b>Grievances</b> Includes records dealing with grievance complaints filed against the municipality, such as the initial complaint, investigation, reports and final resolution. Excludes: Harassment and Violence – see H15	Human Resources	E+10	E = resolution of the claim
<b>H15</b>	<b>Harassment, Violence and Code of Conduct</b> Includes records dealing with harassment, violence or code of conduct complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution. Excludes: Grievances – see H14	Human Resources	E+3	E = resolution of the complaint sexual harassment investigations are kept for E+7 years.
<b>H16</b>	<b>Criminal Background Checks</b>			

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	Category not used. Due to personal information, criminal background check results should be verified but not collected and retained.			
<b>H17</b>	<b>Employee Medical Records – Hazardous Materials</b> Includes records of exposure to asbestos and other hazardous materials.	Human Resources	E+40 or 20 years after last record of exposure.	E = date the employee is no longer employed by the Town Medical records related to firefighters and positions of moderate to high risk of exposure to environmental hazards on the job must be retained for 100 years in accordance with presumptive legislation requirements.
<b>H18</b>	<b>Employee Medical Records</b> Includes doctor's notes, correspondence and health reports related to an employee's medical situation.	Human Resources	E+10	E = date the employee is no longer employed by the Town or when the STD/LTD claims are resolved Medical records related to firefighters and positions of moderate to high risk of exposure to environmental hazards on the job

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				must be retained for 100 years in accordance with presumptive legislation requirements.
<b>H19</b>	<b>Disability Management</b> Includes all records related to occupational and non-occupational injuries/illnesses. Incl. accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation.	Human Resources	E+5	E = day issued or earlier as may be specified by Commission
<b>H20</b>	<b>Confined Spaces</b> Includes records relating to the assessment of confined spaces and written plans and procedures for the control of hazards in confined spaces.	Human Resources Originating	E+1	Longer of: E = document created or E = period necessary to ensure 2 most recent records retained.
<b>H21</b>	<b>Employee Recognition</b> Includes all records and correspondence related to employee awards and honours granted by the Municipality. Includes: organized employee events such as retirement celebrations, service awards, etc.	Human Resources Originating	5	E = end of the calendar year
<b>H22</b>	<b>Employee Certifications</b> Includes records regarding individual employee certification, credentialing and mandatory training required by legislation or professional standards as a condition of employment. Incl. 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.	Originating	Certification Expired +2	E = date the employee is no longer employed by the Town

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<b>Primary Heading: Justice</b>				
<b>Class Code</b>	<b>Retention Category</b>	<b>Responsible Department</b>	<b>Retention Period</b>	<b>Remarks</b>
<b>J00</b>	Justice – General Includes Court and POA (Provincial Offences Act) records which cannot be classified elsewhere. Use only if no other heading is available.	Originating	4	
<b>J01</b>	Certificates of Offence – Part 1			Category not used.
<b>J02</b>	Information – Part 3			Category not used.
<b>J03</b>	Control Lists			Category not used.
<b>J04</b>	Court Dockets			Category not used.
<b>J05</b>	Transcripts and Records of Court Proceedings			Category not used.
<b>J06</b>	Enforcements and Suspensions			Category not used.
<b>J07</b>	Appeals and Transfers			Category not used.
<b>J08</b>	Statistics – Courts			Category not used.
<b>J09</b>	Disclosure	Originating	6	Category not used.
<b>J10</b>	Certificates of Conviction – Part 2 Includes Court and POA records including Part 2 – Certificates of Conviction.		6	

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<b>Primary Heading: Legal Affairs</b>				
<b>Class Code</b>	<b>Retention Category</b>	<b>Responsible Department</b>	<b>Retention Period</b>	<b>Remarks</b>
<b>L00</b>	<b>Legal Affairs – General</b> Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	
<b>L01</b>	<b>Appeals and Hearings</b> Includes all transcripts and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgments. Includes planning appeals, and official plan appeals. Includes orders issued by regulatory bodies and boards.  Excludes: <ul style="list-style-type: none"> <li>• Litigation – see L02 or L03</li> <li>• Harassment and Violence – see H15</li> <li>• Access to Information appeals – see A17</li> </ul>	Originating	P	
<b>L02</b>	<b>Claims Against the Municipality</b> Includes all litigation made by other parties against the municipality. Excludes: Appeals and Hearings – see L01	Administration	E+15	E = resolution of the claim and all appeals
<b>L03</b>	<b>Claims By the Municipality</b> Includes all litigation made against other parties by the municipality. Excludes: Appeals and Hearings – see L01	Administration	E+15	E = resolution of the claim and all appeals

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<b>L04</b>	<b>Contracts and Agreements – Under By-law</b> Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, site plan agreements, Committee of Adjustment agreements and subdivision agreements. Includes agreements regarding easements, encroachments, area ways and laneways. Excludes: <ul style="list-style-type: none"> <li>• Office Equipment Maintenance Agreements – see L14</li> <li>• Contracts regarding Land – see L07</li> <li>• Insurance Policies – see L06</li> </ul>	Originating	E+15**	E = date the contract or agreement is fulfilled or terminated
<b>L05</b>	<b>Insurance Appraisals</b> Includes appraisals of municipal property for insurance purposes.	Originating	E+15	E = after a new appraisal has been done
<b>L06</b>	<b>Insurance Policies</b> Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance. Excludes: <ul style="list-style-type: none"> <li>• Employee Group Insurance – see H02</li> <li>• Third Party Contracts – see L04</li> </ul>	Originating	E+15	E= expiry of the policy
<b>L07</b>	<b>Land Acquisition and Sale</b> Includes records regarding real estate transactions and conveyance of land, such as lot sales, alley closings and allowances, road widenings, whether through voluntary transactions or expropriation. Includes deeds/transfers and expropriation plans, purchase letters and appraisals.	Administration	E+15**	E = property disposition or acquisition  Renewable energy project agreement terms may not be more than 50 years.

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<b>L08</b>	<b>Opinions and Briefs</b> Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	Originating	S**	
<b>L09</b>	<b>Precedents</b>			Category not used.
<b>L10</b>	<b>Federal Legislation</b>			Category not used.
<b>L11</b>	<b>Provincial Legislation</b>			Reference – discard when no longer useful.
<b>L12</b>	<b>Vital Statistics</b> Includes registers of births, deaths and marriages. Excludes: Population Statistics – see D01	Clerk's Office	P	Marriage licence applications kept for 2 years.
<b>L13</b>	<b>Prosecutions – Part 3</b> Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation. Excludes: <ul style="list-style-type: none"> <li>• By-law Enforcement – see P01</li> <li>• Appeals and Hearings – see L01</li> <li>• Part 1 and 2 Prosecutions – see L15</li> </ul>		E+7	E = delivery of judgement/closing of file
<b>L14</b>	<b>Contracts and Agreements – Simple</b> Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle lease and purchase agreements. Excludes: <ul style="list-style-type: none"> <li>• Agreements listed under L04</li> </ul>	Originating	E+2**	E = expiry of the contract

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<b>L15</b>	<b>Prosecutions – Part 1 and 2 Set Fines</b> Includes records regarding prosecutions to enforce parking infractions, notices and tickets/fines. Excludes: <ul style="list-style-type: none"> <li>• By-law Enforcement – see P01</li> <li>• Appeals and Hearings – see L01</li> <li>• Part 3 Prosecutions – see L13</li> </ul>		E+ 6 months	E = delivery of judgement/ closing of file
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<b>Primary Heading: Media and Public Records</b>				
<b>Class Code</b>	<b>Retention Category</b>	<b>Responsible Department</b>	<b>Retention Period</b>	<b>Remarks</b>
<b>M00</b>	<b>Media and Public Relations – General</b> Includes records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	
<b>M01</b>	<b>Advertising</b> Includes records regarding public advertising in magazines, newspapers, radio, television, and transit. Excludes: <ul style="list-style-type: none"> <li>• News Releases – see M06</li> <li>• Recruitment – see H11</li> <li>• Elections – see C07</li> </ul>	Originating	3**	
<b>M02</b>	<b>Ceremonies and Events</b> Includes records regarding participation in special events, openings, and anniversaries. Also includes records regarding the setup and running of special events. Excludes: <ul style="list-style-type: none"> <li>• Permit to hold event – see P11</li> </ul>	Originating	5**	

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<b>M03</b>	<b>Charitable Campaigns, Fund Raising and Donations</b> Includes records regarding the raising of funds and donations for municipality run programs or for other charitable organizations. Excludes: <ul style="list-style-type: none"> <li>Receipts – see F19</li> </ul>	Originating	3**	
<b>M04</b>	<b>Complaints, Commendations and Inquiries</b> 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. May also include compliance letters issued in response to a lawyer's request. Excludes: <ul style="list-style-type: none"> <li>Access to Information – see A17</li> <li>Specific Complaints – see appropriate subject</li> </ul>	Originating	1**	
<b>M05</b>	<b>News Clippings</b>			Category not used.
<b>M06</b>	<b>News Releases</b> Includes background notes and final versions.	Originating	3**	
<b>M07</b>	<b>Publications</b> Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature as well as copies of social networking sites (website, Facebook, etc.) published by the municipality.	Originating	S**	S+3 if publication is subject to copyright or trademark.

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<b>M08</b>	<b>Speeches and Presentations</b> Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials. Excludes: <ul style="list-style-type: none"> <li>Media coverage of speeches/presentations – see News Clippings – M05</li> <li>News Releases – see M06</li> </ul>	Originating	3**	
<b>M09</b>	<b>Visual Identity and Insignia</b> Includes records regarding the standards which apply to graphic designs in the interest of establishing a Visual Identity Program. Includes logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.	Originating	S+5**	
<b>M10</b>	<b>Website and Social Media Content</b> Includes screenshots 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.	Originating	S	
<b>M11</b>	<b>Community Outreach and Engagement</b> Includes material related to community outreach initiatives and engagement efforts carried out by Town departments. For example, fire safety or water conservation initiatives.	Originating	E+5	E = completion of the project or initiative for which engagement was initiated
<b>M12</b>	<b>Staff Media and Public Liability and Indemnity Forms</b> Includes permission, liability and indemnity forms signed by the public when participating in Town events.	Originating	3	

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<b>M13</b>	<b>Communication Plans and Strategies</b> Includes communication plans and strategies employed by Town departments and staff.	Originating	5	
<b>M14</b>	<b>Public Relations and Public Awareness Campaigns</b> Includes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters, etc. Also includes issues regarding internal/external communications.	Originating	5**	

<b>Primary Heading: Protection and Enforcement</b>				
<b>Class Code</b>	<b>Retention Category</b>	<b>Responsible Department</b>	<b>Retention Period</b>	<b>Remarks</b>
<b>P00</b>	<b>Protection and Enforcement Services – General</b> Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	
<b>P01</b>	<b>By-law Enforcement</b> Includes records of municipal efforts to enforce by-laws, such as parking tickets, orders to comply, inspection reports, field reports, stop work orders, officer's notes, correspondence, exhibits, photographs, etc. Excludes: <ul style="list-style-type: none"> <li>• Health Inspections – see P07</li> <li>• Investigations – see P08</li> <li>• Environmental Monitoring – see E05</li> </ul>	Originating	10**	

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	<ul style="list-style-type: none"> <li>Animal Control Enforcement – see P14</li> <li>Lottery License Enforcement – see P09</li> </ul>			
<b>P02</b>	<b>Daily Occurrence Logs</b> Includes daily occurrences logs maintained by the Chief Building Official. Also includes logs maintained of daily occurrences such as By-law dispatches and fire assistance calls.	Originating	5**	Fire records are kept for 10 years.  EMS records are kept for 6 years.
<b>P03</b>	<b>Emergency Planning</b> Includes records regarding the planning and rehearsal of emergency measures. May also include records of previous disasters including reports, press clippings, etc.	Originating	S**	E+5 if Canadian Environmental Protection Act applies = expiry of plan
<b>P04</b>	<b>Hazardous Materials</b> Includes information and reports on chemicals and substances that pose fire hazards. Also includes records dealing with toxic substances control, transportation and effects.  Excludes: <ul style="list-style-type: none"> <li>Staff Safety Training – see H04</li> <li>Personal exposure – see H17</li> <li>Manifests – see E07</li> </ul>	Originating	S+5	7 years or tank removal + 7 years if Canadian Environmental Protection Act applies
<b>P05</b>	<b>Incident/Accident Reports</b> Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. Excludes: <ul style="list-style-type: none"> <li>Security – see A18</li> <li>Accidents of Municipal Staff – see H04</li> <li>Vehicle Accidents – see L02 or L03</li> <li>Emergency Services Accident Reports – see</li> </ul>	Originating	E+3	E = date the incident or accident occurred (ensure 2 most recent reports are kept)

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	<p>P18</p> <ul style="list-style-type: none"> <li>Fire and Rescue Incident Reports – see P24</li> </ul>			
<b>P06</b>	<p><b>Building and Structural Inspections</b> Includes inspection reports, such as building, plumbing, fire prevention, and other structural inspections. Also includes inspections of marijuana grow operations after appropriate notification from a police force. Excludes:</p> <ul style="list-style-type: none"> <li>By-law Enforcement – see P01</li> <li>Fire Prevention and Inspection – see P21</li> </ul>	Building Services	E+10	E = resolution of the issue
<b>P07</b>	<p><b>Health and Safety Inspections</b> Includes health inspection reports conducted or performed by Health and Safety Committee on private, public and commercial properties and Fire Marshal or Public Health Inspections.</p>	Originating	E+5	E = date of inspection
<b>P08</b>	<p><b>Investigations</b> Includes records of investigations pertaining to law enforcement, traffic accidents, ambulance and firefighting activities. Excludes:</p> <ul style="list-style-type: none"> <li>By-law Enforcement – see P01</li> <li>Harassment and Violence – see H15</li> </ul>	Originating	10**	
<b>P09</b>	<p><b>Licencing</b> Includes records regarding licences administered by or required by the municipality, or required by the province, such as licencing for dog kennels, dogs, liquor, businesses and quarries, etc. Excludes:</p>	Originating	E+6	E = expiry of the license

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	<ul style="list-style-type: none"> <li>• Marriage Licences – see Vital Statistics, L12</li> <li>• Lottery Licenses – see P20</li> </ul>			
<b>P10</b>	<b>Building Permits</b> Includes permits issued to builders, contractors and residents giving them permission to build or renovate. Also includes associated forms, drawings for permits and reports from professional bodies and approval from other authorities.  Excludes: <ul style="list-style-type: none"> <li>• All other permits – see P11</li> </ul>	Building Services	P	
<b>P11</b>	<b>Permits, Other</b>  Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued giving permission to hold special events, transport oversize loads, erect signs, park on the street, etc. Excludes: <ul style="list-style-type: none"> <li>• Building Permits – see P10</li> <li>• Encroachment Permits – see D16</li> </ul>	Originating	E+2	E = expiry of the permit
<b>P12</b>	<b>Warrants</b>			Category not used.
<b>P13</b>	<b>Criminal Records</b>			Category not used.
<b>P14</b>	<b>Animal Control</b> Includes records regarding the control of household pets, strays reports. Excludes:	Originating	E+2	

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	Dog Licenses – see P09			
<b>P15</b>	<b>Community Protection Programs</b> Includes records regarding community protection and crime prevention.	Originating	S+2**	
<b>P16</b>	<b>Emergency Services</b> Includes records regarding fire and rescue services.	Emergency Services	S+10	
<b>P17</b>	<b>Emergency Services Incident and Impact Reports</b> Records associated with emergency medical services incident reporting.	Emergency Services	E+10	Event = date the incident or accident occurred
<b>P18</b>	<b>Emergency Services Accident Reports</b> Records associated with emergency medical services accident reporting.	Emergency Services	E+10	Event = date the incident or accident occurred
<b>P19</b>	<b>EMS Accident Statistics</b>			Category not used.
<b>P20</b>	<b>Prohibitions and Notices</b> Includes prohibition orders, notices and correspondence related to prohibition under regulations such as Source Drinking Water Protection. May also contain building code applications denied because of prohibition.		E+6	E = expiry of the license
<b>P21</b>	<b>Facilities Routine Water Use, Monitoring and Testing</b> Includes records regarding the testing of swimming pool or splash pad water for chlorine and pH levels.	Parks and Recreation Child Care	Pools=1 Child Care Facility=6	

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<b>Primary Heading: Recreation and Culture</b>				
<b>Class Code</b>	<b>Retention Category</b>	<b>Responsible Department</b>	<b>Retention Period</b>	<b>Remarks</b>
<b>R00</b>	<b>Recreation and Culture – General</b> Includes records regarding recreation and cultural services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	
<b>R01</b>	<b>Heritage Preservation</b> Includes records regarding heritage and historical development, including designations of buildings and archaeological studies. Excludes: Original By-laws – see By-laws, C01	Planning Services	E**	E = removal of designation for heritage properties  General and background records related to heritage planning and development are kept for 10 years.
<b>R02</b>	<b>Library Services</b> Includes circulation lists, recommendations for additions to library collections, information searches, inter-library loan requests and more general records regarding the operation of libraries.		5	
<b>R03</b>	<b>Museum and Archival Services</b>	Originating	P**	Category not in use.
<b>R04</b>	<b>Parks Management</b> Includes correspondence, descriptions, reports and other records dealing with the management, design, setup, landscaping and maintenance of	Parks and Recreation  Originating	10**	Playground equipment maintenance records are retained permanently.

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	specific municipal parks. Includes maps and plans. Also includes information dealing with maintenance of playground equipment. Excludes: <ul style="list-style-type: none"> <li>Building &amp; Property Maintenance – see A20</li> </ul>			Final park design, planning and development decisions, drawings and specifications are retained permanently.
<b>R05</b>	<b>Recreational Facilities</b> 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: <ul style="list-style-type: none"> <li>Facilities Construction – see A19</li> <li>Building and Property Maintenance – see A20</li> </ul>	Parks and Recreation	5	Architectural and engineering drawings As Built = until superseded
<b>R06</b>	<b>Recreational and Cultural Programming</b> Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational and cultural programs to the community, such as youth, sport and fitness, adult education, crafts and other programs.	Originating	2**	

Primary Heading: Social Services				
Class Code	Retention Category	Responsible Department	Retention Period	Remarks

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<b>S00</b>	<b>Social and Health Care Services – General</b>  Includes records regarding social and health care services provided to individual residents which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	
<b>S01</b>	<b>Children's Day Nursery Services</b> Includes general program information regarding childcare programs, such as municipal and private day care and day nursery services. Also includes general resource information used in counselling children and parents involved in these programs as well as records regarding drinking water testing and fire drills. Excludes: Medical Records – see S06	Originating	E+2	Fire drill records are kept 2 years.  Inspection reports are kept for 2 years.  Water testing and reporting records are kept for 6 years.
<b>S02</b>	<b>Elderly Assistance</b> Includes general program information regarding programs intended to improve the quality of life for senior citizens, such as home care, housing and transit subsidies. Includes any homes for the aged as well as general resource information used in counselling seniors considering moving to homes for the aged.	Originating	7	
<b>S03</b>	<b>Long Term Care Facility Resident Records</b>			Category not used.
<b>S04</b>	<b>Social Assistance Programs</b> Includes information regarding social assistance programs available to residents.	Originating	10	
<b>S05</b>	<b>Ontario Works Case Records</b>			Category not used.
<b>S06</b>	<b>Medical Case Records</b>			Category not used.
<b>S07</b>	<b>Children's Services</b>	Originating	3	

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	Includes general program information for programs benefiting disabled children, abused children and other children's programs. Excludes: <ul style="list-style-type: none"> <li>• Medical records – see S06</li> <li>• Day care programs – see S01</li> </ul>			
<b>S08</b>	<b>Public Health</b> Includes records regarding Public Health programs, such as health and safety education.	Originating	5	
<b>S09</b>	<b>Cemetery Records</b>			Category not used.
<b>S10</b>	<b>Day Care Nursery Records</b> Includes application for enrolment for day care and day nurseries, child's name, home address, date of birth, names, addresses, phone numbers of parents, etc. Excludes: Handicapped children's services – see S07 Serious occurrence /allegation investigation involving program participants (non-staff) – See P08 Serious occurrences and allegations involving municipal staff – see H15	Originating	Last participated date + 3	
<b>S11</b>	<b>Disabilities Support Clients</b>			Category not used.
<b>S12</b>	<b>Housing Services</b>			Category not used.
<b>S13</b>	<b>Housing Tenant Clients</b>			Category not used.
<b>S14</b>	<b>Home Child Care Program</b>			Category not used.
<b>S15</b>	<b>Home Child Care Clients</b>			Category not used.
<b>S16</b>	<b>Social and Health Care Planning</b>			Category not used.
<b>S17</b>	<b>Client Care Coordination</b>			Category not used.

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<b>S18</b>	<b>Long Term Care Operations</b>			Category not used.
<b>S19</b>	<b>Food Preparation and Service</b>			Category not used.
<b>S20</b>	<b>Cemetery Operations</b>			Category not used.

<b>Primary Heading: Transportation Services</b>				
<b>Class Code</b>	<b>Retention Category</b>	<b>Responsible Department</b>	<b>Retention Period</b>	<b>Remarks</b>
<b>T00</b>	<b>Transportation - General</b> Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	
<b>T01</b>	<b>Illumination</b> 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.	Facilities Management  Public Works	E+6	E = removal of the equipment Specifications are kept permanently.
<b>T02</b>	<b>Parking</b> Includes records and studies regarding municipal parking issues, such as accessible parking, lot and garage operations, fire routes and employee parking.	Originating	E+6	E = closure of lot or space
<b>T03</b>	<b>Public Transit</b>			Category not used.
<b>T04</b>	<b>Road and Sidewalk Construction</b> Includes records and studies regarding construction projects on roads and sidewalks. Includes the construction of new roads and major improvements to existing roads and sidewalks, such as resurfacing, widening, bridges, etc. Excludes:	Public Works	E+5**	E = project finished Specifications are kept permanently.

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	<ul style="list-style-type: none"> <li>Design and Planning – see T05</li> <li>Routine maintenance and minor improvements to road systems – see T06</li> </ul>			
<b>T05</b>	<b>Road Design and Planning</b> 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.	Originating	E+5**	E = project finished Specifications are kept permanently.
<b>T06</b>	<b>Road and Sidewalk Maintenance and Salt Usage</b> Includes records and studies regarding the inspection and maintenance of roads and sidewalks. Includes the installation of culverts, minor repairs to the road surfaces, curbs and sidewalks, cycle-ways, footpaths, walkways, etc. Also includes grading, ploughing and sanding of roads, and snow removal and cleaning.	Public Works	E+5	E = project finished Specifications are kept permanently. Road salt usage records are kept for 7 years if Canadian Environmental Protection Act applies.
<b>T07</b>	<b>Signs and Signals</b> Includes records and studies regarding the manufacture and installation of signs and signals. Excludes: Visual Identity Program – see M09	Public Works	E+1	E = removal of sign/signal
<b>T08</b>	<b>Traffic</b> 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.	Originating	E+3**	E = project finished Temporary road closure records are kept for 2 years.

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	Excludes: Non-temporary road closures – see T09			
<b>T09</b>	<b>Roads and Lanes Closures</b> Includes records regarding roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence, and district court applications. Also includes records related to requests to open road and street allowances. Excludes: <ul style="list-style-type: none"> <li>• Temporary road closures – see T08</li> <li>• Land Sales – see L07</li> <li>• Road Closing By-laws – see C01</li> </ul>	Public Works	E+1**	E = project finished
<b>T10</b>	<b>Field Survey/Road Survey Books</b> Includes engineering field survey notes as well as books.	Originating	E+1	E = project finished
<b>T11</b>	<b>Bridges</b> Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	Originating	E+5	E = project finished Specifications are kept permanently.

<b>Primary Heading: Vehicles and Equipment</b>				
<b>Class Code</b>	<b>Retention Category</b>	<b>Responsible Department</b>	<b>Retention Period</b>	<b>Remarks</b>
<b>V00</b>	<b>Vehicles and Equipment - General</b> Includes records regarding vehicles and equipment which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	

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<b>V01</b>	<b>Fleet Management</b> 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: <ul style="list-style-type: none"> <li>• Insurance Policies – see L06</li> <li>• Accident Claims – see L02, L03</li> <li>• Leases/Contracts – see L14</li> <li>• Daily Reports/Logs – see V05</li> </ul>	Originating	E+ 2	E = termination of lease or de-servicing of vehicle
<b>V02</b>	<b>Mobile Equipment</b> 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	E+1	E = disposal of equipment
<b>V03</b>	<b>Transportable Equipment</b> 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	E+1	E = disposal of equipment
<b>V04</b>	<b>Protective Equipment</b> 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	E+1	E = disposal of equipment
<b>V05</b>	<b>Fleet Daily Inspection Reports/Logs</b> Includes records regarding daily inspection reports or logs for all current fleet vehicles. Excludes:	Originating	E+1	E = 1 year from the last date completed in the log

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	Vehicle history or maintenance – see V01			
<b>V06</b>	<b>Ancillary Equipment</b> Records regarding fixed equipment which is non-vehicle and non-office in nature. Includes equipmentsuch as appliances, water heaters, garbage compactors, furniture (non-office), industrial shredders, etc. Includes correspondence, equipmentuser and procedural manuals, warranty, maintenance and history records. Also includes setup tests and manuals.	Originating	E+1**	E = disposal of equipment  Setup tests are kept until superseded.  Small water system equipment records are

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