

**MUNICIPAL RECORDS AUTHORITY**  
**FOR**  
**NEW BRUNSWICK**  
**2011**

**Prepared by:**  
**The Municipal Records Management Steering**  
**Committee of the Provincial Archives**  
**and the Association of Municipal Administrators of New Brunswick**



## **Preface**

Records and information are of fundamental importance to the efficient conduct of public business. They document decisions, transactions, and administrative procedures, serve as the “official memory” of the municipality, and form the basis for future decisions. Records must be readily accessible, authentic, protected, and disposed of appropriately.

Records management is the systematic control of records, regardless of format, from creation to final disposition. Administrative and operational changes resulting from amalgamation, budget restraints, legal claims against municipalities, and right to information and privacy concerns require information to be managed efficiently and accurately. Increased dependence on the use of information systems means that all organizations are faced with issues relating to the management of records, particularly those in electronic formats.

The *Archives Act* designates the Provincial Archives responsible for the preservation of government records. In 1987, the Archives introduced a document entitled ***Authorities Governing the Retention and Disposition of Records of the New Brunswick Municipalities***. Since then, municipal governments have undergone many changes. When it became evident that the 1987 document no longer met their needs, the Provincial Archives, with the assistance and cooperation of a committee of municipal clerks and administrators, developed a new subject classification plan and retention schedule. This document, the ***Municipal Records Authority (MRA)***, was first released in 1998 and provides a current, comprehensive file plan and retention schedules. It enables consistent handling and efficient use of municipal records, and ensures that records of long-term value are identified and protected.

A Records Management Program consists of various elements. A file classification plan and retention schedules are two basic components. Other elements include a person responsible for the corporate program, inventory analysis, policies and procedures (i.e. compliance program and vital records program), filing centre(s) and implementing technology for the management of records.

The Steering Committee and Provincial Archives met several times in 2009 and 2010 to review and update the document. We are pleased to introduce the 2011 version of the ***Municipal Records Authority***.

### **Municipal Records Management Steering Committee**

<i>Gisèle Bourque-Richard</i>	<i>Provincial Archives</i>
<i>Leslie Morrell</i>	<i>City of Fredericton</i>
<i>Mary Jane Banks</i>	<i>Town of Rothesay</i>
<i>Nicole Carrier</i>	<i>Village of Belledune</i>
<i>Pat Anglin</i>	<i>City of Saint John</i>
<i>Kathy Steward</i>	<i>Town of Oromocto</i>
<i>Barbara Wishart</i>	<i>Town of Woodstock</i>
<i>Emily Porter-Lawrence</i>	<i>Town of Woodstock</i>

## Table of Contents

<u><a href="#">Preface.....</a></u>	<u><a href="#">2</a></u>
<u><a href="#">Introduction.....</a></u>	<u><a href="#">4</a></u>
<u><a href="#">How the MRA is Organized.....</a></u>	<u><a href="#">4</a></u>
<u><a href="#">How to Use the MRA .....</a></u>	<u><a href="#">9</a></u>
<u><a href="#">Section 1 Administration and Leadership .....</a></u>	<u><a href="#">12</a></u>
<u><a href="#">Section 2 Buildings, Facilities and Properties.....</a></u>	<u><a href="#">22</a></u>
<u><a href="#">Section 3 Finance .....</a></u>	<u><a href="#">27</a></u>
<u><a href="#">Section 4 Human Resources .....</a></u>	<u><a href="#">38</a></u>
<u><a href="#">Section 5 Information Management and Technology .....</a></u>	<u><a href="#">54</a></u>
<u><a href="#">Section 6 Legislative, Legal and Regulatory Services.....</a></u>	<u><a href="#">64</a></u>
<u><a href="#">Section 7 Materials and Asset Management.....</a></u>	<u><a href="#">73</a></u>
<u><a href="#">Section 8 Engineering and Public Works .....</a></u>	<u><a href="#">80</a></u>
<u><a href="#">Section 9 Planning and Development.....</a></u>	<u><a href="#">87</a></u>
<u><a href="#">Section 10 Protective Services.....</a></u>	<u><a href="#">96</a></u>
<u><a href="#">Section 11 Public Transportation.....</a></u>	<u><a href="#">103</a></u>
<u><a href="#">Section 12 Recreation, Sport and Cultural Services.....</a></u>	<u><a href="#">108</a></u>
<u><a href="#">Appendix A Request for Change .....</a></u>	<u><a href="#">114</a></u>
<u><a href="#">Appendix B Transfer of boxes to Provincial Archives.....</a></u>	<u><a href="#">115</a></u>
<u><a href="#">Appendix C Table of Concordance .....</a></u>	<u><a href="#">117</a></u>
<u><a href="#">Appendix D Glossary.....</a></u>	<u><a href="#">127</a></u>
<u><a href="#">Appendix E Template “Authorization for the destruction of records” .....</a></u>	<u><a href="#">130</a></u>
<u><a href="#">Appendix F Retention of Computer System Backups.....</a></u>	<u><a href="#">131</a></u>
<u><a href="#">Appendix G A Guide to Identifying and Handling Non-Records.....</a></u>	<u><a href="#">132</a></u>
<u><a href="#">Index .....</a></u>	<u><a href="#">140</a></u>

---

## **Introduction**

The Provincial Archives of New Brunswick is responsible for establishing retention schedules and for preserving records of enduring value. Where a municipality is committed to establishing and funding a local archives, the Provincial Archives may enter into a contractual agreement with the municipality for the maintenance and preservation of municipal records of archival value as defined by this Authority.

The ***Municipal Records Authority (MRA)*** is the official guide for the management of municipal records within the province of New Brunswick. The *MRA* serves two purposes:

- it provides a suggested framework for the organization and description of records,
- it provides approved retention and disposition schedules for those records.

It is important to note that municipalities with a different file classification plan already in place are not obligated to use the *MRA* File Classification Plan, but they must use and apply the appropriate retention and disposition schedules contained therein.

Any questions regarding *MRA* and its use should be directed to the Recorded Information Management Unit, Government Records Section, Provincial Archives of New Brunswick. (506-453-2897)

---

## **How the MRA is Organized**

The *Municipal Records Authority (MRA)* is the recommended standard to be used for the management of records for the municipalities of New Brunswick. It is a hybrid function-based, block-numeric file classification plan that provides a framework for the organization and description of records. The classification plan is accompanied by authorized retention and disposition schedules for those records. A retention schedule determines the length of time the record must be kept, and states what will be done with it when it is no longer required as an active record in office.

The hybrid classification approach consists of a file plan made up of high level common functions and activities - identified by an analysis of an organization's business functions, activities, and transactions - which tend to be stable over time. The hybrid file plan also provides more flexibility relating to the identification and naming conventions of lower level transactions to promote user acceptance. Although flexible, it is important to note that the use of standardized naming conventions and taxonomies is considered very important and is encouraged. The result of a hybrid file plan is a much flatter hierarchy of classification, ideal for electronic records management applications, where retention is applied at the primary/activity level.

## **General**

This document consists of

- an introduction to the manual;
- the subject classification plan and retention periods for municipalities;
- an alphabetical index consisting of subject headings and synonyms to assist users in locating file headings;
- and appendices.

## **Organizational Structure of MRA**

MRA classifies records at three levels:

Main Groups/**F**unctions  
Primaries/**A**ctivities  
Secondaries/**T**ransactions

As you move down through the classification levels, they become more specific.

### **Main Groups or Functions**

The subject classification plan uses a system in which blocks of numbers are assigned to each main group of headings, which represent the broadest level in the file structure and describe common basic **functions** of the municipalities.

The subject classification plan is divided into the following main groups/functions:

<b>SECTION</b>	<b>MAIN GROUP/FUNCTIONS</b>	<b>NUMERICAL RANGE</b>
1	Administration and Leadership	0100 - 0499
2	Buildings, Facilities and Properties	0500 - 0699
3	Finance	0700 - 0999
4	Human Resources	1000 - 1299
5	Information Management and Technology	1300 - 1599
6	Legislative, Legal and Regulatory Services	1600 - 1799
7	Materials and Asset Management	1800 - 1999
8	Engineering and Public Works	2200 - 2399
9	Planning and Development	2400 - 2599
10	Protective Services	2800 - 2999
11	Public Transportation	3000 - 3199
12	Recreation, Sport and Cultural Services	3200 - 3399

### **Primaries or Activities**

Each main group/function is subdivided into primaries. Primaries are activities related to a specific main group/function. Primaries within the main group are arranged alphabetically, where possible, for more efficient filing and retrieval of information. An exception to this rule is that the first assigned primary number in each section is called "**General**" (e.g. Finance – General). The "General" primary/activity is used to classify records whose function applies to the main group as a whole, or for records that do not fit into a more specific primary/activity.

A list of primary numbers and primary subjects is found at the beginning of each main group. Gaps have been left between primary numbers for expansion purposes.

As a municipality implements and uses the plan, it may be necessary to create primaries to accommodate new subjects. When this happens, complete a Request for Change form (see Appendix A).

**Scope Notes**

Each primary/activity is briefly described in a “scope note” which indicates the types of records which should be included/filed under that primary. Examples of possible files under a particular primary, cross-references to other primaries and explanatory notes are also included here. It is very important to examine scope notes and examples provided when classifying.

**Secondaries or Transactions**

Secondaries are the most specific level of the file structure. Frequently used or common transactional or secondary subjects have been suggested for use in the scope note and examples.

Municipalities may assign secondary/transaction numbers. When assigning a secondary number, both primary and secondary numbers will constitute the complete file number. It has been left to the municipality whether or not to assign a unique identifier number to the secondaries/transactions. Possible options are listed below:

- a two-digit number following the primary number, (e.g. 0590-01).
  - 01 for **Land Assembly Reports** material followed by the next consecutive numbers for other subjects (e.g. -02, -03, etc)
  - 20, 30, 40, 50 for **case file** records. **Case files** contain documents relating to a specific time limited entity, such as an event, project, transaction, product or organization, or to an individual. Case files are generally standardized; that is, they may contain the same type of information or forms. They are frequently filed by name or number. Examples of case files are project files, committee files, contract files, by-laws, etc.
- File codes may be used in conjunction with primary and secondary numbers or with the primary only. Codes are letters and/or numbers that abbreviate the proper names of locations, organizations, etc. Commonly used acronyms can serve as a code. For example:

**0125Associations, Clubs, Societies**

- 0125- 20/**A1**Association of Records Managers and Administrators
- 20/**A2**Association of Municipal Administrators
- 20/**B1**Better Business Bureau
- 20/**C1**Canadian Cancer Society

↑  
**CODES**

**0125Associations, Clubs, Societies**

- 0125- ARMAAssociation of Records Managers and Administrators
- **AMANB**Association of Municipal Administrators
- BBBBetter Business Bureau
- CCSCanadian Cancer Society

↑  
**CODES**

**Tertiary Numbers** can be used when it is necessary to sub-divide a secondary/transaction subject.

## **Retention and Disposition Schedules**

A retention schedule establishes the life cycle of records. It specifies the length of time the records must be kept in the office (active), how long they are stored off-site (semi-active), if applicable, and how the records will be handled at the end of their life (final disposition). The final disposition is based on the administrative, legal, fiscal, historical, or other value of the records. Retention schedule information has been assigned to the primary/activity level. The retention periods are to be applied by the division/department/office that has custody of the record. Copies of records held by other areas or offices only for reference or convenience can and should be destroyed as soon as no longer needed, and not longer than the specified retention period.

### **Active Period (A)**

The column labeled "A" refers to the period of time the records are active in the office. These are the records that are regularly referred to during the course of daily activity, and which are maintained in the office space. Generally, the active period is determined by the frequency of need or retrieval: if retrieval/reference is more frequent than one reference per linear foot (30 cm) per month, the records are considered to be active.

The active period for a records series can be found under the column labeled **A**, and include the following:

- **AP**, or **Active Period**, is used when the active period of the records is limited to a defined period of time.
- **SO** stands for **Superseded or Obsolete** and is used when records are replaced with newer, up to date information which renders the older record out-of-date.
- **Cy** stands for **calendar year and fiscal year**, January 1 to December 31, or for a period of twelve consecutive months.

### **Semi-Active Period (SA)**

**SA** refers to records which are not frequently required and which need not be maintained in the office space, storage areas or equipment of the user. These records still have value to the municipality, but may be stored off-site according to the number of years in the specified retention period. Retrieval and reference access for records in semi-active period is generally less than one reference per one linear foot (30 cm) per month.

The semi-active period for a records series is found under the column labeled **SA**, and is represented by a number followed by a "y" for year, for example, 0y = zero years, 5y = five years, etc. This refers to the number of years the record should be housed in semi-active storage.

Depending on volume of records, the municipality may choose to keep semi-active records in-office instead of storing off-site.

### **Final Disposition (FD)**

The column "FD" refers to the disposition of the records. This indicates that the records have reached their inactive state. The records are no longer required for the function for which they were created, or they are referred to so rarely by the municipality that they may be transferred to the Provincial Archives of New Brunswick. When records reach the inactive state they are ready for disposition.

Final disposition of records is undertaken in one of three ways:

- **D for Destruction.** Records no longer having any value are disposed of by means of shredding, recycling, deletion/erasure, etc. Municipalities are responsible for making appropriate arrangements for the proper destruction of records.
- **SR for Selective Retention.** Records identified as having a selective retention are to be transferred to the Provincial Archives of New Brunswick. The records will be assessed and some or none at all will be permanently preserved.
- **AR for Archival Retention.** Records with a final disposition of “AR” are to be transferred to Provincial Archives for complete retention where they will be permanently preserved in their entirety.

**Note:** Once transferred to the Archives, the care, custody and control of the records no longer rests with the municipality. Records may be reformatted to micrographic or digital images, and the hard copy destroyed.

For ease of reference, a definition for each abbreviation is also provided in the footer of each page in the main body of the document.

Please contact Provincial Archives, if any items slated for destruction appear to have historical value.

**Sample Primary:**

**PRIMARY/  
ACTIVITY  
NUMBER**

**PRIMARY /  
ACTIVITY  
TITLE**

**RETENTION SCHEDULE  
AND DISPOSITION**



**2255 GARDENS, PLANTS and TREES**

A	SA	FD
Cy+1y	4y	D

**SCOPE  
NOTE,**



Consists of records relating to the management of trees, gardens and planting.

**Examples:** identification of diseased trees/threats (i.e. gypsy moths), cutting projects, planting.

**SEE  
REFERENCES**



*For the operations of parks and their maintenance, see primary 3300.  
For the development of parks see primary 0590.  
For the procurement of plants, shrubs and trees, see primary 1910.*

- by subject  
- other

**SUGGESTED METHOD FOR FILING**



**KEY TO ABBREVIATIONS**



---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**

**AP= Active Period, as defined SO= Superseded or Obsolete  
y=year Cy=Calendar/Fiscal year**

**D=Destroy SR= transfer to Provincial Archives for selective retention**

**AR= transfer to the Provincial Archives for complete retention**

---

**How to use the MRA**

**Classification Plan**

This optional/suggested standard classification plan will assist in the maintenance of an effective records management program. It allows for the proper arrangement of records by listing the standard file number, the standard file title, with accompanying cross references and explanatory notes. It also links file titles with the appropriate retention and disposition periods.

To file a record using the MRA, begin by identifying the subject/activity of the record or the file. For example, an invoice covering a catered lunch for a business meeting is received. The payment of a bill is determined as belonging to the function (main group) of Finance. The payment of the invoice would be considered an accounts payable record. The transaction (secondary) would be Payables – by vendor name, by year, etc. The classification number is assigned to the document and/or a file is created, if required.

Each municipality should have a "working" file list, based on the *MRA*, which reflects actual files held by the municipality. This list will indicate which files the municipality has actually created, and which subjects are being used. Never create an unnecessary or "empty" file. The file list should be kept as current as possible.

### **Retention Periods**

This 2011 *MRA* replaces the 2004 version of this document, effective June 2011. The authorized retention and disposition schedules of the 2011 MRA are to be applied to records that are currently in the care, custody and control of the municipality.

If certain retention periods and dispositions are not feasible for your municipality, please contact the Recorded Information Management Unit of the Provincial Archives (506) 453-2897.

To apply the retention schedule, the disposition date will be calculated using a trigger, either Cy (calendar/fiscal year), or SO (superseded/obsolete) or AP (active period as defined). For example:

- For retention periods with Cy, the disposition will always be the month of January following the complete retention. If you have a document/file dated 2000, and a retention schedule of Cy+1y/4y/D, that file can be processed for Destruction in January 2006 (Cy=2000 +5 years =2001, 02, 03, 04, 05).
- For retention periods with AP, the disposition will be the month after the action of the defined period following the complete retention. If you have an agreement that expired in July 2005, and the retention schedule is AP+1/5y/D, that agreement file will be able to go for destruction in August 2011 (AP=July 2005 + 6 years= 2006, 07, 08, 09, 10, 11). If the trigger closing month is unknown, you may want to calculate using the month of December of the current year.
- For retention periods with SO, the disposition will be the month following the superseded/obsolete action. If you have a policy that was superseded in February 2005, and the retention schedule is SO/5y/SR, the file will be going for archive selection in March 2010 (SO=Feb 2005+ 5years= 2006, 07, 08, 09, 10). When the trigger closing month is unknown, you may want to calculate using the month of December of the current year.

### **Index**

The MRA index is provided to assist users when classify and filing records. The index includes a list of terms arranged in alphabetical order which point to an activity(primary) number. First the user must determine the type, content and/or context of the record they need to classify or file, and then look up the keyword in the index. Prior to classifying and filing the record, the scope note of the primary should be read to ensure that this is the correct place to file the records.

### **Appendix A – Request for Change**

When a change is required in the *MRA*, municipalities should complete the form and sent it to the address indicated on the form. All changes are to be communicated to the Records Analyst responsible for the *MRA*. Changes can include additions or deletions of subjects, or a modification of a retention period.

### **Appendix B - Transfer of Archival Records**

Records transferred to the Provincial Archives should be sent in standard record boxes and organized according to the *Municipal Records Authority*. Please refer to *Appendix B* for complete information on how to send records to the Provincial Archives.

### **Appendix C – Table of Concordance**

A *Table of Concordance* is included to assist users that have implemented the 2004 *MRA* in updating their file plans.

### **Appendix D - Glossary**

Included with the plan is a list of records and information management and archival terms along with their accompanying descriptions found within the *MRA*.

### **Other Appendices**

The *MRA* manual also includes

- template “*Authorization for the destruction of records*” which can be customized for your requirements, see Appendix E;
- “*Retention of Computer System Backups*”, see Appendix F;
- and “*A Guide to Identifying and Handling Non-Records*”, see Appendix G.

## **Section 1**

**0100 - 0499**

### **ADMINISTRATION AND LEADERSHIP**

**Administration and leadership is the function which documents administrative activities within the organization. It includes records and supporting documentation of the Council, intergovernmental relations, liaison with non-government organization, reviews of organizational planning processes, the development of organizational policies, procedures and guidelines, the management of complaints, activities such as community award, ceremonies, and visits, hosted functions, general inquiries, the activities of Boards, Commissions and Committees, and attendance and participation in conferences, workshops, and symposia.**

**SECTION 1**

**0100 - ADMINISTRATION AND LEADERSHIP - 0499**

**ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES  
(ALPHABETICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
Administration and Leadership - General	0100	Cy+1y	0y	D
Associations, Clubs, Societies	0125	Cy+1y	4y	SR
Bilingualism/Official Languages	0140	Cy+1y	6y	SR
Boards and Commissions	0145	Cy+1y	8y	SR
Ceremonies, Visits and Hosted Functions	0150	Cy+1y	4y	SR
Committees	0160	Cy+3y	2y	SR*
Complaints Management	0165	AP	6y	D
Community Awards	0167	Cy+1y	4y	SR
Conferences, Meetings, Symposia	0170	Cy+1y	2y	D
Council	0180	Cy+3y	9y	SR*
Intergovernmental Relations and Liaison	0245	Cy+1y	2y	SR*
Management Services/Studies	0300	AP	3y	SR
Plans and Programs	0310	Cy+1y	8y	SR
Policy and Procedures	0315	SO	6y	SR
Quality Management System (QMS)	0320	SO	10y	D
Reports and Statistics	0365	Cy+1y	4y	SR

**ACTIVITY NUMBERS, ACTIVITY TITLES, AND RETENTION SCHEDULES  
(NUMERICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
0100	Administration and Leadership - General	Cy+1y	0y	D
0125	Associations, Clubs, Societies	Cy+1y	4y	SR
0140	Bilingualism/Official Languages	Cy+1y	6y	SR
0145	Boards and Commissions	Cy+1y	8y	SR
0150	Ceremonies, Visits and Hosted Functions	Cy+1y	4y	SR
0160	Committees	Cy+3y	2y	SR*
0165	Complaints Management	AP	6y	D
0167	Community Awards	Cy+1y	4y	SR
0170	Conferences, Meetings, Symposia	Cy+1y	2y	D
0180	Council	Cy+3y	9y	SR*
0245	Intergovernmental Relations and Liaison	Cy+1y	2y	SR*
0300	Management Services/Studies	AP	3y	SR
0310	Plans and Programs	Cy+1y	8y	SR
0315	Policy and Procedures	SO	6y	SR
0320	Quality Management System (QMS)	SO	10y	D
0365	Reports and Statistics	Cy+1y	4y	SR

**0100 ADMINISTRATION AND LEADERSHIP - GENERAL**

A	SA	FD
Cy+1y	0y	D

Consists of records of a general nature relating to the leadership and management of the municipality not found elsewhere in this section.

**Examples:** appointment books, calendars, condolence letters, congratulations, directories, general inquiries, invitations, proclamations, requests to attend meetings, season's greetings, simultaneous translation and interpretation services, thank you letters, translation services, welcome messages.

- by date
- by event
- by subject
- other

**0125 ASSOCIATIONS, CLUBS, SOCIETIES**

A	SA	FD
Cy+1y	4y	SR

Consists of records relating to the municipality's participation in the functions of outside groups, corporate or board memberships in associations, federations, foundations, institutes, leagues and other groups for reasons of mutual professional interest and individual interests. Includes membership fee notices, notices of meetings, agendas, minutes, and reports.

- by association
- by society
- by foundation
- by league
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**0140 BILINGUALISM/OFFICIAL LANGUAGES**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	6y	SR

Consists of records relating to planning, coordination, promotion, and documentation of bilingualism and provision of services in both official languages.

**Examples:** complaints and responses with supporting correspondence, complaint reports, general correspondence, linguistic profile reports.

*For general complaints, see primary 0165.*

*For language training, see primary 1200.*

- by subject
- by position
- by service
- by profile
- other

**0145 BOARDS AND COMMISSIONS**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	8y	SR

Consists of records relating to the establishment, organization and function of external and internal boards and commissions. Includes agendas, notices of meetings, minutes, terms of reference, appointments and related correspondence.

*For committees, see primary 0160.*

- by board
- by commission
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**0150 CEREMONIES, VISITS AND HOSTED FUNCTIONS**

A	SA	FD
Cy+1y	4y	SR

Consists of records relating to ceremonies, visits and functions or receptions hosted by the municipality. Includes inaugurations, laying of corner stones, celebrations, ribbon cutting, royal visits, visits from heads of state or other dignitaries, and visits and tours arranged either partially or wholly by the municipality. Also includes visits and tours to other countries and within Canada and special declarations such as twinning/sister city and friendship protocols.

*For records relating to payment of functions, see primary 0715.*

- by subject
- by name
- other

**0160 COMMITTEES MANAGEMENT**

A	SA	FD
Cy+3y	2y	SR*

*\* Files of internal and external committees, task forces, panels or councils will go through the archival selection process while the Standing Committees/Committees of Council are for complete permanent preservation.*

Consists of records relating to the establishment, organization and functions of committees, councils, groups, task forces, etc. Includes agendas, notices of meetings, minutes, terms of reference, appointments and related correspondence.

**NOTE:** Secretaries notes and verbatim excerpts of Standing Committees/Committees of Council that are transcribed to the official minutes should be removed from files and destroyed prior to sending to Provincial Archives for permanent preservation. Purge date to be determined by municipality.

- by committee
- by task force
- by panel
- by council
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**0165 COMPLAINTS MANAGEMENT**

<b>A</b>	<b>SA</b>	<b>FD</b>
AP*	6y	D

\* AP = until complaint resolved.

Consists of records relating to general complaints received from the public and from private organizations as well as other government organizations regarding services performed by the municipality.

**Examples:** comments and concerns, complaints, criticism and petitions

*For complaints and petitions relating to a specific subject, refer to the subject file.*

*For language related complaints, see primary 0140.*

- by date
- by event
- by subject
- other

**0167 COMMUNITY AWARDS**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	4y	SR

Consists of records relating to awards presented to citizens/organizations of the municipality in recognition of achievements. Also includes records relating to promotion or awareness, e.g. "Mayor for a Day", etc.

- by title
- by recipient
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**0170 CONFERENCES, MEETINGS, SYMPOSIA**

A	SA	FD
Cy+1y	2y	D

Consists of records relating to the participation in or the establishment, organization, and functions of conferences, meetings, symposia, workshops and seminars. Included are agendas, notices, minutes, arrangements and preparation documentation, and reports.

*For meetings of associations, club and societies, see primary 0125.*

*For co-ordination of conventions/conferences being held in the municipality, see primary 2525.*

*For payment of expenditures, see primary 0715.*

- by conference
- by symposium
- by workshop
- by meeting
- other

**0180 COUNCIL**

A	SA	FD
Cy+3y	9y	SR*

*\* Council meeting files will be kept for complete permanent preservation while other records will go through the selection process.*

Consists of records relating to Open and Closed Meetings of Council. Included are Council meeting agendas, minutes, and Council legends (documents that identify the actions of Council). May include the agenda packet and information items provided to councillors prior to meeting as well as the resolution materials.

**Examples:** conflict of interest disclosure of elected officials, public record of closed meetings, recordings of meetings (audio/video/digital), roles and responsibilities of Council, special or emergency meetings, and regular Council meetings.

*For municipal employees conflict of interest disclosure, see primary 1140.*

*For Standing Committees/Committees of Council Minutes, see primary 0160.*

**NOTE:** Council Minutes files may be microfilmed or imaged for preservation after transfer to Provincial Archives. When transferring the records, municipalities may request the paper copy be returned to them if this is the case. When transferring records of Closed Council Minutes, please ensure that they are clearly marked "CLOSED COUNCIL MEETING MINUTES".

- by date
- by topic
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**0245 INTERGOVERNMENTAL RELATIONS and LIAISON**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	2y	SR*

\* Only Council of First Nations files must be sent for selection at Provincial Archives.

Consists of records relating to intergovernmental relations and liaison with organizations. Includes records such as exchange of information, notifications and inquiries, offers of service, program information, policies, curriculum, etc.

**Examples:** ambulance services, Provincial and Federal government departments, foreign government, local government, crown agencies or corporations, universities and colleges, schools and school districts, hospitals and hospital networks, businesses, other municipalities, interest groups, etc.

- by organization
- by agency
- by department
- by group
- by institution
- other

**0300 MANAGEMENT SERVICES/STUDIES**

<b>A</b>	<b>SA</b>	<b>FD</b>
AP*	3y	SR

\* AP = until study results are produced and reported.

Consists of records relating to management improvement studies, office surveys and other records relating to the improvement of performance. Included are offers of service presented to the municipality by consulting firms in regard to management and office improvement and organizational effectiveness studies.

- by study
- by office surveys
- by topic
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**0310 PLANS AND PROGRAMS**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	8y	SR

Consists of records relating to program planning, coordination and direction, including the development and execution of plans in relation to program goals and objectives. Also included are reviews and analysis of plans and programs.

**Examples:** departmental/divisional work plans, lists of goals and objectives, mission statements, organizational charts, performance indicators, plans and programs analysis, privatization of programs, program implementation files, program and project plans, program reviews (audits), strategic planning, and workforce adjustment strategy.

*For financial audits, see primary 0745.*

*For organizational effectiveness studies, see primary 0300.*

*For Quality Management Systems audits and reviews, see primary 0320.*

- by program
- by project
- by review
- by plan
- by topic
- other

**0315 POLICY AND PROCEDURES**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	6y	SR

Consists of records relating to the development and revision of administrative and operational policies, procedures, standards, guidelines, circulars, directives, bulletins, instructions and best practices.

*For bylaws, see primary 1630.*

- by policy
- by procedure
- by guideline
- by standard
- by circular, directive, bulletin
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**0320 QUALITY MANAGEMENT SYSTEMS (QMS)**

A	SA	FD
SO	10y	D

Consists of records relating to the development and maintenance of a Quality Management System Standard such as the ISO 9001:2000. Includes records relating to internal audits, audits by the Quality Registrar, major and minor nonconformances, management reviews, and any records generated as a result of the audits by either the Internal Audit Team or the Quality Registrar.

**Examples:** application software for document management, award of registration, GAP Analysis, Internal Communication Plan for QMS, ISO Consultant, ISO 9000 Registrar (external auditors), copies of ISO Standard, management review meetings, presentations on the QMS, QMS document management plan, implementation strategy, implementation team, project team, and QMS web site (development and maintenance), process MAPs and flow charts, service profiles (service descriptions), continuous improvement initiatives, training, reports of internal team, reports of the external auditors, etc.

*For Steering Committees Minutes, see primary 0160.*

- by audit
- by reviews
- by reports
- by topic
- other

**0365 REPORTS AND STATISTICS**

A	SA	FD
Cy+1y	4y	SR

Consists of records relating to administrative reports and statistics, including drafts and supporting documentation for department/division heads, groups, etc. Also includes annual reports.

- by type
- by date
- by department, division, branch, or unit
- by topic
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

## **Section 2**

**0500 - 0699**

### **BUILDINGS, FACILITIES AND PROPERTIES**

**Buildings, facilities and properties is the function that supports the acquisition, disposal, maintenance, construction and protection of the municipality's real property assets. It includes space planning, building and property acquisition and disposal, construction, maintenance and repair and the physical security of the buildings and properties.**

*For agreement and contract management, see primary 1620.*

*For policy and procedures development, see primary 0315.*

**SECTION 2**

**0500 – BUILDINGS, FACILITIES AND PROPERTIES - 0699**

**ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES  
(ALPHABETICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
Accommodations/Space Planning	0505	Cy+1y	5y	D
Buildings and Facilities	0520	AP	10y	SR
Buildings, Facilities and Properties - General	0500	Cy+1y	0y	D
Physical Security	0580	SO	0y	D
Property	0590	AP	10y	SR

**ACTIVITY NUMBERS, ACTIVITY TITLES, AND RETENTION SCHEDULES  
(NUMERICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
0500	Buildings, Facilities and Properties - General	Cy+1y	0y	D
0505	Accommodations/Space Planning	Cy+1y	5y	D
0520	Buildings and Facilities	AP	10y	SR
0580	Physical Security	SO	0y	D
0590	Property	AP	10y	SR

**0500 BUILDINGS, FACILITIES AND PROPERTIES - GENERAL**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	0y	D

Consists of records relating to the general management of buildings, facilities and properties for which there is no specific primary.

**Examples:** building directories, cafeterias and eating places, conference room bookings.

*For information regarding canteens/concessions of sporting or recreational facilities, see primary 3270.*

*For rentals of rooms by the hour/daily basis, see primary 0850.*

*For lease agreements, see primary 1620.*

- by service
- by subject/topic
- other

**0505 ACCOMMODATION/SPACE PLANNING**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	5y	D

Consists of records relating to the planning and arrangement for the allocation, use and outfitting of office and warehouse space and other accommodations including space related requirements as well as the administration of parking spaces for employees (parking permits, waiting lists, space holder lists).

**Examples:** accommodation reports, allocation of space, arrangements for services, floor plans, organizational moves, plans for expansion, and parking administration.

- by subject/topic
- by space
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**0520 BUILDINGS AND FACILITIES**

<b>A</b>	<b>SA</b>	<b>FD</b>
AP*	10y	SR

\* AP = until building/facility has been sold or demolished.

Consists of records relating to all municipal buildings and facilities.

**Examples:** acquisitions, alterations, construction, copies of contracts, damages, development and development proposals, disposals, fire prevention systems, maintenance and repairs, maps and plans, requests for proposals (RFP's), specifications, utilities (electrical and plumbing, water and sewer) for each facility.

*For municipal vacant land, see primary 0590.*

*For security plans, see primary 0580.*

*For lease agreements and contracts, see primary 1620.*

- by structure
- by building name
- by civic number
- other

**0580 PHYSICAL SECURITY**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	0y	D

Consists of tracking, monitoring, installation, inspection, maintenance of security systems, monitoring and reporting breaches of physical security, and the day-to-day access to facilities.

**Examples:** security system specifications, security system plans, incident reports, interviews, police reports, bomb threats, break-ins, access restrictions, reports, security service agreements, access permissions, key directories, access cards, codes, visitor daily logs, access logs, video surveillance, voice recordings.

*For agreements, see primary 1620.*

*For information security, see primary 1500.*

*For procurement, see primary 1910.*

- by facility
- by building code
- by building name
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**0590 PROPERTY**

A	SA	FD
AP*	10y	SR

\* AP = until transactions are completed.

Consists of records relating to municipal vacant land, including acquisition and disposal, land donation, exchange of land, temporary loan of land, alterations, development, utilization, land assembly reports, development of parks and alterations to parks, etc. May also include records relating to contamination of property by environmental pollutants and/or copy of property deed.

*For deeds, see primary 1665.*

*For easements and rights of way, see primary 1675.*

*For encroachments, see primary 1675.*

*For expropriations, see primary 1695.*

*For leases and mortgages, see primary 1620.*

*For list of properties purchased and sold, see primary 0745.*

*For procurement of trees, shrubs and plants for parks, see primary 1910.*

*For the operations of parks and their maintenance, see primary 3300.*

**NOTE:** When facilities are built on vacant municipal property, all related information should be transferred to the facility file, primary 0520. This includes land assembly records.

- by property code
- by property name
- by subject
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

## **Section 3**

**0700 - 0999**

### **FINANCE**

**Finance is the function that supports the financial and managerial accounting of the organization. It reflects the receipt, control and expenditure of public funds.**

**It includes accounts and accounting, audits, budgets, salaries and wages borrowing and debt management, fees, funds and grants, investments and other fiscal details.**

*For procurement, see primary 1910.*

*For policy, procedures, standard development, see primary 0315.*

*For committees, see primary 0160.*

**SECTION 3**

**0700 – FINANCE - 0999  
ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES  
(ALPHABETICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
Accounting System Management	0705	SO	7y	D
Accounts Payable	0715	Cy+1y	5y	D
Accounts Receivable	0720	Cy+1y	5y	D
Audits	0745	AP	3y	SR
Banking	0750	Cy+1y	5y	D
Borrowing and Debt Management	0765	SO	7y	D
Budgets	0770	Cy+1y	5y	SR*
Debentures	0790	SO	7y	D
Fees, Fines and Charges	0850	Cy+1y	5y	D
Finance - General	0700	Cy+1y	0y	D
Funds and Grants Administration	0875	Cy+1y	5y	D
Investments	0900	SO	7y	D
Licenses and Permits	0920	Cy+1y	5y	D
Outstanding Accounts Receivable	0725	AP	7y	D
Property Assessment Roll	0975	SO	0y	D
Reports, Statistics and Statements	0940	Cy+1y	5y	D
Salaries and Wages	0955	Cy+1y	6y	D
Signing Authorities	0965	SO	6y	D
Taxes	0970	Cy+1y	5y	D

**ACTIVITY NUMBERS, ACTIVITY TITLES AND RETENTION SCHEDULES  
(NUMERICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
0700	Finance - General	Cy+1y	0y	D
0705	Accounting System Management	SO	7y	D
0715	Accounts Payable	Cy+1y	5y	D
0720	Accounts Receivable	Cy+1y	5y	D
0725	Outstanding Accounts Receivable	AP	7y	D
0745	Audits	AP	3y	SR
0750	Banking	Cy+1y	5y	D
0765	Borrowing and Debt Management	SO	7y	D
0770	Budgets	Cy+1y	5y	SR*
0790	Debentures	SO	7y	D
0850	Fees, Fines and Charges	Cy+1y	5y	D
0875	Funds and Grants Administration	Cy+1y	5y	D
0900	Investments	SO	7y	D
0920	Licenses and Permits	Cy+1y	5y	D
0940	Reports, Statistics and Statements	Cy+1y	5y	D
0955	Salaries and Wages	Cy+1y	6y	D
0965	Signing Authorities	SO	6y	D
0970	Taxes	Cy+1y	5y	D
0975	Property Assessment Roll	SO	0y	D

**0700 FINANCE - GENERAL**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	0y	D

Consists of records relating to financial management functions not included elsewhere in this section.

**Examples:** currency exchange rates, travel arrangements.

*For bonuses, see primary 0955.*

*For allowances, see primary 0715.*

- by event
- by subject
- by service
- other

**0705 ACCOUNTING SYSTEM MANAGEMENT**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	7y	D

Consists of records relating to the administration and management of accounting systems and reconciliations of accounts.

**Examples:** accounting codes, accounting for tangible capital assets, account reconciliations.

*For reports, statistics, and statements, see primary 0940.*

*For year-end procedures, see primary 0315.*

*For cash receipts, see primary 0720.*

- by account
- by type
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**0715 ACCOUNTS PAYABLE**

A	SA	FD
Cy+1y	5y	D

Consists of records relating to all payable accounts and fees paid by the municipality.

**Examples:** allowances/advances, billings, cash advances, copies of financial transactions, employee expense claims, correspondence, invoices, packing slips, payments to consultants, professionals and lecturers, petty cash, progress reports, overdue accounts, salary advances, special allowances, subscriptions, supporting documentation, travel advances, tuition fees reimbursement, vehicle allowances, working capital, etc.

- by account number
- by employee
- by vendor
- by claimant
- by fees
- by type
- other

**0720 ACCOUNTS RECEIVABLE**

A	SA	FD
Cy+1y	5y	D

Consists of records relating to revenue received/collected by a municipality through services and revenue sources other than taxation. Includes the cash receipts and the write off lists/reports.

- by account number
- by type
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**0725 OUTSTANDING ACCOUNTS RECEIVABLE**

<b>A</b>	<b>SA</b>	<b>FD</b>
AP*	7y	D

\* AP = until collection is made.

Consists of the records relating to outstanding uncollected accounts. Includes correspondence, methods used to collect the receivables, copy of invoice, and process leading to writing off the receivables.

- by account number
- by surname
- by type
- other

**0745 AUDITS**

<b>A</b>	<b>SA</b>	<b>FD</b>
AP*	3y	SR

\* AP = until audit is completed.

Consists of records relating to the administration of financial audits and reviews of agreements, financial procedures and programs. Included here are audits, reports, responses, follow up, and related correspondence such as list of properties purchased and sold.

*For departmental reviews, see primary 0310.*

- by audit
- by name
- by date
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**0750 BANKING**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	5y	D

Consists of records relating to the administration of bank accounts.

**Examples:** bank deposit book, bank statements, bank transfers, cheque registers, cancelled cheques, debit card/credit card transactions, corporate credit cards, line of credit, electronic transfer of funds, bank reconciliations of the water, sewer, and general fund accounts, and safety deposit box.

*For payroll registers, see primary 0955.  
For bank signature cards, see primary 0965.  
For other accounts reconciliations, see primary 0705.*

- by account number
- by type
- other

**0765 BORROWING AND DEBT MANAGEMENT**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	7y	D

Consists of records relating to municipal borrowing and debt management. Included here are records on the short and long term borrowing authorizations by the Municipal Capital Borrowing Board, repayment plans, etc.

**Examples:** debt servicing plans, applications for borrowing, approvals, financial estimates.

*For bonds and debentures, see primary 0790.*

- by application
- by year
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**0770 BUDGETS**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	5y	SR*

\* Only the approved final budget must be sent to Provincial Archives for selection.

Consists of records relating to the budgetary process for municipalities. Includes planning, estimates, forecasting for both operating and capital budgets, distribution of appropriated funds by transfer, and all budget records leading to, and the approval from, the provincial government.

**Examples:** general budget, general fund operating budget, general fund capital budget, transfer and reallocation of funds, utility fund operating budget and utility fund capital budget.

*For grants and allotments to organizations, see primary 0875.  
For the management of funds, see primary 0875.*

- by budget year
- by transfer
- by type
- other

**0790 DEBENTURES**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	7y	D

Consists of records relating to debentures and bonds issued, initial issuance of the debenture or bond as well as records of payments made to investors.

**Examples:** bond registers, cancelled bonds, cancelled coupons, debentures, offerings.

*For borrowing and debt management, see primary 0765.*

- by offerings
- by register
- by year
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**0850 FEES, FINES AND CHARGES**

A	SA	FD
Cy+1y	5y	D

Consists of records relating to the collection and administration of fees, fines and charges on facility rentals, street vending site fees, facility fees, by-law fines, user fees, and for utilities (water and sewer) including electricity and garbage collection.

*For records relating to the planning, design, maintenance, etc. of water and sewer systems, see primaries 2375 and 2380.*

*For tuition fees reimbursement see primary 0715.*

*For payments to consultants, professionals and lecturers, see primary 0715.*

- by type
- by civic address
- other

**0875 FUNDS AND GRANTS ADMINISTRATION**

A	SA	FD
Cy+1y	5y	D

Consists of records relating to the management and operation of funds (trust, reserve, sinking or revolving) established by the municipality, and grants (or donations) of money or allotments awarded to outside organizations, agencies or individuals to carry out operations, approvals, projects and assignments, etc. Also includes grants and/or donations received from outside organizations.

**Examples:** Emergency Snow Removal Fund, Equipment Replacement Fund, Fireman's Trust Fund, Municipal Police Assistance Fund, grant files, etc.

- by fund or grant
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**0900 INVESTMENTS**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	7y	D

Consists of records relating to information on procedures, guidelines and management of investments for the municipality. Also includes inventory of investments.

*For investment review reports of the Pension Plan, see primary 1190.*

- by investment
- by name
- other

**0920 LICENSES AND PERMITS**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	5y	D

Consists of records relating to licenses and permits issued to individuals, corporations, etc. for various controls.

**Examples:** amusement licenses, animal control licenses, auctioneer's licenses, banner permits, business licenses, kennel licenses, liquor licenses approval (Special Occasion Permits), peddler /hawker licenses, street vending licenses, taxi licenses, transient traders' licenses.

*For fire burning permits, see primary 2830.  
For building and demolition permits, see primary 2425.*

- by license type
- by permit type
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**0940 REPORTS, STATISTICS AND STATEMENTS**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	5y	D

Consists of records relating to financial reporting systems, financial management reports, statistics and statements. Includes working papers, printouts, correspondence, balance sheets and individual reports.

*For annual reports and statistics, see primary 0365.*

- by reports
- by statistics
- by statement
- by date
- other

**0955 SALARIES AND WAGES**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	6y	D

Consists of records relating to the administration and payment of employees and elected officials of the municipality.

**Examples:** bonuses, contingency or performance pay, deductions, long service pay, pay advices, payroll files, payroll registers, salary/market adjustments, time sheets, T4s and T4As.

*For records relating to benefits, see primaries 1045 and 1070.*

*For superannuation registers, see primary 1190.*

*For pay advances, see primary 0715.*

**NOTE:** Municipalities must ensure that a record keeping systems is in place for pension, deductions, personnel records, etc., in order to allow destruction of records under this primary.

- by pay period
- by year
- by subject
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**0965 SIGNING AUTHORITIES**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	6y	D

Consists of records relating to financial, procurement and spending signing authorities.

**Examples:** Authorizations, cancelled authorities, signature sample cards/forms, temporary authorities.

*For correspondence signing authorities, see primary 1300.*

- by type
- other

**0970 TAXES**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	5y	D

Consists of records relating to taxes and assessments.

**Examples:** exemptions, federal taxes, goods and services tax, harmonized sales tax, property tax (general, and appeals), provincial taxes, tax rebates, etc.

*For payment of property taxes on municipally owned properties, see primary 0715.*

*For property assessment roll, see primary 0975.*

- by tax name
- by rebate
- by type
- other

**0975 PROPERTY ASSESSMENT ROLL**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	0y	D

Consists of the property tax assessment roll.

- by year
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

## **Section 4**

**1000 - 1299**

### **HUMAN RESOURCES**

**Human Resources is the function that supports the administration of employees and employee services. It includes records and supporting documentation about the review and establishment of positions, hiring processes, employee employment file, leave and absenteeism, occupational health and safety, training and development, collective agreement negotiation, grievance and adjudication, employee performance and relations, volunteerism, and human resources planning.**

*For salary and wages of employees, see primary 0955.*

*For agreements and contracts, see primary 1620.*

*For policy and procedures development, see primary 0315.*

*For committee minutes and agendas, see primary 0160.*

**SECTION 4**

**1000 - HUMAN RESOURCES - 1299**

**ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES  
(ALPHABETICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
Appointments	1010	AP	1y	D
Attendance Management	1065	Cy+1y	5y	D
Awards and Honours	1015	Cy+1y	4y	SR
Employee Accident and Personal Injury Claims	1130	AP	15y	D
Employee Benefits	1070	SO	1y	D
Employee and Family Wellness	1045	Cy+1y	6y	D
Employee Files – Non-permanent	1055	Cy+1y	6y	D
Employee Files – Permanent	1050	AP	Age 93	D
Employee Performance	1135	Cy+1y*	8y	D
Employee Relations Management	1140	AP	6y	SR**
Grievances	1100	AP	7y	D
Human Resources – General	1000	Cy+1y	0y	D
Job Evaluation and Description	1075	SO	6y	D
Labour Relations	1090	SO	6y	D
Occupational Health and Safety Inspections and Investigations	1150	AP	6y	D
Retirements and Separations	1160	Cy+1y	4y	D
Staffing	1180	Cy+1y	5y	D
Superannuation	1190	SO*	7y	D
Training and Development	1200	SO	1y	D
Volunteers	1210	AP	6y	D
Workforce Planning	1170	Cy+1y	4y	D
Worksafe Program – General	1215	Cy+4y	15y	D

**SECTION 4**

**1000 - HUMAN RESOURCES - 1299**

**ACTIVITY NUMBERS, ACTIVITY TITLES, AND RETENTION SCHEDULES  
(NUMERICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
1000	Human Resources - General	Cy+1y	0y	D
1010	Appointments	AP	1y	D
1015	Awards and Honours	Cy+1y	4y	SR
1045	Employee and Family Wellness	Cy+1y	6y	D
1050	Employee Files - Permanent	AP	Age 93	D
1055	Employee Files – Non-permanent	Cy+1y	6y	D
1065	Attendance Management	Cy+1y	5y	D
1070	Employee Benefits	SO	1y	D
1075	Job Evaluation and Description	SO	6y	D
1090	Labour Relations	SO	6y	D
1100	Grievances	AP	7y	D
1130	Employee Accident and Personal Injury Claims	AP	15y	D
1135	Employee Performance	Cy+1y*	8y	D
1140	Employee Relations Management	AP	6y	SR**
1150	Occupational Health and Safety Inspections and Investigations	AP	6y	D
1160	Retirements and Separations	Cy+1y	4y	D
1170	Workforce Planning	Cy+1y	4y	D
1180	Staffing	Cy+1y	5y	D
1190	Superannuation	SO*	7y	D
1200	Training and Development	SO	1y	D
1210	Volunteers	AP	6y	D
1215	Worksafe Program - General	Cy+4y	15y	D

**1000 HUMAN RESOURCES - GENERAL**

A	SA	FD
Cy+1y	0y	D

Consists of records relating to the general administration of human resources management activities not shown elsewhere in this section.

**Examples:** unsolicited résumés for employment.

- by subject
- by activity
- other

**1010 APPOINTMENTS**

A	SA	FD
AP*	1y	D

\* AP = until appointment expires.

Consists of records relating to the administration of employee appointments and acting appointments including announcements.

*For appointments other than employees, see subject matter file.*

**NOTE:** A record of employee appointments and acting appointments shall also be filed with the employee file.

- by name
- by appointment or acting appointment
- by other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1015 AWARDS AND HONOURS**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	4y	SR

Consists of records relating to awards, honours, decorations and commendations given to employees of the municipality.

**Examples:** employee of the year, long service awards, employee suggestion program.

*For awards and honours given to citizens or organizations/businesses, see primary 0167.*

- by award
- by event
- by employee name
- other

**1045 EMPLOYEE AND FAMILY WELLNESS**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	6y	D

Consists of records relating to information about employee and family wellness programs.

**Examples:** addiction counselling program, employee and family counselling/assistance, fitness and lifestyle appraisal, lunch and learn programs, referrals for assistance, rehabilitation documents of employee and/or family, reports and statistics, etc.

*For injury at work claim, see primary 1130.*

- by program
- by employee or family
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1050 EMPLOYEE FILES - PERMANENT**

A	SA	FD
*AP	Age 93	D

\* AP = until employee terminates employment.

Consists of records relating to permanent employees and their work history and employability. Permanent employees are considered as being full time staff or may be a term/casual/part-time employee staff on the municipality's practices.

**Examples:** applications for employment, birth certificates/proof of age, résumés, income tax documentation, letters of offer, acceptance and appointment correspondence, oath of office, position information, salary and wage information, education degrees, licenses and certifications required for position, training certificates, benefit information, pension correspondence, records of employment, lump sum in lieu of pension plan, change forms, medical certificates, security checks (if required), notice of termination and benefit requests.

*For non-permanent employee files, see primary 1055.*

*For performance appraisals and employee work plans, see primary 1135.*

*For pension benefits forms (Form 3.2), see primary 1190.*

*For employee training, see primary 1200.*

*For payroll deductions, see primary 0955.*

*For accidents and personal injury to employee, see primary 1130.*

*For employee disciplinary records, see primary 1135.*

**NOTE:** Municipalities may file records relating to pension benefits, employee training, and performance appraisals in the employee file **but must** apply their assigned retention period.

- by employee surname
- by employee number
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1055 EMPLOYEE FILES - NON-PERMANENT**

A	SA	FD
Cy+1y	6y	D

Consists of records relating to non-permanent employees and their work history and employability. These employees may not necessarily have access to all the benefits to which permanent employees are entitled (such as a pension plan). May include employee files of term and casual (including students) employment, seasonal, Corps of Commissionaires, secondment, contract and/or personal service contract status.

**Examples:** applications for employment, birth certificates/proof of age, résumés, income tax documentation, letters of offer, acceptance and appointment correspondence, position information, salary and wage information, education degrees, licenses and certifications required for employment, training certificates, benefit information, records of employment, change forms, medical certificates, security checks (if required), notice of termination and benefit requests.

*For permanent employee, see primary 1050.*

*For performance appraisals and employee work plans, see primary 1135.*

*For employee training, see primary 1200.*

*For payroll deductions, see primary 0955.*

*For accidents and personal injury to employee, see primary 1130.*

*For employee disciplinary records, see primary 1135.*

- by employee surname
- by employee number
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1065 ATTENDANCE MANAGEMENT**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	5y	D

Consists of records relating to the administration of hours of work and overtime, and leaves and holidays. Includes records such as hours of work, work schedules, flexible hours, time off to vote, time off for special occasions, compressed work week, early closing, overtime including compensation, vacation leave, sick leave, special and other types of leaves, designated paid holidays and attendance reports.

**Examples:** absence reports, compensation-in-lieu, flexible hours schedule, hours of work and overtime, work schedules.

*For time sheets, see primary 0955.*

*For educational leave, see primary 1200.*

- by employee surname
- by report
- other

**1070 EMPLOYEE BENEFITS**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	1y	D

Consists of records relating to the administration of various benefits provided to employees.

**Examples:** accidental death and dismemberment, computer purchase plan, deferred salary leave plan, dental insurance, disability insurance (long and short term), employment insurance, group life insurance, medical insurance, modified/restricted work program (for health reasons), travel insurance.

*For insurance of vehicles or facilities, see primary 1775.*

- by benefit
- by program
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1075 JOB EVALUATION AND DESCRIPTION**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	6y	D

Consists of records relating to the administration and evaluation of positions and/or employees for the promotion and reclassification of personnel.

**Examples:** delegations of classification authority, job evaluation questionnaire/form, pay groups/ranges standards, position descriptions (classification), promotions, promotional routine (re police and fire departments), reclassification requests, red-circled positions, review board hearings, selection standards.

*For employee performance appraisal and work plans, see primary 1135.*

**NOTE:** A copy of a record of decisions/actions affecting an employee's promotion and/or reclassification must be placed in the employee file.

- by position
- by evaluation
- other

**1090 LABOUR RELATIONS**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	6y	D

Consists of records relating to contract interpretation, issues, and proposed changes to be considered in future bargaining, and the negotiation of collective agreements. Also documents the relationships between the organization's management and employees' unions, groups or associations, as well as the certification of bargaining agents by the Labour Relations and Employment Board.

**Examples:** bargaining calendar, copies of collective agreements, correspondence, decisions on certifications, lists of contracts, pay increases, interpretation manuals, negotiation correspondence, meeting notes, working papers, essential employee listings, seniority lists, records relating to strikes and work stoppages, and lists of designated employees.

*For collective agreement, see primary 1620.*

*For policy, procedures and guidelines, see primary 0315.*

- by date
- by subject
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1100 GRIEVANCES**

A	SA	FD
AP*	7y	D

\* AP = until resolution.

Consists of records relating to methods and procedures for handling grievances and complaints of employees, individual case files, etc. Includes records on arbitration and adjudication.

- by employee surname
- by union local
- other

**1130 EMPLOYEE ACCIDENT AND PERSONAL INJURY CLAIMS**

A	SA	FD
AP*	15y	D

\* AP = until claim is resolved.

Consists of the records relating to the employee's accident(s) and its effects on the employee's ability to work.

**Examples:** employee incident reports, employee accident reports, completed Worksafe NB accident forms, claims, letters of acceptance/decline from Worksafe NB, letters relating to the employee's ability to work, cost of claim report, and copies of claim decisions, appeals, and challenges.

**NOTE:** Worksafe NB claims may be filed in the individual employee file, but should be removed in accordance with the assigned retention period as indicated here.

- by employee surname
- by Worksafe NB claim number
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1135 EMPLOYEE PERFORMANCE**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y*	8y	D

*\* Collective agreements may regulate the retention and disposition of performance appraisals and disciplinary actions, in which case the collective agreement takes precedence over the retention and disposition indicated here.*

Consist of records relating to the management of the employee’s performance. Include performance appraisal, work plans and any disciplinary actions.

**Examples:** performance appraisals, performance reviews, individual work plans, probation period notices, probation correspondence, disciplinary actions and disciplinary letters.

**NOTE:** Performance appraisals may be filed in the individual employee file but should be removed in accordance with the assigned retention period.

- by employee surname
- other

**1140 EMPLOYEE RELATIONS MANAGEMENT**

<b>A</b>	<b>SA</b>	<b>FD</b>
AP*	6y	SR**

\* AP = until matter concluded or resolved.

\*\* *Only human rights and discrimination files must be sent for selection at Provincial Archives.*

Consist of records relating to tracking, monitoring, disclosure, investigation, and resolution of employee relations issues. Also documents the process of investigation and resolution of human rights, discrimination, internal and public inquiries into alleged misconduct of current and/or former employees, and harassment complaints against the municipality.

**Examples:** consultation notes with external organizations, complaint correspondence, employees’ conflict of interest disclosure forms, investigation reports, and copies of legal opinions, decisions, disclosure of political activities, recommendations, settlement records, and working papers.

**NOTE:** Information concerning the employment status of an individual employees is placed in the employee file.

- by position number
- by employee surname
- by subject
- by date
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1150 OCCUPATIONAL HEALTH AND SAFETY INSPECTIONS AND INVESTIGATIONS**

A	SA	FD
AP*	6y	D

\* AP = until matter is resolved.

Consists of the records relating to the assessment, investigation, process, and reporting of workplace health and safety incidents and activities as required by the *Occupational Health and Safety Act*.

**Examples:** incident and complaint investigations and reports, hazard assessment and control program activities, workplace compliance, periodic inspections, compliance notices, hazard assessment reports, hazardous materials inventory (WHMIS - Workplace Hazardous Material Information Sheets), orders, inspection reports, interview notes, workplace inspection forms, appeals, and investigation correspondence

*For employee worker's compensation claims, see primary 1130.*

*For committees, see primary 0160.*

*For emergency planning and disaster recovery, see primary 2825.*

*For records relating to individual employees, see primary 1050 and 1055.*

*For records relating to physical security, see primary 0580.*

- by incident
- by activity
- by surname
- by date
- other

**1160 RETIREMENTS AND SEPARATIONS**

A	SA	FD
Cy+1y	4y	D

Consists of records relating to the management/administration of retirements, resignations, separations and lay-offs of employees. Also included here are records relating to early retirements.

**Examples:** abandonment of positions, early retirement program, layoffs/termination lists, retirement program, severance package/program, resignation correspondence, etc.

- by program
- by subject
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1170 WORKFORCE PLANNING**

A	SA	FD
Cy+1y	4y	D

Consists of records relating to the planning, analysis, management and administration of staffing, number, grade/level and category of positions, the allotment, increase or decrease of personnel, and other staffing issues such as succession planning.

**Examples:** business case for new positions, job rotation, job sharing and part time employment, job shadowing, manpower/employment status forms, plans of establishment, seasonal employment, secondments/transfers and succession planning.

- by subject
- by event
- other

**1180 STAFFING**

A	SA	FD
Cy+1y	5y	D

Consists of the administration of staff promotion, recruitment, and hiring following a competition process, direct recruitment or through specific employment programs such as part-time employment, volunteer programs, student cooperative programs, summer student centres, summer employment programs, provincial employment programs, mentoring programs or federal employment programs. Also includes the processing of requests for the approval of hiring additional staff for permanent, casual, summer, and term employees.

**Examples:** identification and notifications of vacancy, staffing inquiries and investigations, candidates' eligibility lists, employment applications, competition files, application evaluations, interview panel notes, interview questions/tests and scores, interview evaluations, reference checks, meeting notes, offers of employment, position descriptions, position advertisements, post-secondary recruitment process, position requests, position rejections, draft competition samples, recommendations, reports, research, staffing requisitions, selection standards, working papers, and correspondence.

- by position number
- by competition number
- by recruitment process
- by year
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1190 SUPERANNUATION**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO*	7y	D

\* According to New Brunswick Regulation 91-195 under the Pension Benefits Act, Form 3.2 Record of Transfer of Locked-in Retirement Funds shall be retained until ninety-three years after the employee's date of birth.

Consists of records relating to the Superannuation (Pension) Plan for employees, its interpretation and application, and changes to the Superannuation Plan Rules. The Superannuation Plan also includes employees of agencies that work at "arms length" with the municipality, such as the Downtown Business Network, Regional Solid Waste Commission, etc.

**Examples:** investment review reports, registers, appointments to Board, reports and statistics, Form 3.2.

*For records relating to employee retirement program, see primary 1160.*

*For employee deductions related to pension, see primary 0955.*

*For lump sum in lieu of pension plan, see primary 1050.*

**NOTE: This primary is only applicable to a municipality which offers a Pension Plan for employees via payroll deductions.**

- by surname
- by subject
- by year
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1200 TRAINING AND DEVELOPMENT**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	1y	D

Consists of records relating to employee training, development, and counselling and events provided by internal or external organizations such as language training, career management counselling, coaching and leadership training, and orientation programs.

**Examples:** education leave information, employee orientation package/program information, employee career management information, approval to attend courses, types of courses, course content and brochures, attendance records and evaluation reports.

*For elected officials' orientation, see primary 1690.*

**NOTE:** employee training certificate is to be filed with employee records, see primary 1050 and 1055.

- by employee surname/number
- by subject
- by course/workshop
- other

**1210 VOLUNTEERS**

<b>A</b>	<b>SA</b>	<b>FD</b>
*AP	6y	D

\* AP = until volunteer services are no longer provided by the individual.

Consists of records relating to persons providing volunteer services to the municipality. Includes the type of services provided, volunteer profiles, and the requirements and conditions of the voluntary service.

**Examples:** responsibilities and obligations, training and orientation, work schedules.

- by surname
- by service
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1215 WORKSAFE PROGRAM - GENERAL**

A	SA	FD
Cy+4y	15y	D

Consists of records relating to the development, implementation, and administration of occupational health and safety related programs in the workplace, in accordance with the *Occupational Health and Safety Act*, such as fire protection programs, first aid programs, smoking in the workplace programs, and identification of hazardous materials programs.

**Examples:** Committee recommendations, annual summary reports, safety audits, work safe program such as 5\*22 program, evacuation plans and procedures, first aid program, departmental occupational health and safety program plans, OHS training tracking spreadsheets, reports, training presentations, course confirmations, records relating to communicable diseases, air quality, hazmat records, smoking in the workplace program records, scent-free environment, ergonomic work areas, and allergy reduction related documents.

*For smoking cessation programs, see primary 1045.  
For Health and Safety Committee, see primary 0160.*

- by program
- by subject
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

## **Section 5**

**1300 - 1599**

# **INFORMATION MANAGEMENT AND TECHNOLOGY**

**Information Management and Technology is the function of managing and protecting information throughout its lifecycle. This main group includes the activities associated with access, control, creation, disposal, distribution, custody, preservation, security, protection, and use of information assets in all media formats. Also includes planning, management, and protection of information technology to support information needs and requirements.**

*For computer back-ups, see Appendix F.*

*For agreements and contracts, see primary 1620.*

*For committee minutes and agendas, see primary 0160.*

*For procurement of computer hardware and software, see primary 1910.*

*For training courses, see primary 1200.*

**SECTION 5**

**1300 - INFORMATION MANAGEMENT AND TECHNOLOGY - 1599**

**ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES  
(ALPHABETICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
Forms Management	1350	SO	1y	D
Information Management and Technology - General	1300	Cy+1y	0y	D
End-User Support	1410	Cy+1y	4y	D
Information Technology Systems	1420	SO	5y	D
Library Services	1435	Cy+1y	0y	D
Mail, Postal and Courier Services	1450	Cy+1y	0y	D
Media Relations	1380	Cy+1y	0y	D
Photographs and Biographies	1395	SO	1y	SR
Publishing	1400	SO	6y	SR
Records and Information Management	1475	SO	8y	D
Right to Information and Protection of Privacy	1485	Cy+4y	5y	SR
Security of Information	1500	SO	6y	D
Speeches	1405	Cy+1y	4y	SR
Telecommunications Systems Management	1320	SO	0y	D

**ACTIVITY NUMBERS, ACTIVITY TITLES, AND RETENTION SCHEDULES  
(NUMERICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
1300	Information Management and Technology - General	Cy+1y	0y	D
1320	Telecommunications Systems Management	SO	0y	D
1350	Forms Management	SO	1y	D
1380	Media Relations	Cy+1y	0y	D
1395	Photographs and Biographies	SO	1y	SR
1400	Publishing	SO	6y	SR
1405	Speeches	Cy+1y	4y	SR
1410	End-User Support	Cy+1y	4y	D
1420	Information Technology Systems	SO	5y	D
1435	Library Services	Cy+1y	0y	D
1450	Mail, Postal and Courier Services	Cy+1y	0y	D
1475	Records and Information Management	SO	8y	D
1485	Right to Information and Protection of Privacy	Cy+4y	5y	SR
1500	Security of Information	SO	6y	D

**1300 INFORMATION AND TECHNOLOGY MANAGEMENT - GENERAL**

A	SA	FD
Cy+1y	0y	D

Consists of records relating to information management and information technology not found elsewhere in this section.

**Examples:** channels of communication, correspondence signing authorities, production and control of correspondence (terminology, style, quality), and website posting requests.

*For procurement of equipment, see primary 1910.*

*For security of information, see primary 1500.*

- by subject
- by year
- other

**1320 TELECOMMUNICATIONS SYSTEMS MANAGEMENT**

A	SA	FD
SO	0y	D

Consists of records relating to the installation, operations and uses of communications systems such as telephones, radios, teleconferencing services, facsimilies, voice/data messaging systems.

*For equipment, see primary 1900.*

- by type
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1350 FORMS MANAGEMENT**

A	SA	FD
SO	1y	D

Consists of records relating to the analysis, design, identification, usage, and control of forms.

**Examples:** forms history files, inventories, authorizations, revisions, storage and issue/control of forms.

**NOTE:** These files do not include stocks of blank forms.

*For procurement, see primary 1910.*

- by name
- by control number
- by branch or department or division
- other

**1380 MEDIA RELATIONS**

A	SA	FD
Cy+1y	0y	D

Consists of records relating to relations with the media including the press, radio, television and other formats of journalism.

**Examples:** arrangements for media conferences, contact list of media representative, newspaper clippings, press releases, press/media conferences, and mailing lists.

**NOTE:** Press releases, newspaper clippings and public service notices may be placed in the appropriate subject file.

- by subject
- by year
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1395 PHOTOGRAPHS AND BIOGRAPHIES**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	1y	SR

Consists of records relating to photographs and biographies, their administration, release and distribution for promotional purposes.

**Examples:** biographies, photographs and biographies of elected officials, other photographs for promotional purposes, descriptive notes of photographs.

- by subject
- by name
- by event
- other

**1400 PUBLISHING**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	6y	SR

Consists of records relating to the planning, design, development/production, implementation, distribution, maintenance and administration of all forms of publications, such as books, plans, maps, drawings, brochures, pamphlets, slide shows, film and video productions and audio-visual aids.

**Examples:** distribution lists, film production, publication lists, publication inventory, publications, video productions, website publishing and website designs.

*For maps and plans relating to engineering and public works, see Section 9.*

- by publication
- by distribution channel
- by date
- by subject
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1405 SPEECHES**

A	SA	FD
Cy+1y	4y	SR

Consists of records relating to speeches, lectures, addresses and arrangements for speaking engagements, including speech drafts, etc.

**NOTE:** Copy of speech and/or presentation may be filed with the subject matter file.

- by date
- by presenter's name
- by subject
- by event
- other

**1410 END-USER SUPPORT**

A	SA	FD
Cy+1y	4y	D

Consist of records relating to the day-to-day information technology operational support services such as service support for incidents, problems, configurations, and service/help desk management functions.

**Examples:** tracking reports, incident reports, statistical reports, request for assistance logs, inquiry logs, password change requests, account creation requests, service requests, inventory lists, and efficiency surveys.

- by service
- by activity
- by date
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1420 INFORMATION TECHNOLOGY SYSTEMS**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	5y	D

Consists of records relating to planning, developing, designing, testing, implementing, maintaining, administering, and converting computer systems/applications and management of infrastructure.

**Examples:** active and inactive applications management, desktop technology upgrades, migration, refreshing, and conversion processes, software literature, system documentation, opportunity evaluations, business cases, project charters/plan deliverables, wiring diagrams, coding and systems procedures, system requirements, date issues, change requests, functional flow plans, test scripts, status reports, sign-off documents, warranties and documentation, training presentations and handouts, back-up logs and back-up procedures, router configurations, baseline testing results, diagrams, floor plans, remote device records, encryption records, server upgrades and redesign, server certificates, service requests, patches, schemas, virtual private network requests (VPNs), schedules and amendments, risk analysis report, summary reports, evaluation reports, billing information, site requests, computer identification cards, copies of service level agreements, copies of Request for Proposals (RFPs) and Requests for Information (RFIs), usage reports, lists of staff with large email accounts.

*For procurement of software and hardware, see primary 1910.*

*For hardware and software inventories, see primary 1810.*

*For security of information, see primary 1500.*

*For computer systems backups, see Appendix F.*

*For service level agreements or software licensing agreements, see primary 1620.*

*For disposal of software or hardware, see primary 1810.*

*For emergency preparedness, see primary 2825.*

**NOTE:** When systems are defunct, obsolete or replaced, please consult with Provincial Archives prior to destruction of the data.

- by application
- by system
- by project
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1435 LIBRARY SERVICES**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	0y	D

Consists of records relating to the administration of internal library or resource centre services, including cataloguing, subscriptions to newspapers, periodicals, newsletters, cost analysis, feasibility studies, loan and distribution of books, periodicals and other library materials, interlibrary loans, bibliography requests, and reference searches.

**Examples:** collection development, interlibrary loans, requests, subscriptions.

*For acquisitions, see primary 1910.  
For public libraries, see primary 0245.*

- by collection
- by catalogue number
- other

**1450 MAIL, POSTAL AND COURIER SERVICES**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	0y	D

Consists of records relating to postal and private courier services, including Canada Post, internal mail delivery systems, rates, etc. Also included here are postal regulations, reports on lost or damaged goods, service interruptions (strikes), etc.

**Examples:** logbooks, courier services, postal rate increase notices, and damaged mail reports.

- by date
- by subject
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1475 RECORDS AND INFORMATION MANAGEMENT**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	8y	D

Consists of records relating to the management of the records and information management program regardless of format. Includes requests, project plans, reports regarding classification project, design and development of records classification systems (for both paper/manual and electronic records systems), implementing and applying the *Municipal Records Authority (MRA)* inventories of records and information, archival services, disposal method used, destruction of records forms/lists with authorization, certificate of destruction/disposal, description of records, and identification of essential records.

*For the development and management of information systems, see primary 1420.*

*For records and information disaster planning and recovery, see primary 2825.*

*For policies, procedures and guidelines, see primary 0315.*

*For security of information, see primary 1500.*

*For template of records destruction form, see Appendix E.*

- by activity
- by classification
- by project
- other

**1485 RIGHT TO INFORMATION AND PROTECTION OF PRIVACY**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+4y	5y	SR

Consists of records relating to the administration and management of the right to information while ensuring the protection of privacy. Includes requests made under legislation, appeals to the Commissioner, and privacy issues.

**Examples:** advisory and consultation material, meeting notes, privacy impact assessments, reports, routine access requests, copies of decisions, request documentation, submissions, transaction logs, working papers.

*For security of information, see primary 1500.*

*For committees, see primary 0160.*

- by applicant
- by subject
- by date
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1500 SECURITY OF INFORMATION**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	6y	D

Consists of records relating to the protection of information regardless of format and where it resides.

**Examples:** virus warnings, breach reports, investigation findings, security clearances, access rights management, code reviews, audits, corporate information security officer documentation, risk assessments, vulnerability threats, security breach investigations, digital signatures, digital certificates, personal non-disclosure agreements, system logs/audit logs, firewall logs, vulnerability checks, information security classifications, data encryption and confidentiality requirements, education and awareness programs, advisory and consultation information.

*For physical security, see primary 0580.*

*For computer systems backups, see Appendix F.*

*For records related to the protection of personal information, see primary 1485.*

- by incident
- by activity
- by subject
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

## **SECTION 6**

**1600 - 1799**

# **LEGISLATIVE, LEGAL AND REGULATORY SERVICES**

**Legislative, Legal and Regulatory services is the function which documents the activities of legal nature. It includes the activities of legislation and regulatory services, legal matters and opinions, accidents and claims, expropriations and deeds, and municipal bylaws and their enforcement.**

*For committee minutes and agendas, see primary 0160.*

*For bylaw enforcement of policing matters, see section 10, Protective Services.*

**SECTION 6**

**1600 - LEGISLATIVE, LEGAL AND REGULATORY SERVICES - 1799**

**ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES  
(ALPHABETICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
Accidents	1605	AP	7y	D
Acts and Regulations	1610	SO	2y	SR
Agreements and Contracts	1620	AP	6y	D
Bylaw Enforcement	1635	Cy+1y	5y	D
Bylaws	1630	SO	6y	SR
Claims	1650	AP	7y	D
Deeds	1665	AP	10y	D
Easements, Encroachments and Rights of Way	1675	SO	2y	D
Elections	1690	Cy+1y	4y	D
Expropriations	1695	AP	15y	D
Legal Matters	1710	SO	1y	SR
Legal Opinions	1720	SO	5y	D
Legislative, Legal and Regulatory Services - General	1600	Cy+1y	0y	D
Litigation	1725	AP	6y	D
Risk Management and Insurance	1775	SO	6y	SR
Visual Identity, Insignia and Artifacts Management	1790	SO	1y	SR

**ACTIVITY NUMBERS, ACTIVITY TITLES, AND RETENTION SCHEDULES  
(NUMERICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
1600	Legislative, Legal and Regulatory Services - General	Cy+1y	0y	D
1605	Accidents	AP	7y	D
1610	Acts and Regulations	SO	2y	SR
1620	Agreements and Contracts	AP	6y	D
1630	Bylaws	SO	6y	SR
1635	Bylaw Enforcement	Cy+1y	5y	D
1650	Claims	AP	7y	D
1665	Deeds	AP	10y	D
1675	Easements, Encroachments, and Rights of Way	SO	2y	D
1690	Elections	Cy+1y	4y	D
1695	Expropriations	AP	15y	D
1710	Legal Matters	SO	1y	SR
1720	Legal Opinions	SO	5y	D
1725	Litigation	AP	6y	D
1775	Risk Management and Insurance	SO	6y	SR
1790	Visual Identity, Insignia and Artifacts Management	SO	1y	SR

**1600 LEGISLATIVE, LEGAL AND REGULATORY SERVICES - GENERAL**

A	SA	FD
Cy+1y	0y	D

Consists of records relating to legislative, legal and regulatory services of general nature not found elsewhere in this section.

- by subject
- other

**1605 ACCIDENTS**

A	SA	FD
AP*	7y	D

\* AP = until settlement and expiry of limitation period.

Consists of records relating to accidents involving municipal property, vehicles and equipment. Included here are reports and investigations and settlement. May include copies of policies and procedures.

- For policies and procedures, see primary 0315.*
- For claims made against or by the municipality, see primary 1650.*
- For insurance policies, see primary 1775.*
- For employee accident and personal injury claims, see primary 1130.*

- by date
- by surname

**1610 ACTS AND REGULATIONS**

A	SA	FD
SO	2y	SR

Consists of records relating to federal, provincial and municipal and private acts, bills and legislation. Includes correspondence, working papers and other records leading to amendments.

- by name
- by number
- by subject
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1620 AGREEMENTS AND CONTRACTS**

<b>A</b>	<b>SA</b>	<b>FD</b>
AP*	6y	D

\* AP = until expired and end of period specified in the *Limitation of Actions Act*\*, if applicable.

*\*The Limitations of Actions Act requires that certain proceedings must be instituted within a certain number of years (i.e. generally within 2, 6, or 20 years). If proceedings are not instituted within the relevant time period, the claim is barred. As a result, many contractual records need to be retained for a minimum of six years after the agreement/contract has expired, or once the terms of the agreement/contract have been met. Some contracts/agreements are executed under seal and the limitation period in these cases is usually 20 years.*

Consists of records relating to all formal agreements/contracts whether at the federal, provincial, municipal or foreign government level, or a partnership agreement or contract. Also includes leases and mortgages of buildings, facilities and properties, collective agreements and administration of actual contracts of various types such as personal services, equipment, developments, and engineering. Documentation found in this primary includes the actual terms of the agreement, but not the administrative and operational material generated as a result of these agreements.

*For encroachments, see primary 1675.*

*For expropriations, see primary 1695.*

*For financial transactions relating to these agreements, see primary 0715 for payables, or primary 0720 for receivables.*

*For rights of way and easements, see primary 1675.*

*For Zoning Agreement re Section 39, see primary 2590.*

**NOTE:** A copy of the agreement or contract may also be filed under the appropriate subject file.

- by agreement
- by contract
- by memorandum of understanding
- by treaty
- by accord
- by lease
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1630 BYLAWS**

A	SA	FD
SO	6y	SR

Consists of records relating to the creation and enactment of bylaws. Includes supporting documentation such as recommendations made by related/appropriate departments, Orders-in-Council, copies of advertisements, memos of approval, effective dates and repealed bylaws.

- by bylaw name
- by bylaw number
- by name
- other

**1635 BYLAW ENFORCEMENT**

A	SA	FD
Cy+1y	5y	D

Consists of records relating to the enforcement of bylaws and the issues related to the enforcement.

*For bylaw enforcement of policing matters, see section 10, Protective Services.*

- by bylaw name
- by enforcement date
- by subject
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1650 CLAIMS**

A	SA	FD
AP*	7y	D

\* AP = until resolution or until expiry of limitation period.

Consists of records relating to claims by and against the municipality including motor vehicle damage claims and property and personal damage claims.

*For claim files involving employees, see primary 1130.*

*For accident files involving municipal property, vehicles and equipment, see primary 1605.*

*For Small Claims, see primary 1725.*

- by surname
- subject
- other

**1665 DEEDS**

A	SA	FD
AP*	10y	D

\* AP = as long as municipality owns the land.

Consists of records relating to deeds for land owned by the municipality.

- by PID
- by civic address
- other

**1675 EASEMENTS, ENCROACHMENTS AND RIGHTS OF WAY**

A	SA	FD
SO	2y	D

Consists of records relating to the management of easements, encroachments and rights of ways. Includes requests for and granting of easements and rights of way for the installation of utilities, walkways, storm drainage pipes and access to municipal property/building, and the notices, agreements, approvals, rejections and applications to encroach on awnings, signs, and structures.

- by PID
- by civic address
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1690 ELECTIONS**

A	SA	FD
Cy+1y	4y	D

Consists of records relating to municipal elections including polls, results, elected officials' orientation, by-elections, etc. May also include general information regarding federal and provincial elections.

*For conflict of interest disclosure for elected officials, see primary 0180.*

- by by-election
- by election
- by subject
- other

**1695 EXPROPRIATIONS**

A	SA	FD
AP*	15y	D

\* AP = until expropriation is completed.

Consists of legal documents, correspondence and maps relating to the expropriation of properties. Can include documentation required under the *Expropriation Act*, appraisal reports, maps, plans, and briefs of law.

- by surname
- by civic address or PID number
- other

**1710 LEGAL MATTERS**

A	SA	FD
SO	1y	SR

Consists of records related to legal matters/issues such as bankruptcy matters, legal research topics, case law, and precedents.

- by subject
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1720 LEGAL OPINIONS**

A	SA	FD
SO	5y	D

Consists of records relating to legal opinions and decisions, prepared and/or received by municipal staff on a variety of issues and legislation.

**NOTE:** Copies of legal opinions should also be placed in the appropriate subject file.

- by subject
- other

**1725 LITIGATION**

A	SA	FD
AP*	6y	D

\* AP = until litigation/claim is resolved/concluded.

Consists of records relating to litigation instigated by or against the municipality.

- by case number
- by subject
- other

**1775 RISK MANAGEMENT AND INSURANCE**

A	SA	FD
SO	6y	SR

Consists of records relating to risk management including assessment, risk reduction, and insurance services. Includes risk management surveys, identification of claims exposures and liabilities, recommendations on appropriate risk reduction measures, and reports on actions, as well as claims. This series also includes insurance policies, coverage details and listings of values and assets.

*For claims, see primary 1650.*

*For employee benefits, see primary 1070.*

*For accidents involving municipal property, vehicles and equipment, see primary 1605.*

- by policy number
- by name

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

-by inspection

**1790 VISUAL IDENTITY, INSIGNIA AND ARTIFACTS  
MANAGEMENT**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	1y	SR

Consists of records relating to the creation and the use of graphic designs or symbols for the municipality's visual identity program and records of historical importance. Includes the Coat of Arms, crest, emblem, logo, seal, municipal charter, Act of Incorporation and the records of the artifact such as a clock, mace or Mayor's chain of office.

*For procurement, see primary 1910.*

- by subject
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

## **Section 7**

**1800 - 1999**

# **MATERIALS AND ASSET MANAGEMENT**

**Materials and Asset Management is the function that supports the acquisition, maintenance, issuing, control and disposal of physical assets. It includes procurement, asset management, fleet management, clothing management and records for the administration, maintenance and repairs of various equipment and supplies.**

*For agreements and contracts, see primary 1620.*

*For committee minutes and agendas, see primary 0160.*

**SECTION 7**

**1800 - MATERIALS AND ASSET MANAGEMENT - 1999**

**ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES  
(ALPHABETICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
Asset Management	1810	Cy+1y	5y	D
Clothing Management	1835	Cy+1y	5y	D
Construction and Maintenance Equipment and Supplies	1840	AP	6y	D
Emergency, Firefighting and Police Equipment	1820	AP	6y	D
Fleet Management	1850	AP	6y	D
Fuel Management	1865	Cy+1y	0y	D
Materials and Asset Management - General	1800	Cy+1y	0y	D
Office Equipment, Furnishings and Supplies	1900	AP	6y	D
Procurement	1910	Cy+1y	5y	D

**ACTIVITY NUMBERS, ACTIVITY TITLES, AND RETENTION SCHEDULES  
(NUMERICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
1800	Materials and Asset Management - General	Cy+1y	0y	D
1810	Asset Management	Cy+1y	5y	D
1820	Emergency, Firefighting and Police Equipment	AP	6y	D
1835	Clothing Management	Cy+1y	5y	D
1840	Construction and Maintenance Equipment and Supplies	AP	6y	D
1850	Fleet Management	AP	6y	D
1865	Fuel Management	Cy+1y	0y	D
1900	Office Equipment, Furnishings and Supplies	AP	6y	D
1910	Procurement	Cy+1y	5y	D

**1800 MATERIALS AND ASSET MANAGEMENT - GENERAL**

A	SA	FD
Cy+1y	0y	D

Consists of records relating to materials and asset management functions not found elsewhere in this section.

**Examples:** information about badges, flags, pins

- by subject
- other

**1810 ASSET MANAGEMENT**

A	SA	FD
Cy+1y	5y	D

Consists of records relating to the management of the physical assets of the municipalities. Includes the inventories, the reporting process of lost assets and the disposal of assets.

**Examples:** loss of assets reports, inventories, asset transfer, auctions, destruction disposals, disposal reports, surplus lists, tenders.

*For control of property assets, see primary 0590.*

*For control of building assets, see primary 0520.*

*For Tangible Capital Assets Accounting, see primary 0705.*

*For disposal of buildings, facilities and properties, see primaries 0520 and 0590.*

- by type
- by department
- by asset
- by auctions
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1820 EMERGENCY, FIREFIGHTING AND POLICE EQUIPMENT**

<b>A</b>	<b>SA</b>	<b>FD</b>
AP*	6y	D

\* AP = until disposal of equipment.

Consists of records relating to the administration, maintenance and repair of emergency, firefighting and police equipment. Includes records such as equipment testing, maintenance schedule, repairs, justification, specifications, and guarantees and warranties. May include a copy of purchase order/contract.

**Examples:** ammunition, breathing apparatus, firearms, jaws of life, oxygen tanks, restraining apparatus, etc.

*For vehicles (fleet) information, see primary 1850.*

*For inventory of equipment, see primary 1810.*

*For procurement, see primary 1910.*

- by type
- by asset
- other

**1835 CLOTHING MANAGEMENT**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	5y	D

Consists of records relating to the design, administration, issuance, alteration, storage, and distribution of clothing, uniforms, smocks, etc. for firefighting, police, parking attendants, labour, and public works. May also includes records on cleaning and laundering services.

*For procurement, see primary 1910.*

- by type
- by department
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1840 CONSTRUCTION AND MAINTENANCE EQUIPMENT AND SUPPLIES**

A	SA	FD
AP*	6y	D

\* AP = for equipment until disposal and for supplies until no longer required.

Consists of records relating to the administration, maintenance and repair of construction and maintenance equipment and supplies. Includes records such as equipment testing, maintenance schedule, repairs, justification, specifications, guarantees and warranties. May include a copy of purchase order/contract.

**Examples:** hand tools, instruments, maintenance equipment, pipes, and storing and handling of salt, calcium chloride and chemicals, etc.

*For construction and maintenance vehicles, see primary 1850.*

*For procurement, see primary 1910.*

- by type
- by asset name or number
- other

**1850 FLEET MANAGEMENT**

A	SA	FD
AP*	6y	D

\* AP = until disposal.

Consists of records relating to the administration, operation, maintenance and repairs, registration and licenses, and storage of fleet vehicles. May include records such as maintenance schedule, repairs, justification, specifications, guarantees and warranties, employee use of vehicle, rental/leasing of vehicles, etc. May also include a copy of purchase order/contract.

*For insurance, see primary 1775.*

*For disposal, see primary 1810.*

*For inventory of assets, see primary 1810.*

*For procurement, see primary 1910.*

- by number
- by type
- by department
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1865 FUEL MANAGEMENT**

A	SA	FD
Cy+1y	0y	D

Consists of records relating to fuels and their performance, supply, etc.

**Examples:** heating fuels (oil and natural gas), motor fuel (gasoline, oil and lubricant)

*For procurement, see primary 1910.*

- by type
- by supplier
- other

**1900 OFFICE EQUIPMENT, FURNISHINGS AND SUPPLIES**

A	SA	FD
AP*	6y	D

\* AP = until disposal.

Consists of records relating to the administration and maintenance of office equipment furniture, equipment, and supplies, including stationery. Includes records such as maintenance schedule, repairs, justification, specifications, guarantees and warranties, and rental/leasing of equipment and furnishings. May include a copy of purchase order/contract.

**Examples:** audio-visual equipment, chairs, computer hardware, computer software, desks, facsimile machines, filing cabinets, laboratory equipment, microfilm equipment, photocopiers, photography equipment, printers, printing and user specifications for stationery, scanners, tables, telephones.

*For the installation, operation and use of telecommunication systems, see primary 1320.*

*For procurement, see primary 1910.*

*For forms management, see primary 1350.*

- by type
- by supplier
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**1910 PROCUREMENT**

A	SA	FD
Cy+1y	5y	D

Consists of records relating to acquiring goods (materials, supplies and equipment) and services by purchase, rental or lease through the entire procurement process whether by requisitions, tenders and quotations, standing offers, purchase orders, request for proposal (RFP), and/or information (RFI), etc.

**Examples:** purchase requisitions, purchase orders, standing offers, supplier information, invitations to bid, proposal requests, offer evaluations, offer selections, tenders and bids, awards of tender, supporting documentation, working papers, public advertisements, electronic tendering system notice, unsuccessful bidders.

**NOTE:** A copy of the purchase order may be filed with the appropriate project file or asset information file.

*For the acquisition of buildings or structures, see primary 0520.*

*For the acquisition of land, see primary 0590.*

*For the payment of purchases, see primary 0715.*

*For contracts, see primary 1620.*

- by tender number
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

## **Section 8**

**2200 - 2399**

# **ENGINEERING AND PUBLIC WORKS**

**Engineering and Public Works is the function that documents the engineering, construction and maintenance of local infrastructure including streets, roads and sidewalks, water and sewer, solid waste and environmental management.**

*For agreements and contracts, see primary 1620.*

*For committee minutes and agendas, see primary 0160.*

*For procurement, see primary 1910.*

**SECTION 8**

**2200 - ENGINEERING AND PUBLIC WORKS - 2399**

**ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES  
(ALPHABETICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
Engineers' Field Books	2220	Cy+4y	10y	SR
Engineering and Public Works - General	2200	Cy+1y	4y	D
Environmental Services	2230	Cy+4y	10y	SR
Gardens, Plants and Trees	2255	Cy+1y	4y	D
Parking	2290	Cy+1y	4y	D
Sanitary Sewage	2375	Cy+4y	10y	D
Solid Waste Disposal Management	2325	Cy+1y	4y	SR
Solid Waste Programs	2330	Cy+1y	4y	D
Streets and Sidewalks	2335	Cy+1y	4y	SR
Traffic Control	2350	Cy+1y	4y	D
Water Supply and Distribution	2380	Cy+4y	10y	SR*

**ACTIVITY NUMBERS, ACTIVITY TITLES, AND RETENTION SCHEDULES  
(NUMERICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
2200	Engineering and Public Works - General	Cy+1y	4y	D
2220	Engineers' Field Books	Cy+4y	10y	SR
2230	Environmental Services	Cy+4y	10y	SR
2255	Gardens, Plants and Trees	Cy+1y	4y	D
2290	Parking	Cy+1y	4y	D
2325	Solid Waste Disposal Management	Cy+1y	4y	SR
2330	Solid Waste Programs	Cy+1y	4y	D
2335	Streets and Sidewalks	Cy+1y	4y	SR
2350	Traffic Control	Cy+1y	4y	D
2375	Sanitary Sewage	Cy+4y	10y	D
2380	Water Supply and Distribution	Cy+4y	10y	SR*

**2200 ENGINEERING AND PUBLIC WORKS - GENERAL**

A	SA	FD
Cy+1y	4y	D

Consists of records of a general nature relating to engineering and public works which are not found elsewhere in this section.

*For reports relating to specific subjects, see subject file.*

- by subject
- other

**2220 ENGINEERS' FIELD BOOKS**

A	SA	FD
Cy+4y	10y	SR

Consists of the engineers' field books containing notes on the various jobs. May also include correspondence related to the engineers' field books and their content.

- by surname
- by project
- other

**2230 ENVIRONMENTAL SERVICES**

A	SA	FD
Cy+4y	10y	SR

Consists of records relating to environmental services.

**Examples:** air quality, climate change, coastal protection, environmental impact studies, environmental protection plan, flood control, forest management programs, mining, noise abatement, pesticide and herbicide spraying programs, pits and quarries, snow dumps, soil/quality contamination, spills, underground storage tanks, water conservation programs, watercourse/watershed, waste water, water quality, well field protection, wetland, etc.

*For environmental impact assessments specific to municipal services, refer to the subject file.*

- by subject
- by program
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**2255 GARDENS, PLANTS AND TREES**

A	SA	FD
Cy+1y	4y	D

Consists of records relating to the management of trees, gardens and planting.

**Examples:** identification of diseased trees/threats (i.e. gypsy moths), cutting projects, planting.

*For the operations of parks and their maintenance, see primary 3300.*

*For the development of parks see primary 0590.*

*For the procurement of plants, shrubs and trees, see primary 1910.*

*For insect infestations or other environmental problems, see primary 2230.*

- by subject

- other

**2290 PARKING**

A	SA	FD
Cy+1y	4y	D

Consists of records relating to the management and operation of parking lots, surface parking, parking structures and garages.

**Examples:** complaints, handicapped parking, lots, meters, rates, reports and statistics, snow removal (salting and sanding), special parking arrangements, and structures.

*For parking fees and fines, see primary 0850.*

*For construction of parking structures and garages, see primary 0520.*

- by subject

- by project

- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**2325 SOLID WASTE DISPOSAL MANAGEMENT**

A	SA	FD
Cy+1y	4y	SR

Consist of records relating to issues with the collection and disposal of solid waste.

**Examples:** complaints, copies of contracts/subcontracts/agreements, dump closure, process/salvage rights, environmental impact assessments, hazardous waste, illegal dumping, landfills, and copies of regulations.

*For tenders, see primary 1910.*

- by subject
- other

**2330 SOLID WASTE PROGRAMS**

A	SA	FD
Cy+1y	4y	D

Consist of records relating to programs and information about disposal of solid waste.

**Examples:** composting programs, curbside bins/waste receptacles, pest control, pickup routes and schedules, poop and scoop program, recycling programs, sludge disposal, and spring and fall cleanup program.

- by program
- by subject
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**2335 STREETS AND SIDEWALKS**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	4y	SR

Consists of records relating to the planning, design, construction, inspection, and maintenance of roads, streets, boulevards, sidewalks, retaining walls, culverts, ditches for drainage, curbs, gutters etc. including street lighting and the naming of streets.

**Examples:** copies of contracts, curb cuts, design and construction, drawings, maps, plans and specifications, flag persons, installation of culverts, paving and maintenance, retaining walls, salting and sanding, sidewalk sales and cafés, signage, snow removal, street cleaning, street closures, street decorations, street disturbance, street lighting, street name addressing, and storm sewers/catch basins.

*For easements and rights of way, see primary 1675.*

*For encroachments, see primary 1675.*

*For provincially designated routes and regional streets, see primary 3030.*

*For tenders, see primary 1910.*

- by address/street
- by subject
- by project
- other

**2350 TRAFFIC CONTROL**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	4y	D

Consists of records relating to traffic aids and controls such as traffic signals, counters, etc. May include copies of contracts.

**Examples:** intersections, pedestrians/crosswalk management, signage, signals and lights, studies, traffic counters, traffic line marking, traffic calming devices (e.g. speed bumps), and traffic safety.

*For the maintenance and construction of crosswalks and intersections, see primary 2335.*

*For tenders, see primary 1910.*

*For traffic enforcement e.g. school crossing guards and processions/parades, see primary 2870.*

- by subject
- by program
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**2375 SANITARY SEWAGE**

A	SA	FD
Cy+4y	10y	D

Consist of records relating to the collection, treatment, and disposal of sewage, and the design, specifications, plans, operation, inspection, installation, etc. of sewage systems.

**Examples:** certificate of approval to operate, collection systems (manhole and cross connections), inspection and testing, lift stations, maintenance and repairs, reports and statistics, septic tanks, sewer backups, sewer connections, standards, treatment plants and lagoons.

*For sludge disposal, see primary 2330.*

*For tenders, see primary 1910.*

- by subject
- by project
- by program
- other

**2380 WATER SUPPLY AND DISTRIBUTION**

A	SA	FD
Cy+4y	10y	SR*

\* *Only records relating to reservoirs (water towers) and wells must be sent for selection at Provincial Archives, upon replacement of structure.*

Consists of records relating to the operations, supply, installation and inspection, planning, design, treatment and testing of water distribution systems.

**Examples:** certificate of approval to operate, distribution systems, hydrant maintenance, meters, plans and specifications for water systems, private wells, reservoirs (water towers) and wells, standards, system maintenance and repairs, testing and sampling, treatment, water connections, and water pumping stations.

*For water quality and conservation programs, see primary 2230.*

*For tenders, see primary 1910.*

- by subject
- by project
- by program
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

## **SECTION 9**

**2400 - 2599**

### **PLANNING AND DEVELOPMENT**

**Planning and Development is the function that documents the activities of land planning, conservation and preservation of heritage sites, building controls, and various types of development such as tourism, industrial and sustainable.**

*For agreements and contracts, see primary 1620.*

*For committee minutes and agendas, see primary 0160.*

*For procurement, see primary 1910.*

**SECTION 9**

**2400 - PLANNING AND DEVELOPMENT - 2599**

**ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES  
(ALPHABETICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
Amalgamation/Annexation	2405	SO	4y	SR
Building Controls	2425	AP	20y	D
Building Violations	2440	AP	5y	D
Economic and Industrial Development	2455	SO	5y	SR
Heritage Site Conservation and Preservation	2480	SO	5y	SR
Land Use Planning	2570	Cy+1y	4y	SR
Municipal and Rural Plans	2490	SO	10y	AR
Planning and Development - General	2400	Cy+1y	4y	D
Subdivisions	2500	AP	5y	D
Sustainable Development	2510	AP	5y	SR
Tourism Development	2525	SO	4y	SR
Urban Revitalization and Redevelopment	2550	AP	5y	SR
Zoning Variances	2580	SO	5y	SR
Zoning Violations	2585	AP	5y	SR
Zoning Changes	2590	AP	10y	SR

**ACTIVITY NUMBERS, ACTIVITY TITLES, AND RETENTION SCHEDULES  
(NUMERICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
2400	Planning and Development - General	Cy+1y	4y	D
2405	Amalgamation/Annexation	SO	4y	SR
2425	Building Controls	AP	20y	D
2440	Building Violations	AP	5y	D
2455	Economic and Industrial Development	SO	5y	SR
2480	Heritage Site Conservation and Preservation	SO	5y	SR
2490	Municipal and Rural Plans	SO	10y	AR
2500	Subdivisions	AP	5y	D
2510	Sustainable Development	AP	5y	SR
2525	Tourism Development	SO	4y	SR
2550	Urban Revitalization and Redevelopment	AP	5y	SR
2570	Land Use Planning	Cy+1y	4y	SR
2580	Zoning Variances	SO	5y	SR
2585	Zoning Violations	AP	5y	SR
2590	Zoning Changes	AP	10y	SR

**2400 PLANNING AND DEVELOPMENT - GENERAL**

A	SA	FD
Cy+1y	4y	D

Consists of records relating to planning and development activities of the municipality not shown elsewhere in this section.

**Examples:** garden/granny/in-law suites, liquor license approvals, Local Service Districts, mobile/mini home parks, National Building Code, copy of Provincial Planning Appeal Board decision and urban sprawl.

*For reports relating to specific subjects, see subject file.*

*For development specifications, see primary 2550.*

- by subject
- other

**2405 AMALGAMATION/ANNEXATION**

A	SA	FD
SO	4y	SR

Consists of records relating to the amalgamation or annexation of the municipality to other municipalities or local service districts and related issues such as integration of services.

**Examples:** boundaries, maps and plans, studies and reports, planning files, regional services (e.g. policing services).

- by subject
- by study
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**2425 BUILDING CONTROLS**

<b>A</b>	<b>SA</b>	<b>FD</b>
AP*	20y	D

\* AP = until completion of actions.

Consists of records relating to the application and issuance of building permits, building relocation and demolition permits including the building inspection.

**Examples:** accessibility, application and permit, drawings provided by applicant, easement, lease, inspections of construction, occupancy permit, right of way, reports and statistics, setback and demolition, stop work order, terms and conditions of building construction, variances, water and sewer hookup application, wiring permits, environmental issues, etc.

*For zoning variance approvals/denials, see primary 2580.  
For amendments to zoning bylaw (rezoning), see primary 2590.  
For amendments to Municipal/Rural Plan, see primary 2490.  
For subdivision approvals, see primary 2500.*

- by civic address
- by PID
- by permit
- by property/building
- by subject
- other

**2440 BUILDING VIOLATIONS**

<b>A</b>	<b>SA</b>	<b>FD</b>
AP*	5y	D

\* AP = until violation is resolved.

Consists of records of the inspections of buildings in relation to violations.

**Examples:** appeals committee decisions, inspections, records of unsightly premises, reports and statistics, violations

*For inspections of new construction, see primary 2425.  
For zoning violations, see primary 2585.*

- by civic address
- by PID
- by surname
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**2455 ECONOMIC AND INDUSTRIAL DEVELOPMENT**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	5y	SR

Consist of records relating to the encouragement of growth of existing businesses and industries, and the attraction of new investment and business to the municipality.

**Examples:** demographic and feasibility studies, industrial parks, vacancy ratios, prospective tenants and owners, maps and plans, business relocations and layoffs, reports and statistics, research and technology parks, studies and activities of the Community Economic Development Agencies and various enterprises.

- by name
- by park owner or tenant
- by program/project/plan/study
- other

**2480 HERITAGE SITE CONSERVATION AND PRESERVATION**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	5y	SR

Consists of records relating to the identification, designation, conservation and preservation of heritage sites and historic properties.

**Examples:** background and historical information, drawings, heritage listings, historic place initiatives, history files on each site, maps, photographs, planning information, promotional literature, reports and statistics, zoning control information, etc.

*For walking tours, see primary 2525.  
For zoning, see primary 2590.*

- by historic/heritage site
- by area
- by name
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**2490 MUNICIPAL AND RURAL PLANS**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	10y	AR

Consists of records relating to the municipal/rural plan. Includes amendments, advertising, hearings, objections, terms and conditions, approvals, denials, withdrawals, applications, planning reports, PAC reports, zoning agreements (conditions), resolutions, etc.

*For Planning Advisory Board Commission minutes, see primary 0145.*

*For Planning Advisory Committee minutes, see primary 0160.*

*For heritage preservation areas, see primary 2480.*

*For zoning changes, see primary 2590.*

- by amendment
- by plan
- other

**2500 SUBDIVISIONS**

<b>A</b>	<b>SA</b>	<b>FD</b>
AP*	5y	D

\* AP = until completion of actions.

Consists of records relating to the planning and development of subdivisions. Includes applications to subdivide, approvals, rejections, reversals. May also include records on roads/streets, including access and egress, local improvement agreements, land for public purposes, etc., utilities and services, plans, drawings, specifications, inspections, tentative plans, release of portions of subdivisions, etc.

*For zoning requirements, see primary 2590.*

- by civic address
- by developer
- by client surname
- by subject
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**2510 SUSTAINABLE DEVELOPMENT**

<b>A</b>	<b>SA</b>	<b>FD</b>
AP*	5y	SR

\* AP= until completion of program/project /plan/study.

Consists of records relating to sustainable community initiatives.

**Examples:** reports and statistics, sustainable community principles, sustainability plans, green initiatives such as energy conservation, water conservation and green house gas reduction plans both proposed and undertaken by the municipality, and monitoring programs.

- by name
- by program/project/plan/study
- other

**2525 TOURISM DEVELOPMENT**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	4y	SR

Consists of records relating to the promotion and development of tourism activities in the area. Also include the development of the municipality as a site for conventions and conferences.

**Examples:** advertisement campaigns, attractions, campaigns, planning of special events, promotional packages, tours, reports and statistics, Visitor Information Centre (VIC) statistics

- by campaign
- by title
- by event
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**2550 URBAN REVITALIZATION AND REDEVELOPMENT**

<b>A</b>	<b>SA</b>	<b>FD</b>
AP*	5y	SR

\* AP= until completion of program/project/plan/study.

Consists of records relating to the revitalization of designated areas and to the identification, regulation, and reconstruction of neighbourhoods. Also includes the development and revitalization of the core area(s) such as the downtown and uptown of the municipality.

**Examples:** agricultural land development, beautification programs, development specifications, downtown development, drawings, plans and studies, reports and statistics, residential land development, uptown development, waterfront areas development.

- by name
- by civic address or PID
- by program/project/plan/study
- other

**2570 LAND USE PLANNING**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	4y	SR

Consists of general land use planning activities of the organization including reports, studies, statistics and surveys.

- by subject
- by report/study
- other

**2580 ZONING VARIANCES**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	5y	SR

Consists of records relating to zoning variances.

**Examples:** applications for variances, planning reports, PAC recommendations, approval or refusal, signage variance requests.

- by address
- by name
- by other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**2585 ZONING VIOLATIONS**

<b>A</b>	<b>SA</b>	<b>FD</b>
AP*	5y	SR

\* AP = until violation is resolved/concluded.

Consists of records relating to zoning violations.

**Examples:** notifications to property owners, complaint information, current status of violation, related correspondence, legal opinions and stop work orders.

- by name
- by address
- other

**2590 ZONING CHANGES**

<b>A</b>	<b>SA</b>	<b>FD</b>
AP*	10y	SR

\* AP = until rezoning is completed.

Consists of records relating to zoning changes.

**Examples:** advertising, hearings, objections, terms and conditions, approvals, denials, withdrawals, developmental freezes, applications, planning reports, PAC reports, zoning agreements (conditions, Section 39), resolutions, etc.

*For Planning Advisory Board Commission minutes, see primary 0145.*

*For Planning Advisory Committee minutes, see primary 0160.*

*For heritage preservation areas, see primary 2480.*

*For municipal plan, see primary 2490.*

- by bylaw number
- by civic address
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

## **SECTION 10**

**2800 - 2999**

### **PROTECTIVE SERVICES**

**Protective Services is the function that documents the activities of public protection and safety services provided by the organization. It includes subjects such as emergency preparedness and disasters, fire protection and investigations, police protection programs, services and issues, and animal control.**

*For agreements and contracts, see primary 1620.*

*For committee minutes and agendas, see primary 0160.*

*For procurement, see primary 1910.*

**SECTION 10**

**2800 - PROTECTIVE SERVICES - 2999**

**ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES  
(ALPHABETICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
Animal Control	2810	Cy+1y	4y	D
Disaster Management	2820	Cy+1y	8y	SR
Emergency Preparedness	2825	SO	4y	D
Fire Investigations	2827	AP	20y	SR
Fire Protection	2830	SO*	7y	D
Hazardous Materials	2845	Cy+1y	8y	SR
Police - Protection Programs and Services	2870	Cy+1y	4y	D
Police - Issues, Offences and Investigations	2885	SO	5y	D
Protective Services - General	2800	Cy+1y	4y	D

**ACTIVITY NUMBERS, ACTIVITY TITLES, AND RETENTION SCHEDULES  
(NUMERICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
2800	Protective Services - General	Cy+1y	4y	D
2810	Animal Control	Cy+1y	4y	D
2820	Disaster Management	Cy+1y	8y	SR
2825	Emergency Preparedness	SO	4y	D
2827	Fire Investigations	AP	20y	SR
2830	Fire Protection	SO*	7y	D
2845	Hazardous Materials	Cy+1y	8y	SR
2870	Police - Protection Programs and Services	Cy+1y	4y	D
2885	Police - Issues, Offences and Investigations	SO	5y	D

**2800 PROTECTIVE SERVICES - GENERAL**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	4y	D

Consists of records relating to the protection of persons or property, of a general nature, which are not covered elsewhere in this section.

**Examples:** emergency dispatch centre/communication centre, enhanced 911 system, first response emergency services.

*For fireworks and pyrotechnics, see primary 2830.*

*For ambulance services, see primary 0245.*

- by subject
- by service
- other

**2810 ANIMAL CONTROL**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	4y	D

Consists of records relating to the provision of protection of animals and protection of citizens from animals. Also includes the management of the contracts for animal control officers and related correspondence.

**Examples:** complaints, domestic animals, exotic animals, farm animals, wildlife animals, reports and statistics, SPCA, etc.

*For court cases, see primary 1725.*

*For contracts, see primary 1620.*

*For licenses, see primary 0920.*

- by subject
- by type
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**2820 DISASTER MANAGEMENT**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	8y	SR

Consists of records relating to the provision of assistance in disasters or in emergency situations that occurred in the municipality where the emergency operation centre may have been activated.

**Examples:** disasters (earthquake, fires, floods, hurricanes and tornadoes, vandalism, winter storms), emergency operation centre activations, copy of emergency evacuation plan, list of resource persons, press releases, etc.

- by disaster
- by name
- other

**2825 EMERGENCY PREPAREDNESS**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO	4y	D

Consists of records relating to policies and plans for the recovery and continuation of operations of the municipality, civil defense planning actions and precautions. May also include information about the Emergency Measures Organization (EMO).

**Examples:** contingency plans, disaster plan, emergency evacuation procedures, internal emergency response plan, mock disasters/exercises, planning, reports, studies and statistics, resource manual, etc.

*For committees, see primary 0160.  
For essential records planning, see primary 1475.*

- by subject
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**2827 FIRE INVESTIGATIONS**

<b>A</b>	<b>SA</b>	<b>FD</b>
AP*	20y	SR

\* AP = until resolved.

Consists of records relating to the investigation of individual fire incidents.

**Examples:** arson, call reports leading to investigation, forest fires, investigations

- by civic address
- by location
- other

**2830 FIRE PROTECTION**

<b>A</b>	<b>SA</b>	<b>FD</b>
SO*	7y	D

\*False fire alarm calls may be destroyed after 1 year.

Consists of records relating to the protection of persons and property from fire.

**Examples:** alarm call reports, burning permits, canine unit, complaints, educational programs and services, fireworks and pyrotechnics, inspections, mutual aid, prevention programs, reports and statistics, etc.

*For fire prevention systems in municipal buildings, see primary 0520.*

*For records relating to volunteers and/or auxiliary forces, see primary 1210.*

*For employee training, see primary 1200.*

*For firefighting equipment testing/inspection, see primary 1820.*

**NOTE:** Call reports leading to an investigation should be placed in the investigation file (see primary 2827).

- by subject
- by address
- by name
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**2845 HAZARDOUS MATERIALS**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	8y	SR

Consists of records relating to the handling, transportation and storage of hazardous materials.

**Examples:** demonstrations, educational programs and services, incidents, storage, training and promotion.

*For the disposal of hazardous waste, see primary 2325.*

*For the collection program, see primary 2330.*

- by subject
- by location
- by name
- other

**2870 POLICE – PROTECTION PROGRAMS AND SERVICES**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	4y	D

Consists of records relating to the management and administration of policing to the municipality. Includes crime prevention programs, traffic enforcement, and community relations.

**Examples:** block parent program, bulletins, call reports, canine unit, community based policing, community programs such as Anti-Litter, Child Safety Week, Christmas Tree Lighting and Canada Day, complaints, detention facilities, fingerprinting and identification, forum on public safety, funeral processions, neighbourhood watch, parades, participation in special events, patrol check sheets, patrolling (by horse, bicycle, boat, snow machine, vehicle, motorcycle), police auxilliary, projects, provincial court sittings, reports and statistics, school crossing guards, school visitations, Selective Traffic Enforcement Program (STEP), traffic accident reports and statistics, victim/witness services, etc.

*For office operating manuals, see primary 0315.*

*For the police operating manual, see primary 2885.*

**NOTE:** Call reports leading to an investigation should be placed in the investigation file. They are filed according to CPIC (Canadian Police Information Centre) standards. The investigations case files are not covered under the MRA; contact Provincial Archives Recorded Information Management Unit for the retention schedule.

- by subject
- by title
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**2885 POLICE - ISSUES, OFFENCES AND INVESTIGATIONS**

A	SA	FD
SO	5y	D

Consists of records relating to the administration and management of topic related offences and investigations under municipal by-laws and provincial or federal statutes and matters/issues that affect everyday policing in the municipality. Includes as well the police operating manual(s).

**Examples:** assistance to other police agencies, boundaries/patrol area, correspondence, Crime Stoppers, gambling, informants, joint force operations, military exercises, missing persons, motorcycle gangs, operating police manual, potential suicide victims, reports, statistics and bulletins on issues such as pornography, high risk offenders, assaults, homicide and related offences under the Criminal Code Act, Motor Vehicle Act, Liquor Control Act, Animal Control Bylaw, Skateboard Bylaw, and other acts and bylaws, requests for assistance, search and rescue, tourist alerts, RCMP announcements, travelling criminals, undercover operations, etc.

**NOTE:** The criminal case files are not covered under the MRA; contact Provincial Archives Recorded Information Management Unit for the retention schedule.

- by type
- by subject
- by statute
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

## **SECTION 11**

### **3000 - 3199**

## **PUBLIC TRANSPORTATION**

**Public Transportation is the function which documents the planning, the delivery and the administration of public transportation in the municipality. It includes activities such as providing transit services.**

*For agreements and contracts, see primary 1620.*

*For committee minutes and agendas, see primary 0160.*

*For procurement, see primary 1910.*

**SECTION 11**

**3000 - PUBLIC TRANSPORTATION - 3199**

**ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES  
(ALPHABETICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
Air Transportation	3005	Cy+1y	4y	SR
Bus Transportation	3015	Cy+1y	4y	SR
Highways and Bridges	3030	Cy+1y	4y	D
Ports and Ferries	3045	Cy+1y	4y	SR
Public Transportation - General	3000	Cy+1y	4y	D
Rail Transportation	3050	Cy+1y	4y	SR
Taxis	3070	Cy+1y	4y	D

**ACTIVITY NUMBERS, ACTIVITY TITLES, AND RETENTION SCHEDULES  
(NUMERICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
3000	Public Transportation - General	Cy+1y	4y	D
3005	Air Transportation	Cy+1y	4y	SR
3015	Bus Transportation	Cy+1y	4y	SR
3030	Highways and Bridges	Cy+1y	4y	D
3045	Ports and Ferries	Cy+1y	4y	SR
3050	Rail Transportation	Cy+1y	4y	SR
3070	Taxis	Cy+1y	4y	D

**3000 PUBLIC TRANSPORTATION - GENERAL**

A	SA	FD
Cy+1y	4y	D

Consists of records relating to public transportation not found elsewhere in this section.

- by subject
- by title
- other

**3005 AIR TRANSPORTATION**

A	SA	FD
Cy+1y	4y	SR

Consists of records relating to air transportation within or near the municipality.

**Examples:** air service, airports, privatization, private airstrips, reports and statistics, etc.

*For noise abatement, see primary 2230.*

*For management of taxi service contracts, see primary 3070.*

- by subject
- other

**3015 BUS TRANSPORTATION**

A	SA	FD
Cy+1y	4y	SR

Consists of records relating to the administration and management of a municipal bus transportation system. May also include services offered by private businesses in the municipality.

**Examples:** accessibility/mobility impaired bus service, advertising, bus stops and shelters, fares, point program, promotion plans and programs, reports and statistics, routes and schedules, etc.

- by subject
- by program
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**3030 HIGHWAYS AND BRIDGES**

A	SA	FD
Cy+1y	4y	D

Consists of records relating to highways and bridges under provincial jurisdiction.

**Examples:** bridge projects, closure and realignment of highways, construction projects, highway signage plans, provincially designated routes, regional streets, toll roads.

*For the maintenance of municipal streets and sidewalks, see primary 2335.*

- by subject
- by project
- other

**3045 PORTS AND FERRIES**

A	SA	FD
Cy+1y	4y	SR

Consist of records relating to the operation of ports and ferries. Include ferry routes and schedules and port authority related subjects/projects.

- by subject
- by project
- other

**3050 RAIL TRANSPORTATION**

A	SA	FD
Cy+1y	4y	SR

Consists of records relating to rail transportation.

**Examples:** freight service, level crossings and overpasses, passenger service, rail line and property abandonment, reports and statistics.

*For issues relating to transfer of rail property to the municipality, see primary 0590.  
For noise annoyance, see primary 2230.*

- by service
- by subject
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**3070 TAXIS**

A	SA	FD
Cy+1y	4y	D

Consist of records relating to taxi transportation.

**Examples:** copy of airport taxi contract, management of contract, complaints, enforcement activities, general information on fees, meters in taxicabs, reports and statistics.

*For airport contract, see primary 1620.*

*For taxi licenses, see primary 0920.*

*For regulations/bylaws, see primary 1630.*

- by subject
- by title
- other

---

**A=Active (in office) SA=Semi-active (in storage) FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Cy=Calendar/Fiscal year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

## **SECTION 12**

**3200 - 3399**

### **RECREATION, SPORT AND CULTURAL SERVICES**

**Recreation, Sport and Cultural Services is the function which documents the leisure services provided by the municipality. It includes community recreation programs and services, cultural services such as arts and multicultural events, and sports events, services and programs.**

*For agreements and contracts, see primary 1620.*

*For committee minutes and agendas, see primary 0160.*

*For procurement, see primary 1910.*

*For policies, procedures and guidelines see primary 0315.*

**SECTION 12**

**3200 - RECREATION, SPORT AND CULTURAL SERVICES - 3399**

**ACTIVITY TITLES, ACTIVITY NUMBERS, AND RETENTION SCHEDULES  
(ALPHABETICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
Cultural Services	3215	Cy+1y	4y	SR
Parks and Trails	3300	Cy+1y	4y	D
Recreation and Community Services	3335	Cy+1y	4y	D
Recreation and Sport Facilities Operations	3270	Cy+1y	4y	D
Recreation and Sport Programs	3340	Cy+1y	4y	SR
Recreation, Sport and Cultural Services - General	3200	Cy+1y	4y	D
Sports Services	3365	Cy+1y	4y	D

**ACTIVITY NUMBERS, ACTIVITY TITLES, AND RETENTION SCHEDULES  
(NUMERICAL LISTING)**

		<b>A</b>	<b>SA</b>	<b>FD</b>
3200	Recreation, Sport and Cultural Services - General	Cy+1y	4y	D
3215	Cultural Services	Cy+1y	4y	SR
3270	Recreation and Sport Facilities Operations	Cy+1y	4y	D
3300	Parks and Trails	Cy+1y	4y	D
3335	Recreation and Community Services	Cy+1y	4y	D
3340	Recreation and Sport Programs	Cy+1y	4y	SR
3365	Sports Services	Cy+1y	4y	D

**3200 RECREATION, SPORT AND CULTURAL SERVICES - GENERAL**

A	SA	FD
Cy+1y	4y	D

Consists of records of a general nature relating to recreation, sport and cultural services not found elsewhere in this section such as information regarding available funding/grants.

**Examples:** information regarding available funding/grants, sport groups information, list of resource people, reports and statistics

*For grants see primary 0875.*

- by subject
- by title
- other

**3215 CULTURAL SERVICES**

A	SA	FD
Cy+1y	4y	SR

Consists of records relating to arts and cultural activities being offered at various cultural centres (i.e. theatres, museums, galleries, libraries). Also includes funding information, and the promotion of good ethnic relations.

**Examples:** art exhibits, concerts, dances, ethnic society/group, events, funding information, plays, multicultural event, promotional campaigns, reports and statistics, visual arts, etc.

- by event
- by subject
- by activity
- other

---

**A=Active (in office) SA=Semi-active FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Fy=Fiscal Year Cy=Calendar year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**3270 RECREATIONAL AND SPORT FACILITIES OPERATIONS**

A	SA	FD
Cy+1y	4y	D

Consists of records relating to the operation and functioning of community centres, recreation and sporting facilities, including playing fields and courts, and pools and beaches.

**Examples:** aquatic centres, arenas/agrenas, baseball fields, basketball courts, beaches, community centres/sporting facilities, concessions/canteens, courts, curling club, golf courses, handball courts, lawn bowling, marinas and waterfront operations, outdoor skating rinks, playing fields, pools, privately owned facilities, racquetball courts, recreation centres, snowmobile trails, soccer fields, squash courts, tracks/ovals, ski facilities, hours of operation, general information about programs offered, reports and statistics, schedules.

*For records relating to acquisition, construction, maintenance and repairs, see primary 0520.*

*For chemicals for pool maintenance, see primary 1840.*

*For concession/canteen agreements, see primary 1620.*

*For walking and bicycle trails, see primary 3300.*

- by facility name
- by type
- other

**3300 PARKS AND TRAILS**

A	SA	FD
Cy+1y	4y	D

Consists of records relating to the operation, maintenance and repairs of parks and trails.

**Examples:** bicycle trails, dog parks, green areas, hours of operation, linear parks (walking paths and trails), playgrounds, projects, general information about programs offered, tot lots, etc.

*For development of parks and alterations to parks, see primary 0590.*

*For procurement of trees, plants and shrubs, see primary 1910.*

*For the maintenance of trees, planting and gardens, see primary 2255.*

*For maintenance of buildings, see primary 0520.*

- by name
- by subject
- other

---

**A=Active (in office) SA=Semi-active FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Fy=Fiscal Year Cy=Calendar year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**3335 RECREATION AND COMMUNITY SERVICES**

A	SA	FD
Cy+1y	4y	D

Consists of records relating to recreation and community activities, events and festivals held and/or organized by the municipality. May also include the planned activities of external organizations.

**Examples:** activities/events/festivals of outside organizations, municipally organized activities/events/festivals, promotional items, voluntary tolls by service groups, etc.

*For sports related events, see primary 3365.*

*For ceremonies, receptions, visits and tours hosted by the municipality, see primary 0150.*

- by activity, event or festival
- by subject
- by title
- other

**3340 RECREATION AND SPORT PROGRAMS**

A	SA	FD
Cy+1y	4y	SR

Consists of records relating to the planning and coordination of, or participation in, recreation and community programs and special events including sports. Includes programs offered, schedules, times and locations, costs, synopsis of program, registration lists, etc.

*For risk management assessments, see primary 1775.*

- by program
- by special event
- by title
- other

---

**A=Active (in office) SA=Semi-active FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Fy=Fiscal Year Cy=Calendar year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**3365 SPORTS SERVICES**

<b>A</b>	<b>SA</b>	<b>FD</b>
Cy+1y	4y	D

Consists of records related to sporting activities that the Recreation Department liaises with or may be involved with. Include sports activities, events and tournaments, general information about sports and about specific sports, sports organizations, and coach contact lists and reports and statistics.

*For sport programs offered, see primary 3340.*

- by activity, event and tournament
- by individual sport
- by subject
- other

---

**A=Active (in office) SA=Semi-active FD=Final Disposition of inactive records**  
**AP= Active Period, as defined SO= Superseded or Obsolete**  
**y=year Fy=Fiscal Year Cy=Calendar year**  
**D=Destroy SR= transfer to Provincial Archives for selective retention**  
**AR= transfer to the Provincial Archives for complete retention**

**APPENDIX A – REQUEST FOR CHANGE**

***Municipal Records Authority for New Brunswick  
Request for Change***

This form should be completed when requesting a change to the contents of MRA. Changes can include additions or deletions of subjects, or a modification of a retention period. Please submit completed forms to:

*Provincial Archives of New Brunswick  
Government Records  
230 Hilton Road, P.O. Box 6000  
Fredericton, N.B. E3B 5H1  
Email: [recordscentre@gnb.ca](mailto:recordscentre@gnb.ca)*

Primary Number: \_\_\_\_\_ Subject: \_\_\_\_\_

Suggested Change:

---

---

---

---

---

Reason for Request:

---

---

---

---

---

---

---

---

Submitted by: \_\_\_\_\_

Municipality: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX B - TRANSFER OF BOXES TO PROVINCIAL ARCHIVES

Municipalities may arrange to have boxes delivered to the Provincial Archives Records Centre facility. The following procedures must be followed and Archives must be notified before boxes are sent.

### Supplies Required:

Records must be transferred in standard record boxes with lids or other Archives approved containers. A list of contents should be inserted in each box. Keep one copy for your records.

### Optional supplies:

Standard record boxes, Central Stores stock # 06800  
Records Transfer List forms, Central Stores stock # 77-1040 or the electronic version available at <http://archives.gnb.ca/Archives/RecMan.aspx?culture=en-CA>

Please note that the provincial government's Central Stores can sell items to municipalities. For inquiries on how to purchase, please direct your calls to Central Stores at 453-2466.

### Packing boxes:

Once you have identified records that are scheduled to be sent to the Provincial Archives, pack the boxes according to Final Disposition by series and by years. **DO NOT COMBINE** records with final disposition of AR and SR in one box. The acronym SR is defined as *transfer to Provincial Archives for selective retention* while AR is defined as *transfer to Provincial Archives for permanent preservation*.

### If you are going to use the Provincial Archives "Records Transfer List" (see website link above):

Complete the form as below. For multiple pages of a transfer list, insert row or press the "tab" button. This form is provided in MS Word.

1. Print the completed Records Transfer List and place the copy in the respective box of records.
2. Keep a copy of the completed Records Transfer List for later reference.

#### 3. Fields for completion:

1. Record Series Title: enter primary's name, e.g. MRA Council
2. Department: enter municipality name
3. Branch: enter the branch or department name transferring the records, if applicable
4. City/Village: enter where the records are coming from; e.g. Moncton
5. Telephone: enter telephone number of Records Custodian
6. Schedule Number: enter primary number, e.g. MRA 0180
7. Final Disposition: enter an X in the appropriate box that is, either in Select or Archives.
8. Records Custodian: enter the name of the staff member responsible for the maintenance of the records.
9. Box Number: In the first row of the form enter a Temporary Box Number which is an in-house tracking number developed to track the transfer of records to the Provincial Archives. One method of tracking is to use the current year, followed by consecutive numbers (e.g. 2009-01, 2009-02, etc).

10. Based on the arrangement of the file folders in the box:
- a. File Number: Enter the number given to each file, if there is a number.
  - b. Date of Records From: Enter the year in which the file was opened (i.e. the date of the earliest document in the file)
  - c. Date of Records To: Enter the year in which the file was closed (i.e. the date of the most recent document in the file or the year when the activity ended)
  - d. Description: Enter the title used to identify the file (Minutes of Council, Audio tapes of Council, etc.)

**For shipping or for pick up of boxes:**

Once you have completed a list of contents and the boxes are packed for pick up or for shipping, please complete the form "*Records Transfer Request*" available at our website (<http://archives.gnb.ca/Archives/RecMan.aspx?culture=en-CA>) and sent it to [records.centre@gnb.ca](mailto:records.centre@gnb.ca).

Pick up of boxes outside Fredericton is usually done on a semi-annual basis. For urgent requests, please call the Manager of Government Records Section at 506-453-2897.

**APPENDIX C - TABLE OF CONCORDANCE**

<b>Section 1 ADMINISTRATION AND LEADERSHIP 0100-0499</b>	
<b>MRA 2004 Version</b>	<b>MRA 2011 Version</b>
0100 Administration and Leadership Planning – General	0100 Administration and Leadership – General 0310 Plans and Programs
0120 Appreciations, Condolences, Congratulations	0100 Administration and Leadership - General
0125 Associations, Clubs, Societies	0125 Associations, Clubs, Societies
0140 Bilingualism/Official Languages	0140 Bilingualism/Official Languages
0145 Boards and Commissions	0145 Boards and Commissions
2050 Hosted Functions, Ceremonies and Visits	0150 Ceremonies, Visits and Hosted Functions
0160 Committees	0160 Committees
0165 Complaints	0165 Complaints Management
2025 Community Awards	0167 Community Awards
0170 Conferences, Meetings, Symposia	0170 Conferences, Meetings, Symposia
0180 Council	0180 Council 0100 Administration and Leadership - General
0182 Customer Service	0300 Management Services/Studies <i>Under appropriate subject file</i>
0185 Emergency Measures/Disaster Planning	2825 Emergency Preparedness 2820 Disaster Management
0230 Intergovernmental Relations – General	0245 Intergovernmental Relations and Liaison
0245 Intergovernmental Relations – Provincial	0245 Intergovernmental Relations and Liaison
0260 Liaison	0245 Intergovernmental Relations and Liaison
0300 Management and Professional Services	0300 Management Services/Studies
0305 Office Services	0100 Administration and Leadership – General 0315 Policy and Procedures
0310 Plans and Programs	0310 Plans and Programs 0300 Management Services/Studies 0315 Policy and Procedures <b>NEW</b>
0320 Quality Management System	0320 Quality Management System (QMS)
0365 Reports and Statistics	0365 Reports and Statistics
0390 Risk Management and Insurance	1775 Risk Management and Insurance
0420 Travel/Transportation	0700 Finance - General

<b>Section 2 BUILDINGS, FACILITIES AND PROPERTIES 0500-0699</b>	
<b>MRA 2004 Version</b>	<b>MRA 2011 Version</b>
0500 Buildings, Facilities and Properties – General	0500 Buildings, Facilities and Properties – General 1620 Agreements and Contracts
0505 Accommodations/Space Planning	0505 Accommodations/Space Planning
0520 Buildings and Facilities	0520 Buildings and Facilities 0580 Physical Security <b>NEW</b> 1620 Agreements and Contracts
	0580 Physical Security <b>NEW</b>
0590 Property	0590 Property 1620 Agreements and Contracts 1695 Expropriations <b>NEW</b>

<b>Section 3 FINANCE 0700-0999</b>	
<b>MRA 2004 Version</b>	<b>MRA 2011 Version</b>
0700 Finance – General	0700 Finance – General 0715 Accounts Payable
0705 Accounting	0705 Accounting System Management 0315 Policy and Procedures <b>NEW</b>
0715 Accounts Payable	0715 Accounts Payable
0720 Accounts Receivable	0720 Accounts Receivable 0725 Outstanding Accounts Receivable <b>NEW</b>
0730 Accounts – Standing and Other Advances	0715 Accounts Payable
0745 Audits	0745 Audits
0750 Banks and Banking	0750 Banking 0965 Signing Authorities
0765 Borrowing/Debt Management	0765 Borrowing/Debt Management 0790 Debentures <b>NEW</b>
0770 Budgets	0770 Budgets
0800 Fees, Fines and Charges – General	0850 Fees, Fines and Charges 0715 Accounts Payable
0850 Fees, Fines and Charges - Utilities	0850 Fees, Fines and Charges
0875 Funds	0875 Funds and Grants Administration
0885 Grants/Donations	0875 Funds and Grants Administration
0900 Investments	0900 Investments
0920 Licenses and Permits	0920 Licenses and Permits
0940 Reports, Statistics and Statements	0940 Reports, Statistics and Statements
0955 Salaries and Wages	0955 Salaries and Wages
0965 Signing Authorities	0965 Signing Authorities
0970 Taxes	0970 Taxes 0975 Property Assessment Roll <b>NEW</b>
0985 Transfers	0770 Budgets

<b>Section 4 HUMAN RESOURCES 1000-1299</b>	
<b>MRA 2004 Version</b>	<b>MRA 2011 Version</b>
1000 Human Resources – General	1000 Human Resources – General 1140 Employee Relations Management 1070 Employee Benefits 0315 Policy and Procedures <b>NEW</b>
1010 Appointments	1010 Appointments
1015 Awards and Honours	1015 Awards and Honours
1045 Employee and Family Wellness	1045 Employee and Family Wellness
1050 Employee Files	1050 Employee Files - Permanent
	1055 Employee Files – Non-permanent <b>NEW</b>
1065 Hours of Work and Overtime	1065 Attendance Management
1070 Insured Benefits	1070 Employee Benefits
1075 Job Evaluation	1075 Job Evaluation and Description
1080 Labour Relations – General	1090 Labour Relations
1090 Labour Relations – Collective Agreements and Interpretations	1090 Labour Relations
1092 Labour Relations – Non Bargaining Employees	0315 Policy and Procedures <b>NEW</b> <i>Under appropriate subject file</i>
1095 Labour Relations – Discipline	1135 Employee Performance 1140 Employee Relations Management
1100 Labour Relations - Grievances	1100 Grievances
1120 Leave and Holidays	1065 Attendance Management
1135 Performance Appraisals	1135 Employee Performance
1140 Personal and Sexual Harassment	1140 Employee Relations Management
1160 Retirements and Separations	1160 Retirements and Separations
1170 Staffing – General	1170 Workforce Planning
1180 Staffing – Competitions and Recruiting	1180 Staffing
1185 Staffing – Summer and Term	1180 Staffing
1190 Superannuation	1190 Superannuation
1200 Training and Development – General	1200 Training and Development
1205 Training and Development – Courses	1200 Training and Development
1210 Volunteers	1210 Volunteers
1215 Workplace Health and Safety	1215 Worksafe Program – General 0160 Committees 1150 Occupational Health and Safety Inspections and Investigations <b>NEW</b> 1130 Employee Accident and Personal Injury Claims <b>NEW</b>

<b>Section 5 INFORMATION MANAGEMENT AND TECHNOLOGY 1300-1599</b>	
<b>MRA 2004 Version</b>	<b>MRA 2011 Version</b>
1300 Information Management – General	1300 Information Management and Technology – General 1485 Right to Information and Protection of Privacy <b>NEW</b> 1500 Security of Information <b>NEW</b>
1320 Communication	1320 Telecommunications Systems and Management 1910 Procurement <b>NEW</b>
1330 Correspondence Management	1300 Information Management and Technology – General 0315 Policy and Procedures <b>NEW</b>
1335 Date Related Computer Issues	1420 Information Technology Systems
1350 Forms Management	1350 Forms Management
1380 Information Services – General	1380 Media Relations 1395 Photographs and Biographies
1385 Information Services – Audio Visual	1400 Publishing
1390 Information Services - Inquiries	0100 Administration and Leadership - General
1395 Information Services – Photographs	1395 Photographs and Biographies
1400 Information Services – Publications	1400 Publishing
1405 Information Services – Speeches	1405 Speeches
1420 Information Technology Systems	1420 Information Technology Systems 1910 Procurement <b>NEW</b> 1410 End-User Support <b>NEW</b>
1435 Library Services	1435 Library Services
1450 Mail, Postal and Courier Services	1450 Mail, Postal and Courier Services
1475 Records and Information Management	1475 Records and Information Management 0315 Policy and Procedures <b>NEW</b>

<b>Section 6 LEGISLATIVE, LEGAL AND REGULATORY SERVICES 1600-1799</b>	
<b>MRA 2004 Version</b>	<b>MRA 2011 Version</b>
1600 Legislative, Legal and Regulatory Services – General	1600 Legislative, Legal and Regulatory Services – General 1790 Visual Identity, Insignia and Artifacts Management <b>NEW</b> 1710 Legal Matters <b>NEW</b>
1605 Accidents	1605 Accidents 0315 Policy and Procedures <b>NEW</b>
1610 Acts and Regulations	1610 Acts and Regulations
1620 Agreements and Contracts	1620 Agreements and Contracts
1630 Bylaws	1630 Bylaws 1635 Bylaw Enforcement <b>NEW</b>
1650 Claims	1650 Claims
1665 Deeds	1665 Deeds
1675 Easements and Rights of Way	1675 Easements, Encroachments and Rights of Way
1677 Encroachments	1675 Easements, Encroachments and Rights of Way
1680 Elections – General	1690 Elections
1690 Elections – Municipal	1690 Elections 1695 Expropriations <b>NEW</b>
1720 Legal Opinions	1720 Legal Opinions
1725 Litigation	1725 Litigation
0390 Risk Management and Insurance	1795 Risk Management and Insurance

<b>Section 7 MATERIALS AND ASSET MANAGEMENT 1800-1999</b>	
<b>MRA 2004 Version</b>	<b>MRA 2011 Version</b>
1800 Materials and Asset Management – General	1800 Materials and Asset Management - General
1810 Asset Control and Inventory	1810 Asset Management
1820 Emergency, Firefighting and Police Equipment	1820 Emergency, Firefighting and Police Equipment 1910 Procurement <b>NEW</b>
1835 Clothing	1835 Clothing Management 1910 Procurement <b>NEW</b>
1840 Construction and Maintenance Equipment and Supplies	1840 Construction and Maintenance Equipment and Supplies 1910 Procurement <b>NEW</b>
1845 Disposal and Surplus	1810 Asset Management
1850 Fleet Management	1850 Fleet Management 1910 Procurement <b>NEW</b>
1865 Fuels	1865 Fuel Management 1910 Procurement <b>NEW</b>
1900 Office Equipment	1900 Office Equipment, Furnishings and Supplies 1910 Procurement <b>NEW</b>
1935 Stationery/Office Supplies	1900 Office Equipment, Furnishings and Supplies 1910 Procurement <b>NEW</b>

<b>Section 8 MUNICIPALITIES - GENERAL 2000-2199</b>	
<b>MRA 2004 Version</b>	<b>MRA 2011 Version</b>
2000 Municipalities – General	0100 Administration and Leadership – General 0150 Ceremonies, Visits and Hosted Functions
2005 Amalgamation/Annexation	2405 Amalgamation/Annexation
2020 Census/Population	0245 Intergovernmental Relations and Liaison
2025 Community Awards	0167 Community Awards
2050 Hosted Functions, Ceremonies and Visits	0150 Ceremonies, Visits and Hosted Functions
2125 Regional Services	2405 Amalgamation/Annexation <i>Under appropriate subject file</i>

<b>Section 9 ENGINEERING AND PUBLIC WORKS 2200-2399</b>	
<b>MRA 2004 Version</b>	<b>MRA 2011 Version</b>
2200 Engineering and Public Works – General	2200 Engineering and Public Works – General
	2220 Engineer Field Books <b>NEW</b>
2210 Culverts and Drainage	2335 Streets and Sidewalks
2215 Curbs and Gutters	2335 Streets and Sidewalks 1910 Procurement <b>NEW</b> 1620 Agreements and Contracts
2230 Environmental Services	2230 Environmental Services
2255 Gardens, Plants and Trees	2255 Gardens, Plants and Trees 1910 Procurement <b>NEW</b>
2290 Parking	2290 Parking
2310 Retaining Walls	2335 Streets and Sidewalks
2325 Solid Waste Disposal	2325 Solid Waste Disposal Management 2330 Solid Waste Programs <b>NEW</b> 1620 Agreements and Contracts 1910 Procurement <b>NEW</b>
2335 Streets and Sidewalks	2335 Streets and Sidewalks 1620 Agreements and Contracts 1910 Procurement <b>NEW</b>
2350 Traffic Control	2350 Traffic Control 1620 Agreements and Contracts 1910 Procurement <b>NEW</b>
2370 Utilities – General	2200 Engineering and Public Works – General 1620 Agreements and Contracts 1910 Procurement <b>NEW</b>
2375 Utilities – Sewer	2375 Sanitary Sewage
2380 Utilities - Water	2380 Water Supply and Distribution

<b>Section 10 PLANNING AND DEVELOPMENT 2400-2599</b>	
<b>MRA 2004 Version</b>	<b>MRA 2011 Version</b>
2400 Planning and Development – General	2400 Planning and Development – General 2550 Urban Revitalization and Redevelopment
2415 Building Controls – General	2400 Planning and Development – General 2425 Building Controls
2425 Building Controls – Applications/Building and Building Demolition	2425 Building Controls
2005 Amalgamation/Annexation	2405 Amalgamation/Annexation
2440 Building Inspections	2440 Building Violations
2630 Economic Development 2665 Industrial Development	2455 Economic and Industrial Development
2450 Downtown Development	2550 Urban Revitalization and Redevelopment
2480 Heritage Preservation	2480 Heritage Site Conservation and Preservation
2490 Municipal Plan	2490 Municipal and Rural Plans
2500 Subdivisions	2500 Subdivisions
	2510 Sustainable Development <b>NEW</b>
2615 Conventions and Conference Co-ordination 2700 Tourism – General 2705 Tourism – Attractions 2720 Tourism - Campaigns	2525 Tourism Development
2550 Urban Revitalization	2550 Urban Revitalization and Redevelopment
2570 Zoning Controls – General	2400 Planning and Development – General 2570 Land Use Planning
2580 Zoning Control – Variances	2580 Zoning Variances
2585 Zoning Control - Violations	2585 Zoning Violations
2590 Zoning Control – Zoning Changes/Municipal Plan	2590 Zoning Changes

<b>Section 11 PROMOTION 2600-2799</b>	
<b>MRA 2004 Version</b>	<b>MRA 2011 Version</b>
2600 Promotion – General	1790 Visual Identity, Insignia and Artifacts Management <b>NEW</b> 0100 Administration and Leadership - General 0315 Policy and Procedures <b>NEW</b>
2615 Conventions and Conference Co-ordination	2525 Tourism Development
2630 Economic Development	2455 Economic and Industrial Development
2665 Industrial Development	2455 Economic and Industrial Development
2700 Tourism - General	2525 Tourism Development
2705 Tourism – Attractions	2525 Tourism Development
2720 Tourism - Campaigns	2525 Tourism Development

<b>Section 12 PROTECTIVE SERVICES 2800-2999</b>	
<b>MRA 2004 Version</b>	<b>MRA 2011 Version</b>
2800 Protective Services – General	2800 Protective Services – General 2830 Fire Protection
2805 Ambulance Services	0245 Intergovernmental Relations and Liaison
2810 Animal Control	2810 Animal Control 1725 Litigation 1620 Agreements and Contracts
2825 Emergency Preparedness	2825 Emergency Preparedness 2820 Disaster Management <b>NEW</b>
2830 Fire Protection	2827 Fire Investigations <b>NEW</b> 2830 Fire Protection
2845 Hazardous Materials	2845 Hazardous Materials
2870 Police Protection – General	2870 Police – Protection Programs and Services 2885 Police – Issues, Offences and Investigations
2875 Police Protection – Community Relations	2870 Police – Protection Programs and Services
2880 Police Protection – Crime Prevention	2870 Police – Protection Programs and Services
2885 Police Protection – Offences and Investigations	2885 Police – Issues, Offences and Investigations
2890 Police Protection – Policing	2885 Police – Issues, Offences and Investigations
2895 Police Protection – Traffic Enforcement	2870 Police – Protection Programs and Services

<b>Section 13 PUBLIC TRANSPORTATION 3000-3199</b>	
<b>MRA 2004 Version</b>	<b>MRA 2011 Version</b>
3000 Public Transportation – General	3000 Public Transportation – General
3005 Air Transportation	3005 Air Transportation
3015 Bus Transportation	3015 Bus Transportation
3030 Highways and Bridges	3030 Highways and Bridges
	3045 Port and Ferries <b>NEW</b>
3050 Rail Transportation	3050 Rail Transportation
3070 Taxis	3070 Taxis 1620 Agreements and Contracts

<b>Section 14 RECREATION, SPORT AND CULTURAL SERVICES 3200-3399</b>	
<b>MRA 2004 Version</b>	<b>MRA 2011 Version</b>
3200 Recreation, Sport and Cultural Services – General	3200 Recreation, Sport and Cultural Services – General
3215 Cultural Services – General	3215 Cultural Services
3220 Cultural Services – Historic and Heritage Sites	2480 Heritage Site Conservation and Preservation
3230 Cultural Services - Multiculturalism	3215 Cultural Services
3260 Facilities – General	3270 Recreation and Sport Facilities Operations
3270 Facilities – Playing Fields and Courts	3270 Recreation and Sport Facilities Operations
3275 Facilities – Pools and Beaches	3270 Recreation and Sport Facilities Operations
3300 Facilities – Parks and Gardens	3300 Parks and Trails 1910 Procurement <b>NEW</b>
3330 Recreation and Community Services – General	3335 Recreation and Community Services
3335 Recreation and Community Services – Activities, Events and Festivals	3335 Recreation and Community Services
3340 Recreation and Community Services – Programs	3340 Recreation and Sport Programs
3360 Sports Services – General	3365 Sports Services
3365 Sports Services – Activities, Events and Tournaments	3365 Sports Services
3375 Sports Services – Individual Sports	3365 Sports Services

## APPENDIX D - GLOSSARY

**Active Records (A)** - records that are required and referred to frequently by a municipality in the conduct of its business and that need to be retained and maintained in office space and equipment close to users.

**Administrative Records** – records that are common across most organizations. They support housekeeping functions such as the management of administration and leadership planning, facilities, human resources, finance, materials and asset management and information management. Although these records are considered administrative, they may have considerable importance.

*See also Operational Records.*

**Archival Records (AR)** – a type of “Final Disposition” which is applied to records with significant and continuing administrative, operational, legal, financial, or evidential value for reference and research purposes. They are kept, in their entirety, for permanent preservation in an archive.

**Archive** – a facility where historical records are kept. For example, Provincial Archives of New Brunswick.

**Archives Act** – Provincial legislation setting out the mandate and responsibilities of the Provincial Archivist, including requirements concerning the management of records. Also establishes the Public Records Committee, the availability or unavailability of certain classes of government records, and the process which may be used to appeal disputes concerning records. For more information, see <http://www.gnb.ca/0062//acts/acts/a-11-1.htm>.

**Background Material** - includes rough notes, calculations, preliminary drafts, and research notes which are compiled or created in the preparation or analysis of other records, such as correspondence, memoranda, reports, and statistical compilations. Once the final documents have been produced and are included in the records classification system, these working materials and papers become transitory records. Some exceptions include working materials relating to legislation, legal documents, and policies. *Also known as Working Material/Papers. See Appendix G - A Guide to Identifying and Handling Non-Record. See also Transitory/Temporary Records*

**Block Numeric System** – a records classification system based on the use of blocks or groups of numbers to represent primary and secondary subjects, that is the activities and transactions.

**Case Files** – a file containing material relating to a specific action/subject, event, person, product, or project and usually filed by name and/or number. They usually contain the same type of information or forms, allowing easy retrieval (e.g. invoices, proclamations, employee files).

**Classification** – the process of analysing and determining the purpose or subject content of a document, selecting the category under which it will be filed and assigning it an appropriate file classification number for retrieval purposes. *Also known as Coding and Classifying. See also Coding.*

**Classification System** – a logical and systematic arrangement of records into subject groups or functional categories using numbers or letters, or a combination of the two, for identification. It allows for the arrangement of files by listing the standard file number, the standard file title, cross references and explanatory notes. *Also known as Classification Plan or File Plan.*

**Codes** – alphabetic or numeric symbols which help identify and locate a file within a series of case of subject files. Codes may be used in conjunction with primary and secondary numbers.

**Coding** – *see also Classification*. The process of assigning numerical, alphabetical or alphanumeric symbols (i.e. the file number) to identify and locate a specific file.

**Confidential Record** – a record containing sensitive information that requires protection against unauthorized access or disclosure. Confidentiality of information is usually determined by legislation such as the *Right to Information and Protection of Privacy Act*, the *Archives Act* or any other federal or provincial legislation or convention which limits the unchecked dissemination of information.

**Destruction/Destroy (D)** - the destruction (through means of shredding, recycling, deleting, etc.) of records that no longer have value. Records may be destroyed only under the authority of an approved *Records Retention and Disposition Schedule*. This is the final stage of the records life cycle.

**Final Disposition (FD)** – the action taken to dispose of inactive records according to the approved *Records Retention and Disposition Schedule*. It can involve either:

- physical destruction of the records
- transfer of the records to the custody of the Provincial Archives or to the local archives of the municipality (as approved by the Provincial Archivist) for permanent preservation or for selective retention.

**Inactive Records** - records whose active and semi-active stages are over. They are ready for final disposition.

*See also Final Disposition, Selective Retention and Destruction/Destroy.*

**Index** – arrangement of names or topics in either alphabetical or numerical order. A classification plan may have an index in the form of a listing of the headings (titles, captions) of the files showing their assigned codes. The index to this manual has been created in alphabetical order.

**Inventory** – a detailed survey of the organization's records, including descriptions, extent, volume, frequency of use and method of organization. The inventory is used to assist in developing an effective records management program.

**Life Cycle of a Record** – the stages of activity between the creation of a record and its final disposition. The active, semi-active and inactive are the three stages of the life cycle.

*See also Active Records, Final Disposition, Inactive Records and Semi-Active Records.*

**Main Group** – a group of related functions or subjects to which a range of primary numbers is assigned. *Also known as "Sections" in this manual and as "Functions".*

**Operational Records** – these records reflect and support the mandate, functions and activities of the municipality. Sometimes called "program records" or "business records".

*See also Administrative Records.*

**Permanent Retention** - records identified as having continuing value (legal, historical or fiscal) which are transferred to the care of the Provincial Archives or to the care of a local approved archive. In this manual, the records earmarked for permanent preservation are identified by AR (Archival Records) in the Final Disposition column.

**Primary Subject and Number** – a four-digit number with a title allotted to a particular subject, function or activity within a Main Group/Section, in sequential increments allowing for insertion of new titles. These are headings within which specific records and record types may be classified and arranged. Records are not actually filed at this level. *Also known as “Activities”.*

**Records** - recorded information, regardless of medium/format, created or received in the course of business activities and maintained as evidence of such activity. Records include maps, plans, drawings, photographs, magnetic media, microforms, and all other documentary items regardless of physical form or characteristics.

**Record Series** – a group of similar or related records that are used and filed together as a unit, and can be handled as a unit when determining and applying the records’ retention period and final disposition. (e.g. by-laws, council minutes)

**Records Retention and Disposition Schedule** – a legal document that provides a description and the purpose of a records (group of records) and outlines the life cycle of the records. The records retention and disposition schedule is the document that gives the municipality the authority to dispose of records it no longer requires. The *Municipal Records Authority* contains the *Records Retention and Disposition Schedules* for the municipalities of New Brunswick. *Also known as Retention Schedule.*

**Scope Note** – a brief description of the types of records that are to be filed under a particular primary or subject. Included are “see also” references, “notes” and “examples”.

**Secondary Subject and Number** – the title and number allotted to the subdivisions of a primary. The two-digit secondary number is added to the primary number to form a complete file number. Records are filed at this level. *Also known as “transactions”.*

**Selective Retention (SR)** - one type of “Final Disposition” whereby records are assessed by an archivist, who determines whether some or all of the records will be permanently preserved or destroyed.

**Semi-Active Records (SA)** – these records are not frequently accessed by users and do not need to be stored in the office. Semi-active records still have value for the municipality but should be stored in an inexpensive storage facility that can be situated off-site.

**Subject Files** - these records relate to specific subjects or functions, and are arranged according to general information content. The objective of subject filing is to bring together records and information on the same topic, in order to allow for easy retrieval of information and comprehensive referencing of information.

**Superseded/Obsolete (SO)** – records that are periodically replaced with newer, up-to-date information are rendered superseded or obsolete. Usually an action or an event will make the record(s) superseded or obsolete.

**Transitory/Temporary Records** – are only required for a limited period of time, or have temporary usefulness, and are not part of a record series. *See also Background Material.*

**Vital Records** – are essential for the resumption or continuation of municipal business in the event of an emergency or disaster, for conducting emergency operations during and immediately following a disaster, and for the re-establishment of the legal, financial and functional responsibilities of the municipality. *Also known as Essential Records.*

**Working Material/Papers** – see Background Material.

**APPENDIX E – TEMPLATE**  
**AUTHORIZATION FOR THE DESTRUCTION OF RECORDS**

**From: Records Office Date:**

The records listed below are ready for destruction as per the approved *“Municipal Records Authority for New Brunswick”*.

<b>MRA Authority</b> (Primary and secondary Numbers)	<b>Dates of Records</b>	<b>DESCRIPTION/COMMENTS</b>

**Department:** I agree that the records listed above can proceed with destruction.

\_\_\_\_\_ (Department Head Signature) \_\_\_\_\_ (DATE)

**Chief Administrative Officer/Clerk:** In conformity with the authority conferred unto me, I hereby authorize and direct the Records Office to proceed with the destruction of the records listed above.

\_\_\_\_\_ (Chief Administrative Officer/Clerk Signature) \_\_\_\_\_ (DATE)

**Records Clerk:** I hereby certify that I have, this day, destroyed only those records listed above. The records have been destroyed by:

- \_\_\_ RECYCLING
- \_\_\_ SHREDDING
- \_\_\_ DELETING

\_\_\_\_\_ (Records Clerk Signature ) \_\_\_\_\_ (DATE)

## APPENDIX F – RETENTION OF COMPUTER SYSTEM BACKUPS

### Background:

Municipalities perform scheduled backups (or copying) of systems, applications and user files to ensure continuity in service in the event of the loss of the original files on the network servers. Backups are typically made on a daily, weekly, monthly, and/or annual basis. They usually include data or data extractions (incremental backups) but may also include commercial or custom-designed software.

Computer system backups are made for security of information and emergency system recovery purposes. These backups are only required for limited periods of time to ensure access to essential information in case of system failure.

Backups are **not** performed for the purpose of long-term storage of information, nor as a method to satisfy the conditions of a records retention schedule. The very nature of how most backups are performed, (i.e. files are saved in a linear fashion), precludes their use as a method of storage for “records”.

Longer term storage of electronic records should be done by copying files from an active system to another system or media (e.g. movement of dated transaction files to DVD).

Although backups may contain files that fall under retention schedules, backups are intended to *restore* files, not to maintain them for long-term use.

Failure to ensure that information on backup media is rendered inaccessible creates a liability under the *Right to Information and Protection of Privacy Act*.

Note: this schedule also applies to backups of the corporate e-mail system.

### Retention Schedule

*Backups should be kept until they are superseded or obsolete (i.e. replaced by a subsequent back-up); they are then to be destroyed.*

### Disposition:

When backups are no longer required for system recovery, the backup media should be re-used, destroyed, or the previously recorded data must be made inaccessible.

The media may be automatically slated for re-use and the information held on the media is only required until the system’s backup cycle is completed. Backup media may be re-used in accordance with the frequency plan established for a specific system.

Policy and procedures regarding re-use of backup media **must** ensure that information is destroyed/made inaccessible following the end of the system-prescribed backup cycle.

There are three options to ensure that information stored on backup media is no longer accessible:

- overwrite the previous information;
- physically destroy the backup media;
- erase the back-up media in such a way that previous information cannot be accessed through normal computer usage.

Use of an erasure program is the accepted *secure* method of rendering data inaccessible.

**NOTE:** Each municipality should establish policy and standards regarding system backup and recovery procedures. Backup procedures and their frequency can differ from system to system.

## APPENDIX G

### A GUIDE TO IDENTIFYING AND HANDLING NON-RECORDS

#### Introduction

Municipal employees have an obligation to maintain the records they create and receive as part of their regular business activities and to ensure that those records are secured and maintained in official filing systems.

The *Archives Act* defines non-record as

- library or museum objects made or acquired and preserved solely for reference or exhibition purposes,
- extra copies of records created only for convenience of reference,
- working papers, or
- stocks of publications or printed documents.

This guideline expands upon that description with some practical examples. The intent is to help employees identify and dispose of non-record material on a timely basis.

This guideline will help you to:

- identify what is a record and should be managed in a records management system;
- identify and evaluate what items are non-records that can be disposed of when no longer required;

thus ensuring you comply with the [Archives Act](#) and municipal regulations.

#### **Disclaimer**

Nothing within this guideline is to be interpreted as authorization to destroy a public record that belongs to the Province of New Brunswick. Public records can only be disposed of in accordance with an authorized Records Retention and Disposition Schedule, approved by the Provincial Archivist, and as described in the *Archives Act*.

#### What is a Record?

The [Archives Act](#) defines a record as:

*“...correspondence, memoranda, forms and other papers and books; maps, plans and charts; photographs, prints and drawings; motion picture films, microfilms and video tapes; sound recordings, magnetic tapes, computer cards and other machine readable records; and all other documentary materials regardless of physical form or characteristics...”*

that are or have been

*“prepared or received by any department [municipality] pursuant to an Act of the Legislature or in connection with the transaction of public business, preserved or appropriated for preservation by a department, containing information on the organization, functions, procedures, policies or activities of a department, or other information of past, present, or potential value to the Province ....”*

Thus, **records provide evidence of the conduct of business and can be in any medium or format.**

**Note:** It is important to remember that this includes **electronic records** (i.e. records generated by, or stored on, computers and servers – for example, e-mail).

### **What should you keep and file?**

You must keep and file records that:

- support business operations;
- demonstrate that a business transaction took place;
- are required by legislation, regulation, bylaw or policy;
- protect the rights of citizens and the municipality;
- provide evidence of compliance with accountability or other business requirements; or
- have business, financial, legal, historical, or research value to the municipality or citizens of the Province.

These are all **public records** which must be stored securely and be readily available to those who need them and those with authority to view them.

### **What is a non-record?**

Not all information that you create or receive in the course of your work meets the criteria of a public record. It may be of a transitory nature and required only temporarily, having no long-term or future value.

Storing these non-records longer than necessary uses up valuable space in offices and on electronic storage hardware, and ultimately makes it more difficult and time consuming to find what is really important. Non-record items should be destroyed or deleted as soon as they are no longer useful and have no future value. Routine disposal of non-record material will enable you and others in your office to be more efficient and effective.

The following are *usually* considered non-records:

#### **1.Duplicates**

These are exact copies where:

- nothing has been added to, changed, or deleted;
- the documents are used only for reference or convenience purposes;
- the official version of the document is filed in a *records or information management system*.

Duplicates should not be retained any longer than required.

Examples of duplicates are: photocopies, copies of public records (regardless of format or media), copies of brochures or pamphlets, paper prints from microfilm or an imaging system,

duplicate microfilm, CD-ROMS, DVDs, etc., duplicate audio or video recordings, and duplicate e-mail.

## **2.Unused and Blank Media**

This is anything that was intended to be used for storing information, but has not been used for this purpose.

Examples of unused and blank media are: unused stationery and forms that have not been filled out, as well as surplus assets such as unused or erased audio tapes, dictation tapes, video tapes, diskettes, magnetic tapes, disk drives, optical disks, or other electronic media.

## **3.Published Material**

This includes published items originating from outside the municipal government **OR** extra copies of materials that are produced by the municipality. These materials are normally maintained in a reference library only as long as administratively useful.

Examples of published material are: books, magazines, periodicals, brochures, journals, newspapers, software documentation.

## **4.Reference Material**

This is material from internal or external sources which is collected for reference, and is related to the activities and functions of an individual or workgroup. Reference material is considered temporary content and should not be retained for any longer than necessary.

Examples of reference material are: equipment operation manuals, library materials, international standards, professional journals, etc.

**Note:** Any reference material that serves as evidence of the evolution of a significant activity should be filed with pertinent public records, and classified under the appropriate retention and disposition schedule, e.g. *Municipal Records Authority (MRA)*.

## **5.Advertising Material**

This is solicited or unsolicited information received from organizations or individuals advertising their products and services. If the material is of no value or is of short-term use or interest only, then it is considered transitory and may be destroyed.

Examples of advertising material are: brochures, company profiles, sales letters, menus, catalogues, and price lists.

**Note:** Any advertising material that is of value or use should be filed with pertinent public records, and classified under the appropriate retention and disposition schedule, e.g. Municipal Records Authority (MRA).

### **6. Draft Documents, Versions, and Working Papers**

This includes items that have been used in the development or creation of an official record. *Generally*, once a final version of the record is placed into a records or information management system, drafts and working materials lose their value, and may be destroyed.

Examples are drafts of correspondence, reports, calculations, research materials, rough notes, as well as editing and formatting notes.

**Note: not all drafts are non-records!**

In certain instances it may be necessary to keep drafts and working materials. If needed to track the development or modification of a significant document, they should be filed along with the other records relating to that program or service. Examples might include drafts or working papers created in the preparation of legislation, by-laws, and regulations; policies, standards, guidelines and procedures; audit reports; and legal documents.

### **7. Other Items of Short-Term Value**

This includes information that has immediate or short-term use to an organization. It has little value, especially as time passes. It can be destroyed once it has been acted on.

Examples of information with short-term value are: routing slips, personal messages or information, scratch notes, appointment calendars, and opened envelopes.

### **How do you identify non-records?**

There are always exceptions which may dictate that an item normally considered of no value is actually a public record. If the examples listed above contain significant or pertinent information or you suspect they do, do not treat them as transitory records; file them in a records and information management system.

Some examples are:

an appointment calendar which contains notes about what happened at a critical meeting,

a date-stamped envelope that provides proof of when it was mailed or received (as in the case of tenders), or

a note that conveys high level approval for, or an opinion about, a proposed activity or course of action.

How you use information in the course of your work will often help determine whether it must be retained or whether it can be destroyed.

You must use your own judgment to decide whether an item is a record that must be maintained, or whether it is only of temporary value and can be disposed of. If in doubt, check with your Records Manager.

*See the attached flowchart for guidance.*

### **How do you dispose of non-records?**

It is recommended that guidelines be established for the destruction of non-records on a regular basis (weekly, monthly, etc.).

The [Right to Information and Protection of Privacy Act](#) (RTIPPA) applies to **any** information (non-records as well as official records). If personal identifiable information is included in any non-records (for example a scratch/note pad with an individual's name, address, and telephone number), due care must be taken to dispose of it in a safe, timely, and secure manner according to your municipality's best practices.

#### ***Non-records:***

#### **The Right to Information and Protection of Privacy Act and Legal Actions**

In situations involving an access request or legal action, extreme caution is required.

At the time an access request is received, **all** existing relevant information is part of that request. As such, information (whether it is a public record or a non-record) cannot be destroyed until the request is processed and any appeal period has expired.

Due concern and diligence must also be taken concerning recorded information relating to ongoing legal action, such as discovery processes and legal holds. In such cases, recorded information cannot be disposed of until the hold is lifted.

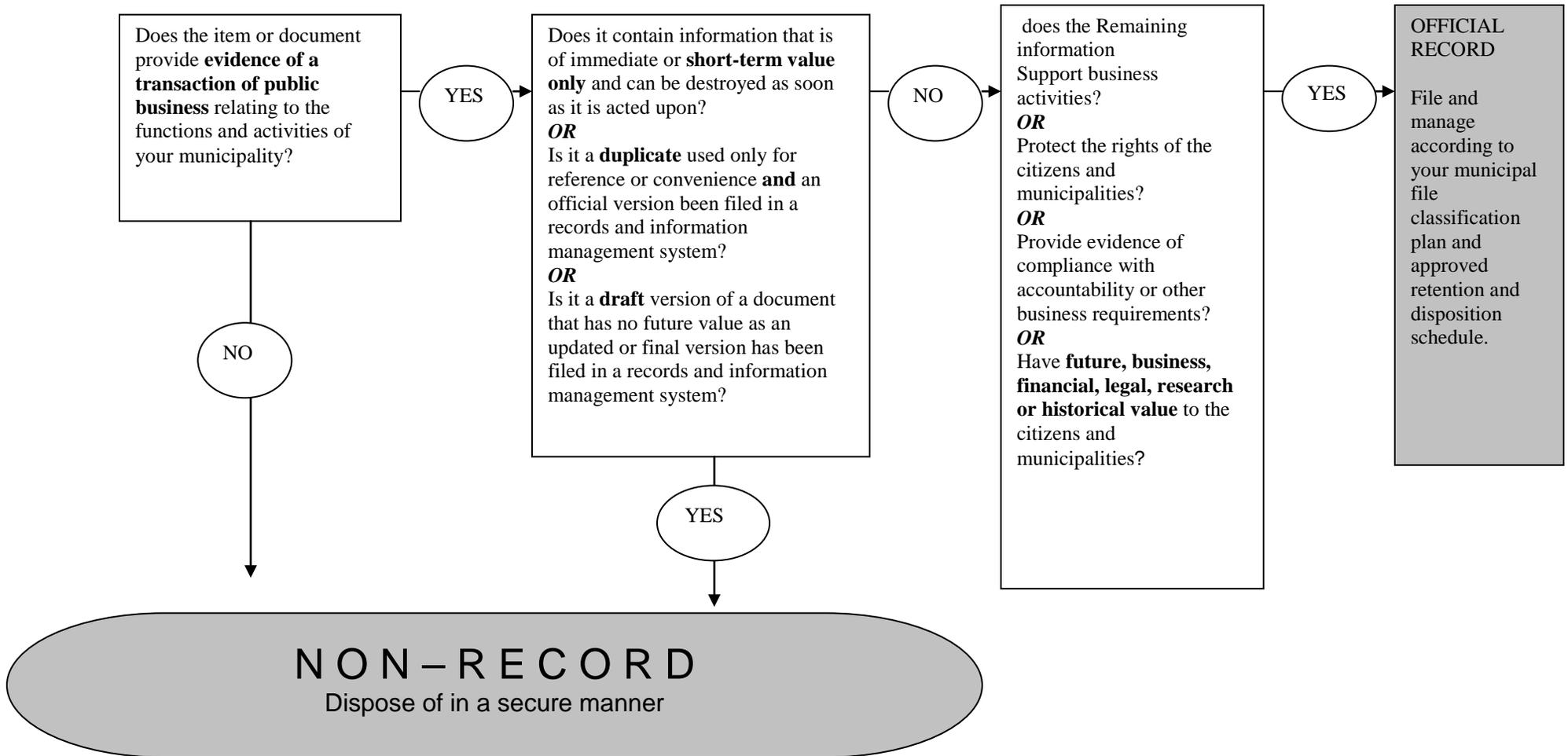
Non-record items may be in the form of **electronic records** which are also subject to compliance with right to information and e-discovery requests

**Guidelines for limiting the amount of non-record material**

Here are some tips on reducing the amount of transitory records you produce, and how to deal with them:

- Dispose of unsolicited mail as soon as you are finished with it.
- Rather than distributing an entire document to several people, place the document in a shared folder or send a link to a website posting the document for review.
- Dispose of draft versions and working papers when you know that the final version has been filed.
- Destroy supplies of obsolete blank forms, letterhead, and business cards.
- Destroy post-it notes, message notes, and other scratch notes as soon as you have acted upon them.
- Regularly delete e-mail messages that are not considered public records. Other helpful hints concerning e-mail management can be found at <http://archives.gnb.ca/Archives/RecMan.aspx?L=ENandSection=2>.
- Destroy duplicate print and electronic items when you know the official version has been filed.
- Discard routine publications when they are no longer needed, or place in a library for reference.
- Dispose of any advertising material as soon as it is no longer of administrative use, or place in a library for reference.
- Keep a recycle box by the photocopier for duplicates, but **never** put copies with confidential or sensitive information in any unsecured recycle box.

**Is it a non-Record?<sup>1</sup>**  
Use the diagram below to help you identify a non-record.



<sup>1</sup> Canada, Government of Alberta, Official and Transitory Records: A Guide for Government of Alberta Employees (Government of Alberta, March 2004) 09 March 2009 <http://www.im.gov.ab.ca/publications/pdf/OfficialTransitoryRecordsGuide.pdf>.

## References

Canada, Government of British Columbia, Minister of Labour and Citizens' Services, Transitory Records, Office of the Chief Information Officer, March 10, 2009  
<[http://www.cio.gov.bc.ca/services/privacy/Public\\_Sector/backgrounders/transitory\\_records.asp](http://www.cio.gov.bc.ca/services/privacy/Public_Sector/backgrounders/transitory_records.asp)  
>

Canada, Government of Alberta, Official and Transitory Records: A Guide for Government of Alberta Employees (Government of Alberta, March 2004) March 09, 2009  
<<http://www.im.gov.ab.ca/publications/pdf/OfficialTransitoryRecordsGuide.pdf>>.

Canada, Library and Archives Canada, "2.1 Library and Archives Canada Authority for Destruction of Transitory Records." Multi-Institutional Disposition Authorities (MIDA), December 1990, March 10, 2009 <<http://www.collectionscanada.gc.ca/government/disposition/007007-1016-e.html>>.

**INDEX**

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

**A**

<b>ABSENCE</b>	
- record of .....	1065
<b>ACCESS</b>	
- of information.....	1485
- rights management.....	1500
- to facilities/buildings.....	0580
<b>ACCESSIBILITY</b>	
- building controls.....	2425
<b>ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE BENEFIT .....</b>	<b>1070</b>
<b>ACCIDENTS</b>	
- to employee.....	1130
- to municipal property, vehicles and equipment .....	1605
<b>ACCOMMODATIONS/SPACE PLANNING .....</b>	<b>0505</b>
<b>ACCORDS .....</b>	<b>1620</b>
<b>ACCOUNTING</b>	
- cash receipts .....	0720
- codes.....	0705
- for tangible capital assets .....	0705
- year-end procedures .....	0315
<b>ACCOUNTS PAYABLE .....</b>	<b>0715</b>
<b>ACCOUNTS RECEIVABLE</b>	
- outstanding accounts (collection).....	0725
- receivables .....	0720
- write offs reports/lists.....	0720
<b>ACCOUNTS RECONCILIATIONS .....</b>	<b>0705</b>
<b>ACCOUNTS STANDING AND OTHER ADVANCE .....</b>	<b>0715</b>
<b>ACQUISITION</b>	
- of buildings .....	0520
- of land .....	0590
- of property .....	0590
- of software.....	1910
- via procurement.....	1910

<b>ACT OF INCORPORATION</b> .....	1790
<b>ACTING APPOINTMENTS</b> .....	1010
<b>ACTIVITIES, EVENTS AND FESTIVALS</b>	
- recreation and community services.....	3335
<b>ACTIVITIES, EVENTS AND TOURNAMENTS</b>	
- sports services .....	3365
<b>ACTS AND REGULATIONS</b> .....	1610
<b>ADDICTIONS COUNSELING</b> .....	1045
<b>ADMINISTRATION AND LEADERSHIP</b> .....	0100-0499
<b>ADVANCES</b> .....	0715
<b>AGREEMENTS AND CONTRACTS</b> .....	1620
<b>AGRENAS</b> .....	3270
<b>AGRICULTURAL LAND DEVELOPMENT</b> .....	2550
<b>AIR</b>	
- quality.....	2230
- service.....	3005
- transportation .....	3005
<b>AIRPORTS</b> .....	3005
<b>ALLOWANCES</b> .....	0715
<b>AMALGAMATION/ANNEXATION</b> .....	2405
<b>AMBULANCE SERVICES</b> .....	0245
<b>AMMUNITION</b> .....	1820
<b>AMUSEMENT LICENSES</b> .....	0920
<b>ANIMAL CONTROL</b> .....	2810
<b>ANNUAL REPORTS</b> .....	0365

**APPLICATIONS**

- borrowing and debt management .....	0765
- building permits .....	2425
- competitions and recruitment.....	1180
- encroachment.....	1675
- for employment.....	1180
- municipal and rural plan.....	2490
- subdivision.....	2500
- water and sewer hookups.....	2425
- zoning changes .....	2590
- zoning variances.....	2580

**APPOINTMENT BOOKS, CALENDARS AND DIRECTORIES ..... 0100**

**APPOINTMENTS**

- acting.....	1010
- of employee.....	1010
- to boards and commissions .....	0145
- to committees .....	0160
- to Superannuation Board.....	1190

**APPRECIATIONS, CONDOLENCES, CONGRATULATIONS ..... 0100**

**AQUATIC CENTRES ..... 3270**

**ARBITRATION AND ADJUDICATION**

- employee.....	1100
-----------------	------

**ARCHIVAL SERVICES..... 1475**

**ARENAS**

- construction .....	0520
- operations.....	3270

**ARSON ..... 2827**

**ARTIFACTS..... 1790**

**ARTS ..... 3215**

**ASSETS**

- accounting for tangible capital assets .....	0705
- building assets.....	0520
- disposal and surplus.....	1810
- inventories.....	1810
- loss of assets.....	1810
- property assets.....	0590
- transfers .....	1810

**ASSOCIATIONS, CLUBS AND SOCIETIES ..... 0125**

<b>ATTENDANCE AT WORK</b> .....	1065
<b>ATTRACTIONS</b>	
- tourism .....	2525
<b>AUCTIONEERS LICENSES</b> .....	0920
<b>AUCTIONS</b> .....	1810
<b>AUDIO VISUAL</b>	
- equipment.....	1900
- procurement .....	1910
- productions.....	1400
<b>AUDITS</b>	
- financial .....	0745
- program reviews .....	0310
- QMS .....	0320
- security of information .....	1500
- workplace health and safety .....	1215
<b>AUXILLIARY PROGRAM</b> .....	2870
<b>AWARDS</b>	
- to citizens and community .....	0167
- to employees .....	1015
- to organizations .....	0167

**B**

<b>BADGES, EMBLEMS AND PINS</b>	
- design.....	1790
- general .....	1800
- purchase .....	1910
<b>BARGAINING CALENDARS</b> .....	1090
<b>BANK ACCOUNTS</b> .....	0750
<b>BANKING</b> .....	0750
<b>BANKRUPTCY MATTERS</b> .....	1710
<b>BANNER PERMITS</b> .....	0920
<b>BASEBALL FIELDS</b> .....	3270
<b>BASKETBALL COURTS</b> .....	3270

<b>BEACHES AND POOLS .....</b>	<b>3270</b>
<b>BEAUTIFICATION PROGRAMS .....</b>	<b>2550</b>
<b>BICYCLE TRAILS .....</b>	<b>3300</b>
<b>BILINGUALISM/OFFICIAL LANGUAGES .....</b>	<b>0140</b>
<b>BIOGRAPHIES AND PHOTOGRAPHS.....</b>	<b>1395</b>
<b>BLOCK PARENT PROGRAM .....</b>	<b>2870</b>
<b>BOARDS AND COMMISSIONS .....</b>	<b>0145</b>
<b>BOAT CLUBS.....</b>	<b>3270</b>
<b>BONDS .....</b>	<b>0790</b>
<b>BONUSES</b>	
- employee (pay).....	0955
- special allowances.....	0715
<b>BORROWING AND DEBT MANAGEMENT .....</b>	<b>0765</b>
<b>BOUNDARIES .....</b>	<b>2405</b>
<b>BRANDING.....</b>	<b>1790</b>
<b>BREATHING APPARATUS.....</b>	<b>1820</b>
<b>BRIDGES AND HIGHWAYS .....</b>	<b>3030</b>
<b>BUDGETS .....</b>	<b>0770</b>
<b>BUILDING</b>	
- controls.....	2425
- demolition.....	2425
- inspections .....	2425
- permits .....	2425
- violations .....	2440
<b>BUILDINGS</b>	
- acquisition .....	0520
- cafeteria and eating places.....	0500
- contracts.....	1620
- directories.....	0500
- historic sites.....	2480
- municipal .....	0520
<b>BUILDINGS, FACILITIES AND PROPERTIES.....</b>	<b>0500-0699</b>

<b>BURNING PERMITS</b> .....	2830
<b>BUS</b>	
- tours .....	2525
- transportation .....	3015
<b>BUSINESS CARDS</b> .....	1900
<b>BUSINESS LICENSES</b> .....	0920
<b>BY-ELECTIONS</b> .....	1690
<b>BYLAWS</b>	
- enforcement .....	1635
- individual bylaws.....	1630

**C**

<b>CAFETERIAS AND EATING PLACES</b> .....	0500
<b>CALENDARS</b> .....	0100
<b>CAMPAIGNS</b>	
- tourism .....	2525
<b>CANCELLED AUTHORITIES</b> .....	0965
<b>CANCELLED BONDS AND COUPONS</b> .....	0790
<b>CANCELLED CHEQUES</b> .....	0750
<b>CANINE PATROL UNIT</b> .....	2870
<b>CANTEENS/CONCESSIONS</b> .....	3070
<b>CAPITAL BUDGET</b> .....	0770
<b>CAREER MANAGEMENT</b> .....	1200
<b>CASE LAW</b> .....	1710
<b>CASH ADVANCES</b> .....	0715
<b>CASH RECEIPTS</b> .....	0720
<b>CASUAL EMPLOYEE FILES</b> .....	1050 or 1055
<b>CATCH BASINS</b> .....	2335

<b>CELLULAR TELEPHONE SYSTEMS</b> .....	1320
<b>CENSUS/POPULATION</b> .....	0245
<b>CEREMONIES, VISITS AND HOSTED FUNCTIONS</b> .....	0150
<b>CHARGES</b>	
- parking fees and fines .....	0850
- water and sewer fees .....	0850
<b>CHEQUE REGISTERS</b> .....	0750
<b>CIVIC ADDRESSING</b> .....	2335
<b>CLAIMS</b>	
- damage claims .....	1650
- worksafe NB .....	1130
<b>CLASSIFICATION OF POSITIONS</b> .....	1075
<b>CLIMATE CHANGE</b> .....	2230
<b>CLOSURE/REALIGNMENT OF HIGHWAYS</b> .....	3030
<b>CLOTHING</b>	
- dress code .....	0315
- procurement .....	1910
- management .....	1835
<b>CLUBS, ASSOCIATIONS, SOCIETIES</b> .....	0125
<b>COASTAL PROTECTION</b> .....	2230
<b>COAT OF ARMS</b> .....	1790
<b>CO-OP WORK EMPLOYMENT</b> .....	1180
<b>COLLECTION SYSTEMS (MANHOLES)</b> .....	2375
<b>COLLECTIVE AGREEMENTS</b> .....	1620
<b>COLLEGES, SCHOOLS AND UNIVERSITIES</b> .....	0245
<b>COMMISSIONS AND BOARDS</b> .....	0145
<b>COMMITTEES</b> .....	0160
<b>COMMITTEES OF COUNCIL</b> .....	0160

<b>COMMUNICATION</b>	
- centres .....	2800
- equipment maintenance .....	1900
- for QMS.....	0320
- procurement .....	1910
- use of communication systems.....	1320
<b>COMMUNITY AWARDS</b> .....	0167
<b>COMMUNITY BASED POLICING</b> .....	2870
<b>COMMUNITY CENTRES</b> .....	3270
<b>COMMUNITY RELATIONS</b>	
- police protection programs .....	2870
<b>COMMUNITY SERVICES</b>	
- activities, events and festivals.....	3335
- programs .....	3340
<b>COMPETITIONS AND RECRUITING</b> .....	1180
<b>COMPLAINTS</b>	
- animal control .....	2810
- fire protection.....	2830
- labour relations.....	1100
- of citizens (general) .....	0165
- Official Languages.....	0140
- parking .....	2290
- police protection .....	2870
- solid waste disposal.....	2325
- taxis.....	3070
<b>COMPOSTING</b> .....	2330
<b>COMPUTER</b>	
- hardware and software .....	1900
- procurement .....	1910
- purchase plan for employee .....	1070
- systems .....	1420
<b>CONDOLENCES, CONGRATULATIONS AND APPRECIATIONS</b> .....	0100
<b>CONFERENCE ROOM</b>	
- reservations.....	0500
<b>CONFERENCES</b>	
- co-ordination (conventions, conferences held in municipality).....	2525
- for staff .....	0170

<b>CONFLICT OF INTEREST DISCLOSURE</b>	
- of elected officials .....	0180
- of employees .....	1140
<b>CONGRATULATIONS, APPRECIATIONS AND CONDOLENCES .....</b>	<b>0100</b>
<b>CONSERVATION AND PRESERVATION</b>	
- historic sites and properties .....	2480
<b>CONSERVATION PROGRAMS</b>	
-water .....	2230
<b>CONSTRUCTION</b>	
- culverts and drainage .....	2335
- curbs and gutters.....	2335
- equipment and supplies.....	1840
- inspections of new buildings .....	2425
- of bridges and highways.....	3030
- of municipal buildings .....	0520
- of parking structures and garages .....	0520
- streets and sidewalks .....	2335
<b>CONSULTANT FEES .....</b>	<b>0715</b>
<b>CONTINGENCY PLANS.....</b>	<b>2825</b>
<b>CONTRACTS.....</b>	<b>1620</b>
<b>CONVENTION CENTRES .....</b>	<b>2525</b>
<b>CORPORATE CREDIT CARDS.....</b>	<b>0750</b>
<b>CORPS OF COMMISSIONAIRES</b>	
- as employees .....	1055
- as an entity.....	0245
<b>CORRESPONDENCE</b>	
- appreciations, condolences and congratulations.....	0100
- circulation/reading/information files.....	1300
- guidelines .....	0315
<b>COUNCIL</b>	
- audio and video tapes .....	0180
- conflict of interest disclosure.....	0180
- legends.....	0180
- minutes.....	0180
- resolutions .....	0180
- roles and responsibilities of Council.....	0180
- Standing Committees of Council.....	0160
<b>COUNCIL OF FIRST NATIONS.....</b>	<b>0245</b>

<b>COURIER SERVICES</b> .....	1450
<b>COURTS</b>	
- tennis, basketball, squash, handball, etc. ....	3270
<b>CRESTS, EMBLEMS AND LOGOS</b>	
- designs.....	1790
- procurement .....	1910
<b>CRIME PREVENTION</b> .....	2880
<b>CRIME STOPPERS PROGRAM</b> .....	2885
<b>CROSSWALKS</b> .....	2350
<b>CROWN AGENCIES AND CORPORATIONS</b>	
- intergovernmental relations .....	0245
<b>CULTURAL SERVICES</b> .....	3215
<b>CULVERTS AND DRAINAGE</b> .....	2335
<b>CURBS AND GUTTERS</b> .....	2215
<b>CURBSIDE BINS/WASTE RECEPTACLES</b> .....	2330
<b>CURLING CLUBS</b> .....	3270
<b>CURRENCY EXCHANGE RATES</b> .....	0700
<b>CUSTOMER SERVICE CENTRES</b> .....	0300

**D**

<b>DATABASES</b> .....	1420
<b>DATE RELATED COMPUTER ISSUES</b> .....	1420
<b>DAY CAMPS</b> .....	3340
<b>DEBENTURES</b> .....	0790
<b>DEBT MANAGEMENT</b> .....	0765
<b>DEDUCTIONS</b>	
- salaries and wages.....	0955
<b>DEEDS</b> .....	1665

<b>DEFERRED SALARY LEAVE PLAN .....</b>	<b>1070</b>
<b>DEMOGRAPHIC AND FEASIBILITY STUDIES</b>	
- for economic and industrial development.....	2455
<b>DEMOLITION PERMITS .....</b>	<b>2425</b>
<b>DENTAL INSURANCE BENEFITS .....</b>	<b>1070</b>
<b>DEPOSIT BOOKS .....</b>	<b>0750</b>
<b>DESIGNATED</b>	
- employees .....	1080
- paid holidays .....	1065
<b>DEVELOPMENTAL FREEZES</b>	
- zoning.....	2590
<b>DIGITAL SIGNATURES AND CERTIFICATES .....</b>	<b>1500</b>
<b>DIRECTIVES.....</b>	<b>0315</b>
<b>DIRECTORIES.....</b>	<b>0100</b>
<b>DISABILITY INSURANCE BENEFITS.....</b>	<b>1070</b>
<b>DISASTER</b>	
- actual disaster .....	2820
- mock.....	2825
- plans and planning .....	2825
<b>DISCIPLINE</b>	
- of staff .....	1135
<b>DISCLOSURE OF INTEREST</b>	
- for elected officials.....	0180
- for municipal employees.....	1140
<b>DISCRIMINATION INVESTIGATION.....</b>	<b>1140</b>
<b>DISPATCH CENTRE .....</b>	<b>2800</b>
<b>DISPOSAL OF ASSETS.....</b>	<b>1810</b>
<b>DOG PARKS .....</b>	<b>3300</b>
<b>DOMESTIC ANIMALS .....</b>	<b>2810</b>
<b>DONATIONS.....</b>	<b>0875</b>

<b>DOWNTOWN DEVELOPMENT</b> .....	2550
<b>DRAINAGE</b> .....	2335
<b>DRESS CODE</b> .....	0315
<b>DUMPS</b>	
- closure.....	2325
- programs .....	2330

**E**

<b>E-MAIL SYSTEM</b> .....	1320
<b>EARLY RETIREMENT PROGRAMS</b> .....	1160
<b>EASEMENTS</b> .....	1675
<b>ECONOMIC DEVELOPMENT</b> .....	2455
<b>EDUCATIONAL LEAVE</b> .....	1200
<b>ELECTED OFFICIALS' ORIENTATION</b> .....	1690
<b>ELECTIONS</b> .....	1690
<b>EMERGENCY</b>	
- dispatch centre .....	2800
- equipment.....	1820
- evacuation procedures .....	2825
- preparedness .....	2825
<b>EMPLOYEE</b>	
- appointments.....	1010
- attendance records.....	1065
- awards and honours.....	1015
- benefits.....	1070
- complaints .....	1100
- non-permanent .....	1055
- orientation.....	1200
- parking .....	0505
- performance appraisal.....	1135
- permanent.....	1050
- personal injury accidents and claims records.....	1130
- training and development .....	1200
<b>EMPLOYEE AND FAMILY WELLNESS</b> .....	1045
<b>EMPLOYMENT INSURANCE BENEFIT</b> .....	1070

<b>ENCROACHMENTS</b> .....	1675
<b>END-USER SUPPORT</b> .....	1410
<b>ENGINEERS' FIELD BOOKS</b> .....	2220
<b>ENGINEERING AND PUBLIC WORKS</b> .....	2800-2399
<b>ENHANCED 911 SYSTEM</b> .....	2800
<b>ENVIRONMENTAL IMPACT ASSESSMENT</b>	
- for solid waste disposal.....	2325
- other environmental impact studies .....	2230
<b>ENVIRONMENTAL SERVICES</b> .....	2230
<b>ESSENTIAL EMPLOYEES</b> .....	1090
<b>ESSENTIAL RECORDS PLANNING</b> .....	1475
<b>ETHNIC RELATIONS</b> .....	3215
<b>EVACUATION PROCEDURES</b> .....	2825
<b>EVALUATION</b>	
- job performance.....	1075
<b>EVENTS</b>	
- cultural.....	3215
- recreational.....	3335
- sporting .....	3365
<b>EXOTIC ANIMALS</b> .....	2810
<b>EXPENSE CLAIMS</b> .....	0715
<b>EXPROPRIATIONS</b> .....	1695

**F**

<b>FACILITIES</b>	
- municipally owned .....	0520
- recreational and sport operations .....	3270
<b>FACSIMILE (FAX) EQUIPMENT</b> .....	1900
<b>FAMILY COUNSELING PROGRAM</b> .....	1045

<b>FARM ANIMALS</b> .....	2810
<b>FEASABILITY STUDIES</b> .....	2455
<b>FEDERAL</b>	
- acts and regulations .....	1610
- agreements and contracts .....	1620
- elections .....	1690
- government departments.....	0245
- sales tax .....	0970
<b>FEDERATIONS</b> .....	0125
<b>FEES</b>	
- consultant fees .....	0715
- parking fees and fines .....	0850
- tuition fees .....	0715
- water and sewer fees .....	0850
<b>FERRIES AND PORTS</b> .....	3045
<b>FESTIVALS</b> .....	3335
<b>FIELD BOOKS</b>	
- engineers' .....	2220
<b>FILE LISTS AND INDEXING SYSTEMS</b> .....	1475
<b>FILM PRODUCTION</b> .....	1400
<b>FINANCE</b> .....	0700-0999
<b>FINANCIAL AUDITS</b> .....	0745
<b>FINES</b>	
- parking .....	0850
<b>FINGERPRINTING AND IDENTIFICATION PROGRAM</b> .....	2870
<b>FIRE</b>	
- alarm calls .....	2830
- arson .....	2827
- burning permits.....	2830
- complaints .....	2830
- equipment.....	1820
- forest fires.....	2827
- inspections .....	2830
- investigations.....	2827
- prevention programs .....	2830
- vehicles .....	1850
- volunteer profile .....	1210

<b>FIREARMS</b> .....	1820
<b>FIREFIGHTING EQUIPMENT</b> .....	1820
<b>FIRST RESPONSE EMERGENCY SERVICE</b> .....	2800
<b>FIREWORKS AND PYROTECHNICS</b> .....	2830
<b>FIRST AID PROGRAM</b> .....	1215
<b>FITNESS AND LIFESTYLE APPRAISAL PROGRAM</b> .....	1045
<b>5*22 PROGRAM</b> .....	1215
<b>FLAGS</b>	
- general .....	1800
- procedures for flying flags.....	0315
- procurement .....	1910
<b>FLEET MANAGEMENT</b>	
- by vehicle number .....	1850
- inventory.....	1810
- rental/leasing of vehicles .....	1850
<b>FLEX TIME</b> .....	1065
<b>FLOOD CONTROL</b> .....	2230
<b>FLOOR PLANS</b> .....	0505
<b>FLOWERS</b> .....	2255
<b>FOREIGN GOVERNMENTS</b>	
- intergovernmental relations .....	0245
<b>FOREST MANAGEMENT PROGRAMS</b> .....	2230
<b>FORMS MANAGEMENT</b> .....	1350
<b>FOUNDATIONS</b> .....	0125
<b>FUELS</b> .....	1865
<b>FULL TIME EMPLOYEES</b> .....	1050
<b>FUNDS</b> .....	0875
<b>FUNERAL PROCESSIONS</b> .....	2870
<b>FURNITURE</b> .....	1900

**G**

<b>GAMBLING - POLICING .....</b>	<b>2885</b>
<b>GARDEN/GRANNY/IN-LAW SUITES.....</b>	<b>2400</b>
<b>GARDENS .....</b>	<b>2255</b>
<b>GASOLINE .....</b>	<b>1865</b>
<b>GOALS AND OBJECTIVES .....</b>	<b>0310</b>
<b>GOODS AND SERVICES TAX (GST).....</b>	<b>0970</b>
<b>GOLF COURSES .....</b>	<b>3270</b>
<b>GOVERNMENT DEPARTMENTS.....</b>	<b>0245</b>
<b>GRANTS/DONATIONS.....</b>	<b>0875</b>
<b>GREEN AREAS.....</b>	<b>3300</b>
<b>GREEN INITIATIVES.....</b>	<b>2510</b>
<b>GRIEVANCES</b>	
- employee.....	1100
<b>GROUP LIFE INSURANCE BENEFIT .....</b>	<b>1070</b>
<b>GST.....</b>	<b>0970</b>
<b>GUIDELINES .....</b>	<b>0315</b>
<b>GUNS.....</b>	<b>1820</b>
<b>GUTTERS.....</b>	<b>2335</b>

**H**

<b>HAND TOOLS .....</b>	<b>1840</b>
<b>HANDBALL COURTS .....</b>	<b>3270</b>
<b>HANDICAPPED PARKING.....</b>	<b>2290</b>
<b>HARRASSMENT COMPLAINTS.....</b>	<b>1140</b>



<b>IMAGING SYSTEMS</b> .....	1420
<b>INACTIVE RECORDS MANAGEMENT</b> .....	1475
<b>INAUGURATIONS</b> .....	0150
<b>INDUSTRIAL DEVELOPMENT</b> .....	2455
<b>INDUSTRIAL PARKS</b> .....	2455
<b>INDUSTRY STUDIES</b> .....	2455
<b>INFORMANTS</b> .....	2885
<b>INFORMATION AND RECORDS MANAGEMENT</b> .....	1475
<b>INFORMATION DISASTER PLANNING AND RECOVERY</b> .....	2825
<b>INFORMATION MANAGEMENT AND TECHNOLOGY</b> .....	1300-1599
<b>INFORMATION TECHNOLOGY SYSTEMS</b>	
- application/systems files .....	1420
- end-user support .....	1410
- licenses for software .....	1420
- software acquisition .....	1910
- systems documentation .....	1420
<b>INFRASTRUCTURE</b>	
- technology .....	1420
<b>INQUIRIES</b> .....	0100
<b>INSIGNIA</b> .....	1790
<b>INSPECTIONS</b>	
- checklists of equipment and facilities .....	1775
- for new constructions .....	2425
- of buildings .....	2440
<b>INSTITUTES</b> .....	0125
<b>INSURANCE</b>	
- employee benefits .....	1070
- policies .....	1775
- studies .....	1775
<b>INTEGRATION OF SERVICES</b> .....	2405
<b>INTERGOVERNMENTAL RELATIONS AND LIAISON</b> .....	0245

<b>INTERNET/INTRANET SYSTEMS</b> .....	1420
<b>INTERSECTIONS</b>	
- traffic .....	2350
<b>INVENTORY</b>	
- of hazardous materials .....	1150
- of information systems.....	1410
- of investments .....	0900
- of physical assets .....	1810
- of records .....	1475
<b>INVESTIGATIONS</b>	
- discrimination .....	1140
- employee relation .....	1140
- fire .....	2827
- occupational health and safety .....	1150
- security of information .....	1500
- sexual and personal harassment .....	1140
<b>INVESTMENTS</b> .....	0900
<b>INVITATIONS</b> .....	0100
<b>INVOICES</b> .....	0715
<b>ISO 9000</b> .....	0320

**J**

<b>JAWS OF LIFE</b>	
- equipment.....	1820
<b>JOB</b>	
- advertisements .....	1180
- descriptions (classification) .....	1075
- evaluation .....	1075
- promotional routing.....	1075
- promotions.....	1075
- reclassification requests .....	1075
- red circled employees.....	1075
- rotation .....	1170
- safety.....	1215
- shadowing .....	1170
- sharing and part time employment.....	1170
- standards (pay groups/ranges) .....	1075
<b>JOINT FORCE OPERATIONS</b>	
- police.....	2885

**K**

**KENNEL LICENSES**..... 0920

**L**

**LABOUR RELATIONS**

- bargaining calendar ..... 1090  
- collective agreements ..... 1620  
- discipline ..... 1135  
- essential services ..... 1090  
- grievances ..... 1100  
- interpretations..... 1090  
- seniority lists..... 1090  
- strikes and work stoppages ..... 1090  
- union relations ..... 1090

**LAND ASSEMBLY REPORTS** ..... 0590

**LAND USE PLANNING** ..... 2570

**LANDFILLS** ..... 2325

**LANGUAGE TRAINING COURSES** ..... 1200

**LAUNDERING SERVICES** ..... 1835

**LAWN BOWLING** ..... 3270

**LAYOFFS**

- of staff ..... 1160

**LEASE AND RENTAL**

- agreements ..... 1620  
- of office equipment and furnishings ..... 1900  
- of vehicles ..... 1850

**LEAVE AND HOLIDAYS** ..... 1065

**LECTURES**..... 1405

**LEGAL**

- opinions ..... 1720  
- research ..... 1710

**LEGISLATIVE, LEGAL AND REGULATORY SERVICES**..... 1600-1799

**LIAISON AND INTERGOVERNMENTAL RELATIONS**..... 0245

<b>LIBRARY SERVICES</b> .....	1435
<b>LICENSES AND PERMITS</b> .....	0920
<b>LIFE AND DISABILITY INSURANCE BENEFIT</b> .....	1070
<b>LIFT STATIONS</b> .....	2375
<b>LINEAR PARKS</b> .....	3300
<b>LIQUOR LICENSES</b>	
- approvals.....	2400
- special occasion permits.....	0920
<b>LITIGATION</b> .....	1725
<b>LOCAL AREA NETWORKS</b>	
- development.....	1420
<b>LOCAL GOVERNMENT</b>	
- liaison .....	0245
<b>LOCAL SERVICE DISTRICTS</b> .....	2400
<b>LOG BOOKS</b>	
- mail and courier services .....	1450
<b>LONG TERM DISABILITY BENEFIT</b> .....	1070
<b>LONG TIME SERVICE AWARDS</b> .....	1015
<b>LUNCH AND LEARN PROGRAM</b> .....	1045

**M**

<b>MAIL, POSTAL AND COURIER SERVICES</b> .....	1450
<b>MAILING LISTS</b> .....	1380
<b>MAINTENANCE EQUIPMENT AND SUPPLIES</b> .....	1840
<b>MANAGEMENT IMPROVEMENT STUDIES</b> .....	0300
<b>MANHOLES</b> .....	2375
<b>MANPOWER/EMPLOYMENT STATUS FORM</b> .....	1170
<b>MARINAS AND WATERFRONT OPERATIONS</b> .....	3270

<b>MATERIALS AND ASSET MANAGEMENT .....</b>	<b>1800-1999</b>
<b>MEDIA RELATIONS .....</b>	<b>1380</b>
<b>MEDICAL INSURANCE BENEFITS .....</b>	<b>1070</b>
<b>MEETINGS</b>	
- general .....	0170
- of associations, clubs and societies .....	0125
- of boards and commissions .....	0145
- of committees .....	0160
- of council .....	0180
- reservation of meeting rooms .....	0500
<b>MEMORANDUM OF UNDERSTANDING .....</b>	<b>1620</b>
<b>MENTORSHIP PROGRAMS .....</b>	<b>1180</b>
<b>METERS</b>	
- parking .....	2290
- taxis .....	3070
- water .....	2380
<b>MILITARY EXERCISES .....</b>	<b>2885</b>
<b>MINING</b>	
- environmental services .....	2230
<b>MISSION STATEMENTS .....</b>	<b>0310</b>
<b>MISSING PERSONS.....</b>	<b>2885</b>
<b>MOBILE/MINI-HOME PARKS .....</b>	<b>2400</b>
<b>MOCK DISASTERS.....</b>	<b>2825</b>
<b>MODIFIED/RESTRICTED WORK PROGRAM .....</b>	<b>1070</b>
<b>MORTGAGES.....</b>	<b>1620</b>
<b>MOTOR FUELS .....</b>	<b>1865</b>
<b>MOTORCYCLE GANGS.....</b>	<b>2885</b>
<b>MULTICULTURAL EVENTS.....</b>	<b>3215</b>

<b>MUNICIPAL</b>	
- agreements and contracts .....	1620
- charter .....	1790
- elections .....	1690
- pins.....	1800
- plan .....	2490
- seal.....	1790
<b>MUNICIPALITIES ACT .....</b>	<b>1610</b>
<b>MUSEUMS AND GALLERIES.....</b>	<b>3215</b>

**N**

<b>NATIONAL BUILDING CODE .....</b>	<b>2400</b>
<b>NATURAL GAS .....</b>	<b>1865</b>
<b>NEIGHBOURHOOD WATCH PROGRAM .....</b>	<b>2870</b>
<b>NEWSPAPER CLIPPINGS .....</b>	<b>1380</b>
<b>911 SYSTEM .....</b>	<b>2800</b>
<b>NOISE ABATEMENT.....</b>	<b>2230</b>
<b>NON BARGAINING PERSONNEL POLICIES.....</b>	<b>0315</b>

**O**

<b>OATHS OF OFFICE</b>	
- for elected officials.....	1690
- for non-permanent employees .....	1055
- for permanent employees.....	1050
<b>OCCUPANCY PERMITS .....</b>	<b>2425</b>
<b>OCCUPATIONAL HEALTH AND SAFETY INSPECTIONS AND INVESTIGATIONS .....</b>	<b>1150</b>
<b>OFFICE EQUIPMENT, FURNISHINGS AND SUPPLIES .....</b>	<b>1900</b>
<b>OFFICIAL LANGUAGES/BILINGUALISM .....</b>	<b>0140</b>
<b>OPERATING BUDGET.....</b>	<b>0770</b>

<b>OPERATING MANUAL</b>	
- police.....	2885
<b>ORGANIZATIONAL</b>	
- charts .....	0310
- effectiveness studies .....	0300
- moves.....	0505
<b>ORIENTATION</b>	
- for employees.....	1200
- for elected officials.....	1690
- for volunteers.....	1210
<b>OUTDOOR SKATING RINKS.....</b>	3270
<b>OUTSTANDING ACCOUNTS RECEIVABLE.....</b>	0725
<b>OVERDUE ACCOUNTS.....</b>	0715
<b>OVERTIME.....</b>	1065
<b>OXYGEN TANKS</b>	
- equipment.....	1820

**P**

<b>PAID HOLIDAYS.....</b>	1065
<b>PARADES AND PROCESSIONS.....</b>	2870
<b>PARKING</b>	
- complaints .....	2290
- employee.....	0505
- fees and fines .....	0850
- handicapped parking .....	2290
- individual parking lots/structures.....	2290
- meters .....	2290
- rates .....	2290
- snow removal, salting and sanding.....	2290
<b>PARKS</b>	
- development.....	0590
- maintenance and operations .....	3300
<b>PART TIME EMPLOYEE FILES.....</b>	1050 or 1055
<b>PARTICIPATION.....</b>	3340
<b>PARTNERSHIPS/AGREEMENTS.....</b>	1620

<b>PATROLLING</b>	
- police.....	2870
<b>PAVING AND MAINTENANCE</b>	
- of streets .....	2335
<b>PAY ADVICES</b> .....	0955
<b>PAYABLES</b> .....	0715
<b>PAYROLL DEDUCTIONS</b> .....	0955
<b>PEDDLER/HAWKER LICENSES</b> .....	0920
<b>PEDESTRIAN/CROSSWALK MANAGEMENT</b> .....	2350
<b>PENSION PLAN</b> .....	1190
<b>PERFORMANCE</b>	
- appraisals/reviews .....	1135
- indicators.....	0310
<b>PERMITS</b>	
- banner .....	0920
- building and demolition.....	2425
- special occasion .....	0920
- wiring.....	2425
<b>PERSONAL INJURY ACCIDENTS AND CLAIMS</b>	
- of employees .....	1130
<b>PERSONAL AND SEXUAL HARRASSMENTCOMPLAINTS</b> .....	1140
<b>PEST CONTROL</b> .....	2330
<b>PESTICIDES AND HERBICIDES SPRAYING PROGRAMS</b> .....	2230
<b>PETITIONS</b> .....	0165
<b>PETTY CASH</b> .....	0715
<b>PHOTOGRAPHS AND BIOGRAPHIES</b> .....	1395
<b>PHYSICAL SECURITY</b> .....	0580
<b>PINS – MUNICIPAL</b> .....	1800
<b>PITS AND QUARRIES</b> .....	2230
<b>PLANNING AND DEVELOPMENT</b> .....	2400-2599

<b>PLANS AND PROGRAMS .....</b>	<b>0310</b>
<b>PLANS OF ESTABLISHMENT .....</b>	<b>1170</b>
<b>PICKUP ROUTES AND SCHEDULES</b>	
- solid waste programs.....	2330
<b>PLANTS AND PLANTING .....</b>	<b>2255</b>
<b>PLAYGROUNDS .....</b>	<b>3300</b>
<b>PLAYING FIELDS .....</b>	<b>3270</b>
<b>POLICE</b>	
- boundaries/patrol areas.....	2885
- call reports.....	2870
- clothing.....	1835
- complaints .....	2870
- community relations programs/events/projects .....	2870
- equipment.....	1820
- issues, offences and investigations .....	2885
- operating manuals .....	2885
- programs and services .....	2870
- protection .....	2870
- vehicles .....	1850
<b>POLICIES AND PROCEDURES.....</b>	<b>0315</b>
<b>POLITICAL ACTIVITIES OF EMPLOYEES.....</b>	<b>1140</b>
<b>POOLS AND BEACHES .....</b>	<b>3270</b>
<b>POOP AND SCOOP PROGRAM.....</b>	<b>2330</b>
<b>PORTS AND FERRIES.....</b>	<b>3045</b>
<b>POSITION DESCRIPTIONS .....</b>	<b>1075</b>
<b>POSTAL SERVICES.....</b>	<b>1450</b>
<b>PRESS RELEASES.....</b>	<b>1380</b>
<b>PRIVACY OF INFORMATION .....</b>	<b>1485</b>
<b>PRIVATE</b>	
- acts.....	1610
- airstrips.....	3005
- wells .....	2380

<b>PRIVATIZATION</b>	
- of airports .....	3005
- of programs .....	0310
<b>PROBATION PERIOD NOTICES</b>	
- employees .....	1135
<b>PROCEDURES</b> .....	0315
<b>PROCLAMATIONS</b> .....	0100
<b>PROCUREMENT</b> .....	1910
<b>PROGRAM REVIEWS</b> .....	0310
<b>PROGRAMS AND PLANS</b> .....	0310
<b>PROMOTIONAL ROUTING</b> .....	1075
<b>PROMOTIONS</b>	
-of employees .....	1075
<b>PROPERTY</b>	
- abandonment (rail) .....	3050
- acquisition .....	0590
- assessment roll .....	0975
- by number or name .....	0590
- historic sites .....	2480
- tax .....	0970
<b>PROTECTION OF PRIVACY AND RIGHT TO INFORMATION</b> .....	1485
<b>PROTECTIVE SERVICES</b> .....	2800-2999
<b>PROVINCIAL</b>	
- acts and regulations .....	1610
- agreements and contracts .....	1620
- designated routes .....	3030
- elections .....	1690
- government .....	0245
- sales tax .....	0970
<b>PUBLIC SAFETY FORUM</b> .....	2880
<b>PUBLIC TRANSPORTATION</b> .....	3000-3199
<b>PUBLIC WORKS AND ENGINEERING</b> .....	2200-2399
<b>PUBLICATIONS</b> .....	1400
<b>PUBLISHING</b> .....	1400

<b>PUMPING STATIONS</b>	
- water .....	2380

**Q**

<b>QUALITY MANAGEMENT SYSTEM (QMS)</b> .....	0320
--	------

**R**

<b>RACQUETBALL COURTS</b> .....	3270
<b>RAIL TRANSPORTATION</b> .....	3050
<b>RECEIVABLES</b> .....	0720
<b>RECLASSIFICATION OF PERSONNEL</b> .....	1075
<b>RECORD OF ABSENCE</b> .....	1065
<b>RECORDS AND INFORMATION MANAGEMENT</b> .....	1475
<b>RECORDS INVENTORY</b> .....	1475
<b>RECREATION CENTRES</b> .....	3270
<b>RECREATION AND COMMUNITY SERVICES</b> .....	3335
<b>RECREATION AND SPORT PROGRAMS</b> .....	3340
<b>RECREATION, SPORT AND CULTURAL SERVICES</b> .....	3200-3399
<b>RECREATIONAL FACILITIES</b> .....	3270
<b>RECRUITING PERSONNEL</b> .....	1180
<b>RECYCLING PROGRAMS</b> .....	2330
<b>RED CIRCLED EMPLOYEES</b> .....	1075
<b>REGIONAL SERVICES</b> .....	2405
<b>REGIONAL STREETS</b> .....	3030

<b>REGISTERS</b>	
- bonds .....	0790
- cheques.....	0750
- payroll.....	0955
- superannuation.....	1190
<b>REPEALED BYLAWS .....</b>	<b>1630</b>
<b>REPORTS</b>	
- annual .....	0365
- departmental (administrative) .....	0365
- financial .....	0940
- land assembly .....	0590
<b>REQUISITIONS .....</b>	<b>1910</b>
<b>RESEARCH AND TECHNOLOGY PARKS .....</b>	<b>2455</b>
<b>RESERVE FUNDS.....</b>	<b>0875</b>
<b>RESERVOIRS AND WELLS.....</b>	<b>2380</b>
<b>RESIDENTIAL LAND DEVELOPMENT.....</b>	<b>2550</b>
<b>RESOLUTIONS</b>	
- of council .....	0180
<b>RESTRAINING APPARATUS .....</b>	<b>1820</b>
<b>RÉSUMÉS .....</b>	<b>1000</b>
<b>RETAINING WALLS.....</b>	<b>2335</b>
<b>RETENTION AND DISPOSITION</b>	
- records .....	1475
<b>RETIREMENT AND SEPARATION PROGRAMS .....</b>	<b>1160</b>
<b>REVENUES .....</b>	<b>0720</b>
<b>REVIEWS</b>	
- programs .....	0310
<b>REZONING .....</b>	<b>2590</b>
<b>RIGHT TO INFORMATION AND PROTECTION OF PRIVACY.....</b>	<b>1485</b>
<b>RIGHTS OF WAY .....</b>	<b>1675</b>
<b>RISK MANAGEMENT.....</b>	<b>1775</b>

**ROLES AND RESPONSIBILITIES OF COUNCIL** ..... 0180  
**RURAL PLAN**..... 2490

**S**

**SAFETY**

- audits..... 1215  
- deposit box..... 0750  
- programs ..... 1215  
- for traffic control..... 2350

**SALARIES**

- advances ..... 0715  
- bonuses, contingent pay..... 0955  
- deductions ..... 0955  
- market adjustments ..... 0955  
- payroll files/registers..... 0955

**SALTING AND SANDING**

- of parking lots ..... 2290  
- of streets and sidewalks ..... 2335

**SALVAGE RIGHTS** ..... 2325

**SANITARY SEWAGE** ..... 2375

**SCHOOL**

- crossing guards ..... 2870  
- fire prevention educational program..... 2830  
- liaison activities ..... 0245  
- visitation program by police ..... 2870

**SEAL - MUNICIPAL**..... 1790

**SEARCH AND RESCUE** ..... 2885

**SEASONAL**

- employee file ..... 1055  
- employment information ..... 1170

**SECRETARIAL AND TYPING SERVICES** ..... 0100

**SECRETARIAL/CLERICAL MANUAL**..... 0315

**SECURITY**

- of information..... 1500  
- of physical assets ..... 0580  
- systems ..... 0580

<b>SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP)</b> .....	2870
<b>SEMINARS</b> .....	0170
<b>SENIORITY LISTS</b> .....	1090
<b>SEPARATION AND RETIREMENT PROGRAMS</b> .....	1160
<b>SEPTIC TANKS</b> .....	2375
<b>SEVERANCE PACKAGES</b> .....	1160
<b>SEWAGE LAGOONS</b> .....	2375
<b>SEWER</b>	
- backups.....	2375
- connections .....	2375
- fees .....	0850
- hookup application.....	2425
- inspection and testing.....	2375
- maintenance and repairs .....	2375
- sludge disposal.....	2330
- treatment plants and lagoons .....	2375
<b>SEXUAL HARRASSMENT INVESTIGATIONS</b> .....	1140
<b>SICK LEAVE</b> .....	1065
<b>SIDEWALK SALES AND CAFES</b> .....	2335
<b>SIDEWALKS AND STREETS</b> .....	2335
<b>SIGNING AUTHORITIES</b> .....	0965
<b>SIGNS</b>	
- for highways .....	3030
- for streets and sidewalks .....	2335
- for traffic control.....	2350
- variances.....	2580
<b>SISTER CITY/TWINNING/FRIENDSHIP PROTOCOL</b> .....	0150
<b>SKI FACILITIES</b> .....	3270
<b>SLUDGE DISPOSAL</b> .....	2330
<b>SMALL CLAIMS</b> .....	1725

<b>SMOKING</b>	
- cessation programs .....	1045
- in the workplace.....	1215
- in taxis .....	3070
<b>SNOW DUMPS</b> .....	2230
<b>SNOW REMOVAL</b> .....	2335
<b>SNOWMOBILE TRAILS</b> .....	3270
<b>SOCCER FIELDS</b> .....	3270
<b>SOCIETIES, ASSOCIATIONS AND CLUBS</b> .....	0125
<b>SPCA</b> .....	2810
<b>SOFTWARE</b>	
- acquisition of .....	1910
- licensing agreements.....	1620
<b>SOIL QUALITY/CONTAMINATION</b> .....	2230
<b>SOLID WASTE</b>	
- complaints .....	2325
- contracts.....	1620
- curbside bins .....	2330
- disposal management .....	2325
- environmental issue.....	2325
- pickup routes, schedules .....	2330
- programs .....	2330
<b>SPECIAL DECLARATIONS</b> .....	0150
<b>SPECIAL LEAVE</b> .....	1065
<b>SPECIAL OCCASION PERMITS</b> .....	0920
<b>SPEECHES</b> .....	1405
<b>SPILLS</b>	
- environmental.....	2230
<b>SPORT</b>	
- activities, events and tournaments.....	3365
- programs .....	3340
- facilities .....	3270
- services .....	3365
<b>SPRING AND FALL CLEANUP</b>	
- solid waste program .....	2330

<b>SQUASH FIELDS .....</b>	<b>3270</b>
<b>STAFFING</b>	
- competitions and recruitment.....	1180
- job rotation and shadowing.....	1170
- job sharing and part time employment.....	1170
- plans of establishment.....	1170
- seasonal employment.....	1170
- secondments/transfers .....	1170
- summer and term .....	1180
- workforce planning .....	1170
<b>STANDARDS</b>	
- job evaluation .....	1075
- others .....	0315
- pay groups/ranges.....	1075
<b>STATEMENTS</b>	
- bank .....	0750
- financial.....	0940
<b>STATIONERY .....</b>	<b>1900</b>
<b>STATISTICS</b>	
- departmental .....	0365
- financial .....	0940
<b>STOP WORK ORDERS</b>	
- zoning violations.....	2585
<b>STORM SEWERS/CATCH BASINS .....</b>	<b>2335</b>
<b>STRATEGIC PLAN.....</b>	<b>0310</b>
<b>STREET VENDING LICENSES .....</b>	<b>0920</b>
<b>STREETS AND SIDEWALKS</b>	
- civic addressing.....	2335
- closures.....	2335
- contracts.....	1620
- decorations.....	2335
- lighting.....	2335
- names .....	2335
- paving and maintenance.....	2335
<b>STRIKES AND WORK STOPPAGES.....</b>	<b>1080</b>
<b>STUDENT EMPLOYEE FILES .....</b>	<b>1055</b>
<b>SUBDIVISIONS .....</b>	<b>2500</b>

<b>SUBSCRIPTIONS</b> .....	1435
<b>SUBSTANCE ABUSE PROGRAM</b> .....	1045
<b>SUCCESSION PLANNING</b> .....	1170
<b>SUGGESTION AWARDS PROGRAM</b> .....	1015
<b>SUMMER STUDENT EMPLOYMENT</b> .....	1180
<b>SUPERANNUATION PLAN</b> .....	1190
<b>SURPLUS ASSETS</b> .....	1810
<b>SURVEYS</b>	
- land use planning .....	2570
- office.....	0300
<b>SUSTAINABLE DEVELOPMENT</b> .....	2510
<b>SYMPOSIA</b> .....	0170
<b>SYSTEMS (INFORMATION TECHNOLOGY)</b>	
- development.....	1420
- end-user support .....	1410
- maintenance.....	1420

**T**

<b>T4s AND T4As</b> .....	0955
<b>TANGIBLE CAPITAL ASSETS</b> .....	0705
<b>TASK FORCE</b> .....	0160
<b>TAXES</b>	
- exemptions.....	0970
- FST, GST, HST, PST .....	0970
- property assessment roll.....	0975
- rebates .....	0970
<b>TAXIS</b>	
- airport contracts.....	1620
- complaints .....	3070
- enforcement .....	3070
- licenses .....	0920
- meters .....	3070
- regulations.....	1630

<b>TECHNOLOGIES</b> .....	1420
<b>TECHNOLOGY PARKS</b> .....	2455
<b>TECHNOLOGY SYSTEMS (INFORMATION)</b>	
- application files .....	1420
- end-user support .....	1410
- maintenance files.....	1420
- systems documentation.....	1420
<b>TELECOMMUNICATION SYSTEMS</b> .....	1320
<b>TELEPHONE SYSTEMS</b> .....	1320
<b>TENDERS AND BIDS</b> .....	1910
<b>TENNIS COURTS</b> .....	3270
<b>TERM EMPLOYEES FILES</b> .....	1050 or 1055
<b>TESTING AND SAMPLING</b>	
- water .....	2380
<b>TIME SHEETS</b> .....	0955
<b>TOURISM DEVELOPMENT</b> .....	2525
<b>TOURIST ALERTS</b>	
- policing .....	2885
<b>TOURNAMENTS</b> .....	3365
<b>TRACKS/OVALS</b> .....	3270
<b>TRAFFIC</b>	
- accident reports.....	2870
- calming devices .....	2350
- contracts.....	1620
- control .....	2350
- counters .....	2350
- intersections .....	2350
- signals and lights.....	2350
<b>TRAILS</b> .....	3300
<b>TRAINING</b>	
- courses.....	1200
- elected officials' orientation.....	1690
- employee orientations .....	1200
- volunteers.....	1210

<b>TRAINS</b> .....	3050
<b>TRANSFERS</b>	
- bank .....	0750
- of assets .....	1845
- of funds .....	0770
<b>TRANSIENT TRADERS' LICENSES</b> .....	0920
<b>TRANSLATION SERVICES</b> .....	0100
<b>TRAVEL</b>	
- allowances.....	0715
- expenses and claims .....	0715
- insurance benefit .....	1070
- requests for travel.....	0700
<b>TREATMENT PLANTS</b> .....	2375
<b>TREES</b> .....	2255
<b>TRUST FUNDS</b> .....	0875
<b>TUITION FEES</b> .....	0715
<b>TWINNING/SISTER CITY/FRIENDSHIP PROTOCOL</b> .....	0150

**U**

<b>UNCOLLECTED REVENUES</b> .....	0725
<b>UNDERCOVER OPERATIONS</b> .....	2885
<b>UNDERGROUND STORAGE TANKS</b> .....	2230
<b>UNIFORMS</b> .....	1835
<b>UNION RELATIONS</b> .....	1090
<b>UNIVERSITIES, COLLEGES AND SCHOOLS</b>	
- liaison activities .....	0245
- recruitment .....	1180
<b>UNSIGHTLY PREMISES</b> .....	2440
<b>UNSOLICITED RÉSUMÉS</b> .....	1000
<b>UPTOWN DEVELOPMENT</b> .....	2550

**URBAN**

- revitalization and redevelopment ..... 2550
- sprawl..... 2400

**USER FEES**..... 0850

**UTILITIES**

- contracts..... 1620
- procurement ..... 1910
- sanitary sewage..... 2375
- water supply and distribution ..... 2380

**V**

**VACATION LEAVE**..... 1065

**VARIANCES**

- zoning..... 2580

**VEHICLES**

- allowances..... 0715
- fleet management..... 1850
- inventory..... 1810
- procurement ..... 1910
- rental/leasing of vehicles ..... 1850

**VICTIM/WITNESS SERVICES**

- police..... 2870

**VIDEO AND AUDIO CONFERENCING SYSTEMS** ..... 1320

**VIDEO PRODUCTION** ..... 1400

**VIDEO SURVEILLANCE** ..... 0580

**VIOLATION**

- building construction..... 2425
- unsightly premises..... 2440

**VISITOR INFORMATION CENTRE (VIC)**..... 2525

**VISITORS DAILY LOGS**..... 0580

**VISITS, HOSTED FUNCTIONS AND CEREMONIES** ..... 0150

**VISUAL IDENTITY, INSIGNIA AND ARTIFACTS** ..... 1790

**VITAL RECORDS PLANNING** ..... 1475

**VOICE/DATA (TELECOMMUNICATIONS) SYTSTEMS** ..... 1320  
**VOLUNTEERS**..... 1210

**W**

**WAGES AND SALARIES** ..... 0955

**WALKING**

- tours ..... 2525  
- trails..... 3300

**WASTE WATER** ..... 2230

**WATER**

- conservation programs ..... 2230  
- distribution systems ..... 2380  
- hookup applications ..... 2425  
- fees ..... 0850  
- meters ..... 2380  
- quality ..... 2230  
- system ..... 2380

**WATERCOURSES/WATERSHEDS** ..... 2230

**WATERFRONT AREAS DEVELOPMENT** ..... 2550

**WEBSITE**..... 1400

**WEBSITE POSTING REQUESTS** ..... 1300

**WELL FIELD PROTECTION** ..... 2230

**WETLANDS**..... 2230

**WHARVES**..... 3270

**WILDLIFE ANIMALS** ..... 2810

**WIRING PERMITS**..... 2425

**WORK PLANS**

- divisional/departmental ..... 0310  
- employee..... 1135

**WORK SCHEDULES**

- of employees ..... 1065  
- of volunteers..... 1210

<b>WORKFORCE ADJUSTMENT STRATEGY</b> .....	0310
<b>WORKFORCE PLANNING</b> .....	1170
<b>WORKPLACE HEALTH</b> .....	1215
<b>WORKSAFE PROGRAM</b> .....	1215
<b>WORKSHOPS AND SEMINARS</b> .....	0170
<b>WRITE OFFS</b> .....	0720

**Y**

<b>Y2K</b> .....	1420
<b>YEAR-END PROCEDURES</b> .....	0315

**Z**

**ZONING**

- agreements, Section 39.....	2590
- changes.....	2590
- developmental freezes.....	2590
- land use planning .....	2570
- municipal plan .....	2490
- rezoning .....	2590
- variances.....	2580
- violations .....	2585
- withdrawals.....	2590