

# **CORPORATION OF THE COUNTY OF DUFFERIN**

## **BY-LAW NUMBER 2021-40**

### **A BY-LAW TO PROVIDE FOR THE CLASSIFICATION, RETENTION, AND DESTRUCTION OF THE RECORDS OF THE CORPORATION OF THE COUNTY OF DUFFERIN AND TO REPEAL BY-LAW 2017-12**

WHEREAS Section 254 of the Municipal Act 2001, S.O. 2001, c. 25, as amended, requires municipalities to retain and preserve the records of the municipality and its local boards in a secure and accessible manner;

WHEREAS Section 255 of the *Municipal Act 2001, S.O. 2001, c. 25*, as amended, provides that a municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254 thereof;

WHEREAS the Council of the Corporation of the County of Dufferin deems it expedient to retain, preserve and destroy municipal records;

NOW THEREFOR BE IT ENACTED BY THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE COUNTY OF DUFFERIN AS FOLLOWS:

#### 1. Definitions

In this by-law:

- a) "Corporation" means the Corporation of the County of Dufferin.
- b) "Functional" refers to a classification method for organizing records based on the actual business function, activity or transaction type associated with the records. The Records Retention Schedule attached as Schedule "A" is the Corporation's functional classification system.
- c) "Record" means information however recorded or stored, whether in printed form, on film, by electronic means or otherwise, including correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, microfiche, sound records, videotapes, e-mail, machine readable records, and any other documentary material regardless of physical form or characteristics.
- d) "Transitory Record" means records, regardless of format, that have temporary usefulness and are not required to meet statutory obligations, set policy, establish guidelines or procedures, certify a transaction, become a receipt of or proceed

evidence of a legal, financial, operational or other decisions of the Corporation.


2. The Corporation will classify, retain and destroy records in accordance with this by-law and the Records Classification & Retention Schedule attached as Schedule A.
3. When records exist which fall outside of those listed in the Records Classification & Retention Schedule, functional classification based on an analysis of the Corporations' business activities and legislative responsibilities shall be the guiding principle for classifying, retaining, and destroying those records in cooperation with the Clerk or designate.
4. Record classification and retention periods indicated in the Records Classification & Retention Schedule apply equally to paper and electronic records.
5. Unless otherwise specified in the Records Classification & Retention Schedule, or unless required for legal purposes or as otherwise provided by law, temporary records may be destroyed at any time.
6. Digitized copies may replace the physical record as the original when digitized in accordance with applicable policies.
7. By-law 2017-12 is hereby repealed.

READ a first, second and third time and finally passed this 11<sup>th</sup> day of November, 2021.



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Darren White, Warden



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Michelle Dunne, Clerk

### Schedule "A" – Records Retention

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
A00	Administration – General	1 year	Destroy
A01	Associations and Organizations	1 year	Destroy
A02	Staff Committees and Meetings	4 years	Archival Appraisal
A04	Conferences and Seminars	1 year	Archival Appraisal
A05	Consultants	2 years	Archival Appraisal
A06	Inventory Control	7 years	Destroy
A07	Office Equipment and Furniture	Disposal of Item	Destroy
A08	Office Services	2 years	Destroy
A09	Policies and Procedures	Permanent	Permanent Storage
A10	Records Management	Superseded	Destroy
A11	Records Disposition	Permanent	Permanent Storage
A13	Travel and Accommodations	1 year	Destroy
A14	Uniforms and Clothing	Superseded	Archival Appraisal
A15	Vendors and Suppliers	2 years	Destroy
A16	Intergovernmental Relations	5 years	Archival Appraisal
A17	Information Access and Privacy	2 years	Destroy
A18	Security	5 years	Destroy
A19	Municipal Facilities Construction and Renovations	Project finished and no outstanding issues + 6 years	Archival Appraisal
A20	Building and Property Maintenance	6 years	Destroy
A21	Facility Bookings	1 year	Destroy
A22	Accessibility of Services	5 years	Destroy

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
A23	Performance Management and Quality Assurance	6 years	Archival Appraisal
A24	Video Surveillance	7 days or less	Destroy
A25	Municipal Facilities Construction and Renovations – Drawings	Permanent	Permanent Storage
A26	Building Structure Systems	Superseded	Destroy
C00	Council, Boards, and By-laws – General	1 year	Destroy
C01	Dufferin County By-laws	Permanent	Permanent Storage
C02	By-laws from Other Municipalities	Superseded	Destroy
C03	Council Agendas	6 years	Archival Appraisal
C04	Council Minutes	Permanent	Permanent Storage
C05	Committees of Council Agendas	6 years	Archival Appraisal
C06	Committees of Council Minutes	Permanent	Permanent Storage
C07	Elections	Voting Day + 4 years	Archival Appraisal
C08	Goals and Objectives	Superseded + 5 years	Archival Appraisal
C09	Motions and Resolutions	1 year	Archival Appraisal
C10	Motions and Resolutions – Other Municipalities	1 year	Destroy
C11	Reports to Council	Permanent	Archival Appraisal
C12	Appointments to Boards and Committees	Permanent	Archival Appraisal
C13	Accountability, Transparency, and Governance	6 years	Destroy
C14	Declarations of Pecuniary Interest	Permanent	Permanent Storage

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
C15	Recordings of Council	1 year	Destroy
D00	Development and Planning – General	1 year	Destroy
D01	Demographic Studies	10 years	Archival Appraisal
D02	Economic Development	10 years	Archival Appraisal
D03	Environmental Planning	15 years	Archival Appraisal
D04	Residential Development	10 years	Archival Appraisal
D05	Natural Resources Planning	10 years	Archival Appraisal
D06	Tourism Development	10 years	Archival Appraisal
D07	Condominium Plans	Permanent	Permanent Storage
D08	Official Plans	Permanent	Permanent Storage
D09	Official Plan Amendment Applications	Final Decision + 5 years	Move to D08 or Destroy
D10	Severances	Land title registration + 6 years	Destroy
D11	Site Plan Control	Permanent	Permanent Storage
D12	Subdivision Plans	Permanent	Permanent Storage
D13	Variances	Permanent	Permanent Storage
D14	Zoning	Final decision + 2 years	Destroy
D15	Easements	Termination of rights + 6 years	Archival Appraisal
D16	Encroachments	Termination of rights + 6 years	Archival Appraisal

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
D17	Annexation and Amalgamation	Permanent	Permanent Storage
D18	Community Improvement	Completion of project + 6 years	Archival Appraisal
D19	Municipal Addressing	Superseded + 10 years	Archival Appraisal
D21	Industrial and Commercial Development	10 years	Archival Appraisal
D22	Mapping	Superseded	Archival Appraisal
D23	Agricultural Development	10 years	Archival Appraisal
D24	Official Plan Background Material	Final decision + 5 years	Move to D08 or Destroy
D25	Deeming Process	Final decision + 2 years	Destroy
D26	Development Charges Studies	10 years	Archival Appraisal
D27	Part Lot Control	Final decision + 5 years	Destroy
D28	Provincial Plans and Policies	5 years	Destroy
E00	Environmental Services – General	1 year	Destroy
E02	Storm Sewers	Project complete and no outstanding issues + 2 years	Destroy
E04	Tree Maintenance	5 years	Destroy
E06	Utilities	5 years	Archival Appraisal
E07	Waste Management	10 years	Archival Appraisal
E09	Drains	Project complete and no outstanding issues + 5 years	Archival Appraisal
E10	Pits and Quarries	5 years	Archival Appraisal

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
E11	Nutrient Management	5 years	Archival Appraisal
E16	Backflow Prevention and Cross Connection Control	15 years	Destroy
E17	Energy Management	End of reporting year + 7 years	Destroy
E18	Natural Heritage	3 years	Destroy
E19	Renewable Energy	50 years	Destroy
E20	Source Water Protection	15 years	Destroy
E21	Environmental Compliance Approvals	Approval ceases to apply + 3 years	Destroy
E22	Drawings, As-Builts and Specifications – Environmental Services	Permanent	Permanent Storage
E24	Private and Small Water Systems	As long as equipment is in use + 15 years	Destroy
E25	Land Quality Monitoring	7 years	Destroy
E26	Gasoline Storage and Dispensing	7 years	Destroy
E27	Waste Collection Tickets	3 years	Destroy
F00	Finance and Accounting – General	1 year	Destroy
F01	Accounts Payable	10 years	Destroy
F02	Accounts Receivable	10 years	Destroy
F03	Audits	10 years	Destroy
F04	Banking	10 years	Destroy
F05	Budgets and Estimates	10 years	Destroy
F06	Assets	Disposal of assets + 10 years	Destroy

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
F08	Debentures and Bonds	Debentures surrendered for exchange or cancellation + 10 years	Destroy
F09	Employee and Council Credit Cards	10 years	Destroy
F10	Financial Statements	Permanent	Permanent Storage
F11	Grants and Loans	Notice of decision + 10 years	Destroy
F12	Investments	Closure of account + 10 years	Destroy
F13	Journal Vouchers	10 years	Destroy
F14	Subsidiary Ledgers, Registers, and Journals	10 years	Archival Appraisal
F15	General Ledgers and Journals	Permanent	Permanent Storage
F16	Payroll	10 years	Destroy
F17	Purchase Orders and Requisitions	10 years	Destroy
F18	Quotations and Tenders	10 years	Archival Appraisal
F19	Receipts	10 years	Destroy
F20	Reserve Funds	10 years	Destroy
F21	Revenues	10 years	Destroy
F22	Tax Records	Permanent	Permanent Storage
F23	Write-Offs	10 years	Destroy
F24	Trust Funds	Closure of account + 10 years	Destroy



<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
F25	Security Deposits	Closure of account + 10 years	Destroy
F26	Working Papers – Financial	After completion of audit + 1 year	Destroy
F27	OMERS Financial Records	10 years	Destroy
F28	Regulatory Reporting – Financial	10 years	Destroy
H00	Human Resources – General	1 year	Destroy
H01	Attendance and Scheduling	3 years	Destroy
H02	Benefits Program	Superseded	Destroy
H03	Employee Files	Termination of employment + 7 years	Destroy
H04	Health and Safety	7 years	Destroy
H05	Human Resources Planning	5 years	Archival Appraisal
H06	Job Descriptions	Superseded	Archival Appraisal
H07	Labour Relations	Expiry of contract period + 10 years	Destroy
H08	Organizational Design	Superseded	Archival Appraisal
H09	Salary Planning	5 years	Destroy
H10	Pension Records	Termination of employment + 7 years	Destroy
H11	Recruitment	3 years	Destroy
H12	Training and Development	Date when the particular course ceases to be offered + 2 years	Archival Appraisal
H13	Incident and Accident Claims	Permanent	Permanent Storage

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
H14	Grievances	Permanent	Permanent Storage
H15	Harassment and Violence	3 years	Destroy
H17	Hazardous Materials – Employee Exposure	Permanent	Permanent Storage
H18	Long-Term and Short-term Disability Claims	Termination of employment + 7 years	Destroy
H19	Disability Management	Termination of employment + 7 years	Destroy
H20	Confined Spaces	1 year	Destroy
H21	Pay Equity	Permanent	Permanent Storage
H22	Volunteers and Unpaid Student Positions	Individual no longer a volunteer + 7 years	Destroy
H23	Recruitment – Volunteers and Unpaid Student Positions	2 years	Destroy
H24	Training Sign-In Records	3 years	Destroy
H25	Training Sign-In Records – Mandatory Training	Termination of employment + 2 years	Destroy
H26	Pension Records – Other-Than-Continuous Full Time	Permanent	Permanent Storage
H27	Health and Safety Audits and Assessments	Superseded	Destroy
H28	Employee Recognition	5 years	Destroy
H29	Health and Safety Screening Forms	30 days	Destroy
I00	Information Technology – General	1 year	Destroy

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
I01	Applications	Superseded + 3 years	Destroy
I02	Hardware	Superseded + 3 years	Destroy
I03	IT Infrastructure	Superseded + 3 years	Destroy
I04	Project Management	Completion of project + 3 years	Destroy
I05	Computer Training Programs	Superseded + 3 years	Destroy
I06	Service Management	Superseded + 3 years	Destroy
I07	IT Security	Superseded + 3 years	Destroy
I08	IT Diagrams	Superseded + 3 years	Destroy
L00	Legal Affairs – General	1 years	Destroy
L01	Appeals and Hearings	Permanent	Permanent Storage
L02	Claims Against the Municipality	Resolution of claim and all appeals + 1 year	Destroy
L03	Claims by the Municipality	Resolution of claim and all appeals + 1 year	Destroy
L04	Contracts and Agreements – Under By-Law	Permanent	Permanent Storage
L05	Insurance Appraisals	After new appraisal has been done + 15 years	Destroy

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
L06	Insurance Policies	Expiry of policy + 20 years	Destroy
L07	Land Acquisition and Sale	Property disposition + 20 years	Destroy
L08	Opinions and Briefs	Superseded	Destroy
L09	Precedents	Superseded	Destroy
L13	Prosecutions	Delivery of judgement + 7 years	Destroy
L14	Contracts and Agreements – Simple	Expiry of contract + 10 years	Destroy
L15	Parking Tickets	2 years	Destroy
L16	Cultural Property Accession Records	Permanent	Permanent Storage
M00	Media and Public Relations – General	1 year	Destroy
M01	Advertising	1 year	Destroy
M02	Ceremonies and Events	5 years	Archival Appraisal
M03	Charitable Campaigns and Fundraising	1 year	Destroy
M04	Complaints, Commendations and Inquiries	1 year	Destroy
M06	Media Releases	1 year	Archival Appraisal
M07	Publications	Superseded + 3 years	Archival Appraisal
M08	Speeches and Presentations	3 years	Archival Appraisal
M09	Visual Identity and Insignia	Superseded + 5 years	Archival Appraisal
M10	Website and Social Media Content	Superseded	Destroy

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
M11	Public Relations and Public Awareness Campaigns	5 years	Archival Appraisal
M12	Intellectual Property	Copyright, patent, or trademark expired + 5 years	Destroy
P00	Protection and Enforcement Services – General	1 year	Destroy
P01	By-Law Enforcement	6 years	Destroy
P02	Building Code Reports and Statistics	5 years	Destroy
P03	Emergency Planning	Superseded	Destroy
P04	Hazardous Materials	Superseded + 5 years	Destroy
P05	Incident and Accident Reports	3 years	Destroy
P08	Investigations	10 years	Destroy
P10	Building Permits	Permanent	Permanent Storage
P11	Permits, Other	Expiry of permit + 2 years	Destroy
P14	Animal Control	5 years	Destroy
P16	Emergency Services – 911	5 years	Destroy
P17	Emergency Medical Services Incident and Impact Reports	Superseded + 5 years	Destroy
P18	Emergency Medical Services Accident Response Reports	Superseded + 2 years	Destroy
P19	Emergency Medical Services Accident Statistics	Superseded + 2 years	Destroy
P20	Prohibition Orders and Notices	15 years	Destroy
P21	Facilities Routine Water Use, Monitoring and Testing	6 years	Destroy

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
P22	Emergency Responses	End of emergency response + 5 years	Archival Appraisal
R00	Recreation and Cultural – General	1 year	Destroy
R03	Collections Management	5 years	Archival Appraisal
R06	Museum Programming	5 years	Archival Appraisal
R07	Research Services	5 years	Destroy
R08	Exhibitions	5 years	Archival Appraisal
S00	Social and Health Care Services – General	1 year	Destroy
S01	Childcare Programs	2 years	Destroy
S02	Senior and Supportive Assistance Services	10 years	Destroy
S03	Dufferin Oaks Residents	Date of last entry + 10 years	Destroy
S04	Social Assistance Services	10 years	Destroy
S05	Ontario Works Case Records	Recipient no longer receiving assistance and has no outstanding overpayments or support arrears + 7 years	Destroy
S06	Medical Case Records	Closure of file + 6 years	Destroy
S07	Children's Services	7 years	Destroy
S08	Public Health	5 years	Destroy
S10	Childcare Enrolment	Date child last participated + 3 years	Destroy

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
S11	Housing Services – Tenants	Individual no longer a tenant + 7 years	Destroy
S12	Ontario Works Case Records – Fraud Cases	Investigation concluded + 1 year	Destroy
S13	Housing Services	10 years	Destroy
S14	Social and Health Case Planning and Management	7 years	Destroy
S15	Dufferin Oaks Operations	4 years	Destroy
S16	Food Preparation and Services – Dufferin Oaks Residents	1 year	Destroy
S17	Food Preparation and Services – Non-Residents	7 years	Destroy
S18	Controlled Drug Inventory	2 years	Destroy
T00	Transportation – General	1 year	Destroy
T01	Illumination	Removal of equipment + 6 years	Destroy
T02	Parking	Closure of lot or space + 6 years	Destroy
T04	Road Construction	Project finished + 6 years	Archival Appraisal
T05	Road Design and Planning	Permanent	Permanent Storage
T06	Road Maintenance	Project finished + 7 years	Destroy
T07	Signs and Signals	Removal of sign or signal + 6 years	Destroy
T08	Traffic	10 years	Archival Appraisal

<b>Category Code</b>	<b>Category Name</b>	<b>Total Retention</b>	<b>Method of Disposition</b>
T09	Road and Lane Closures	Project finished + 2 years	Archival Appraisal
T10	Field Survey and Road Survey Books	Project finished + 6 years	Destroy
T11	Bridges	Project finished + 6 years	Archival Appraisal
T12	As-Builts and Specifications	Permanent	Permanent Storage
T13	Haulage Tickets	3 years	Destroy
V00	Vehicles and Equipment – General	1 year	Destroy
V01	Fleet Management	Termination of lease + 2 years	Destroy
V02	Mobile Equipment	Disposal of equipment + 1 year	Destroy
V04	Protective Equipment	Disposal of equipment + 1 year	Destroy
V05	Ancillary Equipment	Disposal of equipment + 1 year	Destroy
V06	Vehicle Logs	Last entry + 1 year	Destroy