

| City of Brampton Retention and Disposition Schedule | | | | | | | | | | | | | |
|---|--|---------------------------------------|---|------------|---|---|---------------------------|---|----------------------------|------------------------------|--|--|---|
| Primary | Title Secondary | Tertiary | Description | Class Code | Trigger Event | Retention Timeframe | Disposition | Archival Notes | Vital Records Indicator | Personal Information Bank | Accountability | Citation | Old Classification Code |
| Assets and Real Property Management | City Assets | | Records relating to the management and inventory control for parts, materials, supplies and stock items required for the maintenance or repair of City owned assets. Includes records relating to City exterior and interior apparatuses such as flagpoles, statues, sculptures and | AA.x | Disposal of asset, or inventory record is superseded | | 6 Selective Archival | Archive if related to planning and construction of statues, sculptures and memorials | | | Common | 2028 | B67, F37, F38 |
| Assets and Real Property Management | City Owned Building Files/ Reports | | Includes material relating to the planning, design, construction, major repairs, alterations and demolition of City owned buildings. Also includes maps, and plans. Excludes building permits. | AB.x | Building is disposed of | Permanent | Do not Destroy/ Archive | Archive maps and plans | Yes | | Building Design and Construction Integrated City Planning | 2004 2055 6001 6029 | B60 |
| Assets and Real Property Management | Building Maintenance & Repairs | | Includes records relating to property maintenance and repair of buildings and lands owned by the City, including noise barrier fencing and retaining walls. (includes records related to work orders, inspections, elevators, janitorial services, and roof maintenance). | AC.x | Fiscal year end | | 6 Confidentially Destroy | | | | Facilities Operation and Maintenance Building Design and Construction | 2113 2034 2073 | B44 |
| Assets and Real Property Management | Facilities Management | | Includes records relating to the proposed use of City land and facilities; correspondence, descriptions, reports, drawings and other records dealing with the coordinating of physical space within City owned and leased buildings; and records regarding the selection, design and maintenance of owned and leased office equipment and furniture. Includes records relating to property maintenance and repair of buildings and lands owned by the City, including contracts related to various City of Brampton PM and DM preventative maintenance and demand maintenance service contracts for citywide facilities. | AD.x | Fiscal year end or end of contract | | 6 Confidentially Destroy | | | | Facilities Operation and Maintenance Building Design and Construction | 2107 2020 2050 2055 2082 3012 2063 2022 6000 6002 | A40, B51, B64, B66 |
| Assets and Real Property Management | Fleet Management | | Includes records relating to the maintenance of all vehicles currently owned, operated and maintained by the City, for example Transit, Enforcement and Fire; ownership and licensing information; inspections and driver vehicle inspection reports (DVR); mobile accessory equipment used in conjunction with vehicles; maintenance and history files; work orders on equipment such as generators, pumps, snow blowers, plows, sanders, etc. and protective equipment. Includes maintenance records for all City of Brampton vehicles, including fuel and | AE.x | Disposal of asset | 6 (DVR - 6 months) | Confidentially Destroy | | | | Common | 2026 2027 | D12, V01, V02, V04, V15 |
| Assets and Real Property Management | Real Property Agreement Administration | Acquisitions & Disposals | Includes records relating to the acquisition and expropriation of lands for City purposes. Also includes records related to purchase and sale of City-owned assets (lands and buildings) and property by the City. | AF.a | Disposal of asset | | 10 Confidentially Destroy | | Yes | | Realty Services | 2093 2040 2063 2107 2054 6000 6002 6003 | L14, L15 |
| Assets and Real Property Management | Real Property Agreement Administration | Property Agreements | Includes material relating to information from landowners about surplus and available land; the management of properties owned by the city that are leased out; contracts and rental agreements / leases for buildings and lands within the City; life cycle management of City. | AF.b | Expiry of agreement or renewal period, or superseded/obsolete | | 6 Confidentially Destroy | | Yes | | Realty Services City Clerk | 6000 6010 | L09, L16, B50, X03 |
| Assets and Real Property Management | Real Property Agreement Administration | Easements, Deeds and Encroachments | Includes records relating to easements, quick claim deeds, and use of City property without permission. | AF.c | Expiry of agreement | | 6 Confidentially Destroy | | Yes | Yes | Realty Services | 6000 6002 | B30, L12, L19 |
| Assets and Real Property Management | Uniforms and Clothing | | Includes records related to uniforms and special clothing used by municipal staff members, such as firefighters' clothing and safety clothing used by utilities operators. | AG.x | Superseded | | 6 Confidentially Destroy | | | | Common | | n/a |
| Business & Administrative Services | Government Relations | | Includes material on Federal, Provincial, Regional and Municipal Government matters of interest to the City of Brampton. | BA.x | Fiscal year end or superseded | | 6 Selective Archival | Archive materials documenting relationships with other levels of government (i.e. correspondence, | | | Office of the CAO | | G60, G65, G70, G75 |
| Business & Administrative Services | Boards & Working Committees | | Includes records relating to the activities of staff committees, task forces, and staff meetings; notices of meetings, agendas, minutes, etc.; copies of staff activity reports; information relating to cross-functional teams, Boards and | BB.x | Fiscal year end or superseded | | 6 Selective Archival | Archive agendas and minutes, excluding staff meetings | Yes | Yes | City Clerk Common | | A20, A22, G10, G15, G20, G21, G22, G25 |
| Business & Administrative Services | Vital Statistics | | Includes registers of births, deaths and marriages; land use surveys. | BC.x | Last Administrative Use | Permanent | Do not Destroy / Archive | Archive all information | Yes | Yes | City Clerk Integrated City Planning | | G95 |
| Business & Administrative Services | Information Management | Transitory Records | Records of temporary usefulness that are only required for the completion of routine actions. Includes material in electronic format (email, instant messages), voice messages, and paper form which may include items such as 3rd party publications (i.e.) periodicals, brochures, printed literature, vendor profiles, conferences, conventions, seminars, workshops and special functions; information kits, presentation handouts; professional associations, clubs, societies; broadly distributed materials (such as e-mails, manuals, directives, bulletins and guidelines) | BD.a | N/A | | 2 Confidentially Destroy | | | | Common | | 6006 A04 |
| Business & Administrative Services | Information Management | Reference Materials | Includes records relating to material gathered and used for reference purposes only. Does not qualify as an official record. | BD.b | N/A | Only as long as required to meet business needs | Confidentially Destroy | | | | Common | | P05 |
| Business & Administrative Services | Information Management | Certificate of Destruction | Includes material relating to the certificates of destructions under the Corporate Records Management Program. | BD.c | Fiscal year end | | 10 Confidentially Destroy | | | | City Clerk | | 2062 A36 |
| Business & Administrative Services | Information Management | Web Publishing | Includes snapshots of website content and copies of web pages created by the municipality for general public use. Includes information on social media sites such as Facebook and Twitter. | BD.d | Superseded | | 1 Confidentially Destroy | | | | Common | | n/a |

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| Business & Administrative Services | Information Management | Records Management | Includes material relating to the creation, implementation and ongoing maintenance of the Corporate Records Management Program; records associated with the design, production, review and request of forms; and records regarding services provided by courier, mail and postage firms, inter office mail, internal printing etc. | BG.e | Fiscal year-end or superseded | | Confidentially Destroy | | | | | 6604 | A33, A35, A41 |
| Business & Administrative Services | Community Records & Statistics | | Includes records relating to statistical information, demographic and otherwise, which is used for planning purposes. May include census information, land use surveys, inventories, employment/unemployment trends, composition of the workforce, social statistics, etc.; and | BE.x | Last Administrative Use | Permanent-6 | Selective Archival De-no Destroy, Archive | Archive statistical information Archive all information | Yes | Yes | Common | | G95, P30 |
| Business & Administrative Services | Program & Project Management | | Program Management includes the day to day management of corporate and department programs. Project Management includes project planning, administration, audits, project charters, terms | BF.x | Last administrative use or project end date | | Confidentially Destroy | | | Yes | Common | 6014 6015 | A02, A50 |
| Business & Administrative Services | Elections Management | Election Administration | Includes material relating to the assignment of wards and boundaries within the City of Brampton. Includes, including petitions to change wards and all related information. Includes working files and papers for all municipal elections and by-elections; documents and materials related to an election or by-election, including such as nomination papers and D.R.O. Statements; campaign finance, voter lists; and documents and materials related to contracted certificates, final statements, and related documents. | BG.a | Date of declaration of official election results | | Selective Archival | Archive files documenting new ward boundaries, nomination papers and voter lists | Yes | Yes | City Clerk | 2119 | G51, G54, G53 |
| Business & Administrative Services | Elections Management | Ballots and Voting Location Documents | Includes all election ballots, voters' lists, applications to amend the voters' list, voted proxy certificates, final statements, and related documents. | BG.b | Date of declaration of official election results | 120 days | Confidentially Destroy | | | | City Clerk | 2119 | G52, G50 |
| Business & Administrative Services | Elections Management | Results/ Declaration of Office | Includes the election results and the declaration of office. | BG.c | Date of declaration of official election results | Permanent | Do not Destroy | | Yes | | City Clerk | 2119 | G50, G53 |
| Business & Administrative Services | Elections Management | Election Campaign Finance | Includes financial statements and audit reports. | BG.d | Election Year | 4 | Confidentially Destroy | | | | City Clerk | 2119 | G51 |
| Business & Administrative Services | Council & Standing Committees | Council & Standing Committees (General) | Includes records relating to the functioning and administrative aspects of Council. | BH.a | Fiscal Year End | 15 (agendas, minutes and decisions); 8 (Council and Committee video recordings) | Selective Archival | Archive agendas, minutes and decisions | | | City Clerk | 2101 3010 3007 3002 2063 2046 2102 2011 2062 | G20 |
| Business & Administrative Services | Council & Standing Committees | Consent Applications and Committee of Adjustment | Includes records relating to the processing of Consent Applications and severances. Records may include agendas, minutes and decisions for the Land Division Committee and the Committee of Adjustment. May include records relating to charges imposed with respect to the C of A Application process. | BH.b | Date of Decision Made | 15 (General and comment files); Permanent (Decisions and Minutes) | Do not Destroy / Archive | Archive all information | Yes | | City Clerk Development Services and Design | | F87, F88, G31, G32 |
| Business & Administrative Services | Council & Standing Committees | Council & Standing Committees (Meeting Documentation) | Includes records included in the agendas, resolutions, and minutes for Council Meetings, and ad hoc & sub-committees of Council Meetings. Records may include Brampton Heritage Board materials, and closed session files. | BH.c | Fiscal Year End | Permanent (General); 4 (Administrative Records Files) | Do not Destroy; Confidentially Destroy | | Yes | Yes | City Clerk | | G20, G21, G22, G23, G24, G25, G26, G33 |
| Business & Administrative Services | Council & Standing Committees | Mayoral Decisions and Directives | Includes records documenting decisions, approvals, associated deliberations and directives to City staff issued by the Mayor. | BH.d | Fiscal Year End | Permanent | Do not Destroy | Yes | | | City Clerk | 2120 2121 | |
| Business & Administrative Services | Parking Administration | | Includes Certificate Requesting Plate Denial (CRPD) signed and filed with Defaulted Fines Control Centre (DFCC); supporting documents and requests for the lifting of parking fines from the Ministry of Transportation computer; documentation substantiating the cancellation of | BI.x | Last Administrative Use | | Confidentially Destroy | | | Yes | Enforcement Court Administration | | L33, L34, L85, L91, L92 |
| Business & Administrative Services | Licensing & Permits | | Includes information relating to the licensing of lodging houses; stationary businesses; Lottery Schemes; Trades/Contractors/ Driving School Owners/Instructors; Tow Truck Plate Owners and Drivers; Taxi Plate Owners and Drivers; Permits; Licence Appeals; Refreshment Vehicles; Social & Special Event Permits; Body Rub Parlour; Marriage Licence Applications; death registration and fill permits, and records related to the right-of-way, such as Road Occupancy & Access Permits (ROA) etc. Also includes complaints received. Includes building permit applications and | BJ.x | Last Administrative Use | 6 (General); 15 (Animal); Permanent (Building Permits) | Selective Archival | Archive building permits and plans | Yes | Yes | Common | 2055 2004 | B11, B12, B13, B15, B17 F90, G96, S40, W10, W20, W25, W89, W90, W91, W92, W93, W94, W95, W96, W97, |
| Business & Administrative Services | Multi-Lingual Services | | Includes records relating to the Multilingual Services Program provided by the City. | BL.x | Fiscal Year End | | Confidentially Destroy | | | | | | A03 |

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| Business & Administrative Services | IT Infrastructure Management | Information and Data Backups | Includes on-premise and cloud based applications. | BL.a | Superseded or obsolete | | Confidentially Destroy | | Yes | Yes | Information Technology | | |
| Business & Administrative Services | IT Infrastructure Management | IT Infrastructure | Includes records regarding the acquisition, installation, maintenance, operation and use of computers and peripheral hardware as well as records relating to network hardware and communication lines; also includes records related to the support of software either purchased or developed by the City. Includes network software, internet and intranet, and software | BL.x | Superseded or obsolete Fiscal Year End | to (System Backups - email, SharePoint, etc.); 7 years from end of fiscal year. | Confidentially Destroy | | Yes | | Information Technology | | A46, A47 |
| Business & Administrative Services | Telecommunications Administration | | Includes records regarding the installation, maintenance, operation and use of telecommunication systems, e.g., voice messaging, fax, telephone, pagers, cell phones and other electronic communication devices. | BM.x | Superseded | | Confidentially Destroy | | | | Information Technology | | A42 |
| Business & Administrative Services | Systems Development | | Includes records regarding the development of information systems projects, system development methodologies and system architecture. | BN.x | Architecture: Superseded or obsolete; Working Files: Fiscal Year End | | Confidentially Destroy | | Yes | | Information Technology | | A48 |
| Business & Administrative Services | Customer Service Requests | | Includes records regarding responses to complaints or service requests. Excludes Road Maintenance and Operations requests, see Traffic and Roadway Administration (General). IA, b | BO.x | Last Administrative Use | | Confidentially Destroy | | | Yes | Common | | n/a |
| Business & Administrative Services | Training Materials Development | | Includes records related to the development of physical and electronic training and awareness programs. | BP.x | Superseded or obsolete | | Confidentially Destroy | | | Yes | Common | | H70 |
| Communications & Public Affairs | Artwork, Visual Identity and Insignia | | Includes records regarding the standards, which apply to graphic designs in the interest of establishing a Visual Identity Program. Includes logo and letterhead design, signage, vehicle identification, etc.; includes records regarding corporation insignia and seals office; and material relating to artwork, research and distribution of print media in relation to programs, projects | CA.x | Superseded or obsolete | | Selective Archival | Archive logos, Letterhead design, corporation insignia and seals of office | | | Strategic Communications, Tourism and Events Brampton Transit | 1014 1033 2028 | M06, M60 |
| Communications & Public Affairs | Corporate Events | | Includes material relating to the information, organization and hosting of special events held by the City of Brampton. (I.e.: Brampton Day). Records may include presentations; awards; | CB.x | Fiscal Year End | | Confidentially Destroy | | | Yes | Common | 2013 6015 | M03, M42 |
| Communications & Public Affairs | Internal Communications | Instant Messaging (Chat) | Any instant messaging as part of a collaboration software used for routine communication. This includes MS Teams Chat such as one-on-one chats, group chats and meeting chats. (Excludes chats within MS Channels) | CC.a | Date Created | 30 days | Confidentially Destroy | | | | Common | | |
| Communications & Public Affairs | Internal Communications | Internal Communications | Includes media monitoring and clippings from newspapers, information from journals and other printed media; background notes, draft and final versions of news releases issued; records relating to Public Relations Office service requests; and typed manuscripts, printed copies and | CC.x | Fiscal Year End | | Selective Archival | Archive final released communications | | | Common | 6025 | M50, M51, M54 |
| Communications & Public Affairs | Community Relations | | Includes records regarding general complaints and commendations and inquiries about Council proceedings and congratulatory letters; material relating to projects initiated by the Brampton Fire Department to promote public awareness of fire safety and prevention; and general records relating to requests by production/movie companies to film movies, commercials, | CD.x | Fiscal Year End | | Confidentially Destroy | | | Yes | Common | 6000 | D20, D45, M04, M30, M40, M44, M48, M52, M53 |
| Communications & Public Affairs | Economic Development | | Includes material relating to Business Improvement Areas; Community Improvements; Business Profiles; Partnerships and Alliances; Economic Research; and the Small Business and Enterprise | CE.x | Fiscal Year End | | Confidentially Destroy | | | | Economic Development | | M11, M12, M14, M15, M38, M39, |
| Communications & Public Affairs | Tourism Development | | Includes records relating to the promotion of tourism in the City of Brampton. May include material related to cultural fairs, festival, parades | CF.x | Fiscal Year End | | Confidentially Destroy | | | | Strategic Communications, Tourism and Events | | M41, M49 |
| Communications & Public Affairs | Sales & Promotion Management | | Includes material relating to marketing and promoting the City of Brampton as an ideal location for businesses, services, residential development, etc. Also includes material relating to the marketing of City services such as Brampton Transit and Recreational Facilities. May also | CG.x | Last Administrative Use | | Confidentially Destroy | | | | Common | | M09, M10 |
| Community and Social Services | Animal Services | | Includes material relating to strays, medical and euthanasia records; day-to-day shelter operations; adoption records (including microchip); investigations, non-domestic animals ; and | DA.x | Fiscal Year End | | Confidentially Destroy | | | Yes | Animal Services | | S05, S09, S10, S15, S35, S45 |
| Community and Social Services | Parks, Recreation and Culture | | Includes records relating to the various facilities and programs offered by the City of Brampton, including theaters; libraries; information centers; museums; art galleries; cultural centers; community sports organizations; community organizations; facility bookings; arenas; fitness centers; recreational programs; golf courses; campgrounds; and waterparks. May also include records relating to the management, operation and maintenance of recreational facilities. Also include Active Assist program records. | DB.x | Fiscal Year End | | Selective Archival | Archive recreation guides | | Yes | Recreation Cultural Services | 2107 2050 2055 3012 2063 2022 6000 6002 | C15, C16, C30, C31, C32, R05, R21, R40, R41, R42, R43, R44, R45, R46, R47, R48, R49, R50, R51 |

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| Community and Social Services | Social Services | | Includes records relating to housing issues including housing costs, housing categories, government housing programs and the problems surrounding the homeless; records relating to health care centres, nursing homes, and other health care issues including non-smoking and/or smoke free areas, etc. in the municipality; and records relating to social service agencies for children, youth, adult and seniors, i.e. day care, home care, services to the handicapped, Children's Aid Society. | DC.x | Fiscal Year End | | 5 Selective Archival | Archive information related to government housing programs, nursing homes, health care centers, and social service agencies | | | Office of the CAO Integrated City Planning | 2040 2057 2089 2090 2090 2050 2086 2088 2097 2017 2107 2050 2055 2012 2063 2022 2111 2014 2109 2014 2008 2046 2048 2006 2007 2006 2021 2045 2024 ---- | C20, C21, C50, C51, |
| Community and Social Services | Educational Institutions | | Includes material relating to information and correspondence with the Peel Board of Education the Dufferin Peel Roman Catholic Separate School Board as well as colleges and universities. | DD.x | Last Administrative Use | | 6 Confidentially Destroy | | | | Common | ---- | C25 |

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| Financial Management | Tax Management | General Tax Administration | Includes records relating to tax sales; tax records; Includes records relating to tax levies paid to the Region of Peel and to school boards; tax records; taxes paid; tax arrears; assessment appeals; tax rates, etc. | EA.a | Fiscal Year End | | Confidentially Destroy | | Yes | Yes | Finance | 6010 6012 2042 2043 1022 1030 2028 1035 2003 | F92, F99, F94, F96, F97, F98, F99 |
| Financial Management | Tax Management | Property Tax | Includes records related to assessment rolls and tax collector's roll. Includes Supplementary Assessment Paper Rolls. Also includes records relating to tax sales. | EA.b | Fiscal Year End | Permanent | Do not Destroy | | Yes | Yes | Finance | | F70, F71, F93 |
| Financial Management | Insurance Administration | Case Files | Includes records related to accidents, incidents, case files, insurance claims, etc. | EB.a | Case Closed | 6 (General), 25 (Minors), 30 (Monthly-Challenged) (Cognitive Disabilities) | Confidentially Destroy | | Yes | Yes | Insurance and Risk Management | 2052 2055 6013 5018 | A24, A25, A28, A29, T40, V05 |
| Financial Management | Insurance Administration | Insurance Policies/Certificates | Includes records relating to the City's Insurance Coverage affecting liability. Records may include policies and amendments. | EB.b | Expiration of the Policy | | 50 Confidentially Destroy | | | | Insurance and Risk Management | | A27 |
| Financial Management | Accounts Payable Administration | | Includes material relating to bills received as a demand for payment for goods and services purchased as well as supporting documentation such as invoices, purchase orders, directives, | EC.x | Last Administrative Use | | 7 Confidentially Destroy | | Yes | Yes | Finance | 6010 2060 | F10, F11, F23, F24, F40, F41, F80 |
| Financial Management | Accounts Receivable Administration | | Includes all fees and revenue used to record financial transactions between the institution and customers. Records may include Cash In Lieu, cash receipts, revenue reports, invoices issued, invoices written off and supporting documentation. | ED.x | Fiscal Year End | | 6 Confidentially Destroy | | Yes | Yes | Finance | 6012 6013 1030 | F15, F16, F22, F55, F56, L13 |
| Financial Management | City Owned Parking Garage - Spitter-Ticket | | Includes City Owned Parking Garage - Spitter-Ticket | EE.x | Date Produced | 6 months | Confidentially Destroy | | | | | | F47 |
| Financial Management | Ledger Management | General Transaction Administration | Includes forms prepared by the Bank and sent to the depositor to show a record of all transactions taken place in the bank account (Current, Capital, Operating, Payroll and Tax, etc.). Includes bank statements, debit and credit card statements, debit and credit memos and | EF.a | Fiscal Year End | | 6 Confidentially Destroy | Yes | Yes | Yes | Finance | 2063 2055 1030 | F20, F21, F45, F56 |
| Financial Management | Ledger Management | Ledger Administration | Records of all accounts maintained annually. Includes records of all transactions (including payroll records) that are recorded in a Journal before being posted to the General Ledger and any General Ledger account analysis. | EF.b | Fiscal Year End | Permanent | Do not Destroy | | Yes | | Finance | 1001 2047 2050 2061 2014 2021 2066 1031 1030 6010 | F55, F58, F59 |
| Financial Management | Procurement Management | | Includes material relating to purchasing through the securing of tenders, and proposals. Includes Requests for Proposals (RFP), contracts, and correspondence with vendors, suppliers of | EG.x | Fiscal Year End, or expiry of contract plus warranty period | | 6 Confidentially Destroy | | | | Purchasing | 3011 1030 | A43, F81, F82 |
| Financial Management | Forecasting and Budgeting | | Includes records related to grants, budgets, reserves, trust funds, Canada Savings Bonds, investments and capital projects. Also includes the Snow Removal Subsidy Program records. | EH.x | Fiscal Year End or last administrative use | | 6 Confidentially Destroy | | Yes | Yes | Finance | 3003 2104 1030 6010 6011 2019 2048 1002 2055 2096 2060 2063 | F12, F13, F28, F48, F25, F57, F60, F64, F65, F66 |
| Financial Management | Payroll Processing | | Includes transactional payroll records, payroll reconciliations, payroll remittances, payroll retro-payments, payroll banking remittances and statements, payroll cheque requisitions, off-cycle payment, year-end processing, T4 slips, T4A slips, T4ANR Slips. To be used by the Payroll | EJ.x | Fiscal Year End | | 6 Confidentially Destroy | | | Yes | Finance | | F54 |
| Financial Management | Provincial Offences Write-offs | | RICO 2218 Monthly Write-off Audit Report RICO 3041 Final Write-off Report Part 1 Certificates of Offence and Part III informations Non-parking Administrative Monetary Penalty System (AMPS) write-offs | EJ.x | Fiscal Year End | | 37 Confidentially Destroy | | | | Finance Court Administration | 2118 | |
| Human Resource Management | Individual Employee Administration | Employee Records | Includes records related to salary administration, benefits, service recognition, ergonomic assessments, proof of training completed, and job evaluations, etc. | FA.a | Termination of Employment | 30 (general); 2 (Disciplinary Letter); 75 (Firefighters) | Confidentially Destroy | | Yes | Yes | Human Resources | 1030 1021 2029 2055 6025 2050 2083 2063 | H20, H23, H26, H28, H29, H31, H61, H62, V30 |

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| Human Resource Management | Individual Employee Administration | Timesheets | Includes timesheets and time entries. | FA.b | Fiscal Year End | | Confidentially Destroy | | Yes | Yes | Finance | 2029 1021 1011 1035 1030 2116 2105 2117 1035 6023 | F50 |
| Human Resource Management | Individual Employee Administration | Pension Records | Includes records relating to OMERS, including remittance, statutory forms and employee pension data and government annuities. Includes payroll register and summary. | FA.c | Termination of Employment | 60 | Confidentially Destroy | | | Yes | Finance | 1011 | F47, H21 |
| Human Resource Management | Labour Relations | Employee Relations/ Grievances | Includes records on the administration of contracts, agreements and interpretations, grievances forms, memos, and correspondence, supporting documentation, arbitrations and includes actual copy of agreement between municipal officials and unions. Also includes | FB.a | Last Administrative Use | 10 | Confidentially Destroy | | | Yes | Human Resources | | H40, H41 |
| Human Resource Management | Labour Relations | Collective Bargaining | correspondence and collective bargaining issues between labour and management. May also include collective bargaining, correspondence, negotiations, amendment records and | FB.b | Superseded or obsolete | 15 | Selective Archival | Archive Final Agreements | Yes | | Human Resources | 2054 6021 6022 | H42, X05 |
| Human Resource Management | Health, Safety and Wellness | | Includes records related to healthy workplace program, occupational health and safety training etc. | FC.x | Resolution of issue/ assessment/ or investigation; Program is discontinued | 10 (General; 40 (Hazardous Materials) | Confidentially Destroy | | | Yes | Human Resources | 2073 2071 2079 2084 2068 2008 2080 2070 2072 2076 | H49, H50, H51 |
| Human Resource Management | Disability Management | | Includes records related to Workplace Safety Insurance Board (including claims), disability management, and employee medical files. | FD.x | Employment is terminated | 45 (general employees); 75 (Firefighters) | Confidentially Destroy | | | Yes | Human Resources | 5017 6019 | H22, H27, H30, H32 |
| Human Resource Management | Staffing and Recruitment | | Includes records related to recruitment and job posting, job descriptions, volunteer administration, organizational structure, rates of pay by group, and position names, etc. | FE.x | Superseded or obsolete | 2 (recruitment files); 20 (organizational chart) | Selective Archival | Archive Organizational Structure diagrams | | Yes | Common | | 6017 H55, H60, H65, H67 |
| Legal, Compliance & Security Management | By-Law Administration and Enforcement | By-Law Administration and Enforcement (General) | Includes records relating to infractions of by-laws, their prosecution, appeals and the follow-up of these cases. Includes records related to traffic, property standards, zoning, fire protection and prevention, licensing, parking, Police Laird Matters, animal control, by-law enforcement, complaints, occurrence logs, noise, signage, building codes, zoning and fill by-laws. Records may also include provincial offences. | GA.a | Payment made, or case closed | 6 (general); 8 (provincial offence with charges); 3 (provincial offence without charges) | Confidentially Destroy | | | Yes | Common | 2055 2046 2014 3002 3010 2102 2101 | E06, E07, E12, L20, L21, L22, L23, L24, L25, L26, L27, L28, L29, L30, L31, L32, P42, S25 |
| Legal, Compliance & Security Management | By-Law Administration and Enforcement | Complaints - Orders to Satisfy Comply | Includes records relating to building complaints and orders to comply. | GA.b | Resolution of the Order | | Confidentially Destroy | | | Yes | Building Enforcement and By-Law Services | | B14 |
| Legal, Compliance & Security Management | Legal Affairs | Dispute Resolution, Litigation & Safekeeping | Records resulting from the provision of litigation services and support before, during, and after a trial or hearing, including threatened litigations and the Brampton Appeals Tribunal (BAT). Records may include legal briefs, statements of claim, statements of defense, legal memoranda, court submissions and hearing packages, related general agreements and correspondence. | GB.a | Issue is Resolved and Further Appeal is Barred | Permanent | Do not Destroy/ Archive | Archive precedent setting case files | Yes | Yes | Legal Services City Clerk | 6016 2054 | L61, X00 |
| Legal, Compliance & Security Management | Legal Affairs | Legal Advisory | Includes material of a general or administrative nature on legal matters between the City of Brampton and individuals, institutions, or groups of companies. Includes records related to criminal prosecution notification (marijuana grow operation); and provincial offences; the provision of expertise regarding legal matters, i.e. legal advice and opinions. Records may include research documentation, communications, analyses, reports, briefs, or related supporting documentation. | GB.b | Fiscal Year End | 15 3 (Court Dockets); 6 (Reporter's records) | Confidentially Destroy; Reporter's records: Archival | | | Yes | Legal Services Court Administration | 2054; 2118 | E05, L05, L17, L60, L11 |
| Legal, Compliance & Security Management | Legal Affairs | Ontario Municipal Board Case Files | Includes legal correspondence and background material for O.M.B. case files and other tribunals. May include applications, notices of appeal, OMB orders and notices, pleadings, case law, reports, correspondence and decision. This record series can only be used by Legal. | GB.c | Last Administrative Use | 10 (Case Files); 25 (Non by-law Orders and Decisions); Permanent (By-law Orders and Decisions) | Confidentially Destroy; Do not Destroy | Archive precedent setting case files | Yes | | Legal Services | | L08 |
| Legal, Compliance & Security Management | Legal Affairs | Inquests | Includes records relating to coroners' inquests. This record series can only be used by Legal. | GB.d | Last Administrative Use | 6 | Confidentially Destroy | | | Yes | Legal Services | | L18 |
| Legal, Compliance & Security Management | Legal Affairs | Development Law | Includes records relating to the approval process for plans of subdivisions and rezoning. Records may include draft plan approval comments of proposed residential subdivisions, commercial, institutional, industrial use and applications to amend the official plan and zoning by-laws as it pertains to transportation and roads; proposed plans for subdivision and the circulation of by-laws affecting the development; development application and reports; and | GB.e | Last Administrative Use | 50 | Selective Archival | Archive proposed plans for subdivision development applications and reports | Yes | | Legal Services | | P09, P12, P13, P15, P90 |

| City of Brampton Retention and Disposition Schedule | | | | | | | | | | | | | |
|---|--|---|--|------------|---|---|--|---|----------------------------|------------------------------|--|--|-----------------------------------|
| Primary | Title Secondary | Tertiary | Description | Class Code | Trigger Event | Retention Timeframe | Disposition | Archival Notes | Vital Records Indicator | Personal Information Bank | Accountability | Citation | Old Classification Code |
| Legal, Compliance & Security Management | Legal Affairs | Easements, Deeds and Encroachments | Includes records relating to easements, quick claim deeds, and use of City property without permission. <i>This record series can only be used by Legal.</i> | GB.f | Completion of Registration | 10 | Confidentially Destroy | | Yes | Yes | Legal Services | 3005 2102 2101 3001 | L12, L16, L19 |
| Legal, Compliance & Security Management | Legal Affairs | Real Estate Acquisitions and Disposals | Includes records relating to the acquisition, expropriation, purchase sale of City owned land, buildings and property by the City. <i>This record series can only be used by Legal.</i> | GB.g | Disposal of asset | 20 | Confidentially Destroy | | Yes | | Legal Services | | L14, L15, X01, X02 |
| Legal, Compliance & Security Management | Legal Affairs | Provincial Offences Search Warrants | Records used to obtain and execute search warrants. | GB.h | End of Fiscal Year | 40 | Archival | | | | Court Administration | 2118 | |
| Legal, Compliance & Security Management | Legislative Compliance Administration | | Records resulting from the tracking and reporting of compliance requirements (e.g. human rights, employment equity, pay equity, accessibility, workplace harassment, Integrity Commissioner, Ombudsman, Lobbyist and Gift Registry, etc.). Includes records relating to requests for access to information under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Case files include records of mediation, written representation to the Information and Privacy Commission (IPC) on appeal and Orders received. Records may include case management tracking documents, submissions to oversight authorities, and investigation reports with supporting documentation. The records for delivery of services through compliance programs should be classified according to the purpose of the program. | GC.x | Last Administrative Use | 5 | Selective Archival | Archive significant reports | | Yes | Common | 2101 6020 6024 6018 2055 2063 6004 5016 6005 2064 | A16, A17, A21, H35, H63, L01, L03 |
| Legal, Compliance & Security Management | Bylaws, Policy and Procedures Administration | | Records resulting from development, acceptance and issuance of policies that govern the processes of the organization and how it conducts its business internally. Policies govern the conduct of internal business according to defined principles and standards. Records may include approved policies, consultation documentation and related correspondence. Also | GD.x | Superseded or Obsolete | Permanent (Bylaws, Policies and procedures) 3 years (working files) | Do not Destroy; Confidentially Destroy | | Yes | | Common | 6004 | A01, H10 |
| Legal, Compliance & Security Management | Audit Administration | Internal Audit | Includes records relating to the internal audits, consulting engagements and risk assessments. Includes Fraud and Waste reports and investigations. <i>Note: Internal Audit may maintain records until the audit is repeated, which may on occasion exceed the 7 year retention timeframe</i> | GE.a | Issuance of audit report or final communication to client | 7 | Confidentially Destroy | | | Yes | Internal Audit | 2063 2066 2046 2050 6014 6015 | A05 |
| Legal, Compliance & Security Management | Audit Administration | External Audit | Includes records relating to the administration of final audits. | GE.b | Completion of Audit | 8 | Confidentially Destroy | | | | Common | 2063 2066 2046 2050 6030 | F18 |
| Legal, Compliance & Security Management | Business Continuity Planning | | Includes records relating to Disaster Recovery and Emergency Planning including plans made for potential loss of City services during unforeseeable events such as fires, terrorism and theft etc.; protection of services and vital records along with computer backup and recovery tapes and staff contacts; and emergency and disaster planning for the City of Brampton. | GF.x | Superseded or obsolete | 5 | Selective Archival | Archive emergency and disaster planning material | Yes | Yes | Fire and Emergency Services Information Technology Facilities Operations and Maintenance | | A30, D50 |
| Legal, Compliance & Security Management | Incident/ Accident Reports | | Includes incident reports and reports of accidents that occur at municipal properties. Including vandalism reports. | GG.x | Fiscal Year End | 23 | Selective Archival | Business Continuity Incidents. | | Yes | Common | | A24 |
| Legal, Compliance & Security Management | Security Administration | Security Administration (General) | Includes investigation, requests, logs, Request for access, and other records regarding the security and safety of offices / facilities, buildings, properties public / citizens and employees such as security passes and control of keys. Records include Management Tracking Document, Statistical Data, Operational Logs, Operational Briefs, Tour of Duty's, Runsheets, Requests and Operational Resource Assignments. Records include electronic Incident Report files and associated attachments (i.e. links, pictures). Records also include all digitally created Security | GH.a | Superseded or obsolete; Incident investigation is complete; Date of Record Retrieval from Original Source | 8 | Confidentially Destroy | | | Yes | Facilities Operation and Maintenance | 6008 2052 2089 2098 2085 2055 | A06, B55 |
| Legal, Compliance & Security Management | Security Administration | Security Systems Management (General) | Records include software and system active database and archival database files. Access Control logs are limited by software at 365 days (1 Year), with active and archival files being held for a period up to 2 years. Applicable software and systems include CCTV Administration (not CCTV) | GH.b | Superseded or Obsolete | 1-2 Years (See Description) | Confidentially Destroy | | Yes | Yes | Facilities Operation and Maintenance | | n/a |
| Legal, Compliance & Security Management | Security Administration | Security CCTV Recording - Public Conveyance | Records include digitally created Security Closed Circuit Television Video (CCTV) video files or audio from public conveyance/ vehicle assets. Records may also contain supporting physical material and/or evidence related to the incident. <i>Records may include videos, photographs and complaints from the public without images present.</i> | GH.c | Date of recording | 72 Hours: No incident reported; 1 year: If incident is reported; 2 years: After investigation is complete | Confidentially Destroy | | | Yes | Facilities Operation and Maintenance | | A08 |
| Legal, Compliance & Security Management | Security Administration | Security CCTV Recording - Property / Asset | Records include digitally created Closed Circuit Television Video (CCTV) Security video files or audio from physical structure assets. | GH.d | Date of recording | 31 days No incident reported; 1 year: If incident is reported; 2 years: After investigation is complete | Confidentially Destroy | | | Yes | Facilities Operation and Maintenance | 2055 2052 | A07 |
| Natural Resources, Environment & Conservation | Environmental Monitoring and Control | Environmental Planning | Includes correspondence, descriptions, environmental assessments (EA), reports and other records dealing with the Environmental Master Plan. Records may include hazardous materials. | HA.a | Last Administrative Use | 20 | Selective Archival | Archive reports regarding the Environmental Master Plan | Yes | | Environment and Development Engineering | 2000 2032 6000 6003 1034 | N01, N02, N09 |

| City of Brampton Retention and Disposition Schedule | | | | | | | | | | | | | |
|---|--|---|---|------------|---|---|---|--|----------------------------|------------------------------|---|--|---|
| Primary | Title Secondary | Tertiary | Description | Class Code | Trigger Event | Retention Timeframe | Disposition | Archival Notes | Vital Records Indicator | Personal Information Bank | Accountability | Citation | Old Classification Code |
| Natural Resources, Environment & Conservation | Environmental Monitoring and Control | Natural Resource Planning | Includes general records relating to environment and natural resources. Includes records related to water quality and waste management. | HA.b | Fiscal year end | 10 | Confidentially Destroy | | Yes | | Environment and Development Engineering | 2036 2058 2033 2034 2035 | N08, N20, P14 |
| Natural Resources, Environment & Conservation | Environmental Monitoring and Control | Environmental Monitoring and Control (General) | Includes material relating to weather monitoring, natural resources, noise control, pollution and any other environmental concerns. | HA.c | Fiscal year end | 6 | Confidentially Destroy | | | | Environment and Development Engineering | | N05, N07 |
| Natural Resources, Environment & Conservation | Environmental Monitoring and Control | Air Control | Includes material relating air pollution and control | HA.d | Fiscal year end | 8 | Confidentially Destroy | | | | Environment and Development Engineering | | N06 |
| Natural Resources, Environment & Conservation | Waterworks Administration | | Includes records relating to storm sewers, sanitary sewers, water courses, grading, drainage, waterways, surface and subsurface contamination and testing. | HB.x | Fiscal year end | 15 (General); Permanent (specifications) | Confidentially Destroy; Do not Destroy | | | | Environment and Development Engineering | 3016 3019 2000 2032 2094 2038 3017 2093 2041 | N10, N11, N12, N13, N30, T07 |
| Natural Resources, Environment & Conservation | Conservation Administration | | Includes records relating to the Toronto Region Conservation Authority, Credit Valley Conservation; and Energy Conservation within Brampton. | HD.x | Completion of project or report | 7 | Confidentially Destroy | | | | Environment and Development Engineering | 2000 2032 | N18, N40, N41, N42 |
| Natural Resources, Environment & Conservation | Heritage Designations | | Includes records regarding heritage and historical development including designation of buildings and districts and cemeteries. | HE.x | Approval of heritage status. | Permanent | Do not Destroy/ Archive | Archive inventory and designation files | Yes | | Integrated City Planning | | P60 |
| Natural Resources, Environment & Conservation | Environmental Maintenance | | Include records dealing with the ground management and maintenance of municipal parks, trees and forestry areas. May include working copies of maps, plans, spraying, pruning, planting etc. Also includes Playground Inspections. | HF.x | Fiscal year end | 5; Playground Inspections (Life of Asset) | Selective Archival | Archive maps and plans | | | Parks Maintenance and Forestry | 2000 2032 | R20, R22 |
| Operations Management | Traffic and Roadway Administration | Major Road Construction and Design | Major Road Construction under Capital Construction Section. Includes material relating to the planning, design, construction and reconstruction of roads within the City of Brampton. Major Road Construction under Capital Construction Section. Includes material relating to the planning, design, construction and reconstruction of roads within the City of Brampton. Also, includes construction of noise attenuation walls, replacement of feature walls and construction | IA.a | Completion of project or end of warranty period | DD 25 (General); Permanent (Specifications, Agreements, Design Drawings) | Confidentially Destroy; Do not Destroy; Selective Archival | Archive materials pertaining to planning, design and construction of roads | Yes | | Capital Works | 3000 2047 2101 2010 | T21 |
| Operations Management | Traffic and Roadway Administration | Grade Separations & Structures | Includes material relating to the planning, design, construction and reconstruction of bridges within the City of Brampton; routine & structural maintenance of bridges; Includes maintenance and reconstruction relating to grade separations (bridges), railway lines and highways over the | IA.b | Completion of Project Life of Bridge | DD (General); Life of Bridge (Case Files); Permanent | Selective Archival | Archive materials pertaining to planning, design and construction of bridges | Yes | | Capital Works | | T24, T14, T25 |
| Operations Management | Traffic and Roadway Administration | Safety, Signage and Maintenance | Includes material relating to the immediate and long term planning of the City's road infrastructure; material relating to the repairs, construction and reconstruction of the City's roads (contracted & non-contracted); including road patrol shift reports and routine patrol records; curbs and medians; winter, spring and summer road maintenance program (contracted & non-contracted); Regional Roads; studies regarding traffic signals, traffic signs, traffic counts and speed limits; design, installation, maintenance, requests for signals, signal timing plans and changes; planning, administration, installation and maintenance of the street lighting network within the City; newspaper boxes, obstructions on the road allowances, | IA.c | Completion of project, or Fiscal year end | 10 (General) 12 (Signs) | Confidentially Destroy | | Yes | | Roads Maintenance, Operations and Fleet | 2047 | T03, T04, T11, T12, T15, T20, T35, T37, T05, T06, T16, T17, T19 |
| Operations Management | Public Transportation Management | Transportation Development | Includes records relating to the development of transportation systems, including surface vehicles, subways, trains, roads, etc. | IB.a | Completion of project | 50 | Confidentially Destroy | | Yes | | Integrated City Planning | | P08, P40 |
| Operations Management | Public Transportation Management | Lost & Found | Includes records relating to articles lost or found on Brampton Transit vehicles or property. | IB.b | Fiscal year end | 1 | Confidentially Destroy | | | | Transit | | T67 |
| Operations Management | Public Transportation Management | Transit Services | Includes records relating to fares, ticket control, and any passes issued to special groups using Municipal transit. Records may also include charters and special services; transit shelters; transit stops; bus routes; transit vehicle technology; terminals and loops; scheduling and | IB.c | Fiscal year end | 6 (General); 15 (24mm Aeseleride Transit Project Files) | Selective Archival | Archive bus routes | | Yes | Transit | | T50, T53, T55, T59, T60, T61, T62, T63, T64, T65, T66, V15 |
| Operations Management | Parking Garages, Lots & Meters | | Includes material relating to the planning, operations and maintenance of all City owned parking facilities and on-street meter parking. | IC.x | Fiscal year end | 10 | Confidentially Destroy | | Yes | Yes | Roads Maintenance, Operations and Fleet | | T38 |
| Operations Management | Utility Administration | | Includes general records relating to public utilities in the municipality including Bell Canada, Consumers Gas, Cable TV, Hydro One Brampton, and pipelines such as Trans Canada Pipelines. | ID.x | Fiscal year end | 5 | Confidentially Destroy | | | | Roads Maintenance, Operations and Fleet | | C35, T10 |
| Operations Management | Fire and Emergency Services Administration | Prevention, incidents and investigations | Includes material relating to emergency management responses; fire incidents; occurrence reports; investigations and Fire Marshall's Reports; fire prevention; inspection reports; police presence at community events, security matters; fire access routes; and honour guard. | IE.a | Superseded or obsolete | 6 | Selective Archival | Archive Fire Marshall reports (significant cases) and incident reports | Yes | Yes | Fire and Emergency Services | 2002 2026 | D10, D11, D13, D55, D70 |
| Operations Management | Fire and Emergency Services Administration | Fire Station Operational Records Fire Services Records | Includes material relating to the daily operations of Fire Stations. Records may include station log books, daily transactions, training records and program documentation. | IE.b | Fiscal year end | 2-10 | Confidentially Destroy | | | | Fire and Emergency Services | 2016 2042 2050 2026 | D60 |
| Operations Management | Fire and Emergency Services Administration | Master Recordings | Includes material relating to the communication Centre's CD Master Tapes. | IE.c | Completion of Investigation | 4-10 | Confidentially Destroy | | | Yes | Fire and Emergency Services | | D25 |
| Operations Management | Cemetery Records | | Includes material relating to burial permits, contracts, cremation certificates, maps, plot ownership records (deeds), interment registers, and indexes for municipal cemeteries and | IF.x | Fiscal year end | Permanent | Do not Destroy/ Archive | Archive all information | Yes | Yes | Parks Maintenance and Forestry | | C40 |

| City of Brampton Retention and Disposition Schedule | | | | | | | | | | | | | |
|---|--------------------------|--|--|------------|--|---|--|---|----------------------------|------------------------------|--|--|---|
| Primary | Title Secondary | Tertiary | Description | Class Code | Trigger Event | Retention Timeframe | Disposition | Archival Notes | Vital Records Indicator | Personal Information Bank | Accountability | Citation | Old Classification Code |
| Operations Management | Cemetery Maintenance | | Includes records regarding the maintenance of cemetery grounds in the City. | IG.x | Fiscal year end | 6 | Confidentially Destroy | | | | Parks Maintenance and Forestry | | R23 |
| Planning | Residential Development | | Includes records relating to the development of the "Spine Services" in a Block Plan. May include comments, reports, drawings, agreements and reductions for Letters of Credit; records relating to the design principle and guidelines of block plan submissions; originals of sealed stamped drawings and storm design sheets for both City and developer constructed roads; and condominium plans. | JA.x | Completion of project, or notice of decision; until superseded | 50 (General); JISUB ; Permanent (Road "As Constructed" Data Storm Design, Specifications, Agreements, Design Drawings) | Selective Archival | Archive reports, drawings, agreements and condo plans | Yes | | Integrated City Planning Environment and Development Engineering | 2022 2025 2102 2101 3001 1202 3005 | P20, P21, P36, T26 |
| Planning | Planning and Development | Official Plans | Includes records relating to the Official Plan of the municipality. Encompasses draft and final versions, working notes, background information, correspondence, notices, Ministerial approval, up to and including O.M.B. appeal and decisions. Includes records relating to the periodic review of the Official Plan as required by the Planning Act; amendment of the Official Plan or secondary plan(s) e.g. background reports, staff reports, notices, resolutions, Ministerial approval, etc.; secondary plans, community improvements (planning, design, development and rehabilitation); and records related to the restriction of land use. Also includes related, strategic planning documents referenced in the Official Plan such as long range plans pertaining to parks and recreation, transportation, the environment, active transportation, etc. | JB.a | Notice of decision | Permanent | Do not Destroy/ Archive | Archive all information | Yes | | Integrated City Planning Parks Maintenance and Forestry | 3001 2101 2009 | P25, P26, P27, P44, P75, R15, X07 |
| Planning | Planning and Development | Reference and Registered Plans | Includes Registered Plans of subdivision filed by plan number; and Reference Plans, which are plans that show a section or block of the registered plan of subdivision filed by plan number. Records may also include photographs of the City of Brampton filed by assigned numerical number according to geographical location. Plans are saved on EDDI Drawings & Plans Index as well as in hard-copy. | JB.b | Fiscal year end | Permanent | Do not Destroy/ Archive | Archive all information | | | Integrated City Planning Environment and Development Engineering | 2022 2025 2102 2101 3001 1202 3005 | P28, P29, P47, P48 |
| Planning | Planning and Development | Plan Development | Includes Records relating to the processing of development applications, including draft plan approval comments of proposed residential plans of subdivisions, commercial, institutional, industrial use and applications to amend the Official Plan and Zoning By-laws, site plan applications, minor variances, consents, etc. as it pertains to transportation and roads; and records relating to proposed plans for subdivision and the circulation of by-laws affecting the development, approval process for building layout and provision of services to the land. May include correspondence, development application and reports. Includes originals of sealed stamped drawings and storm design sheets, and condominium plans. Includes group homes, Development Charges and charges imposed with respect to the Site Plan process. Also includes records relating to the planning, design, development and redevelopment of parks and open | JB.c | Notice of decision or Assumption (Subdivisions); security released date or Certificate (Parks Construction); until superseded | 50 (General); Life of Asset (Parks Capital Project Files and group homes); Permanent (Road "As Constructed" Data Storm Design, Specifications, Agreements, Design Drawings) | Selective Archival | Archive development applications and reports | Yes | | Integrated City Planning Environment and Development Engineering Development Services and Design | 2000 2032, 2102 | F85, F86, N14, N15, N16, N17, P07, P09, P12, P13, P46, P15, P42, R15, R17, X04, X08 |
| Planning | Planning and Development | Strategic Planning | Includes records relating to the planning of strategies, initiatives, goals and objectives. May include general records relating to the mapping of the City of Brampton and surrounding areas. | JB.d | Approval of strategic plan | 10 | Confidentially Destroy | | | | Common | 2062 | A23, P50 |
| Planning | Planning and Development | Part-Lot Control | Includes records relating to the exercise of land division control over part-lots in accordance with the Planning Act. Includes applications, exemptions, correspondence, and decisions. | JB.e | Date by-law was passed | 10 | Confidentially Destroy | | | Yes | Integrated City Planning Development Services and Design Environment and Development Engineering | | P83 |
| Planning | Planning and Development | Horizontal/ Vertical Control Network (Surveying) - ACRIS | Includes all original data for the Horizontal/ Vertical Control Network such as horizontal/ vertical control surveys, Horizontal Control Monument Records, geodetic leveling notes, precise leveling notes, V.C. Net Adjustments and HZC reference sketches. | JB.f | Completion of Survey | Permanent (Documentation); 6 (Subject Files) | Do not Destroy; Confidentially Destroy | | | | Capital Works | 2062 | T23 |
| Planning | Planning and Development | Development Applications | Includes records relating to the development of airport facilities and runways, i.e. terminals, etc.; and institutions i.e. schools, churches, colleges and hospitals. | JB.g | Decision made on the application | 10 | Confidentially Destroy | | | | Integrated City Planning Development Services and Design | | P08, P22 |
| Planning | Planning and Development | Temporary Buildings | Includes records relating to the temporary use (3 years or less) of land, buildings or structures for purposes otherwise prohibited by the current zoning by-law. Includes Sales Trailers and records of all the financial records relating to the erection and/or demolition of Sales Trailers used to sell homes in subdivisions. | JB.h | End of Temporary Use | 6 | Confidentially Destroy | | | | Integrated City Planning Environment and Development Engineering Building | | F89, P43 |
| Planning | Address Management | | Includes records relating to the naming and renaming of street and City owned assets, including roads, parks and open spaces, pathways, and buildings. Also includes records relating to street address numbers including unit numbers. Records may include designations, the Street Index, and working files. | JC.x | Superseded | 50 | Selective Archival | Reason behind naming of street or park | | | Integrated City Planning Parks Maintenance and Forestry Building | 2101 2102 | B20 |

2023 Updates

| Date | Analyst | Code | Change | Contact | Complete |
|-----------|-----------|------|---|--|----------|
| 20-Feb-20 | Nicola | DB.x | Add to description: Also include Active Assist program records. | Sean Friedman, Jessica Shadd | Yes |
| 20-Feb-20 | Nicola | BJ.x | Licensing and Permits - citation change (2004) - Building Code Act changed from Update: will update citation with new O. Reg | Roxanne Van Damme, Deanna Bremner, Rick Conard | Yes |
| 02-Jun-20 | Nicola | EJ.X | Add Collections Administration - 35 years?? Discussed with Martin Finnegan. No changes required for retention. Need to update EJ.x to include "Non-parking Administrative Monetary Penalty System (AMPS) write-offs". Also the code EJ.x in GRM as I think this is incorrectly assigned. The content type report from Sabir will help us with this task too. | Annemilia Scola/Martin Finnegan | Yes |
| 24-Feb-21 | Nicola | EA.a | Remove 'tax sales' from description under EA.a and cross-reference the GB.g code. Can we remove used by Legal only on GB.g? Add <i>Registered Tax Sales to the description for GB.g</i> . Check Corporate Collections site to see where the GB.g code is being used or if it is currently being used. Decision was made by Yvonne to move tax sales under EA.b to make it permanent. | Andrea Steenburgh Nicola to review email from Andrea Steenburgh and the legislation citation to assign to the change. Booked meeting with Shannon Darling re: removing can only be used by legal line. (received confirmation that we can delete 'This record series can only be used by Legal' but will need to email them to assure them that no one else can request or dispose of their records. | Yes |
| 08-Feb-21 | Angelique | BJ.x | Add to description: Body Rub Parlour | Teresa Olsen | Yes |
| 20-Apr-22 | Angelique | GH.c | Add to description: includes video, photographs and complaints from the public without images present. | | Yes |

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|-----------|-----------|------|--|-------------------------|-----|
| 17-Oct-22 | Angelique | EB.a | Update the term 'mentally challenged' to say 'cognitive disabilities' | Janice Adshead | Yes |
| 18-Apr-23 | Nicola | IA.a | <p>Questions around 50 year retention for road construction projects. Benchmarking against other municipalities.</p> <p>Met with Sunil, Bishnu and IM Team and agreed to to 25 years for general records and Permanent for specifications, drawings and agreement)</p> | Sunil Sharma, Marja Mol | Yes |
| 18-Apr-23 | Nicola | IA.a | <p>A change may be suggested by Capital Works staff to the record series description.</p> <p>Sunil agreed with description updates: "Major Road Construction under Capital Construction Section. Includes material relating to the planning, design, construction and reconstruction of roads within the City of Brampton. Also, includes construction of noise attenuation walls, replacement of feature walls and construction of new sidewalks, multi-use trails/paths along existing roadways (excludes maintenance)."</p> | Sunil Sharma, Marja Mol | Yes |
| 20-Apr-23 | Nicola | BD.e | Records Management record series can be removed from the schedule as per Janice Adshead. | Janice Adshead | Yes |
| 20-Apr-23 | Nicola | BE.a | New record series added called Vital Statistics with a Permanent retention for registers of births, deaths and marriages; and land use surveys. Splitting up the Community Records & Statistics class code. | Janice Adshead | Yes |

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|-----------|--------|------|--|------------------------------|-----------------|
| 20-Apr-23 | Nicola | BG.a | Add a citation here for the <i>Municipal Elections Act</i> updated in 2023. Do DRO Statements need to be removed from this description, and added to the Election ballots description? Does the 6 year retention period still apply? Need to update citation table Updates: Citation 2119 added. Update: BG.c to vital records | Shawnica Hans, Shauna Danton | Yes |
| 20-Apr-23 | Nicola | BK.x | Remove Multilingual Services record series Update: received response from Strat Comm Meghan Stogdill to remove series | Strat Comm. ? | Yes |
| 20-Apr-23 | Nicola | BJ.x | Add citation 2004 | | Yes |
| 20-Apr-23 | Nicola | CC.x | Update Description by removing text: 'records relating to Public Relations Office service requests; and typed manuscripts, printed copies and related records regarding the publication of trade shows, current events etc.' | | Yes |
| 20-Apr-23 | Nicola | DC.x | Remove Social Services if not being used in Versatile. Confirming that there are only 9 files in VE. Some old. Transfer to Peel Archives as Selective Archival? | | Will not remove |
| 21-Apr-23 | Nicola | EE.x | Spitter tickets no longer applicable. Remove from schedule. | | Yes |
| 21-Apr-23 | Nicola | GA.b | Rename series to Orders to Comply. Confirm with Enforcement. Sue confirmed that the title series should be Complaints – Orders to Comply. | | Yes |
| 21-Apr-23 | Nicola | GB.a | Include in description: Brampton Appeals Tribunal (BAT). | | Yes |

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|-----------|-----------|---------|--|---|-----|
| 21-Apr-23 | Nicola | IA.c | Review description No changes required | | Yes |
| 21-Apr-23 | Nicola | IB.c | Update to say "Transit project files" | | Yes |
| 04-May-23 | Angelique | new/or | Need to capture Fire Services Record in schedule as this is a content type in SharePoint that is being used. Could be captured with IE.b but will need to speak with Fire Services first | | Yes |
| 04-May-23 | Angelique | new (CO | Need to capture Instant Messaging (Chat)...MS Teams as a line item in the schedule with a 30 day retention timeframe. Description: "Any instant messaging as part of a collaboration software used for routine communication. This includes MS Teams Chat such as one-on-one chats, group chats and meeting chats. Excludes chats within MS Channels". | | Yes |
| 04-May-23 | Angelique | BL.x | Need to change retention to 5 years and update description to: "5; System Backups (i.e. includes on-premise and cloud based applications); 7 years from end of fiscal year." Further updates were made after discussions with Pat Carmichael. Created a separate series for Backups, ____ | Peter Fay/Pat Carmichael | Yes |
| 11-May-23 | Angelique | GF.x | Need to update retention to 5 years to be in alignment with the 5 year retention on System backups. | | Yes |
| 26-May-23 | Angelique | IE.c | COB shares dispatch services with Mississauga and Caledon and therefore retention period needs to be the same as those other municipalities. Mississauga stores their recordings for 10 years. | Need to research (align with Mississauga) discuss with Fire (Oliver and JamieLee | Yes |

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|-----------|-----------|----------|--|------------------------------|-----|
| 26-May-23 | Angelique | AD.x | Need to spell out PM and DM. Jennifer's response: It stands for preventative maintenance and demand maintenance. | | Yes |
| 23-Jun-23 | Angelique | NEW (B | Need to include a line item for strong mayor powers and add two new citations Updated as per Peter: If possible, can the tertiary entry be changed from "Mayoral Orders to City Staff" to "Mayoral Decisions and Directives" as Part VI.1 of the act speaks to both decisions the Mayor can make independently and Directives to Staff to do things. The rest of the explanations, as you have them are fine, as per the legislation. | Peter | Yes |
| 29-Jun-23 | ANGelique | IA.b | update to trigger and retention timeframe Update: Bishnu is good with it this being permanent. | Bishnu | Yes |
| 29-Jun-23 | Angelique | JA.x | Suggestion to update retention period to permanent. After discussions with Michael and team, updated description, trigger and retention for JA.x and JB.c | Michael Herallal | Yes |
| 24-Jul-23 | Angelique | new - B | Separate campaign financials from BG.a (cross out from BG.a) | Shawnica Hans, Shauna Danton | Yes |
| 03-Aug-23 | Angelique | BE.x | update retention for community records created new series for vital stats records __. | Janice Adshead | Yes |
| 04-Aug-23 | Angelique | Legal Af | received approval to remove 'this series can only be used by Legal' | Sameer Aktar | Yes |

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| | Angelique | BD.a | update description. | | Yes |
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Citation Table: Regulatory and Legislative Obligations

Introduction:

The citation table is a compilation of legislative citations. relevant laws listed on official government websites were consulted. The last amendment date of the law has been included. Within the table the following definitions apply:

Citation #- This column assigns numbers to each citation for comparison to the records retention schedule.

Statute/Regulation – This column refers to the name of the statute or regulation and the section numbers of each individual citation.

Requirement/Best Practice – This column distinguishes each citation as being either a legal requirement or a best practice, the latter referring to a situation where it is recommended for the organization to retain the document for a certain period of time to respond to an action or an inquiry relating to the document in question. In some cases, considerations may be statutes that do not wholly apply to the organization in question, but may be used as a guideline upon which to base a retention requirement.

Retention Description – This column provides the specific citation referred to in the Statute/Regulation column. It also includes definitions and applications for the citation. Unless otherwise stated, the retention time frame is identified by number of years.

| Citation # | Statute/ Regulation | Retention Description | Requirement/ Best Practice | Retention Timeframe |
|------------|---|---|-------------------------------|-----------------------------|
| 1000 | Canada Labour Code (Canada Occupational Health and Safety Regulation), SOR/86-304, s. 12.14 | 12.14 (1) A record of all protection equipment provided by the employer shall be kept by him in the work place in which the equipment is located for a period of two years after it ceases to be used. (2) The record referred to in subsection (1) shall contain (a) a description of the equipment and the date of its acquisition by the employer; (b) the date and result of each inspection and test of the equipment; (c) the date and nature of any maintenance work performed on the equipment since its acquisition by the employer; and (d) the name of the person who performed the inspection, test or maintenance of the equipment. | Requirement | Ceases to be used + 2 years |

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| 1001 | Income Tax Act (Income Tax Regulations), C.R.C. 1978, c. 945, s. 5800(1)(a); as am. SOR/82-879, s. 2 | 5800. (1) For the purposes of paragraph 230(4)(a) of the Act, the required retention periods for records and books of account of a person are prescribed as follows: (a) in respect of (i) any record of the minutes of meetings of the directors of a corporation, (ii) any record of the minutes of meetings of the shareholders of a corporation, (iii) any record of a corporation containing details with respect to the ownership of the shares of the capital stock of the corporation and any transfers thereof, (iv) the general ledger or other book of final entry containing the summaries of the year-to-year transactions of a corporation, and (v) any special contracts or agreements necessary to an understanding of the entries in the general ledger or other book of final entry referred to in subparagraph (iv) | Requirement | Until corporation dissolved + 2 years |
| 1002 | Auditor General Act, R.S.O. 1990, c.A.35, s.9.2 | 9.2 (1) The Auditor General may examine accounting records relating to a reviewable grant received directly or indirectly by a municipality. 2004, c. 17, s. 12. (2) The Auditor General may require a municipality to prepare and submit a financial statement setting out the details of its disposition of the reviewable grant. 2004, c. 17, s. 12. | Requirement | Not Specified |
| 1003 | Canada Labour Code (Canada Occupational Health and Safety Regulation), SOR/86-304, ss. 14.20.(1), (3) (b), (4), (5)(b); as am. SOR/96-400, s. 1 | Before motorized or manual materials handling equipment is used for the first time in a work place, the employer shall set out in writing instructions on the inspection, testing and maintenance of that materials handling equipment. The inspection, testing and maintenance shall be performed by a qualified person who makes and signs a report of each inspection, test or maintenance work performed by the qualified person. The employer shall keep at the work place at which the motorized or manual materials handling equipment is located a copy of the report for a period of one year after the report is signed. | Requirement | 1 year |
| 1004 | Canada Labour Code (Canada Occupational Health and Safety Regulation), SOR/86-304, ss. 14.23.(1), (2), (4); as am. SOR/96-400, s. 1 | Every employer shall ensure that every operator of motorized materials handling equipment has been instructed and trained in the procedures to be followed unless under the direct supervision of a qualified person. Every employer shall keep a written record, in respect of an operator, of any instruction or training or as long as the operator remains in the employer's employment. | Requirement | Kept until employee terminated |
| 1005 | Canada Labour Code (Canada Occupational Health and Safety Regulation), SOR/86-304, ss. 15.9, 15.10, 15.11.(a); as am. SOR/89-479, s. 1 | | | Event + 10 |

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| 1006 | Canada Labour Code (Safety and Health Committees and Representatives Regulations), SOR/86-305, ss. 9.(1),(2),(4); as am. SOR/89-480, s. 5 | The minutes of each safety and health committee meeting shall be signed by two chairmen. The chairman selected by the representatives of the employer shall provide, as soon as possible after each safety and health committee meeting, a copy of the minutes to the employer and to each member of the safety and health committee. A copy of the minutes shall be kept by the employer at the work place to which it applies or at the head office of the employer for a period of two years from the day on which the safety and health committee meeting is held in such a manner that it is readily available for examination by a safety officer. | Requirement | 2 years |
| 1007 | Canada Labour Code, R. S. C. 1985 | 257. (1) A complaint or information under this Part may relate to one or more offences by one employer in respect of one or more of his employees. (2) Proceedings in respect of an offence under this Part may be instituted at any time within but not later than three years after the time when the subject-matter of the proceedings arose. | Requirement | Event + 3 |
| 1008 | Canada Labour Code, R. S. C. 1985, c. L-2, ss. 252.(2), 264 | Employee Records. Every employer shall make and keep for a period of at least thirty-six months after work is performed the records required to be kept by regulations made pursuant to paragraph 264(a) and those records shall be available at all reasonable times for examination by an inspector. | Requirement | Termination + 3 years |
| 1009 | Canada Labour Standards Regulations, under the Canada Labour Code, C. R. C. 1978, c. 986, ss. 24.(4), (5); as am. SOR/91-461, s. 21; SOR/94-668, s. 7 | (4) Every employer shall keep for a period of at least three years after the expiration of the employer's obligation under subsection 239.1(3) of the Act, the following information: (a) detailed reasons for an employee's absence due to work-related illness or injury; (b) a copy of any certificate of a qualified medical practitioner indicating that the employee is fit to return to work; and (c) the date the employee returned to work, or a copy of any notification from the employer to the employee and any trade union representing the employee that return to work was not reasonably practicable and the reasons why it was not. (5) An employer shall preserve the confidentiality of any certificate of a qualified medical practitioner provided to the employer concerning an employee. | Requirement | Event + 3 |
| 1010 | Canada Pension Plan Regulations, C.R.C. 1978, c. 385, s. 8; ss. 10-11 | | | |

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| 1011 | Canada Pension Plan, R.S.C. 1985, c. C-8, s. 24 | Every employer paying remuneration to an employee employed by him in pensionable employment shall keep records and books of account at his place of business or residence in Canada. These records are required to be kept until the expiration of six years from the end of the year. | Requirement | 6 years |
| 1012 | Competition Act, R.S.C. 1985, c. C-34, s. 36(4), as am., R.S.C. 1985 (4th Supp.), c. 1, s. 11 | An Act to provide for the general regulation of trade and commerce in respect of conspiracies, trade practices and mergers affecting competition. Any offences committed under the Act are subject to the following limitations. No action may be brought under subsection (1), in the case of an action based on conduct that is contrary to any provision of Part VI, after two years from a day on which the conduct was engaged in, or the day on which any criminal proceedings relating thereto were finally disposed of, whichever is the later; and in the case of an action based on the failure of any person to comply with an order of the Tribunal or another court, after two years from a day on which the order of the Tribunal or court was contravened, or the day on which any criminal proceedings relating thereto were finally disposed of, whichever is the later. | | 2 years after case closed |
| 1013 | Competition Act, R.S.C. 1985, c. C-34, s. 79(6), as am., R.S.C. 1985 (2nd Supp.), c. 19, s. 45 | (6) No application may be made under this section in respect of a practice of anti-competitive acts more than three years after the practice has ceased. | Requirement | 3 years |
| 1014 | Copyright Act (Canada), R.S.C. 1985, c. C-42, s. 56 | | | |
| 1015 | Copyright Act, R.S.C. 1985, c. C-42, s. 41; as am. R.S.C. 1985 (4th Supp.), c. 10, s. 9; S.C. 1997, c. 24, s. 22 | Copyright - Limitation. 41. (1) Subject to subsection (2), a court may not award a remedy in relation to an infringement unless (a) in the case where the plaintiff knew, or could reasonably have been expected to know, of the infringement at the time it occurred, the proceedings for infringement are commenced within three years after the infringement occurred; or (b) in the case where the plaintiff did not know, and could not reasonably have been expected to know, of the infringement at the time it occurred, the proceedings for infringement are commenced within three years after the time when the plaintiff first knew, or could reasonably have been expected to know, of the infringement. | Requirement | 3 years |

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| 1016 | Destruction of Paid Instruments Regulations, 1996, under the Financial Administration Act, SOR/97-238, s. 2 | <p>2. The Receiver General shall have the care and custody of any paid instrument that is provided to the Receiver General in accordance with subsection 36(1) of the Act and shall retain the instrument until it is destroyed in accordance with section 5. 5. (1) Subject to sections 3 and 6, at any time during the seventh year after an instrument has been paid, the Receiver General or the minister who issued the payment or settled the claim, as the case may be, shall destroy the paid instrument in accordance with subsection (2).</p> <p>(2) A paid instrument shall be destroyed by shredding, pulping, burning, crushing, erasing or any other means that will ensure that the paid instrument cannot be reused.</p> | Requirement | 7 years |
| 1017 | Employment Equity Act, (Employment Equity Regulations) SOR/96-470, s. 11(a - j) | <p>An employer shall establish and maintain the following Employment Equity Records:</p> <ul style="list-style-type: none"> (a) a record of each employee's designated group membership, if any; (b) a record of each employee's occupational group classification; (c) a record of each employee's salary and salary increases; (d) a record of each employee's promotions; (e) a copy of the workforce survey questionnaire that was provided to the employees and any other information used by the employer in conducting its workforce analysis; (f) the summary of the results of the workforce analysis required by section 7; (g) a description of the activities undertaken by the employer in conducting its employment systems review; (h) the employer's employment equity plan; (i) a record of the employer's monitoring of the implementation of its employment equity plan, undertaken in accordance with paragraph 12(b) of the Act; and (j) a record of activities undertaken by the employer and information provided to employees in accordance with section 14 of the Act. | Requirement | 2 years after termination of employee or 2 years after period covered by plan |

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| 1018 | Employment Equity Act, (Employment Equity Regulations) SOR/96-470, s. 12(3) | Records referred to in paragraphs 11(a) to (d) in respect of terminated employees shall be kept for two years after the date of their termination. Records referred to in paragraphs 11(e) to (j) shall be kept for two years after the period covered by the employment equity plan to which the records relate. Where a private sector employer has generated its annual employment equity report required by subsection 18(1) of the Act using specially designed computer software such as Employment Equity Computerized Reporting System (EECRS), the employer shall maintain a copy of the database or other computer record used to generate the report for two years after the year in respect of which the report is filed. | Requirement | 2 years after termination of employee or 2 years after period covered by plan |
| 1019 | Employment Equity Act, S.C. 1995, c. 44, s. 17 | | | Not Specified |
| 1020 | Employment Insurance Act, S. C. 1996 | | | 3 |
| 1021 | Employment Insurance Act, S.C. 1996, c.23, s.87 | | | 6 |
| 1022 | Excise Tax Act (Canada), R.S.C. 1985, c. E-15, s. 262, s. 286 | An Act respecting excise taxes. Every person required under this section to keep records shall retain them until the expiration of six years after the end of the year to which they relate or for such other period as may be prescribed. An application for a rebate under this Division shall be made in prescribed form containing prescribed information and shall be filed with the Minister in prescribed manner. Only one application may be made under this Division for a rebate with respect to any matter. | Requirement | 6 years |
| 1023 | Federal Court Act, R.S.C. 1985, c. F-7, s. 39 | An Act respecting the Federal Court of Appeal and the Federal Court. A proceeding in the Federal Court of Appeal or the Federal Court in respect of a cause of action arising otherwise than in a province shall be taken within six years after the cause of action arose. | | 6 years |
| 1024 | Financial Administration Act, R.S.C. 1985, c. F-11, s. 17(3) | (3) Every person who collects or receives public money shall keep a record of receipts and deposits thereof in such form and manner as the Treasury Board may prescribe by regulation | Requirement | Not Specified |

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| 1025 | Financial Administration Act, R.S.C., 1985, c. F-11, s. 131(1), (2) | <p>131. (1) Each parent Crown corporation shall cause</p> <p>(a) books of account and records in relation thereto to be kept, and</p> <p>(b) financial and management control and information systems and management practices to be maintained,</p> <p>in respect of itself and each of its wholly-owned subsidiaries, if any.</p> <p>(2) The books, records, systems and practices referred to in subsection (1) shall be kept and maintained in such manner as will provide reasonable assurance that</p> <p>(a) the assets of the corporation and each subsidiary are safeguarded and controlled;</p> <p>(b) the transactions of the corporation and each subsidiary are in accordance with this Part, the regulations, the charter and by-laws of the corporation or subsidiary and any directive given to the corporation; and</p> <p>(c) the financial, human and physical resources of the corporation and each subsidiary are managed economically and efficiently and the operations of the corporation and each subsidiary are carried out effectively.</p> | Requirement | Not Specified |
| 1026 | Financial Administration Act, R.S.C., 1985, c. F-11, s. 144(1), (2), (3) | An Act to provide for the financial administration of the Government of Canada, the establishment and maintenance of the accounts of Canada and the control of Crown corporations. On the demand of the auditor or examiner the corporation shall furnish such information and explanations, and access to records, documents, books, accounts and vouchers of the corporation or any of its subsidiaries as the auditor or examiner considers necessary to enable him to prepare any report as required by this Division and that the directors, officers, employees or agents are reasonably able to furnish. | | Not Specified |
| 1027 | Garnishment, Attachment and Pension Diversion Act (Pension Diversion Regulations), SOR/84-48, s. 18; as am. SOR/97-177, s. 13 | The Act allows for the garnishment of salaries and other remuneration paid to government employees and for the diversion of pension benefits to satisfy financial support orders. The Pension Diversion Regulations state that a plan member can submit an application to have their pension benefit diverted. If an application is received and the person named as a plan member in the application has not yet exercised an option under section 12 or 13 of the Public Service Superannuation Act, the application shall be retained by the Minister of Justice for a period of 12 months. Information pertaining to inactive garnishments must be kept for six years according to the Treasury Board of Canada website http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12138&section=text | Requirement | 6 years after garnishment fees paid |

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| 1028 | Government Employees Compensation Act, R.S., 1985, c. G-5, s. 4(2) | An employee or dependants are entitled to receive compensation at the same rate and under the same conditions as are provided under the law of the province where the employee is usually employed respecting compensation for workmen and the dependants of deceased workmen, employed by persons other than Her Majesty, who are caused personal injuries in that province by accidents arising out of and in the course of their employment; or are disabled in that province by reason of industrial diseases due to the nature of their employment. | | Not Specified |
| 1029 | Income Tax Act, R.S.C. 1985 (5th Supp.), c. 1, s. 230(1), (2.1), (5) | Every person carrying on business and every person who is required, by or pursuant to this Act, to pay or collect taxes or other amounts shall keep records and books of account (including an annual inventory kept in prescribed manner) at the person's place of business or residence in Canada or at such other place as may be designated by the Minister, in such form and containing such information as will enable the taxes payable under this Act or the taxes or other amounts that should have been deducted, withheld or collected to be determined. For greater certainty, the records and books of account required by subsection 230(1) to be kept by a person carrying on business as a lawyer (within the meaning assigned by subsection 232(1)) whether by means of a partnership or otherwise, include all accounting records of the lawyer, including supporting vouchers and cheques. Exception where no return filed that person shall retain every record and book of account that is required by this section to be kept and that relates to that taxation year, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the day the return for that taxation year is filed. | Requirement | 6 Years |
| 1030 | Income Tax Act, R.S.C. 1985, c. 1 (5th Supp.), s. 230 | An Act respecting income taxes. Records and books of account should be kept until the expiration of six years from the end of the last taxation year to which the records and books of account relate. | Requirement | 6 years |
| 1031 | Income Tax Regulations (Canada), C.R.C. 1978, | These regulations are part of the Income Tax Act. Every person who makes a payment in a taxation year shall remit to the Receiver General, such amount as is determined in accordance with rules set out in these regulations. All returns required shall be filed with the Minister on or before the last day of February in each year and shall be in respect of the preceding calendar year. | | Not Specified |

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| 1032 | Privacy Act (Privacy Regulations), SOR/83-508 | 4. (1) Personal information concerning an individual that has been used by a government institution for an administrative purpose shall be retained by the institution (a) for at least two years following the last time the personal information was used for an administrative purpose unless the individual consents to its disposal; and (b) where a request for access to the information has been received, until such time as the individual has had the opportunity to exercise all his rights under the Act. | Requirement | 2 years |
| 1033 | Trademarks Act (Canada), R.S.C. 1985, c. T-13, s. 30 | An Act relating to trade-marks and unfair competition. An application for the registration of a trade-mark should be filed with the Registrar of Trade-marks. | | Not Specified |
| 1034 | Transportation of Dangerous Goods Regulations (Canada) SOR/2001-286, s.3 .5, s.3 .11, s.6.6 | Relates to information that must be contained on a shipping document for the transportation of dangerous goods. A person who handles or transports dangerous goods must be adequately trained and hold a training certificate. An employer must keep a record of training or a statement of experience, as well as a copy of a training certificate, in electronic or paper form, beginning on the date the training certificate is issued and continuing until two years after the date it expires. | Requirement | 2 years after expiration |
| 1035 | Unemployment Insurance Regulations (Canada), C.R.C. 1978, c. 1576, s. 35 | | | 6 |
| 1036 | Unemployment Insurance Regulations, C.R.C. 1978, c. 1575, s. 4, ss. 19-20 | Regulations Respecting the Collection of Unemployment Insurance Premiums. Every employer shall remit the employees' premiums and the employer's premiums payable under the Act and these Regulations to the Receiver General on or before the 15th day of the month following the month in which the employer paid to the insured person remuneration or other insurable earnings in respect of which premiums were required to be deducted or paid thereunder. Every remittance by an employer of employees' premiums and employer's premiums to the Receiver General shall be accompanied by an information return in a form authorized by the Minister. | | Not Specified |

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| 1037 | Canada Labour Code (Canada Occupational Health and Safety Regulation), SOR/86-304, ss. 15.9, 15.10, 15.11.(a); as am. SOR/89-479, s. 1, SOP 2010 | Where an accident occurs the employer shall, within 14 days after the receipt of the police report of the accident, submit a copy of that report to a health and safety officer at the regional office or district office. Every employer shall, not later than March 1 in each year, submit to the Minister a written report setting out the number of accidents, occupational diseases and other hazardous occurrences of which the employer is aware affecting any employee in the course of employment during the 12 month period ending on December 31 of the preceding year. Every employer shall keep a copy of each report submitted or a period of 10 years following the submission of the report to the health and safety officer or the Minister; and the record or report for a period of 10 years following the hazardous occurrence. | Requirement | 10 years |
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Provincial (Ontario) Regulatory and Legislative Obligations

| Citation # | Statute/ Regulation | Retention Description | Requirement/ Best Practice | Retention Timeframe |
|------------|--|---|-------------------------------|------------------------|
| 2000 | Aggregate Resources Act, R.S.O. 1990, c. A.8, s. 12.2; s. 15.1; s. 18 ; s. 28; s. 32; s. 40.1. | The purposes of this Act are to provide for the management of the aggregate resources of Ontario; to control and regulate aggregate operations on Crown and private lands; to require the rehabilitation of land from which aggregate has been excavated; and to minimize adverse impact on the environment in respect of aggregate operations. If a licence is issued, the licensee shall serve a copy of the licence and a copy of the final site plan on the clerk of each municipality in which the site is located. Every licensee shall submit an annual report to the Minister for the purpose of assessing the licensee’s compliance with this Act, the regulations, the site plan and the conditions of the licence. On application, the Minister may transfer a licence. If a wayside permit is issued, the permittee shall serve a copy of the permit and a copy of the final site plan on the clerk of each municipality in which the site is located. The Minister may, at any time, suspend or revoke a wayside permit for any contravention of this Act, the regulations, the site plan or the conditions of the permit, effective as soon as the notice mentioned in subsection (2) is served upon the permittee. Notice of suspension or revocation of a permit, including reasons therefor, shall be served upon the permittee and, where applicable, upon the clerk of each municipality in which the site is located for their information. The Minister may accept the surrender of an aggregate permit on being satisfied that the permittee’s annual aggregate permit fees and rehabilitation security payments, and special payments if applicable, have been paid and that the rehabilitation has been performed in accordance with this Act, the regulations, the site plan, if any, and the conditions of the permit. Every licensee and permittee shall keep, for a period of seven years, detailed records of the operation for which the licence or permit has been issued, including copies of all documents relating to quantities of material removed from the site, inventories of material on the site, sales and shipments. | Requirement | 7 years |
| 2001 | Ambulance Act Regulations (General) O. Reg 257/00, s.19 | If an upper-tier municipality or delivery agent becomes responsible for ensuring the provision of land ambulance services during the year 2000 in accordance with the Act, the operator of an applicable enterprise that provides land ambulance services in the municipality or designated area shall, within 60 days of receiving a request from the Director, deliver to the Director closing financial statements for the ambulance service on forms provided by the Ministry, together with a copy of audited financial statements referred to in clause 17 (1) (c). | | |

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| 2002 | Ambulance Act Regulations (General), O. Reg. 501197, s. 25. | | | |
| 2003 | Assessment Act, R.S.O. 1990, c. A.31, s. 14; s. 53. | The assessment corporation shall prepare an assessment roll for each municipality, for each locality and for non-municipal territory and the assessment roll shall contain the information set out in this Act. Every person employed by the assessment corporation, a municipality or a school board who in the course of the person's duties acquires or has access to actual income and expense information on individual properties, and who wilfully discloses or permits to be disclosed any such information to any other person not likewise entitled in the course of the person's duties to acquire or have access to the information, is guilty of an offence and on conviction is liable to a fine of not more than \$2,000, or to imprisonment for a term of not more than six months, or to both. | | |

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| 2004 | <p>Building Code Act, 1992 Regulations, O. Reg 350/06 (Division C) s.1.2.2.; 1.3 -2 O. Reg. 332/12 Division C s. 1.2.2.1; 1.2.2.3; 1.3.2.2</p> | <p>Division C contains the administrative provisions of this Code. A person who intends to construct or have constructed a building required to be designed by an architect, professional engineer or both, shall ensure that they are retained to undertake the general review of the construction of the building in accordance with the performance standards of the Ontario Association of Architects or the Association of Professional Engineers of Ontario to determine whether the construction is in general conformity with the plans, sketches, drawings, graphic representations, specifications and other documents that are prepared and that form the basis for the issuance of a permit or any changes to it authorized by the chief building official. Copies of written reports arising out of the general review shall be forwarded to the chief building official or registered code agency by the architect, professional engineer or both. The applicant for a permit respecting the demolition of a building shall retain a professional engineer to undertake the general review of the project during demolition. Where a permit has been issued the person to whom it is issued shall have the permit or a copy of it posted at all times during construction or demolition in a conspicuous place on the property in respect of which the permit was issued. The person in charge of the construction of the building shall keep and maintain on the site of the construction the following documentation; at least one copy of drawings and specifications certified by the chief building official or a person designated by the chief building official to be a copy of those submitted with the application for the permit to construct the building, together with changes that are authorized by the chief building official or a person designated by the chief building official, and authorization or facsimiles of it received from the Building Materials Evaluation Commission, including specified terms and conditions.</p> <p>Division C contains the administrative provisions of this Code. A person who intends to construct or have constructed a building or part of it required by Sentences (1) and (4) to (9) to be reviewed by an architect or a professional engineer or a combination of both, shall ensure that an architect, professional engineer or both are retained to undertake the general review of the construction of the building in accordance with the performance standards of the Ontario Association of Architects or the Association of Professional Engineers of Ontario, as applicable, to determine whether the construction is in general conformity with the plans, sketches, drawings, graphic</p> | | |
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| 2005 | Charitable Institutions Act, R.S.O. 1990, c. C.9, s. 9.7 | A placement co-ordinator who authorizes a person's admission to an approved charitable home for the aged shall give to the approved corporation maintaining and operating the home the information mentioned in a paragraph of subsection (2) if, the placement co-ordinator has the information mentioned in the paragraph; and consent to the disclosure of the information to the approved corporation is given by, the person whose admission is authorized, or the person, if any, who was lawfully authorized to consent to admission. The information referred to in subsection (1) is the following: Information about assessments of the person whose admission is authorized. Information about the person's medical history. Information about the person's social and other care requirements. The name and address of the person, if any, who was lawfully authorized to consent to admission. | | |
| 2006 | Child and Family Services Act, R.S.O. 1990, c.C.11, s.7, S.85, s.193. | The Minister may provide services and establish, operate and maintain facilities for the provision of services; and make agreements with persons, municipalities and agencies for the provision of services and may make payments for those services and facilities out of legislative appropriations. This Act concerns grants and contributions, offences, the issuance and renewal of licences. | | |
| 2007 | College of Nurses of Ontario advises adherence to the following standard as proposed in the Nursing Act, 1991. (The standard has not yet been passed). | | | |
| 2008 | College of Nurses of Ontario standard (as proposed in the Nursing Act 1991 Regulation). | All Registered Nurses, Registered Practical Nurses and Nurse Practitioners practising within Ontario are members of the College of Nurses of Ontario. Only members of the College are allowed to refer to themselves as nurses in Ontario. A valid certificate of registration from the College is required of all nurses who wish to practise nursing in Ontario and perform the procedures in the Controlled Acts as set out in the Nursing Act 1991 Regulation. | | |
| 2009 | Condominium Act, R.S.O. 1990, c. C.26, s. 50 | An Act concerning the registration of condominium lands under the Land Titles Act or the Registry Act. Section 50 refers to the application of the Planning Act, subdivision control and exemptions. | | |

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| 2010 | Construction Lien Act, R.S.O. 1990, c. C.30, s. 34 | A lien or security interest may be preserved during the supplying of services or materials or at any time before it expires, where the lien attaches to the premises, by the registration in the proper land registry office of a claim for lien on the title of the premises and where the lien does not attach to the premises, by giving to the owner a copy of the claim for lien. | | |
| 2011 | Corporations Act, R.S.O. 1990, c. C.38, s. 299 | Minute Books - A corporation shall cause minutes of all proceedings at meetings of the shareholders or members and of the directors and of any executive committee to be entered in books kept for that purpose. Any such minutes are admissible in evidence as proof, in the absence of evidence to the contrary, of the proceedings. Where minutes have been made of the proceedings of a meeting the meeting shall be deemed to have been duly called, constituted and held and all proceedings had thereat to have been duly had and all appointments of directors, officers or liquidators made thereat shall be deemed to have been duly made. | | |
| 2012 | Corporations Act, R.S.O. 1990, c. C.38, s. 300 | Documents and registers - A corporation shall cause the following documents and registers to be kept: A copy of the letters patent and of any supplementary letters patent issued to the corporation and of the memorandum of agreement if incorporated by special Act, a copy of the Act. All by-laws and special resolutions of the corporation. A register of shareholders or members in which are set out the names alphabetically arranged of all persons who are shareholders or members or have been within ten years shareholders or members of the corporation and the address of every such person while a shareholder or member and, in the case of a company, in which are set out also the number and class of shares held by each shareholder and the amounts paid up and remaining unpaid on their respective shares. A register of directors in which are set out the names and addresses of all persons who are or have been directors of the corporation with the several dates on which each became or ceased to be a director. | | |
| 2013 | Corporations Act, R.S.O. 1990, c. C.38, s. 300 | The documents and registers mentioned in sections 41 and 300 are admissible in evidence as proof, in the absence of evidence to the contrary, before and after dissolution of the corporation, of all facts purporting to be stated therein. | | |

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| 2014 | Corporations Act, R.S.O. 1990, c. C.38, s. 302 | Books of account - A corporation shall cause to be kept proper books of account and accounting records with respect to all financial and other transactions of the corporation and, without derogating from the generality of the foregoing, records of all sums of money received and disbursed by the corporation and the matters with respect to which receipt and disbursement took place; all sales and purchases of the corporation; the assets and liabilities of the corporation; and all other transactions affecting the financial position of the corporation. | | |
| 2015 | Day Nurseries Act Regulations (General), R.R.O. 1990, Reg. 262, s. 27 | Every operator of a day nursery shall ensure that in respect of each day nursery operated by the operator, a written procedure approved by the local fire chief is established with respect to the duties of each member of the staff of each day nursery in the event of a fire; each staff member of each day nursery is instructed as to his or her responsibilities in the event of a fire before commencing work for the first time; the written procedure referred to in clause (a) is posted in a conspicuous place in each room in each day nursery that is used for the care of children; a fire drill is conducted at least once a month; a written record is kept of all fire drills, all tests of the fire alarm system and all tests of fire protection equipment and that each record is retained for at least two years from the date of the drill and test; and there is a designated place of shelter in the event the day nursery must be evacuated due to an emergency. | Requirement | 2 years after drill or test |

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| 2016 | Day Nurseries Act Regulations (General), R.R.O. 1990, Reg. 262, s. 4, s. 13, s. 25 | <p>13. (1) Every operator of a private-home day care agency shall ensure that before a premises is used as a location where private-home day care is to be provided by the operator, the premises, including the outdoor play space, is inspected by a private-home day care visitor employed by the operator to ensure compliance with the Act and this Regulation and, where the premises is so used, that further inspections are carried out every three months from the time of the initial inspection and at such other times as the operator or a Director considers necessary. R.R.O. 1990, Reg. 262, s. 13 (1).</p> <p>(2) The operator shall ensure that a record is kept of each inspection made under subsection (1) and that the record is maintained for at least two years from the date of the inspection. R.R.O. 1990, Reg. 262, s. 13 (2).</p> <p>25. (1) Every operator shall ensure that, where a report is made by the local medical officer of health or any person designated by the local medical officer of health or the local fire department with respect to a day nursery operated by the operator or a location where private-home day care is provided by the operator, one copy of the report is kept on the premises of the day nursery or at the head office of the private-home day care agency for at least two years from the date of its making and another copy is sent forthwith to a program advisor. R.R.O. 1990, Reg. 262, s. 25 (1).</p> | Required | 2 years after date of inspection |
| 2017 | Day Nurseries Act Regulations (General), R.R.O. 1990, Reg. 262, s. 48 | <p>48. (1) Every operator shall ensure that up-to-date records that are available for inspection by a program adviser at all times are kept on the premises of a day nursery or private-home day care agency operated by the operator that include in respect of each child enrolled,</p> <p>(2) Every operator shall ensure that a record is kept of the daily attendance of each child enrolled in each day nursery operated by the operator and in each location where private-home day care is provided by the operator. R.R.O. 1990, Reg. 262, s. 48 (2).</p> <p>(5) Every operator shall ensure that the records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child. R.R.O. 1990, Reg. 262, s. 48 (5).</p> | | 2 years after discharge of child |

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| 2018 | Day Nurseries Act Regulations (General), R.R.O. 1990, Reg. 262, s. 67, s. 69, s. 70 . | <p>67. (1) Every band or approved corporation claiming payment under the Act shall annually before a date fixed by a Director in each year prepare and submit to a Director, on a form approved by the Minister, an estimate of the costs and revenue and of the amount the Minister is to pay for the next fiscal year. O. Reg. 482/97, s. 4 (1); O. Reg. 501/00, s. 3 (1).</p> <p>69. (1) An application for payment under section 9 of the Act for a building project shall be made to the Minister on a form provided by the Minister. R.R.O. 1990, Reg. 262, s. 69 (1).</p> <p>(2) An applicant who applies under subsection (1) shall file with the Minister two copies of a site plan showing the location of the building or buildings, if any, on the site and, in the case of a building project with one or more of the elements referred to in paragraph 1, 2, 5 or 7 of the definition of “building project” in section 1,</p> <p>70. (1) No payment under section 9 of the Act shall be made for a building project except where,</p> <p>(a) the building project has been approved by the Minister;</p> <p>(b) the approved cost has been determined; and</p> <p>(c) the approvals of the Minister under section 6 of the Act, subsections 69 (2) and (3) and section 71 of this Regulation have been obtained. R.R.O. 1990, Reg. 262, s. 70 (1).</p> <p>(2) An approval of a building project by the Minister referred to in subsection (1) expires on the first anniversary of the date upon which the approval is given unless the building project has been commenced before such anniversary date. R.R.O. 1990, Reg. 262, s. 70 (2).</p> | Required | Not specified |
| 2019 | Day Nurseries Act Regulations (General), R.R.O. 1990, Reg. 262, s. 73 | 73. Every municipality, band or approved corporation that receives a payment under this Regulation shall keep and maintain a current inventory of all furnishings and equipment acquired by it and the inventory shall set forth each addition to or removal from inventory and the reasons therefor and shall be prepared in such manner as a Director may require. R.R.O. 1990, Reg. 262, s. 73. | Required | Not specified |

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| 2020 | Day Nurseries Act Regulations (General, R.R.O. 1990, Reg. 262, s. 64 | <p>64. (1) Every operator, except an approved corporation, shall keep financial records for each day nursery or private-home day care agency operated by the operator and shall retain such financial records for at least six years from the time of their making. R.R.O. 1990, Reg. 262, s. 64 (1).</p> <p>(2) The financial records referred to in subsection (1) shall show at least the,</p> <p>(a) assets;</p> <p>(b) liabilities;</p> <p>(c) income;</p> <p>(d) expenses; and</p> <p>(e) accumulated surplus and deficit,</p> <p>of the day nursery or private-home day care agency, as the case may be. R.R.O. 1990, Reg. 262, s. 64 (2).</p> | Required | 6 years |
| 2021 | Dentistry Act, 1991, S.O. 1991, c. 24 | <p>Records relating to dental claims submitted for financial reimbursement.</p> <p>Regulations: 12. Subject to the approval of the Lieutenant Governor in Council and with prior review by the Minister, the Council may make regulations,</p> <p>(a) regulating and governing the prescribing, dispensing, compounding and selling of drugs by members in the course of engaging in the practice of dentistry and ancillary matters, including establishing requirements and setting prohibitions;</p> <p>(b) requiring members to keep records respecting the prescribing, dispensing, compounding and selling of drugs and providing for the contents of those records;</p> <p>(c) requiring members to provide the College or the Minister with reports respecting the prescribing, dispensing, compounding and selling of drugs and providing for the contents of those reports. 2009, c. 26, s. 6 (2).</p> | Required | Not specified |

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| 2022 | Development Charges Act, 1997 Regulations (General), O. Reg. 82/98, s. 8, s. 9, s. 10, s. 12, s. 14, s. 15, s. 17 | <p>8. A development charge background study under section 10 of the Act shall set out the following for each service to which the development charge relates:</p> <ol style="list-style-type: none"> 1. The total of the estimated capital costs relating to the service. 2. The allocation of the costs referred to in paragraph 1 between costs that would benefit new development and costs that would benefit existing development. 3. The total of the estimated capital costs relating to the service that will be incurred during the term of the proposed development charge by-law. 4. The allocation of the costs referred to in paragraph 3 between costs that would benefit new development and costs that would benefit existing development. 5. The estimated and actual value of credits that are being carried forward relating to the service. 9. (1) Notice of the public meeting of the council is required 10. (1) This section applies to the notices relating to the passage of a development charge by-law that the clerk of a municipality is required to give under section 13 of the Act. 12. (1) The information described in subsection (2) is prescribed as information to be included in the statement of the treasurer of a municipality under section 43 of the Act. The information is in addition to the opening and closing balance for the previous year and the transactions relating to the year. 14. (1) A municipality shall prepare a pamphlet for each development charge by-law in force 15. (1) A notice required under paragraph 1 of subsection 64 (1) of the Act shall be given by the clerk of the municipality. <p>Transition Rules for Credits under Section 14 of the Old Act: 17. There are rules to apply with respect to credits given or required to be given</p> | Required | Not specified |
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| 2023 | Development Charges Act, 1997, c. 27, s. 10, s. 15, s. 20, s. 23, s. 42, s. 43, s. 46, s. 47, s. 48, s. 56 | <p>10. (1) Before passing a development charge by-law, the council shall complete a development charge background study.</p> <p>15. (1) If the clerk of the municipality receives a notice of appeal on or before the last day for appealing a development charge by-law, the clerk shall compile a record that includes,</p> <ul style="list-style-type: none"> (a) a copy of the by-law certified by the clerk; (b) a copy of the development charge background study; (c) an affidavit or declaration certifying that notice of the passing of the by-law and of the last day for appealing it was given in accordance with this Act; and (d) the original or a true copy of all written submissions and material received in respect of the by-law before it was passed. <p>20. (1) A person required to pay a development charge, or the person's agent, may complain to the council of the municipality imposing the development charge not later than 90 days after the day the development charge, or any part of it, is payable.</p> <p>23. (1) If a notice of appeal under subsection 22 (1) is filed with the clerk of the municipality on or before the last day for appealing a decision, the clerk shall compile a record that includes,</p> <ul style="list-style-type: none"> (a) a copy of the development charge by-law certified by the clerk; (b) the original or a true copy of the complaint and all written submissions and material received in support of the complaint; (c) a copy of the council's decision certified by the clerk; and (d) an affidavit or declaration certifying that notice of the council's decision and of the last day for appealing it was given in accordance with this Act <p>42. A municipality that has passed a development charge by-law may register the by-law or a certified copy of it against the land to which it applies</p> <p>43. (1) The treasurer of a municipality shall each year on or before such date as the council of the municipality may direct, give the council a financial statement relating to development charge by-laws and reserve funds established under section 33.</p> <p>46. (1) The clerk of a municipality that has entered into a front-ending agreement shall give written notice of an agreement and of the last day for filing an objection to the agreement, which shall be the day that is 40 days after the day the agreement is</p> | Required | |
| 2024 | Developmental Services Act, R.S.O. 1990, c.D.11, s.2. | 2. (1) The Minister may establish, operate and maintain one or more facilities and may furnish such services and assistance as he or she considers necessary upon such terms and conditions as the Minister sees fit. | Required | |

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| 2025 | Education Act Regulations, O. Reg. 20/98, s. 12 , s. 14, s. 15 . | <p>12. (1) This section applies to the notices relating to the passage of an education development charge by-law that the secretary of a board is required to give under section 257.64 of the Act. - personal service, fax or mail to every owner of land in the area to which the by-law applies or publication in a newspaper.</p> <p>14. (1) This section applies to the notices relating to a proposed by-law amending an education development charge by-law that a board is required to give under section 257.72 of the Act.</p> <p>15. (1) This section applies to the notices relating to the passage of a by-law amending an education development charge by-law that the secretary of a board is required to give under section 257.73 of the Act.</p> | Required | |
| 2026 | Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, s.10 | <p>3. (1) Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan. 2002, c. 14, s. 5 (1).</p> <p>10. Except for plans respecting continuity of operations or services, an emergency plan formulated under section 3, 6 or 8 shall be made available to the public for inspection and copying during ordinary business hours at an office of the municipality, ministry or branch of government, as the case may be. R.S.O. 1990, c. E.9, s. 10; 2009, c. 33, Sched. 9, s. 4.</p> | Required | |
| 2027 | Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 5. | <p>5. (1) Every taxpayer who is liable to pay tax under this Act for a year shall deliver to the Minister, on or before the prescribed date applicable to that taxpayer, a return in a form approved by the Minister setting out the amount of tax payable for the year under this Act, the amount or amounts on which the tax was calculated and such other information as may be required by the Minister for the purposes of this Act.</p> <p>Records and books of account:</p> <p>12. (1) Every person who is or was an employer with a permanent establishment in Ontario shall keep records and books of account in Ontario or at such other place as may be approved by the Minister. 1994, c. 8, s. 13 (1); 2004, c. 16, Sched. D, Table; 2009, c. 18, Sched. 11, s. 3.</p> <p>(4) Every person required by this section to keep records and books of account shall, until permission for their disposal is given by the Minister, retain each such record and book of account and every primary source document required to support and verify the entries and information in the records and books of account.</p> | Required | Not specified |

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| 2028 | Employment Standards Act, 2000 Regulations, O.Reg 287/01, s.3 | <p>Information about employees:</p> <p>3. (1) The following is the information about each employee that the owner or manager of premises shall give for the purposes of subsection 77 (1) of the Act:</p> <ol style="list-style-type: none"> 1. The employee's job classification or job description. 2. The wage rate actually paid to the employee. 3. A description of any benefits provided to the employee, including the cost of each benefit and the benefit period to which the cost relates. 4. The number of hours that the employee works in a regular work day and in a regular work week. 5. The date on which the provider hired the employee. 6. Any period of employment attributed to the provider under section 10 of the Act. 7. The number of weeks that the employee worked at the premises during the 26 weeks before the request date. 8. A statement indicating whether either of the following subparagraphs applies to the employee: <ol style="list-style-type: none"> i. The employee's work, before the request date, included providing building services at the premises, but the employee did not perform his or her job duties primarily at those premises during the 13 weeks before the request date. ii. The employee's work included providing building services at the premises, but the employee was not actively at work immediately before the request date, and did not perform his or her job duties primarily at the premises during the most recent 13 weeks of active employment | Required | Not specified |
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| 2029 | Employment Standards Act, 2000, S.O. 2000, c.41, s.15 | Retention of employee records: (5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods: 1. For information referred to in paragraph 1 or 3 of subsection (1), three years after the employee ceased to be employed by the employer. 2. For information referred to in paragraph 2 of subsection (1), the earlier of, i. three years after the employee's 18th birthday, or ii. three years after the employee ceased to be employed by the employer. 3. For information referred to in paragraph 4 of subsection (1) or in subsection (3), three years after the day or week to which the information relates. 4. For information referred to in paragraph 5 of subsection (1), three years after the information was given to the employee. | Required | Termination of employee + 3 years |
| 2030 | Employment Standards Act, 2000, S.O. 2000, c.41, s.15 | see 2029 above. | Required | Termination of employee + 3 years |
| 2031 | Environmental Assessment Act, 1992, c.37 | An Act to establish a federal environmental assessment process. Includes Regulations respecting studies or projects conducted by Canada Port Authority, Crown Corporations involved in the Provision of Commercial Loans, Federal Authorities, Infrastructure Projects, Projects Outside Canada. The projects and classes of projects that are set out in the schedule are prescribed projects and classes of projects for which a comprehensive study is required. The Regulations establish Timelines for Comprehensive Studies. Environmental impact statement guidelines remain valid for a period of three years beginning on the day on which the Agency provides them to the proponent. | | 3 years for Environmental impact statement guidelines |
| 2032 | Environmental Assessment Act, R.S.O. 1990, c. E.18, s. 5 | The purpose of this Act is the betterment of the people of the whole or any part of Ontario by providing for the protection, conservation and wise management in Ontario of the environment. Every proponent who wishes to proceed with an undertaking shall apply to the Minister for approval to do so. A document may be destroyed by or under the authority of the Minister when it has been completely recorded or copied and the recording or copy is retained for the purpose of inspection under this section. c.36 (6). | | |

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| 2033 | Environmental Protection Act Regulations O. Reg 189/94 as amended, s. 7, s.17 | Every person who conducts a test to determine if there is a leak in refrigeration equipment that uses a refrigerant shall place a notice on the equipment at the end of the test. In the case of a test conducted on refrigeration equipment in a motor vehicle, the required notice may be affixed to the frame or edge of the door nearest to the driver's seat. A copy of each notice shall be kept for a period of two years from the date of its issuance. | Requirement | 2 years |
| 2034 | Environmental Protection Act Regulations , O. Reg. 102/94, s. 5 | A person who is required under this Regulation to prepare a report of a waste audit or a waste reduction work plan shall retain a copy of the report or plan for at least five years after it was prepared. A person who is required under this Regulation to prepare a report of a waste audit or a waste reduction work plan shall submit to the Director, on request, the required report or plan, within seven days of the Director requesting them. | Requirement | At least 5 years after date prepared |
| 2035 | Environmental Protection Act Regulations , O. Reg. 232/98, s. 5, s. 6 , s. 8, s. 9 , s. 10 | The holder of an environmental compliance approval or the applicant for an environmental compliance approval to which a landfilling site is or will be subject shall notify the Director in writing within 30 days after any change in his, her or its identity or status or any change in ownership of the site or ownership of property rights in the contaminant attenuation zone. A person shall not establish a new landfilling site or increase the total waste disposal volume of an existing landfilling site unless a written report has been prepared in accordance with this section. This includes geologic and hydrogeologic conditions reports, surface water conditions of the site and surface water protection for the site and the design for the ground water protection features. The owner and the operator of a landfilling site shall ensure that daily records of site operations are made during the operation of the site and that the records are retained for at least two years after they are made. (s. 20) . The owner and the operator of a landfilling site shall ensure that, within three months after each anniversary of the date on which waste was first accepted at the site, an annual report is prepared respecting the operation of the landfilling site, including a summary of results from monitoring programs; and all of the reports are retained until at least two years after the site is closed. (s. 21) | Requirement | 2 years |
| 2036 | Environmental Protection Act Regulations, O.Reg. 101/94, s. 10, s. 15, s. 23 | A municipality that is required to establish a blue box waste management system or a leaf and yard waste system shall submit an annual report on the operation of the system to the Director on or before June 1 in every year. An operating plan, an Emergency response plan and a Contingency plan shall be kept at the site. | Requirement | At least 2 years after the event to which the information relates. (s.27) |

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| 2037 | Environmental Protection Act, R.S.O. 1990, c. E.19, s. 3 8 | The purpose of this Act is to provide for the protection and conservation of the natural environment. When the Director, upon reasonable and probable grounds, is of the opinion that a source of contaminant is discharging into the natural environment any contaminant that constitutes, or the amount, concentration or level of which constitutes, an immediate danger to human life, the health of any persons, or to property, the Director may issue a stop order. | | |
| 2038 | Environmental Protection Act, R.S.O. 1990, c. E.19, s. 18, s. 92 | The Director by a written order may require a person who owns or owned or who has or had management or control of an undertaking or property to have available at all times equipment, material and personnel specified in the order. To obtain, construct and install or modify the devices, equipment and facilities specified in the order at the locations and in the manner specified in the order and to implement procedures. Every person having control of a pollutant that is spilled and every person who spills or causes or permits a spill of a pollutant shall notify any municipality within the boundaries of which the spill occurred. Every person required by this Act or the regulations to retain a record shall make it available to a provincial officer for inspection upon his or her request. | | |
| 2039 | Expropriations Act, R.S.O. 1990, c. E.26, s. 9 , s. 10 | Where a proposed expropriation has been approved under this Act or under the Ontario Energy Board Act, 1998, the expropriating authority shall register, within three months after the granting of the approval, in the proper land registry office a plan of the land signed by the expropriating authority and by an Ontario land surveyor, and thereupon the land vests in the expropriating authority. Where a plan has been registered and no agreement as to compensation has been made with the owner, the expropriating authority may serve the owner, and registered owner, within thirty days after the date of registration of the plan, with a notice of expropriation of the owner's land but failure to serve the notice does not invalidate the expropriation. Where a plan has been registered, the registered owner may elect, by notice in writing served upon the expropriating authority, within thirty days after the owner was served with the notice to have the compensation to which the owner is entitled assessed. Where lands are found to be no longer required by the expropriating authority the owners should be given first chance to repurchase the lands. (s.42) | | |
| 2040 | Family Benefits Act Regulations (General), R.R. O. 1990, Reg. 3 66, s. 17, s. 18, s. 38 | Refers to the application process for receiving Family Benefits and the accompanying documentation required and the determination of family income. | | |

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| 2041 | Fire Protection and Prevention Act, 1997 Regulations O. Reg. 388/97 | <p>Fire Code - written records shall be kept of tests and corrective measures for two years after they are made, and the records shall be available upon request to the Chief Fire Official.</p> <p>If the time interval between tests exceeds 2 years, the written records shall be kept for the period of the test interval plus one year.</p> <p>In addition facilities regulated by or under the Developmental Services Act, written records shall be kept of inspections for two years after they are made, and the records shall be available upon request to the Chief Fire Official.</p> | Requirement | 2 years |
| 2042 | Fuel Tax Act Regulations, R.R.O. 1990, Reg. 464, s. 9, s. 13 | <p>A record of the quantities of fuel imported, purchased or otherwise received from suppliers including inventories that have been used in the operation of auxiliary equipment of a motor vehicle and with respect to which a refund has been or may be claimed; and the tax collectable and payable,</p> <p>shall be retained. A person required to maintain records, invoices, books of account or other documents may dispose of those records if the person first obtains the Minister's authorization to do so. A period of seven years has expired since the end of the calendar year to which the records relate.</p> | Requirement | 7 years |
| 2043 | Fuel Tax Act, R.S.O. 1990, c. F.35, s. 6.1 | <p>Every manufacturer, collector, distributor, importer, exporter, registered consumer, interjurisdictional carrier, interjurisdictional transporter, wholesale dealer or retail dealer shall keep at that person's principal place of business records and books of account in such form and containing such information as will permit the accurate determination of the taxes collectable or payable under this Act. Every person shall retain the records and books of account, as well as any other documents necessary to verify the information in the records and books of account, for a period of seven years following the end of the fiscal period to which the records and books of account relate, unless written permission for their disposal is received from the Minister.</p> | Requirement | 7 years |
| 2044 | Health Insurance Act, R.S.O. 1990, c. H.6, s. 17 | <p>Physicians, practitioners and health facilities shall prepare accounts for their insured services in such form as the General Manager may require. The accounts must meet the prescribed requirements. The physician, practitioner, health facility or, in the case of a patient who is billed directly, the patient must submit an account for an insured service to the General Manager within such time after the service is performed as may be prescribed. When submitted, the account must be in the required form and meet the prescribed requirements.</p> | | |

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| 2045 | Health Protection Act, R.S.O. 1990, c. H. 7, s. 16 | Every person who operates a food premise shall keep such records in respect of the manufacturing, processing, preparation, storage, handling, display, transportation and sale, or offering for sale of food on or in the food premise and the distribution of food from the food premise as are prescribed by the regulations, and shall keep the records in such form, with such detail and for such length of time as are prescribed by the regulations. | | |
| 2046 | Health Protection and Promotion Act Regulations, R.R.O. 1990, Reg. 569 | Regulations respecting the reporting of diseases. A report with respect to the person to whom the finding was made, be made within twenty-four hours of the making of the finding . Any report made under the Act that is referred to in this Regulation shall be forwarded to the Ministry using the integrated Public Health Information System (iPHIS), or any other method specified by the Ministry. | | |
| 2047 | Highway Traffic Act Regulations, R.R.O. 1990 | Regulations for Safety Inspections and Standards for vehicles including certificates/stickers. An annual inspection sticker is valid until the end of the twelfth month after the month of inspection indicated on the sticker. | Requirement | 1 year |
| 2048 | Homemakers and Nurses Services Act Regulations, R.R.O. 1990 | Homemakers or Nurses are required to be trained and should receive a course of instruction. A grant for the training can be applied for from the Minister of Health and Long-Term Care. A municipality or council who pays fees for the services of homemakers or nurses shall complete an application for reimbursement and submit it to the Director not later than the 20th day of the month following the month for which the application is made and complete a statement of the amount paid for each recipient and retain the statement in his or her files. The Director may inspect and audit the books, accounts and vouchers of the municipality or council and those of the Designated Service Coordinators who provide homemaking services. | | |

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| 2049 | Homes for the Aged and Rest Homes Act Regulations, R.R.O. 1990 | The municipality, municipalities or board maintaining and operating a home shall ensure that there are sufficient qualified administrative staff to manage and administer the home. The Administrator is responsible for keeping the records, completing the forms and making the returns required by the Act and this Regulation, and maintaining the confidentiality of all records and protecting the privacy and rights of the residents. The written records shall be retained along with the other records of the resident for at least twenty years after the last entry in the records with respect to the resident or, where the resident dies, for at least five years after the death of the resident. The books of account and ledgers of the home are audited annually. Each book of account and ledger shall be retained by the home for at least six years from the date of the last entry in the book or ledger. The administrator shall keep a separate book of account for a Trust Account that shall be retained for at least six years from the date the trust account is closed or becomes inactive. Fire inspection records shall be retained for at least two years. | | 20 years for resident records; 6 years after closed for financial records; 2 years after for fire inspection reports. |
| 2050 | Human Rights Code Regulations , O. Reg. 290/98, s. 1 | A landlord may request credit references and rental history information, or either of them, from a prospective tenant and may request from a prospective tenant authorization to conduct credit checks on the prospective tenant. | | |
| 2051 | Insurance Act, R.S.O. 1990 | CHAPTER I.8 23 (1), 26 (1) The Superintendent shall keep the following books and records: A register of all licences issued under this Act. A record of all securities deposited by each insurer with the Superintendent. The books and records required by this section to be kept, shall be open to inspection at such times and upon payment of such fees as may be established by the Minister. Official documents as evidence - "official document" means a certificate, licence, order, decision, direction, inquiry or notice under this Act. A true copy certified by the Superintendent is admissible in evidence to the same extent as and has the same evidentiary value as the document or thing of which it is a copy. Records are subject to audit if considered necessary. | | |

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| 2052 | Labour Act (Fair Wages and Hours of Labour Regulations), C.R.C. 1978, c. 1015, s. 14; as am; SOR/99-362, s. 6 | Regulate the wages and hours of labour for construction workers engaged in projects funded by the Government of Canada. Every contract shall include a provision that the contractor shall post and keep posted in a conspicuous place on the premises where work is being carried out or on premises occupied or used by workers engaged in or carrying out the work a copy of the schedule of wage rates applicable under the contract, a copy of the contractual provisions requiring the payment of fair wages, and a copy of any change in wages to be paid under the contract; keep books and records showing the names, addresses, classifications of employment and work of all workers employed under a contract and the rate of wages to be paid, wages paid and daily hours worked by the workers; and permit, at all reasonable times, an inspector to inspect their books, records and premises and provide an inspector with access to the contractor's premises for that purpose. | | |
| 2053 | Labour Relations Act, 1995, S.O. 1995, c.I, Sched. A, s.90 | Each party to a collective agreement shall file one copy with the Minister of Labour. | | |
| 2054 | Limitations Act, 2002 S.O. 2002, chapter 24 Schedule B | This Act applies to claims pursued in court proceedings. A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered. The limitation period of 2 years does not apply to Minors or Incapable persons. However, the ultimate limitation period for claims is 15 years after the act or omission on which the claim is based took place. There is no limitation period for a few exceptions stated in this Act under s. 16 (1). A limitation period may be suspended or extended by an agreement made on or after October 19, 2006. | Requirement | 2 years for most claims; 15 years for minors or incapable persons. |
| 2055 | Ministry of Community and Social Services Act, R.S.O. 1990, c.M.20, s.11, s.12. | From time to time the Lieutenant Governor in Council or the Minister may direct payment of grants and contributions for consultation, research and evaluation services with respect to programs of social services, community services and social planning and for the provision, encouragement and development of credit counselling services and other social or community services. Agreements may be made with organizations, municipalities or other persons or corporations respecting the provision of social services and community services including items, facilities and personnel. | | |
| 2056 | Ministry of Community and Social Services Act, R.S.O. 1990, c. M.20, s. 9 | An inspection of any book, record or account respecting the grant may be made by the Ministry of Community and Social Services and may require a recipient of a grant to prepare and submit a financial statement. | | |

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| 2057 | Ministry of Community and Social Services, Provincial/Municipal Integration of Able Bodied Sole Support Parents on Family Benefits Agreement | <p>A plan to reform Ontario's social assistance programs is currently in place. A report by Ontario's social assistance review commission published in October 2012 called for the merger of Ontario Works (OW) and the Ontario Disability Support Program (ODSP) into a single program to be delivered locally by municipalities.</p> <p>The sole-support parent's supplement, would be available through social assistance.</p> <p>http://www.thestar.com/news/canada/2012/10/24/ontario_commission_calls_for_integrated_welfare_program_to_include_the_disabled_and_remove_barriers_to_work.html The Ontario Works Act sets out policies and prodecures for benefit applicants who are sole support parents.</p> <p>http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=ec4564445c780410VgnVCM10000071d60f89RCRD&vgnextchannel=c7c5dac365280410VgnVCM10000071d60f89RCRD Families First is a program for sole support parents who receive Ontario Works Assistance. A collaboration of Ontario Works in Peel, Peel Children's Services, and Peel Health.</p> <p>http://www.peelregion.ca/ow/ourservices/community-program/families-first.htm#3</p> | | |
| 2058 | Ministry of Environment, Waste Management Improvement Program Agreement | <p>The Ontario Ministry of the Environment's newly-proposed Bill 91 would see Waste Diversion Ontario (WDO) replaced by a new overseer body that has the power to enforce a new individual producer responsibility (IPR) regime. The legislative changes, if passed, would be part of the new Waste Reduction Act, 2013. The changes would give the new body, called the Waste Reduction Authority, the ability to issue fines for non-compliance.</p> <p>Bill 91 was introduced at the Ontario Legislature on June 6, 2013. The role of municipalities will be set out in the Act including the need for an agreement between producers and municipalities.</p> | | |
| 2059 | Ministry of Health, Respite Care Operators Agreement, s. 7 | | | |
| 2060 | Ministry Ontario Works Directive 49.0 | <p>Conerns Information Sharing Agreements (Ontario Works Policy Directive 11.5) - The Minister may enter into an agreement with a band or person. An agreement under this section shall provide for the ownership, collection, use, disclosure and safeguarding of privacy of personal information and for a person's access to his or her own personal information, subject to the prescribed conditions.</p> | | |

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| 2061 | Municipal Act, 2001 Regulations, O. Reg. 438/97, s. 8 | <p>8. (1) If a municipality has an investment in a security prescribed under this Regulation, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council, each year or more frequently as specified by the council, an investment report.</p> <p>(2) The investment report referred to in subsection (1) shall contain,</p> <p>(a) a statement about the performance of the portfolio of investments of the municipality during the period covered by the report;</p> <p>(b) a description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report;</p> <p>(c) a statement by the treasurer as to whether or not, in his or her opinion, all investments were made in accordance with the investment policies and goals adopted by the municipality;</p> <p>(d) a record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security; and</p> <p>(e) such other information that the council may require or that, in the opinion of the treasurer, should be included.</p> <p>(3) Upon disposition of any investment made under paragraph 9 of section 2, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council a report detailing the proposed use of funds realized in the disposition.</p> | Requirement | Not specified |
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| 2062 | Municipal Act, 2001 S.O. 2001, Chapter 25 | <p>Retention of records - 254. (1) A municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner and, if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection. (3) If a municipality or a local board has a duty to retain and preserve records under this section, the municipality or local board may enter into an agreement for archival services with respect to the records. (4) Records transferred to a person pursuant to an agreement under subsection (3) remain, for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, under the ownership and control of the municipality.</p> <p>255. (1) Except as otherwise provided, a record of a municipality or local board may only be destroyed in accordance with this section. (2) Despite section 254, a record of a municipality or a local board may be destroyed if a retention period for the record has been established under this section and, (a) the retention period has expired; or (b) the record is a copy of the original record. (3) A municipality may, subject to the approval of the municipal auditor, 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.</p> <p>228. (1) A municipality shall appoint a clerk whose duty it is (a) to record, without note or comment, all resolutions, decisions and other proceedings of the council; (b) if required by any member present at a vote, to record the name and vote of every member voting on any matter or question; (c) to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council</p> <p>286. (1) A municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including, (d) maintaining accurate records and accounts of the financial affairs of the municipality</p> | | |
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| 2063 | Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, s. 6 | <p>5. (1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,</p> <p>(a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;</p> <p>(b) shall not take part in the discussion of, or vote on any question in respect of the matter; and</p> <p>(c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.</p> <p>(2) Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration.</p> <p>(3) Where the interest of a member has not been disclosed as required by subsection (1) by reason of the member's absence from the meeting referred to therein, the member shall disclose the interest and otherwise comply with subsection (1) at the first meeting of the council or local board, as the case may be, attended by the member after the meeting referred to in subsection (1).</p> <p>6. (1) Every declaration of interest and the general nature thereof made under section 5 shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the clerk of the municipality or secretary of the committee or local board, as the case may be.</p> <p>(2) Every declaration of interest made under section 5, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public.</p> | Requirement | Not specified |
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| 2064 | Municipal Freedom of information and Protection of Privacy Act, R.S.O. 1990 | <p>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15 - Compliance with Right of Access - obligation to disclose, draft by-laws, etc., advice or recommendations, law enforcement, relations with governments, third party information, solicitor-client privilege, danger to safety or health, personal privacy, information soon to be published.</p> <p>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, ss.17, 18, 19, 20, 21, 22, 43, 45 - Access to Information Request - Request, involvement of other institutions, notice of forwarding or transfer, notice of decision, notice of extension, notice to affected person, notice of refusal, notice of order, estimate of costs.</p> <p>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s.30 - Retention and Disposal of Personal Information: Staffing & Recruitment</p> <p>30. (1) Personal information that has been used by an institution shall be retained after use by the institution for the period prescribed by regulation in order to ensure that the individual to whom it relates has a reasonable opportunity to obtain access to the personal information.</p> <p>(4) A head shall dispose of personal information under the control of the institution in accordance with the regulations.</p> | Requirement | Not specified |
| 2065 | Nursing Homes Act, R.S.O. 1990 | <p>The Nursing Homes Act R.S.O. 1990, c. N.7 was repealed on July 1, 2010 when the Long-Term Care Homes Act, 2007 was enacted.</p> <p>Records - (3) Where the licensee's licence is revoked and the revocation becomes final or where the nursing home is otherwise being operated without a licence, the licensee and the administrator shall hand over to the Minister, or a person designated by the Minister, all the records that are in their possession or control and that pertain to the residents of the nursing home. R.S.O. 1990, c. N.7, s. 19.</p> | Requirement | Not specified |

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| 2066 | Occupational Health and Safety Act Regulation , O.Reg 278/05, s.10 , s.21 | <p>ASBESTOS ON CONSTRUCTION PROJECTS AND IN BUILDINGS AND REPAIR OPERATIONS 10. (1) An owner shall comply with subsections (2), (3), (4), (5) and (6) before,</p> <p>(a) requesting tenders for the demolition, alteration or repair of all or part of machinery, equipment, or a building, aircraft, locomotive, railway car, vehicle or ship;</p> <p>(b) arranging or contracting for any work described in clause (a), if no tenders are requested.</p> <p>The owner shall have an examination carried out in accordance with section 3 to establish whether any material that is likely to be handled, dealt with, disturbed or removed, whether friable or non-friable, is asbestos-containing material. Whether an examination is required under subsection (2) or not, the owner shall have a report prepared, stating whether the material is or is not asbestos-containing material.</p> <p>Asbestos work report</p> <p>21. (1) The employer of a worker working in a Type 2 operation or a Type 3 operation shall complete an asbestos work report in a form obtained from the Ministry for each such worker,</p> <p>(a) at least once in each 12-month period; and</p> <p>(b) immediately on the termination of the employment of the worker. O. Reg. 278/05, s. 21 (1).</p> <p>(2) As soon as the asbestos work report is completed, the employer shall,</p> <p>(a) forward it to the Provincial Physician, Ministry of Labour, and</p> <p>(b) give a copy to the worker. O. Reg. 278/05, s. 21 (2).</p> | Requirement | Not specified |
| 2067 | Occupational Health and Safety Act Regulationa, R.R.O. 1990, Reg. 859, s. 5, s. 6 | <p>WINDOW CLEANING 5. (1) When a person engaged in window cleaning is killed or critically injured, the written report required by section 51 must be completed. 6.</p> <p>When an accident involves the collapse or failure of a temporary or permanent support or structure that was designed by a professional engineer, the employer shall add to the report required by section 51 of the Act or to the notice required by section 52 of the Act a written opinion given by a professional engineer stating the cause of the collapse or failure, to be filed within fourteen days after the report or notice is filed</p> | | Not specified |

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| 2068 | Occupational Health and Safety Act Regulations , O. Reg 67/93 as amended, s.19 | <p>HEALTH CARE AND RESIDENTIAL FACILITIES - Ventilation</p> <p>19. (1) General indoor ventilation adequate to protect the health and safety of a worker shall be provided by natural or mechanical means.</p> <p>(2) A mechanical ventilation system shall be inspected every six months to ensure it is in good condition.</p> <p>(3) The inspection referred to in subsection (2) shall be carried out by a person who is qualified by training and experience to make such an inspection.</p> <p>(4) The person carrying out the inspection shall file a report on the inspection with the employer and with the joint health and safety committee or health and safety representative, if any.</p> <p>(5) A mechanical ventilation system,</p> <p>(a) shall be serviced and have maintenance work performed on it as frequently as recommended by the manufacturer; and</p> <p>(b) shall be serviced, have maintenance work performed on it or be repaired when a report referred to in subsection (4) indicates it is necessary to ensure the system is maintained in good condition</p> | | Not specified |
| 2069 | Occupational Health and Safety Act Regulations , O. Reg. 213/91, s. 12 | <p>CONSTRUCTION PROJECTS - 12. (1) This section applies with respect to an occurrence for which a report under subsection 51 (1) of the Act or a notice under section 52 or 53 of the Act is given, if the occurrence involves a failure of all or part of,</p> <p>(a) temporary or permanent works;</p> <p>(b) a structure;</p> <p>(c) an excavation wall or similar earthwork for which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it; or</p> <p>(d) a crane or similar hoisting device.</p> <p>(2) A constructor or employer who submits a report under subsection 51 (1) of the Act (notice of death or injury) or gives a notice under section 52 or 53 of the Act (notice of accident, etc.) shall also provide, within 14 days after the occurrence, a professional engineer's written opinion stating the cause of the occurrence.</p> | Requirement | Not specified |

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| 2070 | Occupational Health and Safety Act Regulations , O. Reg. 213/91, s. 145 , s. 152 | <p>CONSTRUCTION PROJECTS - 145. (1) The owner of an elevating work platform shall maintain it such that the safety factors of the original design are maintained.</p> <p>(2) The owner of an elevating work platform shall keep a permanent record of all inspections, tests, repairs, modifications and maintenance performed on it.).</p> <p>(3) The permanent record required by subsection (2),</p> <p>(a) shall be kept up-to-date;</p> <p>(b) shall include complete records from the more recent of,</p> <p>(i) the date of purchase, or</p> <p>(ii) the date this Regulation is filed; and</p> <p>(c) shall include the signature and name of the person who performed the inspection, test, repair, modification or maintenance.</p> <p>152. (1) The owner of a crane or similar hoisting device shall keep a permanent record of all inspections of, tests of, repairs to, modifications to and maintenance of the crane or similar hoisting device.</p> <p>(2) The owner of a crane or similar hoisting device shall prepare a log book for it for use at a project that shall include the record referred to in subsection (1) covering the period that is the greater of,</p> <p>(a) the immediately preceding twelve months; and</p> <p>(b) the period the crane or similar hoisting device is on the project.</p> <p>(3) The log book shall be kept with the crane or similar hoisting device.</p> <p>(4) The owner of a crane or similar hoisting device shall retain and make available to the constructor on request copies of all log books and records for the crane or similar hoisting device.</p> | Inspection Reports - Life of Equipment | Not specified |
| 2071 | Occupational Health and Safety Act Regulations , O. Reg. 213/91, s. 60 | CONSTRUCTION PROJECTS - 60.-63. Revoked: O. Reg. 628/05, s. 2. | | |

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| 2072 | Occupational Health and Safety Act Regulations , O. Reg. 67 /93, s. 60, s. 79 | <p>HEALTH CARE AND RESIDENTIAL FACILITIES - Equipment - 60. (1) An autoclave or sterilization machine shall,</p> <p>(a) if the sterilant used in it is ethylene oxide or another hazardous chemical, be vented to the outdoors;</p> <p>(b) be operated by a worker qualified by training and experience to do so;</p> <p>(c) have its operating and emergency instructions posted adjacent to it;</p> <p>(d) be maintained on a regular basis and be inspected at least once every three months;</p> <p>(e) be tested when first put into service and annually thereafter by a person qualified by training and experience to do so and a record of the test shall be kept; and</p> <p>(f) have a pressure relief valve set at a pressure not exceeding that for which it was designed and intended.</p> <p>(2) After its operation or use, an autoclave or sterilization machine shall not be opened until its pressure has returned to atmospheric pressure</p> <p>79. (1) Lifting equipment shall be thoroughly examined by a competent person to determine its capability of handling the maximum load as rated,</p> <p>(a) before being used for the first time; and</p> <p>(b) thereafter as often as necessary but not less frequently than recommended by the manufacturer and, in any case, at least once a year.</p> <p>(2) A permanent record shall be kept of each examination conducted under subsection (1) for as long as the equipment remains on the premises and for one year after the equipment is removed and the record shall be signed by the person who conducted it.</p> | | Equipment Removal + 1 year |
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| 2073 | Occupational Health and Safety Act Regulations , R.R.O. 1990, Reg. 851, ss. 6 & 51 | <p>INDUSTRIAL ESTABLISHMENTS - Notice of Accident - 6. Where a report or permanent record is prescribed to be kept, it shall be kept for,</p> <p>(a) a period of at least one year; or</p> <p>(b) such longer period as is necessary to ensure that at least the two most recent reports or records are kept.</p> <p>51. (1) A lifting device shall,</p> <p>(a) be so constructed, of such strength and be equipped with suitable ropes, chains, slings and other fittings so as to adequately ensure the safety of all workers;</p> <p>(b) be thoroughly examined by a competent person to determine its capability of handling the maximum load as rated,</p> <p>(i) prior to being used for the first time, and</p> <p>(ii) thereafter as often as necessary but not less frequently than recommended by the manufacturer and in any case, at least once a year,</p> <p>and a permanent record shall be kept, signed by the competent person doing the examination</p> | | Permanent |
| 2074 | Occupational Health and Safety Act Regulations, O. Reg. 67 /93, ss. 4-6 | <p>4. The employer shall keep on file all records or reports that are required to be kept under this Regulation for a period of at least one year or such longer period as is necessary to ensure that the two most recent reports or records are on file. 5. If a worker is killed or critically injured at a facility If an accident, explosion or fire causes injury to a worker If an accident, explosion or fire at a facility causes injury requiring medical attention but does not disable a worker from performing his or her usual work, the employer shall keep a record of that occurrence. The record kept by the employer under subsection (3) for inspection by an inspector shall be notice to a Director. 6. If an occurrence involves the collapse or failure of a temporary or permanent structure that was designed by a professional engineer or architect, the employer shall, within fourteen days after the occurrence, supplement the notice or report required by section 51 or 52 of the Act with the written opinion of a professional engineer as to the cause of the collapse or failure.</p> | | Not specified |
| 2075 | Occupational Health and Safety Act Regulations, O. Reg. 67/93, s. 43 | 43.-43.19 Revoked: O. Reg. 97/11, s. 1. | | |

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| 2076 | Occupational Health and Safety Act Regulations, R.R.O. 1990, Reg. 860, s. 17 | <p>WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS) - 17. (1) An employer who receives a controlled product from a supplier for use at a workplace shall obtain a supplier material safety data sheet for the controlled product.</p> <p>(2) A supplier material safety data sheet for a controlled product shall contain the same information as the material safety data sheet, if any, that the supplier is required in the circumstances to transmit to a purchaser of the controlled product under paragraph 13 (a) of the Hazardous Products Act (Canada).</p> <p>(3) When a supplier material safety data sheet obtained under subsection (1) is three years old, the employer shall, if possible, obtain from the supplier an unexpired supplier material safety data sheet if any of the controlled product remains in the workplace.</p> <p>(4) An employer who is unable to obtain a material safety data sheet as referred to in subsection (3) shall add all new hazard information for the controlled product to the existing supplier material safety data sheet on the basis of the ingredients disclosed in it.</p> <p>(5) An employer may provide a material safety data sheet in a different format from that of the supplier material safety data sheet for the controlled product or containing additional hazard information,</p> <p>a) if the material safety data sheet provided by the employer, subject to subsection 40 (6) of the Act, contains no less content than the supplier material safety data sheet; and</p> <p>(b) if the supplier material safety data sheet is available at the workplace and the employer-provided material safety data sheet indicates that fact.</p> <p>(6) If a supplier is exempted by subsection 9 (1) or section 10 of the Controlled Products Regulations (Canada) from providing a material safety data sheet for a controlled product, an employer is exempted from obtaining one from the supplier.</p> | Requirement | Not specified |
| 2077 | Occupational Health and Safety Act Regulations, R.R.O. 1990, Reg. 851, ss. 6 & 68 | <p>INDUSTRIAL ESTABLISHMENTS - 6. Where, under section 5 or 51, a report or permanent record is prescribed to be kept, it shall be kept for,</p> <p>(a) a period of at least one year; or</p> <p>(b) such longer period as is necessary to ensure that at least the two most recent reports or records are kept.</p> <p>67.-71. Revoked: O. Reg. 629/05, s. 4.</p> | | Last inspection + 2 years |

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| 2078 | Occupational Health and Safety Act Regulations, R.R.O. 1990, Reg. 859, ss. 39 & 40 , s. 41 | <p>WINDOW CLEANING - 39. (1) Every owner of a building where a suspended scaffold, boatswain's chair or similar single-point suspension equipment is to be used for window cleaning shall prepare a sketch or sketches showing all anchor points and related structures on the building that are suitable and adequate for the attachment of the suspended scaffold, boatswain's chair or similar single-point suspension equipment and the lifeline. 40. (1) Every owner of a building where sill work is done shall prepare a sketch or sketches showing all anchor points and related structures on the building that are suitable and adequate for the attachment of a lifeline for a worker who performs the sill work. 41. (5) A building owner shall keep a record of the inspections of any anchor points and any permanently-installed suspended scaffold at a building in a log book to be maintained and retained as long as the anchor points and suspended scaffold are used, showing,</p> <p>(a) the date on which each inspection is made;</p> <p>(b) the name and signature of the person making the inspection; and</p> <p>(c) any modifications or repairs made to an anchor point or a suspended scaffold, including the date they are made and the name and signature of the person making the modifications or repairs.</p> | Requirement | Not specified |
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| 2079 | Occupational Health and Safety Act, R.S. 0. 1990, c. 0.1, s. 12, s. 51, s. 52 | <p>12. (1) For workplaces to which the insurance plan established under the Workplace Safety and Insurance Act, 1997 applies, the Workplace Safety and Insurance Board, upon the request of an employer, a worker, committee, health and safety representative or trade union, shall send to the employer, and to the worker, committee, health and safety representative or trade union requesting the information an annual summary of data relating to the employer in respect of the number of work accident fatalities, the number of lost work day cases, the number of lost work days, the number of non-fatal cases that required medical aid without lost work days, the incidence of occupational illnesses, the number of occupational injuries, and such other data as the Board may consider necessary or advisable. 51. (1) Where a person is killed or critically injured from any cause at a workplace, the constructor, if any, and the employer shall notify an inspector, and the committee, health and safety representative and trade union, if any, immediately of the occurrence by telephone or other direct means and the employer shall, within forty-eight hours after the occurrence, send to a Director a written report of the circumstances of the occurrence containing such information and particulars as the regulations prescribe. 52. (1) If a person is disabled from performing his or her usual work or requires medical attention because of an accident, explosion, fire or incident of workplace violence at a workplace, but no person dies or is critically injured because of that occurrence, the employer shall, within four days of the occurrence, give written notice of the occurrence containing the prescribed information and particulars to the following:</p> <ol style="list-style-type: none"> 1. The committee, the health and safety representative and the trade union, if any. 2. The Director, if an inspector requires notification of the Director | Requirement | Not specified |
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| 2080 | Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, s. 26, s. 30 | <p>26. (1)An employer shall,</p> <p>(c) keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed;</p> <p>(d) accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed;</p> <p>(f) monitor at such time or times or at such interval or intervals the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed;</p> <p>(h) establish a medical surveillance program for the benefit of workers as prescribed;</p> <p>(i) provide for safety-related medical examinations and tests for workers as prescribed;</p> <p>(k) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and</p> <p>(l) carry out such training programs for workers, supervisors and committee members as may be prescribed.</p> <p>30. (1) Before beginning a project, the owner shall determine whether any designated substances are present at the project site and shall prepare a list of all designated substances that are present at the site.(2) If any work on a project is tendered, the person issuing the tenders shall include, as part of the tendering information, a copy of the list referred to in subsection (1).</p> | Requirement | Not specified |
| 2081 | Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, s. 29 | <p>Plans of workplaces</p> <p>(3) Where so prescribed, an owner or employer shall,</p> <p>(a) not begin any construction, development, reconstruction, alteration, addition or installation to or in a workplace until the drawings, layout and specifications thereof and any alterations thereto have been filed with the Ministry for review by an engineer of the Ministry for compliance with this Act and the regulations; and</p> <p>(b) keep a copy of the drawings as reviewed in a convenient location at or near the workplace and such drawings shall be produced by the owner or employer upon the request of an inspector for his or her examination and inspection.</p> | Requirement | Not specified |

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| 2082 | Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, s. 54 | <p>Powers of inspector 54. (1) An inspector may</p> <p>(c) require the production of any drawings, specifications, licence, document, record or report, and inspect, examine and copy the same;</p> <p>(d) upon giving a receipt therefor, remove any drawings, specifications, licence, document, record or report inspected or examined for the purpose of making copies thereof or extracts therefrom, and upon making copies thereof or extracts therefrom, shall promptly return the same to the person who produced or furnished them;</p> <p>(e) conduct or take tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace and for such purposes, take and carry away such samples as may be necessary;</p> <p>(f) require in writing an employer to cause any tests described in clause (e) to be conducted or taken, at the expense of the employer, by a person possessing such special expert or professional knowledge or qualifications as are specified by the inspector and to provide, at the expense of the employer, a report or assessment by that person</p> | Requirement | Not specified |
| 2083 | Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, s. 9 | 9. (2) A joint health and safety committee is required, at a workplace at which twenty or more workers are regularly employed. A committee shall maintain and keep minutes of its proceedings, conduct inspections, certifications, recommendations, responses, prepare inspection reports, testing strategies. | Requirement | Not specified |

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| 2084 | Occupational Health and Safety Act, R.S.O. 1990, Confined Space Regulation 632/05 | <p>7. (1) Before any worker enters a confined space, the employer shall ensure that an adequate written plan, including procedures for the control of hazards identified in the assessment, has been developed and implemented by a competent person for the confined space. (1) Every worker who enters a confined space or who performs related work shall be given adequate training for safe work practices for working in confined spaces and for performing related work, including training in the recognition of hazards associated with confined spaces. (5) The employer shall maintain up-to-date written records showing who provided and who received training under this section, the nature of the training and the date when it was provided.</p> <p>21. (1) In the case of a workplace that is not a project, the employer shall retain every assessment, plan, co-ordination document under section 4, record of training under subsection 8 (5) or 9 (2), entry permit under section 10, record of an inspection under subsection 12 (2) and record of a test under section 18, including records of each sample, for the longer of the following periods:</p> <ol style="list-style-type: none"> 1. One year after the document is created. 2. The period that is necessary to ensure that at least the two most recent records of each kind that relate to a particular confined space are retained. O. Reg. 95/11, s. 10. | Requirement | Current year + 2 years |
| 2085 | Ontario Disability Support Program (ODSP) Bulletin 005-2001 Ontario Works Bulletin 2001-08 | The Freedom of Information and Protection of Privacy Act and the Municipal Freedom of Information and Protection of Privacy Act, requires that personal information used by an institution shall be retained for at least one year after it is used. For unfounded allegations, this means one year after the completion of an assessment or investigation (including police, crown and trial activities, where applicable). | Requirement | Case closed + 1 year |

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| 2086 | Ontario Disability Support Program Act, 1997 Regulations, O. Reg. 222/98, s. 12, s. 14, s. 15 | APPLICATIONS FOR INCOME SUPPORT - 12. (1) A person is not eligible for income support if the person fails to provide the information the Director requires to determine initial or ongoing eligibility for income support. 14. (1) An application for income support shall be made to the Director in the form and manner approved by the Director. (2) The Director may require an applicant to provide information necessary to determine and verify the applicant's eligibility for income support. 16. (3) The application is not complete until the application and all accompanying forms, agreements and consents have been completed and signed and have been provided, together with any required verification of information, to the Director. (5) An application referred to in subsection 14 (1) that has not been completed within 90 days after a request under paragraph 1 of section 47 has been made shall be deemed to be withdrawn unless the Director approves a greater period of time for its completion | Requirement | Not specified |
| 2087 | Ontario Disability Support Program Act, 1997 Regulations, O. Reg. 222/98, s. 54 | 54. For the purpose of carrying out an investigation (5) If an eligibility review officer makes a demand, the person having custody of the things shall produce them to the officer. On issuing a written receipt, the officer may remove the things that are produced and may, (a) review or copy any of them; or (b) bring them before a justice of the peace, in which case section 159 of the Provincial Offences Act applies, or deal with them in accordance with the applicable provisions of the Criminal Code (Canada). (7) Except where clause (6) (b) applies, the officer shall review or copy things with reasonable dispatch and shall forthwith after doing so return the things to the person who produced them. (8) A copy certified by an officer as a copy made under clause (6) (a) is admissible in evidence to the same extent, and has the same evidentiary value, as the thing copied | Requirement | Not specified |
| 2088 | Ontario Disability Support Program Act, 1997 Regulations, O. Reg. 223/98, s. 1 | EMPLOYMENT SUPPORTS - 1. (1) An application for employment supports must be made on a form approved by the Director. | Requirement | Not specified |

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| 2089 | Ontario Disability Support Program Act, 1997, c. 25, Sch. B, s. 10, s. 16, s. 19 (notice of decision), s. 24, s. 34, 39 | <p>Application for income support - 10. (1) An application for income support shall be made in the prescribed manner and shall contain the prescribed information. (2) Despite any decision of the Director, the Tribunal or a court, a further application for income support may be made by an applicant or recipient upon new or other evidence or if material circumstances have changed. 16. (1) The Director may give a recipient notice in writing of a decision determining that an overpayment exists and, if the Director does, the notice shall set out the amount of the overpayment and the prescribed information concerning the decision. 19. The Director shall give notice to the applicant or recipient of a decision that may be appealed and the notice shall advise the applicant or recipient that he or she may request an internal review of it. 24. If there is a delivery agent under section 39, the delivery agent shall notify the Director of the prescribed appeals to the Tribunal and the Tribunal shall add the Director as a party, on his or her request. 34. An application for employment supports shall be made to the service co-ordinator for the geographic area in which the person applying resides. Agreement for delivery of income support. 39. (1) The Minister may enter into an agreement with a municipality, a band as defined under the Indian Act (Canada), a district social services administration board or a person providing that the municipality, band, board or person shall exercise those powers and duties of the Director relating to income support or financial assistance under section 49 that are specified in the agreement. (7) An agreement under this section shall provide for the ownership, collection, use, disclosure and safeguarding of privacy of personal information and for a person's access to his or her personal information subject to the prescribed conditions.</p> | Requirement | Not specified |
| 2090 | Ontario Disability Support Program Act, 1997, c. 25, Sch. B, s. 10, s. 16, s. 19, s. 24, s. 34 | see above. | | Not specified |

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| 2091 | Ontario Municipal Board Act Regulations, R.R.O. 1990, Reg. 889, s. 8.02, s. 11.03 , 31.01 | <p>Rules of Procedure. An application by a municipality for an order authorizing the issue of debentures or the raising of money beyond the current term of council shall be accompanied by a completed submission form. Where an application is made to the Ontario Municipal Board under the Planning Act, a submission form related to the particular application shall be completed and filed with the Board. A notice of motion shall identify the moving party; set out the time and place for the hearing of the motion; state the precise relief sought; specify the grounds to be argued, including a reference to any statutory provision or rule, if any, to be relied on; be accompanied by an affidavit of a person having knowledge, or information and belief; list the documents to be used at the hearing of the motion;</p> <p>state whether the moving party will seek leave of the Board to adduce oral evidence at the hearing of the motion and identify the nature of the evidence; identify the names and addresses of all parties, other than the moving party, and of any other person to whom the Board has directed notice be given; and identify by name, address and telephone number the moving party's solicitor or the moving party.</p> <p>A party who requires the attendance of a person as a witness at a hearing may serve the person with a summons to witness requiring him or her to attend the hearing at the time and place stated in the summons, and the summons may also require the person to produce at the hearing the documents or other things in his or her possession, control or power relating to the matters in question in the application or motion that are specified in the summons.</p> | | |
| 2092 | Ontario Registry Act, R.S.O. 1990, c.R.20, s.112(1) | <p>Title search period. A person dealing with land shall not be required to show that the person is lawfully entitled to the land as owner thereof through a good and sufficient chain of title during a period greater than the forty years immediately preceding the day of such dealing, except in respect of a claim referred to in subsection 113 (5). A claim of the Crown reserved by letters patent, of the Crown in unpatented land or in land for which letters patent have been issued, but which has reverted to the Crown by forfeiture or cancellation of letters patent, or in land that has otherwise reverted to the Crown, of the Crown or a municipality in a public highway or lane, of a person to an unregistered right of way, easement or other right that the person is openly enjoying and using; a claim arising under any Act; or a claim of a corporation authorized to construct or operate a railway, including a street railway or incline railway, in respect of lands acquired by the corporation after the 1st day of July, 1930, and owned or used for the purposes of a right of way for railway lines, or abutting such right of way.</p> | | |

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| 2093 | Ontario Water Resources Act Regulations, O. Reg. 435/93, s. 4, s. 9, s. 16, s. 17, s. 18, s. 19 , s. 20 | <p>Regulations regarding Water Works and Sewage Works.</p> <p>The owner of a facility shall file an application with the Director for classification of the facility. The owner shall ensure that the certificate is conspicuously displayed at the facility or at premises from which the operations of the facility are managed. The owner of a facility shall ensure that a copy of the licence of every licensed operator who is employed in the facility is conspicuously displayed at the operator's workplace or at premises from which the operations of the facility are managed. The owner of a facility shall ensure that operators and maintenance personnel in the facility have ready access to comprehensive operations and maintenance manuals that contain plans, drawings and process descriptions sufficient for the safe and efficient operation of the facility. The owner shall ensure that the manuals are reviewed and updated at least once every two years. The owner of a facility shall ensure that every operator employed in the facility is given at least forty hours of training every year. The training may include, for example, training in new or revised operating procedures, reviews of existing operating procedures, safety training and studies of information and technical skills related to environmental subjects. The owner shall ensure that records are maintained of the training given. The owner shall submit copies or summaries of the records to the Director when requested. The owner shall ensure that logs and other record-keeping mechanisms are accessible in the facility for at least two years after the last entry.</p> | | Manuals - 2 years until superseded; Logs and other records - at least 2 years |
| 2094 | Ontario Water Resources Act, R.S.O. 1990, c. 0.40, s. 32 | <p>Measures to alleviate effects of impairment of quality of water. Where it is in the public interest to do so, the Director, may require a person who owns, manages or has control of a sewage works, water works or other facility which may discharge material into a water or watercourse that may impair the quality of the water, to do any one or more of the following: To have available at all times, the equipment, material and personnel at the locations specified in the order to prevent, reduce or alleviate any impairment of the quality of the water or the effects of any impairment of the quality of the water.</p> <p>To obtain, construct and install or modify the devices, equipment and facilities specified in the order at the locations and in the manner specified. To implement the procedures specified in the order. To take all steps necessary to ensure that the procedures specified in the order will be implemented in the event that a water or watercourse becomes impaired or may become impaired. To monitor and record the quality and quantity of any water and to report to the Director. To study and to report to the Director measures to control the discharge into a water or watercourse of a material the effects of the discharge into a water or watercourse of a material, the water or watercourse into which a material may be discharged.</p> | | |

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| 2095 | Ontario Water Resources Act, R.S.O. 1990, c. O.40, ss. 52, 53 & 60 | <p>No person shall use, operate, establish, alter, extend or replace new or existing sewage works except under and in accordance with an environmental compliance approval.</p> <p>Appeals to Tribunal following refusal of approval - If an agreement under section 81 of the Environmental Protection Act was in force immediately before the repeal of Part VIII of that Act, the party administering the agreement shall keep all records in their possession or under their control for a period of 6 years from the date of the repeal or as otherwise prescribed under subsection (11); on the written request of the Director, deliver a record or certified copy of a record; a certificate as to the service of any document relating to Part VIII; a certificate as to the custody of any document relating to Part VIII; a certificate as to whether or not any document relating to Part VIII as specified in the request was received or issued. A record, certified copy of a record or a certificate that is or relates to an approval, certificate, consent, licence, notice, permit, order or return under Part VIII of the Environmental Protection Act shall be deemed to be an official document signed by an employee in the Ministry.</p> <p>The owner of sewage works shall make returns on the matters and within the time specified by the Director.</p> | Requirement | 6 years following the date of repeal |
| 2096 | Ontario Works Act, 1997 Regulations (General), O. Reg. 134/98, s. 14 s. 17, s. 18, s. 19 | These regulations set out the procedures for determining a person's eligibility for income assistance including information required from an employer. Includes the eligibility of a member of a benefit unit. Information needed may include a benefit unit's budgetary requirements, attendance and progress in an education or training program, employment and proposed employment assistance activities and their status in Canada. | | |

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| 2097 | Ontario Works Act, 1997 Regulations (General), O. Reg. 134/98, s. 59 | <p>A delivery agent may pay or provide one or more of the benefits to or on behalf of a person in the amount determined by the administrator. The benefits are the following:</p> <p>dental services, one or more prosthetic appliances, including eye-glasses, vocational training and retraining, travel and transportation, cost of moving, funeral and burial and costs of transporting a deceased person. Any other special service, item or payment authorized by the Director.</p> <p>An application for discretionary benefits shall be in the form and manner approved by the Director and shall be made to the administrator for the geographic area where the applicant resides. Beneficiaries under the Family Benefits Act and children on whose behalf financial assistance is provided under section 49 of the Ontario Disability Support Program Act, 1997 are prescribed classes for the purpose of clause 8 (c) of the Ontario Works Act, 1997. Children on behalf of whom temporary care assistance is provided. Ontario or a delivery agent is entitled to recover amounts paid from the persons or organizations liable for the payment of those costs.</p> | | |
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| 2098 | Ontario Works Act, 1997 Regulations (General), O. Reg. 134/98, s. 65 | <p>An eligibility review officer may enter any place that the officer believes contains evidence relevant to determining a person's eligibility for payments. They may inquire into all financial transactions, records and other matters that are relevant to the investigation; and demand the production for inspection of anything described in clause (b). An officer shall not, without the consent of the occupier, exercise a power to enter a place that is being used as a dwelling except under the authority of a search warrant. An officer shall exercise the powers only during business hours. A demand shall be in writing and shall include a statement of the nature of the things required. If an officer makes a demand, the person having custody of the things shall produce them to the officer. On issuing a written receipt, the officer may remove the things that are produced and may, review or copy any of them; or bring them before a justice of the peace, in which case section 159 of the Provincial Offences Act applies, or deal with them in accordance with the applicable provisions of the Criminal Code (Canada). A copy certified by an officer as a copy is admissible in evidence to the same extent, and has the same evidentiary value as the thing copied. For the purpose of carrying out an investigation, an officer may use a data storage, processing or retrieval device or system in order to produce a record in readable form. An officer may require information or material from a person who is the subject of an investigation or from any person who the officer has reason to believe can provide information or material relevant to the investigation. For the purposes of the Act and the regulations, a family support worker may enter into an agreement on behalf of the delivery agent with a person who has a legal obligation to provide support to a member of the benefit unit under an agreement or a court order or judgment regarding the recovery of income assistance paid for the benefit of that member from that person; assist a member of the benefit unit or the delivery agent with legal proceedings or in completing an agreement providing for support of a member of a benefit unit, including a domestic contract or a paternity agreement, and register any such agreement with the Family Responsibility Office; complete supporting documentation including directions regarding payment of funds; and collect, use and disclose personal information necessary to carry out his or her duties under this section, in accordance with any agreements entered into under section 71, 72 or 73 of the Act.</p> | | |
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| 2099 | Ontario Works Act, 1997 Regulations, O. Reg. 135/98, s. 2, s. 3 | An administrator shall complete a monthly application for payment of a subsidy by Ontario with respect to assistance paid in a month and shall forward it to the Director before the 20th day of the month next following. An administrator shall complete an annual application for payment of a subsidy by Ontario with respect to the cost of administration. An administrator shall complete a quarterly report with respect to the costs. An administrator shall complete a separate statement of account for each recipient to whom or on whose behalf assistance has been paid during each month and retain the statement in the administrator's files. The Director may require an administrator to provide them with whatever information as to the contents of the information that is considered necessary; require an inspection and audit of the books and accounts of the delivery agent. An administrator shall provide the Director with such information and evidence as may be required with respect to an applicant or recipient to determine whether or not they are eligible for assistance. | | |
| 2100 | Pay Equity Act, R.S.O. 1990, c. P.7, s. 13 | Documents, to be known as pay equity plans, shall be prepared in accordance with this Part to provide for pay equity for the female job classes in each establishment of every employer. Every employer who prepares and implements a pay equity plan shall be deemed not to be in contravention of subsection 7 (1) with respect to those employees covered by the plan or plans that apply to the employees but only with respect to those compensation practices that existed immediately before the effective date. | | |
| 2101 | Planning Act Regulations | This regulation concerns Minor Variance Applications and The Committee of Adjustment. Includes information and material to be provided by an applicant, notice given to the municipality and applicant before a hearing and the posting and publication of an application prior to approval. | | |
| 2102 | Planning Act, R.S.O. 1990, c. P.13, s. 51 | This Act concerns decisions made by the Municipal Board regarding planning matters. If all appeals are withdrawn and the time for appealing a decision has expired or if all appeals are withdrawn, the secretary of the Municipal Board shall notify the approval authority and the decision of the approval authority shall be deemed to have been made on the day after the day all appeals have been withdrawn. | | |

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| 2103 | Police Services Act, R.S.O. 1990, c. P.15, s. 39 | The municipal police services board shall submit operating and capital estimates to the municipal council that will show the amounts that will be required to maintain the police force and provide it with equipment and facilities; and to pay the expenses of the board's operation other than the remuneration of board members. The format of the estimates, the period that they cover and the timetable for their submission shall be as determined by the council. If the board is not satisfied that the budget established for it by the council is sufficient to maintain an adequate number of police officers or other employees of the police force or to provide the police force with adequate equipment or facilities, the board may request an appeal through the Ontario Civilian Police Commission. | | |
| 2104 | Public Sector Salary Disclosure Act, 1996, c. 1, Sch. A, s. 3 | The purpose of this Act is to assure the public disclosure of the salary and benefits paid in respect of employment in the public sector to employees who are paid a salary of \$100,000 or more in a year. The Management Board of Cabinet may require evidence that the funding received from the Government of Ontario in a year is less than 10 per cent of the body's gross revenues for the year. Not later than March 31 of each year every employer shall make available for inspection by the public without charge a written record of the amount of salary and benefits paid in the previous year by the employer to an employee paid at least \$100,000 as salary. An employer shall allow the public to inspect it at a suitable location on the employer's premises at any time during the employer's normal working hours throughout the period beginning on March 31 and ending on December 31 of the same year. | | |
| 2105 | Public Vehicles Act Regulations (General), R.R.O. 1990, Reg. 982, ss. 11 & 24 | Every licensee shall ensure that a chartered trip report is completed for each trip that the licensee operates and that a copy is given to the driver of each public vehicle involved in the chartered trip to be carried on the trip. A report must be signed by or on behalf of the licensee. A licensee shall keep a record of the hours of labour of all drivers and the vehicles driven during those hours; the operation of each public vehicle, showing each trip on which it is operated; and every chartered or special trip operated by the licensee, including a copy of every chartered trip report and shall make the records available at any reasonable time within one year for inspection by an officer of the Ministry. | | |

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| 2106 | Real Property Limitations Act, R.S.O. 1990, c.L.15, s.3(1) , s.4 | No entry, distress, or action shall be made or brought on behalf of Her Majesty against any person for the recovery of or respecting any land or rent, or of land or for or concerning any revenues, rents, issues or profits, but within sixty years next after the right to make such entry or distress or to bring such action has first accrued to Her Majesty. No person shall make an entry or distress, or bring an action to recover any land or rent, but within ten years next after the time at which the right to make such entry or distress, or to bring such action, first accrued to some person through whom the person making or bringing it claims, or if the right did not accrue to any person through whom that person claims, then within ten years next after the time at which the right to make such entry or distress, or to bring such action, first accrued to the person making or bringing it. | | |
| 2107 | Residential Tenancies Act, 2006, S.O. 2006, c.17, s.10,s.12, s.29), s.78 | This Act applies with respect to rental units in residential complexes. Includes the landlords right to collect income information about a prospective tenant. The information that should be included in a tenancy agreement, the payment of rent, any breaches in a landlord's obligations towards the tenant including harassment, illegally entering the rental unit, etc. the criteria for evicting a tenant. No application for settlement may be made more than one year after the day the alleged conduct giving rise to the application occurred. | | |
| 2108 | Retail Business Holidays Act Regulations, O.Reg. 711/91, s. 6 | Tourism Criteria. This Regulation sets out the tourism criteria that must be met before a municipality may pass an exempting by-law. An application for an exemption shall contain the following: a description of the area or the retail business establishment for which the exemption is sought. The justification, in relation to the seasonal nature of the tourist attraction, for the time period sought in the exemption. Information establishing that the tourism criteria set out in this Regulation are met. An application in respect of a retail business establishment shall be made only by that retail business establishment. | | |
| 2109 | Smoke-Free Ontario Act S.O. 1994, c. 10 | Concerns the sale and promotion of tobacco in Ontario including health warnings and sales via vending machines. Also prohibition, restrictions, convictions, inspections and inspection of records including drawings, specifications or floor plans for an enclosed workplace. | | |
| 2110 | Social Housing Reform Act, 2000, Chapter 27, s 23 (l) authority to incorporate, s(2) status. | The Minister of Municipal Affairs and Housing may incorporate corporations with share capital under the Business Corporations Act as local housing corporations, to perform the duties and exercise the powers of local housing corporations under this Act. This Act also includes information on Transfer of Documents and Disclosure of Records including archival documents to the Archives of Ontario. s 55. | | |

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| 2111 | Social Housing Reform Act, 2000, Ontario Regulation 368/01. | <p>This section prescribes records a service manager must keep and the lengths of time they must be kept. The service manager must keep a record received by the service manager from the Minister for at least seven years after the record is received. If the record is an agreement it must be kept for at least seven years after the agreement is terminated or expires. If the service manager has or had a duty to pay a subsidy for a housing project records must be kept for at least five years after the date on which the duty to pay the subsidy is terminated. This includes an operating agreement, construction contract, ground lease, contract with a development consultant or architect or any title document relating to the development or construction of the housing project (a drawing, plan or technical specification).</p> <p>If the service manager enters into an agreement under section 16 of the Act, the service manager must keep a copy of the agreement, together with all records related to the implementation or administration of the agreement, for at least five years after the agreement is terminated or expires.</p> <p>The service manager must keep the following for at least seven years after the notice is given: a copy of the notice. any record relied upon by the service manager to determine the existence of the situation, any record used in the preparation of the notice, any record related to the rectification of the situation.</p> <p>The service manager must keep a copy of each annual report and every document used in the preparation of the report for at least seven years after it is given to the Minister.</p> <p>If responsibility for a housing project is transferred to the service manager they must keep a record that relates to the housing project for at least seven years after the record is created or received by the service manager. If more than one subsection in this section applies with respect to a record, the record shall be kept long enough to satisfy all the subsections that apply.</p> | Requirement | 7 years |
| 2112 | Technical Standards and Safety Act Regulations O.Reg 220/01, s.5 | No person shall operate or use or permit a boiler, pressure vessel, fitting or piping to be operated or used unless a valid certificate of inspection has been issued in respect of the boiler, pressure vessel, fitting or piping. | | |

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| 2113 | Technical Standards and Safety Act Regulations, O. Reg 209/01 as amended, s.20 , s.33, s.34, s.3 7 | <p>If this Regulation, including the code adoption document, requires a laboratory or organization to carry out an engineering test on or a certification of an elevating device component, the person who carries out the test or certification shall file the test or certification document with the director. Where maintenance is carried out on equipment such as an elevator, it should be done in accordance with requirements for periodic inspection set out in the code adoption document. The inspection and tests required shall be carried out at intervals as long as the interval between the inspections or tests is not longer than 12 months. No inspection or test is required for an elevating device if the operational reliability of the device is proven through type testing and certification.</p> <p>Where the ownership of an elevating device changes, the records shall be transferred to the new owner. A record of inspections and tests shall be kept in the log book. Every owner of an elevating device and every contractor shall maintain a log book for each elevating device that they own or maintain, and the log book shall contain up-to-date data on all maintenance functions required to be recorded in the log book by the applicable code or standard referred to in the code adoption document; and such other data as are required to be kept by this Regulation. The log book shall be kept for a period of at least five years from the date of the last entry in the log book. The log book data shall be readily available at the location of the elevating device to an inspector, maintenance mechanic and other persons designated by the owner. A list of persons to be called in case of an equipment or power failure, an accident or any other emergency involving the elevating device is readily available at the location of the installation.</p> <p>A copy of the registered design submissions and general instructions for maintenance of the elevating device is readily available to an inspector and contractor; and on the transfer of ownership of an elevating device, a copy of the registered design submission and the instructions from maintenance are delivered to the new owner.</p> | Requirement | Logbooks - at least 5 years |
| 2114 | Workplace Safety and Insurance Act, 1997 Regulations, R.R.O. 1990, Reg. 1101, s. 5 | First Aid Requirements. Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given. | | |

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| 2115 | Workplace Safety and Insurance Act, 1997, c. 16, Sch. A, s. 75, s. 80 | Every Schedule 1 and Schedule 2 employer shall register with the Board within 10 days after becoming such an employer. When registering, a Schedule 1 employer shall give the Board a statement setting out the total estimated wages that workers are expected to earn during the current year. When registering and at such other times as the Board may require, a Schedule 1 employer shall give the Board such information as it may require to assign the employer to a class, subclass or group and such other information as the Board may request. When registering and at such other times as the Board may require, a Schedule 2 employer shall give the Board such information as it may require to determine the amount of any payment to the Board that may be required under the insurance plan and such other information as the Board may request. A Schedule 1 employer shall keep accurate records of all wages paid to the employer's workers and shall keep the records in Ontario. The employer shall produce the records referred to in subsection (1) when the Board or any of its officers requires the employer to do so. | | |
| 2116 | Workplace Safety and Insurance Act, 1997, c. 16, Sch. A, s. 78 | Every year a Schedule 1 employer shall give the Board a statement setting out the total wages earned during the preceding year by all workers and such other information as the Board may request. The statement must also set out the total estimated wages that workers are expected to earn during the current year. If the statement is made by a employer of a municipal volunteer fire brigade, of a volunteer ambulance brigade or of auxiliary members of a police force, it shall set out, the number of members of the brigade or auxiliary members of the police force; and the amount of earnings to be attributed to each member for the purposes of the insurance plan. If an employer does not submit a statement to the Board, the Board may determine the amount of premiums that should have been paid by the employer, and if it is later ascertained that the amount of the premium is less than the actual amount of the premium that should have been paid, the employer is liable to pay to the Board the difference. The Board may require an employer who fails to submit a statement to pay interest at a rate determined by the Board. A payment is in addition to any penalty imposed by a court for an offence under section 152. | | |

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| 2117 | Workplace Safety and Insurance Act, 1997, Sch. A, c. 16, s. 21, s. 22, s. 37, s. 47, s. 58 | This Act concerns the procedures that must be followed by an employer and an employee after an employee has an accident in the workplace. An agreement between a worker and his or her employer to waive or to forego any benefit to which the worker or his or her survivors are or may become entitled under the insurance plan is void. An employer shall notify the Board within three days after learning of an accident to a worker if the accident necessitates health care or results in the worker not being able to earn full wages. A worker shall file a claim as soon as possible after the accident but in no case shall he or she file a claim more than six months after the accident or, in the case of an occupational disease, after the worker learns that he or she suffers from the disease. A claim must be on a form approved by the Board and must be accompanied by such information and documents as the Board may require. Includes information on the disclosure of information, medical assessments, determination, redetermination and the payment of claims. The worker is not entitled to request a redetermination until 12 months have elapsed since the most recent determination by the Board concerning the degree of his or her impairment. | | |
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| 2118 | <p>Ministry of Attorney General, Provincial Offences Act, R.S.O. 1990, c. P.33</p> | <p>At the time of the POA transfer, the Province executed 52 Transfer Agreements with municipalities which included a Memorandum of Understanding (MOU) and a Local Side Agreement. The MOU outlines the obligations of the Municipal Partner and the Ministry of the Attorney General. Schedule 2 of the MOU states the retention of the charging document.</p> <p>The Provincial Offences Act is the procedural legislation for administering and prosecuting provincial offences. These offences include charges under the Highway Traffic Act, the Compulsory Automobile Insurance Act, the Trespass to Property Act, the Liquor Licence Act, and other provincial legislation, municipal by-laws and minor federal offences. The P.O.A. governs all aspects of the legal prosecution process, from serving an Offence Notice to an accused person to conducting trials including sentencing and appeals. In June of 1999, the City of Brampton entered into a Memorandum of Understanding with the Ministry of the Attorney General, which transferred the responsibility for the administration and prosecution for provincial offence charges to the City.</p> <p>This transfer included the functions of Clerk of the Court for proceedings commenced under the Provincial Offences Act Part I (e.g traffic tickets), Part II (e.g. parking tickets) and Part III (e.g. summons') to the City.</p> <p>The responsibility for prosecution of Part I, Part II and some Part III offences was also transferred to the City.</p> | <p>Once a matter has been completed all proceedings commenced under Parts I and III of the Act, the calendar year of the date of judgment plus 2 additional years, except where there has been an accident or a charge of careless driving, the calendar year of the judgment plus 7 additional years.</p> <p>For all proceedings commenced under Part II of the Act, the calendar year of the date of judgment plus 2 additional years. Any other record retention requirements prescribed by law.</p> |
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| 2119 | Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched. | <p>120-day retention period 88 (1) The clerk shall retain the ballots and all other documents and materials related to an election for 120 days after declaring the results of the election under section 55. 1996, c. 32, Sched., s. 88 (1); 2009, c. 33, Sched. 21, s. 8 (49).</p> <p>Destruction of records (2) When the 120-day period has elapsed, the clerk,</p> <p>(a) shall destroy the ballots, in the presence of two witnesses; and</p> <p>(b) may destroy any other documents and materials related to the election. 1996, c. 32, Sched., s. 88 (2); 2009, c. 33, Sched. 21, s. 8 (50).</p> <p>Exception, recount (3) However, the clerk shall not destroy the ballots, documents or materials if,</p> <p>(a) a court orders that they be retained; or</p> <p>(b) a recount has been commenced and not finally disposed of. 1996, c. 32, Sched., s. 88 (3).</p> <p>Exception, election campaign finance documents (4) Subsection (2) does not apply to documents filed under sections 88.25, 88.29 and 88.32, which the clerk shall retain until the members of the council or local board elected at the next regular election have taken office. 1996, c. 32, Sched., s. 88 (4); 2009, c. 33, Sched. 21, s. 8 (51); 2016, c. 15, s. 45 (1).</p> | Requirement | <p>120 days retention for election records except campaign finance documents.</p> <p>Election campaign finance documents shall be retained until the member of the council or local board elected at the next regular election have taken office (4 years).</p> |
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| 2120 | <p>O. Reg. 580/22: PROVINCIAL PRIORITIES under Municipal Act, 2001, S.O. 2001, c. 25</p> <p>Municipal Act, 2001, S.O. 2001, c. 25 PART VI.1. Special Powers and Duties of the Head of Council. 284.3; 284.4</p> | <p>Directions to municipal employees.</p> <p>For the purposes of exercising powers or performing duties under this Part, the head of council may, in writing, exercise the powers of the municipality to direct municipal employees to, (a) undertake research and provide advice to the head of council and the municipality on policies and programs of the municipality or of the head of council as they relate to the powers and duties under this Part; and (b) carry out duties related to the exercise of the power or performance of the duty, including implementing any decisions made by the head of council under this Part.</p> <p>2022, c. 18, Sched. 2, s. 1.</p> <p>In writing</p> <p>If the head of council exercises a power or performs a duty under this Part, the head of council shall do so in writing and in accordance with the regulations, if any. 2022, c. 18, Sched. 2, s. 1. The head of council shall, in accordance with the regulations, make any prescribed information and documents available to the public and to any other prescribed persons or classes of persons.</p> <p>2022, c. 18, Sched. 2, s. 1.</p> | Requirement | |
| 2121 | <p>O. Reg. 530/22: PART VI.1 OF THE ACT under Municipal Act, 2001, S.O. 2001, c. 25</p> | <p>When directing municipal employees under section 284.3 of the Act, the head of council shall, by the next business day, provide a written record of the direction to the clerk and chief administrative officer, if one is appointed.</p> <p>Except as otherwise provided in the Act and this Regulation, when exercising a power or performing a duty under Part VI.1 of the Act the head of council shall, (a) by the next business day, provide the written record produced in accordance with subsection 284.4 (1) of the Act to each member of council and to the clerk; and (b) subject to the Municipal Freedom of Information and Protection of Privacy Act, make the written record available to the public.</p> | Requirement | |

| Regional (Peel) Regulatory and Legislative Obligations | | | | |
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| Citation # | Statute/ Regulation | Retention Description | Requirement/ Best Practice | Retention Timeframe |
| 3000 | Controlled Access Roads By-Jaw 59-77, s. 3 | To designate Regional roads as controlled access highways and to prohibit or regulate the construction and use of any access onto highways under the jurisdiction of The Region; (By-law 59-77 repealed by BY-LAW NUMBER 62-2013 - a by-law to consolidate and amend the by-laws that designate Regional roads as controlled access roads and to prohibit or regulate the construction and use of any access onto a Regional road, and to repeal By-law Numbers 59-77, 45-83,120-83, 56-93 and 75-2012.) 7. An Applicant Regional Road access shall submit security in such an amount and form as, in the opinion of the Commissioner, is sufficient to cover the cost of repairing any damage to the Regional Road resulting from road and Access works, which security shall be reduced to 10% upon satisfactory completion of the road and Access works and correction of any deficiencies, and held for the duration of a three (3) year maintenance period | Required | |
| 3001 | Delegation of Authority By-law (PEEL) | <p>BY-LAW NUMBER 16-2013 - A by-law to delegate to each lower-tier municipality the authority to pass a by-law establishing tax ratios and setting out a method by which the portion of Regional levies that will be raised in each lower-tier municipality can be determined.</p> <p>BY-LAW 65-1997 - A by-law to withdraw from the land division committee, the authority of Council to give consent under the Planning Act, R.S.O. 1990 Chapter P.13, as amended; to delegate such authority to the City of Mississauga and the City of Brampton; to set conditions for such delegation</p> <p>BY-LAW NUMBER 66-1997 - A by-law to delegate the authority of Council to give consent under the Planning Act, R.S.O. 1990 Chapter P.13, as amended, to constitute and appoint a Land Division Committee, set conditions for such delegation, prescribe a tariff for fees for applications, to provide for remuneration to Committee members, and to prescribe procedures for governing the calling place and proceedings of Committee meetings.</p> <p>BY-LAW NUMBER 70-1990 - A by-law to designate a head of the Regional Corporation for the purpose of the Municipal Freedom of Information and Protection of Privacy Act.</p> <p>A by-law to delegate to each lower-tier municipality the authority to pass a by-law establishing tax ratios and setting out a method by which the portion of Regional levies that will be raised in each lower-tier municipality can be determined.</p> | Required | |

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| 3002 | Duties of Clerk By-law 8-97 | A by-law to set out the duties of the Regional Clerk and to allow for the appointment of an Acting Regional Clerk. Includes functions assigned to the Regional Clerk in the Procedural By-law and other by-laws, keeping records of the proceedings of Council and its Committees, being in charge of the corporate seal, be the source of public record, and carry out any other function as the law may require. (Uses: Document Regional Council and Peel Living Board decisions and Committee recommendations, maintain a master record of all by-laws enacted by the Region, Peel Living and subsisting by-laws enacted by predecessor municipalities such as Peel County and townships, planning & administration for Council & committee meetings.) | Required | |
| 3003 | Financial Control By-law 45-2004, s. 4, s. 8 | A by-law establishing financial controls related to the Current Budget, the Capital Budget and reserve management of the Regional Municipality of Peel.) Not less frequently than semi-annually, the Treasurer shall provide Council with a Financial Report including a written status report on the Reserves and Reserve Funds. | Required | |
| 3004 | Gasoline Pumps By-law 218-77, s. 4 | To regulate the erection of gasoline pumps adjacent to Regional Roads and monitor service station installations and upgrades. (Uses: all records relating to service stations and gasoline pumps, such as drawings, diagrams, applications for site and grading plan approval, correspondence and locations of underground tanks in relation to Regional roads.) | Required | T+5 (T= station closure) |
| 3005 | Land Division By-law 66-97, Sch. B, Part C, s. 6 | A by-law to delegate the authority of Council to give consent under the Planning Act, R.S.O. 1990 Chapter P.13, as amended, to constitute and appoint a Land Division Committee, set conditions for such delegation, prescribe a tariff for fees for applications, to provide for remuneration to Committee members, and to prescribe procedures for governing the calling place and proceedings of Committee meetings | Required | T+50 (T=notice of decision) |
| 3006 | Peel Heart Health Network/Healthy at Heart Grant Agreement, s. 4.3 | All records relating to health promotion. (Uses: Develop awareness in the community regarding the advantages of healthy life styles.) | Required | C+5 |
| 3007 | Peel Living General By-law 1-95, s. 5.05 | 5.05 Secretary - The Secretary or designate shall attend and be the secretary of all meetings of the Board and meetings of Members, and shall enter or cause to be entered records kept for that purpose minutes of all proceedings thereat; the Secretary shall give or cause to be given, as and when instructed, all notices to the directors, members, auditors and members of the committees of the board; the Secretary shall be custodian of the corporate seal of the Corporation and of all books, papers, records, documents and other instruments belonging to the Corporation except when some other officer or agent has been appointed for that purpose; and the Secretary shall have such other duties as the Board may prescribe. (Uses: Document Regional Council and Peel Living Board decisions and Committee recommendations.) | Required | Archival |

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| 3008 | Peel Living General By-law 1-95, s. 5.06 | 5.06 Treasurer - The Treasurer shall keep proper accounting records in compliance with the Act, and, under the direction of the Board, shall control the deposit of money, the safe-keeping of securities and the disbursement of the funds of the Corporation; the Treasurer shall render to the Board whenever required an account of the financial position of the Corporation and all transactions made by the Treasurer of the Corporation; and the Treasurer shall have such other duties as the Board may prescribe. (Uses: All records relating to financial management) | Required | C+6 |
| 3009 | Preservation and Destruction of Documents and Records. By-Law Number 68-98 | The Manager of Corporate Records shall administer the retention schedule and shall ensure that the schedule complies with all relevant legal requirements for records retention and records destruction. When official records have been destroyed pursuant to this by-law, the Manager of Corporate Records shall obtain written confirmation of the destruction and shall ensure that all disposition notices and certificates of destruction are preserved. | Required | Not specified (preserved = permanent) |
| 3010 | Procedural By-law 54-1999 | A by-law to govern the calling, place, and proceedings of the meetings of Council and its committees and the conduct of their members | Required | |
| 3011 | Purchasing By-law 62-2001 | A report shall be submitted annually to Regional Council or a Committee thereof summarizing the particulars of the disposition of all surplus goods pursuant to this by-law. Where the purchase of goods and services has been authorized in accordance with this by-law all documents forming part of the purchase contract including any purchase order, form of agreement or contract or other terms and conditions shall be executed by the signing officers duly authorized. | Required | |
| 3012 | Real Property By-law 23-95, s. 12 | 12. A public register, which shall be available for inspection during regular office hours, shall be maintained and kept current, listing and describing the real property, owned and leased by The Regional Municipality of Peel, save and except those classes of property which may be exempt. | Required | Not specified |
| 3013 | Region of Peel Notice By-law 63-2003 | A by-law to prescribe the form, manner, and the times for the provision of notice. Where a notice is required under the Act but is not provided for specifically in this by-law, a notice which would substantially inform a reasonable person of the subject matter to which the notice relates, shall be deemed to be adequate, and in compliance with this by-law. | Required | Not specified |

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| 3014 | Region of Peel's Smoke-free By-law 14-2003 | A municipal law enforcement officer, or public health inspector acting under the direction of the Medical Officer of Health, may enter and inspect all buildings, structures or parts thereof that are subject to this By-law Any person who contravenes any provisions of this By-law is guilty of an offence and upon conviction is liable to a fine. Every proprietor of a public place that purports to have a designated smoking room shall, within 60 days of the written request of a municipal law enforcement officer, produce to the Medical Officer of Health a compliance report. | Required | Not specified |
| 3015 | Retail Business Holidays By-law 18-1999 | A by-law under subsection 4(9) of the Retail Business Holidays Act (the "Act"), to establish a procedure to be followed by applicants for a by-law under subsection 4(1) of the Act permitting retail business establishments to open on holidays for the purpose of maintaining or developing tourism and for combining two or more applications, holding one public meeting with respect to two or more applications, establishing fees for the processing of applications and limiting the number of applications that will be considered in any year, and to repeal By-law Number 58-92. s. 2 Exemption application s. 4 supporting documents to Planning Commissioner. s. 9 Report to Planning Committee s. 11 Notice of public meeting | Required | Not specified |
| 3016 | Sewage Works By-law 19-77 | s. 8 - notice of non-payment, settlement of disputed account. (records relating to water customer accounts, such as collection notices, water billing inquiry computer reports, customer service issues, and correspondence) s. 9 - submission for exemption from payment, appeal, correspondence on activities of Appeals Committee, engineer's report, notice of Council decision. (records relating to appeals of sanitary sewer charges such as applications and engineering reports pertaining to sewer operations.) | Required | |
| 3017 | Sewer Discharge By-law 90-90 | A by-law to regulate the discharge of matter into the sanitary and storm sewage systems of the Regional Municipality and making provision for the establishment of sewer rates and charges, pursuant to section 81 of The Regional Municipality of Peel Act, R.S.O. 1980, chapter 440 and to repeal certain parts of By-law Number 9-75. s. 2 address of premises where water used, location of water source, copy of AECB licence, approval to discharge, certificate of approval or order, s. 4 waste survey report, s. 6 compliance program submission, progress reports, s. 8 approval of alternative device, s. 9 spill notification. | Required | |
| 3018 | Tourism Exemptions By-law 58-92, Sch. A, s. 2, s. 6 , s. 9 | Tourism Exemptions By-law 58-92, Sch. A, s. 2 (application), s. 6 (supporting documents), s. 9 (report to Planning Committee). Repealed by By-law 18-1999. See above - Retail Business Holidays By-law 18-1999. | Required | |

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| 3019 | Waterworks By-law 9-73, s. 3.1, s. 7.3 | By-Law 9-73 respecting the supply of water, the management and maintenance of the Waterworks System of the Regional Corporation and the establishment of water rates and charges. s. 3.1 (application for water service), s. 7.3 (water meter register). | Required | |
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Municipal (Brampton) Regulatory and Legislative Obligations

| Citation # | Statute/ Regulation | Retention Description | Requirement/ Best Practice | Retention Timeframe |
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| 4000 | CCTV - Property and Public Conveyance, SOP (2011) | Electronic Security Video Surveillance, more commonly referred to as Closed Circuit Television (CCTV) Surveillance System, has been in use for many years by many institutions to serve as a deterrent to criminal activity. CCTV consists of dedicated high-resolution cameras providing continuous recording and when required, real time surveillance. | Requirement | Video Surveillance: 72 hours CCTV Record: 1 Year |
| 4001 | Confined Space Entry Procedures , Various SOPs | These procedures were created to comply with Confined Space Regulation 632/05 of the Occupational Health and Safety Act, in conjunction with City of Brampton Policy #12.4.1, City of Brampton Policy 12.4.3 for Lock-out Procedures, and the City Of Brampton Confined Space Entry Standard Operation Procedure, and in recognition that Property Management staff, in the course of their duties, must enter confined spaces. | Requirement | 1 (Maintain minimum of 2 most recent records related to the space) |
| 4002 | Security Control Telecommunications Recording, SOP (2012) | All telephone calls made to and from Security Control, to be recorded at all times. Telecommunications equipment consists of hardwired (not wireless) desktop handsets capable of transmitting and receiving continual voice conversations. | Requirement | 1 Year |
| 4003 | Security Radio Transmission Recording, SOP (2012) | Radio Transmission equipment consists of portable and base station style professional grade radios that are capable of transmitting audio messages and receiving audio messages. The audible transmissions created by the Radio Transmission equipment on the frequencies licensed for use by Corporate Security Systems, will be recorded using digital recording equipment. | Requirement | 1 Year |

Professional Guidelines

| Citation # | Source | Retention Description | Requirement/ Best Practice | Retention Timeframe |
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| 5000 | Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006 | Trust and non-trust books, records, and accounts | Best Practice | Rule 3-68 of the Law Society Rules states that trust and non-trust books, records, and accounts listed in Rules 3-60 to 3-62 must be retained for at least 10 years, the first three years of which must be at the lawyer's chief place of practice. |
| 5001 | Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006 | There is no universal agreement on how long files should be retained. The Law Society has not set any policy requirements or guidelines. | Best Practice | There is no universal agreement on how long files should be retained. The Law Society has not set any policy requirements or guidelines. |

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| 5002 | Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006 | Negligence actions | Best Practice | Negligence actions can be brought long after the alleged negligence has occurred. Section 3(5) of the Limitation Act, R.S.B.C. 1996, c. 266 governs professional negligence actions, which must be brought within six years of the date when the right to bring the action arose. However, under that Act several provisions operate to extend the six-year limitation period. Those which most concern lawyers are s. 6, which provides that the running of time is postponed where the plaintiff is not aware of the |
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| 5003 | Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006 | <p>LAWYER'S PERSONAL RECORDS:</p> <ul style="list-style-type: none"> - Diaries and time records - Trust accounting and disbursements | Best Practice | Diaries and time records - Kept at least as long as the files to which they refer are kept. Trust accounting and disbursements 10 years (Law Society Rules 3-60, 3-61, 3-62, 3-68, 3-80) |
| 5004 | Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006 | <p>CORPORATE & COMMERCIAL:</p> <ul style="list-style-type: none"> - Securities - Sale of assets and shares - Private shares issued - Share restructuring - Amalgamations - Bankruptcy - Ordinary commercial agreements - Receivership - Indemnity agreements - Partnerships - Joint ventures | Best Practice | 6 years. |
| 5005 | Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006 | <p>CRIMINAL:</p> <ul style="list-style-type: none"> - Prosecution - Defence | Best Practice | Prosecution & defence - retention of six years after completion of sentencing (and appeals if applicable) |

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| 5006 | Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006 | <p>LABOUR:</p> <ul style="list-style-type: none"> - Collective bargaining - Hearings (labour relations board and arbitration) | Best Practice | Collective bargaining - 6 years after agreement is made; Hearings (labour relations board and arbitration) - 6 years after final decision. |
| 5007 | Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006 | <p>LITIGATION:</p> <ul style="list-style-type: none"> - Contract Action - Tort Claim (plaintiff) | Best Practice | Contract Action - 6 years after dismissal, or payment of judgement; Tort Claim (plaintiff) - 6 years after final judgement, dismissal or settlement. For cases involving minors; the trigger event is when the minor reaches the age of majority. |

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| 5008 | Closed Files - Retention and Disposition, Law Society of British Columbia, August 2006 | <p>REAL PROPERTY:</p> <ul style="list-style-type: none"> - Residential conveyance - Commercial conveyance - Lease/ sub-lease/ lisencc - Foreclosure - Receivership - Option to purchase/ right of first refusal - Easement/ Right of Way - Review of title - Mortgage/ Debenture - Subdivision/ single plan strata development - Phased strata development - Building contract - Encroachment settlement | Best Practice | <p>Residential conveyance - 10 years after state of title certificate received; commercial conveyance - 10 years after closing; lease/ sub-lease/ lisencc to occupy - 6 years after lease has expired; foreclosure - 6 years after order absolute or property sold; receivership - 6 years after discharge or payment recieved; Option to purchase/ right of first refusal - 6 years after options expire; Easement/ Right of Way- 10 years after registration; review of title - 6 years from date of opinion; Mortgage/ Debenture - 6 years</p> |
| 5009 | Combined rules of professional conduct and related guidelines, Institute of Chartered Accountants of Alberta, June 2006 | Financial statements, agreements, contracts and leases; investment/share capital information; written opinions; tax files and assessment notices; detailed continuity schedules for such items as capital assets and future income. | Best Practice | 10 years |

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| 5010 | File Retention, Law Society of Upper Canada, November 2005 | <ul style="list-style-type: none"> - Actions against lawyers for negligence - Actions for the recovery of financial loss caused by professional negligence | Best Practice | <p>The Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, however, significantly altered other aspects of the law of limitations in Ontario. Under section 4 of the new Act, a basic limitation period of two years is established. This new limitation period applies to actions against lawyers for negligence – actions upon the case – and to actions for the recovery of purely financial loss caused by professional negligence. The commencement of this new limitation period is governed by certain</p> |
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| 5011 | File Retention, Law Society of Upper Canada, November 2005 | Limitations Act, 2002 transitional rules | Best Practice | <p>The new Limitations Act, 2002 contains transitional rules whereby it can be determined whether or not the old limitation period applies. Essentially, if the act or omission giving rise to the possible claim took place before January 1, 2004, and if no proceeding in relation thereto was commenced before January 1, 2004, it must be determined whether the former limitation period expired before January 1, 2004. If it did, the action will be barred. If it did not, it must be determined whether, if the claim were to be based on</p> |
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| 5012 | File Retention, Law Society of Upper Canada, November 2005 | Real Estate | Best Practice | In real estate matters, the facts to support a cause of action may only be "discoverable" on sale, in some instances 20 or more years after the file is closed. Title search notes should be kept indefinitely. |
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| 5013 | File Retention, Law Society of Upper Canada, November 2005 | Representation of minors | Best Practice | <p>Under the new Limitations Act, 2002, no limitation period runs during any time where the claimant is either an unrepresented minor (section 6) or is “incapable of commencing a proceeding in respect of the claim because of his or her physical, mental or psychological condition” and is “not represented by a litigation guardian in relation to the claim” (section 7). The client’s age, therefore, was and will remain important in determining how long to keep documents relating to minor clients.</p> |
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| 5014 | File Retention, Law Society of Upper Canada, November 2005 | Assault or sexual assault | Best Practice | Special discoverability provisions apply in the Limitations Act, 2002 Act where the claim arises from an assault or sexual assault (see section 10). |
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| 5015 | Practice Advisory, Chartered Accountants of Ontario, Summer 2003 | Injury, loss or damage | Best Practice | Effective January 1, 2004, the Limitations Act, 2002 comes into force which replaces most existing limitations periods with two clear limits: a basic limitation period of two years which would start from the day the person finds out, or should have found out, about the injury, loss or damage he or she suffered and who caused it; and an ultimate limitation period of 15 years after which a claim may be barred, regardless of the plaintiff's state of knowledge. Accordingly, members will be well served to |
| 5016 | Privacy Regulations Section 7(a) and (b) | | | |

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| 5017 | Canada Labour Standards Regulations, Section 24 (4) and (10) | <p>Section 24(4)(b)</p> <p>Every employer shall keep for a period of at least three years after the expiration of the employer's obligation under subsection 239.1(3) of the Act, the following information:</p> <p>(b) a copy of any certificate of a qualified medical practitioner indicating that the employee is fit to return to work</p> | | 3 Years |
| 5018 | Occupational Health & Safety Regulations, Section 15.11(a) | | | |

Library Archives of Canada

| Citation # | Source | Retention Description | Requirement/ Best Practice | Retention Timeframe |
|------------|------------------------------------|---|-------------------------------|------------------------|
| 6000 | MIDA 2001/002 - General Guidelines | Operating and Using Real Property Assets •using real property in a manner consistent with the principle of sustainable dev contributing to protecting and preserving the environment. | Best Practice | 2 Years |
| 6001 | MIDA 2001/002 - Section 2 | Acquiring real property assets and related services mentions contracting for maintenance services of real property like snow removal and fire protection). | Best Practice | Not Specified |
| 6002 | MIDA 2001/002 - Section 3 | Operating and Using Real Property Assets • Protection (From fall-out, nuclear blast, warning devices (sirens etc) includes preventative measures) | Best Practice | 3 years |
| 6003 | MIDA 2001/002 - Section 5 | Replacing, Transferring and Disposing of Real Property Assets Legal Documents A) Lease, rental, rights of way, easements and concessions - 3yrs after expiry of lease, concession, rights of way etc. B) Purchase, transfer, sale, etc. - original documents are transferred to new owner. CPC to retain copies until all operational and legal requirements have expired. Lettings and Concessions, Rights of Way, Easements, Leases, etc., for Crown-owned Lands by Private COrporations or Persons or Privately-owned Lands by the Crown (excluding legal documents) - 3 yrs after expiry of lease, concession, right of wat etc. involved Sale, Transfer, Expiry of Lease etc., (excluding legal documents) - 3 yrs after sale, transfer, expiry of lease etc. | Best Practice | 3 years |
| 6004 | MIDA 98/001 - General Guidelines | Common Administrative Records related to the General Administration Function. Generally encompasses records created by government institutions within the context of the life-cycle of information; that is from its creation, organization retrieval, use, access, storage and protection, to its disposal. This sub-function contains 10 core programs or activities which are common to all government institutions. | Best Practice | 5 years |

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| 6005 | MIDA 98/001 - Section 1 | <p>Master Numerical Index Cards or Master Control Records</p> <ul style="list-style-type: none"> •Records Disposition Authority Files •Records Inventory Files (including lists, indices and registers of files or records destroyed) | Best Practice | <ul style="list-style-type: none"> • 2 yrs after superseded • 2 yrs after RDA files are superseded or amended by LAC •10 yrs after files or records are destroyed • 2 yrs |
| 6006 | MIDA 98/001 - Section 1.2 | <p>1.2 Records Management</p> <ul style="list-style-type: none"> •Master Numerical Index Cards or Master Control Records •Records Inventory Files (including lists, indices and registers of files or records destroyed) | Best Practice | <ul style="list-style-type: none"> • 2 yrs after superseded •10 yrs after files or records are destroyed |
| 6007 | MIDA 98/001 - Section 1.5 | <p>Other Information Management Activities and Services</p> <p>Forms Management</p> <p>A) Individual function files</p> | Best Practice | <p>1 yr after superseded or obsolete</p> |

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| 6008 | MIDA 98/001 - Section 2.1 | <p>Security</p> <ul style="list-style-type: none"> •Breaches •Electronic Network Monitoring Logs •Identification and Building-Pass cards <p>Physical Security-buildings, contingency planning, equipment, grounds, guards, etc.</p> <ul style="list-style-type: none"> •Routine correspondance •Regulations and orders •Reliability Checks and Security Clearnaces - Individual Case Files <ul style="list-style-type: none"> •Reliability Checks and Security Clearances - Visits and visitors •Reports and returns - Inspections, surveys etc. | Best Practice | <ul style="list-style-type: none"> •6 months •2 yrs after last admin use. •2 yrs after expiry. <ul style="list-style-type: none"> •2 yrs or 1 yr after requirement ceases. •5 yrs after superseded or revoked. •2 yrs after ee leaves the institution for which the clearance was undertaken. •1 yr •5 yrs |
| 6009 | MIDA 98/001 - Section 3 | <p>Contracts, Contract Demands, Purchase Orders, Tenders, Progress Reports, etc., related to...</p> <ul style="list-style-type: none"> • Routine correspondance <p>Contracts, Acceptance of Tender etc.</p> <ul style="list-style-type: none"> • Case files re purchases, rentals, services etc. <ul style="list-style-type: none"> • Ledgers and registers | Best Practice | 3 Years |
| 6010 | MIDA 99/004 - Section 2 | <p>2.6 Accounting and Control of Revenues</p> <ul style="list-style-type: none"> • Transfer Payments, grants and contributions <p>Includes records documenting purely financial transactions related to transfer payments, accounting and control of expenditures and/or revenues, payments verification, budgeting and budgetary control of programs, transfer payments, grants and contributions.</p> | Best Practice | 6 fiscal yrs |

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| 6011 | MIDA 99/004 - Section 2.3 | <p>Accounts and accounting (Appropriations, Disbursements, etc.)</p> <p>A) Records relating to Conducting Suspense Accounts (including ledgers and registers)</p> <p>Allotments</p> <p>B) Includes ledgers and registers, and Vouchers (Transfer between Primaries)</p> <p>Budgeting</p> <p>C) Individual Budgets - Institutional</p> <p>D) Individual Budgets - Branch or Division</p> <p>Cash Accounting</p> <p>E) Cash blotters, cash books, cash summaries, receipts, ledgers and registers and Wharfage Books</p> <p>F) Cash Control</p> <p>G) Adjust, individual encumbrances, ledgers and registers (other than for Eskimo Loan or Establishment), transfers (sub-allotment etc.)</p> <p>H) Eskimo Loan, Establishment (Ledgers and registers)</p> | Best Practice | <p>A) 1 fiscal yr after transfer to appropriate count</p> <p>B) 6 fiscal yrs</p> <p>C) 6 fiscal yrs</p> <p>D) 2 fiscal yrs</p> <p>E) 6 fiscal yrs</p> <p>F) 1 fiscal yr</p> <p>G) 1 fiscal yr</p> <p>H) 6 fiscal yrs</p> |
| 6012 | MIDA 99/004 - Section 2.5 | <p>Accounting and Control Expenditures</p> <ul style="list-style-type: none"> • Allowances <p>Advances, requisitions, warrants, etc. concerning mileage, relocation, travel etc. (ind expense claims)</p> | Best Practice | 6 fiscal yrs following the fiscal yr in which the claim was settled |
| 6013 | MIDA 99/004 - Section 2.6 | <p>Accounting and Control of Revenues</p> <p>Accounts Receivable (revenues)</p> <p>A) Includes records relating to credit notes and refunds (for return of goods and containers etc.); ledgers and registers (including refund and drawback ledgers for security deposits); vouchers (bills, credits, official receipts, receipt forms, sales slips) from all sources including Accounts Recoverable from concessions, claims, fees, rentals, etc. journal vouchers (loans and investments).</p> <p>B) Legal payments made record (journal vouchers)</p> <p>C) Loans and advances to employees (journal vouchers)</p> | Best Practice | <p>A) 6 fiscal yrs</p> <p>B) 1 fiscal yr</p> <p>C) 3 fiscal yrs</p> |

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| 6014 | MIDA 99/004 - Section 3.1 | <p>Expenditure Management System (budgeting, program planning, and resource allocation) Includes decision-making, reporting and consultation processes involving three separate levels of the executive offices: departments, central agencies, and the Cabinet with its committees, together with Parliament and its Standing Committees.</p> <p>Estimates <ul style="list-style-type: none"> •A) Individual Estimates - Institutional •B) Individual Estimates - Directorate, Branch or Division </p> <p>Annual Reference Level Updates (ARLUs) - Includes plans for monitoring and controlling allocation of resources within planning framework. <ul style="list-style-type: none"> •C) Individual ARLUs - Institutional •D) Individual ARLUs - Directorate, Branch or Division </p> <p>Regulations and Orders <ul style="list-style-type: none"> •Individual Payments </p> | Best Practice | <ul style="list-style-type: none"> • 6 fiscal yrs • 2 fiscal yrs <ul style="list-style-type: none"> • 6 fiscal yrs after superseded • 2 fiscal yrs <ul style="list-style-type: none"> • 6 fiscal yrs |
| 6015 | MIDA 99/004 - Section 3.2 | <p>Internal audit, program evaluation records, working files and other audit file documenting methodology, procedure, interdependent liaison, and interaction with central agencies.</p> <p>External audits and/or program evaluations conducted by a central agency, common service agency or by the Auditor General.</p> <p>Capital Plans and Projects Includes records related to contracts and contracting activities associated with Capital Plans and Projects. Note: This does not include records documenting the policy development, planning, and evaluation of major capital plans and projects</p> | Best Practice | <p>3 years</p> <p>6 Years</p> <p>2 Years (routine)</p> |
| 6016 | MIDA 2005/2006 | <p>The records that document any final decision made by the highest judicial or quasi-judicial level possible for a specific case, including: records of decisions appealed to a superior court by a judicial or quasi-jud body. Also records that document decisions made by a federal board, review board, appeal board, admin tribunal, court, or other independent entity, responsible for rendering judicial or quasi-judicial decisions and which are records of decisions considered to be precedent setting or that have attained a high media profile (Human Rights Tribunal, National Parole Board, Occ H&S Board etc.)</p> | Best Practice | <p>100 yrs after the final court decision</p> |

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| 6017 | MIDA 98/005 - General Guidelines | Employee Assistance Program (EAP) Includes records relating to all aspects of the EAP, including policies and directives, Code of Ethics, assessments of the programme, contracts for outside services, advice, medical diagnosis, referrals, training, monitoring (including statistics and summaries and audits) | Best Practice | 2 Years |
| 6018 | MIDA 98/005 - Section 1 | Recourse A) Personal harassment - matters dealing with complaints of personal harassment B) individual cases | Best Practice | 2 yrs after the most recent administrative activity in relation to an ind. case. |
| 6019 | MIDA 98/005 - Section 4 | Occupational H&S | Best Practice | 2 Years (routine) |
| 6020 | MIDA 98/005 - Section 5 | Disciplinary and Non-Disciplinary Demotion or Termination of Employment | Best Practice | Time limit specified in applicable collective agreements or a minimum of 2 yrs following the date of disciplinary actions, provided no further disciplinary action has been recorded in the meantime. |
| 6021 | MIDA 98/005 - Section 5.1 | Collective Bargaining Includes records on all aspects of negotiating collective agreements, their interpretation and administration, including certification, managerial or confidential positions or exclusions and collective bargaining. | Best Practice | 1 year after expiry of agreement |
| 6022 | MIDA 98/005 - Section 5.2 | Designation Process Includes records relating to all aspects of the designation process, including departmental reviews of positions, negotiations between departments and unions, referrals of positions in dispute to the Designation Review Panel, and PSLRB decisions; and all supporting documentation, such as notifications of positions to be designated and reviews and updates of designation records. | Best Practice | 2 years |

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| 6023 | MIDA 98/005 - Section 6.7 | <p>Pay Administration</p> <ul style="list-style-type: none"> •Hours of work and overtime - regular, compressed and flexible hours of work, overtime authorization, reports of overtime performed, time off etc. •Income Tax - Statements of personal exemptions and deductions •Salaries and wages - Documentation concerning a specific employee •Superannuation - individual cases | Best Practice | <ul style="list-style-type: none"> •2 yrs (gen guideline) •2 yrs after superseded •2 yrs after expiry of fiscal yr •Place on the employee Personnel File |
| 6024 | MIDA 98/005 - Section 10 | <p>Employment Equity</p> <ul style="list-style-type: none"> •Workforce surveys, questionnaires, analyses and reviews of employment systems, employment equity plans, employment equity activities and info provided to ee's. | Best Practice | 2 yrs after the period covered by the EE Plan to which the records relate. |

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| 6025 | MIDA 98/005 - Section 11 | <p>11.1 Work Force Adjustment (Early Retirement Incentive, Early Departure Incentive) Includes records relating to work force adjustment, such as documentation on Early Retirement Incentive, Early Departure Incentive and alternative placement;</p> <ul style="list-style-type: none"> • Individual Cases <p>11.2 Termination of Employment Due to Alternative Delivery Situations Includes documentation for the treatment, identification, termination of employment of departmental employees affected by the transfer of any work, business or undertaking.</p> <ul style="list-style-type: none"> • Individual Cases <p>11.3 Awards: Including Incentive Award Plan, Award Plan for Inventors and Innovators and Scholarships</p> <ul style="list-style-type: none"> • Individual Awards funded by the institution • Individual decorations, medals, investiture and outstanding achievement awards • Rejected suggestions and nominations • Responses from institutions not directly responsible for funding | Best Practice | <ul style="list-style-type: none"> • Employee File • Employee File • Award files, 2 yrs after last admin use, Financial files, 6 yrs and Precedent setting files, 15 yrs • 3 yrs • 2 yrs • 2 yrs |
| 6026 | MIDA 99/003 - General Guidelines | General Guidelines for routine records | Best Practice | 2 years |
| 6027 | MIDA 99/003 - Section 4 | <p>Operating Vehicles - Individual Vehicles</p> <p>A) Log books B) Operating instructions C) Registering and licensing D) Routine Correspondance</p> | Best Practice | <ul style="list-style-type: none"> • 2 yrs A• 1 yr after disposal B• until disposal or transfer to new owner C• until superseded or obsolete D• 3 yrs |

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| 6028 | MIDA 99/003 - Section 5 | <ul style="list-style-type: none"> •Inventorying and accounting for material assets (Stocktaking, creating and maintaining inventories, etc.) •Labelling material Assets (Cataloguing, identification, etc.,) •Loans (lending of material assets) •Issue - General and scales of issue regarding the release of material pursuant to a properly authorized requisition or instruction. | Best Practice | <ul style="list-style-type: none"> • 1 yr after superseded or obsolete •Until superseded or obsolete • 1 yr after return or disposal of equipment |
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| 6029 | MIDA 2001/002 - Section 3 | <p>Alterations and Repairs</p> <p>Damages - Reports of Investigations into the Damage</p> <p>Development</p> <p>A) Ditching and drainage B) Excavation C) Landscaping and Gardening</p> <p>Fencing</p> <p>Fires - Reports D) Major E) Minor note: the institution determines the difference between major and minor (generally, however, the value of the asset determines whether it is major or minor)</p> <p>Flood Control (Preventive measures and control of minor floods)</p> <p>Maintenance (cleaning and janitorial services, re-decorating, garbage removal, recycling etc...)</p> <p>Parking Areas; Recreation Areas; Roads, Streets, and Sidewalks (including snow removal)</p> | Best Practice | <p>3 yrs after completion or cancellation</p> <p>3 yrs after inv. completed</p> <p>A) 2 yrs B) 2 yrs C) 2 yrs</p> <p>2 yrs</p> <p>D) 5 yrs E) 2 yrs following completing report to Dominion Fire Commissioner</p> <p>3 yrs</p> <p>1 year</p> <p>2 yrs</p> |
| 6030 | MIDA 99/004 - Section 1 | External audits and/or program evaluations conducted by a central agency, common service agency or by the Auditor General. | Best Practice | 6 Years |