

ADMINISTRATION

Chapter 290 RECORD - RETENTION - DESTRUCTION

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**Article 1
INTERPRETATION**

290.1.1 Class code - defined

“class code” designates the code of classification that has been assigned to the records, as set out in this Chapter.

290.1.2 Clerk - defined

“Clerk” means the Clerk of the Corporation of the Town of Richmond Hill.

290.1.3 Current - defined

“current” means that year for which the record was prepared.

290.1.4 Keep department - defined

“keep department” designates the total length of time during which the records shall be retained in any department of the Town in addition to the current year.

290.1.5 Off-site - defined

“off-site” designates the total length of time during which the records are retained at a storage facility.

290.1.6 Originating - defined

“originating” means the department that creates the records.

290.1.7 Permanent - defined

“permanent” means that the records shall be preserved and never destroyed. By-law 424-89, 4 December, 1989.

290.1.8 Records - defined

“records” means any recorded information regardless of physical form or characteristics and includes all papers, books, photographs, maps, receipts, vouchers, instruments, rolls or other documentary materials necessary to be maintained for legal, fiscal, administrative, research or other mandatory requirements. Media on which records are stored may include, but are not limited to, paper, microfilm, computer tape or disk, audio or video tape/disk or optical disk. By-law 115-92, 4 May, 1992.

290.1.9 Responsible department - defined

“responsible department” designates the department that has been designated as being responsible for retaining the original records.

290.1.10 Secondary heading - defined

“secondary heading” designates the official title of the records, as set out in this Chapter.

290.1.11 Superseded - defined

“superseded” means that the records shall be retained until such time as they are replaced by more recent records and then destroyed or transferred to a storage facility.

290.1.12 Terminated - defined

“terminated” means that the records shall be retained until such time as the subject to which they pertain has ended in the manner that has been specified in Schedule ‘A’.

290.1.13 Total retention - defined

“total retention” designates the total length of time during which the records are to be retained after which the records shall be destroyed without any copy being retained or selected by an archivist for preservation if specified in Schedule ‘A’.

290.1.14 Year - defined

“year” means a full calendar year.

**Article 2
GENERAL PROVISIONS**

290.2.1 Symbols - use - meaning

When used in this Chapter the following symbols mean and stand for the words set opposite thereto:

290.2.2 RECORD - RETENTION - DESTRUCTION 290.3.2

- (a) C Current
- (b) P Permanent
- (c) S Superseded
- (d) T Terminated.

290.2.2 Retention periods - adopted - set out -Schedule 'A'

Retention periods for the records of the Town of Richmond Hill as set out in Schedule 'A' and forming part of this Chapter, are hereby adopted and established as the retention periods for each such records.

290.2.3 Destruction - retention - authority - Clerk

Upon the Clerk or his or her designate satisfying himself or herself that the relevant retention period established by this Chapter has expired and that no reason exists for further retention, the Clerk or his or her designate shall then order the records to be destroyed or to be set aside for permanent retention in an archival facility if specified with the schedule attached hereto.

290.2.4 Destruction - certified - in writing - by Clerk

When records have been destroyed under this Chapter, the Clerk shall so certify in writing. Such certificates shall refer to the relevant item within the schedule and shall identify records destroyed.

290.2.5 Index - kept - records destroyed

The Clerk or his or her designate shall keep an index of any records destroyed.

Article 3

REPEAL - ENACTMENT

290.3.1 By-law - previous

By-law 308-89 is hereby repealed.

290.3.2 Auditors - approval - required

This Chapter shall not take effect until the auditors of the Corporation have approved thereof and signified such approval by endorsing their names on the by-law. By-law 424-89, 4 December, 1989.

Auditors - approval - received

By-law 115-92, 4 May, 1992 and By-law 343-92, 16 November, 1992 was approved in accordance with the provisions of section 116 of the *Municipal Act*, R.S.O.1990, c. M.45 by Deloitte & Touche, Auditors for The Corporation of the Town of Richmond Hill. By-laws 180-94 was approved by the auditors on 4 July, 1994; By-law 171-95 was approved by the auditor on 19 June, 1995.

RECORD - RETENTION - DESTRUCTION

SCHEDULE

Schedule 'A' - Retention periods

Class Code	Secondary Heading	Resp. Dept.	In Dept.	Off Site	Total Ret.	Remarks
A00	Administration - General	Originating	1	-	1	
A01	Associations and Organizations	Originating	1	-	1	
A02	Committees and Meetings	Originating	1	3	4	
A03	Computer/Information	Corp. Serv.	S	-	S	
A04	Inventory Control	Finance	1	5	6	
A05	Office Equipment	Originating	T	-	T	T = disposal of equipment
A06	Conventions and Travel	Originating	1	-	1	
A07	Records Management	Corp. Serv.	2	-	2	
A08	Records Disposition	Corp. Serv.	P	-	p	
A09	Members of Council	Mayor's	T	-	T	T = expiry of term of office
A10	Intergovernmental Relations	Originating	1	4	5T	A
A11	Freedom of Information	Corp. Serv.	1	4	5	
A12	Special Events	Originating	1	4	5	
A13	Uniforms	Originating	S	-	S	A
A14	Charities	Originating	1	-	1	
A15	Vendors and Supplies	Finance	1	-	1	
A16	Office Services	Clerk's	1	-	1	
A17	Public Relations	Originating	1	4	5	A
A18	Property Maintenance	Trans. Works/ Parks	5	6	6	
A19	Facility Construction	Trans. Works/ Parks	T	6	6	T+6 as building exists - selection for future planning T = completion of project

RECORD - RETENTION - DESTRUCTION

Class Code	Secondary Heading	Resp. Dept.	In Dept.	Off Site	Total Ref.	Remarks
A20	Complaints	Originating	1	-	1	
A21	Facilities Bookings	Parks & Recreation	1	-	1	
A22	Audio Recordings of Comm. and Meetings (not reporting to Council)	Originating	1	-	1	Used only as working notes for final preparation of minutes (A02)

Class Code	Secondary Heading	Resp. Dept.	In Dept.	Off Site	Total Ref.	Remarks
B00	By-law Enforcement and Licensing - General	Originating	1	-	1	
B01	By-law Investigations	Plan. Dev.	1	4	5	
B02	Property Inspections History	Plan. Dev.	S	-	S	
B03	Site Inspections	Originating	1	4	5	
B04	Building Permits Institutional	Plan. Dev.	T	P	P	T = expiry of permit
B05	Building Permits Residential	Plan. Dev.	T	5	T+5	T = expiry of permit
B06	Building Permits Industrial/Commercial	Plan. Dev.	T	10	T+10	T = expiry of permit
B07	Building Permits - Other	Plan. Dev.	T	5	T+5	T = expiry of permit
B08	Compliance Reports	Plan. Dev.	S	-	S	destroyed if not superseded in 3 years
B09	Facility Rental Permits	Parks & Recreation	1	-	1	
B10	Permits - Other	Originating	T	8	T+8	T = expiry of permit
B11	Prosecutions	Plan. Dev.	T	7	T+7	T = delivery of judgment
B12	Parking Control	Plan. Dev./ Parks	1	4	5	
B13	Dog Licenses	Plan. Dev.	1	4	5	
B14	Business Licenses	Plan. Dev.	1	4	5	
B15	Lotteries Licenses	Corp. Serv.	1	4	5	
B16	Taxi Licenses	Plan. Dev.	1	4	5	
B17	Vital Statistics	Corp. Serv.	P	-	P	marriage application forms C+1
B18	Animal Control	Plan. Dev.	1	-	1	
B19	Plans & Drawings	Plan. Dev.	2	P	P	P = permanent

RECORD - RETENTION - DESTRUCTION

Class Code	Secondary Heading	Resp. Dept.	In Dept.	Off Site	Total Ret.	Remarks
D00	Development and Planning - General	Plan. Dev.	1	-	1	
D01	Official Plan Amendment Applications	Plan. Dev.	T+1	4	T+5	T = final decision
D02	Zoning	Plan. Dev.	T+1	4	T+5	T = final decision
D03	Subdivision Approvals	Plan. Dev.	T+1	4	T+5	T = final decision
D04	Part Lot Control	Plan. Dev.	T+2	-	T+2	T = approval by Region
D05	Condominium Approvals	Plan. Dev.	T+1	4	T+5	T = final decision
D06	Site Plan Approvals	Plan. Dev.	T+2	-	T+2	T = release of agreement
D07	Sign By-law Amendment Applications	Plan. Dev.	T+1	4	T+5	T = final decision
D08	Variances	Plan. Dev.	T+2	P	P	T = final decision
D09	Consents	Plan. Dev.	T+1	P	P	T = stamping of deeds
D10	Official Plan	Corp. Serv.	P	-	P	copy retention = S
D11	Secondary Plans	Corp. Serv.	P	-	P	copy retention = S
D12	Heritage Properties	Plan. Dev.	P	-	P	
D13	Economic Development		1	9	10	A
D14	Housing	Originating	1	9	10	
D15	Municipal Addressing	Plan. Dev.	S	-	S	
D16	Downtown Improvement	Plan. Dev.	1	9	10	A
D17	Demographic Studies	Plan. Dev.	1	9	10	
Class Code	Secondary Heading	Resp. Dept.	In Dept.	Off Site	Total Ret.	Remarks
E00	Environmental Services General	Originating		1	-	1
E01	Waste Management	Trans. Works	1	9	10	
E02	Sanitary Sewers	Trans. Works	1	9	10	specifications permanent
E03	Storm Drains	Trans. Works	1	9	10	specifications permanent
E04	Water Works	Trans. Works	1	9	10	specifications permanent
E05	Flood Control	Trans. Works/ Parks	1	9	10	
E06	Trees	Parks & Rec.	1	9	10	tree stump locations S

RECORD - RETENTION - DESTRUCTION

Class Code	Secondary Heading	Resp. Dept.	In Dept.	Off Site	Total Ret.	Remarks
F00	Finance-General	Originating	1	-	1	
F01	Accounts Payable	Finance	1	6	7	
F02	Audits	Finance	1	5	6	
F03	Banking and Cash	Finance	1	9	10	
F04	Budgets	Finance	1	5	6	
F05	Assets	Finance	T+1	6	T+7	T = disposal of asset
F06	Cheques	Finance	1	6	7	
F07	Debentures	Finance	T+1	6	T+7	T = redemption of issue
F08	Expenses	Finance	1	6	7	
F09	Financial Statements	Finance	2	P	P	
F10	Grants	Finance	1	6	7	
F11	Investments	Finance	T+1	5	T+6	T = closure of account
F12	Journal Vouchers	Finance	1	6	7	
F13	General Ledgers and Journals	Finance	1	P	P	
F14	Subsidiary Ledgers, Registers and Journals	Finance	1	9	10	
F15	Payroll	Finance	1	6	7	
F16	Purchase Orders and Requisitions	Finance	1	6	7	
F17	Tenders and Quotations	Finance	1	5	6	unsuccessful tenders = C+1
F18	Receipts	Finance	1	6	7	
F19	Subsidies	Finance	1	6	7	
F20	Assessment Rolls	Corp. Serv.	S	P	P	
F21	Revenues - Taxation	Finance	1	6	7	
F22	Revenues - Water	Finance	1	6	7	
F23	Revenues - Other	Finance	1	6	7	
F24	Letters of Credit	Finance	T	7	T+7	T = cancellation of letter
F25	(To be added at a future date)					
F26	Financial Assistance and Incentives to Homeowners	Finance	T	P	P	T = final payment of loan

RECORD - RETENTION - DESTRUCTION

Class Code	Secondary Heading	Resp. Dept.	In Dept.	Off Site	Total Ret.	Remarks
H00	Human Resources General	Originating	1	-	1	
H01	Attendance and Scheduling	Corp. Serv.	2	-	2	
H02	Benefits	Corp. Serv.	S	-	S	
H03	Employee Records	Corp. Serv.	T+1	9	T+10	T = termination of employment
H04	Health and Safety	Corp. Serv.	1	6	7	
H05	Human Resource Planning	Corp. Serv.	4	-	4	
H06	Job Descriptions	Corp. Serv.	S	-	S	
H07	Labour Relations	Corp. Serv.	T	10	T+10	T = termination of two contract periods
H08	Organization	Corp. Serv.	S	P	P	
H09	Salary Planning	Corp. Serv.	4	-	4	
H10	Pension and Insurance Records	Corp. Serv.	T	-	T	T = death of employee
H11	Recruitment	Corp. Serv.	1	6	7	
H12	Training and Development	Originating	S	-	S	
H13	Student Employment	Originating	1	-	1	
H14	Applications and Resumes	Corp. Serv.	6 mo	-	6 mo	
H15	Grievances	Corp. Serv.	1	6	7	
H16	Arbitration	Corp. Serv.	T	P	P	T = final decision

RECORD - RETENTION - DESTRUCTION

Class Code	Secondary Heading	Resp. Dept.	In Dept.	Off Site	Total Ret.	Remarks
L00	Legal Affairs - General	Originating	1	-	1	
L01	Appeals and Hearings	Originating	T	P	P	T = resolution of appeal
L02	Contracts and Agreements - Simple	Corp. Serv.	T	7	T+7	A T = exp. of agreement
L03	Contracts and Agreements Under Seal	Corp. Serv.	T	21	T+21	A T = exp. of agreement
L04	Real Estate	CAO (legal)	T	15	T+15	T = completion of transaction, A
L05	Insurance	Finance	2	4	6	
L06	Insurance Claims	Finance	T+1	-	T+1	T = resolution of claim
L07	Precedents	(legal)	S	-	S	A
L08	Bankruptcy	Finance	T+1	6	T+7	T=resolution of proceedings
L09	Registered Plan	Engineer	S	P	P	Mylar Copy
L10	Construction liens	CAO	T+1	P	P	T = file close P = permanent
L11	Risk Management		T	-	T	T = life of issue
Class Code	Secondary Heading	Resp. Dept.	In Dept.	Off Site	Total Ret.	Remarks
P00	Policy - General	Originating	1	-	1	
P01	By-laws	Corp. Serv.	P	-	P	copy retention = S
P02	Council Agenda	Clerk	P	-	P	preparation notes = C
P03	Council Minutes	Corp. Serv.	P	-	P	copy retention = S
P04	Council Committee Agenda	Clerk	P	-	P	preparation notes = C
P05	Council Committee Minutes	Clerk	P	-	P	Archival - copy ret. = 2
P06	Elections	Clerk	T	-	T	T = until new Council elected political advertisements = 2
P07	Resolutions	Corp. Serv.	P	-	P	copy retention = C+1
P08	Policies and Procedures	Originating	S	P	P	
P09	Ballots	Corp. Serv.	3 mo	-	3 mo	
P10	Legislation	Corp. Serv.	S	-	S	
P11	Audio Recordings of Council/Comm. Meetings	Corp. Serv.	until adoption of meeting minutes	-	ltd.	
P12	Extracts of Minutes Council Meetings and Council Comm. Meetings	Originating	1	-	1	

RECORD - RETENTION - DESTRUCTION

Class Code	Secondary Heading	Resp. Dept.	In Dept.	Off Site	Total Ret.	Remarks
R00	Recreation and Parks General	Originating	1	-	1	
R01	Parks Management	Parks & Recreation	1	4	5	maps= S A
R02	Parks Maintenance	Parks & Recreation	1	4	5	
R03	Parks Development	Parks & Recreation	1	4	5	
R04	Aquatics Programs	Parks & Recreation	1	4	5	
R05	Seniors' Programs	Parks & Recreation	1	4	5	
R06	Sports and Fitness Programs	Parks & Recreation	1	4	5	
R07 4	Children's Programs 5	Parks &		Recreation		1
R08	Adults' Programs	Parks & Recreation	1	4	5	
R09	Culture	Parks & Recreation	1	4	5	
R10	Parks plans/drawings	Parks & Rec.	T	P	P	T = volume of records
Class Code	Secondary Heading	Resp. Dept.	In Dept.	Off Site	Total Ret.	Remarks
S00	Safety and Security General	Originating	1	-	1	
S01	Fire Prevention Inspections	Fire	S	P	P	
S02	Fire Investigations	Fire	3	P	P	
S03	Response Reporting	Fire	1	9	10	
S04	Daily Occurrences	Fire	1	5	6	
S05	Emergency Planning	Fire	S	-	S	A
S06	Safety Education	Fire	1	5	6	
S07	Hazardous Materials	Originating	S	-	S	
S08	Accident Reports	Originating	1	4	5	
S09	Security	Originating	1	4	5	

RECORD - RETENTION - DESTRUCTION

Class Code	Secondary Heading	Resp. Dept.	In Dept.	Off Site	Total Ref.	Remarks
T00	Transportation Services General	Originating	1	-	1	
T01	Lighting	Trans Works/ Parks	1	9	10	specifications = P maps = S
T02	Transit	Trans Works	1	9	10	
T03	Road Construction	Trans Works	T	8	T+8	T = completion of project specifications, inspectors' diaries = P
T04	Road Maintenance	Trans Works	T	8	T+8	T = completion of project specifications, inspectors' diaries = P
T05	Road Closures	Originating	1	9	10	
T06	Signs	Trans Works	1	9	10	
T07	Traffic Control	Trans Works	1	9	10	
T08	Surveys	Trans Works	S	-	S	field books = 10
T09	Sidewalk Const.	Trans Works	T	8	T+8	T = Completion of project, inspectors diaries P
T10	Utility Coordination	Trans Works	T	P	P	T = approval of submission

Class Code	Secondary Heading	Resp. Dept.	In Dept.	Off Site	Total Ref.	Remarks
V00	Vehicles & Equipment General	Originating	1	-	1	
V01	Fleet Management	Originating	T	2	T+2	T = disposal of vehicle
V02	Mobile Equipment	Originating	T	2	T+2	T = disposal of eqpt
V03	Transportable Equipment	Originating	T	2	T+2	T = disposal of eqpt
V04	Protective Equipment	Originating	T	2	T+2	T = disposal of eqpt
V05	Radio Systems	Originating	T	2	T+2	T = disposal of eqpt

Retention Legend:

C - Current

S - Superseded

P - Permanent

T - Terminated

Disposal Legend:

A - Archival Selection

S - Shred

T - Archival Transfer

D - Destroy

RECORD - RETENTION - DESTRUCTION

Caption Legend:

Resp. - Responsible

Dept. - Department

Ret. - Retention

By-law 424-89, 4 December, 1989; Schedule 'A'; By-law 115-92, 4 May, 1992; By-law 343-92, 16 November, 1992; By-law 180-94, 4 July, 1994; By-law 170-95, 19 June, 1995; By-law 177-98, 20 July 1998; By-law 188-02, 15 October, 2002.