

To: Corporate Services Committee

From: Tracy Adams, Commissioner,
Corporate Services Department

Report Number: CORP-21-14

Date of Report: March 3, 2021

Date of Meeting: March 8, 2021

Subject: Records Retention By-law and Function-based Classification
System and Retention Schedule

File: A-2100

1.0 Purpose

The purpose of this report is to recommend approval of a modernized Records Retention By-law and the Function-based Classification System and Retention Schedule and to set out a plan for the implementation of the Function-based Classification System for all corporate records. The proposed by-law and implementation plan are in accordance with the recommendations contained in the Council approved Information and Records Management Strategic Plan (CORP-19-101).

Attachment 1 is the proposed Records Retention By-law and associated Schedules.

Attachment 2 is the current Records Retention By-law and associated Schedule.

2.0 Recommendation

That the Corporate Services Committee recommend to City Council:

1. That in accordance with Report CORP-21-14, dated March 3, 2021, regarding a Records Retention By-law and the Function-based Classification System and Retention Schedule, Council approve the modernized Records Retention By-law and associated Schedules as set out in Attachment 1; and,
2. That the Supervisor, Purchasing & Support Services be authorized to award a single source contract to Still Waters Consulting Inc. in the amount of approximately \$72,000 excluding H.S.T. to reclassify and transfer all electronic records across the Corporation into the new Function-based Classification System in accordance with the new Records Retention By-law as well as train City staff on the new classification system.

3.0 Executive Summary

On May 21, 2019, Council approved a contract with The Ergo Group Inc. o/a Ergo Information Management Consulting ('Ergo') for the provision of the development of an Information and Records Management Strategic Plan (I&RM Strategic Plan). On December 16, 2019, Council approved the I&RM Strategic Plan which outlined three phases: 1) Assessment and Findings; 2) Strategic Plan; and 3) Implementation, as set out in CORP-19-101.

The I&RM Strategic Plan identified the following as priorities to be advanced in the Implementation phase:

- revising the Records Retention By-law and Records Retention Schedule;
- developing transitory records identification;
- developing a Records and Information Management Policy;
- providing structured Data Retention scheduling recommendations;
- updating the Municipal Freedom of Information and Protection of Privacy Act (M.F.I.P.P.A.) policy; and,
- providing best practice recommendations for records of former staff and members of Council.

The original contract with Ergo included completing the work associated with a new Records Retention By-law and the Function-based Records Retention System and Retention Schedule as part of the Implementation phase. However, due to the timing of the project and the impacts of COVID-19, Ergo was unable to complete the work. Since this work was approved in the original R.F.P., staff reviewed all the submissions for the original project and awarded the remaining work to Still Waters Consulting who had responded to the initial R.F.P.. Still Waters Consulting has assisted City staff in developing the proposed Records Retention By-law and the Function-based Classification System and Retention Schedule.

This report addresses the priorities above except for the Records and Information Management Policy, updated M.F.I.P.P.A. policy and recommendations for records of former staff and members of Council, which are subject of a future report.

4.0 Input From Other Sources

- Corporate Leadership Team, staff in 23 branches and the OSCC55+;
- Municipal Act, 2001, S.O. 2001 c. 25 ("the Municipal Act, 2001");
- Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c.M.56 ("M.F.I.P.P.A.");
- Information and Records Management Strategic Plan (Report CORP-19-101) approved by Council on December 19, 2019 ("I&RM Strategic Plan");
- Various Ontario Municipalities; and,

- Still Waters Consulting Inc. who provides services across the spectrum of Records, Document, Content, Information, Data and Knowledge Management to over 150 client organizations across Canada. A library of methodologies and tools allows Still Waters to accelerate the justification, design, specification and implementation of enhanced records and information-centric processes that make organizations more effective.

5.0 Analysis

5.1 Legislative Requirements

The retention of and access to municipal records is governed by the Municipal Act, 2001 and M.F.I.P.P.A.

While records are often considered to be in paper format, Section 2 of M.F.I.P.P.A. provides the following, more fulsome definition of a record:

“‘record’ means any record of information, however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:

- a) Correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics and any copy thereof; and,
- b) Subject to the regulation, any record that is capable of being produced from a machine readable record under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution”.

It is important to note that although this definition provides examples of a number of common types of records, it should not be considered an exhaustive list, as other types of records may be created and are subject to the retention and access protocols.

Section 253(1) of the Municipal Act, 2001 states that subject to M.F.I.P.P.A., any person may, at all reasonable times inspect any of the records under the control of the Clerk. Similarly, under M.F.I.P.P.A. every person has a right to access the records of a municipality, subject to certain exceptions.

Section 254 of the Municipal Act, 2001 requires a municipality to retain and preserve the records of a municipality and its local boards in a secure and accessible manner. This section also states that the requirement to retain and preserve records in an accessible manner means that the records can be retrieved within a reasonable time, and that they must be in a format that allows the content to be ascertained by a person inspecting the records.

Section 255 of the Municipal Act, 2001 also provides for the municipality to establish retention periods that set out time periods for the records to be retained, following which the records may be destroyed.

5.2 Current Records Retention By-law 45-2002

In May 2002, City Council passed By-law 45-2002, being a by-law to provide periods of retention for and to provide for the destruction of various documents of the City. Schedule 'A' of the by-law provides a subject-based system and details a retention period for each record series. The By-law and Schedule 'A' have been updated from time to time since the original passage; however, does not make direct reference to all forms of records, specifically electronic and transitory records (see Attachment 2).

During the 2019 preparation of the Information and Records Management Strategic Plan (I&RM Strategic Plan) (CORP-19-101), a number of deficiencies were identified in the current Retention By-law and Retention Schedule, including:

- a lack of definitions;
- a lack of reference to electronic documents or files;
- obsolete provisions (such as the Municipal Auditor reviewing the by-law, a provision removed from the Municipal Act, 2001 under Bill 68 in 2017);
- a lack of usage instructions related to the Retention Schedule;
- unclear differences between the "Active" and "Total" retention periods;
- a lack of a table of contents or index;
- provision for a number of "general" record series, allowing catchall repositories of records that should be filed elsewhere; and,
- a lack of legislative citations with respect to legislated retention requirements.

5.3 Records Retention By-law

A new Records Retention By-law has been developed, which includes schedules to classify records using a function-based classification system and to identify transitory records. The proposed Records Retention By-law and Schedules are appended as Attachment 1.

The By-law removes obsolete provisions and references to the previous version of the Municipal Act, and provides authority to the City Clerk to make housekeeping amendments to the Schedules from time to time as may be required, such as changes in accordance to legislation, the corporate organizational structure of the City or to the retention period which are minor in nature. It also provides the authority to the City Clerk to administer the components of the Information and Records Management Program, including establishing procedures for the retention and appropriate destruction of records.

5.3.1 Transitory Records

The Records Retention By-law also includes a schedule to assist with identifying transitory records and the retention period of how long these records should be retained. Examples of transitory records are staff copies of agendas or minutes, routine email exchanges to schedule or confirm a meeting (after the meeting has taken place) and duplicate and/or convenience copies saved by Branches or individuals who do not have primary responsibility for the records. Transitory records do not include any records that are required to control, support, or document the delivery of programs, to carry out operations, to make decisions, or to provide evidence to account for the activities of government at any time.

It is important to ensure transitory records are managed and destroyed properly, in a manner applicable to the confidentiality of the record (i.e. confidential material is appropriately shredded in a secure shredding console or permanently deleted); however, staff are not always certain what are transitory records. To this end, Schedule 'B' provides detailed information regarding the creation, use and destruction of transitory records.

5.3.2 Members of Council Records

Members of Council have two types of records. The first type are constituency records which are the property of the Council Member and not in the custody or control of the City; therefore, are not subject to Municipal Freedom of Information requests provided they are not forwarded to staff.

The second type of record is related to the conducting of City business, for example a complaint from a resident which the Member of Council may forward to staff for an action. It is important for Members of Council to seek permission of the resident prior to forwarding any email or other personal information (e.g. a telephone number, address, etc.) to staff or any other person inside or outside of the organization. Once the Council Member has received permission from the resident and shares the record, it becomes a record of the City and is subject to the Records Retention By-law and Municipal Freedom of Information requests.

In addition, records related to work on City Advisory Committees, Committees, Task Forces or where the Council Member is acting as a representative of the City, are considered to be City records and are subject to Municipal Freedom of Information requests. These are to be retained in accordance with the Records Retention By-law and stored within City or leased facilities or on City servers as appropriate.

5.4 Function-based Classification System

Staff in 23 Branches and the OSCC55+ have participated in identifying records classes in order to migrate from a subject based records classification system to a function-based classification system. A function-based classification organizes records by the function they perform, aligning with the City's activities, as opposed to the subject of the record or the department or branch that creates or accesses the records. A function-based records classification system is endorsed by the ISO 15489-1:2016 records management standard to manage records efficiently and effectively.

As noted in the I&RM Strategic Plan, staff reported difficulty with searching for records needed to complete their work, either to make operational decisions or to respond to Requests for Information related to the Freedom of Information process. A function-based classification system provides a clear system for the filing, retention and access of records. In addition, records may relate to one or more subjects; therefore, the risk of duplication in a subject-based system is higher, as opposed to a function-based system that identifies the work process or mandate to which the record relates.

The Province of Ontario uses a function-based classification system for records management and several municipalities, including, but not limited to, Brampton, Burlington, Hamilton, Kingston, and Vaughan have adopted this system for the management of records.

5.4.1 Implementation of a Function-based Classification System

In order to move to the function-based classification system, each corporate record will need to be examined and reclassified based on its function in accordance with the new classification system. This will require a comprehensive change management plan to ensure that all records are appropriately classified and all staff are adequately trained to use the new classification system and the appropriate naming conventions that have been developed. The standardized naming conventions will allow a better search and access of records across the Corporation.

Still Waters Consulting Inc. has been integral in the development of the City's proposed Function-based Classification System and has also assisted a number of public sector organizations such as the City of Ottawa, Peel Regional Police, the City of St. Albert, and the Regional Municipality of Wood Buffalo. It is recommended that Still Waters Consulting Inc. continue to assist City staff in the implementation of the Function-based Classification System as it will expedite the implementation and improve:

- the structured, systematic and timely transfer and/or destruction of records;
- the protection of archival records;
- compliance with legislative, regulatory and audit-related requirements;
- the collaborative sharing of information and the elimination of inefficiencies and duplication;
- consistency in the organization and management of paper and electronic information throughout its life cycle;
- information security;
- the protection of sensitive information;
- the reduction of storage volumes and corresponding costs; and
- improvements in overall productivity.

6.0 Financial Implications

The financial impact of retaining Still Waters Consulting Inc. to assist in the implementation of the City's Function-based Classification System and training of City staff is approximately \$72,000 excluding H.S.T. and can be accommodated within the Council approved Capital Project 1543 – Document Management, approved by Council in 2015.

7.0 Relationship to the Oshawa Strategic Plan

This report supports the Oshawa Strategic Plan goal of Accountable Leadership.



Mary Medeiros, City Clerk,
City Clerk Services



Tracy Adams, Commissioner,
Corporate Services Department

Attachments



**By-law XX-2021
of The Corporation of the City of Oshawa**

being a By-law to standardize the classification of records of the Corporation of the City of Oshawa, and to authorize their disposition following specified retention periods.

Whereas Section 254 (1) of the Municipal Act, 2001, S.O., 2001, c. 25 (“the Municipal Act”) provides that a municipality and its local boards shall retain and preserve its records in a secure and accessible manner; and,

Whereas Section 255 (1) of the Municipal Act provides that a record of a municipality may only be destroyed if a retention period for the record has been established and has expired and Section 255 (3) provides that a municipality may establish these retention periods; and,

Whereas Records Retention By-law 45-2002, adopted by the Council of the City of Oshawa on May 21, 2002 provides periods of retention for and the destruction of various documents of the Corporation of the City of Oshawa; and,

Whereas the Information and Records Management Strategic Plan adopted by Council on December 16, 2019 recommends a significant update to the Records Retention By-law and transition to a Function-based Classification System; and,

Whereas it is now appropriate to repeal Records Retention By-law 45-2002 and replace it with an updated records retention by-law;

Therefore the Council of the Corporation of the City of Oshawa enacts as follows:

1. Definitions

1.1 In this By-law, unless context otherwise requires:

- (a) “Active” means a collection of City Records that is currently being used or is available for use.
- (b) “Archival Record” means a permanent, public Record determined to be of sufficient historical, continuing or enduring value as to warrant the added cost of storage, conservation and preservation. Not all Permanent Records are Archival Records. All Records deemed to be Archival, by a municipal archivist, are Records that the City Clerk is responsible for maintaining.
- (c) “Business Unit” means any grouping of City of Oshawa employees, at any level in the organizational structure, who report to a single Manager and who share a functional purpose.
- (d) “City” means of the Corporation of the City of Oshawa.

- (e) “City Business” means a core, central or basic function of the City, as related to the City’s mandate and functions.
- (f) “City Clerk” means the individual authorized to act on behalf of the City for the overall governance of the Records and Information Management Program (R.I.M. Program) and to delegate authority to implement specific R.I.M. Program procedures.
- (g) “Control” means contents of the record as it relates to City business and the City’s power or authority to make a decision about the use or disclosure of its records.
- (h) “Council” means Oshawa City Council as a whole.
- (i) “Council Member” means an individual member of Council, including the Mayor.
- (j) “Custody” means the storage, preservation, or security of a record for a legitimate business purpose, wherein the City could obtain a copy of the record upon request. While physical possession of a record may not always constitute custody, it is the best evidence of custody.
- (k) “Destruction” means the physical or electronic disposal of records or data by means of shredding, recycling, deletion or overwriting. This also includes the destruction of records or data residing on computers and electronic devices supplied or paid for by the City.
- (l) “Disclosure” means the release of personal information by any method (e.g. sharing information by any means such as verbally, sending an email, posting online) to any entity or person.
- (m) “Disposition” means the destruction of Records, the transfer of historically significant Records to an Archive, or the transfer of Records to another authority.
- (n) “Disposition Instructions” means special instructions when disposing of records following their retention period.
- (o) “Duplicate” means exact copies of Records, with nothing added, deleted or changed.
- (p) “Employee” means all full-time, part-time, temporary and seasonal staff of the City of Oshawa including staff hired on a contract basis for a defined period of time and practicum students.
- (q) “Function” means a kind of work that the City is mandated to deliver.

- (r) “Function-based Classification System and Retention Schedule (F.C.S./R.S.)” means an instrument used to provide a logical arrangement of Records into categories based upon an analysis of the City function from which they arose, providing a standardized basis for life cycle management rules, including those that specify the retention period applicable to those Records.
- (s) “Inactive” means records which are no longer referenced on a regular basis and are stored in a less accessible place since they are not used frequently.
- (t) “Instrument” means a document that serves as a means of pursuing or implementing principles and practices that are valued by an organization such as Policies, Procedures, Guidelines, Operational Guidelines, Standards, Directives, etc. that are used by the City of Oshawa to govern its Functions.
- (u) “Legal Hold” means the process that an organization uses to preserve all forms of potentially relevant information when litigation is pending or reasonably anticipated.
- (v) “Litigation” means the actions between two opposing parties working in the interest of enforcing or defending a legal right.
- (w) “Manager” means a person responsible for controlling or administering a business unit within an organization.
- (x) “Member” means a member of any committee or board which reports to, or on behalf of, the City of Oshawa, including, but not limited to, Advisory Committees, Committee of Adjustment and Oshawa Senior Community Centres (OSCC55+).
- (y) “Metadata” means defined as the data providing information about one or more aspects of the data; it is used to summarize basic information about data which can make tracking and working with specific data easier.
- (z) “Office of Primary Interest” means the Business Unit that is ultimately or most comprehensively accountable for the successful delivery of an Sub-Function and that will approve disposition.
- (aa) “Official Record” means a record that provides evidence of a business transaction, ongoing business value, required to support business operations or are required by legislation. These records must be retained and managed in accordance with government policies, standards.
- (bb) “Permanent Record” means a Record that possesses enduring legal, fiscal or administrative value and must be preserved permanently. The responsibility of preserving permanent Records lies with the responsible department as set out in Schedule ‘A’ to this by-law.

- (cc) “Personal Information” means “recorded information about an identifiable individual,” as defined in Section 2(1) of the Municipal Freedom of Information Protection of Privacy Act including,
- i. information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
 - ii. information relating to the education or the medical, psychiatric, .psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
 - iii. any identifying number, symbol or other particular assigned to the individual;
 - iv. the address, telephone number, fingerprints or blood type of the individual;
 - v. the personal opinions or views of the individual except if they relate to another individual;
 - vi. correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
 - vii. the views or opinions of another individual about the individual; and,
 - viii. the individual’s name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.
- (dd) “Record” means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise as defined in section 2(1) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and includes,
- i. correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof; and,
 - ii. subject to the regulations, any record that is capable of being produced from a machine readable record under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution.

- (ee) “Record Series” means a group of related Records categorized as a business unit for the purposes of establishing classification efficiencies and applying retention controls.
- (ff) “Repository” means an electronic or physical filing location where Records are maintained in accordance with the Records Retention Schedule and protected from unauthorized access or destruction.
- (gg) “Responsible Department” means the department or branch with primary responsibility for retaining a Record.
- (hh) “Retention Period” means the period of time that a Record will be kept or “retained” either/both electronically and in paper format (Also see ‘Trigger. Event’).
- (ii) “Retention Source” means the operational, archival, legal, and financial justification for the retention period.
- (jj) “Signing Authority” means the Manager or their designate.
- (kk) “Student” means an individual at least 15 years of age and registered in an educational program at a high school, college or university level.
- (ll) “Sub-Function” means a more specific kind of work contributing to the success of a Function.
- (mm) “Supervisor, Records and Information Management” or “Supervisor, R.I.M.” means the individual to whom authority is delegated by the City Clerk to act on behalf of the City to oversee the R.I.M. Program.
- (nn) “Transitory Record” means a Record and/or document with temporary usefulness and no long-term value, received or stored in any format and may be used to facilitate the completion of insignificant transactions, or created while preparing an official corporate record.
- (oo) “Trigger Event” means event or circumstance beyond which a record has no active operational value and to which a known retention period is applicable.
- (pp) “Vital Record” means a Record that is essential to the continuation or resumption of City business, to fulfill obligations to ratepayers, employees, Federal and Provincial governments, or to recreate the financial or legal status of the City in case of an emergency. The protection of Vital Records is the responsibility of the City Clerk.
- (qq) “Volunteer” means individuals who volunteer their services, from time to time, to assist in areas of the City.

2. Purpose

2.1 The purpose of this By-law is:

- (a) to provide authorization to the City Clerk to ensure the methodical life cycle management of Records of the City of Oshawa, regardless of their format, medium, origin, degree of completion, apparent importance, and other characteristics, including their retention and disposition; and,
- (b) to provide authority to the City Clerk to review and update the Function-based Classification System and Retention Schedule (Schedule 'A') and the Transitory Records Policy (Schedule 'B') of this by-law as necessary and appropriate in accordance with changes to legislation and/or the corporate organizational structure of the City or to make changes to the retention period which are minor in nature.

3. Application

3.1 This By-law applies to all Employees, Students and Council Members working for or on behalf of the City. The By-law also applies to any Member of any committee or board which reports to, or on behalf of, the City of Oshawa.

4. Classification

4.1 All Records arising from City functions will be methodically classified in accordance with the Function-based Classification System and Retention Schedule set out in Schedule 'A', by applying to them a standardized physical label, by their introduction into a standardized folder, or by the attribution to them of standardized Metadata.

5. Retention of Records

5.1 No Records will be destroyed or otherwise disposed of without the consent of the City Clerk or their designate, and without regard to the approved Function-based Classification System (F.C.S.) and Retention Schedule (R.S.).

Disposition includes but is not limited to the following actions:

- destruction, by shredding or deletion;
- transfer to the City's Archive;
- transfer or return to an external storage facility.

5.2 The City Clerk or their designate will administer this By-law and will ensure that the Retention Periods documented in the F.C.S./R.S. comply with all relevant legal requirements.

- 5.3 If a Record contains an individual's personal information and will be used by the City to make a decision that directly affects that individual, the City will retain that Record for at least two years after using that Record so that the individual has a reasonable opportunity to obtain access to it.
- 5.4 Where the City has been notified or reasonably expects that litigation may arise from a particular function, the City Solicitor will notify the City Clerk or the Supervisor, R.I.M. who will apply a Legal Hold to it and thus will retain Records indefinitely longer than the Retention Period provided for in the F.C.S./R.S.. A Legal Hold may only be lifted by the City Clerk or the Supervisor, R.I.M. in consultation with the City Solicitor.

6. Disposition of Records

- 6.1 The Supervisor, R.I.M., will establish and apply a procedure for the Disposition of Records, referring to the F.C.S./R.S. for the approved Trigger Event, Retention Period and Disposition instruction.
- 6.2 The Supervisor, R.I.M., will ensure that a written register of Records destroyed in accordance with the F.C.S./R.S. is maintained in a format that is deemed appropriate and practical by the City Clerk. The register of destroyed Records will itself be retained for a period of 10 years.
- 6.3 All Records that are duplicates or are otherwise transitory will be kept solely for convenience or reference and then will be disposed of securely as soon as possible. No written log or digital record of the disposition of duplicate and Transitory Records will be created or retained.
- 6.4 The Manager responsible for the City Function from which particular Records arise will review a list of Records eligible for destruction at the end of each calendar year. The Records will be destroyed in accordance with the Records Retention Schedule provided there are no legal obligations for the Records to be kept. If Records are to be retained past the Retention Period, approval must be provided by the City Clerk or their designate and the City Solicitor.
- 6.5 Records will be destroyed in a manner that protects the confidentiality of any Personal Information contained within them.

7. Maintenance of the F.C.S./R.S.

- 7.1 The City Clerk and Supervisor, R.I.M., will review the F.C.S./R.S. at least once each year, ensuring its continued reflection of the functions of the City as well as the life cycle management and retention obligations arising from new and amended legislation.
- 7.2 The City Clerk is authorized to revise, correct, update or otherwise amend Schedule 'A' as necessary in order to comply with legislative and/or the corporate organizational structure of the City or to make changes to the retention period which are minor in nature.

8. Transitory Records

- 8.1 Transitory Records may facilitate the completion of insignificant transactions, or be created while preparing an official corporate record. Transitory Records are not required to meet legal or fiscal obligations, do not provide evidence of decision-making, and are not directly linked to the provision of City services and operations. Guidelines around the creation, use, access and disposition of a Transitory Record is set out in Schedule 'B' to this By-law. Transitory Records are not included in the Function-based Classification System and Retention Schedule.
- 8.2 Transitory Records, as defined in this By-law, will be subject to the practices set out in the Transitory Records Guidance Document, which forms Schedule 'B' of this by-law.
- 8.3 The City Clerk is authorized to revise, correct, update or otherwise amend Schedule 'B' as necessary in order to comply with legislative or corporate organizational changes.

9. Short Title

This By-law may be referenced as the Records Classification and Retention By-law.

10. Repeal

By-law 45-2002, Records Retention By-law, as amended and any related Schedules is hereby repealed.

11. Effective Date

This By-law will come into effect upon approval by City Council.

By-law passed this day of , 2021.

Mayor

City Clerk

Function-based Classification System and Retention Schedule Schedule A to By-law XX-2021

Function 01 – Oversight

Work conducted to ensure the successful and accountable delivery of all City of Oshawa Functions under the Municipal Act, the Canada Labour Code, the Personal Information Protection and Electronic Documents Act, other applicable legislation and regulation, and the City of Oshawa Corporate Policy Framework.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger Event	Retention Period	Retention Source	Disposition Instructions
01	Establishment - by Entity. Entities are: City of Oshawa, Oshawa Power Utilities Corporation, Oshawa Senior Community Centres, etc.	The founding and mandating of a legal entity and the occasional revision of corresponding Instruments.	City Clerk Services	Dissolution of the City of Oshawa	6 Years	Canada Business Corporations Act (R.S.C., 1985, c. C-44) - "225(1).	Transfer key Records to Ministry of Municipal Affairs and Housing. Destroy residual Records.
02	Strategic Planning - by 5-Year Period.	The development and renewal of overarching long-term planning Instruments, anticipating and reflecting regulatory, operational, funding, human and other requirements, extending at least 5 years into the future, allowing the City of Oshawa to focus and prioritize its resources to greatest effect.	Corporate Leadership Team	End of Period of the Strategy	6 Years	N/A	Transfer key Records to City of Oshawa Archive. Destroy residual Records.

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger Event	Retention Period	Retention Source	Disposition Instructions
03	Corporate Planning - by Business Unit, then by Calendar Year.	The development and renewal of medium-term planning Instruments, typically extending over a 1-4 year period, often relating to the term of City Council, capturing key risks and objectives, capital expenditures, operating expenses, setting performance targets for all Business Units.	City Clerk Services	Superseded	6 Years	N/A	Transfer key Records to City of Oshawa Archive. Destroy residual Records.
04	Corporate Policy Framework Management - by Function, then by Instrument Type, then by Instrument. Instrument Types are: By-Law, Policy, Procedure, Guideline, Operational Guideline, Standard, Directive, etc.	Work to develop, revise and put into use formal Instruments that internally govern the Functions of the City of Oshawa.	City Clerk Services	Superseded	6 Years	Canada Labour Code, R. S. C. 1985, c. L-2, ss. 247.4.(1) (3); Canada Labour Code, R.S.C. 1985, c. L-2, ss. 125.(1)(d) to (f); as am. R. S. C. 1985 (1st Supp.), c. 9, s. 4; S. C. 2000, c. 20, s. 5.	Transfer key Records to City of Oshawa Archive. Destroy residual Records.
05	Authorization - by Committee or Senior Staff.	The establishment of a Committee or delegation of authority to a Senior Staff member.	City Clerk Services	Dissolution of Committee or Senior Staff	6 Years	N/A	Transfer key Records to City of Oshawa Archive. Destroy residual Records.

Function 01 - Oversight

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger Event	Retention Period	Retention Source	Disposition Instructions
06	<p>Decision-making-Council - by Committee</p> <p>Note: Council Committees are: Accessibility Advisory Committee, Committee of Adjustment, Heritage Advisory Committee (Heritage Oshawa), Environmental Advisory Committee, Finance Committee, Corporate Services Committee, Community Services Committee, Oshawa Animal Care Advisory Committee, Oshawa Active Transportation Committee, Development Services Committee, etc.</p>	<p>The conclusive and authoritative determination of a course of action, by an authorized City of Oshawa Council Committee or Senior Staff member. Includes: The work of bodies such as Sub-Committees', 'Working Groups' etc.</p>	City Clerk Services	End of Calendar Year	10 Years	<p>Canada Labour Code (R.S.C., 1985, c. L-2) 135.1(9) Limitation: Canada Labour Code (R.S.C., 1985, c. L-2) 149(4)</p>	<p>Transfer key Records to City of Oshawa Archive. Destroy residual Records</p>

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger Event	Retention Period	Retention Source	Disposition Instructions
07	Decision-making-Staff - by Committee or Senior Staff member. Note: Committees are: Forms Committee, Community Diversity and Inclusion Committee, Public Service Accounting Board, Job Evaluation Committee, Corporate Leadership Team (CLT), Pandemic Re-Opening Team, Oshawa Senior Community Centres, etc.	The conclusive and authoritative determination of a course of action, by an authorized City of Oshawa Staff Committee or Senior Staff. Includes: The work of bodies such as 'Task Forces', 'Working Groups' etc.	Corporate Leadership Team	End of Calendar Year	10 Years	Canada Labour Code (R.S.C., 1985, c. L-2) 135.1(9) Limitation: Canada Labour Code (R.S.C., 1985, c. L-2) 149(4).	Transfer key Records to City of Oshawa Archive. Destroy residual Records
08	Monitoring-Executive - by Senior Staff. Example, CAO.	Informal work of the Senior Staff, subsequent to regular meetings of the Corporate Leadership Team, to ensure the consistent and successful attainment of strategic objectives by Business Units.	City Clerk Services	End of Calendar Year	2 Years	N/A	Destroy
09	Monitoring-Managerial - by Manager.	Informal work of individual Managers to ensure the consistent and successful attainment of strategic objectives by Business Units.	City Clerk Services	End of Calendar Year	2 Years	N/A	Destroy

Function 01 - Oversight

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger Event	Retention Period	Retention Source	Disposition Instructions
10	Corporate Risk Management - by Period.	The identification of risks and corresponding risk indicators, the periodic measurement of those indicators relative to pre-established tolerances, the prioritization of risks to be mitigated, and the formulation of mitigating strategies implemented in the form of procedures, agreements, governance tools, insurance policies and other measures.	Chief Administrative Officer	End of Calendar Year	6 Years	N/A	Destroy
11	Partnership Management - by Partner. Partners include: Trent University, Municipalities, Region of Durham, Province etc.	The cultivation of voluntary and mutually beneficial relations with particular Stakeholders, then identified as Partners, having interests in common with those of the City of Oshawa. Includes: Non-binding participation by City of Oshawa Employees in the activities of Partner organizations, for the purpose of enhancing the stature of the City of Oshawa or to mutually align practices.	City Clerk Services	Superseded	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger Event	Retention Period	Retention Source	Disposition Instructions
12	Internal Audit Management - by Business Unit, then by Period.	The proactive and cyclic examination of Functions, Sub-Functions, 'Business Processes', specific undertakings or events, etc., to determine whether controls are sufficient to mitigate risks, resulting in recommendations for improvements.	Finance Services	End of Calendar Year	10 Years	N/A	Destroy
13	Financial Audit Management - by Period.	Participating in financial oversight performed by an independent external party necessary to demonstrate or protect the financial integrity of City of Oshawa.	Finance Services	End of Fiscal Year	6 Years	N/A	Transfer key Records to City of Oshawa Archive. Destroy residual Records.
14	Corporate Analytics - by Calendar Year, by Case.	Quantitative and qualitative analysis of overall City of Oshawa activity and transactions to better understand City of Oshawa needs, trends, patterns, expectations, etc.	Corporate Leadership Team	End of Calendar Year	6 Years	N/A	Destroy
15	Performance Management - by Business Unit, then by Calendar Year.	Interpretation of Strategic, Corporate and Work Plans in verifying the success of all City of Oshawa Functions.	Corporate Leadership Team	End of Calendar Year	6 Years	N/A	Destroy

Function 01 - Oversight

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger Event	Retention Period	Retention Source	Disposition Instructions
16	Compliance Management - by External Authority. Examples, Ministry of Seniors and Accessibility, TSSA, Canada Revenue Agency, Government of Ontario re: Health Tax, OMERS, WSIB, MMAH, ODA, Region of Durham, etc.	Work to ensure City of Oshawa compliance with legislation, regulation and conditions of licenses, permits, some grants, and other forms of authorization.	Chief Administrative Officer	End of Calendar Year	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Function 02 - Election Management - by Election Type, then by Calendar Year. Election Types are: Municipal Election, School Board Election, By-election, Question, etc.

The conduct of municipal and School Board elections, and By-elections, resulting in the assumption of duties by Council Members for a term of office and the determination of the public will regarding specific matters, respectively, subject to the Municipal Elections Act, Education Act, and other relevant legislation.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
01	Initiation	As dictated by legislation, upon resolution by Council, or pursuant to an order by the Minister, determination to conduct a municipal election.	City Clerk Services	Closure	120 Days	Municipal Elections Act, 1996, S.O. 1996, c. 32, 88 (1) and (2) 1996, c. 32, Sched., s. 88 (2); 2009, c. 33, Sched. 21, s. 8 (50).	Transfer key Records to City of Oshawa Archive. Destroy
02	Support	Guidance, clarification and other assistance to prospective electoral candidates.	City Clerk Services	Closure	120 Days	Municipal Elections Act, 1996, S.O. 1996, c. 32, 88 (1) and (2) 1996, c. 32, Sched., s. 88 (2); 2009, c. 33, Sched. 21, s. 8 (50).	Transfer key Records to City of Oshawa Archive. Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	Candidate Nomination	Where candidates have specified qualifications, the formal determination that individuals shall be included on ballots. Includes: Notification to candidates that their nominations have been received, as well as the withdrawal of nominations upon request of a candidate.	City Clerk Services	Closure	120 Days	Municipal Elections Act, 1996, S.O. 1996, c. 32, 88 (1) and (2) 1996, c. 32, Sched., s. 88 (2); 2009, c. 33, Sched. 21, s. 8 (50).	Transfer key Records to City of Oshawa Archive. Destroy
04	3rd Party Registration	Receipt and validation of declarations from third parties e.g. Unions, Business Organizations etc., that intend to promote, support or oppose a candidate(s) or a "yes" or "no" answer to a question on the ballot.	City Clerk Services	Closure	120 Days	Municipal Elections Act, 1996, S.O. 1996, c. 32, 88 (1) and (2) 1996, c. 32, Sched., s. 88 (2); 2009, c. 33, Sched. 21, s. 8 (50).	Transfer key Records to City of Oshawa Archive. Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	Preparation	Planning and logistical effort including the identification of polling stations, the selection, hiring and training of staff, the identification of scrutineers and other Stakeholders, the printing of ballots, etc.	City Clerk Services	Closure	120 Days	Municipal Elections Act, 1996, S.O. 1996, c. 32, 88 (1) and (2) 1996, c. 32, Sched., s. 88 (2); 2009, c. 33, Sched. 21, s. 8 (50).	Transfer key Records to City of Oshawa Archive. Destroy
06	Population	Receiving of a preliminary Voters List from MPAC and its uploading into a City of Oshawa database.	City Clerk Services	Closure	120 Days	Municipal Elections Act, 1996, S.O. 1996, c. 32, 88 (1) and (2) 1996, c. 32, Sched., s. 88 (2); 2009, c. 33, Sched. 21, s. 8 (50).	Transfer key Records to City of Oshawa Archive. Destroy
07	Data Cleansing	Removal of duplicates and the correction of other "obvious errors" from the preliminary Voters List, and the handling of applications for changes to the Voters List from eligible voters.	City Clerk Services	Closure	120 Days	Municipal Elections Act, 1996, S.O. 1996, c. 32, 88 (1) and (2) 1996, c. 32, Sched., s. 88 (2); 2009, c. 33, Sched. 21, s. 8 (50).	Transfer key Records to City of Oshawa Archive. Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
08	Notification	Providing election-related information to eligible voters, including the times and dates when voting will occur, locations of voting, manner of voting, etc.	City Clerk Services	Closure	120 Days	Municipal Elections Act, 1996, S.O. 1996, c. 32, 88 (1) and (2) 1996, c. 32, Sched., s. 88 (2); 2009, c. 33, Sched. 21, s. 8 (50).	Transfer key Records to City of Oshawa Archive. Destroy
09	Voting	Following presentation of proof of identity at a designating location of voting, marking of a ballot by an eligible voter, maintaining secrecy, and depositing it into a ballot box.	City Clerk Services	Closure	120 Days	Municipal Elections Act, 1996, S.O. 1996, c. 32, 88 (1) and (2) 1996, c. 32, Sched., s. 88 (2); 2009, c. 33, Sched. 21, s. 8 (50).	Transfer key Records to City of Oshawa Archive. Destroy
10	Ballot Tabulation	Records related to a count and/or recount conducted in accordance with established processes and provisions of legislation.	City Clerk Services	Closure	120 Days	Municipal Elections Act, 1996, S.O. 1996, c. 32, 88 (1) and (2) 1996, c. 32, Sched., s. 88 (2); 2009, c. 33, Sched. 21, s. 8 (50).	Transfer key Records to City of Oshawa Archive. Destroy

Function 02 – Election Management

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
11	Certification	Formal confirmation of the vote count for each candidate.	City Clerk Services	Closure	120 Days	Municipal Elections Act, 1996, S.O. 1996, c. 32, 88 (1) and (2) 1996, c. 32, Sched., s. 88 (2); 2009, c. 33, Sched. 21, s. 8 (50).	Transfer key Records to City of Oshawa Archive. Destroy
12	Release	Publication of the financial statements of candidates and the results of elections on the City of Oshawa web site.	City Clerk Services	Closure	120 Days (Exception: Financial statements - 4 Years)	Municipal Elections Act, 1996, S.O. 1996, c. 32, 88 1996, c. 32, Sched., s. 88 (2); 2009, c. 33, Sched. 21, s. 8 (50).	Transfer key Records to City of Oshawa Archive. Destroy
13	Submission for Reporting	Within 90 days of the close of voting, formal communication of the results of the election, as well as its compliance with various legislated election-related expectations.	City Clerk Services	Closure	120 Days	Municipal Elections Act, 1996, S.O. 1996, c. 32, 88 (1) and (2) 1996, c. 32, Sched., s. 88 (2); 2009, c. 33, Sched. 21, s. 8 (50).	Transfer key Records to City of Oshawa Archive. Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
14	Investiture	By swearing an oath, the investiture of power in an elected official.	City Clerk Services	Closure	120 Days	Municipal Elections Act, 1996, S.O. 1996, c. 32, 88 (1) and (2) 1996, c. 32, Sched., s. 88 (2); 2009, c. 33, Sched. 21, s. 8 (50).	Transfer key Records to City of Oshawa Archive. Destroy
15	Closure	Formal conclusion of an Election, documentation of outcomes and lessons learned, and confirmation that all Records relating directly to the conduct of the Election have been disposed.	City Clerk Services	Closure	120 Days	Municipal Elections Act, 1996, S.O. 1996, c. 32, 88 (1) and (2) 1996, c. 32, Sched., s. 88 (2); 2009, c. 33, Sched. 21, s. 8 (50).	Transfer key Records to City of Oshawa Archive. Destroy

Function-based Classification System and Retention Schedule

Function 03 - Council Support - by Term

Services involving or provided to Council to facilitate its legitimate, effective, expeditious and evidence-based decision-making.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
01	Orientation - by Councillor/Mayor.	Following their investiture, the briefing of new Council Members regarding all aspects of City of Oshawa organization and its Functions, as well as any immediate issues that the member must address.	City Clerk Services	End of Calendar Year	6 Years	N/A	Destroy
02	Support - by Councillor/Mayor, by Case.	Upon request, provision of logistical services e.g. scheduling meetings with City of Oshawa Employees or Stakeholders, seeking briefings from City of Oshawa Employees or Stakeholders, providing technical explanations and guidance, etc., to Council Members.	City Clerk Services	End of Calendar Year	6 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	Correspondence Management - by Date, then by Case.	Interaction between Council Members and City of Oshawa Employees regarding an issue or matter, often precipitated by correspondence from Stakeholders. Includes: Requests for flag-raising and for proclamations. Excludes: The undocumented forwarding, upon reception, of correspondence addressed to the Council Member and any reply correspondence addressed to the Council Member's constituents.	Councillor/Mayor/ City Clerk Services	End of Calendar Year	10 Years	N/A	Destroy
04	Briefing - by Councillor/Mayor, by Period.	Response to requests for briefings from Council Members.	City Clerk Services	End of Term	Immediate	N/A	Destroy

Function 03 – Council Support

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	Meeting Management - by 4-week period.	The initial and all subsequent regular and ad hoc meetings of City Council to consider, debate and render decisions regarding all matters referred by the City of Oshawa.	City Clerk Services	End of Calendar Year	6 Years	Municipal Act S.O. 2001 253 (1)	Transfer key Records to City of Oshawa Archive. Destroy residual Records.

Function-based Classification System and Retention Schedule

Function 04 – Legal Services

Work to understand and manage legal risk and to ensure that City of Oshawa Functions are consequently performed in a legally defensible manner, as well as representation of City of Oshawa Business Units, Council, and related Boards and Agencies, in matters relating to their roles and Functions. Excludes: Provision of services to the Function of 'Human Resource Management', and provision of services to City of Oshawa staff regarding their personal legal matters.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
01	Work Planning - by Calendar Year.	The informal or formal development, maintenance and day-to-day use of tools and knowledge, promoting the coordinated effort of staff in the successful implementation of a Function. Excludes: The development of Policy Instruments (see "Corporate Policy Framework Management") and corporate plans (see "Corporate Planning").	Legal Services	End of Calendar Year	5 Years	N/A	Destroy
02	Knowledge Management - by Subject.	Creation, sourcing, selection, cataloguing, and sharing of Records that may be usefully referred to in the conduct of future work.	Legal Services	Superseded	2 Years	N/A	Destroy

Function 04 – Legal Services

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	Support - by Branch, then by Case.	Proactive and responsive work to assist Business Units, thus improving practices and outcomes and contributing to the success of other Functions. Includes: Participating in meetings in a legal capacity, advice, rendering of Legal Opinions, preparation and review of draft By-laws, preparation and review of contracts, etc.	Legal Services	End of Calendar Year	6 Years	N/A	Destroy
04	Registration-Land Transactions - by Land Transaction Type, then by Case. Land Transaction Types are: Expropriation, Purchase, Lease, Sale, Exchange, Donation, etc.	Conduct of legal elements of transactions affecting the ownership of Land in the City of Oshawa.	Legal Services	Closure	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	Registration-Agreements - by Instrument Type, then by Case. Note: Types include: Bylaws, Dedication Bylaw, Plan Agreement, Subdivision Agreements, etc.	Submission of legally required or substantive Records to official registries.	Legal Services	Closure	2 Years	N/A	Destroy
06	Collection - by Branch, then by Case.	Legal efforts to recover amounts owed to the City. Excludes: Collection of property taxes.	Legal Services	Closure	2 Years	N/A	Destroy
07	Prosecution - by By-law, then by Case.	Legal enforcement of the City of Oshawa's Corporate Policy Framework e.g. By-laws regulating noise, grading of land, parking, Fire Code, Building Code etc., in Provincial Offenses Court.	Legal Services	Closure	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
08	Litigation - by Case.	Protection of the integrity of the City of Oshawa, in all administrative and operational matters not resolved by 'Collection' and 'Prosecution', whether cases proceed to court or are settled in an alternative manner, where the City of Oshawa is the plaintiff, the defendant or has intervenor status. Excludes: Arbitration of complaints under Collective Agreements.	Legal Services	Closure	2 Years	Supreme Court Civil Rules, under the Court Rules Act, B. C. R. 168/2009, ss. 23.3.(7),(8),(9)	Destroy

Function-based Classification System and Retention Schedule

Function 05 – Finance Services

The methodical management of all City of Oshawa financial activities and transactions, to ensure that financial resources are consumed in accordance with approved plans, budgets and allocations, that financial transactions are undertaken in compliance with governing legislation, and that financial reporting is timely, complete, accurate, and delivered in accordance with prescribed accounting and reporting standards.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
01	Work Planning - by Fiscal Year.	The informal or formal development, maintenance and day-to-day use of tools and knowledge, promoting the coordinated effort of staff in the successful implementation of a Function. Excludes: The development of Policy Instruments (see "Corporate Policy Framework Management") and corporate plans (see "Corporate Planning").	Finance Services	End of Fiscal Year	5 Years	N/A	Destroy
02	Knowledge Management - by Subject.	Creation, sourcing, selection, cataloguing, and sharing of Records that may be usefully referred to in the conduct of future work.	Finance Services	Superseded	2 Years	N/A	Destroy

Function 05 – Finance Services

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	Portfolio Management - by Fiscal Year.	Increasingly formal consultation to establish a prioritized basis for financial and procurement actions.	Purchasing Services	End of Fiscal Year	6 Years	N/A	Destroy
04	Stakeholder Management - by Stakeholder. Stakeholders are: MPAC etc.	Entering into agreement with, gathering information about, understanding, and maintaining contact with Stakeholder Types and particular Stakeholders, in anticipation of and to facilitate other Functions.	Finance Services	Termination of Relationship	6 Years	N/A	Destroy
05	Banking - by Institution.	Establishment, maintenance and exercise of long-term relationships with external financial institutions, providing the City of Oshawa with required liquidity and financial services.	Finance Services	Termination of Relationship	6 Years	N/A	Destroy

Function 05 – Finance Services

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	Budgeting - by Type, then by Fiscal Year. Types: Capital, Operating.	The annual application of budgetary practices, procedures and controls, in relation to the operating and capital needs of the City of Oshawa, to iteratively gather financial data from Business Units for aggregation, allowing the prediction of future states, as well as their review and revision in the course of the year.	Finance Services	End of Fiscal Year	6 Years	Canada Business Corporations Act, R. S. C. 1985, c. C-44, ss. 20.(2),(2.1),(4) to (5.1); as am. S. C. 1994, c. 24, s. 8; as am. S. C. 2001, c. 14, s. 10.	Transfer key Records to City of Oshawa Archive. Destroy residual Records.

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
07	Procurement - by Type, by Case. Note: Pre-qualification, Request for Information (RFI), Tender, Formal Quote, Informal Quote, Sole Source, Emergency, Request for Expression of Interest (RFEOI), Proposal, etc.	The process of buying or acquiring goods and services from Suppliers, ensuring procedural compliance, competitive pricing, quality, and timely delivery. Includes: The establishment of Standing Offers and Vendor of Record arrangements. Excludes: Leasing space, sites and buildings from other organizations.	Purchasing Services	Termination of Contract	6 Years	N/A	Destroy
08	Disposal - by Asset Class, by Case.	The removal of assets from inventory and use by the City of Oshawa, by various means. Includes: Sale, Auction, Trade-in, Donation, Removal, etc.	Purchasing Services	End of Fiscal Year	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
09	Payroll Management - by 2-week Period.	In interaction with "Human Resource Management", ensuring that amounts payable to City of Oshawa Employees are identified, validated, entered, and disbursed, in accordance with relevant Policy Instruments.	Finance Services	End of Fiscal Year	6 Years	Canada Business Corporations Act (R.S.C., 1985, c. C-44) subsection (2); Canada Labour Standards Regulations (C.R.C., c. 986) under the Canada Labour Code 24(2); Canada Pension Plan (R.S.C., 1985, c. C-8) 24 (1); Limitation: Canada Business Corporations Act (R.S.C., 1985, c. C-44) 252(2)	Transfer key Records to 'Human Resource Management/Compensation'.

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
10	Baselining - by Roll Number.	The maintenance of updated and accurate data regarding properties, in particular their ownership, mortgage holder, severances, consolidations, legal descriptions, whether they make payments in lieu of taxes, and other fundamental information identifying and describing a property having a Roll Number.	Taxation Services	End of Fiscal Year	6 Years	Municipal Act 340 (1) 2001, c. 25, s. 340 (1).	Retain key Records in perpetuity. Destroy residual Records.

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
11	Taxation - by Roll Number, by Fiscal Year.	The collection of property taxes from citizens (residential) and businesses (commercial), involving assessment and re-assessment following improvements to Land Assets by MPAC, calculation of tax amounts, billing, clarification, adjustment, reception of payment, and collection efforts.	Taxation Services	End of Fiscal Year	6 Years	Municipal Act 340 (1) 2001, c. 25, s. 340 (1).	Retain Property Tax Roll data in perpetuity. Destroy residual Records.
12	Data Integrity Management	Systematic efforts to correct overall problems in datasets received from authoritative sources, as well as legacy data quality issues.	Taxation Services	End of Fiscal Year	6 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
13	Tax Sale Registration - by Roll Number, by Fiscal Year.	Where collection of overdue taxes is ineffective, a lengthy process leading either to collection of the taxes overdue from the owner or to the collection of taxes from the proceeds of the imposed sale of the property for which taxes are due.	Taxation Services	Closure	10 Years	N/A	Destroy
14	Accounts Receivable - by Fiscal Year, then by Month.	The receipt of revenue from external Stakeholders.	Finance Services	End of Fiscal Year	6 Years	Canada Business Corporations Act (R.S.C., 1985, c. C-44) subsection (2).	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
15	Accounts Payable - by Fiscal Year, then by Month.	Ensuring, by means of a 3-way approval control, that a variety of Types of Accounts Payable transactions are received, validated, entered into ledger, and paid, in accordance with relevant Corporate Policy Instruments, and that overall authorities and budgets are not exceeded. Includes: Disbursement of amounts arising from expense claims by Employees.	Finance Services	End of Fiscal Year	6 Years	Canada Business Corporations Act (R.S.C., 1985, c. C-44) subsection (2).	Destroy
16	Reconciliation - by Reconciliation Type, by Day/Month/Year. Types are: Payables, Taxation, Accounts Receivable.	Regular comparison of ledger entries to transactions to ensure that no errors or inaccuracies remain.	Finance Services	End of Fiscal Year	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
17	Treasury Management - by Fiscal Year.	The responsible investment of City of Oshawa funds, capitalizing on financial opportunity while ensuring liquidity with which to address operating needs, involving the monitoring of the portfolio and new opportunities, as well as overall economic trends, resulting in borrowing for the purpose of investment, repayment of debt, and specific investment transactions.	Finance Services	End of Fiscal Year	10 Years	Canada Business Corporations Act (R.S.C., 1985, c. C-44) subsection (2).	Destroy
18	Claims Administration - by Policy, by Case.	Handling of claims against City of Oshawa insurance policies, in instances where, either a Stakeholder or a City of Oshawa Employee has been injured at a City of Oshawa facility.	Finance Services	Closure	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
19	Training - by Business Unit, then by Date.	Delivery of formal instruction to Business Units regarding any Finance or Procurement topic. Includes: Coaching.	Finance Services	End of Fiscal Year	2 Years	N/A	Destroy
20	Advice - by Fiscal Year, then by Business Unit.	Proactive and responsive financial work to assist Business Units, thus improving practices and outcomes and contributing to the success of other Functions e.g. contributions to business cases, capital project planning, and legal dispute resolution.	Finance Services	End of Fiscal Year	2 Years	N/A	Destroy
21	Certification - by Roll Number, then by Case.	Response to requests from lawyers and property owners, verifying taxation-related specifics.	Taxation Services	End of Fiscal Year	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
22	Request Handling - by Fiscal Year, then by Case.	Response to requests for clarification and explanation of any financial matter involving the City of Oshawa from external Stakeholders.	Finance Services	End of Fiscal Year	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Function 06 – Human Resource Management

The development and maintenance of mutually beneficial relationships between the City of Oshawa and its Employees, enabling the fulfilment of all City of Oshawa Functions. Includes: Services delivered to retired Employees.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
01	Work Planning - by Calendar Year	The informal or formal development, maintenance and day-to-day use of tools and knowledge, promoting the coordinated effort of staff in the successful implementation of a Function. Excludes: The development of Policy Instruments (see "Corporate Policy Framework Management") and corporate plans (see "Corporate Planning").	Human Resource Services	End of Calendar Year	5 Years	N/A	Destroy
02	Knowledge Management - by Subject.	Creation, sourcing, selection, cataloguing, and sharing of Records that may be usefully referred to in the conduct of future work.	Human Resource Services	Superseded	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	Employee Engagement - by Case	Interaction with Employees and Business Units, often by written survey, to ascertain their level of satisfaction with their work environment and their suitability for the specific role that they occupy, ensuring that the work culture at the City of Oshawa continuously improves.	Human Resource Services	End of Calendar Year	6 Years	N/A	Destroy
04	Organizational Development - by Initiative	Work to improve performance, culture, relationships between teams, relationships between individuals and leaders, using change management techniques.	Human Resource Services	Closure	10 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	Position Management - by Position.	The definition of the positions that must be effectively occupied, and the number and distribution of these positions that must be established, for City of Oshawa Functions to be fulfilled and for pay equity expectations to be met. Includes: Re-classification of positions.	Human Resource Services	Elimination of Position	15 Years	N/A	Destroy
06	Promotion - by Case, by Stakeholder Type.	Work to enhance the reputation of the City of Oshawa as an employer, encouraging applications for employment from suitable candidates.	Human Resource Services	Superseded	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
07	Recruitment - by Position, by Calendar Year	Hiring individuals, as Employees who are best able to fulfill the requirements of specific City of Oshawa positions. Includes: Working with the relevant Manager to specify needs and to locate niche sources of skilled personnel; resolution of conventional complaints regarding the outcome of a Recruitment case. Includes: Conduct of security checks. Excludes: Formal grievances regarding the process of a Recruitment case by unionized Employees (see 'Labour Relations/Grievance Management').	Human Resource Services	Closure	2 Years	Municipal Freedom of Information and Protection of Privacy Act R.R.O. 1990, REGULATION 823, section 5; Federal Privacy Act, R. S. C. 1985, c. P-21, s. 6	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
08	Talent Management - by Employee.	The determination of learning needs of Employees so that they may better fulfill current and anticipated future positions.	Human Resource Services	Termination of Employee	6 Years	Canada Occupational Health and Safety Regulations (SOR/86-304) under the Canada Labour Code 17.8(1) section 17.7; 17.5(1)(c)(b)(2) subsection (1).	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
09	Program Management - by Program. Note: Programs are: Performance Management, Learning, Compensation, Attendance Management, Pay Equity, Cyber-security etc.	Short-, medium-, long-term and sometimes permanent efforts intended to respond to particular issues, sometimes as required by legislation or by the City of Oshawa Policy Framework, specifying overarching objectives, priorities, methods etc., whereby Employees seek or are proactively offered targeted information, guidance, compensation, reimbursement, accommodation or another benefit.	Human Resource Services	Closure of Program	6 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
10	Supervision - by Employee Type, then by Employee.	The deployment and management of Employees, while documenting any events that may affect their career with the City of Oshawa and their subsequent eligibility for post-termination benefits in what was formerly called an 'Employee File'.	Human Resource Services	Termination	6 Years	Canada Labour Code (R.S.C., 1985, c. L-2) 252(2) 264(a); Limitation: Canada Labour Code (R.S.C., 1985, c. L-2) 149(4); Canada Labour Code (R.S.C., 1985, c. L-2) 257(2).	Ensure transfer of key Records to 'Human Resource Management/Compensation'. Destroy residual Records.

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
11	Compensation - by Reward Type. Note: Reward Types are Salary, Pension, Tuition Reimbursement, etc.	The design and delivery of a fair and competitive suite of rewards, in interaction with a Service Provider, compensating Employees for their work at the City of Oshawa while also providing support to them in particular professional and personal circumstances, often as required by legislation. Includes: Setting the base salary of a position and the annual review of salaries, and the calculation of other amounts applicable to eligible Employees holding particular positions.	Human Resource Services	Termination of Reward	50 Years	Canada Labour Code (R.S.C., 1985, c. L-2) 257(2); Limitation: Canada Pension Plan (R.S.C., 1985, c. C-8) 22(3) Notwithstanding subsection (1) or (2); Canada Pension Plan (R.S.C., 1985, c. C-8) 90(2); Workplace Safety and Insurance Act, 1997, S.O. 1997, c.16, Schedule A: 80 (1) 1997, c. 16, Sched. A, s. 80.(2) 2001, c. 9, Sched. I, s. 4 (2).	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
12	Labour Relations - by Collective Agreement.	Negotiating with Unions and Bargaining Units to establish Collective Agreements and other agreements ensuring the equitable and effective performance of City of Oshawa Functions, regular meetings with these Unions and Bargaining Units, and management of Grievances raised under Collective Agreements.	Human Resource Services	Termination of Collective Agreement	15 Years	Canadian Human Rights Act (R.S.C., 1985, c. H-6) 60(5).	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
13	Complaint Handling - by Employee, then by Type of Complaint. Note: Types of Complaint are: Health and Safety, Ergonomic, Sexual Harassment etc.	Methodical response to formal assertion of wrongdoing, involving receipt of a request, logging its arrival and characteristics, notification of affected Business Units and identification or collection of responsive evidence, review of this evidence, referral of finding to appropriate authorities for action, and eventual closure of the case.	Human Resource Services	Closure	6 Years	Canadian Human Rights Act (R.S.C., 1985, c. H-6) 60(5).	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
14	Occupational Health and Safety Management	As mandated by law, work to minimize injury to employees, damage to property and to increase the efficiency and reliability of work, by establishing Occupational Health & Safety skills among employees, involving the analysis of tasks and formulation of mitigation strategies, inspection all work sites for OH&S issues, assessing and reviewing all work processes for the OH&S risks to which they expose employees, and enforcing OH&S policy and procedure.	Human Resource Services	Superseded	6 Years	Canada Occupational Health and Safety Regulations (SOR/86-304) under the Canada Labour Code - "16.13(1).	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
15	Incident Management-Occupational Health and Safety - by Incident.	Response to injuries and other OH&S problems occurring in the workplace, involving the notification of provincial authorities, local and collaborative (with OH&S authorities) investigations.	Human Resource Services	End of Calendar Year	6 Years	Canada Occupational Health and Safety Regulations (SOR/86-304) under the Canada Labour Code - "16.13(1).	Destroy

Function-based Classification System and Retention Schedule

Function 07 – Information Technology Management

Work to enable, automate and secure the technological IT Assets upon which depend City of Oshawa Functions. Excludes: The life cycle management of the records that are created by and/or reside within these IT Assets.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
01	Work Planning - by Calendar Year	The informal or formal development, maintenance and day-to-day use of tools and knowledge, promoting the coordinated effort of staff in the successful implementation of a Function. Excludes: The development of Policy Instruments (see "Corporate Policy Framework Management") and corporate plans (see "Corporate Planning").	Information Technology Services	End of Calendar Year	5 Years	N/A	Destroy
02	Knowledge Management - by Subject	Creation, sourcing, selection, cataloguing, and sharing of Records that may be usefully referred to in the conduct of future work.	Information Technology Services	Superseded	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	Portfolio Management - by Calendar Year.	Informal interaction with Business Units to ensure the prioritization of work and the efficient allocation of resources.	Information Technology Services	End of Calendar Year	6 Years	N/A	Destroy
04	Partnership Management - by Partner. Partners are: Internal Business Units, Teranet, First Base Solutions, Government Agencies involved in Cyber Security, etc.	The cultivation of mutually beneficial relations with internal Business Units and external Stakeholders, identified as Partners, for the purpose of mutually aligning practices, establishing sources for information, support and data.	Information Technology Services	Termination of Agreement	6 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	Project Management - by Project Name/Number.	Application of Project Management Life Cycle methodologies, with differing levels of formality, leading to the standardized, methodical and efficient creation of a new or substantially improved IT Asset, whether by City of Oshawa staff or by contractors. Includes: Projects that decommission or replace IT assets. Excludes: Procurement of material and services associated with a Project (see "Finance Services/ Procurement").	Information Technology Services	Closure	10 Years	N/A	Transfer key Records to 'Information Technology Management/Configuration Management'. Destroy residual Records.

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	Configuration Management - by IT Asset.	The documentation and control of the past and current configuration of an IT Asset, capturing its physical and functional characteristics, as well as the relationship between its components. Includes: IT Assets composed of infrastructure, hardware, software, or combinations of these components.	Information Technology Services	Decommissioning of Solution	2 Years	N/A	Destroy
07	Operation - by IT Asset, then by Calendar Year.	Continuous intervention to ensure the reliable functioning of an IT Asset.	Information Technology Services	Decommissioning of Solution	2 Years	N/A	Destroy
08	Back-up	The regular (every 30 days, with 12 month rotation) duplication of data residing in IT Assets to ensure rapid recovery from a disaster.	Information Technology Services	Date	60 Days	N/A	Destroy

Function 07 – Information Technology Management

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
09	Data Transformation - by Source, then by Delivery.	The updating of important City of Oshawa datasets e.g. GIS, Taxation, etc., from various internal and external sources and Partners.	Information Technology Services	Closure	10 Years	N/A	Destroy
10	Support - by IT Asset, by User Name, by Incident.	Assistance to users in the understanding and use of an IT Asset, including cases where an IT Asset is reported or is observed to have failed.	Information Technology Services	Closure	2 Years	N/A	Transfer key Records to 'Information Technology Management/Configuration Management'. Destroy residual Records.
11	Cyber-security Management - by Calendar Year.	Where an incident or problem, or proactive monitoring, has revealed an attempted or actual breach of cyber security, subsequent to or in parallel with its resolution, effort to determine and eliminate its root cause, often in interaction with Protective Services.	Information Technology Services	End of Calendar Year	6 Years	N/A	Destroy

Function 07 – Information Technology Management

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
12	Cyber-incident Management - by Case.	Based on pre-established impact criteria, the identification of and response to IT Asset-specific or more comprehensive incidents, ranging from password compromise to global cyber attacks and ransomware attacks, affecting many or all City of Oshawa Employees, the delivery of services, or the reputation of the City, involving the Cyber Security Management Team.	Information Technology Services	End of Calendar Year	10 Years	N/A	Destroy
13	Inventory Control - by Class of IT Asset.	Life cycle management of consumable IT Assets e.g. laptops, computers, cables etc., ensuring their functional suitability and availability to support City of Oshawa Functions.	Information Technology Services	Decommissioning of IT Asset	6 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
14	Analytical Services - by Calendar Year, by Type, by Business Unit.	Providing Employees and Business Units with technological leadership, planning, control and a variety of data input and manipulation services, producing maps, analysis, etc.	Information Technology Services	Closure	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Function 08 – Corporate Communications

Maintenance of a transparent and mutually beneficial relationship between the City of Oshawa and its external Stakeholders, creating a positive image of the City of Oshawa and providing direction to Stakeholders.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
01	Work Planning - by Calendar Year.	The informal or formal development, maintenance and day-to-day use of tools and knowledge, promoting the coordinated effort of staff in the successful implementation of a Function. Excludes: The development of Policy Instruments (see "Corporate Policy Framework Management") and corporate plans (see "Corporate Planning").	Corporate Communications	End of Calendar Year	5 Years	N/A	Destroy
02	Knowledge Management - by Subject.	Creation, sourcing, selection, cataloguing, and sharing of Records that may be usefully referred to in the conduct of future work.	Corporate Communications	Superseded	2 Years	N/A	Destroy

Function 08 – Corporate Communications

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	Content Management	Work to develop and maintain Records, including images, video, art elements, and other artifacts, that may be re-used or incorporated into other Records in the future.	Corporate Communications	Superseded	2 Years	N/A	Transfer key Records to Archive. Destroy residual Records.
04	Corporate Identity Management - by Element.	The development and preservation of the City of Oshawa's unique and recognizable nature in symbolic images and other branding elements, as per the Council-approved Visual Identity Manual.	Corporate Communications	Superseded	6 Years	Copyright Act, R. S. C. 1985, c. C-42, s. 77.(3); as am. S. C. 1997, c. 24, s. 50,	Transfer key Records to Archive. Destroy residual Records.
05	Stakeholder Management - by Stakeholder Type, then by Stakeholder. Note: Stakeholder Types are: Media Contacts, Community Partners (including but not limited to: Post-secondary, Health, Chamber, Gallery), etc.	Entering into agreement with, gathering information about, understanding, and maintaining contact with Stakeholder Types and particular Stakeholders, in anticipation of and to facilitate other Functions.	Corporate Communications	Termination of Relationship	6 Years	N/A	Destroy

Function 08 – Corporate Communications

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	Media Monitoring - by Date.	The regular review of relevant publications and media sources, to identify specific coverage of topics pertaining to the Functions of the City of Oshawa, as well as trends in coverage.	Corporate Communications	End of Calendar Year	2 Years	N/A	Destroy
07	Release Management - by Release.	Providing targeted Stakeholders with timely and accurate information, proactively and responsively, about City of Oshawa corporate plans, programs, initiatives, major news, elections, and any specific issues that arise from time to time, regardless of medium and venue.	Corporate Communications	Closure	6 Years	N/A	Transfer key Records to Archive. Destroy residual Records.

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
08	Engagement - by Initiative.	Bi-lateral interaction with targeted Stakeholders to solicit and obtain input into City of Oshawa corporate plans, programs, initiatives and specific issues that arise from time to time, regardless of medium and venue.	Corporate Communications	Closure	6 Years	N/A	Transfer key Records to Archive. Destroy residual Records.
09	Media Event Management - by Event, then by Calendar Year. Note: Events include: Ground-breaking Ceremonies, Grand Opening Ceremonies, etc.	Planning and preparation of City of Oshawa participation in media events, for the purpose of communicating with a Stakeholder group, ensuring that they are delivered consistently and as per the guidelines and templates in the Council-approved Media Events, Groundbreaking, Grand Opening and Opening Ceremonies Guidelines Manual.	Corporate Communications	End of Calendar Year	6 Years	N/A	Destroy

Function 08 – Corporate Communications

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
10	Media Relations - by Media Outlet, then by Calendar Year.	Proactive and responsive cultivation of relations with the media to raise positive public awareness of the City of Oshawa's Functions and its handling of specific matters, programs and initiatives.	Corporate Communications	End of Calendar Year	6 Years	N/A	Transfer key Records to Archive. Destroy residual Records.
11	Analytics - by Calendar Year.	Quantitative and qualitative analysis of Function-specific activity and transactions. Includes: Analysis of social media usage, channel activity, website visits, etc.	Corporate Communications	Closure	6 Years	Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, 9., (4).	Transfer key Records to Corporate Communications/Knowledge Management. Destroy residual Records.
12	Service Delivery - by Branch, by Case. Note: Proof-reading, Photography, Communications Planning, Advertising, Content Production, Training, Advice, Engagement etc.	Proactive and responsive work to assist Business Units, thus improving practices and outcomes and contributing to the success of other Functions, whether performed by Employees or by Suppliers.	Corporate Communications	Closure	5 Years	N/A	Destroy

Function 08 – Corporate Communications

Function-based Classification System and Retention Schedule

Function 09 – Records and Information Management

Ensuring the life cycle management of City of Oshawa Information resources (Records), regardless of medium, to support retrieval and use by Employees in the course of their Functions, as well as compliance with legal, regulatory and accountability obligations. Excludes: The life cycle management of the Repositories and Solutions that house these Records.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
01	Work Planning - by Calendar Year.	The informal or formal development, maintenance and day-to-day use of tools and knowledge, promoting the coordinated effort of staff in the successful implementation of a Function. Excludes: The development of Policy Instruments (see "Corporate Policy Framework Management") and corporate plans (see "Corporate Planning").	Records and Information Management	End of Calendar Year	5 Years	N/A	Destroy
02	Knowledge Management - by Subject.	Creation, sourcing, selection, cataloguing, and sharing of Records that may be usefully referred to in the conduct of future work.	Records and Information Management	Superseded	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	Mail Management-In - by Calendar Year, then by Intermediary. Note: Intermediaries are: Canada Post, FEDEX, UPS, etc.	The methodical handling of incoming physical City of Oshawa Records via various external Intermediaries.	Purchasing Services	End of Calendar Year	2 Years	N/A	Destroy
04	Mail Management-Out - by Calendar Year, then by Intermediary. Note: Intermediaries are: Canada Post, FEDEX, UPS, etc.	The methodical handling of outgoing physical City of Oshawa Records via various external Intermediaries.	Purchasing Services	End of Calendar Year	2 Years	N/A	Destroy
05	Storage Management - by Repository, then by Calendar Year. Repositories are; USB sticks, personal drives, shared drives, databases, email accounts, file cabinets, etc.	The management of physical and digital repositories, onsite and offsite, wherein City of Oshawa Records are stored during their life cycle, ensuring accessibility, preservation, privacy, security, and retrievability.	Records and Information Management	End of Calendar Year	6 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	Access Control - by Repository, then by Calendar Year.	Work to control access to City of Oshawa Records, by controlling access to repositories in which they are stored, ensuring privacy and security.	Records and Information Management	End of Calendar Year	6 Years	N/A	Destroy
07	Printing - by Calendar Year, then by Job Number.	Provision of in-house document reproduction services.	Purchasing Services	End of Calendar Year	2 Years	N/A	Destroy
08	Privacy Impact Assessment - by Case.	Methodical study of a requirement, process, system or policy to determine how to minimize the collection of personal information, how to store and manage any personal information once collected.	Records and Information Management	End of Calendar Year	10 Years	N/A	Destroy

Function 09 – Records and Information Management

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
09	Privacy Complaint Management - by Case.	Timely and forthright response to formal complaint cases brought to the Information and Privacy Commissioner (IPC) of Ontario regarding or involving the City of Oshawa.	Records and Information Management	Closure	2 Years	Municipal Freedom of Information and Protection of Privacy Act R.R.O. 1990, REGULATION 823, section 5; Federal Privacy Regulations (SOR/83-508) 7	Destroy
10	Privacy Breach Management - by Case.	Response to recognition that personal information in the care of the City of Oshawa has been inappropriately disclosed.	Records and Information Management	Resolution	10 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
11	Access Request Management - by Calendar Year, by File Number.	Timely and forthright response to formal requests for copies of City of Oshawa Records or to correct or release personal information, involving receipt of a request, logging its arrival and characteristics, notification of affected Business Units and collection of responsive Records, review of the collected Records, sometimes necessitating redaction or correction of content, delivery of the response to the requester, tracking of the entire response process, and eventual closure of the case. Includes: Response to consultation requests from other organizations to whom a request has been directed.	Records and Information Management	Closure	2 Years	Municipal Freedom of Information and Protection of Privacy Act R.R.O. 1990, REGULATION 823, section 5; Federal Privacy Regulations (SOR/83-508) 7.	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
12	Service Delivery - by Calendar Year, then by Case	Proactive and responsive work to assist Business Units, thus improving practices and outcomes and contributing to the success of other Functions.	Records and Information Management	Closure	2 Years	N/A	Destroy
13	Disposition - by Repository, then by Calendar Year.	The methodical removal of Records from the responsibility of the City of Oshawa through various means, most commonly destruction or transfer to an approved Archive.	Records and Information Management	End of Calendar Year	10 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Function 10 – Corporate Security Management

Work to avoid but also to plan for the occurrence of situations that may threaten the health and safety of City of Oshawa Employees, Council Members, Stakeholders and Assets. Excludes: Preparation for and response to emergencies.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
01	Work Planning - by Calendar Year	The informal or formal development, maintenance and day-to-day use of tools and knowledge, promoting the coordinated effort of staff in the successful implementation of a Function. Excludes: The development of Policy Instruments (see "Corporate Policy Framework Management") and corporate plans (see "Corporate Planning").	Facilities Management Services	End of Calendar Year	5 Years	N/A	Destroy
02	Knowledge Management - by Subject.	Creation, sourcing, selection, cataloguing, and sharing of Records that may be usefully referred to in the conduct of future work.	Facilities Management Services	Superseded	2 Years	N/A	Destroy

Function 10 – Corporate Security Management

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	Risk Assessment - by Calendar Year, then by Location.	The identification of comprehensive or event/Facility-specific security risks and corresponding risk indicators for the prioritization of risks to be mitigated, and the formulation of mitigating strategies implemented in the form of procedures, agreements, governance tools, insurance policies and other measures.	Facilities Management Services	End of Calendar Year	10 Years	Canada Occupational Health and Safety Regulations (SOR/86-304) under the Canada Labour Code 11.12 subsection 11.2(2) paragraphs 11.3(a) and 11.5(1)(a).	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
04	Partnership Management - by Partner. Partners are: Police, Municipalities, Region of Durham, etc.	The cultivation of voluntary and mutually beneficial relations with particular Stakeholders, then identified as Partners, having interests in common with those of the City of Oshawa. Includes: Non-binding participation by City of Oshawa Employees in the activities of Partner organizations, for the purpose of enhancing the stature of the City of Oshawa or to mutually align practices.	Facilities Management Services	Superseded	2 Years	N/A	Destroy
05	Monitoring - by Location, then by 2-week Period. Locations include: City Facilities, fire watch locations, event venues etc.	Verification of the condition, utilization, and operating environment of an Infrastructure or Facility Asset, ensuring that the expectations established in security-related Policy Instruments are being respected at City of Oshawa locations.	Facilities Management Services	End of 2 week Period	15 Days	N/A	If there has been no report of an Incident during the 2-week period, Destroy.

Function 10 – Corporate Security Management

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	Communication - by Calendar Year, then by Business Unit.	Informal interaction with Business Units to maintain contact with Stakeholders, to raise awareness of security related issues, and to ensure the prioritization of work and the efficient allocation of resources.	Facilities Management Services	End of Calendar Year	2 Years	N/A	Destroy
07	Training - by Course, then by Date.	In increasing coordination with Human Resource Management, the determination of learning requirements, sourcing or development of learning aids, the delivery of training, and post-delivery evaluation, thereby improving Employee avoidance of and response to incidents.	Facilities Management Services	End of Calendar Year	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
08	Exercise Management - by Type, then by Period. Note: Types include: Fire Drills, Active Shooter, Bomb Threat, Lock-down, etc.	Planning, scheduling and coordination of drills and other exercises, intended to test the adequacy of security standards, protective relationships, training and other preparatory efforts, to improve the quality and effectiveness of a response in the case of a real Incident.	Facilities Management Services	End of Calendar Year	6 Years	Canada Occupational Health and Safety Regulations (SOR/86-304) under the Canada Labour Code 17.10(1) paragraph 17.5(1).	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
09	Incident Management - by Case.	Upon recognition that a deviation from the expectations established in security related Policy Instruments has occurred, threatening City of Oshawa Functions, or the lives, health, property, or security of Employees or Stakeholders, the implementation of plans leading to the reduction and elimination of adverse impacts. Includes: Cases of theft, vandalism, assault, medical occurrence, small fire, etc.	Facilities Management Services	Closure	6 Years	Canada Occupational Health and Safety Regulations (SOR/86-304) under the Canada Labour Code 16.13(1).	Destroy
10	Investigation - by Calendar Year, then by Case.	Work to determine the underlying cause of an incident, a series of incidents, or any other matter of concern to Management.	Facilities Management Services	Closure	10 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Function 11 – Customer Service

Multi-channel front-line support responding to a wide variety of requests from Stakeholders, identified as Customers, for information and services, routed via a central call center to improve access and response rate.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
01	Work Planning - by Calendar Year.	The informal or formal development, maintenance and day-to-day use of tools and knowledge, promoting the coordinated effort of staff in the successful implementation of a Function. Excludes: The development of Policy Instruments (see "Corporate Policy Framework Management") and corporate plans (see "Corporate Planning").	Service Oshawa	End of Calendar Year	5 Years	N/A	Destroy
02	Knowledge Management - by Subject.	Creation, sourcing, selection, cataloguing, and sharing of Records that may be usefully referred to in the conduct of future work.	Service Oshawa	Superseded	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	Registration - by Customer.	Documentation of identifying information regarding a Customer, facilitating online access to City of Oshawa Functions.	Service Oshawa	De-registration of Customer	10 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
04	Customer Support - by Customer, then by Case.	Responsive interaction with Stakeholders, referred to as Customers, to provide explanations, clarification and other information assistance regarding City of Oshawa Functions or to coordinate their participation in or request for delivery of a City of Oshawa Function. Includes: Initiation of response to reported pot holes, documentation and direction of complaints, registration in Programs e.g. snow clearing, provision of application forms, scheduling of meetings, performance of marriages, etc.	Service Oshawa	Closure	10 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Function 12 – Land Asset Management

The long-term management of all topographical entities (land and water), regardless of ownership (public or private), permitting their constructive use, thereby optimizing the achievement of safety, economic, environmental, demographic and other City of Oshawa goals. Excludes: The use of Land Assets by the City of Oshawa in the fulfilment of other Functions.

Note: A 'Land Asset' may be a Division, Quarter, Road Allowance or any other parcel of land that may and should be managed as a distinct entity. Land Assets may also be combined to form other, distinct, Land Assets.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
01	Work Planning - by Calendar Year.	The informal or formal development, maintenance and day-to-day use of tools and knowledge, promoting the coordinated effort of staff in the successful implementation of a Function. Excludes: The development of Policy Instruments (see "Corporate Policy Framework Management") and corporate plans (see "Corporate Planning").	Planning Services	End of Calendar Year	5 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
02	Knowledge Management - by Subject.	Creation, sourcing, selection, cataloguing, and sharing of Records that may be usefully referred to in the conduct of future work.	Planning Services	Superseded	2 Years	N/A	Destroy
03	Planning-Land Use - by Period.	The integrated planning of the use of all Land Assets within the City of Oshawa, intended to optimize the overall achievement of safety, economic, environmental and other goals.	Planning Services	End of Period of Plan	15 Years	Planning Act, R.S.O. 1990, c. P.13, 14.2, (6); Section 253 of the Municipal Act, 2001 1994, c. 23, s. 8; 2002, c. 17, Sched. B, s. 3.	Transfer key Records to Archive. Destroy residual Records.
04	Planning-Community - by Period, by Plan Type. Note: Community Plan Types are: Community Improvement Plans (Brownfields Renaissance Community Improvement Plan, University and College Area Renaissance Community Plan, Urban Growth Centre Community Improvement Plan etc.)	The integrated planning of the use of all groups of particular Land Assets within the City of Oshawa, intended to optimize the achievement of safety, economic, environmental and other goals in those particular areas.	Planning Services	End of Period of Plan	6 Years	Planning Act, R.S.O. 1990, c. P.13, 14.2, (6); Section 253 of the Municipal Act, 2001 1994, c. 23, s. 8; 2002, c. 17, Sched. B, s. 3.	Transfer key Records to Archive. Destroy residual Records.

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	Planning-Environmental - by Period, by Plan Type.	The integrated planning of the use of all groups of particular Land Assets within the City of Oshawa, intended to optimize the achievement of environmental goals in those particular areas, providing policy direction on environmental protection.	Planning Services	End of Period of Plan	6 Years	N/A	Destroy
06	Grant Management-Out - by Community Plan, then by Stakeholder.	Providing financial grants to external Stakeholders, involving the review of applications, and verification of reports from the Stakeholder where required as a condition of the grant.	Planning Services	Termination of Grant Agreement	6 Years	Canada Business Corporations Act, R. S. C. 1985, c. C-44, ss. 20.(2),(2.1),(4) to (5.1); as am. S. C. 1994, c. 24, s. 8; as am. S. C. 2001, c. 14, s. 10.	Destroy
07	Research - by Topic. Note: Topics include: Tiny Homes, etc.	Informal but methodical study of subjects that arise from time to time, such as statistical analyses related to population, employment and housing, air quality, etc.	Planning Services	Superseded	Immediate	N/A	Transfer key Records to Archive. Destroy residual Records.

Function 12 – Land Asset Management

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
08	Acquisition - by Municipal Address or Legal Description.	The purchase, foreclosure, donation, exchange or expropriation of Land Assets from the Province or from private owners and, in rare cases, the acquisition of Land Assets from other municipalities.	Planning Services	Disposition of Land Asset	Immediate	N/A	Transfer key Records to Archive. Destroy residual Records.
09	Registration - by Municipal Address or Legal Description.	When a new Land Asset is acquired, work with the GIS group to ensure that City of Oshawa databases are correctly updated (see 'Information Technology Management/Data Transformation').	Planning Services	Disposition	Immediate	N/A	Transfer key Records to Archive. Destroy residual Records.

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
10	Corporate Real Estate Management - by Municipal Address or Legal Description.	Overall legal life cycle management of managing City of Oshawa owned Land Assets. Includes: Monitoring status, negotiating leasing and licensing to other organizations. Excludes: Any physical maintenance of the Land Asset or of any Infrastructure Assets associated with it.	Planning Services	Termination of Agreement	6 Years	N/A	Destroy
11	Inquiry Management - by Stakeholder, then by Case.	Responsive interaction with Stakeholders, to provide explanations, clarification and other assistance regarding Land Asset subjects.	Planning Services	End of Calendar Year	6 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
12	Development - by Type, then by Case. Note: Application Types are: Plan of Subdivision, Condominium, Site Plan Review, Land Division, Official Plan Amendment, Subdivision Processing and Approval, Processing Zoning and Re-zoning Amendments etc.	The review of subdivision, building and other proposals submitted by private and commercial property (Land Asset) owners and by the City of Oshawa itself, as well as interaction with and support from other Business Units responsible for the day-to-day use of the affected Land Assets.	Planning Services	Closure	50 Years	Planning Act, R.S.O. 1990, c. P.13, 14.2, (6); Section 253 of the Municipal Act, 2001 1994, c. 23, s. 8; 2002, c. 17, Sched. B, s. 3.	Transfer key Records to Archive. Destroy residual Records.
13	Recognition - by Award, by Four-year Council Term. Note: Includes: Urban Design Awards, etc.	Regular initiatives whereby sound Land Asset-related practices are praised and publicized, encouraging emulation by other City of Oshawa Stakeholders.	Planning Services	End of Calendar Year	6 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Function 13 – Licensing

Administration of elements of provincial regulations that address public health and safety, consumer protection, fairness in business practices, equitable delivery of gaming and fundraising activities, lotteries, etc., to improve the quality of life in the City of Oshawa.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
01	Work Planning - by Calendar Year.	The informal or formal development, maintenance and day-to-day use of tools and knowledge, promoting the coordinated effort of staff in the successful implementation of a Function. Excludes: The development of Policy Instruments (see "Corporate Policy Framework Management") and corporate plans (see "Corporate Planning").	Municipal Law Enforcement and Licensing Services (MLELS)	End of Calendar Year	5 Years	N/A	Destroy
02	Knowledge Management - by Subject.	Creation, sourcing, selection, cataloguing, and sharing of Records that may be usefully referred to in the conduct of future work.	Municipal Law Enforcement and Licensing Services (MLELS)	Superseded	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	Application Management - by Type of License or Permit. Types of Licences include: Business, Lottery, Taxicab, Housing, Pet, Business, Restaurant, Second-hand Dealer, Payday Loan Establishment, etc.	The management of applications for licences to engage in regulated activity within the City of Oshawa.	Municipal Law Enforcement and Licensing Services (MLELS)	End of the Term of Licence	15 Years	N/A	Destroy
04	Inspection - by Type of Licence or Permit. Types of Inspection include: Lodging House, Two-unit Houses, Group Homes, Pool Enclosures, Residential Rental Housing, Second Hand Dealer, Public Garage, Salvage Yard, Taxicab, etc.	Verification of compliance with the terms of a licence to engage in a regulated activity, usually accomplished at the site of the activity.	Municipal Law Enforcement and Licensing Services (MLELS)	End of the Term of Licence	15 Years	N/A	Destroy
05	Investigation - by Type, then by Case.	Work to determine whether an apparent or reported non-compliance with the terms of a licence or permit has occurred.	Municipal Law Enforcement and Licensing Services (MLELS)	Closure	6 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	Suspension - by Type, then by Case.	The temporary or permanent withdrawal of the privileges accorded by a licence or permit.	Municipal Law Enforcement and Licensing Services (MLELS)	Closure	6 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Function 14 – Infrastructure Asset Management

The life cycle management of some Infrastructure Assets owned and/or used by the City of Oshawa, minimizing costs and maximizing availability and functionality.

Note: An 'Infrastructure Asset' is any distinct physical entity, whether man-made or naturally occurring, whose life cycle must be managed to ensure the maximization of its utility. Infrastructure Assets include: Selected Trees, Manholes, Playgrounds, Playground Structures, Street Lights, Traffic Signals, Parks, managed Bodies of Water, Sanitary Sewer Systems, Storm Sewer Systems, Roads, Bridges, Facilities, etc. Some Infrastructure Assets may themselves be composed of discrete Infrastructure Assets.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
01	Work Planning - by Calendar Year.	The informal or formal development, maintenance and day-to-day use of tools and knowledge, promoting the coordinated effort of staff in the successful implementation of a Function. Excludes: The development of Policy Instruments (see "Corporate Policy Framework Management") and corporate plans (see "Corporate Planning").	Engineering Services	End of Calendar Year	5 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
02	Knowledge Management - by Subject.	Creation, sourcing, selection, cataloguing, and sharing of Records that may be usefully referred to in the conduct of future work.	Engineering Services	Superseded	2 Years	N/A	Destroy
03	Capital Planning - by Calendar Year.	Determination of future requirements, resources and costs associated with the construction and capital improvement of Infrastructure Assets.	Engineering Services	End of Calendar Year	6 Years	N/A	Destroy
04	Program Management - by Program Name. Note: Programs include: Watercourse Improvement, etc.	Short to long-term efforts intended to respond to particular issues, sometimes as required by legislation or by the City of Oshawa Policy Framework, specifying overarching objectives, priorities, methods, etc.	Engineering Services	Closure of Program	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	Project Management - by Project Name/Contract Number.	Application of Project Management Life Cycle methodologies, with differing levels of formality, leading to the standardized, methodical and efficient creation of a new or substantially improved Infrastructure Asset, whether by City of Oshawa staff or by contractors. Includes: Projects that decommission or replace Infrastructure Assets. Excludes: Procurement of material and services associated with a Project (see "Finance Services/ Procurement").	Engineering Services	Closure	2 Years	N/A	Transfer key Records to 'Infrastructure Asset Management/Configuration Management'. Destroy residual Records.

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	Configuration Management - by Infrastructure Asset.	The documentation and control of the past and current configuration of an Infrastructure Asset, capturing its physical and functional characteristics, as well as the relationship between its components.	Engineering Services	Decommissioning	25 Years	Environmental Protection Act, R.S.O. 1990, c. E.19: (A. R. 192/96, s. 3.(1)(n) Code of Practice for Landfills, under the Environmental Protection and Enhancement Act; Waste Control Regulation, A. R. 192/96, ss. 3.(1)(n), 10.	Destroy
07	Monitoring - by Infrastructure Asset Type, then by Period	Verification of the condition, utilization, and operating environment of an Infrastructure Asset, informing the capital plan, maintenance, etc.	Engineering Services	Decommissioning	2 Years	N/A	Transfer key Records to 'Infrastructure Asset Management/ Configuration Management'. Destroy residual Records.

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
08	Permitting - by Type of Application, then by Applicant, then by Case. Types: Municipal Consent, Alteration Permit, Pool Installation, Sub-division Application etc.	The review of proposals submitted by private and commercial property (Land Asset) owners and by other Stakeholders, as well as interaction with and support from other Business Units responsible for the day-to-day use of the affected Land Assets.	Engineering Services	Closure	2 Years	N/A	Transfer key Records to 'Infrastructure Asset Management/ Configuration Management'. Destroy residual Records.
09	Project Oversight - by Project.	Verification that Projects involving Land and Infrastructure Assets are implemented in accordance with the City of Oshawa Policy Framework, relevant technical specifications, and best technical practices.	Engineering Services	Closure	6 Years	N/A	Transfer key Records to 'Infrastructure Asset Management/Configuration Management'. Destroy residual Records.

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
10	Service Delivery - by Business Unit, then by Case.	Proactive and responsive work to assist Business Units, thus improving practices and outcomes and contributing to the success of other Functions, whether performed by Employees or by Suppliers.	Engineering Services	Closure	15 Years	Professional Engineers Act, R.S.O. 1990, c. P.28 is silent; Limitations Act, 2002, S.O. 2002, c. 24, Sched. B	Destroy

Function-based Classification System and Retention Schedule

Function 15 - Infrastructure Asset Operations

The life cycle management of some Infrastructure Assets owned and/or used by the City of Oshawa, minimizing costs and maximizing availability and functionality, and their use in delivering services to Stakeholders.

Note: An 'Infrastructure Asset' is any distinct physical entity, whether man-made or naturally occurring, whose life cycle must be managed to ensure the maximization of its utility. Infrastructure Assets include: Selected Trees, Manholes, Playgrounds, Playground Structures, Street Lights, Traffic Signals, Parks, Fleets of Vehicles, managed Bodies of Water, Sanitary Sewer Systems, Storm Sewer Systems, Roads, Bridges, Facilities etc. Some Infrastructure Assets may themselves be composed of discrete managed Infrastructure Assets. Some 'Land Assets' e.g. parcels of land that are identified as City of Oshawa Parks, when so identified and included in life cycle planning, thereby also become 'Infrastructure Assets'.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
01	Work Planning - by Calendar Year.	The informal or formal development, maintenance and day-to-day use of tools and knowledge, promoting the coordinated effort of staff in the successful implementation of a Function. Excludes: The development of Policy Instruments (see "Corporate Policy Framework Management") and corporate plans (see "Corporate Planning").	Operations Services	End of Calendar Year	5 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
02	Knowledge Management - by Subject.	Creation, sourcing, selection, cataloguing, and sharing of Records that may be usefully referred to in the conduct of future work.	Operations Services	Superseded	2 Years	N/A	Destroy
03	Stakeholder Management - by Stakeholder Type, by Period.	Entering into agreement with, gathering information about, understanding, and maintaining contact with Stakeholder Types and particular Stakeholders, in anticipation of and to facilitate other Functions.	Operations Services	Termination of Relationship	6 Years	N/A	Destroy
04	Capital Planning - by Calendar Year.	Determination of future requirements, resources and costs associated with the construction and capital improvement of some Infrastructure Assets.	Operations Services	End of Calendar Year	6 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	Grant Management-In - by Calendar Year.	Seeking and receiving financial grants from external Stakeholders, involving the completion and submission of applications, and reporting to the Stakeholder where required as a condition of the grant.	Operations Services	Termination of Grant Agreement	6 Years	Canada Business Corporations Act, R. S. C. 1985, c. C-44, ss. 20.(2),(2.1),(4) to (5.1); as am. S. C. 1994, c. 24, s. 8; as am. S. C. 2001, c. 14, s. 10.	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	Project Management - by Project Name/Contract Number.	Application of Project Management Life Cycle methodologies, with differing levels of formality, leading to the standardized, methodical and efficient creation of a new or substantially improved Infrastructure Asset, whether by City of Oshawa staff or by contractors. Includes: Projects that decommission or replace Infrastructure Assets. Excludes: Procurement of material and services associated with a Project (see "Finance Services/ Procurement").	Operations Services	Closure	2 Years	N/A	Transfer key Records to 'Infrastructure Asset Operations/Configuration management'. Destroy residual Records.

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
07	Configuration Management - by Infrastructure Asset.	The documentation and control of the past and current configuration of an infrastructure Asset, capturing its physical and functional characteristics, as well as the relationship between its components.	Operations Services	Disposal of Infrastructure Asset	25 Years	Environmental Protection Act, R.S.O. 1990, c. E.19: (A. R. 192/96, s. 3.(1)(n) Code of Practice for Landfills, under the Environmental Protection and Enhancement Act, and under the Waste Control Regulation, A. R. 192/96, ss. 3.(1)(n), 10.	Destroy
08	Monitoring - by Infrastructure Asset, by Period.	Verification of the condition, utilization, and operating environment of an Infrastructure Asset, informing maintenance, etc. Includes: Inspections.	Operations Services	Disposal of Infrastructure Asset	6 Years	N/A	Transfer key Records to 'Infrastructure Asset Operations/Configuration Management'. Destroy residual Records.

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
09	Maintenance - by Maintenance Type, then by Case. Maintenance Types are: Reactive, Scheduled.	The planned and scheduled or the unplanned and unscheduled repair, replacement or treatment of an Infrastructure Asset, to ensure its continued operation or to return it to operation, and/or to ensure its optimal reliability, availability and maintainability. Includes: Street sweeping, pot hole repair, shoulder and boulevard maintenance, sidewalk maintenance, catch basin cleaning, creek and storm pond maintenance, litter abatement, posting and removing signage, road closures, winter control operations, salting and plowing roads and sidewalks, window cleaning for seniors and people with disabilities, etc.	Operations Services	End of Calendar Year	10 Years	N/A	Transfer key Records to 'Infrastructure Asset Operations/ Configuration Management'. Destroy residual Records.

Function 15 – Infrastructure Asset Operations

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
10	Promotion - by Type, then by Calendar Year.	Work to proactively raise awareness and understanding of City of Oshawa Functions.	Operations Services	End of Calendar Year	6 Years	N/A	Destroy
11	Fleet Services - by Class. Note: Fleet Classes are: Garbage Trucks, etc.	The life cycle management of all Fleet Assets owned and/or used by the City of Oshawa, minimizing costs and maximizing availability and functionality.	Operations Services	Disposal of Infrastructure Asset	15 Years	Limitations Act, 2002, S.O. 2002, c. 24, Sched. B (2).	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
12	Waste Collection - by Calendar Year.	In coordination with Region of Durham, the regular transportation of organics and garbage from Land and Facility Assets to designated dumps.	Operations Services	End of Calendar Year	6 Years	Environmental Protection Act applies to dumps, not to collection. Export and Import of Hazardous Waste and Hazardous Recyclable Material Regulations (SOR/2005-149) under the Canadian Environmental Protection Act, 1999.	Destroy

Function-based Classification System and Retention Schedule

13	Hazardous Waste Management - by Calendar Year.	The safe and effective movement of waste from generator to recipient.	Operations Services	Receipt of Certificate of Disposal or Destruction	6 Years	Export and Import of Hazardous Waste and Hazardous Recyclable Material Regulations (SOR/2005-149) under the Canadian Environmental Protection Act, 1999; Export and Import Permits Act (R.S.C., 1985, c. E-19) 10.3(1) (4) (5) (6) (7) (8); General Export Permit No. 44 — Nuclear-Related Dual-Use Goods and Technology to Certain Destinations (SOR/2012-90) under the Export and Import Permits Act 4(c) (i) (iii) (iv) (v); Hazardous Products Act (R.S.C., 1985, c. H-3) 14.3(1);	Destroy
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Function 15 – Infrastructure Asset Operations

Function-based Classification System and Retention Schedule

						<p>Interprovincial Movement of Hazardous Waste Regulations (SOR/2002-301) under the Canadian Environmental Protection Act, 1999 4(7); Packaging and Transport of Nuclear Substances Regulations, 2015 (SOR/2015-145) under the Nuclear Safety and Control Act 3(3); Packaging and Transport of Nuclear Substances Regulations, 2015 (SOR/2015-145) under the Nuclear Safety and Control Act 42(1); Limitation: Export and Import Permits Act (R.S.C., 1985, c. E-19) 19(1) (2); Hazardous</p>	
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Function 15 – Infrastructure Asset Operations

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
						Products Act (R.S.C., 1985, c. H-3) 28(3); Transportation of Dangerous Goods Act, 1992 (S.C. 1992, c. 34) 35.	
14	Program Management - by Program. Programs are: EAB, Anti-idling, Pitch-in Programs, Use of Bio-diesel, Anti-littering, Air Quality, Waste Reduction, Quality of Life, Beautification, Street Planters and Hanging Baskets, Street Trees, Forestry Programs, Horticulture Programs, Memorial Benches, Animal Services, etc.	Short to long-term efforts intended to respond to particular issues, sometimes as required by legislation or by the City of Oshawa Policy Framework, specifying overarching objectives, priorities, methods, etc.	Operations Services	Closure of Program	6 Years	N/A	Destroy

Function 15 – Infrastructure Asset Operations

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
15	Service Delivery - by Service Type, then by Stakeholder, then by Case.	Proactive and responsive work to assist other Business Units, thus improving practices and outcomes and contributing to the success of other Functions, whether performed by Employees or by Suppliers.	Operations Services	Closure	6 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Function 16 – Facility Asset Management

The life cycle management of all Facility Assets owned and/or used by the City of Oshawa, minimizing costs and maximizing availability and functionality.

Note: A 'Facility Asset' is a structure that may be occupied by City of Oshawa Employees or Stakeholders in the fulfilment of a function.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
01	Work Planning - by Calendar Year.	The informal or formal development, maintenance and day-to-day use of tools and knowledge, promoting the coordinated effort of staff in the successful implementation of a Function. Excludes: The development of Policy Instruments (see "Corporate Policy Framework Management") and corporate plans (see "Corporate Planning").	Facilities Management Services	End of Calendar Year	5 Years	N/A	Destroy
02	Knowledge Management - by Subject.	Creation, sourcing, selection, cataloguing, and sharing of Records that may be usefully referred to in the conduct of future work.	Facilities Management Services	Superseded	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	Capital Planning - by Calendar Year.	Determination of future requirements, resources and costs associated with the construction and capital improvement of some Infrastructure Assets.	Facilities Management Services	End of Calendar Year	6 Years	N/A	Destroy
04	Incentive Management - by Incentive Program, then by Calendar Year.	Seeking and receiving financial compensation from external Stakeholders e.g. NRCan, Enbridge etc., often relating to energy consumption, involving the completion and submission of applications, and reporting to the Stakeholder where required as a condition of the compensation.	Facilities Management Services	Termination of Incentive Agreement	6 Years	Canada Business Corporations Act, R. S. C. 1985, c. C-44, ss. 20.(2),(2.1),(4) to (5.1); as am. S. C. 1994, c. 24, s. 8; as am. S. C. 2001, c. 14, s. 10.	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	Project Management - by Location, then by Project Type, then by Project Name. Types are: Construction and Large Capital (cross-dept or multi-disciplinary).	Application of Project Management Life Cycle methodologies, with differing levels of formality, leading to the standardized, methodical and efficient creation of a new or substantially improved Facility Asset, whether by City of Oshawa staff or by contractors. Includes: Projects that decommission or replace Infrastructure Assets. Excludes: Procurement of material and services associated with a Project (see "Finance Services/ Procurement").	Facilities Management Services	Closure	2 Years	N/A	Transfer key Records to 'Facilities Asset Management/ Configuration Management'. Destroy residual Records.

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	Configuration Management - by Facility Asset.	The documentation and control of the past and current configuration of a Facility Asset, capturing its physical and functional characteristics, as well as the relationship between its components.	Facilities Management Services	Decommissioning	25 Years	Environmental Protection Act, R.S.O. 1990, c. E.19: (A. R. 192/96, s. 3.(1)(n) Code of Practice for Landfills, under the Environmental Protection and Enhancement Act, and under the Waste Control Regulation, A. R. 192/96, ss. 3.(1)(n), 10.	Destroy
07	Monitoring - by Facility Asset Class, then by Facility Asset, then by Asset Sub-System or Utility.	Verification of the condition, utilization, and operating environment of a Facility Asset, informing the capital plan, maintenance etc.	Facilities Management Services	End of Calendar Year	2 Years	N/A	Transfer key Records to 'Facilities Asset Management/ Configuration Management'. Destroy residual Records.

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
08	Assessment - by Facility Asset Class, then by Facility Asset, then by Asset Sub- System.	Formal study of the condition and operating environment of a Facility Asset, by a third party, as required/directed, often as a result of an observation made during monitoring, affecting maintenance and capital planning.	Facilities Management Services	End of Calendar Year	2 Years	N/A	Transfer key Records to 'Facilities Asset Management/ Configuration Management'. Destroy residual Records.
09	Maintenance - by Location, then by Facility Asset Class, then by Facility Asset, then Asset Sub-System. Note: Types of Maintenance: Scheduled, Emergency.	The planned and scheduled or the unplanned and unscheduled repair, replacement or treatment of a Facility Asset, to ensure its continued operation or to return it to operation, and/or to ensure its optimal reliability, availability and maintainability.	Facilities Management Services	End of Calendar Year	2 Years	N/A	Transfer key Records to 'Facilities Asset Management/ Configuration Management'. Destroy residual Records.

Function-based Classification System and Retention Schedule

Function 17 – Economic Development

Work providing information and services to help businesses grow and prosper in the City of Oshawa. Includes: Work that depends upon collaboration with and grants to other organizations.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
01	Work Planning - by Calendar Year.	The informal or formal development, maintenance and day-to-day use of tools and knowledge, promoting the coordinated effort of staff in the successful implementation of a Function. Excludes: The development of Policy Instruments (see "Corporate Policy Framework Management") and corporate plans (see "Corporate Planning").	Economic Development Services	End of Calendar Year	5 Years	N/A	Destroy
02	Knowledge Management - by Subject.	Creation, sourcing, selection, cataloguing, and sharing of Records that may be usefully referred to in the conduct of future work.	Economic Development Services	Superseded	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	Stakeholder Management - by Stakeholder Type. Note: Stakeholder Types are: Real Estate Professionals, Site Selectors, Business Owners, Developers, Investors, Institutions, Residents, Agencies, etc.	Entering into agreement with, gathering information about, understanding, and maintaining contact with Stakeholder Types and particular Stakeholders, in anticipation of and to facilitate other Functions.	Economic Development Services	Termination of Relationship	6 Years	N/A	Destroy
04	Publication Management - by Publication.	Preparation and external release of timely and accurate information about a City of Oshawa Function and any specific topics that arise from time to time, regardless of medium and channel. Includes: Publication of research findings in scholarly journals and other media and venues.	Economic Development Services	Closure	2 Years	N/A	Transfer key Records to Archive. Destroy residual Records.

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	Release Management - by Release.	Preparation and external release of timely and accurate information about a City of Oshawa Function and any specific topics that arise from time to time, regardless of medium and channel. Includes: Release of significant public reports and the preparation and posting of content on external-facing web sites.	Economic Development Services	Closure	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	Event Management - by Event Name, then by Calendar Year.	Planning and preparation of City of Oshawa participation in external events, such as trade shows, conferences, charitable events, and community engagement meetings, where the Mayor, a Council Member, Senior Executive or Press Secretary is a Spokesperson, for the purpose of communicating with a Stakeholder group and sometimes to generate revenue. Includes: Events initiated by other organizations, as well as those initiated by City of Oshawa Employees, seemingly social, but whose ultimate purpose is to engage with the public.	Economic Development Services	End of Calendar Year	6 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
07	Campaign Management - by Calendar Year.	Coordination of a series of inter-related events and releases, having the common goal of economic development.	Economic Development Services	End of Calendar Year	6 Years	N/A	Destroy
08	Investment Attraction - by Stakeholder.	Interaction with targeted Stakeholders to encourage investment in the City of Oshawa. Includes: Standalone and collaborative efforts to ensure that Stakeholders are aware of the qualities of the City of Oshawa and to encourage them to visit, establish businesses, and live in the city.	Economic Development Services	Cessation of Relationship	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
09	Grant Management-Out - by Grant Program.	Providing financial grants to external Stakeholders, involving the review of applications, and verification of reports from the Stakeholder where required as a condition of the grant, stimulating investment or revitalization.	Economic Development Services	Closure	6 Years	Canada Business Corporations Act, R. S. C. 1985, c. C-44, ss. 20.(2),(2.1),(4) to (5.1); as am. S. C. 1994, c. 24, s. 8; as am. S. C. 2001, c. 14, s. 10.	Destroy
10	Permitting - by Permit Type, then by Stakeholder. Types include: Film Shoot, Patio, etc.	The management of applications for permits to engage in regulated activity within the City of Oshawa.	Economic Development Services	Closure	6 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
11	Service Delivery - by Service Type, then by Stakeholder, then by Case. Note: Services Types are: Business Retention and Expansion, Facilitation, Referral, Expediting, Site Location Assistance, Information and Statistics, Streamlining (development approval process), Problem-solving, Business and Community Contacts, Industry and Business Networking, Access to Community Improvement Incentives, Coaching, etc.	Proactive and responsive work to assist Business Units, thus improving practices and outcomes and contributing to the success of other Functions, whether performed by Employees or by Suppliers.	Economic Development Services	Closure	6 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Function 18 – Building Services

Work to ensure that Land Assets, Infrastructure Assets and Facility Assets owned and/or used by the City of Oshawa or by private Stakeholders, are life cycle managed in accordance with legislation, in particular the Building Code Act, By-laws and best engineering practices.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
01	Work Planning - by Calendar Year.	The informal or formal development, maintenance and day-to-day use of tools and knowledge, promoting the coordinated effort of staff in the successful implementation of a Function. Excludes: The development of Policy Instruments (see "Corporate Policy Framework Management") and corporate plans (see "Corporate Planning").	Building Permit and Inspection Services	End of Calendar Year	5 Years	N/A	Destroy
02	Knowledge Management - by Subject.	Creation, sourcing, selection, cataloguing, and sharing of Records that may be usefully referred to in the conduct of future work.	Building Permit and Inspection Services	Superseded	2 Years	N/A	Transfer key Records to Archive. Destroy residual Records.

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	Addressing - by Case.	Methodical assignment of an internationally standardized symbol to a Land Asset, Infrastructure Asset or Facility Asset. Includes: Changes of addressing necessitated by severance, etc.	Building Permit and Inspection Services	End of Calendar Year	2 Years	N/A	Transfer key Records to Archive. Destroy residual Records.
04	Inquiry Management - by Calendar Year, by Case.	Responsive interaction with Stakeholders, to provide explanations, clarification and other assistance regarding Land Asset subjects. Includes: Consideration of location, intended use, By-laws, etc.	Building Permit and Inspection Services	End of Calendar Year	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	Permitting - by Permit Type, then by Address. Note: Permit Types are: Demolition, Change of Use, Temporary Signage, Septic, Structural, Mechanical etc.	The review of a variety of applications for permits to engage in regulated activity within the City of Oshawa. Includes: Permitting for temporary signage (commercial mobile sign, special event banner, signs associated with temporary sales office, etc.).	Building Permit and Inspection Services	Closure	15 Years	Limitations Act, 2002, S.O. 2002, c. 24, Sched. B(2) 2002, c. 24, Sched. B, s. 15 (2).	Transfer key Records to Archive. Destroy residual Records.
06	Inspection - by Permit or Licence Type, then by Address, then by Permit Number, then by Stage.	Verification of compliance with the terms of a permit to engage in a regulated activity, usually accomplished at the site of the activity. Includes: Inspections relating to fire alarms and other Fire Code requirements.	Building Permit and Inspection Services	Closure	15 Years	Limitations Act, 2002, S.O. 2002, c. 24, Sched. B(2) 2002, c. 24, Sched. B, s. 15 (2).	Transfer key Records to Archive. Destroy residual Records.

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
07	Assessment - by Type, by Address. Example: Fire, Stability etc.	Methodical study of a Land Asset, Infrastructure Asset or Facility Asset, requirement, process, system or policy to determine what action is necessitated by Legislation, By-law, or best engineering practices.	Building Permit and Inspection Services	Closure	15 Years	Limitations Act, 2002, S.O. 2002, c. 24, Sched. B(2).	Transfer key Records to Archive. Destroy residual Records.
08	Advice - by Case.	Informal and responsive work to assist Business Units and Stakeholders, thus improving practices and outcomes and contributing to the success of other Functions, whether performed by Employees or by Suppliers.	Building Permit and Inspection Services	Closure	6 Years	Limitations Act, 2002, S.O. 2002, c. 24, Sched. B(2).	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
09	Complaint Management - by Calendar Year, by Case.	Methodical response to observation or formal assertion of wrongdoing, involving receipt of a complaint, validating its source, notification of affected external authorities where appropriate, collection of responsive evidence, review of this evidence, referral of findings to appropriate authorities for action, and eventual closure of the case.	Building Permit and Inspection Services	End of Calendar Year	6 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Function 19 – Senior Community Centre Services

Work providing a range of services to Oshawa Senior Community Centres Stakeholders, generally persons aged 55+. Includes: Work that depends upon collaboration with and grants with other organizations.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
01	Work Planning - by Calendar Year.	The informal or formal development, maintenance and day-to-day use of tools and knowledge, promoting the coordinated effort of staff in the successful implementation of a Function. Excludes: The development of Policy Instruments (see "Corporate Policy Framework Management") and corporate plans (see "Corporate Planning").	Oshawa Senior Community Centres	End of Calendar Year	5 Years	N/A	Destroy
02	Knowledge Management - by Subject.	Creation, sourcing, selection, cataloguing, and sharing of Records that may be usefully referred to in the conduct of future work.	Oshawa Senior Community Centres	Superseded	2 Years	N/A	Destroy

Function 19 – Senior Community Centre Services

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	Promotion - by Calendar Year.	Work to raise awareness of, participation in and financial and other support for the services offered by the Oshawa Senior Community Centres to Senior Stakeholders.	Oshawa Senior Community Centres	End of Calendar Year	2 Years	N/A	Destroy
04	Membership - by Participant.	Review and acceptance of applications from Senior Stakeholders to become affiliated with the Oshawa Senior Community Centres, who are then identified as Members.	Oshawa Senior Community Centres	Expiry of Membership	2 Years	Municipal Freedom of Information and Protection of Privacy Act R.R.O. 1990, REGULATION 823, section 5.	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	Program Management - by Program Type, then by Program. Program Types: Leisure, Community Support. Programs are: Recreation, Special Events, Continuing Education, Food Services, Adult Day Program, Foot Care, Transportation, Computer Lab, Peer Mentoring, Physiotherapy, Exercise and Fall Prevention, etc.	Short to long-term efforts intended to respond to particular issues, sometimes as required by legislation or by the City of Oshawa Policy Framework, specifying overarching objectives, priorities, methods, etc.	Oshawa Senior Community Centres	Closure of Program	2 Years	N/A	Destroy
06	Registration - by Program, then by Participant.	Review and acceptance of applications from Members to participate in particular Programs offered by the Oshawa Senior Community Centres.	Oshawa Senior Community Centres	End of Calendar Year	2 Years	Municipal Freedom of Information and Protection of Privacy Act R.R.O. 1990, REGULATION 823, section 5.	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
07	Partnership Management - by Partner.	The cultivation of voluntary and mutually beneficial relations with particular Stakeholders, then identified as Partners, having interests in common with those of the City of Oshawa. Includes: Any organization support Senior Stakeholders e.g. law firms, senior living companies, real estate companies, and many others.	Oshawa Senior Community Centres	Expiry of Agreement	2 Years	N/A	Destroy
08	Fundraising - by Calendar Year.	Coordination of a series of inter-related events and releases, having the common goal of generating revenue with which to fund the Programs of the Oshawa Senior Community Centres.	Oshawa Senior Community Centres	End of Calendar Year	6 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
09	Grant Management-In - by Calendar Year.	Seeking and receiving financial grants from external Stakeholders, involving the completion and submission of applications, and reporting to the Stakeholder where required as a condition of the grant.	Oshawa Senior Community Centres	Termination of Grant Agreement	6 Years	Canada Business Corporations Act, R. S. C. 1985, c. C-44, ss. 20.(2),(2.1),(4) to (5.1); as am. S. C. 1994, c. 24, s. 8; as am. S. C. 2001, c. 14, s. 10.	Destroy
10	Volunteer Management - by Human Resource Type, then by Volunteer. Human Resource Types are: Instructor/Convenor, Volunteer-Instructor, Volunteer.	The engagement, deployment and management of Volunteers, who deliver elements of Oshawa Senior Community Centres Programs, ensuring that they achieve performance objectives.	Oshawa Senior Community Centres	Termination	6 Years	Canada Labour Code (R.S.C., 1985, c. L-2) 149(4); Canada Labour Code (R.S.C., 1985, c. L-2) 257(2).	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
11	Incident Management - by Calendar Year, then by Case.	Upon recognition that an event has occurred, threatening City of Oshawa Functions, or the lives, health, property, or security of Employees or Stakeholders, the implementation of plans leading to the reduction and elimination of adverse impacts. Includes: 'slip and fall' cases etc.	Oshawa Senior Community Centres	Closure	15 Years	Limitations Act, 2002, S.O. 2002, c. 24, Sched. B(2).	Destroy
12	Operations - by Facility Asset.	Regular work ensuring the usability of a Facility Asset as an environment in which to conduct the Functions of the City of Oshawa. Includes: Interaction with users of a Facility Asset and supervision of any contractors charged with the maintenance and enhancement of a Facility.	Oshawa Senior Community Centres	Termination of Lease	6 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Function 20 – Recreation and Culture Services

Delivery of a variety of recreation, leisure and cultural services, increasing overall quality of life in the City of Oshawa.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
01	Work Planning - by Calendar Year.	The informal or formal development, maintenance and day-to-day use of tools and knowledge, promoting the coordinated effort of staff in the successful implementation of a Function. Excludes: The development of Policy Instruments (see "Corporate Policy Framework Management") and corporate plans (see "Corporate Planning").	Recreation and Culture Services	End of Calendar Year	5 Years	N/A	Destroy
02	Knowledge Management - by Subject.	Creation, sourcing, selection, cataloguing, and sharing of Records that may be usefully referred to in the conduct of future work.	Recreation and Culture Services	Superseded	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	Stakeholder Management - by Stakeholder Type, by period.	Entering into agreement with, gathering information about, understanding, and maintaining contact with Stakeholder Types and particular Stakeholders, in anticipation of and to facilitate other Functions.	Recreation and Culture Services	Termination of Relationship	6 Years	Municipal Freedom of Information and Protection of Privacy Act R.R.O. 1990, REGULATION 823, section 5.	Destroy
04	Volunteer Management - by Calendar Year.	The engagement, deployment and management of Volunteers, who deliver elements of Recreation and Culture Programs and who assist in other ways, ensuring that they achieve performance objectives, whether they are paid a fee or not.	Recreation and Culture Services	Termination of Relationship	2 Years	Canada Labour Code (R.S.C., 1985, c. L-2) 149(4); Canada Labour Code (R.S.C., 1985, c. L-2) - "257(2).	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	Event Management - by Event, by Calendar Year. Note: Events are: Clean-up Day, Canada Day, Santa Claus Parade, etc.	Planning and preparation of City of Oshawa participation in external events, such as trade shows, conferences, charitable events, and community engagement meetings, where the Mayor, a Council Member, Senior Executive or Press Secretary is a Spokesperson, for the purpose of communicating with a Stakeholder group and sometimes to generate revenue. Includes: Events initiated by other organizations, as well as those initiated by City of Oshawa Employees, seemingly social, but whose ultimate purpose is to engage with the public.	Recreation and Culture Services	End of Calendar Year	6 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	Program Management - by Program. Programs include: Culture Counts, Preservation of Murals, Fitness, General Interest, Sports, Aquatic, etc.	Short to long-term efforts intended to respond to particular issues, sometimes as required by legislation or by the City of Oshawa Policy Framework, specifying overarching objectives, priorities, methods, etc.	Recreation and Culture Services	Closure of Program	6 Years	N/A	Destroy
07	Partner Management - by Partner.	Entering into agreement with, gathering information about, understanding, and maintaining contact with Partners, in order to facilitate mutually beneficial commercial activity.	Recreation and Culture Services	Termination of Relationship	6 Years	N/A	Destroy
08	Facility Booking - by Facility Asset.	Review and acceptance of applications from Stakeholders to use City of Oshawa Facility Assets or portions thereof. Includes: Rooms, Fields, Ice, Arenas, Outdoor Pools, Bandshell, etc.	Recreation and Culture Services	Closure	6 Years	N/A	Destroy

Function 20 – Recreation and Culture Services

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
09	Cemetery Operations - by Cemetery.	Regular work ensuring the usability of a Land Asset (cemetery) as an environment in which to conduct other Functions of the City of Oshawa. Includes: Interaction with users of a cemetery and supervision of any contractors charged with the maintenance and enhancements.	Recreation and Culture Services	End of Calendar Year	6 Years	O. Reg. 30/11: GENERAL under Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33: and 101. (1) O. Reg. 30/11, s. 101 (1).	Destroy
10	Cemetery Management - by Cemetery.	Use of a Land Asset (cemetery) as a place of interment of City of Oshawa Stakeholders.	Recreation and Culture Services	End of Calendar Year	6 Years	O. Reg. 30/11: GENERAL under Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33 and 101. (1) O. Reg. 30/11, s. 101 (1).	Transfer key Records to Archive. Destroy residual Records.
11	Analytics - by Calendar Year, then by Case.	Quantitative and qualitative analysis of Function-specific activity and transactions.	Recreation and Culture Services	End of Calendar Year	2 Years	N/A	Destroy

Function 20 – Recreation and Culture Services

Function-based Classification System and Retention Schedule

Function 21 - Compliance Management

Ensuring that Stakeholders comply with City of Oshawa By-laws, thereby ensuring minimum standards of health, safety, etc. Excludes: Enforcement of civil and criminal codes.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
01	Work Planning - by Calendar Year.	The informal or formal development, maintenance and day-to-day use of tools and knowledge, promoting the coordinated effort of staff in the successful implementation of a Function. Excludes: The development of Policy Instruments (see "Corporate Policy Framework Management") and corporate plans (see "Corporate Planning").	Municipal Law Enforcement and Licensing Services (MLELS)	End of Calendar Year	5 Years	N/A	Destroy
02	Knowledge Management - by Subject.	Creation, sourcing, selection, cataloguing, and sharing of Records that may be usefully referred to in the conduct of future work.	Municipal Law Enforcement and Licensing Services (MLELS)	Superseded	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	Promotion - by Type, then by Calendar Year.	Work to proactively raise awareness and understanding of, and voluntary compliance with City of Oshawa By-laws.	Municipal Law Enforcement and Licensing Services (MLELS)	End of Calendar Year	6 Years	N/A	Destroy
04	Enforcement - by Type, then by Case. Note: Types are: Parking, Property, Animal Licensing, Zoning, etc.	Action by By-law Officers to reduce the aggravation or repetition of a City of Oshawa By-law infraction by Stakeholders.	Municipal Law Enforcement and Licensing Services (MLELS)	Closure	6 Years	Limitations Act, 2002, S.O. 2002, c. 24, Sched. B (2).	Destroy
05	Appeal Management - by Type, then by Case.	Where a Stakeholder is dissatisfied with the outcome of an Enforcement case, work to convene a hearing in regard to the matter, resulting in the confirmation or withdrawal of the Enforcement consequence.	Municipal Law Enforcement and Licensing Services (MLELS)	Closure	6 Years	Limitations Act, 2002, S.O. 2002, c. 24, Sched. B (2).	Destroy

Function-based Classification System and Retention Schedule

Function 22 – Protective Services

Work to avoid incidents that may damage health, safety and property, and to respond to any such incidents as occur. Excludes: Enforcement of civil and criminal codes.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
01	Work Planning - by Calendar Year.	The informal or formal development, maintenance and day-to-day use of tools and knowledge, promoting the coordinated effort of staff in the successful implementation of a Function. Excludes: The development of Policy Instruments (see "Corporate Policy Framework Management") and corporate plans (see "Corporate Planning").	Fire Services	End of Calendar Year	5 Years	N/A	Destroy
02	Knowledge Management - by Subject.	Creation, sourcing, selection, cataloguing, and sharing of Records that may be usefully referred to in the conduct of future work.	Fire Services	Superseded	2 Years	N/A	Destroy

Function 22 – Protective Services

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	Staff Training - by Employee.	In increasing coordination with Human Resource Management, the determination of learning requirements, sourcing or development of learning aids, the delivery of training, and post-delivery evaluation, thereby improving Employee job-related performance.	Fire Services	Termination of Employee	2 Years	Canada Labour Code (R.S.C., 1985, c. L-2) 149(4); Canada Labour Code (R.S.C., 1985, c. L-2) 257(2).	Destroy
04	Inspection - by Permit Type, then by Land Asset or Facility Asset (address), then by Permit Number.	Verification of compliance with the terms of a license or permit to engage in a regulated activity, or with a By-law, usually accomplished at the site of the activity.	Fire Services	End of Calendar Year	Immediate	Limitations Act, 2002, S.O. 2002, c. 24, Sched. B (2).	Transfer key Records to Building Services/Permitting. Destroy residual records.
05	Public Education - by Stakeholder Type, by Stakeholder.	Delivery of various forms of orientation and training to Stakeholders to raise awareness of safety issues and mitigation techniques, seeking to avoid incidents.	Fire Services	End of Calendar Year	2 Years	N/A	Destroy

Function 22 – Protective Services

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	Suppression - by Incident Type, then by Incident Number. Note: Incident Types are: Fire, Medical Assist, Vehicle Accidents, Specialized Rescues (water, confined space, technical rope, trench entrapment, hazardous materials, etc.)	First response to incidents affecting health, safety and property.	Fire Services	Closure	15 Years	Limitations Act, 2002, S.O. 2002, c. 24, Sched. B (2).	Transfer key Records to Archive. Destroy residual Records.
07	Fire Investigation - by Case.	Work to determine the underlying cause of an incident, a series of incidents, or any other matter of concern to Management.	Fire Services	Closure	15 Years	Limitations Act, 2002, S.O. 2002, c. 24, Sched. B (2).	Transfer key Records to Archive. Destroy residual Records.
08	Protective Asset Maintenance - by Protective Asset Class, by Protective Asset, by Maintenance Type.	The planned and scheduled or the unplanned and unscheduled repair, replacement or treatment of a Protective Asset, to ensure its continued operation or to return it to operation, and/or to ensure its optimal reliability, availability and maintainability.	Fire Services	Disposal of Protective Asset	2 Years	NFPA Guidelines; O. Reg. 714/94: FIREFIGHTERS - PROTECTIVE EQUIPMENT under Occupational Health and Safety Act, R.S.O. 1990, c. O.1: (7).	Destroy

Function 22 – Protective Services

Function-based Classification System and Retention Schedule

Function 23 - Innovation and Transformation

Consistent with or applying legislation, interdisciplinary work that seeks to achieve beneficial social transformation, improving the overall quality of life in the City of Oshawa.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
01	Work Planning - by Calendar Year.	The informal or formal development, maintenance and day-to-day use of tools and knowledge, promoting the coordinated effort of staff in the successful implementation of a Function. Excludes: The development of Policy Instruments (see "Corporate Policy Framework Management") and corporate plans (see "Corporate Planning").	Innovation and Transformation	End of Calendar Year	5 Years	N/A	Destroy
02	Knowledge Management - by Subject.	Creation, sourcing, selection, cataloguing, and sharing of Records that may be usefully referred to in the conduct of future work.	Innovation and Transformation	Superseded	2 Years	N/A	Destroy

Function 23 – Innovation and Transformation

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	Stakeholder Management - by Stakeholder Type, by Period.	Entering into agreement with, gathering information about, understanding, and maintaining contact with Stakeholder Types and particular Stakeholders, in anticipation of and to facilitate other Functions.	Innovation and Transformation	Termination of Relationship	6 Years	N/A	Destroy
04	Promotion - by Calendar Year.	Work to proactively raise awareness of Events, Programs and Initiatives.	Innovation and Transformation	End of Calendar Year	6 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	Event Management - by Event, by Calendar Year.	Planning and preparation of City of Oshawa participation in external events, such as trade shows, conferences, charitable events, and community engagement meetings, where the Mayor, a Council Member, Senior Executive or Press Secretary is a Spokesperson, for the purpose of communicating with a Stakeholder group and sometimes to generate revenue. Includes: Events initiated by other organizations, as well as those initiated by City of Oshawa Employees, seemingly social, but whose ultimate purpose is to engage with the public.	Innovation and Transformation	End of Calendar Year	6 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	Program Management - by Program Name. Program Names are: Accessibility, Diversity and Inclusion, and Age Friendly.	Design of short to long-term efforts intended to respond to particular issues, sometimes as required by legislation or by the City of Oshawa Policy Framework, specifying overarching objectives, priorities, methods etc.	Innovation and Transformation	Superseded	2 Years	N/A	Transfer key Records to Archive. Destroy residual Records.
07	Program Operations - by Program Name, by Calendar Year. Program Names are: Accessibility, Diversity and Inclusion, and Age Friendly.	Annual implementation of Programs.	Innovation and Transformation	End of Calendar Year	15 Years	Limitations Act, 2002, S.O. 2002, c. 24, Sched. B (2).	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
08	Research Initiative Management - by Research Initiative. Note: Research Initiatives are: Smart City, Teaching City, etc.	Application of methodologies, with differing levels of formality, leading to the standardized, methodical and efficient study of scientific, sociological, economic and other principles to resolve practical problems or to yield a benefit to the City of Oshawa and its partners.	Innovation and Transformation	End of Calendar Year	6 Years	N/A	Transfer key Records to City of Oshawa Archive. Destroy residual Records.
09	Education - by Program or Initiative, then by Course.	Generally based on the outcomes of Research Initiatives and Program Operations, design and delivery of training to City of Oshawa employees and Stakeholders.	Innovation and Transformation	End of Calendar Year	10 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Function 24 - Emergency Management

Work to prepare for and to respond to Emergencies that threaten the health, safety and property of Stakeholders of the City of Oshawa. Excludes: The Enforcement of By-laws and Suppression of locally manageable Incidents.

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
01	Work Planning - by Calendar Year.	The informal or formal development, maintenance and day-to-day use of tools and knowledge, promoting the coordinated effort of staff in the successful implementation of a Function. Excludes: The development of Policy Instruments (see "Corporate Policy Framework Management") and corporate plans (see "Corporate Planning").	Fire Services	End of Calendar Year	5 Years	N/A	Destroy
02	Knowledge Management - by Subject.	Creation, sourcing, selection, cataloguing, and sharing of Records that may be usefully referred to in the conduct of future work.	Fire Services	Superseded	2 Years	N/A	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	Exercise Management - by Bi-annual Period	Planning, scheduling and coordination of drills and other exercises, intended to test the adequacy of Emergency Plans protective relationships, training and other preparatory efforts, to improve the quality and effectiveness of a response in the case of a real emergency, in cooperation with other Municipalities, the Region of Durham, and Provincial Authorities.	Fire Services	End of Calendar Year	10 Years	Canada Occupational Health and Safety Regulations (SOR/86-304) under the Canada Labour Code 17.10(1).	Destroy

Function-based Classification System and Retention Schedule

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
04	Response - by Case.	Upon recognition that a major fire, bomb threat, chemical spill, cyber attack, earthquake, transportation accident or other grave deviation from normal conditions has occurred, threatening the lives, health, property or security of the City of Oshawa, the implementation of the Emergency Plan leading to the reduction and eventual elimination of adverse impacts.	Fire Services	Closure	Immediate	N/A	Transfer key Records to City of Oshawa Archive. Destroy residual Records.

Transitory Records Guidance Document

A Transitory Record is a record that is required for a limited time to complete a routine action or a record that is being used in the preparation of the final record and includes the following records:

- retained solely for convenience of reference;
- insignificant value in documenting the business transactions of the City;
- required solely for the completion of a routine activity, or the preparation of another Record;
- not related to the business of the City;
- not an integral part of a Record;
- a miscellaneous notice or memorandum of a minor administrative nature;
- a duplicate copy of a document such as a report or memorandum, retained only for distribution or convenience;
- a copy of a Record unless such copy has been annotated to reflect significant input;
- a publication, telephone directory, catalogue, pamphlet or periodical that does not form part of any Record;
- one of a number of multiple copies of a Record such as minutes, reports or agendas;
- unsolicited advertising information;
- a preliminary draft of a letter, memorandum or report, or information notes that do not represent significant steps in the preparation of a final document;
- a tape or notes from a meeting for which the minutes or reports have been adopted or finalized.

The above list is not comprehensive; other records may be transitory. If you are unsure if a record is transitory, please contact the Supervisor, Records and Information Management for assistance.

Transitory Records should be kept for a short time and destroyed once the record is no longer meaningful or useful to business activities. All confidential items or items containing personal information must be disposed of using the secure shredding bins.

Regular disposal of transitory records will improve efficiency of daily operations, reduce the need for storage space and facilitate in more accurate and efficient searching of records for business purposed and Freedom on Information requests.

Transitory Records **do not** include any records that are required to control, support, or document the delivery of programs, to carry out operations, to make decisions, or to provide evidence to account for the activities of government at any time. These Records must be kept in accordance with the Records Retention By-law and Function-Based Classification Scheme (Schedule A).

Transitory Records Guidance Document – Flow Chart

I have received a work-related record (either electronic or paper).
I must decide how to file this item.

Start Here

Is it advertising or promotional material?

Yes

No

Is it part of a business activity?

No

Yes

Was it made in the preparation of other records that replace it?
(i.e. a draft)

Yes

No

Is it needed to meet legislative or regulatory obligations?

No

Yes

Is it a duplicate of an official record?

Yes

No

This is a Transitory Record.

This record has temporary usefulness however is not required to meet legal or financial obligations, is not required to provide proof of decision making or operational activities and has no ongoing value.

This is an Official Record.

This record is required to account for the activities of the City of Oshawa. It is required for legal/financial obligations, proof of compliance, decision making or operational activities and/or protects the rights of citizens and the City. It should be filed in accordance with the Records Retention By-law.



**By-Law 45-2002
of the Corporation of the City of Oshawa**

Office Consolidation – As Amended by: 159-2005, 30-2008, 67-2008, 133-2008, 17-2009, 93-2009, 163-2011 and 113-2012, 62-2014, 147-2015 and 48-2016.

Revised: June 23, 2016

Note: This consolidation is prepared for convenience only. For accurate reference, the original by-laws should be reviewed.

being a by-law to provide periods of retention for and to provide for the destruction of various documents of the Corporation of the City of Oshawa.

WHEREAS Section 116(1)(b) of The Municipal Act, R.S.O. 1990, c. M.45, (the “Act”) as amended, provides that a municipality shall not destroy any of its receipts, vouchers, instruments, rolls or other documents, records and papers except in accordance with a by-law, approved by the auditor of the municipality, establishing schedules of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the municipality;

AND WHEREAS the Council of the Corporation of the City of Oshawa deems it expedient to pass such a by-law;

NOW THEREFORE, the Council of the Corporation of the City of Oshawa enacts as follows:

1. Schedule “A” attached to this by-law forms part of it.
2. That the documents identified in the Record Class column of Schedule “A” be retained for periods identified in the Years in Retention column of Schedule “A” and that the periods identified shall begin to run on the 1st day of January next following the creation of the document to which it refers in the Record Class.
3. Documents, records and papers, where permitted by statutory regulations, may be microfilmed and become subject to retention and destruction as stipulated in this by-law.
4. At least 30 days prior to the destruction of any branch record, the City Clerk shall provide the branch head with a list of the records due for destruction. The list shall indicate the earliest date after which the records will be destroyed and provide notice that any or all records may be reviewed on request. With the consent of the City Clerk certain records due for destruction may be retained for a longer period of time subject to a reasonable rationale for such extension. (113-2012)
5. In the event of any conflict between this by-law and any statute or regulation of the Government of Canada or the Government of the Province of Ontario or other government or agency having jurisdiction, such statute or regulation shall prevail. If changes in the Act or other factors require the retention of any documents or records

beyond the period stipulated in this by-law, then such documents or records shall be retained according to such requirements.

6. That By-laws 19-79, 47-82, 2-84, 20-79 and 90-99 are hereby repealed.
7. This by-law shall come into effect upon approval by the auditor for the City of Oshawa.

By-law read a first, second and third time and finally passed this twenty-first day of May, 2002.

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
A - Administration				
A-1000-	Administration - General Includes general inter-departmental correspondence and records relating to Administration which cannot be classified elsewhere. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6
A-1010-	Policies and Procedures Records relating to each department's/branch's procedure policy manual and includes Corporate Human Resource's Policy Manual. Manuals usually retained in a binder. Records also include Polices established by Council. For background research on policies established by Council see A-2120. T = Superseding of document	Originating Branch	T+6	T+6
A-1100-	Staff Committees and Meetings Records relative to staff committees and meetings. Excludes records relative to Council and Committees of Council- See A-2100.	Originating Branch	CR+1	CR+6
A-1200-	Facts and Information Includes general facts and information which cannot be classified elsewhere. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6
A-1300-	Historical Information Records of general historical nature, which do not pertain to a specific record class. Includes photographs from ground breaking and historical events. (For history files regarding a specific topic, see the appropriate classification number.)	Originating Branch	P	P
A-1500-	Risk and Loss Management Records relating to managing risk and loss through risk financing (insurance and reserve funds) and loss control (prevention and mitigation programs.) Includes risk assessments, audits, recommendations, correspondence, program and training issues.	Finance Services Human Resource Services	SUP	SUP
A-1600-	Strategic Plans Includes records pertaining to Strategic Plans excluding Strategic Financial Plans see C-2600.	Originating Branch	CR+1	CR+6
A-2000-	Inter-Government Relations (General) This general file includes records relating to the Municipal government of the City of Oshawa that cannot be classified elsewhere. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6

Records Retention Schedule

By-law 45-2002 as amended by By-laws 159-2005, 30-2008, 67-2008, 133-2008 17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
A-2100-	Municipal Council, Committees and Boards Records relating to the mayor, the names of the members of council and the membership of all committees and boards. Also includes records relative to committees. Excludes meeting minutes - See A-2120.	Originating Branch	CR+1	CR+6
A-2101-	Downtown Board of Management Records relating to the Downtown Board of Management.	Originating Branch	CR+4	CR+10
A-2122-	Recorded Votes Recorded votes taken at Committee and Council meetings	City Clerk Services	CR+1	CR+3
A-2140-	Election - Administrative and Statutory Records Election records relating to administration of the City's municipal elections including policies, procedures, guidelines, election forms, polling station information, poll boundaries, maps, school permits and listings, election supplies and suppliers and election officials information. Completed Nomination Papers and Candidate Financial Statements.	City Clerk Services	CR	S+5
A-2141-	Election - Voters Lists, Ballots and Completed Election Forms Voter information received from the Municipal Property Assessment Corporation including the Preliminary List of Electors and Voter's Lists and Forms amending the Voters' List. Ballots and tabulation testing documentation. Used election signs and other non-reusable documents and forms related to the election. T = Day on which election results are declared. Retention = T+120 days.	City Clerk Services	T+120	T+ 120
A-2142-	Election Results Results of advance voting, Voting Day results and other statistical information. Declarations of Election Results. Oaths of Office.	City Clerk Services	P	P
A-2144-	Other Appointments Records includes correspondence, resume for council, staff and citizen appointments to boards and committees. Excludes records relating to Municipal Elections and By-elections.	City Clerk Services	CR+1	CR+6
A-2160-	Council Process Consists of records related to the council process, including agenda packages, meeting correspondence, minutes, directives, presentations, proclamations, recordings, and background material.	City Clerk Services	P	P
A-2200-	Regional Government, General The general file includes records relating to the government of the Region of Durham that cannot be classified elsewhere. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6

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Records Retention Schedule

By-law 45-2002 as amended by By-laws 159-2005, 30-2008, 67-2008, 133-2008, 17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
A-2210-	Administration and Human Resource Services Records relating to Administration and Human Resource Services of the Region of Durham. Includes Regional policies, reports and correspondence. S = After 2 years, file reviewed for "policy". Policies retained permanently until superseded and remaining records transferred to inactive storage.	Originating Branch	S+1	S+6
A-2220-	Finance Records relating to budgets and financial matters pertaining to the Region of Durham. Includes copies of budgets.	Originating Branch	CR+1	CR+6
A-2230-	Legal Records relating to legal matters pertaining to the Region of Durham. Includes Regional by-laws and agreements. For City by-laws and agreements see D-2100 and D-4100 respectively. S = After 2 years, file reviewed for "by-laws". By-laws retained permanently until superseded and remaining records transferred to inactive storage.	Originating Branch	S+1	S+6
A-2240-	Planning & Development Records relating to regional planning and development issues. Includes Land Division Committee files, agendas of the committee and notice of meetings. Excludes individual Land Division Application - See A-2241.	Originating Branch	CR+1	CR+6
A-2241-	Land Division Committee Records include copy of the application, comments by zoning, Public Works and Planning departments, a copy of the decision and any related correspondence.	Development Services	CR+1	CR+6
A-2250-	Police Records relating to the Durham Regional Police Department.	Originating Branch	CR+1	CR+6
A-2260-	Public Works - General Records relating to the Public Works area of the Region of Durham. Includes primarily reports and correspondence. File by subject A-2261 to 2267. File code A-2260 is a general classification and contains material not elsewhere classified.	Public Works Services	CR+1	CR+6
A-2261-	Roads Records relating to the Public Works area of the Region of Durham. Includes primarily reports and correspondence. File by subject A-2261 to 2267. File code A-2260 is a general classification and contains material not elsewhere classified.	Development Services	CR+1	CR+6
A-2262-	Traffic / Transportation Records relating to the Public Works area of the Region of Durham. Includes primarily reports and correspondence. File by subject A-2261 to 2267. File code A-2260 is a general classification and contains material not elsewhere classified.	Development Services	CR+1	CR+6

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Records Retention Schedule

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17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016*

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
A-2263-	Servicing Records relating to the Public Works area of the Region of Durham. Includes primarily reports and correspondence. File by subject A-2261 to 2267. File code A-2260 is a general classification and contains material not elsewhere classified.	Development Services Community Services	CR+1	CR+6
A-2264-	Weed Control Records relating to the Public Works area of the Region of Durham. Includes primarily reports and correspondence. File by subject A-2261 to 2267. File code A-2260 is a general classification and contains material not elsewhere classified.	Community Services	CR+1	CR+6
A-2265-	Waste Disposal / Management Records relating to the Public Works area of the Region of Durham. Includes primarily reports and correspondence. File by subject A-2261 to 2267. File code A-2260 is a general classification and contains material not elsewhere classified.	Community Services	CR+1	CR+6
A-2266-	Water / Pumping Stations Records relating to the Public Works area of the Region of Durham. Includes primarily reports and correspondence. File by subject A-2261 to 2267. File code A-2260 is a general classification and contains material not elsewhere classified.	Community Services	CR+1	CR+6
A-2267-	Watermains / Sewers Records relating to the Public Works area of the Region of Durham. Includes primarily reports and correspondence. File by subject A-2261 to 2267. File code A-2260 is a general classification and contains material not elsewhere classified.	Community Services	CR+1	CR+6
A-2270-	Social Services Records relating to the Social Service programs provided by the Region of Durham. Includes primarily reports and correspondence.	Originating Branch	CR+1	CR+6
A-2280-	Regional Transit Records relating to the transit system for the Region of Durham. Includes such records as schedules, shelters, bus stops, and similar information.	Originating Branch	CR+1	CR+6
A-2290-	Other Regional Services Records relating to services of the Region of Durham, primarily reports and correspondence, not classified elsewhere in file class A-2200-2292. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6
A-2291-	Durham Regional Health Unit Records relating to the Durham Region Health Unit. Includes primarily reports and correspondence.	Originating Branch	CR+1	CR+6

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
A-2292-	Durham Regional Health Council Records relating to the Durham Regional Health Council and includes primarily reports and correspondence.	Originating Branch	CR+1	CR+6
A-2300-	Provincial Government - General Records include correspondence and records relating to the Ontario government in general which cannot be classified elsewhere. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6
A-2301-	Premier and Cabinet Office Records relating to the Premier of Ontario and the Cabinet Office including correspondence and media releases.	Originating Branch	CR+1	CR+6
A-2302-	Ministry of Finance Records relating to the provincial Treasurer and the Ministry of Finance including correspondence and media releases.	Originating Branch	CR+1	CR+6
A-2303-	Ministry of Agriculture & Food Records relating to the Ministry of Agriculture and Food including correspondence and media releases.	Originating Branch	CR+1	CR+6
A-2304-	Ministry of the Attorney General Records relating to the Ministry of Attorney General including correspondence and media releases.	Originating Branch	CR+1	CR+6
A-2306-	Ministry of Community and Social Services Records relating to the Ministry of Community and Social Services including correspondence and media releases.	Originating Branch	CR+1	CR+6
A-2307-	Ministry of Government Services Records relating to the Ministry of Government Services and includes marriage applications as well as birth and death register applications.	Originating Branch	CR+1	CR+6
A-2308-	Vital Statistics Registers Register of births, deaths and stillbirths maintained in accordance with the Vital Statistics Act. Register of marriage licenses issued maintained in accordance with the provisions of the Marriage Act. Retain in a database for two years transferred to hard copy for archiving.	City Clerk Services	P	P

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Records Retention Schedule

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
A-2309-	Ministry of Economic Development & Trade Records relating to the Ministry of Economic Development and Trade including correspondence and media releases.	Originating Branch	CR+1	CR+6
A-2310-	Ministry of Education - Durham College Records relating to the Ministry of Education including universities and colleges. Records include correspondence and media releases.	Originating Branch	CR+1	CR+6
A-2312-	Ministry of the Environment Records relating to the Ministry of the Environment including correspondence and media releases.	Originating Branch	CR+1	CR+6
A-2313-	Ministry of Energy Records relating to the Ministry of Energy including correspondence and media releases.	Originating Branch	CR+1	CR+6
A-2314-	Ministry of Health & Long Term Care - Hospitals Records relating to the Ministry of Health & Long Term Care including correspondence and media releases. Includes records relating to Lakeridge Health Oshawa.	Originating Branch	CR+1	CR+6
A-2315-	Ministry of Energy Records relating to the Ministry of Energy including correspondence and media releases.	Originating Branch	CR+1	CR+6
A-2316-	Ministry of Culture Records relating to the Ministry of Culture including correspondence and media releases.	Originating Branch	CR+1	CR+6
A-2317-	Ministry of Labour Records received from the Ministry of Labour and includes Employment Standards Branch, Office of Arbitration and Ontario Labour Relations Board.	Originating Branch	CR+1	CR+6
A-2318-	Ministry of Municipal Affairs & Housing Records relating to the Ministry of Municipal Affairs and Housing including correspondence and media releases.	Originating Branch	CR+1	CR+6

Records Retention Schedule

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
A-2319-	Ministry of Natural Resources Records relating to the Ministry of Natural Resources including correspondence and media releases.	Originating Branch	CR+1	CR+6
A-2320-	Ministry of Northern Development & Mines Records relating to the Ministry of Northern Development and Mines including correspondence and media releases.	Originating Branch	CR+1	CR+6
A-2323-	Ministry of Transportation Records relating to the Ministry of Transportation including correspondence and media releases.	Originating Branch	CR+1	CR+6
A-2327-	Ministry of Tourism & Recreation Records relating to the Ministry of Tourism and Recreation including correspondence and media releases.	Originating Branch	CR+1	CR+6
A-2328-	Ministry of Training, Colleges & Universities Records relating to the Ministry of Training, Colleges & Universities including correspondence and media releases.	Originating Branch	CR+1	CR+6
A-2329-	Ministry of Community Safety & Correctional Services Records relating to the Ministry of Community Safety and Correctional Services including correspondence and media releases.	Originating Branch	CR+1	CR+6
A-2330-	Ministry of Public Infrastructure Renewal Records relating to the Ministry of Public Infrastructure Renewal including correspondence and media releases.	Originating Branch	CR+1	CR+6
A-2331-	Ministry of Citizenship & Immigration Records relating to the Ministry of Citizenship & Immigration including correspondence and media releases.	Originating Branch	CR+1	CR+6
A-2332-	Ministry of Intergovernmental Affairs Records relating to the Ministry of Intergovernmental Affairs including correspondence and media releases.	Originating Branch	CR+1	CR+6

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
A-2400-	Federal Government - General This general file includes records relating to the government of Canada which cannot be classified elsewhere. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6
A-2410-	Federal Agencies Records relating to agencies of the Government of Canada including, but not limited to, CMHC, CPP, Employment and Immigration Canada, Income Security Programs, National Film Board of Canada, Revenue Canada. Records include reports and correspondence.	Originating Branch	CR+1	CR+6
A-2500-	Other Governments (Municipal, Regional, Provincial, Federal) Records relating to all levels of government. Excludes Oshawa, Durham, Ontario and Canada - See A-2000, A-2200, A-2300 and A-2400.	Originating Branch	CR+1	CR+6
A-2510-	Municipalities Records relating to municipalities other than the City of Oshawa.	Originating Branch	CR+1	CR+6
A-2511-	Resolutions Records relating to resolutions received from other municipalities, the provincial and/or federal government and includes related correspondence.	City Clerk Services	CR+1	CR+2
A-2600-	Associations Records relating to the activities of an association, society or organization in which an employee of the Corporation has a membership, interest or official capacity.	Originating Branch	CR+1	CR+6
A-2700-	Authorities / Boards / Commissions Records relating to authorities, boards and including, but not limited to, CLOCA, Alcohol and Gaming Commission of Ontario, Ontario Hydro, OMB, Ontario Human Rights Commission, OMMI, Pay Equity Commission and Pension Committee of Ontario, and school boards.	Originating Branch	CR+1	CR+6
A-2800-	Accessibility - General Includes general correspondence, facts and information which cannot be classified elsewhere. Use only if no other heading is applicable.	Development Services	CR+1	CR+6
A-2810-	Accessibility - Plans Records relating to the annual accessibility plan developed by the City of Oshawa and other levels of government.	Development Services	CR+1	CR+6

Records Retention Schedule

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
A-2820-	Accessibility Standards Records relating to standards established by the City of Oshawa as well as those created by the Standards Development Committees established under the Ministry of Citizenship and Immigration.	Development Services	P	P
A-3000-	Information Communications This general file includes records relating to information and communication technology, which cannot be classified elsewhere. Use only if no other heading is available.	Originating Branch	CR+1	CR+6
A-3100-	Public Relations - General Records regarding the organization and management of public and special events, tours, delegations and hospitality functions. Includes records relating to activities involved in charitable donations and fundraising campaigns.	Originating Branch	CR+1	CR+6
A-3105-	Media Relations Includes records relating to media relations activities, including media advisories, contact forms, releases, contact lists, statements, the media relations manual, public service announcements, statements, speeches, event agendas, fact sheets and other related materials.	Corporate Communications	CR+1	CR+6
A-3106-	E-Communications & Social Media Includes records relating to electronic communications and social media activities, including electronic newsletters and records relating to facebook, twitter and youtube.	Corporate Communications	CR+1	CR+6
A-3110-	Newsletters Records relating to newsletters prepared by or on behalf of the City.	Originating Branch	CR+1	CR+6
A-3120-	Brochures Records relating to brochures prepared by or on behalf of the City as promotional material.	Originating Branch	CR+1	CR+6
A-3130-	Souvenirs Records relating to sale and issuance of City of Oshawa souvenirs. Includes inventory spreadsheets, correspondence and reports.	Originating Branch	CR+1	CR+6
A-3140-	Promotional Events (City Hosted or Participating Partner) Records relative to promotional events that the City is either hosting or in which they are participating.	Originating Branch	CR+1	CR+6

Records Retention Schedule

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17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016*

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
A-3150-	Promotional/Marketing Material Records relative to promotional materials used in events that the City is either hosting or in which they are participating.	Originating Branch	CR+1	CR+6
A-3160-	Facility/Event Sponsorship Records relative to the sponsorship of facility and/or events including records of agreements, benefits, promotional material, events and company database	Originating Branch	CR+1	CR+7
A-3170-	Facility/Event Advertising Records relative to the advertising of facility and/or events including records of agreements, benefits, promotional material, events and company database	Originating Branch	CR+1	CR+7
A-3200-	Mail Includes records of rates and services provided by mail and postage firms including Canada Post as well as records regarding the interoffice mail system.	City Clerk Services	CR+1	CR+6
A-3201-	Registered Mail Includes records of rates and services provided by mail and postage firms including Canada Post for registered mail service.	City Clerk Services	CR+1	CR+6
A-3210-	Courier Services Records regarding rates and services provided by courier and includes packing slips and receipts.	City Clerk Services	CR	CR
A-3300-	Telecommunications Records regarding the installation, maintenance, operation and use of telecommunication systems e.g. voice messaging, telephone pagers, cellular telephones, and fax. General correspondence files disposed after 2 years. Invoices for monthly services to be filed under C-4100 (Accounts Payable).	Information Technology Services	SUP	SUP
A-3400-	Records Management Records relating to the Corporate Records Management program including information regarding management of corporate records, regardless of medium. Includes file classification, record retention schedules, by-laws and policies. S = Classification, Index and Retention Schedule are permanent until superseded.	City Clerk Services	S+1	S+6
A-3410-	Freedom of Information Records relating to the general issues of access to information and protection of personal privacy. Includes all requests made under the Act, working papers, copy of the reply, appeals and may include correspondence with Commissioner's Office.	City Clerk Services	CR+1	CR+3

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
A-3411-	Privacy Records relating to the protection of privacy under the Municipal Freedom of Information and Protection of Privacy Act. Includes privacy impact assessments, privacy breach investigations and privacy audits.	City Clerk Services	CR+1	CR+9
A-3420-	Destruction Certificates Listing of all records destroyed including date of destruction.	City Clerk Services	P	P
A-3500-	Systems and Computers - General Records relating to information systems in general. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6
A-3510-	Computer Hardware (Administration) Records relating to the set-up, use and maintenance of micro and mainframe computers, including personal computers, laptop computers, and peripheral hardware. Includes records relating to network hardware. T= until discontinuation of hardware	Information Technology Services	T+1	T+1
A-3520-	Computer Software (Administration) Records relating to the use and support of application, operating and packaged software and includes records relating to network software. All historical data related to discontinued program is either transferred to new software system or disposed. T= until discontinuation of software.	Information Technology Services	T+1	T+1
A-3530-	IT Project / Application Development / Operations Records relating to the development of information system projects, including copies of system development methodologies and system architecture. Includes long range systems planning. Includes GIS, database administration such as maintenance management system, inventories, records management software system, etc. T= until data from discontinued program is no longer required.	Originating Branch	T+1	T+1
A-3531-	Website - Internal Records relating to the City's intranet and internet sites, including website review team.	Originating Branch	CR+1	CR+6
A-3532-	Website - External Records relating to websites hosted by the City of Oshawa on behalf of local boards, committees and partner organizations.	Originating Branch	CR+1	CR+6

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
A-3540-	Operations Support Records Records relating to service request forms from all departments. Service requests include repairs, user hardware and software requests, up-grades, modifications and maintenance, user authorization and approval, troubleshooting information, the IMS hotline, conversions, connections, support records, user logs and security issues.	Information Technology Services	CR+1	CR+6
A-3550-	Vendor Files (Information Technology) Records relating to vendors and purchased services i.e. hardware and software companies, training and consulting services. Includes advertising, correspondence, rates and schedules.	Information Technology Services	CR+1	CR+6
A-3600-	Printing and Reproduction Records relating to printing and reproduction. Includes print requisitions, spreadsheets and copy of journal voucher; all kept in folders by month. Background files for outsourced print jobs include a copy of the purchase requisition.	Purchasing Services	CR+1	CR+3
A-3700-	Customer Service Centre Records relating to general operation of the Customer Care Centre including schedules, correspondence, etc.	City Clerk Services	CR+1	CR+6
A-4700-	Training and Education - General Records relating to training and education programs in general. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6
A-4740-	Resource Information Records include resource materials for training activities.	Originating Branch	CR+1	CR+6
A-4800-	Suggestion System Records relating to corporate suggestion program. Includes suggestion, back-up and investigating materials, reports and decisions. T= 2 years after suggestion accepted or rejected.	City Manager	T+2	T+2
A-5000-	Publications Publications of interest to the organization.	Originating Branch	CR+1	CR+1
A-6000-	Human Resource Services - General Includes records relating to Human Resource Services that cannot be classified elsewhere. Use only if no other heading is applicable.	Human Resource Services	CR+1	CR+5

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
A-6100-	Employee Relations Includes the employee file and associated information for each staff member, including contact information (name, address, telephone number, etc.), social insurance number, marital status, dependents, WSIB claims and appeals, performance evaluations, immunization records, education and training information, transfer and promotion record and disciplinary records, if applicable. Does not include records for part-time, temporary or elected officials (see A-6110 - Employee Relations -Temporary, Part-time & Elected Officials) T = date of termination	Human Resource Services	T+2	T+55
A-6110-	Employee Relations - Temporary, Part-time & Elected Officials Includes the employee file and associated information for each temporary, part-time or elected official, including contact information (name, address, telephone number, etc.), social insurance number, marital status, dependents, WSIB claims and appeals, performance evaluations, immunization records, education and training information, transfer and promotion record and disciplinary records, if applicable. Does not include records for full-time employees (see A-6100 - Employee Relations) T = date of termination	Human Resource Services	T+2	T+6
A-6200-	Labour Relations Includes records related to union negotiations, grievances, seniority lists and collective agreements.	Human Resource Services	P	P
A-6300-	Recruitment Includes records related to recruitment and hiring of staff, including applications for employment, advertisements, job postings and employment requisitions.	Human Resource Services	CR+1	CR+6
A-6400-	Compensation Includes records related to the classification of job positions and compensation, including information relating to the job evaluation process, position descriptions, management and non-union salary review, market adjustments and employment and salary surveys.	Human Resource Services	SUP	SUP
A-6500-	Benefits Includes records related to the delivery and administration of benefit programs provided by the City of Oshawa, including various leave programs, insurance programs, pensions, retirement and education savings plans and employee assistance programs. Records related to an individual's use of the programs should be filed within their respective employee file.	Human Resource Services	CR+1	CR+6

Records Retention Schedule

By-law 45-2002 as amended by By-laws 159-2005, 30-2008, 67-2008, 133-2008, 17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
A-6600-	Health and Safety Includes records related to hazardous materials, WHMIS, first aid, incident and accident reports, exposure control programs, workplace inspections and safety audits. Does not include WSIB Claims (see: A-6100 - Employee Relations or A-6110 - Employee Relations - Temporary, Part-time & Elected Officials). S = records pertaining to asbestos to be retained permanently.	Human Resource Services	S+1	S+6
A-6700-	Organizational Development Includes records related to training and educational programs and projects delivered by Human Resource Services.	Human Resource Services	CR+1	CR+6
Total Record Series for A - Administration				114

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
B - Development				
B-1000-	Development, General (Refer to Scope Notes) Includes records relating to development and planning that cannot be classified elsewhere. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6
B-1100-	Planning Studies Includes records relating to studies conducted in support of general planning issues. Studies relative to specific issues should be filed under the appropriate heading. T=completion of study S= research, study documents and policy and policy documents are retained permanently.	Planning Services Engineering Services	T+5+S	T+10
B-1200-	Community Development / Improvement Includes records relating to community improvement planning including studies, reports, projects. For downtown initiatives - See B-1210. T= completion of project / program	Planning Services Engineering Services	T+1	T+6
B-1210-	Downtown Initiatives Includes records relating to improvement of the downtown i.e. streetscape, lighting, beautification. S= research, study documents and policy documents are retained permanently.	Planning Services Community Services	S+2	S+10
B-1220-	Urban Design Records relating to urban design. Include issues and general concepts of planning the urban environment, e.g. Urban intensification, streetscapes, urban art and architecture.	Planning Services Engineering Services	CR+1	CR+6
B-1300-	Housing Includes records regarding the availability of housing and housing issues. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics and related studies, CMHC reports. For Oshawa Housing Company Ltd. See F-6310 For Regional Housing See- A-2290.	Planning Services	CR+1	CR+10
B-1310-	Housing Programs Includes information about Federal and Provincial agencies or programs, which deal with housing.	Planning Services	CR+1	CR+6

Records Retention Schedule

By-law 45-2002 as amended by By-laws 159-2005, 30-2008, 67-2008, 133-2008, 17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
B-1320-	Group Homes Includes records regarding group homes.	Planning Services	CR+1	CR+6
B-1400-	Statistics and Data Records relating to statistical, demographic and other information which are used for planning purposes. May include population, census information, land use, commercial and industrial floor spa. Excludes vital statistics - See A-2308.	Originating Branch	CR+1	CR+12
B-1500-	Economic Development Records relating to promotion and marketing of the City that cannot be classified elsewhere. Includes strategic alliance. Use only when no other heading is applicable.	Economic Development Services	CR+1	CR+10
B-1510-	Residential Includes records relating to the development of land for residential purposes.	Economic Development Services	CR+1	CR+10
B-1520-	Commercial Includes records relating to the development of land for commercial purposes. Includes studies and policy initiatives.	Economic Development Services	CR+1	CR+10
B-1521-	Expressions of Interest Records include correspondence relative to parties interested in locating in Oshawa.	Economic Development Services	CR+1	CR+6
B-1522-	Vacant Commercial Properties Commercial land inventory.	Economic Development Services	SUP	SUP
B-1530-	Industrial Records relating to the development of land for industrial purposes. May include information and recommendations about the location of industrial parks.	Economic Development Services	CR+1	CR+10
B-1540-	Institutional Records relating to the development of land for institutional purposes.	Economic Development Services	CR+1	CR+10

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Records Retention Schedule

By-law 45-2002 as amended by By-laws 159-2005, 30-2008, 67-2008, 133-2008, 17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
B-2000-	<p>Official Plan</p> <p>Consolidated copy of the official plan for the City of Oshawa prepared by the Development Services Department. Original signed Official Plan adopted by Council and approved by the Region of Durham and any amendments are actually attached to the adopting by-law approved by Council and filed under D-2100. This policy document is a statement of long term goals and objectives for the development of the community.</p> <p>For applications and working files resulting in an amendment - See - B-3100.</p>	City Clerk Services	P	P
B-2001-	<p>Official Plan Correspondence</p> <p>Correspondence related to the Official Plan.</p>	Engineering Services Planning Services	CR+1	CR+6
B-2100-	<p>Part II Plans</p> <p>Records relating to the preparation of Part II Plans that provide a more detailed land use plan than the Part I Official Plan.</p> <p>T= completion of study S= research, study documents and policy documents are retained permanently.</p>	Planning Services Engineering Services	T+5+S	T+10
B-3000-	<p>Development Applications & Amendments - General (Refer to Scope Notes)</p> <p>Includes the records relating to developments which cannot be classified elsewhere. Use only if no other heading is applicable.</p>	Planning Services	CR+1	CR+6
B-3100-	<p>Official Plan Amendments</p> <p>Includes records relating to applications to amend the Official Plan is required. As well, any other development applications necessary to execute the amendment are included in this file.</p> <p>Exclude original signed Official Plan approved by Council See- D-2100.</p> <p>T= Final approval or denial</p>	Planning Services Engineering Services	T+5	T+50
B-3200-	<p>Zoning By-law Amendments</p> <p>Includes records relating to applications for amendments to the Zoning By-law necessary to execute the rezoning. For Zoning By-law - See D-2100.</p>	Planning Services Engineering Services	T+2	P

Records Retention Schedule

*By-law 45-2002 as amended by By-laws 159-2005, 30-2008, 67-2008, 133-2008
17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016*

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
B-3300-	<p>Subdivisions</p> <p>Records relating to applications for draft of subdivision and Condominium including application, background reports, staff reports, draft plan conditions, resolutions and approvals.</p> <p>Excludes: Subdivision agreement - See D-4100 T= registration of 18T Plan.</p>	<p>Planning Services</p> <p>Engineering Services</p>	T+2	T+50
B-3400-	<p>Consents / Severances (Land Division)</p> <p>Includes records regarding the severance of individual parcels of land such as applications, surveys, decisions, clearance letters, deed page and OMB orders.</p> <p>For records relative to Land Division Committee- See A-2100.</p> <p>T= final approval or denial</p>	<p>Planning Services</p> <p>Engineering Services</p> <p>Environmental Services</p>	T+2	T+25
B-3500-	<p>Variances (Committee of Adjustment)</p> <p>Includes records relating to applications to the Committee of Adjustment for a variance to the Zoning By-law. Files include application, correspondence, reports. Excludes minutes and decisions - See A-2120</p>	<p>Planning Services</p> <p>Engineering Services</p>	T+1	P
B-3600-	<p>Site Plans</p> <p>Includes approvals regarding the layout of buildings and location and provision of services to individual properties. Includes all relevant documentation up to and including appeals to and decisions of the OMB.</p> <p>Excludes site plan agreements- See D-4100 T= security released or application denied</p>	<p>Planning Services</p> <p>Engineering Services</p>	T+2	T+15
B-3700-	<p>Part Lot Control</p> <p>Records relating to the administration of part lot control in the City and may include applications, correspondence, exemptions and approvals.</p> <p>Excludes By-Law - See D-2100 T= By-law approved by the Region</p>	<p>Planning Services</p> <p>Engineering Services</p>	T+1	T+6
B-3800-	<p>Sign By-law Variances</p> <p>Records include applications, comments and approvals regarding amendments to the sign by-law.</p> <p>For Sign By-law Encroachment Agreements - See D-4100</p>	<p>Planning Services</p> <p>Engineering Services</p>	CR+1	P
B-3900-	<p>Condominiums</p> <p>Includes records relating to applications for condominiums including application, background report, staff reports, draft plan conditions resolutions and approvals.</p> <p>T = application approval or denial</p>	<p>Planning Services</p>	T+1	T+50

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Records Retention Schedule

By-law 45-2002 as amended by By-laws 159-2005, 30-2008, 67-2008, 133-2008, 17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
B-4000-	Technical Services - General (Refer to Scope Notes) Includes records relating to technical services that cannot be classified elsewhere. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6
B-4100-	Photography Includes aerial photographs of the City, and prints of various sizes as well as 35 mm slides.	Planning Services	P	P
B-4200-	Surveys Original subdivision plan of survey by Ontario Land Surveyors indicating lot sizes, streets and pertinent information.	Planning Services	P	P
B-4300-	40R PLANS Original survey of a property by Ontario Land Surveyors indicating lot size, and pertinent information.	Planning Services	P	P
B-4400-	40M Plans Original survey of a property by Ontario Land Surveyors indicating lot size, and pertinent information.	Planning Services	P	P
B-4500-	Mapping Computer generated maps via CAD or geographical information systems software of different thematic design.	Planning Services	SUP	SUP
B-5000-	Building - General (Refer to Scope Notes) Includes records relating to building that cannot be classified elsewhere. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6
B-5100-	Permits Records relating to building and plumbing permits. Includes applications and correspondence. Original permit applications arranged sequentially by permit number and directly relate to Permit Plans. Permit application copies are retained in the appropriate property file - See - B-6000.	Building Permits and Inspection Services	P	P
B-5110-	Subdivisions Records and registered site plans relative to permits for subdivisions. Excludes records leading up to the subdivision agreement - See B-3300.	Building Permits and Inspection Services	P	P

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
B-5120-	Building Permit Statistics Reports Records include, but are not limited to, monthly status reports, correspondence and reports regarding building activities.	Building Permits and Inspection Services	P	P
B-5130-	Permit Plans - Buildings on City Owned Land Records and plans relative to permits for buildings on City owned lands (e.g. airport structures, civic dome, community centres, etc.)	Building Permits and Inspection Services	P	P
B-5140-	Permit Plans - Minor Projects Plans directly associated with building and plumbing permit applications for housing, accessory buildings, alterations, signs and other minor projects. T=project complete.	Building Permits and Inspection Services	T+1	T+1
B-5150-	Permit Plans - Major Projects Plans directly associated with building and plumbing permit applications for major projects (e.g. GM , OGH , Oshawa Centre) high rise. Excludes buildings on City owned lands - See B-5130. Excludes houses and minor projects - See B-5140.	Building Permits and Inspection Services	CR+7	CR+7
B-5160-	Site Plans for Major Projects Site plans directly associated with building and plumbing permit applications for major projects (eg. GM , OGH , Oshawa Centre).	Building Permits and Inspection Services	P	P
B-5200-	Building Inspections Includes records relating to building inspections that cannot be classified elsewhere. Records relative to actual inspection are filed in the appropriate property file. Use only if no other heading is applicable.	Building Permits and Inspection Services	P	P
B-5210-	Building and Plumbing Activity Reports Records include but are not limited to monthly status reports, correspondence and reports regarding building and plumbing inspections.	Building Permits and Inspection Services	P	P
B-5220-	Plumbing Cross Connections & Backflow Prevention Reports Includes records pertaining to cross-connection inspections and backflow prevention installations and reports regarding annual testing and re-inspection of backflow prevention devices including liquor license application inspection reports.	Building Permits and Inspection Services	P	P
B-5230-	Building Condition Surveys Includes records of annual inspections of exterior of downtown buildings and inspections of City-owned buildings on request.	Building Permits and Inspection Services	P	P

Records Retention Schedule

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
B-5300-	Temporary Sign Permits Records relative to temporary use of signs which do not comply with existing sign by-law requirements.	Building Permits and Inspection Services	P	P
B-5400-	By-law Enforcement - Zoning and Property Standards Records relative to enforcement of Zoning and Property Standards by-laws. Records relative to a particular address are filed in B-6000 property files. Excludes enforcement of all other by-laws- See D-2200.	Building Permits and Inspection Services	P	P
B-5410-	Enforcement Activity Reports Records include but are not limited to monthly status reports, correspondence and reports regarding enforcement of zoning and property standards by-laws.	Building Permits and Inspection Services	P	P
B-6000-	Property Records Records that compile a history of activity on a specific property. The file is opened once an event occurs regarding a property. Most common records include: By-law inspection records relative to zoning & property standards Search of records (requests and responses). Photographs Excludes rezoning and committee of adjustment activities - See B-3400 and A-2101 files filled after 6 months.	Building Permits and Inspection Services	P	P
B-7000-	Transportation Planning In-house and external studies relating to the Planning of the City's transportation network. Includes working papers, technical reports and plans. For Hwy 401 planning - See B-7100For Hwy 407 planning - See B-7200For Go Train extension planning - See B-7300For Roads (design, construction and maintenance) – See E-2000For Transportation Services - See F-2000T = completion of study S = research, study documents and policy documents are retained permanently. For Hwy 401 planning - See B-7100 For Hwy 407 planning - See B-7200 For Go Train extension planning - See B-7300 For Roads (design, construction and maintenance) - See E-2000 For Traffic- See - E-2400 For Transportation Services - See F-2000 T= completion of study S= research, study documents and policy documents are retained permanently.	Planning Services Engineering Services Environmental Services	T+5+S	T+15
B-7100-	Highway 401 In-house and external studies relating to the planning (e.g. expansion, widening) of highway 401 within the City. Includes working papers, technical reports and plans. S= research, study documents and policy documents are retained permanently.	Planning Services Engineering Services Environmental Services	S+5	S+15

Records Retention Schedule

By-law 45-2002 as amended by By-laws 159-2005, 30-2008, 67-2008, 133-2008, 17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
B-7200-	Highway 407 In-house and external studies relating to the planning (e.g. expansion, extension) of Highway 407 within the City. Includes working papers, technical reports and plans. S= research, study documents and policy documents are retained permanently.	Planning Services Engineering Services Environmental Services	S+5	S+15
B-7300-	Go Transit Extension In-house and external studies relating to the planning of Go Train extension within the City. Includes working papers, technical reports and plans. S= research, study documents and policy documents are retained permanently.	Planning Services Engineering Services	S+5	S+15
B-7400-	Arterial and Collector Roads Records relating to the planning and design of arterial and collector roads in the City. T= project completion	Planning Services Engineering Services	T+5	T+15
B-8000-	Environmental Planning Records relating to environmental planning which cannot be classified elsewhere. Records include studies and reports related to the monitoring of environmental policies and regulations and long-range planning. Use only if no other heading is applicable. For Environmental Audits - See F-7000S = research, study documents and policy documents are retained permanently unless superseded.	Planning Services Engineering Services	S+5	S+10
B-8100-	Creeks and Watersheds Records relating to creeks and watersheds not elsewhere classified. Use only if no other heading is applicable. S = research, study documents and policy documents are retained permanently unless superseded.	Engineering Services	S+10	CR+35
B-8110-	Corbett Creek Records relating to Corbett Creek. S = research, study documents and policy documents are retained permanently unless superseded.	Engineering Services	S+10	CR+35
B-8120-	Farewell Creek Records relating to Farewell Creek. S = research, study documents and policy documents are retained permanently unless superseded.	Engineering Services	S+10	CR+35
B-8130-	Goodman Creek Records relating to Goodman Creek. S = research, study documents and policy documents are retained permanently unless superseded.	Engineering Services	S+10	CR+35

Records Retention Schedule

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
B-8140-	Harmony Creek Records relating to Harmony Creek. S = research, study documents and policy documents are retained permanently unless superseded.	Engineering Services	S+10	CR+35
B-8150-	Montgomery Creek Records relating to Montgomery Creek. S = research, study documents and policy documents are retained permanently unless superseded.	Engineering Services	S+10	CR+35
B-8160-	Oshawa Creek Records relating to Oshawa Creek. S = research, study documents and policy documents are retained permanently unless superseded.	Engineering Services	S+10	CR+35
B-8200-	Floodplain & Stormwater Management Records relating to flood plains and storm water management. Records may include studies/reports by outside agencies and correspondence for watershed and sub-watershed plans, environmental master drainage plans and stormwater. S = research, study documents and policy documents are retained permanently unless superseded.	Engineering Services	S+10	CR+35
B-8300-	Wetlands Records related to wetlands. S = research, study documents and policy documents are retained permanently unless superseded.	Planning Services Engineering Services	S+10	CR+35
B-8310-	Second Marsh Records relating to the Second Marsh. May include minutes and correspondence. S = research, study documents and policy documents are retained permanently unless superseded.	Planning Services Engineering Services	S+10	CR+35
B-8400-	Lake Ontario Shoreline Records relating to the Lake Ontario Shoreline. For Waterfront operations, activities and events - See F-3040.	Planning Services Engineering Services	S+10	CR+35
B-8500-	Oak Ridges Moraine Records relating to the Oak Ridges Moraine. May include minutes and correspondence. S = research, study documents and policy documents are retained permanently unless superseded.	Planning Services Engineering Services	S+10	CR+35
B-8600-	Woodlands & Other Natural Heritage Features Records relating to the identification, assessment and protection of woodlands and other natural heritage features. S=research, study documents and policy documents are retained permanently.	Planning Services Engineering Services	S+5	S+10

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
B-8700-	Waste & Contaminated Sites General Records relating to general correspondence and protocols regarding waste and contaminated sites. Use only if no other heading is applicable.	Engineering Services Planning Services	CR+1	P
B-8710-	Waste Disposal Sites Reports, correspondence, drawings, plans, lab results, mapping, protocols, environmental audits on lands currently or formerly used for waste disposal sites.	Engineering Services Planning Services	CR+4	P
B-8720-	Contaminated Sites Records, reports, correspondence, plans, lab results and clean-up requirements on lands that have been identified as contaminated sites from former use.	Engineering Services Planning Services	CR+4	P
B-8800-	Noise and Vibration Records relating to noise and vibration matters in the development approval process. S= research, study documents and policy documents are retained permanently.	Engineering Services	S+5	S+10
Total Record Series for B - Development				74

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
C - Finance				
C-1000-	Finance - General (Refer to Scope Notes) Includes records relating to finance in general that cannot be classified elsewhere. Use only when no other heading is applicable.	Originating Branch	CR+1	CR+6
C-2000-	Budgets - General (Refer to Scope Notes) Includes records relating to budgets in general that cannot be classified elsewhere. Use only when no other heading is applicable.	Budget Services	CR+1	CR+3
C-2100-	Operating Budget - General Records relating to the Operating Budget which cannot be classified elsewhere. Use only when no other heading is applicable.	Budget Services	CR+1	CR+3
C-2101-	Actual Operating Budget (Binder) This is the final budget document as approved by Council. It is maintained in a binder and replaced annually.	Budget Services	P	P
C-2105-	Financial Assistancess Includes application forms, supporting documentation and correspondence relating to requests for financial assistance and waiving of fees under the financial assistance program.	Finance Services	CR+1	CR+3
C-2106-	Waiving of Fees Includes application forms, supporting documentation and correspondence relating to requests for financial assistance and waiving of fees under the waiving of fees program.	Finance Services	CR+1	CR+3
C-2110-	Operating Budget - Corporate Programs - Working File Records relating to approved corporate operating budget including correspondence, working papers, department submissions (operating, program capital and salary schedules).	Budget Services	CR+1	CR+3
C-2120-	Operating Budget - Other Programs - Working File Records relating to the development of the approved operating budget for non-corporate programs including correspondence, working papers, etc. Includes records relating to Corporate Grants.	Budget Services	CR+1	CR+3
C-2130-	Operating Budget - Corporate Expenditures - Working File Records relating to approved corporate expenditure budget including correspondence and working papers.	Budget Services	CR+1	CR+3

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
C-2140-	Contributions Includes records relating to contributions to reserves and capital. Excludes requests for financial assistance - See C-2120.	Budget Services	CR+1	CR+3
C-2150-	Operating Budget - Revenue Programs - Working File Records relating to approved corporate revenue budget including correspondence and working papers. (e.g. Provincial grants to City, Rental Review)	Budget Services	CR+1	CR+3
C-2160-	Program Capital Records relating to the development of the approved Operating Budget for Program Capital (i.e. items with aggregate ratio > \$1,000 and < \$20,000 whose life expectancy is greater than 12 months). Records include correspondence, working papers, etc.	Budget Services	CR+1	CR+3
C-2200-	Capital Budget - General Records relating to Capital Budget which cannot be classified elsewhere. Use only when no other heading is applicable.	Budget Services	CR+1	CR+3
C-2201-	Actual Capital Budget (Binder) This is the final budget document as approved by Council. It is maintained in a binder and replaced annually.	Budget Services	P	P
C-2210-	Capital Policies and Procedures Records include documentation which provide guidance regarding the submission prioritization and selection of capital projects for proposal in the five-year capital plan.	Budget Services	SUP	SUP
C-2220-	Debentures Records related to debentures. Includes debenture financing and sinking fund or installment debentures. T= maturity of debenture.	Finance Services	T+3	T+3
C-2221-	Debenture Register A register listing details of all debentures.	Finance Services	P	P
C-2230-	Unapplied Capital Receipts Records relating to the 16800 series of accounts on the General Ledger.	Budget Services	CR+1	CR+6

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
C-2300-	<p>Capital Projects</p> <p>Records include correspondence, schedules and minutes relating to each capital project. Filed by capital project account number.</p> <p>T= Completion of project</p>	Budget Services	T+3	T+3
C-2310-	<p>Capital Construction Contracts</p> <p>Records include copies of Council decisions regarding contract approval, tendering, correspondence and analysis. There is a file for each capital contract.</p> <p>T= Completion of contract.</p>	Budget Services	T+3	T+3
C-2320-	<p>Canada / Ontario Infrastructure Works Program</p> <p>Records relating to submission of projects for consideration in the Canada/Ontario Infrastructure Works program. Records of claims submitted for reimbursement.</p> <p>T= Completion of project</p>	Budget Services	T+3	T+3
C-2400-	<p>Reserves, Reserve Funds, Trusts, Allowances - General</p> <p>Records relating to reserves and reserve funds including copies of any motions related to the account, schedules showing balance and commitments.</p> <p>T= Closing of reserve or trust.</p>	Budget Services	T+3	T+3
C-2410-	<p>Reserves and Reserve Funds</p> <p>Records include monthly interest distribution working papers, excerpts from minutes, regular analysis of funds and commitments.</p> <p>T= Closing of reserve fund.</p>	Budget Services	T+3	T+3
C-2500-	<p>Letters of Credit</p> <p>Records include monthly letters of credit extended to developers for subdivision and site plan applications.</p> <p>T= Cancellation of letter of credit.</p>	Budget Services	T+3	T+3
C-2600-	<p>Strategic Financial Plan</p> <p>This file contains the final approved Strategic Financial plan document.</p>	Budget Services	P	P
C-2610-	<p>Strategic Financial Plan - Working File</p> <p>Records relating to the development of the approved Strategic Financial plan and includes correspondence, working papers, departmental submissions, etc.</p>	Budget Services	CR+1	CR+6

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Records Retention Schedule

By-law 45-2002 as amended by By-laws 159-2005, 30-2008, 67-2008, 133-2008, 17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
C-3000-	Analysis Analysis records including but not limited to, monthly Council reports and requests by the Treasurer for analysis.	Finance Services	CR+1	CR+6
C-3100-	Internal Audit Records associated with monitoring the integrity of accounting and management controls of municipal programs. Record series may include overtime report and car pool audit.	Finance Services	CR+1	CR+6
C-3200-	External Audit Records relating to external financial audits.	Finance Services	P	P
C-4000-	Financial Accounting - General (Refer to Scope Notes) Records related to financial accounting in general that cannot be classified elsewhere. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6
C-4010-	General Ledger Comprehensive annual general ledger of all transactions posted to the general ledger. Includes individual files for certain asset and liability accounts which require interim reconciliation or additional information to explain transactions. Includes Petty Cash and float documents.	Finance Services	P	P
C-4020-	Financial Statements Records include year-end working papers supporting audited Financial statements and Financial Information Return. Also includes audited statements for the consolidated boards.	Finance Services	P	P
C-4021-	Journal Vouchers Records include original copy of adjustments to the general ledger, debit memos and interface reports.	Finance Services	CR+1	CR+6
C-4030-	Bank Reconciliations / Statements Records include bank reconciliation papers and bank statements for general, payroll, U.S. and legal accounts. Also includes cancelled (cashed) cheques returned from the bank as well as any and all voided cheques.	Finance Services	CR+1	CR+6
C-4040-	Investments Records relating to investments including weekly cash forecast and related papers, short term investment weekly reports and long term investments. Statistics that are received from the Federal government are also kept.	Finance Services	CR+1	CR+6

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
C-4050-	G.S.T. / P.S.T. Returns Records include individual monthly filings as well as a copy of the original return as filed and any supporting documents. Reports used to prepare filings are also included such as listing of GST transactions and final interface.	Finance Services	CR+1	CR+7
C-4100-	Disbursements / Expenditures - General (Refer to Scope Notes) Records relating to disbursements in general. Includes records relating to the accounts payable function in general which cannot be classified elsewhere. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+7
C-4110-	Accounts Payable Records relating to accounts payable and may include invoices and cheques, duplicate copies of cheques, copy of the purchase order, vouchers, cheque requisitions, copies of U.S. or supplementary cheques, and other background information. Records are arranged in cheque number order.	Accounts Payable and Payroll	CR+1	CR+7
C-4120-	Payroll - Employee Files Payroll records relating to employees and includes Employee Change Records (ECR's), TD1, TD1 ON, direct deposits, emergency contact information, benefit enrollment & amendment forms. Current employee files and retiree files are maintained in Payroll until termination or death of employee. A folder for each employee is maintained and filed alphabetically by last name. T = Termination or death of employee.	Accounts Payable and Payroll	T+1	T+7
C-4121-	Payroll Processing Records relating to the processing of payroll for each employee and includes: 1) general pay period processing consisting of 26 pays (includes reports, timesheets, overtime, and other payroll documentation backup); 2) retiree payroll files consisting of 12 pay periods (includes reports and other payroll documentation backup); 3) off cycle pays consisting of 26 pay periods (includes periodic manual payment updates); 4) benefits for active and retired employees consisting of 12 pay periods (includes monthly benefit changes & transmissions and reports); and 5) vacation payout calculations.	Accounts Payable and Payroll	CR+1	CR+7
C-4122-	Payroll - Supporting Documentation Payroll records that provide supporting documentation relating to all payments or deductions relating to employees and includes annual increases for each of the employee groups (union and exempt), account reconciliations, United Way deductions, Canada Savings Bond deductions, deposits, completed computer loans.	Accounts Payable and Payroll	CR+1	CR+7
C-4123-	Payroll Annual Reporting - Year End Data Records relating to the year end processing and annual reporting requirements. This includes bi-weekly pay period detail and year to date summary reports required for the preparation and payment of remittances for statutory deductions (CPP/EI/Income Tax), Employer Health Tax, and OMERS Pension Plan. Also includes copies of the annual T4/T4A forms/summaries, OMERS form 119 and reconciliation of the General Ledger payroll accounts with copies of any related Journal Voucher entries.	Accounts Payable and Payroll	CR+1	CR+7

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
C-4200-	Tax Revenue - General (Refer to Scope Notes) Records relating to tax revenue in general that cannot be classified elsewhere. Use only if no other heading is applicable. Includes billing files.	Revenue and Tax Services	CR+1	CR+6
C-4201-	Tax Certificates Records include lawyers letter requesting tax certificate and copy of the tax certificate.	Revenue and Tax Services	CR	CR+6
C-4202-	Registrations A permanent record of accounts registered with the Registry Office / Land Titles Division for Tax Sale includes tax sale extension agreements.	Revenue and Tax Services	P	P
C-4203-	Change of Ownership Records relating to change of ownership of properties and mailing address information flow with Assessment Office for incorporation into Assessment Rolls.	Revenue and Tax Services	CR	CR+5
C-4204-	Mortgages / Multiples Records include correspondence and computer reports relating to mortgages and owners of multiple properties.	Revenue and Tax Services	CR+1	CR+2
C-4205-	Tax Apportionment Land Division / Severance where alterations to the Assessment Rolls are required.	Revenue and Tax Services	P	P
C-4206-	Payments / Grants in Lieu of Taxes Records relating to those who make payments or grants to the City in lieu of taxes.	Revenue and Tax Services	CR+1	CR+6
C-4207-	Cancellation, Reduction and Refund "Write-Off" Records Records relating to cancellation, reduction and refund of taxes. Records include 442 application, write-offs, notice of decision & hearing.	Revenue and Tax Services	CR+1	CR+6
C-4208-	Uncollectable Taxes Records relating to Sec. 441 (1) Uncollectable Taxes where the treasurer ascertains that certain taxes are deemed uncollectable.	Revenue and Tax Services	CR+1	CR+6

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
C-4210-	Assessment / Tax Rolls - General (Refer to Scope Notes) Records relating to assessment rolls and taxation rolls that cannot be classified elsewhere. Use only when no other heading is applicable.	Originating Branch	CR+1	CR+6
C-4211-	Assessment / Tax Rolls Includes taxation records of long term importance such as assessment rolls and tax collector's rolls.	City Clerk Services	P	P
C-4212-	Assessment Review Court Records relating to the process of assessment review.	Revenue and Tax Services	CR+1	CR+6
C-4213-	Municipal Property Assessment Corporation (MPAC) Records relating to the Municipal Property Assessment Corporation (formerly known as the Ontario Property Assessment Corporation OPAC)	City Clerk Services	CR+1	CR+6
C-4220-	Local Improvements Records relating to Local Improvements indexing rates, correspondence and petitions for work.	Revenue and Tax Services Engineering Services	CR+1	CR+6
C-4221-	Court of Revision Records include meeting agenda, minutes, notice of the Court's decision and may include appeal to and decision of the OMB Received by Clerks and forwarded to Tax.	City Clerk Services Revenue and Tax Services	CR+1	CR+6
C-4222-	Local Improvement Rolls Includes local improvement assessment rolls. Records include project details, notice to taxpayers and listing of all assessment roll numbers affected.	Revenue and Tax Services	P	P
C-4230-	Tax Payments Records related to tax payments that cannot be classified elsewhere. Use only when no other heading is applicable.	Revenue and Tax Services	CR	CR+6
C-4231-	Stubs Tax payments stubs are maintained for each payment (4 per property per year). Stubs are maintained by payment method i.e. tax mail, batch mail, at bank and mortgage.	Revenue and Tax Services	CR	CR+6

Records Retention Schedule

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17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016*

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
C-4232-	Sub Ledgers Year-end report generated through the Tax system, which identifies the status of all ratepayers' accounts.	Revenue and Tax Services	P	P
C-4233-	Postings / Payment Distribution Year-end report generated through the Tax system, which lists all transactions applied to the Tax system.	Revenue and Tax Services	P	P
C-4234-	Mortgage Company Bulk Payments Records include receipts of bulk property payments. The payments are reconciled by Treasury Administration to a computerized listing.	Revenue and Tax Services	CR+1	CR+6
C-4235-	Pre-Authorized Enrollment Forms Records relating to files for pre-authorized tax payments (batches transmitted to banks).	Revenue and Tax Services	SUP	SUP
C-4240-	Levies Records relating to levies including development charges.	Originating Branch	CR+1	CR+6
C-4250-	Tax Collections Records relating to tax arrears which would include Bailiff activity reports, active and inactive Bailiff warrants, and other collection activity records.	Revenue and Tax Services	CR+1	CR+6
C-4260-	Property Tax Billing Records relating to property tax billing that are general in nature and cannot be classified elsewhere.	Revenue and Tax Services	CR+1	CR+6
C-4261-	Interim Billing Records relating to interim tax bills.	Revenue and Tax Services	CR+1	CR+6
C-4262-	Final Billing Records relating to final tax billings.	Revenue and Tax Services	CR+1	CR+6

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
C-4263-	Supplementary Billing Records relating to supplementary tax billings performed approximately twice per year.	Revenue and Tax Services	CR+1	CR+6
C-4300-	Receivables Records relating to accounts receivable in general that are not classified elsewhere. Use only if no other heading is applicable.	Revenue and Tax Services	CR+1	CR+6
C-4310-	Sub Ledgers Year-end report generated through the Accounts Receivables system, which identifies the status of all Receivables accounts.	Revenue and Tax Services	CR+1	CR+6
C-4330-	Invoices - Yellow Copy These invoices are stamped paid and are retained to verify payment. They are filed by week.	Revenue and Tax Services	CR+1	CR+6
C-4340-	Cash Receipts Records containing all revenue transactions. Records indicate payee, GL account number. Filed by date.	Revenue and Tax Services	CR+1	CR+6
C-4350-	Daily Journals Records containing duplicate copies of cash register receipts and filed with C-4340.	Revenue and Tax Services	CR+1	CR+6
C-4360-	Credit Notes Records used to maintain credit allocation, generally filed with cash receipt. Provided by investment Officer.	Revenue and Tax Services	CR+1	CR+6
C-4370-	Write-offs Records containing reports to Council with respect to accounts receivable and accounts no longer collectable.	Revenue and Tax Services	CR+1	CR+6
C-4380-	Lease Agreements - Payments Records relating to payments received in accordance with lease agreements. T=end of lease.	Revenue and Tax Services	T+2	T+6

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
C-4390-	Ticket Master Daily envelopes for each TM Terminal, retaining all back-up to deposit as a client (e.g.. Coupons, signed credit card receipts).	Community Services	CR+1	CR+6
C-4391-	Daily Journal Reports Daily journals of ticket sales and activities on TM as a client (ACO & GEN) and an outlet (OCT). Back-up to revenue reports. Retained in monthly binder.	Community Services	CR+1	CR+6
C-4392-	Bi-Monthly Credit Card Reports TM payment to City for all credit card purchases as a client – summarized daily - then paid weekly.	Community Services	CR+1	CR+6
C-4393-	Monthly Statement TM statement showing all ticket sales and activities as a client and an outlet in previous month by all ticket venues.	Community Services	CR+1	CR+6
C-5000-	Purchasing - General (Refer to Scope Notes) Records relating to purchasing in general that are not classified elsewhere. Use only if no other heading is applicable. May include interoffice correspondence.	Originating Branch	CR+1	CR+6
C-5010-	Uniforms Records relating to uniforms for staff.	Originating Branch	SUP	SUP
C-5020-	Vendor Applications Includes records relating to vendors and suppliers of goods and services. Including information about the goods and services, price lists and promotional material.	Purchasing Services	CR+1	CR+2
C-5100-	Purchase Orders Purchase orders are used for the purchase of goods and services showing proof of order of purchase.	Purchasing Services	CR+1	CR+6
C-5110-	Long-Term Orders Records include back-up material relative to Blanket Contracts which have a term of at least 3 years. Files arranged by service/commodity.	Purchasing Services	SUP	SUP

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
C-5120-	Return Goods Slip Records include documentation of goods returned to vendors.	Purchasing Services	CR+1	CR+6
C-5200-	Requisitions Requisitions that are not classified elsewhere. Use only if no other heading is applicable.	Purchasing Services	CR+1	CR+6
C-5210-	Purchase Requisitions Records include original requisition from department and any pricing information as well as product / service information.	Purchasing Services	CR+1	CR+6
C-5220-	Publications and Subscriptions Includes records related to publications and subscriptions to which the City subscribes.	Purchasing Services	CR+1	CR+2
C-5230-	Advertising Records include a file copy of ad requisition and a copy of ad.	Originating Branch	CR+1	CR+2
C-5240-	Inventory Records include yearly reconciliations of the General Ledger to physical inventory for eight inventory accounts.	Finance Services	SUP	SUP
C-5300-	Quotations Records include all documentation regarding the quotation, original master of tender, bid submissions, product/service information and any correspondence relating to the tender.	Purchasing Services	CR+2	CR+15
C-5310-	Quotations - Unsuccessful Bidders Records include unsuccessful bid submissions, product/service information provided by unsuccessful bidders.	Purchasing Services	CR+2	CR+3
C-5400-	Tenders Records include all documentation regarding the tender, original master of the tender, bid submission, product/service information and any correspondence relating to the tender.	Purchasing Services	CR+2	CR+15

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
C-5410-	Tenders - Unsuccessful Bidders Records include unsuccessful tender submissions, product/service information provided by unsuccessful bidders.	Purchasing Services	CR+2	CR+3
Total Record Series for C - Finance				97

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
D - Legal				
D-1000-	Legal - General (Refer to Scope Notes) Includes records relating to legal matters not classified elsewhere. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6
D-1100-	Legislation and Acts Includes records relating to acts, bills and regulations involving all levels of government. Excludes Municipal By-Laws of the City of Oshawa - See D-2100.	Originating Branch	CR+1	CR+6
D-1200-	Legal - Research Includes records relating to legal research.	Legislative and Regulatory Directorate	SUP	SUP
D-1300-	Legal - Opinions Records relating to legal opinions provided by the City Solicitor.	Legislative and Regulatory Directorate	P	P
D-2000-	By-laws - General (Refer to Scope Notes) Includes records relating to by-laws not classified elsewhere, generally correspondence regarding by-laws. Includes By-laws for other Municipalities. Use only if no other heading is applicable. Excludes By-law Enforcement - See D-2200. Excludes Prosecution - D3200.	Originating Branch	CR+1	CR+6
D-2100-	By-laws Original by-laws, approved and signed by the Mayor and the Clerk and kept in the Clerk's vault. A copy of the by-law is also held in the Clerk's office and is used as a working copy.	City Clerk Services	P	P
D-2110-	By-laws - Working Files Records include background research papers, precedent samples, opinions and drafts, which are relied on for development of approved by-law. T=passing of By-law.	Originating Branch	T+2	T+6

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17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016*

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
D-2200-	<p>By-laws - Enforcement</p> <p>Records may include reports of infringement of a by-law (complaint) as well as investigations of by-law infringement including notices of violation, investigation reports and details of interventionary action to achieve compliance.</p> <p>Excludes By-law inspection records relative to zoning and property standards - See B-5400.</p> <p>T= close of file - resolution of action.</p>	Municipal Law Enforcement and Licensing Services	T+2	T+6
D-2210-	<p>Certificate of Infraction</p> <p>Copies of parking tags / tickets and cautions.</p>	Municipal Law Enforcement and Licensing Services	CR+1	CR+7
D-2220-	<p>Private Property Parking Enforcement</p> <p>Records include Enforcement Applications for Site Approval indicating private property location, third party agency, and site details. Also includes training tests and certificates for third party officers. Tests are disposed on completion of certificate's = cancellation of 3rd party or abandonment of site inspection.</p>	Municipal Law Enforcement and Licensing Services	T+1	T+3
D-2230-	<p>Officer Notebooks</p> <p>Inspection and activity notebooks.</p>	Municipal Law Enforcement and Licensing Services	CR+1	CR+6
D-2300-	<p>Licensing - General (Refer to Scope Notes)</p> <p>Includes records related to licensing in general not classified elsewhere. Use only if no other heading is applicable.</p>	Municipal Law Enforcement and Licensing Services	CR+1	CR+6
D-2310-	<p>Business Licenses</p> <p>Records include application form giving business name, business type, registered corporation information and applicant information. Should include proof of registration with the province and information checked by zoning, building inspection and by-law officer.</p> <p>T= close of file, license not issued.</p>	Municipal Law Enforcement and Licensing Services	T+2	T+6
D-2311-	<p>Business Lists</p> <p>Business lists are maintained on all license categories and describe all licensed businesses in each category. Includes business name, mailing address, owner/operator, expiry date of license and comments.</p>	Municipal Law Enforcement and Licensing Services	CR+1	CR+6
D-2320-	<p>Lottery</p> <p>Records relating to lotteries not classified elsewhere, generally correspondence. Use only if no other heading is applicable.</p>	Municipal Law Enforcement and Licensing Services	CR+1	CR+6

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
D-2321-	Bazaars - Licensing Records include information on lotteries, bazaars, raffles, Nevada tickets and bingo's. Includes application form, letter of constitution, list of Board of Directors, copy of financial audit for previous year, declaration of owner of business, organization name, address, bank account number and signature of signing officers, copy of provincial license to sell tickets and a non-profit / charitable organization number.	Municipal Law Enforcement and Licensing Services	CR+1	CR+6
D-2322-	Raffles - Licensing Records include information on lotteries, bazaars, raffles, Nevada tickets and bingo's. Includes application form, letter of constitution, list of Board of Directors, copy of financial audit for previous year, declaration of owner of business, organization name, address, bank account number and signature of signing officers, copy of provincial license to sell tickets and a non-profit / charitable organization number.	Municipal Law Enforcement and Licensing Services	CR+1	CR+6
D-2323-	Nevada Tickets - Licensing Records include information on lotteries, bazaars, raffles, Nevada tickets and bingo's. Includes application form, letter of constitution, list of Board of Directors, copy of financial audit for previous year, declaration of owner of business, organization name, address, bank account number and signature of signing officers, copy of provincial license to sell tickets and a non-profit / charitable organization number.	Municipal Law Enforcement and Licensing Services	CR+1	CR+6
D-2324-	Bingo - Licensing Records include information on lotteries, bazaars, raffles, Nevada tickets and bingo's. Includes application form, letter of constitution, list of Board of Directors, copy of financial audit for previous year, declaration of owner of business, organization name, address, bank account number and signature of signing officers, copy of provincial license to sell tickets and a non-profit / charitable organization number.	Municipal Law Enforcement and Licensing Services	CR+1	CR+6
D-2325-	Lottery Building Funds Records relative to promotional materials used in event that the City is either hosting or in which they are participating. Records include a copy of a request for Building Fund, any supporting documentation and the City's response to the request.	Municipal Law Enforcement and Licensing Services	P	P
D-2330-	Taxicabs - General (Refer to Scope Notes) Includes records relating to taxicabs in general that cannot be classified elsewhere. Use only if no other heading is applicable.	Municipal Law Enforcement and Licensing Services	CR+1	CR+6
D-2331-	Taxicabs - Drivers Records include application forms, criminal information reports, photograph of applicant and letters pertaining to eligibility or attendance at Development and Corporate Services Committee. T= non-renewal of driver license.	Municipal Law Enforcement and Licensing Services	T+2	T+6

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
D-2332-	Taxicabs - Plate Holders Records include applications, certificates of insurance, taxicab meter reports, safety standards certificate and copies of complaints.	Municipal Law Enforcement and Licensing Services	SUP	SUP
D-2333-	Taxicabs - Brokers Records include applications, business name registration and copies of complaints. New files are created annually.	Municipal Law Enforcement and Licensing Services	CR+1	CR+6
D-2334-	Limousine Owners Records include applications, certificates of insurance, safety standards certificate and copies of complaints. New files are created annually.	Municipal Law Enforcement and Licensing Services	CR+1	CR+6
D-2335-	Waiting List (Taxicab Owners' Licenses) Records include names of persons who have applied for taxicab owners' licenses. Names are added as applications are received. As licenses are issued from the list, the waiting list is amended.	Municipal Law Enforcement and Licensing Services	SUP	SUP
D-2340-	Animal Licensing Records must include the name and address of the animal owner and the serial number of the animal tag. Includes void licenses.	Municipal Law Enforcement and Licensing Services	CR+1	CR+2
D-2341-	Lifetime Animal Licenses Records must include the name and address of the animal owner and the serial number of the animal tag. Includes void licenses.	Municipal Law Enforcement and Licensing Services	CR+1	CR+20
D-3000-	Judicial Actions Records include applications for declarations. Use only if no other heading is applicable. T= close of file - completion of action.	Legislative and Regulatory Directorate	T+2	T+6
D-3100-	Legal - Claims Records include notices received and sent to insurer and claims dealt with by insurers. Also includes WCB third party claims. T= resolution of claim.	Legislative and Regulatory Directorate	T+2	T+6
D-3200-	Prosecutions Includes records relating to prosecution resulting from violation of by-laws and the Building Code Act. Particulars of convictions are to be maintained by Legal Services in a separate database. T= close of file.	Legislative and Regulatory Directorate	T+2	T+6

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
D-3210-	Court Dockets Record of Disposition. Results of Court Findings. These records are only copies of the originals retained by the Courts. Includes notices to officers involved. T = date of docket	Legislative and Regulatory Directorate	T+1	T+1
D-3300-	Insurance - City Records include insurance liabilities such as agents and adjuster premiums, all original policies, certificates and appraisals.	Finance Services Legislative and Regulatory Directorate	SUP	SUP
D-3310-	Insurance Claims Records include all Automobile, Liability and Property insurance claims handled by the City. These records include documents explaining and detailing the nature of the claim, investigation documents, internal correspondence and correspondence with outside parties relating to the claim. The original copies of all insurance claims are forwarded to the Risk Management & Insurance Officer for handling. A copy of the insurance claim is retained in the branch that initially receives the claim. T= Resolution of claim.	Finance Services	T+2	T+8
D-3320-	Vandalism Records relating to vandalism and crimes on City property. T= close of file.	Legislative and Regulatory Directorate Community Services	T+2	T+6
D-3400-	Appeals Records include research, reports, background working papers relied on to represent the City on appeals to the Ontario Municipal Board. When file closed, research material culled from file and a research file opened. Use only if no other heading is applicable. T= resolution of appeal.	Legislative and Regulatory Directorate	T+2	T+6
D-3410-	Zoning Records include research, reports, background working papers relied on to represent the City on zoning appeals to the Ontario Municipal Board. T= resolution of appeal.	Legislative and Regulatory Directorate	T+2	T+6
D-3420-	Committee of Adjustment Records include research, reports, background working papers relied on to represent the City on Committee of Adjustment appeals to the Ontario Municipal Board. T= resolution of appeal.	Legislative and Regulatory Directorate	T+2	T+6

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
D-3430-	<p>Land Division</p> <p>Records include research, reports, background working papers relied on to represent the City on Land Division appeals to the Ontario Municipal Board.</p> <p>T= resolution of appeal.</p>	Legislative and Regulatory Directorate	T+2	T+6
D-3440-	<p>Development Charges</p> <p>Records include research, reports, background working papers relied on to represent the City on Development Charge complaints to City Council and/or appeals to the Ontario Municipal Board.</p> <p>T= resolution of appeal.</p>	Legislative and Regulatory Directorate	T+2	T+6
D-3450-	<p>Official Plan</p> <p>Records include research, reports, and background working papers relied on to represent the City on Official Plan appeals to the Ontario Municipal Board.</p> <p>T = resolution of appeal.</p> <p>See B-2000 for Official Plan See B-3100 for applications to amend the Official Plan</p>	Legislative and Regulatory Directorate	T+2	T+6
D-3500-	<p>Litigation / Receiverships</p> <p>Includes records relating to court actions including general civil litigation and bankruptcies and files retained in Tax regarding bankruptcies and business files for lawsuits.</p> <p>T= close of file.</p>	Legislative and Regulatory Directorate	T+2	T+6
D-3510-	<p>Collections</p> <p>Records include unpaid invoices, which could not be resolved by Accounts Receivable and are referred to Legal for collection. Supporting documentation and correspondence, claims and other legal documents relating to the collection. Legal Services maintains a database of uncollected receivables.</p> <p>Excludes Tax collections - See C4250. Excludes Accounts Receivable - See 4300.</p> <p>T= debt collected or written off.</p>	Legislative and Regulatory Directorate	T+2	T+6
D-3520-	<p>Evictions</p> <p>Records include correspondence relating to the eviction of tenants of City owned/managed buildings, including court documents.</p> <p>T= close of file.</p>	Legislative and Regulatory Directorate	T+2	T+6

Records Retention Schedule

By-law 45-2002 as amended by By-laws 159-2005, 30-2008, 67-2008, 133-2008, 17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
D-4000-	<p>Legal Documents - General (Refer to Scope Notes)</p> <p>This file classification includes records relating to legal documents which cannot be classified elsewhere, generally correspondence. Use only if no other classification is applicable.</p>	City Clerk Services	CR+1	CR+6
D-4100-	<p>Agreements</p> <p>An agreement is a written understanding or consent between two or more parties regarding their respective rights and obligations with respect to a specific subject or thing. All signed agreements are retained permanently in City Clerk Services and maintained through the use of an agreement tracking database. Types of agreements include but are not limited to Advertising, Bank Stabilization, Boundary Rd, Collective, Condominium, Construction, Data Sharing, Deed/Transfer, Development, Easement, Encroachment, Façade Improvement Loan, Funding, Land Division, Lease/Rental, Letter of Undertaking, Licence, Limiting Distance, Low Interest Loan, Maintenance, Municipal Access, Part Lot Control, Purchase and Sale, Railway Order, Releases, Servicing, Shared Facility Use, Site Plan, Sponsorship Rights, Subdivision, Tax Sale Extension, Transit, Vending Services. Includes all amendments to the original agreement.</p>	City Clerk Services	P	P
D-4110-	<p>Agreements - Working Files</p> <p>Includes the background information leading up to finalizing the legal Agreement and includes title search records.</p> <p>T= signed agreement.</p>	Originating Branch	T+2	T+6
D-4111-	<p>Subdivision Agreements</p> <p>Includes the background information leading up to finalizing the legal Agreement.</p> <p>T= Signed Agreement</p>	Originating Branch	T+2	T+6
D-4112-	<p>Site Plan Agreements</p> <p>Includes the background information leading up to finalizing the legal Agreement.</p> <p>T= Signed Agreement</p>	Originating Branch	T+2	T+6
D-4113-	<p>Land Division Agreements</p> <p>Includes the background information leading up to finalizing the legal Agreement.</p> <p>T= Signed Agreement</p>	Originating Branch	T+2	T+6
D-4114-	<p>Tax Extension Agreements</p> <p>Includes the background information leading up to finalizing the legal Agreement.</p> <p>T= Signed Agreement</p>	Originating Branch	T+2	T+3

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By-law 45-2002 as amended by By-laws 159-2005, 30-2008, 67-2008, 133-2008, 17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
D-4200-	<p>Contracts, Under Seal</p> <p>A contract is legally binding agreement between two or more parties for the supply of goods and or services at a fixed price. A contract is duly executed by the Mayor and Clerk and affixed with the City seal and does not require Legal Services review (eg. Road reconstruction tenders). Only on Council's direction may contracts be executed by someone other than the Mayor and Clerk.</p> <p>Includes any and all amendments to the original contract.</p>	City Clerk Services	P	P
D-4210-	<p>Contracts - Working File</p> <p>Includes the background information leading up to the signing of the legal contract and would include background information relating to any amendment to the original contract.</p> <p>T=signed contract.</p>	Originating Branch	T+2	T+6
D-4300-	<p>Easements</p> <p>Records may include duplicate registered easements, copies of registered plans, registered surveys, subsearch details of title and correspondence.</p>	City Clerk Services	P	P
D-4400-	<p>Deeds</p> <p>Records include original registered deeds of property acquired by the City.</p>	City Clerk Services	P	P
D-4500-	<p>Public Highways - General (Refer to Scope Notes)</p> <p>Includes records relating to public highways which cannot be classified elsewhere. Use only if no other heading is applicable.</p>	Originating Branch	CR+1	CR+6
D-4510-	<p>Assumptions and Dedications</p> <p>Includes background information leading to the passing of a by-law.</p>	Legislative and Regulatory Directorate Engineering Services	P	P
D-4520-	<p>Encroachments and Reserves</p> <p>Includes records and working material possibly leading up to an agreement or dedication of a reserve.</p>	Legislative and Regulatory Directorate	P	P
D-4530-	<p>Road Closings</p> <p>Includes records relating to road closures.</p>	Legislative and Regulatory Directorate	P	P

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
D-4540-	Road Widening Records relating to road widening and includes information related to the acquisition of lands for road widening.	Engineering Services	P	P
D-4550-	Street Name Change Includes records relating to street name changes.	Legislative and Regulatory Directorate Development Services	P	P
D-4600-	City Property, General (Refer to Scope Notes) Includes records relating to City property that cannot be classified elsewhere. Includes records of title search on City Property. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6
D-4610-	Land Exchanges Includes records relating to the exchange of lands between the City and other parties T= close of file.	Legislative and Regulatory Directorate	T+2	T+21
D-4620-	Transfer Includes records relating to transfers of City property or quit claims given by the City or to the City. T= close of file.	Legislative and Regulatory Directorate	T+2	T+21
D-4630-	Leases Records include background information leading to executed leases. T = termination of the lease.	Legislative and Regulatory Directorate	T+2	T+21
D-4640-	Expropriations Includes records relating to expropriation of land and may include correspondence, Council extracts, legal counsel and research material. T= close of file.	Legislative and Regulatory Directorate	T+2	T+12
D-4650-	Purchase Includes records relating to the purchase of property by the City. T= close of file.	Legislative and Regulatory Directorate	T+2	T+21
D-4660-	Sale Includes records relating to the sale of City owned property. T= close of file.	Legislative and Regulatory Directorate	T+2	T+21

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By-law 45-2002 as amended by By-laws 159-2005, 30-2008, 67-2008, 133-2008, 17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
D-4670-	Proposals - Successful Records include successful sale or lease of City property through the RFP process. T = date of deadline submission	Legislative and Regulatory Directorate Real Estate Services	T+1	T+6
D-4671-	Proposals - Unsuccessful Records include unsuccessful sale or lease of City property through the RFP process. T = date of deadline submission.	Legislative and Regulatory Directorate Real Estate Services	T+1	T+3
Total Record Series for D - Legal				70

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
E - Municipal Works				
E-1000-	Municipal Works - General (Refer to Scope Notes) Includes records relating to Public Works which cannot be classified elsewhere. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6
E-1100-	Works Equipment - Fleet / Vehicles Includes records relating to works equipment exclusive of purchase and maintenance. T= Vehicle is no longer owned by the corporation.	Works and Transportation Services	T+1	T+1
E-1101-	Fleet Vehicle Ownership Registration Includes original ownership registration forms for all City-owned vehicles in the fleet. T= Vehicle is no longer owned by the corporation.	Works and Transportation Services	T	T
E-1110-	Equipment Replacement Records relating to equipment replacement.	Community Services	CR+3	CR+10
E-1120-	Equipment Maintenance and Repair Records relating to maintenance and repair of equipment. T= Equipment is no longer owned by the corporation.	Works and Transportation Services	T+1	T+1
E-1130-	Car Pool Operations Records relating to the City's car pool.	Community Services	CR+3	CR+10
E-1140-	Underground Fuel Storage Records include registration and licensing of underground fuel storage tanks. Records may include upgrading, correspondence and related materials. T = Fuel site is decommissioned.	Works and Transportation Services	T	T
E-1200-	Works Yard / Depot Records of general nature relating to the work yards and depots.	Community Services	CR+1	CR+6
E-1201-	Complaints & Inquiries Records relating to complaints and inquiries received for services provided by the Works Yard / Depots.	Community Services	CR+1	CR+6

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
E-1300-	<p>Works Projects</p> <p>Includes pre-contract records and background information on capital projects leading up to a contract. These background files are kept until they become part of the contract file. Once they are moved to the contract file, they assume a permanent retention.</p> <p>T= upon execution of contract, file reclassified as a contract file.</p>	Engineering Services	T	T
E-1400-	<p>Property Files</p> <p>This record class is divided into five subcategories:</p> <p>GENERAL- street, road or property related information that cannot be classified elsewhere. Use only if no other heading is applicable.</p> <p>PARKING - records relating to on-street parking complaints, parking regulation changes, request for enforcement and any other information related to on-street parking.</p> <p>SPEEDING- Records relating to complaints regarding speeding, requests for enforcement, general speed zoning. Set up with one file per street.</p> <p>TRAFFIC CONTROL- Records relating to requests for control signs, Crossing Guards, traffic signals, Pedestrian Crossovers and all matters relating to traffic control issues at a specific location.</p> <p>INDIVIDUAL PROPERTY FILES - Filed by street address and includes records relating to sight obstructions, boulevard damage or obstructions, sidewalk obstructions, traffic sign or street light requests, Committee of Adjustment applications and access related issues.</p>	Community Services	P	P
E-2000-	<p>Roads - General (Refer to Scope Notes)</p> <p>Includes records relating to roads and highways within the City that cannot be classified elsewhere. Use only if no other heading is applicable.</p>	Originating Branch	CR+1	CR+6
E-2100-	<p>Maintenance</p> <p>Includes work orders and other records relating to the inspection and maintenance of roads.</p>	Engineering Services Works and Transportation Services	CR+3	CR+6
E-2110-	<p>Bridges and Culverts</p> <p>Records relating to installation, condition, maintenance and repair of bridges and culverts.</p> <p>S = Inventories retained until structure is replaced.</p>	Community Services	S+4	S+20
E-2120-	<p>Roadside Maintenance</p> <p>Records relating to roadside maintenance including mowing and removal of litter and debris.</p>	Community Services	CR+1	CR+6

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
E-2130-	Surface Maintenance Records relating to maintenance of the road surfaces.	Community Services	CR+1	CR+6
E-2150-	Winter Control Includes records relating to ploughing, salting and sanding of roads and sidewalks according to Council approved standards as well as records of snow removal and disposal.	Community Services	CR+3	CR+10
E-2160-	Safety Devices Records relating to traffic safety devices not elsewhere classified (i.e. not included in E-2161 - E-2165).	Community Services	CR+1	CR+6
E-2161-	Traffic Signals Records relating to traffic light signals.	Community Services	CR+3	CR+10
E-2162-	Warning Signs Records relating to warning signs.	Community Services	CR+3	CR+10
E-2163-	Railroad Crossings Records relating to railway crossings.	Community Services	P	P
E-2164-	Guide Rails Records relating to guide rails.	Community Services	CR+3	CR+10
E-2165-	Crosswalks and Crossovers Records relating to crosswalks and crossovers that are not site specific i.e. general information from Ministry of Transport. For site specific information - See E-1400.	Community Services	CR+3	CR+10
E-2200-	CONSTRUCTION Records of general nature relating to road construction. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
E-2210-	Capital Works Records include cost comparisons of road works.	Engineering Services	CR+2	CR+15
E-2220-	Surveys Includes records of all types of road surveys such as legal road surveys, property surveys, control surveys, field notes and survey field books. T= expiry of contract.	Engineering Services	T+2	T+25
E-2300-	REPORTS Includes statistical reports relative to road that cannot be classified elsewhere. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6
E-2310-	Accident Includes vehicle accident reports involving City of Oshawa equipment. Copies go to City's insurance adjuster, employee's driver record and a copy may go to a lawyer.	Community Services	CR+1	CR+6
E-2320-	Crew Records include statistical reports regarding Maintenance Services work crews including crew work orders.	Community Services	CR+1	CR+6
E-2321-	Driver Records This file includes individual employee records of driver testing, vision rating, accident and training log. T = cessation of employment	Community Services	T+2	T+2
E-2322-	Driver Training Tests Records include copies of tests given to employees for various vehicle testing.	Community Services	SUP	SUP
E-2323-	Training Lesson Outlines Records include copies of the outlines and may include lesson plans used for each training classification.	Community Services	SUP	SUP
E-2330-	Progress Records include regular progress reports regarding work performed by Maintenance Services work crews.	Community Services	CR+1	CR+6

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
E-2340-	Soils Investigation Records relating to soil investigations. Bound reports regarding soil investigations are retained in Community Services Library.	Community Services	CR+1	CR+6
E-2400-	Traffic Includes records relating to the flow of traffic on roads. May include intersection drawings, traffic reports, speed limits and bumps, accident statistics, load restrictions and related records.	Community Services	CR+1	CR+6
E-2401-	Speeding Records relating to speeding that are not classified elsewhere. Use only if no other heading is applicable.	Community Services	CR+1	CR+6
E-2410-	Traffic Calming Records relating to traffic calming measures taken including bump outs, rumble strips, turning lanes and photo radar.	Community Services	CR+1	CR+6
E-2430-	Curb Cut Permits Records relating to curb cut permits including applications and correspondence. Annual permit summary is retained for 10 years.	Community Services	CR+1	CR+2
E-2431-	Utility Cut Contracts Records relating to utility cuts done by the City for private utilities to determine party responsible for work provided.	Community Services	CR+1	CR+6
E-2440-	Road Occupancy Permits (ROP) Records relating to road occupancy permits including moving permits.	Works and Transportation Services	CR+10	CR+10
E-2441-	Road Occupancy Permit (ROP) Chargeback Records relating to road occupancy permits where damage has occurred to determine who is responsible for reconstruction costs.	Community Services	CR+4	CR+20
E-2442-	Roadway Damage Deposits Records relating to roadway damage deposits including initial inspections and refund notices to City Hall. Filed in numerical order.	Works and Transportation Services	CR+1	CR+8

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
E-2450-	Moving Permits Records relating to moving permits.	Community Services	CR+1	CR+2
E-2460-	Newspaper Vending Box Permits Records relating to newspaper vending box permits.	Community Services	CR+1	CR+2
E-2500-	Engineering - General (Refer to Scope Notes) Records relating to Engineering that are not elsewhere classified. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6
E-2510-	Design Standards Records include models on which designs are based.	Engineering Services	SUP	SUP
E-2511-	Design Criteria Includes records relating to the initiation, administration and control of the design of roads, sidewalks and parking lots.	Engineering Services	SUP	SUP
E-2512-	Pavement Thickness Records relating to pavement thickness.	Engineering Services	SUP	SUP
E-2520-	Street Names Records include a listing of proposed street names.	Engineering Services Planning Services	CR+1	CR+6
E-2530-	Road Inventories / Studies Records relating to road inventories and studies that are not classifiable elsewhere. Use only if no other heading is applicable. T= Completion of study or replacement of inventory.	Engineering Services	T+2	T+6
E-2531-	Road Surfaces Includes records relating to maintenance and repair activities associated with road and street surfaces. Includes sweeping, flushing, repair, resurfacing sealing, overlay program and replacement.	Community Services	CR+1	CR+6

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
E-2532-	Road Needs Study Needs study categorizes road reconstruction priorities, e.g. "now", "10 years", etc.	Engineering Services	CR+1	CR+6
E-2533-	Road Cost Study Analysis of road reconstruction versus overlay.	Engineering Services	CR+1	CR+6
E-2534-	Status of Roads Includes the status of roads assumed or unassumed by the City.	Engineering Services	CR+1	CR+6
E-2600-	Parking - General Includes records of general nature relating to parking that cannot be classified elsewhere. Use only if no other heading is applicable.	Originating Branch	CR+4	CR+10
E-2610-	Leased Parking Includes records relating to leased parking or leased office space in parking facilities. Leases for the parking lots are maintained in the current file until superseded. S = Leases for the parking lots are maintained in the current file until superseded.	Works and Transportation Services	S+5	S+10
E-2611-	Parking Permits Records relating to parking permits distributed to City of Oshawa employees and members of the public for City owned parking lots and facilities. Includes contracts and payment information for individual members of the public requesting parking permits and also contract and permit information for City employees which are issued upon date of hire. Each contract and related information is maintained in the file until termination of the employee or the member of the public cancels or renews individual contract.	Service Oshawa	T	T+6
E-2620-	Parking Lots Includes records relating to parking lots. Use only if no other heading is applicable.	Works and Transportation Services	CR+4	CR+10
E-2621-	Municipal Parking System Lots Records relating to parking security, vandalism, permits for Municipal Parking System lots. T= discontinuation of lot.	Works and Transportation Services	T+6	T+6

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
E-2622-	Parking - Civic Administration Complex Records relating to parking security, vandalism, permits for Civic Administration Complex.	Works and Transportation Services	CR+4	CR+10
E-2623-	Parking - Other City Owned Lots Records relating to parking security, vandalism, permits for other City owned lots. T= discontinuation of lot.	Works and Transportation Services	T+6	T+6
E-2630-	On Street Metered Parking Records relating to on-street parking meters.	Works and Transportation Services	CR+4	CR+10
E-2631-	On Street Parking (Non-Metered) Records relating to on-street parking including, but not restricted to, residential parking.	Works and Transportation Services	CR+4	CR+10
E-2640-	Parking Structures Records relating to parkade structures.	Works and Transportation Services	CR+4	CR+10
E-2641-	Parking Garage #1 Records relating to Garage #1 maintenance, audit, vandalism and security.	Works and Transportation Services	SUP	SUP
E-2642-	Parking Garage #2 Records relating to Garage #2 maintenance, audit, vandalism and security.	Works and Transportation Services	SUP	SUP
E-2643-	Parking Garage #3 Records relating to Garage #3 maintenance, audit, vandalism and security.	Works and Transportation Services	SUP	SUP
E-2650-	Parking Equipment Records relating to revenue control parking equipment.	Works and Transportation Services	SUP	SUP

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
E-2660-	Parking Incentives Records relating to parking incentives.	Works and Transportation Services	SUP	SUP
E-2670-	Disabled Parking Records relating to disabled parking.	Works and Transportation Services	SUP	SUP
E-2680-	Non-Municipal Parking Records relating to non-municipal parking.	Works and Transportation Services	CR+4	CR+10
E-3000-	Works - General (Refer to Scope Notes) Includes records relating to works that cannot be classified elsewhere. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6
E-3100-	Sidewalks Includes work orders, rating reports and deficiency listings related to sidewalk installation, repair, restoration nad ramps.	Engineering Services Works and Transportation Services	CR+6	CR+10
E-4000-	Subdivision Servicing - General Includes records relating to services and provision of services in subdivisions in general. For servicing of a specific subdivision - See B-3300.	Engineering Services	CR+1	CR+10
E-4010-	Recreational Facilities Servicing Includes records relating to services and provision of services in recreation facilities in general.	Special Development Initiatives	CR+1	CR+10
E-5000-	Other Services Includes records relating to other public work services, service boards and commissions.	Engineering Services	CR+1	CR+6
E-5100-	Signs Includes records relating to the manufacture and installation of all signs including stop signs, parks signs, arrow signs, road markings, street name signs and service club signs.	Works and Transportation Services	CR+1	CR+6

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
E-5110-	Sign Permit Record These permits are filed in the Property File- Planning See B-5400.	Development Services	P	P
E-5200-	Utilities - General (Refer to Scope Notes) This general file includes records relating to utilities that cannot be classified elsewhere. Use only if no other heading is applicable.	Originating Branch	CR+3	CR+8
E-5210-	Oshawa PUC Networks Inc. Records relating to the Oshawa PUC Networks Inc.	Engineering Services Community Services	CR+3	CR+8
E-5211-	Street Lighting Records relating to the installation, maintenance and repair of equipment used to illuminate roads.	Engineering Services	CR+3	CR+8
E-5220-	Natural Gas Company Records relating to natural gas company.	Engineering Services	CR+3	CR+8
E-5230-	Telecommunications This general file includes records relating to telecommunication that cannot be classified elsewhere. Use only if no other heading is applicable.	Engineering Services	CR+3	CR+8
E-5231-	Cable TV Records relating to cable television system.	Engineering Services	CR+3	CR+8
E-5232-	Bell Canada Records relating to Bell Canada system.	Engineering Services	CR+3	CR+8
E-5233-	Unitel Communications Records relating to Unitel Communication system.	Engineering Services	CR+3	CR+8

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
E-5234-	Metronet Communications Records relating to Unitel Communication system.	Engineering Services	CR+3	CR+8
E-5235-	AT and T Approval letters for utility locations.	Engineering Services	CR+1	CR+6
E-5236-	Ledcor Industries Approval letters for utility locations.	Engineering Services	CR+1	CR+6
E-5237-	Telus Communications Approval letters for utility locations.	Engineering Services	CR+1	CR+6
E-5240-	Trans Canada Pipeline Records relating to the Trans Canada Pipeline.	Engineering Services	CR+3	CR+8
E-5241-	Trans Northern Pipelines Inc. Records relating to the Trans Northern Pipelines including general correspondence and approval letters.	Engineering Services	CR+1	CR+6
E-5300-	School Crossing Assistance Program Records relating to the school crossing program whether it involves Adult Crossing Guards employed by the City or school patrol done by students. Correspondence to the school/school boards advising them of name and hours of duty for the guard in their area would be included here. For information about actual crossing locations - See E-1400.	Works and Transportation Services	CR+1	CR+6
E-6000-	Water Control Correspondence relating to storm water management other than B-8200.	Engineering Services	CR+14	CR+30
E-6600-	Drainage Correspondence, policy and complaints regarding drainage. Policies retained permanently until superseded.	Engineering Services	CR+14	CR+30

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Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
E-6700-	Lot Grading Records relating to lot grading.	Engineering Services	CR+9	CR+20
E-6800-	Storm Sewers Records relating to the design, construction and management of storm sewers.	Engineering Services	P	P
E-7000-	Waste Management Includes records relating to guidelines and policies for refuse pickup, recycling and composting.	Community Services Economic Development Services	SUP	SUP
E-7300-	Refuse Records relating to the collection and disposal of refuse. S = Selected Records are retained permanently	Parks and Environmental Services	S+1	S+6
E-7400-	Recycling Records relating to the recycling program (3R's).	Community Services	CR+3	CR+10
E-7500-	Composting / Yard Waste Records relating to composting, Green Bin Program, and yard waste collection.	Community Services	CR+3	CR+10
Total Record Series for E - Municipal Works				101

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
F - Community Services				
F-1000-	Community Services - General (Refer to Scope Notes) Includes records regarding services to the community, which cannot be classified elsewhere. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6
F-2000-	Transportation Services - General (Refer to Scope Notes) Includes records regarding transportation operations, which cannot be classified elsewhere. Use only if no other heading is applicable. Excludes Transportation Planning - See B-7000.	Originating Branch	CR+1	CR+6
F-2200-	GO Transit Records relating to the GO transit system including studies, reports, expansion information, copies of agreements and station information.	Community Services	CR+1	CR+6
F-2400-	Railways Includes all records relating to the railway system in general and not related specifically to either the CN or the St. Lawrence Hudson railways. S = Historical information about line closures, environment and other pertinent information.	Community Services Engineering Services	S+2	S+6
F-2410-	Canadian National Railway Records relating to the Canadian National railway. S = Historical information about the line closures, environment and other pertinent information.	Community Services Engineering Services	S+2	S+6
F-2420-	St Lawrence and Hudson Railway Records relating to the St Lawrence Hudson rail service. S = Historical information about line closures, environment and other pertinent information.	Community Services Engineering Services	S+2	S+6
F-2500-	Aviation Records relating to air transportation excluding the Oshawa Municipal Airport.	Originating Branch	CR+1	CR+6
F-2510-	Oshawa Municipal Airport Records relating to the Oshawa Municipal Airport. S = Historical information.	Originating Branch	S+2	S+10

Records Retention Schedule

*By-law 45-2002 as amended by By-laws 159-2005, 30-2008, 67-2008, 133-2008
17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016*

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
F-3000-	Services and Programs - General (Refer to Scope Notes) Includes records regarding services and programs which cannot be classified elsewhere. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6
F-3010-	Animal Services Records relating to animal control in the City of Oshawa including callout records, inquiries and complaints. Excludes Dog Licenses - See D-2340.	Municipal Law Enforcement and Licensing Services	CR+1	CR+6
F-3011-	Muzzle and Control Orders Copies of muzzle and control orders issued by the City. May include police reports and witness statements.	Municipal Law Enforcement and Licensing Services	CR+4	CR+15
F-3012-	Adoptions Records relative to adoptions of dogs and cats. 30-day guarantee on all adoptions.	Parks and Environmental Services	CR+2	CR+6
F-3020-	Senior Citizen Services - John Street Records relating to programs and activities organized through the Senior Citizens facilities at John Street owned by the City of Oshawa.	Originating Branch	CR+1	CR+10
F-3021-	Senior Citizen Services - Northview Community Centre Records relating to programs and activities organized through the Senior Citizens facilities at Northview Community Centre.	Originating Branch	CR+1	CR+10
F-3030-	Union Cemetery Records relating to Union Cemetery. Community Services maintains records related to burial, grave details, cemetery maintenance, ownership, transfer and sales.	Community Services Parks and Environmental Services	P	P
F-3031-	Cemeteries - General Records relating to cemeteries in the City of Oshawa. Excludes Union Cemetery - See F-3031.	Community Services City Clerk Services	P	P
F-3040-	Waterfront Records relating to the waterfront of the City of Oshawa. Excludes Oshawa Harbour - See F-3041. For records relative to the development of the Lake Ontario Shoreline - See B-8400.	Community Services	CR+1	CR+6

CR = Current Year T = Termination of Event P = Permanent SUP = Permanent until Superseded S = Selected Records Retained

Records Retention Schedule

By-law 45-2002 as amended by By-laws 159-2005, 30-2008, 67-2008, 133-2008, 17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
F-3041-	Oshawa Harbour Records relating to the Oshawa Harbour.	Community Services	CR+1	CR+6
F-3050-	Libraries / Art Galleries / Museums Records relating to the Libraries, Art Galleries and Museums that are maintained by the City of Oshawa.	Originating Branch	CR+1	CR+6
F-3100-	Programs - General Records include information about programs in general which cannot be classified elsewhere. Use only if no other heading is applicable.	Community Services	CR+1	CR+2
F-3101-	Leisure Guide Includes all records dealing with annually published Leisure Guide including layout, advertising, printing, circulation, correspondence and reports.	Community Services	CR+1	CR+6
F-3110-	Recreational Programming Includes registration, statistics, reports, program schedules and participants' program records for recreational programming offered by the City of Oshawa. Excludes aquatic programs - See F-3150	Community Services	CR+1	CR+2
F-3140-	Monthly / Yearly Passes Includes registration, statistics, reports, pass details, and participants' pass records for monthly / yearly pass programs offered through the Leisure Guide. Includes skating and swimming passes.	Community Services	CR+1	CR+2
F-3150-	Aquatic Programs - General Records relating to the Aquatic Programs offered through the Leisure Guide in general which cannot be classified elsewhere. Use only if no other heading is applicable.	Community Services	CR+1	CR+2
F-4000-	Events and Organizations - General (Refer to Scope Notes) Includes records of organization and events which cannot be classified elsewhere. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6
F-4100-	Organizations Includes Community and Ratepayers Associations, Kinsmen Clubs, Rotary Club, Scouts and Clubs Y.W.C.A. Excludes O.C.C.N.A and N.A.S.C. - See F-4110 and F-4111.	Originating Branch	CR+1	CR+6

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Records Retention Schedule

By-law 45-2002 as amended by By-laws 159-2005, 30-2008, 67-2008, 133-2008, 17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
F-4110-	O.C.C.N.A. Records relating to the Oshawa Central Council Neighbourhood Association including minutes, agendas correspondence and reports. S = Minutes and Reports are retained Permanently.	Community Services	S+2	S+6
F-4111-	N.A.S.C. Records relating to the Neighbourhood Association Sports Council including minutes, agendas, correspondence and reports. S = Minutes and Reports are retained Permanently.	Community Services	S+2	S+6
F-4200-	Special Events Includes records regarding special events which cannot be classified elsewhere. Use only if no other heading applicable. Includes correspondence and copies of Council Directives.	Originating Branch	CR+1	CR+6
F-4220-	Awards Records relating to awards and includes correspondence and Council Directives.	Originating Branch	CR+1	CR+6
F-4230-	Fairs Includes records relating to fairs.	Originating Branch	CR+1	CR+6
F-4240-	Parades Records relating to parades and includes correspondence and Council Directives.	Originating Branch	CR+1	CR+6
F-4250-	Flag Raising Records relating to flag raising and includes correspondence and Council Directives.	Community Services City Clerk Services	CR+1	CR+6
F-4260-	Contracted Events Records relating to special events requiring a contract with the City. Records include correspondence, reports, back-up material leading up to the contract. Files broken down by Annual, City of Oshawa, Concerts, sporting, dances/reunions/meetings and assemblies, and miscellaneous events.	Community Services	CR+1	CR+6

Records Retention Schedule

By-law 45-2002 as amended by By-laws 159-2005, 30-2008, 67-2008, 133-2008, 17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
F-4270-	Communities in Bloom Records relating to the annual Communities in Bloom event. Includes mailing lists, brochures, advertising, participant names, judges and press releases.	Community Services	CR+1	CR+6
F-4280-	Community Programs Records relating to community programs involving Parks and Facilities such as Arbour Week, Festive Lighting/Winterlights, Pitch-in and other miscellaneous community programs. (Excludes Communities in Bloom F-4270)	Community Services	CR+1	CR+6
F-5000-	Fire, Safety and Protection - General (Refer to Scope Notes) Includes records regarding fire, safety and protection which cannot be classified elsewhere. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6
F-5010-	Dispatch Reports A report of calls made.	Fire Services	CR+1	CR+6
F-5020-	Daily Station Reports Daily log of each station's activities.	Fire Services	CR+1	CR+6
F-5030-	COMRA Records relating to the Marine Rescue Unit.	Fire Services	CR+1	CR+6
F-5040-	Vehicle Tools and Equipment Inventory Records associated with protective equipment used, such as breathing apparatus, breathing tanks, rescue equipment and vehicles.	Fire Services	CR+1	CR+6
F-5100-	Fire Code Regulations Records relating to the Fire Code Regulations.	Fire Services	SUP	SUP
F-5110-	Fire Plans Schematic diagrams of fire emergency systems for major commercial buildings, schools, churches, community centres and town owned facilities.	Fire Services	P	P

Records Retention Schedule

By-law 45-2002 as amended by By-laws 159-2005, 30-2008, 67-2008, 133-2008, 17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
F-5200-	Fire Prevention Inspections Includes inspections of businesses, buildings and homes to ensure fire safety practices are being met.	Fire Services	CR+1	CR+6
F-5210-	Institution Inspections Includes inspections of institutions to ensure fire safety practices are being met.	Fire Services	CR+1	CR+6
F-5300-	Fire Investigations File may include photographs of fire scene, witness statements, Fire Marshall report from investigator, copy for fire run report from dispatch, investigation records, notes and drawings.	Fire Services	P	P
F-5400-	Fire Safety Education (Public Awareness) Education programs, memorandum, opinions, news releases.	Fire Services	CR+1	CR+6
F-5500-	Hazardous Materials Report of Hazardous Materials incidents.	Fire Services	CR+1	CR+6
F-5600-	Emergency Planning Records relating to recovery from fire, natural disaster, industrial disaster, international conflict, terrorism and theft. Would include plans for the protection of vital records, computer backup and recovery tapes as well as administrative procedure manuals and staff contacts. Includes the Oshawa Nuclear Emergency plan use in the event of a nuclear disaster and Oshawa Emergency plans.	City Clerk Services Fire Services	SUP	SUP
F-6000-	Property Management - General Records relating to City owned property which cannot be classified elsewhere. Use only if no other heading is applicable.	Originating Branch	CR+1	CR+6
F-6100-	Parks and Open Space - General Records associated with the operation, maintenance and repair of parks and open spaces in general including correspondence and inventories not elsewhere classified.	Parks and Environmental Services	CR+1	CR+6
F-6105-	Parks and Open Space Management - Core Location Information Permanent records associated with the design, planning, construction, development and management of lands for parks and open space. Records are grouped by the name of each park or open space.	Parks and Environmental Services	SUP	SUP

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Records Retention Schedule

By-law 45-2002 as amended by By-laws 159-2005, 30-2008, 67-2008, 133-2008, 17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
F-6110-	Walkways and Trails Records associated with the management, maintenance and repairs, including correspondence and inventories relative to walkways and trails. S= Records associated with the design, planning, construction and development of lands for walkways and trails and drawings for same (construction) are retained permanently.	Community Services	S+2	S+6
F-6120-	Playground Equipment Records relating to equipment repairs, replacement, upgrades and vandalism.	Community Services	CR+1	CR+10
F-6130-	Floriculture Records relating to horticulture, floral beautification and the downtown floral program.	Community Services	CR+1	CR+6
F-6140-	Grounds Maintenance Records relating to grass cutting, turf maintenance, ball diamond screening, and litter pick-up.	Community Services	CR+1	CR+6
F-6150-	Arboriculture Records relating to tree removal, stump locations, planting, trimming, pruning, preservation, work orders and calls. Includes citizen correspondence and Council Directives.	Community Services	CR+1	CR+6
F-6160-	Parks Planning and Development Projects Records relating to Parks Branch including comments on Planning and Development applications; plans of subdivision, site plans, rezoning applications, drawings and reports.S= selected records are retained permanently	Community Services	S+2	S+6
F-6170-	Parks Construction Projects Records relating to construction of parks and open space projects; from design to completion. S= selected records are transferred to F-6105.	Parks and Environmental Services	S+2	S+6
F-6180-	Parks Reference Material Records relating to reference material for the development and construction of parks and open space. S= selected records are retained permanently	Community Services	S+2	S+6
F-6190-	Parks Work Requests Records relating to work requests to the Parks Development and Construction Section. S = Selected records are maintained in active files in Dept until 3 years after completion of job.	Community Services	S+2	S+6

Records Retention Schedule

By-law 45-2002 as amended by By-laws 159-2005, 30-2008, 67-2008, 133-2008, 17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
F-6200-	Buildings and Facilities Operations (Municipal owned) Records relating to operations of the City's 98 buildings and facilities including correspondence relative to fees and agreements.	Originating Branch	CR+1	CR+6
F-6210-	Booking Permits Rental booking permits for all city owned buildings and facilities including boardrooms, halls, fields and ball diamonds and arenas.	Community Services	CR+1	CR+2
F-6231-	Work Orders - Playgrounds Includes requisitions for maintenance activities on playgrounds and associated equipment.	Community Services	CR+1	CR+20
F-6250-	Security Includes requests, logs and other records regarding the security of offices, facilities and properties such as security passes and control of keys. S = records relating to physical security system and master key system are retained permanently until superseded.	Originating Branch	S+2	S+2
F-6251-	Facility Access Logs Includes access logs generated by the City's facility security and access control system.	Municipal Law Enforcement and Licensing Services	CR	CR
F-6252-	Video Surveillance Records Includes video surveillance records relating to the physical security of City buildings, properties, parks and facilities.	Municipal Law Enforcement and Licensing Services	CR	CR
F-6300-	Buildings and Property Maintenance & Administration Consists of records related to the day-to-day maintenance and administration of City buildings and facilities, including reports on systems maintenance and property management, assessments and audits, work orders, and other records related to general facilities management.	Originating Branch	CR+1	CR+6
F-6301-	Regent Theatre Records relating to the operation of the Regent Theatre. S = Records associated with the design, planning, construction and development of the theatre are retained permanently.	Originating Branch	S+2	S+6

Records Retention Schedule

By-law 45-2002 as amended by By-laws 159-2005, 30-2008, 67-2008, 133-2008, 17-2009, 93-2009, 163-2011, 113-2012, 62-2014, 147-2015, and 48-2016

Series ID	Series Title/ Scope Notes	Responsible Branches	Retention	
			Active	Total
F-6340-	Small Projects Records relating to projects relative to a specific location within the facility and small repairs, including correspondence, quotes and reports. (Example office moves) T = completion of project	Facility Management Services	T+2	T+6
F-6400-	New and Major Projects Consists of records related to new and major projects undertaken by Facilities Services, including those that affect the structure or significant components in the building system. Includes both architecture/ structural and mechanical/ electrical projects. A separate file is maintained for each facility.	Facility Management Services	SUP	SUP
F-6500-	Energy Planning and Management Consists of records related to the City's energy planning and management program, including assessments of current City buildings and properties, forecasting for energy conservation, and recommendations for future projects.	Facility Management Services	CR+1	CR+7
F-7000-	Environment and Pollution - General (Refer to Scope Notes) Includes records relating to the environment and pollution that cannot be classified elsewhere. Records may include copies of reports and correspondence. Use only if no other heading is applicable.	Originating Branch	CR+3	CR+10

Total Record Series for F - Community Services 73

Total - All Record Series 529