

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 twenty-ninth day of March, 2021.

  
\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
City Clerk

By-law 32-2021 Records Retention By-law  
Schedule A

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	<b>Establishment</b> - 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	<b>Strategic Planning</b> - 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.



## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger Event	Retention Period	Retention Source	Disposition Instructions
03	<b>Corporate Planning</b> - 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	<b>Corporate Policy Framework Management</b> - 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	<b>Authorization</b> - 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**



Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger Event	Retention Period	Retention Source	Disposition Instructions
06	<p><b>Decision-making-Council</b> - 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>	<p>City Clerk Services</p>	<p>End of Calendar Year</p>	<p>10 Years</p>	<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>

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger Event	Retention Period	Retention Source	Disposition Instructions
07	<b>Decision-making-Staff</b> - 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	<b>Monitoring-Executive</b> - 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	<b>Monitoring-Managerial</b> - 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



**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger Event	Retention Period	Retention Source	Disposition Instructions
10	<b>Corporate Risk Management</b> - 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	<b>Partnership Management</b> - 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

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger Event	Retention Period	Retention Source	Disposition Instructions
12	<b>Internal Audit Management</b> - 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	<b>Financial Audit Management</b> - 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	<b>Corporate Analytics</b> - 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	<b>Performance Management</b> - 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



Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger Event	Retention Period	Retention Source	Disposition Instructions
16	<b>Compliance Management</b> - 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

**Records Retention By-law – Schedule A**

**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



## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	<b>Candidate Nomination</b>	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	<b>3rd Party Registration</b>	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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	<b>Preparation</b>	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	<b>Population</b>	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	<b>Data Cleansing</b>	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 02 – Election Management

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
08	<b>Notification</b>	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	<b>Voting</b>	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	<b>Ballot Tabulation</b>	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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
11	<b>Certification</b>	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	<b>Release</b>	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	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
13	<b>Submission for Reporting</b>	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



## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
14	<b>Investiture</b>	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	<b>Closure</b>	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

**Records Retention By-law – Schedule A**

**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	<b>Orientation</b> - 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	<b>Support</b> - 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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	<b>Correspondence Management</b> - 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	<b>Briefing</b> - 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**

**Records Retention By-law – Schedule A**

<b>Sub-Function #</b>	<b>Sub-Function Name</b>	<b>Definition</b>	<b>Office of Primary Interest</b>	<b>Trigger</b>	<b>Retention Period</b>	<b>Retention Source</b>	<b>Disposition Instructions</b>
<b>05</b>	<b>Meeting Management</b> - 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.



**Records Retention By-law – Schedule A**

**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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	<b>Support</b> - 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	<b>Registration-Land Transactions</b> - 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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	<b>Registration-Agreements</b> - 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	<b>Collection</b> - 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	<b>Prosecution</b> - 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

**Records Retention By-law – Schedule A**

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



Records Retention By-law – Schedule A

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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	<b>Portfolio Management</b> - 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	<b>Stakeholder Management</b> - 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	<b>Banking</b> - 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

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	<b>Budgeting</b> - 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.

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
07	<b>Procurement</b> - 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	<b>Disposal</b> - 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

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
09	<b>Payroll Management</b> - 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'.

Records Retention By-law – Schedule A

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.



## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
11	<b>Taxation</b> - 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	<b>Data Integrity Management</b>	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

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
13	<b>Tax Sale Registration</b> - 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	<b>Accounts Receivable</b> - 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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
15	<b>Accounts Payable</b> - 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	<b>Reconciliation</b> - 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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
17	<b>Treasury Management</b> - 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	<b>Claims Administration</b> - 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

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
19	<b>Training</b> - 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	<b>Advice</b> - 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	<b>Certification</b> - 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

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
22	<b>Request Handling</b> - 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



**Records Retention By-law – Schedule A**

**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

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	<b>Employee Engagement</b> - 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	<b>Organizational Development</b> - 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

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	<b>Position Management</b> - 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	<b>Promotion</b> - 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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
07	<b>Recruitment</b> - 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

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
08	<b>Talent Management</b> - 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

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
09	<b>Program Management</b> - 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



**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
10	<b>Supervision</b> - 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.

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
11	<b>Compensation</b> - 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

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
12	<b>Labour Relations</b> - 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

Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
13	<b>Complaint Handling</b> - 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

**Records Retention By-law – Schedule A**

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

**Records Retention By-law – Schedule A**

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



**Records Retention By-law – Schedule A**

**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

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	<b>Portfolio Management</b> - 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	<b>Partnership Management</b> - 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

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	<b>Project Management</b> - 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.

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	<b>Configuration Management</b> - 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	<b>Operation</b> - 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	<b>Back-up</b>	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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
09	<b>Data Transformation</b> - 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	<b>Support</b> - 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	<b>Cyber-security Management</b> - 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**

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
12	<b>Cyber-incident Management</b> - 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	<b>Inventory Control</b> - 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

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
14	<b>Analytical Services</b> - 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

**Records Retention By-law – Schedule A**

**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	<b>Work Planning</b> - 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	<b>Knowledge Management</b> - 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



## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	<b>Content Management</b>	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	<b>Corporate Identity Management</b> - 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	<b>Stakeholder Management</b> - 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

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	<b>Media Monitoring</b> - 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	<b>Release Management</b> - 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.

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
08	<b>Engagement</b> - 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	<b>Media Event Management</b> - 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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
10	<b>Media Relations</b> - 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	<b>Analytics</b> - 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	<b>Service Delivery</b> - 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**

**Records Retention By-law – Schedule A**

**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	<b>Work Planning</b> - 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	<b>Knowledge Management</b> - 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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	<b>Mail Management-In</b> - 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	<b>Mail Management-Out</b> - 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	<b>Storage Management</b> - 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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	<b>Access Control</b> - 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	<b>Printing</b> - 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	<b>Privacy Impact Assessment</b> - 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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
09	<b>Privacy Complaint Management</b> - 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	<b>Privacy Breach Management</b> - 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



**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
11	<b>Access Request Management</b> - 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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
12	<b>Service Delivery</b> - 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	<b>Disposition</b> - 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

**Records Retention By-law – Schedule A**

**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

Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	<b>Risk Assessment</b> - 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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
04	<b>Partnership Management</b> - 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	<b>Monitoring</b> - 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**

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	<b>Communication</b> - 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	<b>Training</b> - 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

Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
08	<b>Exercise Management</b> - 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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
09	<b>Incident Management</b> - 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	<b>Investigation</b> - 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



Records Retention By-law – Schedule A

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

**Records Retention By-law – Schedule A**

<b>Sub-Function #</b>	<b>Sub-Function Name</b>	<b>Definition</b>	<b>Office of Primary Interest</b>	<b>Trigger</b>	<b>Retention Period</b>	<b>Retention Source</b>	<b>Disposition Instructions</b>
<b>03</b>	<b>Registration</b> - 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

Records Retention By-law – Schedule A

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

**Records Retention By-law – Schedule A**

**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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
02	<b>Knowledge Management</b> - 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	<b>Planning-Land Use</b> - 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	<b>Planning-Community</b> - 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.

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	<b>Planning-Environmental</b> - 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	<b>Grant Management-Out</b> - 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	<b>Research</b> - 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.

Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
08	<b>Acquisition</b> - 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	<b>Registration</b> - 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.

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
10	<b>Corporate Real Estate Management</b> - 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	<b>Inquiry Management</b> - 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



## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
12	<b>Development</b> - 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	<b>Recognition</b> - 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

Records Retention By-law – Schedule A

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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	<b>Application Management</b> - 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	<b>Inspection</b> - 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	<b>Investigation</b> - 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

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	<b>Suspension</b> - 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

**Records Retention By-law – Schedule A**

**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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
02	<b>Knowledge Management</b> - 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	<b>Capital Planning</b> - 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	<b>Program Management</b> - 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

Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	<b>Project Management</b> - 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.

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	<b>Configuration Management</b> - 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	<b>Monitoring</b> - 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.



## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
08	<b>Permitting</b> - 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	<b>Project Oversight</b> - 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.

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
10	<b>Service Delivery</b> - 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

Records Retention By-law – Schedule A

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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
02	<b>Knowledge Management</b> - 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	<b>Stakeholder Management</b> - 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	<b>Capital Planning</b> - 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

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	<b>Grant Management-In</b> - 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

Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	<b>Project Management</b> - 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.

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
07	<b>Configuration Management</b> - 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	<b>Monitoring</b> - 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.

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
09	<b>Maintenance</b> - 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.



## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
10	<b>Promotion</b> - 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	<b>Fleet Services</b> - 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

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
12	<b>Waste Collection</b> - 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

**Records Retention By-law – Schedule A**

13	<b>Hazardous Waste Management</b> - 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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Records Retention By-law – Schedule A

						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	
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Records Retention By-law – Schedule A

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	<b>Program Management</b> - 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

Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
15	<b>Service Delivery</b> - 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

**Records Retention By-law – Schedule A**

**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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	<b>Capital Planning</b> - 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	<b>Incentive Management</b> - 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



**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	<b>Project Management</b> - 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.

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	<b>Configuration Management</b> - 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	<b>Monitoring</b> - 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.

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
08	<b>Assessment</b> - 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	<b>Maintenance</b> - 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.

**Records Retention By-law – Schedule A**

**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	<b>Work Planning</b> - 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	<b>Knowledge Management</b> - 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

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	<b>Stakeholder Management</b> - 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	<b>Publication Management</b> - 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.

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	<b>Release Management</b> - 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

Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	<b>Event Management</b> - 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

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
07	<b>Campaign Management</b> - 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	<b>Investment Attraction</b> - 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



## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
09	<b>Grant Management-Out</b> - 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	<b>Permitting</b> - 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

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
11	<b>Service Delivery</b> - 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

**Records Retention By-law – Schedule A**

**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	<b>Work Planning</b> - 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	<b>Knowledge Management</b> - 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.

**Records Retention By-law – Schedule A**

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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	<b>Permitting</b> - 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	<b>Inspection</b> - 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.

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
07	<b>Assessment</b> - 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	<b>Advice</b> - 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

Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
09	<b>Complaint Management</b> - 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

**Records Retention By-law – Schedule A**

**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	<b>Work Planning</b> - 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	<b>Knowledge Management</b> - 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



## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	<b>Promotion</b> - 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	<b>Membership</b> - 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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	<b>Program Management</b> - 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	<b>Registration</b> - 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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
07	<b>Partnership Management</b> - 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	<b>Fundraising</b> - 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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
09	<b>Grant Management-In</b> - 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	<b>Volunteer Management</b> - 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

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
11	<b>Incident Management</b> - 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	<b>Operations</b> - 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

**Records Retention By-law – Schedule A**

**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	<b>Work Planning</b> - 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	<b>Knowledge Management</b> - 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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	<b>Stakeholder Management</b> - 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	<b>Volunteer Management</b> - 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

Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
05	<b>Event Management</b> - 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



## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	<b>Program Management</b> - 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	<b>Partner Management</b> - 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	<b>Facility Booking</b> - 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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
09	<b>Cemetery Operations</b> - 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	<b>Cemetery Management</b> - 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	<b>Analytics</b> - 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

**Records Retention By-law – Schedule A**

**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	<b>Work Planning</b> - 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	<b>Knowledge Management</b> - 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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	<b>Promotion</b> - 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	<b>Enforcement</b> - 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	<b>Appeal Management</b> - 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

Records Retention By-law – Schedule A

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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	<b>Staff Training</b> - 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	<b>Inspection</b> - 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	<b>Public Education</b> - 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

## Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	<b>Suppression</b> - 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	<b>Fire Investigation</b> - 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	<b>Protective Asset Maintenance</b> - 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

**Records Retention By-law – Schedule A**

**Function 23 - Diversity Equity and Reconciliation**

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	<b>Work Planning</b> - 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").	<b>Diversity Equity and Reconciliation</b>	End of Calendar Year	5 Years	N/A	Destroy
02	<b>Knowledge Management</b> - by Subject.	Creation, sourcing, selection, cataloguing, and sharing of Records that may be usefully referred to in the conduct of future work.	<b>Diversity Equity and Reconciliation</b>	Superseded	2 Years	N/A	Destroy



Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
03	<b>Stakeholder Management</b> - 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.	<b>Diversity Equity and Reconciliation</b>	Termination of Relationship	6 Years	N/A	Destroy
04	<b>Promotion</b> - by Calendar Year.	Work to proactively raise awareness of Events, Programs and Initiatives.	<b>Diversity Equity and Reconciliation</b>	End of Calendar Year	6 Years	N/A	Destroy

Records Retention By-law – Schedule A

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.	Diversity Equity and Reconciliation	End of Calendar Year	6 Years	N/A	Destroy

Records Retention By-law – Schedule A

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
06	<b>Program Management</b> - 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.	<b>Diversity Equity and Reconciliation</b>	Superseded	2 Years	N/A	Transfer key Records to Archive. Destroy residual Records.
07	<b>Program Operations</b> - by Program Name, by Calendar Year. Program Names are: Accessibility, Diversity and Inclusion, and Age Friendly.	Annual implementation of Programs.	<b>Diversity Equity and Reconciliation</b>	End of Calendar Year	15 Years	Limitations Act, 2002, S.O. 2002, c. 24, Sched. B (2).	Destroy

**Records Retention By-law – Schedule A**

Sub-Function #	Sub-Function Name	Definition	Office of Primary Interest	Trigger	Retention Period	Retention Source	Disposition Instructions
08	<b>Research Initiative Management</b> - 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.	<b>Diversity Equity and Reconciliation</b>	End of Calendar Year	6 Years	N/A	Transfer key Records to City of Oshawa Archive. Destroy residual Records.
09	<b>Education</b> - 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.	<b>Diversity Equity and Reconciliation</b>	End of Calendar Year	10 Years	N/A	Destroy

**Records Retention By-law – Schedule A**

**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	<b>Work Planning</b> - 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	<b>Knowledge Management</b> - 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

**Records Retention By-law – Schedule A**

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

Records Retention By-law – Schedule A

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.

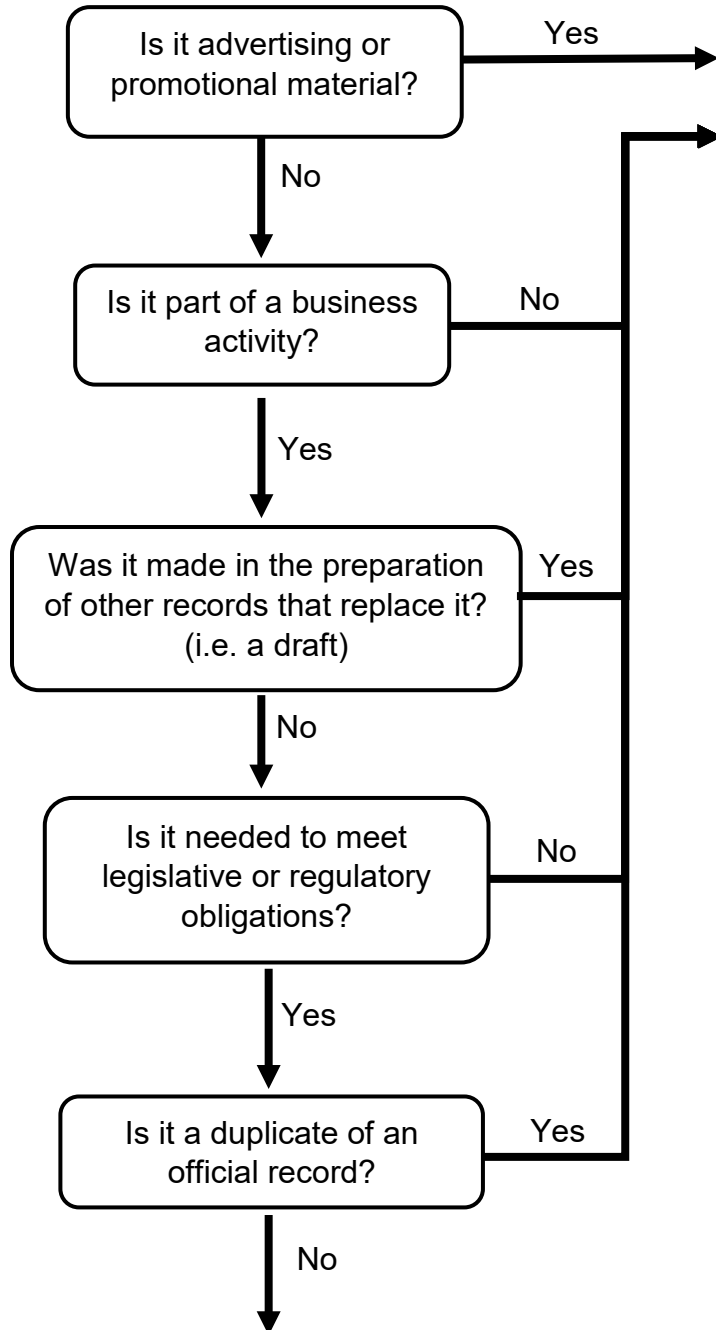


Transitory Records **do not** include any records that are required to control, support, or document the delivery of programs, to carry out operations, to make decisions, or to provide evidence to account for the activities of government at any time. These Records must be kept in accordance with the 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



### 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.