



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.0 Corporate Services

12.0.1

Title Records Management

1. Policy Statement:

- 1.1. The County recognizes the need to ensure that all records are maintained under a secure, organized, retrievable, and efficiently managed system. The County also recognizes that records falling under the scope of this policy may be maintained both electronically and non-electronically.
- 1.2. This policy outlines the roles and responsibilities of all employees with regards to records management, and the general guidelines that will govern the records management system.
- 1.3. All records in the custody and control of the County are considered the property of the County, and must be managed in accordance with this policy, any applicable bylaws and/or legislation, and the Records Management Manual (RMM).

2. Responsibilities:

2.1. The CAO shall:

- 2.1.1. Supervise the retention, accessibility, security, and final disposition of all records in accordance with this policy and all applicable legislation, bylaws, and procedures.
- 2.1.2. Approve and, when necessary, make amendments to the Policy Directive "Records Management Retention Schedule".
- 2.1.3. Exercise discretion over whether to retain records longer than the period provided for in the Policy Directive.
 - a. This may be done under circumstances in which the CAO is of the opinion that such records may be required for litigation or other legal proceedings.
- 2.1.4. Approve methods of destruction and disposition to be used in accordance with this policy.
- 2.1.5. Ensure that all departments and employees are in compliance with this policy.

2.2. The Director of Information Services shall:

- 2.2.1. Manage the retention, accessibility, security, and final disposition of all records in accordance with this policy and all applicable legislation, bylaws, and procedures.

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- 2.2.2. Provide training for employees on Records Management procedures, practices, and operations as required.
- 2.2.3. Make amendments to the Policy Directive and provide to CAO for approval; such Directive to:
 - a. Describe the records under the control of the County,
 - b. Specify how long the records must be kept,
 - c. Show criteria for closure of records,
 - d. Indicate the final disposition method of the records; and may
 - e. State legislative reference where applicable.
- 2.2.4. Implement methods of destruction and disposition to be used in accordance with this policy.
- 2.2.5. Maintain and update as necessary the Records Management Manual, which outlines the procedures for the management and destruction of all County records, in accordance with the County’s retention and disposition schedule and all applicable bylaws, legislation, and policies; all updates will be presented to Directors for approval.

2.3. Management shall:

- 2.3.1. Work with the CAO and Director of Information Services to develop and maintain department retention and disposition schedules that will be included as part of the County’s overall retention schedule.
- 2.3.2. Ensure that records of each department business decisions, transactions, and operational activities are maintained adequately and in accordance with the Records Management Manual.
- 2.3.3. Ensure that records in each department’s custody or control are not disposed of unless authorized under the Policy Directive.
- 2.3.4. Ensure that all staff in their departments are trained in the creation, use, access, disposition, and management of records.
- 2.3.5. Make decisions regarding the approval of all proposed updates to the Records Management Manual.

2.4. All employees shall:

- 2.4.1. Ensure that all documents which they create are filed and maintained in accordance with this Policy and any other applicable procedures.
- 2.4.2. Ensure that any and all documents and other records in their custody or control are not disposed of without authorization in accordance with this policy and any other applicable procedures.

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2.4.3. Ensure that any and all documents and other records in their custody or control are not removed from County premises, unless such removal is necessary to conduct County business and is authorized by the relevant Director.

3. Guidelines:

3.1. All records shall be regularly and routinely identified as a transitory, official, or permanent record and will be managed as follows:

3.1.1. All transitory records shall be routinely destroyed or deleted after the actions to which they relate or their immediate purposes have been completed. Transitory records shall be identified using the definition in this policy, and all employees are responsible for seeking clarification from the CAO or the Director of Information Services if there is uncertainty over whether a record is transitory.

3.1.2. All official and permanent records shall be retained, organized, and ultimately disposed of in accordance with the Policy Directive.

3.2. The disposal of records via destruction shall be conducted using the following general procedures:

3.2.1. The destruction of transitory records will occur on a routine basis subject to section 3.1 of this policy; such destruction does not require documentation.

3.2.2. The destruction of official records requires that the record to be destroyed is recorded as such in an inventory of destroyed records, and approval for destruction must be given by the director responsible for the record, the Director of Information Services, and the CAO.

3.2.3. Records deemed to be permanent under the definition outlined in this policy shall not be disposed of via destruction.

3.3. Any and all transitory and official records containing personal and/or confidential information must be kept secure and, after the specified retention period has passed, disposed of via shredding or other means declared permissible by the CAO.

3.4. The disposal of electronic records via destruction shall follow the same procedure as outlined in section 3.2.

3.5. The CAO may determine that any records covered under the County's retention and disposition schedule will be retained longer than the provided for retention period; decisions pertaining to this section should be recorded to ensure that any such decision may be referenced in future.

4. **Definitions (if applicable):** are created and maintained in the Definition Index.

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5. Additional Pages:

5.1. Policy Directive: Records Management Retention Schedule

6. Related Documents:

6.1. Records Management Bylaw

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Title Records Management Retention Schedule

Records Retention Schedule

The following table lists all document types created and maintained by the County of Wetaskiwin No 10 that qualify as business records. For each document type, a mandatory retention schedule and method of disposal have been stipulated, in addition to storage locations.

Symbols used to designate the method of retention or disposal of records are as follows:

- D Destroy
- M Microfilmed (originals destroyed)
- P Permanent Retention
- S/O Superseded or Obsolete

Locations where files are stored are as follows:

- Central Filing Records (Vault)
- Financial Records (Vault/Finance)
- Land File Records (Vault/Assessment)
- Other organizations (Vault)
- Payroll Records (Vault/Payroll)
- Municipal Enforcement (Vault/CPO)

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Description		Description	Physical Storage		Electronic Storage		Retention /Disposal	Legislation
Primary	Secondary		Location	(Years)	Location	(Years)		
ADM010	Applications	General applications for committees, election workers, census workers, volunteers. Does not include planning relating permit applications for building and development or subdivision or water related approval applications.	Central Filing	1			D	FOIP
ADM020	Authorization Delegation	Letters and orders to pass signing authority to designated staff from authorized parties to others during absence or illness, or by bylaw.	Central Filing	12 S/O			D	
ADM030	Boards, Authorities & Commissions (External)	Includes agendas and minutes of the proceedings of Boards and Commissions (where Council is NOT a member of the Board or Commission).	Central Filing	P			P	
ADM040	Boards, Authorities & Commissions (Internal)	Records related to decision making bodies as defined and required or authorized under the MGA or another Act (where Council is a member of the Board or Commission). Records may include original minutes, agendas, final reports, hearing packages, rulings/decisions. Does not include Council meetings, Council Committee, Assessment Review Board (ARB) Subdivision and Development Appeal Board (SDAB) or Agriculture Service Board (ASB) meetings.	Central Filing	P	eScribe		P	MGA Div 3
ADM050	Census	Records relating to conducting and reporting on the municipal census conducted by the County. Includes working papers, response sheets and enumerator info/oaths.	Vault	12			D	MGA Sec 57
ADM060	Census reports	Final census reports conducted by others. (Stats Canada)	Vault	12			D	
ADM070	Committees - advisory to Council	Committees struck or appointed by council where the County has an interest and there is a reporting and or an advisory function. Includes members, agendas, minutes, dissolution, etc. as required by terms of reference or bylaw. Advice is recorded in official Council Agenda Package and Minutes	Central Filing	5	eScribe		D	
ADM080	Committees, Operating	Committees operating for informational or developmental purposes only, like Directors/Leadership Meeting. Documents may be original or copies related to meetings, members, agendas, minutes, etc. (Does NOT include council meetings/committees) Includes Leadership, Professionals, Canteen committees.	Laserfiche	5	eScribe	2	D	
ADM090	Complaints and inquiries	Non-enforcement related complaints or inquiries made by the public (non-FOIP) on a general topic from any business cost center.			Service Tracker/SRM	3	D	FOIP
ADM100	Emergency and Disaster Plans	Emergency and Disaster Plan, Business Continuity Plans, local state of emergency records, planning, disaster centre planning and liaison	Central Filing	P			P	MGA
ADM110	Emergency Events	Records resulting from specific emergency event management including mobilizing of command post and disaster centre	Central Filing	P			P	
ADM120	Inspections	Records relating to inspecting activities within any major business function including financial, fire, fleet, infrastructure, properties, health and safety, or other major function. Includes all documents related to the initiation, progress, status, and closing of inspections. Each document MUST identify business function, and uniquely identify the particular inspection (case). Does not include assessment or safety code (building, fire) inspections	Central Filing	12			D	
ADM130	Permits and Licenses to Others	Includes permits and licenses issued by the County. Does not include Building and Development permits.	Central Filing	12			D	
ADM140	Permits, Licenses, Approvals to County	Permits and licencing issued to the County by external authorities.	Central Filing	12			D	
ADM150	Procurement	Includes records that are evidence of selection, procurement and purchasing of products, supplies, material and services from external vendors such as identification of potential vendors, preparing and issuing requests (RFP, RFI, RFQ), receiving bids from vendors, tender evaluations and purchase orders creation and issuance. Record may include: Requests for proposal (RFP), requests for information (RFI), request for quotation (RFQ), vendor bids, responses and evaluations. Excludes: Contracts and agreements	Central Filing	12			D	



Description		Description	Physical Storage		Electronic Storage		Retention /Disposal	Legislation
Primary	Secondary		Location	(Years)	Location	(Years)		
ADM160	Project Management	Planning and management of well-defined, named projects, with a beginning and end such as Election; County of Wetaskiwin Traffic study. Does not include Capital Projects (FIN) governed by TCA/PSAB regulations.	Central Filing	12			D	
ADM170	Security	Management and control of physical security of County facilities, access control system, badge issuance, photos, staff identification, data key control system. Excludes: Computer Security, security monitoring, sign in/out registers, video surveillance tapes, and related data.	Central Filing	5			D	
ADM180	Standard Operating Procedures (SOPs)	Records that describe and document work procedures for required processes. Includes Communication Protocols (notifications). Specify business function.			Process Pro	P	P	
ADM190	Administration Other	Any records that do not fit within the specified ADM categories above. Must be ADM specific.	Central Filing	3			D	
AG010	Administration	Records relating to ASB administration. Board information, farm safety, seminars.	Central Filing	12			D	
AG020	Pest Control	Records relating to pest control. Agricultural pests and nuisances are defined under the Alberta Agricultural Pest Act as any animal, bird, insect, plant or disease which negatively impacts agricultural production. Agricultural Pests include Norway Rat, Blackleg and Clubroot of Canola, Fusarium, Dutch Elm Disease, Warble Fly, Beaver, Grasshoppers, etc.	Central Filing	12			D	
AG030	Producer Awareness	Records relating to producer awareness. ALUS, Environment Farm Plan, ASB news & views	Central Filing	12			D	
AG040	Vegetation Management	Records relating to vegetation management. Riparian Assessments	Central Filing	12			D	
AG050	Water Management	Records relating to water management. Projects, ALUS, Working Well Program, Watersheds, water monitoring	Central Filing	12			D	
AG060	AG, Other	Any records that do not fit within the specified AG categories. Must be AG specific.	Central Filing	3			D	
AM010	Asset Management	Records regarding the purchase, lifecycle, depreciation, and disposal of all capital assets of all types. (land, land improvements, buildings, engineered structures, machinery/equipment, vehicles)	Central Filing	12 S/O			D	
AM020	AM, Other	Any records that do not fit within the specified AM categories. Must be AM specific.	Central Filing	3			D	
ASM010	Assessment Inspections	Records relating to inspecting and assessing properties. Includes supplementary assessments and any exemptions. Records may include Assessment Summary Sheets, Assessment Details/Summary Sheet, aerial photographs for farmland assessment, Assessment card, individual detailed reports, exception reports from Camelot software, land data input sheets specific to what is being assessed and correspondence with landowners relating to specific assessments. Assessment records cover mobile homes, property, machinery, pipeline, equipment and farmland. Includes notice to owner or occupier. Records relating to assessment inspections either initiated by the Minister or initiated on behalf of County Council and conducted by an inspector appointed by the Minister	Land File	P	CAMAlot	P	P	
ASM020	Assessment Rolls, Final	Final Rolls - annual roll run at year end with all amendments, appeals and changes incorporated; not including interim rolls/trial balances which are included in the Finance software General Ledger reports			Serenic	P	P	
ASM030	Assessment - Appeals	Appeals to Assessment Notices provided to property owners including initial, amended and supplementary notices. Packages, minutes, decisions. Assessment Review Board (ARB) or Municipal Government Board (MGB)	Assessment /Vault	P			P	
ASM040	Equalization	Records relating to the County's submission of completed assessment and valuation forms, market ratio assessment and supporting documentation to the Minister of Municipal Affairs. Includes the equalization assessment received from the Minister.	Assessment /Vault	P			P	
ASM050	Market Evaluations	Records of the Assessor which include market reports (containing information such as market information, certificate of title number, date, legal description, selling price, building income information (e.g. rent) and assessed values), summary documents and calculation documents. Records include reports printed off from CAMAlot.		P	CAMAlot		P	



Description		Description	Physical Storage		Electronic Storage		Retention /Disposal	Legislation
Primary	Secondary		Location	(Years)	Location	(Years)		
ASM060	School Declarations	Records relating to the collection and maintenance of school tax declarations (public or separate) as part of the assessment and taxation roll requirements. Records include school support declaration forms completed by the taxpayer. Also includes notification of establishment of new School Districts.	Assessment /Vault	7			D	
ASM070	Assessment Other	Any records that do not fit within the specified ASM categories above. Must be ASM specific.	Central Filing	3			D	
BM010	Facilities Maintenance	Routine building operations and maintenance records. Activities that do not impact the asset itself.	Central Filing	12			D	
BM020	Building Maintenance Other	Any records that do not fit within the specified BM categories. Must be BM specific.	Central Filing	3			D	
COM010	Community Engagement	Records related to the application and use of the public participation and internal policies including: Workshops, community discussions, focus groups, engagement policy, etc.	Central Filing	10			D	
COM020	Greetings & Celebrations	Records relating to the preparation and sending of messages of appreciation, congratulation, condolence or introduction to the federal government, Alberta government and other municipal governments. Includes address lists. records relating to celebrations, ceremonies and functions of County-wide significance or those organized to mark major anniversaries or significant structures or events. Includes photographs.	Central Filing	3			D	
COM030	Marketing and Media	Advertising or information campaigns that promote the County's activities, services, programs or facilities. These include radio, television, newspaper, website, social media or other platforms used for media releases, announcements, imaging, posters. Includes marketing materials produced under statutory obligation to outside organizations.	Central Filing	5			D	
COM040	Photos and Multimedia	Photos, audio recordings, videos and any other multi-media recordings produced by the County for any purpose, such as events, promotional, marketing and advertising			Laserfiche	5	D	
COM050	Promotional and Sale related Materials	Records related to the design and distribution of marketing and promotional materials such as passes, pins, logos, banners, reports, maps, brochures, displays, logo'd clothing, swag and visual identity guide(s) used to produce them.	Central Filing	5			D	
COM060	Public Information Bulletins	Records relating to Public Information Bulletins like State of Local Emergency, Drinking water Advisories, etc.	Central Filing	12	Laserfiche	12	D	
COM070	Social Media	The provision of information to social media vehicles including Twitter, Instagram, Facebook, Pinterest, YouTube, etc. Records include: all information fed to these vehicles, commentary and commentary responses submitted to the vehicles, screen captures of posts and comments, any analytics of social media usage, reports on social media usage, social media plans and strategy. Also includes: Documentation relating to web analytics including the measurement, collection, analysis and reporting of Internet data for the purposes of understanding and optimizing Web usage. Analytics may study the habits and behavior of users, stakeholders, partners and trends.			Laserfiche	5	D	
COM080	Speeches & Presentations - Council	All speeches and presentations delivered by Reeve and councillors.			Laserfiche	5	D	
COM090	Speeches & Presentations – Non-Council	All speeches and presentations delivered by CAO or Senior Management.			Laserfiche	5	D	
COM100	Websites and social media accounts	Content management related to Internal ad external-facing sites. All information that appears on the County website, including multimedia. Includes any documentation related to how the website is produced or maintained. Does not include Software/License management (IM)			Laserfiche	5	D	
COM110	Special Events	Community and special event planning and management records	Central Filing	3			D	



Description		Description	Physical Storage		Electronic Storage		Retention /Disposal	Legislation
Primary	Secondary		Location	(Years)	Location	(Years)		
COM120	Communications, Other	Any records that do not fit within the specified COM categories. Must be COM specific.	Central Filing	3			D	
CSV010	Awards (to businesses & citizens)	Awards made to individual businesses or citizens on behalf of the County, volunteer and reeve's awards etc.	Central Filing	5			D	
CSV020	Community Education & Recreation Programs	Records generated by programs and courses offered by the County including Community Development/FCSS, recreation, etc. Records include course registrations, membership agreements and waivers.	Central Filing		Booking	7	D	FOIP
CSV030	Community Homemakers Program	Support, funding, planning, reporting, for FCSS and other programs. Does not include client or course records or grant agreements.	Central Filing	5			D	FCSS Act, S-F-1.1; Social Development Act, Chapter S-16; FOIP
CSV040	FCSS - Programs	Information pertaining to the programs and provision of support services, including family and community education.	Central Filing	5			D	
CSV050	County Facility Bookings	Records related to programming and management of County owned facilities, room and lands (soccer/playing fields, parks). Includes pool logbooks, general facility bookings, rentals, permits	Central Filing	3	Booking	3	D	FOIP
CSV060	Recreation Facilities Maintenance	Routine operations parks, urban tree management, playgrounds, campgrounds, recreation areas.	Central Filing	12			D	
CSV070	CSV, Other	Any records that do not fit within the specified CSV categories. Must be CSV specific.	Central Filing	3			D	
ENF010	Occurrences	Records relating to documentation resulting from failure to comply with County Bylaws or Provincial Legislations. Records may include occurrence/complaint report, complaint letter, video (duplicate).	CPO (secured)	5	Report Exec	12	D	AR 312/2006 Section 16(a)
ENF020	Tickets	Records relating to tickets issued as a result of failure to comply with Municipal Bylaws or Provincial Legislation or any order, permit, certificate or variance. Records may include violation ticket issued by County officer, case notes, video (duplicate), etc.	CPO & Bylaw (secured)	5	Report Exec	12	D	
ENF030	Warning Tickets	Records relating to tickets issued as a result of failure to comply with the Act or any order, permit, certificate or variance. Records may include violation ticket issued by County officer, case notes, etc.	CPO (secured)	3	Report Exec	12	D	
ENF040	Member Complaints	Records relating to complaints from the public regarding County Protective Services staff. In accordance with the Public Security Peace Officer Program Policy and Procedures Manual.	CPO (secured)	12	Laserfiche	12	D	
			HR	P			P	
ENF050	Prosecutions	Records relating to court briefs and resulting proceedings.	CPO (secured)	5	Laserfiche	12	D	
ENF060	Alberta Justice Follow-up Reports	Records relating to Alberta Justice follow-up	CPO (secured)	1			D	
ENF070	Dispatch Incident Report	Records relating to Dispatch Incident Reports received.	CPO (secured)		Report Exec	12	D	
ENF080	Video data	Video from vehicle camera; does not include video that is part of an occurrence file or court package			CPO Video Computer	3	D	
ENF090	Peace Officer Notebooks	Evidence notebooks for individual officers. These records contain daily notes, important details and evidence recorded while on duty. A Peace Officer's notebook is the property of the County of Wetaskiwin No.10.	CPO (secured)	5			D	
ENF100	Tuning Fork Certificates	Records relating to the yearly certification to verify the accuracy of the laser radar.	CPO (secured)	5			D	



Description		Description	Physical Storage		Electronic Storage		Retention /Disposal	Legislation
Primary	Secondary		Location	(Years)	Location	(Years)		
ENF110	ENF, Other	Any records that do not fit within the specified ENF categories. Must be ENF specific.	Central Filing	3			D	
FIN010	Accounts Payable	Payment of accounts, expense reports, procurement visa records, invoices, travel and training, related backup, vouchers, receipts, cheque requisitions, account statements, ledger printouts billing adjustment, invoices related backup, summaries reports.	Finance /Vault	7	Serenic	11	D	CRA
FIN020	Accounts Receivable	Invoice processing for both Utility Billing and other Accounts Receivable, related backup, account statements, ledger printouts, billing adjustments, penalty processing, etc.	Finance /Vault	7	Serenic	11	D	CRA
FIN030	Audited Financial Statements	Annual Audited Financial Statements	Finance /Vault	P			P	
FIN040	Audited Financial Statements, Interim and working papers	Includes all working notes, calculations and background documentation used to calculate financial statements	Finance /Vault	12			D	
FIN050	Banking Transactions	Control of cheques, cheques, control register, deposit slips, stop payments bank transfers/requests, bank statements, reconciliation's, new account set up, voided cheques, NSF cheques, blank cheques, petty cash.	Finance /Vault	7			D	CRA
FIN060	Borrowing	Debentures and any other form of borrowing instrument	Finance /Vault	P			P	
FIN070	fu Final Approved	Annual operating and capital budget as approved by council	Finance /Vault	P			P	
FIN080	Budget, working papers	Interim budget calculations, estimates, working papers.	Finance /Vault	5			D	
FIN090	Capital Projects	Records related to named capital projects governed by TCA/PSAB regulations.	Finance /Vault	12	Serenic	12	D	PSAB/ TCA
FIN100	Cash Receipts	Cash processing (collection, counting, tracking & deposit) of all payments for all revenue generating activities, related backup, cash receipts, summaries reports, daily deposits/cash reports, cash-in-lieu records, daily cheque log receipts	Finance /Vault	7	Serenic	11	D	CRA
FIN110	Financial Analysis	Records relating to any analysis of the County's financial performance in relation to benchmarks. Includes analysis conducted by the County or conducted by third parties.	Finance /Vault	12			D	
FIN120	General Ledger	Reconciliations, trial balances, etc. for the general and payroll ledgers	Finance /Vault	12	Serenic	12	D	
FIN130	Grants - From the County	All records about community and other grants to other parties. Does not include formal funding agreements (LEG)	Central Filing	12			D	
FIN140	Grants - to the County	All records about grants from initial application through to close of grant. Examples include AESA, etc.	Central Filing	12			D	
FIN150	Investment	All records relating to County investment of funds	Finance /Vault	12			D	
FIN160	Offsite Levies	All records related to offsite levies including calculation and distribution of offsite levies.	Finance /Vault	P			P	MGA



Description		Description	Physical Storage		Electronic Storage		Retention /Disposal	Legislation
Primary	Secondary		Location	(Years)	Location	(Years)		
FIN170	Pre-Authorized Payment Plans (UT)	Records generated to set up and maintain installment payment plan for ratepayers making payments to the County. Includes sign up documentation, void cheques, correspondence, inquiries, database records, cancellations. Does not include tax payment plans (TIPP)	Finance /Vault	3			D	
FIN180	Project Cost Management	Cost analysis of capital and non-capital projects	Finance /Vault	12	Laserfiche	12	D	
FIN190	Scholarships & Bursaries	All records related to the awarding, funding, cancellation and other documents related to all scholarships, bursaries and other related programs which are funded by the County	Central Filing	7			D	
FIN200	Security Trust Management	Investment of financial security assurances (ie performance bonds) received from contractors (developers, contract bidders, builders, etc). All records related to the purchase, investment and return of funds. Includes GICs and T5s	Vault (secure)	Event + 3 years			D	
FIN210	Reserve Funds	Reserve funds, replacement reserves, continuity, history,	Central Filing	P			P	
FIN220	Utility Billing	Records regarding utility services provided to residents. Includes billing, AP vouchers, transfers to taxes, and service providers.	Central Filing	7	Serenic	11	D	
FIN230	FIN other	Any records that do not fit within the specified FIN categories. Must be FIN specific.	Central Filing	5			D	
FIR010	Fire/Emergency Statistics and data	Collection and reporting of fire/emergency-related data such as quarterly reports, location maps, damage assessment reports	Central Filing	5			D	
FIR020	Fire Inspections	Building, site inspections: compliance with safety and fire codes, inspection forms, reports, deficiency reports, rechecks, duty officer reports, incident data, building blueprints, requirements report. Excludes: Assessment, Development or Safety Code inspections	Central Filing	5			D	Safety Codes Act
FIR030	Fire Investigations	Records may include fire report (CF 40), response crew (additional staff if required), statements of firefighters, paraphrased statements of witnesses, diagrams and photographs of the scene and reports from outside agencies such as electrical, gas or RCMP. Records of this nature may include but are not limited to Motor Vehicle Collisions (MVC) or Medical Co-Response (MCR) records	Central Filing	P			P	
FIR040	Response call records	Records relating to the response of all received calls for emergency assistance.	Central Filing	12			D	
FIR050	Training	Specialized fire and emergency training	Central Filing	5			D	
FIR060	FIR, Other	Any records that do not fit within the specified FIR categories above. Must be FIR specific.	Central Filing	3			D	
FLT010	Equipment Maintenance	General maintenance records for mobile motorized equipment	Vault/ PW	7 S/O	Serenic	11 S/O	D	
FLT020	Vehicle Maintenance	General maintenance records for mobile motorized vehicles (cars, trucks, etc).	Vault/ PW	7 S/O	Serenic	11 S/O	D	
FLT030	Fixed Equipment	General maintenance records for fixed equipment that is not ordinarily mobile, such as compressors, heat exchangers, air handlers, etc.	Vault/ PW	7 S/O	Serenic	11 S/O	D	
FLT040	Inventory	All records pertaining to the acquisition, stocking, usage, and inventorying of equipment supplies and supplies related to equipment such as cleaning materials.	Vault	7	Serenic	11	D	



Description		Description	Physical Storage		Electronic Storage		Retention /Disposal	Legislation
Primary	Secondary		Location	(Years)	Location	(Years)		
FLT050	FLT, Other	Any records that do not fit within the specified FLT categories above. Must be FLT specific.	Central Filing	3			D	
GOV010	Compliance, County	Records relating to the County's compliance (proof of compliance) with mandatory statutory or administrative requirements and standards. Also records relating to minor or serious breaches or failures of the County to meet compliance requirements.	Land File (D)	P	MuniSightPD/Planer	P	P	
GOV020	Government Relations	Relations with provincial and federal governments, and other municipalities	Central Filing	5			D	
GOV030	Government Relations - Intermunicipal Disputes	Records generated by inter-governmental disputes or appeals including mediation and arbitration. May include hearing packages, decisions, notifications, advertising	Central Filing	P			P	MGA Sec 690
GOV040	Petitions	Petitions sufficient and insufficient received in accordance with MGA Petitions standards. Includes records of response and analysis of the petition. Does not include records which form part of Agenda Packages	Central Filing	12			D	
GOV050	Policies	Policies as passed by and at the discretion of council. Records relating to the formulation and implementation of County Policies.	Vault	5 (S/O)			D	
GOV060	Risk Management	Corporate/Enterprise insurance, risk planning and strategies, analysis, reporting.	Central Filing	12 S/O			D	
GOV070	Statutory Reporting	Reports of any nature that are prescribed by external or internal sources. MUST specify which function the report is originating from. Includes water, licence, permit, Municipal Affairs, breaches. Does not include grants.	Central Filing	12 S/O			D	
GOV080	GOV Other	Any records that do not fit within the specified GOV categories. Must be GOV specific.	Central Filing	3			D	
HR010	Employee Events and Social Activities	Includes records regarding the planning of employee events and social activities. Also includes communication materials and photographs	Central Filing	3			D	
HR020	Employee Information	Employee Information - (Government Deductions (TD1, TD1 AB), Oaths of Office (CPO), Other benefit Deductions, EI and CPP records, garnishees, computer loan forms, RRSP forms, LAP forms, benefit enrollment forms)	Vault/ Payroll	p	Serenic	P	P	
HR030	Personnel Information	Personnel information - Records for individual employees including resume, application, correspondence, offer letter, training, certificates, education, development, performance appraisals, salary, termination, oaths of office, security and background check records	Vault/ Payroll	P	Laserfiche	P	P	
HR040	Work scheduling and shift Assignments	Various work shift assignment programs within County, schedules, rosters, sign up sheets, crew lists, daily work assignments, late reports, change of duties reports, spare work reports, trading substitution of shifts, posting of work assignments, vacations, etc.	Vault /Payroll	5			D	
HR050	Employee Timesheets	Employee Timesheets (Daily, overtime, weekly)	Vault/ Payroll	7	Serenic	11	D	
HR060	Employee Earning records	Includes records that are evidence of payment of employees including regular payroll generation, deductions, tax collection and remission, reporting and reconciliation. Includes payroll register detailing employee payroll disbursements per pay period and year-end payroll summaries	Vault/ Payroll	7	Serenic	11	D	
HR070	Employee & Council Pension Plans	Pension reports relating to all employees' salaries for the current year, pensionable service the current year, and accumulated service at the end of the year.	Vault/ Payroll	P			P	
HR080	Employee Benefit Remittances	Includes records relating to deductions (summaries of payments to EI (Employment Insurance), WCB (Workers Compensation), LAPP (Local Authorities Pension Plan), and other deduction remittance information	Vault/ Payroll	7	Serenic	11	D	



Description		Description	Physical Storage		Electronic Storage		Retention /Disposal	Legislation
Primary	Secondary		Location	(Years)	Location	(Years)		
HR090	Employment Insurance Records	Employee records relating to employment insurance including insurable hours and earnings.	Vault/ Payroll	7	Serenic	11	D	
HR100	WCB - Employee records	Employees' medical histories of accidents or incidents, treatments, etc., WCB claims, incident / accident investigations, employers' progressive injury questionnaire, doctors' notes & correspondence, health assessments, interventions, immunization records, audiograms, blood tests, psychological test/ evaluations, counseling reports, authorizations for return to work, modified work assignment requirement, work restriction, special equipment requirements, etc.	Vault/ Payroll	P			P	
HR110	Investigations, Personnel	Non-OHS and WCB investigations, complaints and all related documentation, such as any disciplinary measures.	Vault/ Payroll	P			P	
HR120	Union Grievances	Grievance cases filed by the Union.	Vault (CAO secure)	P			P	
HR130	Union Relations	Negotiations, contract versions, final agreement stored with agreements	Vault (CAO secure)	P			P	
HR140	Yearend Annual reporting	Year end T4 & T4 Summary, T4A & T4A Summary	Vault/ Payroll	P			P	-
HR150	Performance Management	Measurement methods of individual and group performance, employee development models, etc. related to performance of employees	Vault/ Payroll	5			D	
HR160	Training & Education	Various training education programs (internal & external) attended by County employees or Council Members, course materials, examination checklists, test permits, workshop data, instructors participant materials, course evaluations, conference attendance, course statistics, online training courses.	Vault/ Payroll	5			D	
HR170	Personnel Planning	Proposal, planning, job descriptions, etc. related to the creation or consideration of employment positions at the County. Organizational charts, general personnel matters and policies not related to a specific employee, such as restructuring, research. Compensation surveys, satisfaction surveys, compensation plans, leave plans	Personnel	3 - after position abolished			D	
HR180	Recruitment & Hiring	Records relating to the approval to fill County vacancies; Advertising vacant positions; Handling and screening applications; Interviewing; Selecting and offering the position. Also includes applications received where an interview was granted; and recruiting volunteers. The successful candidates' resume is forwarded to the personnel employee case file. Includes Seasonal staff training and hiring. Does not include applications submitted to County for employment that are unsuccessful, or applications received that are not solicited for by the County (ADM).	Vault/ Payroll	5			5	FOIP
HR190	Job Applications	Includes all job applications received (both solicited and unsolicited) for applicants that were not hired	Vault	1			D	
HR200	Payroll/HR Other	Any records that do not fit within the specified HR categories. Must be HR specific.	Vault/ Payroll	5			D	
HS010	Health & Safety Audits	All records relating to annual Health & Safety audits	Central Filing	12			D	
HS020	Health & Safety Training Management	H&S meetings, records, H&S Directives, WHIMIS, Hazard IDs, WERP, ergonomics, WCB and OH&S Fines, MSDS	Central Filing	10			D	OH&S
HS030	Health & Safety Incidents & Investigations	Incidents and investigations Mandated by OHS excluding County worker incidents (WCB)	Central Filing	10			D	OH&S



Description		Description	Physical Storage		Electronic Storage		Retention /Disposal	Legislation
Primary	Secondary		Location	(Years)	Location	(Years)		
HS040	Worker (OH&S) Incidents	Reporting investigation of occurrences or near misses at workplace, involving works and damages or injuries, incident / occurrence report, witness reports, investigation reports reviews of incident / occurrence.	Central Filing	12			D	
HS050	OHS Reporting, WCB	Mandatory reporting such as statistical and incident occurrence reports.	Central Filing	12			D	
HS060	OHS Reporting, Non-WCB	Internal HS Reports, such as incident, hazard assessment, inspection, orientation, and toolbox meetings.	Central Filing	10			D	
HS070	HS, Other	Any records that do not fit within the specified HS categories. Must be HS specific.	Central Filing	5			D	
IM010	Application Software	Acquisition, Licensing, license renewals, software upgrades, including email	Central Filing	5			D	
IM020	Database Management & Administration	All databases maintained by the organization, including but not limited to, GIS, mapping, financial, personnel, strategic planning, records management and other databases	Central Filing	5 S/O			D	
IM030	FOIP Administration	Records relating to the development, implementation and amendment of policies, guidelines and procedures to comply with the provisions of the Act. Records relating to the roles and responsibilities for administering the FOIP legislation; delegating of authority; internal and Government Services' reporting requirements, and general information bulletins from Government Services. Includes automated or manual tracking	Central Filing	5			D	
IM040	FOIP - Requests	Records produced in response to a specific FOIP request of general or personal information or of a correction of personal information. Includes initial request, responsive material, working papers, notes and correspondence and activities related to the completion of the request and any reviews by the Office of the Information and Privacy Commissioner (OIPC).	Central Filing	12			D	
IM050	FOIP - Investigations	Records produced in response to a specific FOIP investigation. Includes notification from OIPC, responsive material, working papers, notes and correspondence and activities related to the completion of the investigation.	Central Filing	12			D	
IM060	In-House Support & Maintenance	Support for systems software and equipment provided to County employees. Includes end user training, helpdesk, minor repairs, support plans and support records.	Central Filing	5			D	
IM070	Intranet and Website	Planning, design, development and maintenance of internal-facing and external-facing websites, intranet.	Central Filing	10			D	
IM080	Library & Reference Material	Catalog and reference materials stored in reference libraries	Vault	3			D	
IM090	Office equipment	Records related to all types of office equipment of value under \$5,000. Includes computer hardware such as desktops, laptops, servers, storage subsystems, also mobile devices Inc. tablets and smart phones, audio/visual equipment such as projectors, two-way radios, etc. Equipment above \$5,000 is a tracked asset under EQP. Records to include acquisition, maintenance, support, disposal.	Central Filing	7	N-able	7	D	
IM100	Product Vendor Support	Support received by County employees from product vendors, for all types of products including computers, software, cellphones, tablets, TVs, two-way radios, etc. Records include support tickets, email related to support, support contracts and renewals, etc.	Central Filing	5			D	
IM110	Records Management	Program administration, archives, stored records, retention schedule, procedures, training materials for end users, offsite storage, privacy considerations, movement of records to and from offsite locations, etc.	Central Filing	10			D	



Description		Description	Physical Storage		Electronic Storage		Retention /Disposal	Legislation
Primary	Secondary		Location	(Years)	Location	(Years)		
IM120	Records Storage and Disposition	Certificates confirming records destroyed in compliance with the retention schedule. Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records	Central Filing	P			P	
IM130	Systems Planning and Analysis	Network configuration and design, security schema, methods and tools, internet services, storage system interconnection	Central Filing	10			D	
IM140	Infrastructure Data Mapping and Imaging	Ortho-photo, GIS, As-Builts, gravel maps, weed infestation maps, flood mapping, street lighting maps, etc.		P	GIS server	P	P	
IM150	Addressing	Documents related to defining and creating urban and rural addresses	Land File (D)	P			P	
IM160	Line Maps	Maps of buried and overhead power, gas, and phone lines and their locations.		P	GIS server	P	P	
IM170	Official Surveys and Maps	Records pertaining to legal surveying, County Land Ownership Map, plan adjustments, field surveys, boundaries, census surveys test data, legal survey brass monuments.		P	GIS server	P	P	
IM180	IM, Other	Any records that do not fit within the specified IM categories. Must be IM specific.	Central Filing	5			D	
LEG010	Bylaws	Final, signed copy of bylaw	Vault	P	Laserfiche	P	P	MGA
LEG020	Council Meeting Reports	Records related to staff reports council meetings. (RFD) Briefing Notes to Council			eScribe	2	D	MGA
					Laserfiche	P	P	
LEG030	Council Meetings Agendas	County Council final agendas packages			eScribe	2	D	MGA
					Laserfiche	P	P	
LEG040	Council Meeting minutes	County Council approved minutes	Vault	P			P	MGA
					eScribe	2	D	
					Laserfiche	P	P	
LEG050	Council Committees	Records related to council workshops, orientation meetings, planning sessions, and all other meetings that are not formal council meetings. Council & Admin staff only. Includes Road Protection Committee, Policy Committee, Public Participation Committee.			eScribe	2	D	
					Laserfiche	7	D	
LEG060-010	Elections, Administration	Planning and management of general elections, by-elections, bylaws and questions. Includes list of officials, voters' lists, advertising, general correspondence regarding the election oaths of staff, etc.	Central Filing	12			D	LAEA
LEG060-020	Elections, Nominations Papers	Includes completed nomination papers, by all candidates for Municipal Elections	Central Filing	Date of voting + 6 weeks			D	LAEA
LEG060-030	Elections and plebiscites	Records produced in the conducting and reporting of elections and plebiscites in the Local Authorities Election Act as amended. Includes ballot box contents.	Central Filing	Date of voting + 6 weeks			D	LAEA
LEG060-040	Elections, final results	Includes reports showing the final results from the Municipal Elections.	Central Filing	P			P	
LEG070	LEG Other	Any records that do not fit within the specified LEG categories. Must be LEG specific.	Central Filing	3			D	



Description		Description	Physical Storage		Electronic Storage		Retention /Disposal	Legislation
Primary	Secondary		Location	(Years)	Location	(Years)		
LPM010	Land	Records related to the management of land owned by the County	Central Filing	12			D	
LPM020	Buildings	Records related to the planning, design, and management of County owned buildings	Central Filing	12			D	
LPM030	Engineering Structures	Records relating to the acquisition of engineering structures through any means including purchase or donation. Includes authorization for the County to acquire engineering structures (roads, bridges, water systems, wastewater systems, solid waste systems, etc)	Central Filing	12			D	
LPM040	Equipment	Records relating to the acquisition of equipment through any means including purchase or donation. Includes equipment that was specially built or modified, arrangements for the delivery of equipment, equipment warranties, equipment manuals	Central Filing	12			D	
LPM050	Vehicles	Records relating to the acquisition of vehicles through any means including purchase or donation. Includes authorization for the County to acquire vehicles and arrangements for the delivery of the vehicle.	Central Filing	12			D	
LPM060	Recreation Facilities	Records on the planning, design, and management of parks including archival, historical records, and logbooks. Does not include bookings, inspections or maintenance.	Central Filing	12			D	
LPM070	LPM Other	Any records that do not fit within the specified LPM categories. Must be LPM specific.	Central Filing	3			D	
LR010	Agreements & Contracts	Contracts with internal or external parties that contain financial terms including grant agreements, provincial and other land leases, supply and service. Also includes cooperative agreements between the County and other bodies NOT of a financial nature such as Memorandum of Understanding (MOUs), Mutual Aid Agreements, utility and water supply agreements, etc. Excludes sales and purchase agreements.	Central Filing	12 S/O			D	PSAB/TCA applies to Capital Project agreements
LR020	Copyrights, Trademarks, Logos and Patents	Copyrights, trademark, logos, patents, held by County, file summaries, copyright certificate registrations, applications for registration, correspondence, intellectual property, etc.	Central Filing	P			P	
LR030	Expropriations	Records relating to acquiring an estate or interest in land by full or partial expropriation	Central Filing	P			P	
LR040	Incorporation documents	Founding and establishment of County, or related authorities and corporate entities, articles of incumbency, certificates of incorporation, certificates of name change, corporate seal.	Vault	P			P	
LR050	Insurance Claims	All records relating to each insurance claim the County makes or receives such as: liability, buildings, equipment, fleet vehicles, etc. Includes applications, photos, incident and collision reports and forms, adjuster reports, repairs, tracking etc.	Central Filing	12 (after settled)			D	
LR060	Insurance Policies	Includes municipal insurance policy documents (vehicle, liability, theft and fire insurance)	Central Filing	12 S/O			D	
LR070	Land and Property - Leasing	Includes records regarding buildings, land and properties owned by others and leased or rented by the municipality for municipal purposes. Also includes records regarding land, buildings and properties owned by the municipality and leased to others.	Land File (L)	12 S/O			D	



Description		Description	Physical Storage		Electronic Storage		Retention /Disposal	Legislation
Primary	Secondary		Location	(Years)	Location	(Years)		
LR080	Land Purchase, Transfer & Disposal	Contracts, agreements for sale, disposal of County inventory. Records include those from road closures, negotiations, drafts, plans, surveys, appraisals, title information, signed contracts and agreements, reclamations, Council approvals, schedules, receipts of payment. Includes land swaps with other parties. For Road Closures:	Central Filing	P			P	Municipal Affairs
LR090	Legal Opinions	Opinions, decisions or rulings on various subjects (taxation, industrial relations, etc.) retained for reference purposes whether obtained internally or externally. Includes Ministerial Orders and Tribunal Rulings.	Central Filing	P			P	
LR100	Legal proceedings	Claims and litigation involving the County including statements of claim, loss reports, claim settlements, photos, judgements, court orders, proceedings, briefs, affidavits, blueprints, litigation binders, court and insurance claims, liens.	Central Filing	P			P	
LR110	Public Incidents (non-worker)	Incident reports, remediation, follow up. Excludes incidents involving County employees and volunteers (Health and Safety Worker incidents). Documents include report forms with or without First Aid form attachments, investigations, photos, remediation and follow-up.	Central Filing	12 S/O			D	
LR120	Waivers	Signed waivers (paper and/or digital) for courses, special events, volunteer activities, or other programs offered by the County.	Central Filing	3			D	
LR130	LR, Other	Any records that do not fit within the specified LR categories. Must be LR specific.	Central Filing	3			D	
PLN010	Annexation and Amalgamation	Includes planning documents related to amalgamation & annexation; also includes all records relating to specific instances regarding annexing land from or by another municipal authority that has been approved and relating to amalgamating two or more municipal authorities.	Central Filing	P			P	
PLN020	Encroachment agreements	Requests, RPRs, agreements, correspondence, circulation letters	Land File (D)	P			P	
PLN030	Building permits	Application, approval, inspection reports, stamped drawings, plans, occupancy certificate, and non-conformance. Includes enforcement injunctions, related to breach of planning regulations, complaints, violations, inspections, cease use/stop work orders, document registration, court injunctions.	Vault	P			P	MGA/ Planning Act/ Safety Codes/ LUB
PLN040	Building Permits Technical	All technical records related to design and development, construction, and completion of Building Permits in the County	Vault	P			P	
PLN050	Development permits	Records related to development permits including application, approval, agreement, drawings and plans, reports (EIS, ESA, traffic, market, hydro, geological)	Land File (D)	P	ePad	P	P	MGA/ Planning Act/ LUB/ ARP/ ASP/ MDP
PLN060	Development Permits Technical	All technical records related to design and development, construction, and completion of development in the County	Land File (S)	P			P	
PLN070	Signage Permits	Records pertaining to the applications for and approvals of public signage.	Land File (D)	P	ePad	P	P	
PLN080	Subdivision permits	applications, notification and advertisement, hearing package, hearing minutes, decision/approval. Plans, reports etc.	Land File (S)	P	ePad	P	P	



Description		Description	Physical Storage		Electronic Storage		Retention /Disposal	Legislation
Primary	Secondary		Location	(Years)	Location	(Years)		
PLN090	Subdivision Permit Technical	Subdivision technical file - soil, geotechnical, undermining reports, grading, traffic, pavement, emergency response, stormwater, sanitary reports, stamped accepted drawings, photos, explosive permits. Records relating to approving an application for subdivision, including application, sketches or plans, maps, water distribution and wastewater collection reports, subsurface assessment, flood plain map, land use and land surface characteristics, conceptual schemes, distribution lists, notifications, responses from interested parties, recommendations, decisions, notice of decisions, endorsements and information related to endorsements; copies of the Subdivision and Development Appeal Board Decision.	Land File (S)	P			P	
PLN100	Environmental - Contaminated Sites	Includes site records and information on properties within the municipality with contaminated soil/sites including assessments and inspections. Also includes all documents relating to Phase I Environmental Site Assessments (initiation, progress, status and closing of assessment, based on historical files).	Land File	P			P	
PLN110	Inactive Landfills	Ongoing management of inactive fill sites, outstanding issues, letter management fill site assessment inspection.	Land File	P	GIS	P	P	
PLN120	Engineering Design Guidelines and Standards	Design, construction, and landscape guidelines as updated and approved by Council	Land File	12 S/O			D	
PLN130	Land Use Bylaw (LUB) Amendments	Research, drafting passing of Land Use Bylaws and amendments. Records relating to approving an application for a change in land use zoning/designation including: accessibility, rezoning applications, proposed rezoning maps, details of the purpose of the rezoning, advertising in local newspaper, submissions to Council, decisions by Council and supporting information including research of related development files.	Land File (S)	P			P	MGA Div.5 S-17
PLN140	Local Improvements	Improvements as a result of a bylaw - non-bylaw, payment related records: construction and implementation. Payment records under TAX	Central Filing	P			P	
PLN150	Planning Stamps & Approvals	Records about confirmation of zoning, stamps of compliance, RPR	Land File (S)	P			P	
PLN160	Safety Codes Council	Inspections, Audits, Investigations, QMP (Quality Management Plan)	Vault	12			D	
PLN170	Subdivision and Development Appeal Board (SDAB)	Records include applications, notification and advertisement, hearing package, hearing minutes, decisions.	Land File	P	eScribe	P	P	MGA
PLN180	PLN, Other	Any records that do not fit within the specified PLN categories. Must be PLN specific.	Central Filing	5			D	
RM010	Communications equipment	Radios, transmission towers, repeater, does NOT include cell phones. Includes installation, repair, maintenance. Does not include licensing (ADM)	Vault	12			D	
RM020	Road Maintenance	Engineered structures (Roads and Streets). Routine operations of the assets within this class. Activities that do not impact the asset itself.	Central Filing	12	Serenic	12	D	
RM030	Sign Maintenance	Includes records and studies regarding the manufacture and installation of signs.	Central Filing	12			D	
RM040	RM, Other	Any records that do not fit within the specified RM categories above. Must be RM specific.	Central Filing	3			D	



Description		Description	Physical Storage		Electronic Storage		Retention /Disposal	Legislation
Primary	Secondary		Location	(Years)	Location	(Years)		
SM010	Corporate Planning & Performance	Records related to the management and production of annual reports, strategic plans, business plans, master plans (transportation, recreation etc.). Including Financial planning, analysis of financial issues, revenue analysis, regional studies, fare evasion studies, tax (GST/ FST) planning/analysis and related correspondence. Includes service area audits, reports, benchmarking, internal and external performance measures.	Vault	12			D	
SM020	Economic Development	Planning and activities related to the promotion and expansion of the County's tax base and growth	Vault	12			D	
SM030	Joint Ventures	Records relating to joint ventures with the federal government, provincial government, other municipal governments, and private and non-profit organizations. Includes joint venture agreements and shared services agreements.	Central Filing	P			P	
SM040	Statutory Planning Documents	Plans the County is required to pass or submit to other governments for approval. MDP, ASP, ARP. Original proposals and all documents related to the proposal, including any amendments, correspondence, approvals, rejections; does not include signed copy of bylaw	Central Filing	12 S/O			D	MGA Div 4
SM050	SM, Other	Any records that do not fit within the specified SM categories above. Must be SM specific.	Central Filing	3			D	
TAX010	Assessment/Tax Notices	Records created by preparing and sending combined assessment/tax notices or amended and supplementary combined assessment/tax notices to assessed persons; advertising that the combined assessment/tax notices have been sent, correction of the combined assessment/tax notices, if required. Includes certification of date of sending the combined assessment/tax notices.			Laserfiche	12	D	CRA; MGA; Assessment
TAX020	Tax Roll	Land title changes, agreements, local improvement, recovery. Records include proposals of local improvement by Council (or a petition for local improvement), local improvement plan, notices of local improvement to liable taxpayers. Records relating to the recovery of taxes. Records include copies of collection letters, double registration receipts, lists of outstanding accounts, tax adjustment sheets, General ledger breakdown reports of all revenue accounts, transaction batch listings, copies of distress warrants, legal activity letters, tax requisitions. Public Auction records. Includes both property and mobile home taxes.	Land File	P	Serenic	P	P	MGA Div 7 S-10
TAX030	Tax Roll, transactional	Individual taxation-related records for each property such as tax notices, tax recovery, tax certificates, tax arrears and penalties, assessment notices, tax certificates, grants in place of taxes.	Land File	12			D	
TAX040	Pre-Authorized Payment Plans (TIPP)	Installment payment plans for ratepayers making payments to the County, including T.I.P.P program. Includes sign up documentation, void cheques, correspondence, inquiries, database records, cancellations. Includes forms and templates. Does not include payments.	Land File	5			D	
TAX050	TAX, Other	Any records that do not fit within the specified TAX categories above. Must be TAX specific.	Central Filing	3			D	
UTS010	Wastewater Operations	Wastewater operations. Activities that do not impact the asset itself.	Central Filing	12			D	
UTS020	Emergency Incidents	Records involving an unplanned and unscheduled repair or maintenance, such as a breakage, blockage, or backup. All records related to the incident including plans, remedial actions, reports, etc. Each incident to be uniquely identified.	Central Filing	12			D	



Description		Description	Physical Storage		Electronic Storage		Retention /Disposal	Legislation
Primary	Secondary		Location	(Years)	Location	(Years)		
UTS030	Treatment & Quality Assurance	Laboratory or other testing of water for the purpose of ensuring regulated and applicable measures are within permitted tolerance levels. Investigation and monitoring of wastewater quality through collection, drainage, treatment discharge, lab test analysis results study reports. influent characteristic investigation monitoring of domestic, commercial industrial discharges, spills groundwater clean up discharges internal external laboratory quality control. Records include lab reports, tests analysis, evaluations, monitoring results, company, or industry information source characterization, pre release testing.	Central Filing	12			D	
UTS040	UTS, Other	Any records that do not fit within the specified UTS categories above. Must be UTS specific.	Central Filing	3			D	
UTSW010	Solid Waste	Waste transfer station operations, logs, weight scale records, and other records relating to landfills	Central Filing	12			D	
UTSW020	Recycling	recycling records, logs, weigh scale records. Does not include invoicing (FIN).	Central Filing	12			D	
UTSW030	UTSW, Other	Any records that do not fit within the specified UTSW categories. Must be UTSW specific.	Central Filing	3			D	
UTW010	Water Operations	Water Treatment and Distribution (Potable) operations. Activities that do not impact the asset itself.	Central Filing	12			D	
UTW020	Emergency Incidents, Water Treatment	Records involving an unplanned and unscheduled repair or maintenance, such as a breakage, blockage, or backup. All records related to the incident including plans, remedial actions, reports, etc. Each incident to be uniquely identified.	Central Filing	12			D	
UTW030	Water System Metering	Planning, tracking, acquisition of meters and meter tag records, serial numbers, location ownership records. tracking of meter servicing jobs, daily time records, job summary records work orders, appointment records advice work orders, disconnection.	Central Filing	12			D	
UTW040	Treatment & Quality Assurance	Laboratory or other testing of water for the purpose of ensuring regulated and applicable measures are within permitted tolerance levels. Records include lab reports, tests analysis, evaluations, monitoring results, company or industry information source characterization, pre release testing.	Central Filing	12			D	
UTW050	UTW, Other	Any records that do not fit within the specified UTW categories above. Must be UTW specific.	Central Filing	5			D	