

Schedule “A” to Region of Peel By-law 26-2018

The purpose of the Records Classification and Retention Schedule is to describe and classify all types of records maintained by each Division of the Region, specify the length of time the records will be retained and the disposition of the records at the end of their retention period. Records Classification and Retention Schedule apply to records in all formats or media.

How to Interpret this Document

Record Series: The alpha-numeric reference code for each type of record, based on a subject classification system.

Includes/Excludes: Detailed description of the types of records included and excluded in each record series, as well as the principal intended use of the information.

Office of Record: Division responsible for maintaining the records and transfer to the Inactive Records Centre.

Active: Period of time (years unless otherwise stated) that the records must be retained as active records.

Inactive: Period of time (years unless otherwise stated) that the records must be retained beyond their active stage. Inactive physical records should be kept in the Inactive Records Centre.

Total: Total period that the records must be kept, including active and inactive periods.

Legend

A – Archival Preservation: A record that is kept permanently in the Peel Archives.

AS – Archival Selection: A record that may be kept for its historical value in the Peel Archives. Records may be destroyed when the Archives deems it necessary to do so.

C – Current Year: Calendar year in which records were created.

D – Dormant: Classification is not used from this day forward for active records. (May still be applicable to inactive records).

S – Superseded: A record that is replaced by an updated record.

P – Permanent: A record that is never destroyed.

T – Terminated: A retention period that is calculated from a specific event.

RSI	TITLE	PRIMARY CLASSIFICATION	OFFICE OF RECORD	IN OFFICE	OFF SITE	TOTAL	INCLUDE	EXCLUDE	USE	CONTACT	REMARKS	INTERNAL NOTES
A00	Administrative - General	Administration	Originator	C+2	-	C+2	All records relating to Administrative functions that cannot be classified elsewhere.					Limitations Act, 2002, S.O. 2002, c.24, Sched. B, s.4 (2 year Basic Limitation Period)
A01	Staff Committees/Meetings.	Administration	Originator	C+1	3	C+4	All records relating to staff committees and meetings, such as Executive Management Team, United Way, and section or division meetings. Includes meeting minutes and agendas. Also includes correspondence between ELT members.	G21 - Council/Committee Minutes.	Document staff decisions and discussions about Regional matters.	Originator	Formerly G01 AS = Archival Selection EMT minutes to be sent to Regional Archives	
A01-001	ELT Meeting Minutes.	Administration	Originator	C+1	3	C+4	For archival selection.				For archival selection	
A02	Associations/Organizations	Administration	Originator	C+1	-	C+1	All records relating to associations and organizations to which staff belong, such as membership applications, renewals, and newsletters.	Magazines, sales materials, or other third part reference material not published by the Region of Peel. These are transitory information and non-records and therefore no retention period is applied.	Maintain awareness of issues and trends in professions which affect Regional operations.	Originator	Formerly G02	
A03	Conferences/Seminars/Workshops	Administration	Originator	C+1	-	C+1	All records relating to conferences, seminars and training workshops attended by staff, such as evaluations and registrations.	E03 - Training/Program Development; I34 - Speeches/Presentations; Course materials - file by subject.	Administer registration and evaluation of conferences and workshops.	Originator	Formerly G03	
A04	Project Management	Administration	Originator	T+1	4	T+5	Records pertaining to the management of projects from inception to completion. This includes the process of planning, organizing, and managing tasks and resources to accomplish a well defined objective. Records may include project charters, change requests, meeting minutes associated with the project and all other records outlined in the Region's Corporate Project Management Methodology (CPMM).	I10 - System's Projects	To manage a well-defined project from inception to completion.	Originator	T = Termination of Project.	
A05	Corporate Planning	Administration	Originator	S+1	4	S+5	All records relating to strategic planning of Regional operations, including strategic plans, business plans		Develop and maintain master plans providing broad direction for Regional services and business objectives.	Originator	Formerly Strategic Planning G05 Archival Selection	

							Accessibility Plan, Disaster Recovery Plan (potential loss of services and protection of vital records during unforeseeable incidents such as fires, natural disasters, terrorism and theft), Business Continuity Plan and the Excellence Initiative.				
A06	Service Statistics/Corporate Performance Measurement	Administration	Originator	C+1	9	C+10	All records relating to the performance measurement of programs and services such as routine reports (e.g., monthly, quarterly, annually) and information provided to the Province on efficiency and effectiveness. May include provincial accountability indicators, service level agreements, reporting of incidents or accidents concerning emergency service, traffic and work-related issues.	E01 - Employee Records.	Develop and maintain acceptable levels of service and performance.	Originator	Municipal Act, 2001, S.O. 2001, c.25, s.299
A06-001	Monthly reports Superseded by cumulative reports	Administration	Originator	S	-	S				Originator	
A07	Commendations/Complaints	Administration	Originator	C+2	-	C+2	All records relating to commendations and complaints regarding Regional services or staff.		Measure quality of service of programs delivered to clients of Regional services.	Originator	Formerly G07
A07-001	Summary reports used for trend analysis	Administration	Originator	C+1	-	C+1				Originator	
A08	Ceremonies and Receptions	Administration	Originator	C+2	-	C+2	Records associated with hosting, attendance and performance of official business at special ceremonies, inaugurals, and awards.			Originator	
A09	Charities	Administration	Originator	C+1	5	C+6	Records associated with fund raising and donations to charitable organizations. This record series may include records for the charitable campaigns, such as the United Way, and information about Finance deductions.	Payroll records		Originator	
A10	Community Programs	Administration	Originator	C+2	4	C+6	All records relating to community programs such as funding requests and information about community programs and partners.		To administer and monitor funding for community programs.	Originator	Archival Selection
A12	Consultants	Administration	Originator	C+1	-	C+1	Records associated with the selection and appointment			Originator	

							of consultants. This record series may include resumes, correspondence and proposals.					
A15	Investigations	Administration	Originator	T+1	4	T+5	Records associated with investigations regarding enforcement and other incidents. This record series may include accident and emergency services investigations.			Originator	T = Termination of investigation	Limitations Act, 2002, S.O. 2002, c.24, Sched. B, s.4 (2 year Basic Limitation Period)
A16	Awards	Administration	Originator	T+2	-	T+2	All records relating to the employee continuous improvement awards (CIA) program and employee recognition awards, such as employee suggestion submission forms and related correspondence.		Evaluate awards to successful applicants. Implement cost saving initiatives.	Originator	T = decision regarding implementation Formerly Employee Awards (E04)	
A17	Library Management	Administration	Originator	C+1	-	C+1	Records associated with library services such as circulation lists, recommendations for library collections, information searches, loan requests and operation of libraries. This record series may include the administration and management of library resource centres.			Originator		
A24	Policy	Administration	Originator, Clerk's	S+1	P	P	All approved policies of each administrative levels of the Region, including internal policies that affect the administration of the Region, and operational policies that relate to the direct delivery of programs and services to the public. Also includes authorizing documents such as directives and copies of resolutions associated with the policies.	A25 - Procedures & L09 – By-laws	Formulate and document policies applicable to all Regional offices.	Regional Clerk & Director of Legislative Services	Clerk's is the office of the record for corporate policies. Formerly I24	Users will use A24 if they need to keep past versions, e.g. Long Term Care.
A24-001	Correspondence used in Policy Development	Administration	Originator, Clerk's	C+1	4	C+5				Regional Clerk & Director of Legislative Services		
A25	Procedure	Administration	Originator	S+2	-	S+2	All procedures of each administrative levels of the Region, including procedures that are associated with policies and other procedures created for operational needs.	A24 – Policy, L09 – By-laws	Formulate and document procedures applicable only to specific Regional programs.	Originator	Formerly I25	
A26	Research & Development Material	Administration	Originator	C+2	-	C+2	Records associated with research and development relating to regional programs and services. May	Reference materials for projects should be maintained under A04 Project Management	These records are used to support the research of new programs and services, or enhancements to existing	Originator	AS = Archival Selection	stronger position and indicate 2 calendar years as opposed to event based

							include research papers and records related to investigations of new technologies.	H95 - Public Health Research Data and Analysis	programs and services.		The termination would equal when the research is no longer required which could be the closer of the project.
A29	Office Services	Administration	Originator	C+1	-	C+1	Records associated with word processing, photocopying, mail, postal and courier services, and corporate printing. This record series may include inter-office mail system, mail phone and fax logs, internal mail lists, logging or tracking of room bookings, deliveries, postal and mail directives, postal code directories, printing job requisitions, Canada Post regulations, courier service and tracking of lost or damaged mail.			Originator	Update in 2006 from Supervisor, Print & Distribution Services. Retention period specified as C+1, no Off Site.
A30	Promotion and Marketing	Administration	Originator	C+1	-	C+1	Records associated with the promotion and marketing of events, programs and souvenirs. This record series may include community awareness information.			Originator	
A33	Publications	Administration	Originator	C+2	-	C+2	All records relating to promotional publications produced by the Region, such as brochures, pamphlets, annual reports, ads, department/program information sheets, newsletters and periodicals such as Inside Peel.	External publications, news clippings (non-records); Published studies on specific subjects - file by subject.	Communicate information to public and staff on key issues affecting the Region.	Originator	AS=Archival Selection (Formerly I33)
A34	Speeches/Presentations (Formerly I34)	Administration	Originator	C+2	-	C+2	All records relating to speeches and presentations delivered by Regional staff or officials, such as speech notes, overheads, slides and materials.	E03 - Training/Development; G03 - Conferences/Seminars/Workshops.	Prepare speeches and presentations for delivery at meetings, seminars, press conferences or for associations or professional organizations.	Originator	Regional Chair/CAO speeches/presentations to be sent to Regional Archives
A50	Diversity	Administration	Originator	C+2	4	C+6	All records relating to diversity programs, such as surveys, newsletters and other communiques, statistics, and reports. May also include records relating to diversity awareness and promotional events.		To raise awareness about the Region's diversity and to monitor trends.	Originator	Archival Selection
A52	Volunteer Resources (Formerly Volunteer Program H52 and E24)	Administration	Originator	T+1	2	T+3	All records regarding program information and volunteer placements within the Region, includes volunteer applications		Records documenting the provision of volunteer services.	Originator	T = termination of volunteer services

							criminal reference checks and reference letters.					
B00	Building & Property Management - General	Building & Property Management	Originator	C+2	-	C+2	All records relating to building and property management that cannot be classified elsewhere. Use only if no other heading is available.				Originator	
B01	Property Maintenance	Building & Property Management	Real Property Asset Management (RPAM)	C +5	-	C +5	All records relating to the maintenance of Regional facilities, including office buildings, yards and housing units, such as maintenance schedules, inspections and work orders relating to elevators, electrical systems, heating, ventilation and air conditioning, landscaping and similar plant operations.	B22 - Property Records (Landlord); B23 - Property Records (Tenant).	Maintain all systems and equipment in proper and safe working conditions as required by law.	Manager, Real Estate		Technical Standards and Safety Act Regulations (Boilers and Pressure Vessels),O.Reg 220/01, s.5 (certificate of inspection or approval) Technical Standards and Safety Act Regulations (Elevating Devices),O. Reg 209/01 as amended, s.20 (licence), s.33 (record of inspection or test to be kept in log book), s.34 (log book to be kept for 5 yrs. after date of last entry in log book), s.37 (copy of registered design submission) Environmental Protect Act Regulations (Refrigerants)O. Reg 189/94 as amended, s.7 (notice of test of refrigeration equipment to be kept 3 yrs. After date of issuance), s.17 (notice of determination that container does not contain refrigerant to be kept 3yrs) Occupational Health and Safety Act Regulations (Health Care and Residential Facilities),O. Reg 67/93 as amended, s.19 (report of inspection of ventilation system)
B02	Space Planning	Building & Property Management	Real Property Asset Management (RPAM)	S+1	4	S+5	All records relating to the arrangement and planning of working space, such as floor and furniture plans and supporting correspondence.	E33 - Hazardous Materials (WHMIS; B10 - Construction Tender Development; B11 - Construction Project Documentation and B12 - Construction Hand-Over Documentation.	Ensure that current space standards are used effectively. Serve as a reference for future revisions to these standards.	Manager, Facilities Services	Any space planning that involves construction of any kind must be retained under B10, B11 or B12.	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 29 (drawings, plans and specifications of workplace construction, development, addition or alteration).
B03	Furniture/Equipment	Building & Property Management	Originator	S+2	-	S+2	All records relating to the purchase and maintenance of furniture and equipment, including computer hardware, such as specifications inventories	B07 – Fleet Management; E30 – Health/Safety; I10 – Systems Projects; Catalogues/brochures(non-records).	Select furniture and equipment according to Regional standards. Provide for scheduled maintenance, replacement and emergency service calls	Originator		Day Nurseries Act Regulations (General), R.R.O. 1990, Reg. 262, s. 73 (inventory of furnishings and equipment).

							and maintenance orders.				
B04	Fire Safety	Building & Property Management	Facility Occupant Services (FOS), Long Term Care, Early Years and Child Care Services	C+2	-	C+2	All records relating to the implementation and administration of fire safety programs, such as fire drill plans, mandatory log books of scheduled drills, fire safety equipment brochures, log books of mandatory maintenance of fire equipment, and orders on fire safety.	Support scheduled fire drills, and maintenance and inspection of fire fighting and prevention equipment.	Facility Occupant Services (FOS), Long Term Care, Early Years and Child Care Services	Social Services responsible for fire safety records in day care centres and homes for the aged.	Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, s.18 (record of inspection and test of fire equipment, drill, fire detection and alarm system, heating system, chimneys and smoke detectors kept 2 years after inspection) Day Nurseries Act Regulations (General), R.R.O. 1990, Reg. 262, s. 27 (record of fire drill, test of fire alarm system and fire protection equipment to be kept 2 yrs. After drill or test). Fire Protection and Prevention Act, 1997 Regulations (Fire Code)O. Reg. 388/97, s.1.1.2 (records of tests and corrective measures to be kept for 2 years or if time interval between tests exceeds 2 years then test interval +1 year), s.2.8.2.1(3) (fire plan must be kept in building in approved location) Day Nurseries Act Regulations (General), R.R.O. 1990, Reg. 262, s. 27 (record of fire drill, test of fire alarm system and fire protection equipment to be kept 2 yrs. After drill or test).
B04-001	Fire Plans	Building & Property Management	Facility Occupant Services (FOS), Long Term Care, Early Years and Child Care Services	S+2	-	S+2					
B05	Facility Use	Building & Property Management	Facility Occupant Services (FOS)	C+1	-	C+1	All records relating to use of Regional facilities, such as short-term rentals for conferences, special events, training and development and meetings.	Provide a schedule of facility use.	Manager, Facilities Services		
B06	Building Security	Building & Property Management	Facility Occupant Services (FOS)	C+1	-	C+1	All records relating to security of Regional buildings such as incident	Protect Regional buildings and staff from threats to security, and prevent losses	Manager, Regional Emergency Management		Insurance Act, R.S.O. 1990, c.I 18 Limitations Act 2002 S.O

							reports, plans and correspondence.					2002, c.24 Sched. B, s.4 (2 year basic limitation period)
B06-001	Access Control		Facility Occupant Services (FOS)	90 days	-	90 days	Includes Access Control logs.		To manage access into Regional Buildings. Serves as a record for entrance and exit into any facility.	Manager, Regional Emergency Management		
New RSI												
B07	Fleet and Equipment Management	Building & Property Management	Operations Support	C+2	4	C+6	All records relating to management of the fleet of Regional vehicles, such as work orders, invoices from manufacturers and suppliers, log sheets of repairs and maintenance, vehicle inspection reports, driver daily logs, vehicle identification records, and vehicle requisitions. May include permit registrations, maintenance service history.	Excludes: F08 - Insurance Policies; F43 - Taxation (fuel tax rebates).	Manage the fleet of Region-owned vehicles, including inspection, maintenance, replacement, and use.	Manager, Fleet Facilities and Supply Management	TransHelp responsible for Transhelp vehicle records.	Added "Paramedic & Emergency Services" due to removal of G15 - Vehicle and Equipment Management record series (redundant) Ambulance Act Regulations (General)O. Reg 257/00, s.19 Public Vehicles Act Regulations (General), R.R.O. 1990, Reg. 982, ss. 11 & 24 (records of driver hours, vehicle operation, chartered or special trip to be kept 1 yr. after made). Highway Traffic Act Regulations (Commercial Motor Vehicle Inspections), R.R.O. 1990, Reg. 575, ss. 5 & 11 (inspection report to be kept 3 mos. after completed), ss. 10-11 (vehicle identification records, record of repairs and maintenance) vehicle Checklist
B11	Construction Project Documentation	Building & Property Management	Real Property Asset Management (RPAM)	T+2	18	T+20	All records related to the construction project such as excess soil records, bid documents, meeting minutes, schedules, contemplated & actual change directives, notices and orders, pricing, addendums, inspections, progress photographs & reports, site instructions, construction and shop drawings & contract sets including issued for tender, construction and/or permit.	B10 - Construction Tender Development; B12 - Construction Hand-Over Documentation; B20 - Land Acquisition/Sale.	Ensure the proper construction of all building projects.	Manager, Construction Project Management	T = Handover Occupancy Drawings from either B10 or B11 must be considered "As Built" if "As Built" do not exist.	Limitations Act, 2002, S.O. 2002, c. 24 Sched. B, s. 15 (15 year ultimate limitation period)
B20	Land Acquisition/Sale	Building & Property Management	Real Property Asset Management (RPAM)	T+1	98	T+99	All records relating to land acquisition and sale, such as agreements of purchase and sale, land title searches, transfers and other closing documents, appraisals, information circulars		Manage acquisition or sale of land by the Region.	Manager, Real Estate	T = closure of file.	Expropriations Act, R.S.O. 1990, c. E.26, s. 9 (plan of expropriation), s. 10 (notice of expropriation). Ontario Registry Act, R.S.O. 1990, c.R.20, s 112(1) (Good Root of

							certificates of sale, notices of expropriation, expropriation plans, and other expropriation records.					Title Rule – 40 years) Real Property Limitations Act, R.S.O. 1990, c.L.15, s.3(1) (60 year limitation period on action, distress where Crown is interested), s.4 (10 year limitation period on action, entry, distress where subject is interested) Municipal Act, 2001, S.O. 2001, c.25, s.268 (appraisal, notice or proposed sale, certificate of sale of real property)
B21	Easements/Land Rights	Building & Property Management	Real Property Asset Management (RPAM)	T+1	24	T+25	All records relating to crossing agreements, easements, encroachments and rights of way, such as legal documents for easements, encroachments and right of way conveyances.		Document agreements with land owners to allow the Region to perform authorized activities on their property.	Manager, Real Estate	T = expiry of right.	
B22	Property Records (Landlord)	Building & Property Management	Real Property Asset Management (RPAM)	T+1	24	T+25	All records relating to properties where the Region is the landlord, including leases, correspondence with tenants, notices, orders, negotiations, public register of real property, and mortgages.	B01 - Property Maintenance; S50 - Tenant Records.	Establish and administer leases and responsibilities.	Manager, Real Estate	T = termination of lease.	Limitations Act, 2002 S.O. 2002, chapter 24 Schedule B Municipal Act, 2001 S.O. 2001, Chapter 25 (register of real property). Real Property By-law23-95, s. 12 (register of real property).
B23	Property Records (Region as Tenant)	Building & Property Management	Real Property Asset Management (RPAM)	T+1	24	T+25	All records relating to properties where the Region is the tenant, including leases, correspondence with landlord, notices, orders, and negotiations.		Establish and administer leases and responsibilities.	Manager, Real Estate	T = termination of lease.	
B24	Property Assessment	Building & Property Management	Planning, Property Management	T+5	20	T+25	All records relating to the determination of property value within the Region, such as assessment rolls and assessment data.		Research property information for development trends and property values.	Manager, Real Estate	Send to Regional Archives AS = Archival Selection	Assessment Act, R.S.O. 1990, c. A.31, s. 14 (assessment roll), s. 53 (assessment information).
E00	Employee Relations - General	Employee Relations	Originator	C+2	-	C+2	All records relating to employee relations that cannot be classified elsewhere. Use only if no other heading is available.			Originator		
E01	Employee Records	Employee Relations	Human Resources Originator	T+1	6	T+7	All records relating to the employment history of Regional employees, such as letter of offer, performance appraisals, request for leave forms, employee job data forms, benefit election forms	E02 - Attendance; E13 - Employee Pension Records; E31 - Workplace Safety & Insurance; E40 - Employment Investigations; E41 - Grievances; F07 - Payroll	Monitor employee performance and maintenance of benefits while employed. Assist employees and the Region in achieving optimum performance and sustaining a positive working environment. History of employee change	Director, Human Resources	T = termination of employment.	Employment Standards Act, 2000 Regulations (Building Services Providers), O.Reg 287/01, s.3 (information about employees providing services) Income Tax Act R S C.

criminal reference check,
job application form and exit
interview form.

notices and vacation requests.

1985, c.1 (5th Supp.),
s.230 (employers who have
to withhold or deduct taxes,
are required to keep their
records for at least six
years from the end of the
last year the person was
employed)
Canada Pension Plan,
R.S.C. 1985, c.C-8, s.24
(employers who have to
withhold or deduct CPP
contributions, are required
to keep their records for at
least six years from the end
of the last year the person
was employed)
Employment Insurance Act,
S.C. 1996, c.23, s.87
(employers who have to
withhold or deduct EI
premiums are required to
keep their records for at
least six years from the end
of the last year the person
was employed)
Employment Standards
Act, 2000, S.O. 2000, c.41,
s.15 (retention period of
employee records)
Limitations Act, 2002, S.O.
2002, c.24, Sched. B, s.4
(2 year basic limitation
period)

Removed "previous
employment references"
under E01 updated to E20
Recruitment/Complement
as of 2008/08/11
references are instead kept
in a "competition file"
(completely separate)and
are retained based on the
required timelines.

E01-001	Retiree Benefit Records	Employee Relations	Human Resources	T+1	6	T+7					T= termination of payment into benefit plan
E01-002	Retiree Beneficiary Card	Employee Relations	Human Resources	T+1	6	T+7					T= death of retiree
E02	Attendance	Employee Relations	Originator	C+2	-	C+2	All records relating to the attendance of employees, such as Flex-time statements, time- in-lieu forms, time sheets, request for leave forms and attendance registers.	E01 - Employee Records.	Monitor employee attendance.	Originator	
E03	Training/Development	Employee Relations	Human	C+1	-	C+1	All records relating to the	E32 - Confined Spaces: E34 -	Provide development and	Director. Human	

		Resources				organizational development and training of Regional employees such as course calendars, tri-annual development, training statistics, education and training schedules and course attendance sheets. (Internal training provided to Regional employees, Peel Regional Police and Town of Caledon employees)		Health/Safety Training; G03 - Conferences/Seminars/Workshops; A34 - Speeches/Presentations. (Formerly I34)		training and education sessions to develop the technical and professional skills of Regional employees and volunteers.		Resources	
E10	Benefits Information	Employee Relations	Human Resources	S+1	4	S+5	All records relating to employee benefit packages in which the Region is enrolled, such as correspondence between the Region and the insurance company, policies for dental, vision, extended health, and long and short term disability, Ontario Municipal Employees Retirement Systems (OMERS) policy bulletins, annual reports, and pension quotes.	E01 - Employee Records; E13 - Pensions.	Administer benefits for Regional employees.	Manager, Total Rewards		Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, s. 5 (record of staff benefits).	
E10-001	Computer tapes, reports of membership lists and paid premiums.	Employee Relations	Human Resources	S	-	S							
E11	Salaries/Wages	Employee Relations	Human Resources	C+1	4	C+5	All records relating to the establishment of salaries for Regional staff, such as salary surveys, salary grids, and comparisons.	F07 - Payroll.	Formulate equitable compensation.	Manager, Total Rewards			
E12	Pay Equity	Employee Relations	Human Resources	C+1	P	P	All records relating to the implementation and administration of the pay equity program, such as plans and correspondence.	E21 - Position Descriptions/Evaluations; E23 - Employment Equity.	Determine equal pay for work of equal value, in accordance with legislation.	Manager, Total Rewards		Pay Equity Act, R.S.O. 1990, c. P.7, s. 13 (pay equity plan). Pay Equity Commission of Ontario	
E12-001	Questionnaires (T = Completion of next survey)	Employee Relations	Human Resources	T	-	T						T = Completion of next survey.	
E13	Employee Pension Records	Employee Relations	Human Resources	T+1	P	P	All records related to an employee's earnings, OMERS pensionable gross, OMERS contribution amount, eligibility offers and responses for employees entitled to other than continuous full-time enrollment.	E01 - Employee Records; E10 - Benefits; F07 - Payroll.	To provide the pension plan administrator (OMERS) with accurate and up-to-date information of employees enrolled in pension plans.	Manager, Total Rewards		T=termination of employment.	
E20	Recruitment/Complement	Employee Relations	Human Resources	T+2	-	T+2	All records relating to the recruitment of staff and volunteers, such as solicited resumes, references, complement control, applications for		Select suitable candidates for Regional job vacancies.	Manager, Recruitment		T = closing of competition. Kept by the Human Resources Associates. Removed "previous employment references" to under E01 updated to E20 Recruitment/Complement as of 2008/08/11 references are instead kept	

							employment, job competition scoring matrices, tests and correspondence.					in a "competition file" (completely separate) and are retained based on the required timelines.
E20-001	Unsolicited resumes.	Employee Relations	Human Resources	6 m	-	6 m						
E21	Position Descriptions/Evaluations	Employee Relations	Human Resources	S+1	4	S+5	All records relating to position descriptions, such as position analysis questionnaires, position re-evaluations, evaluation appeals, and supporting information.		Document and evaluate positions for recruitment and compensation purposes.	Director, Human Resources		job descriptions
E22	Organization	Employee Relations	Originator	C+1	4	C+5	All records relating to organizational studies and reorganizations.		Document the organizational structure. Determine reporting relationships.	Director, Human Resources	AS = Archival Selection Send to Regional Archives	Organization org charts
E22-001	Organization charts.	Employee Relations	Originator	S+5	-	S+5						
E30	Health & Safety	Employee Relations	Human Resources	C+1	P	P	All general records relating to the health and safety program, such as joint health and safety minutes and recommendations, records relating to testing, maintenance, inspections and repairs of equipment and structures, such as elevating platforms, gasoline storage tanks, hoisting devices, sterilization machines in nursing homes, material handling equipment, and anchor points and related structures for window cleaning.	B04 - Fire Safety	Develop safety plans and prevent accidents. Maintain a history of maintenance and testing of equipment and structures for safety standards.	Manager, Workplace Health and Safety		Occupational Health and Safety Act Regulations (Health Care and Residential Facilities), O. Reg. 67/93, s. 60 (record of test of autoclave or sterilization machine), s. 79 (record of examination of lifting equipment to be kept 1 yr. after equipment removed) Occupational Health and Safety Act Regulations (Industrial Establishments), R.R.O. 1990, Reg. 851, ss. 6 & 51 (record of examination of lifting device to be kept 1 yr. or longer period to ensure 2 most recent records kept). Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 9 (joint health & safety committee recommendations, responses, minutes, schedule of inspections, inspection reports). Occupational Health and Safety Act Regulations (Window Cleaning), R.R.O. 1990, Reg. 859, ss. 39 & 40 (sketch of anchor points and related structures), s. 41 (record of inspection of anchor points and suspended scaffold to be kept for as long as structure)

Occupational Health and Safety Act Regulations (Construction Projects),

O. Reg. 213/91, s. 145 (record of inspections, tests, repairs, modifications and maintenance of elevating work platform), s. 152 (record of inspections, tests, repairs, modifications)

E31	Workplace Safety & Insurance	Employee Relations	Human Resources	T+2	14	T+16	All records relating to workplace safety and insurance, such as accident reports, Workplace Safety and Insurance Board (WSIB) forms and reports, correspondence, medical assessments, reports and records of worker deaths, critical injuries, explosions or fires causing injuries, and occupational illnesses, including opinions provided by engineers regarding causes of accidents where required, and annual summaries of data regarding accidents produced by WSIB.	E01 – Employee Records.	Rehabilitate employees for potential return to work. Process disability pensions in circumstances where return to work is not likely to occur. Notify the Ministry of Labour and WSIB in accordance with statutory requirements.	Manager, Workplace Health and Safety	T=settlement of case.	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 12 (annual summary of fatalities, lost workdays, illnesses and injuries), s. 51 (notice of death or injury), s. 52 (notice of accident, fire or explosion causing injury, notice of occupational illness) Occupational Health and Safety Act Regulations (Construction Projects), O. Reg. 213/91, s. 12 (opinion of engineer on collapse or failure). Occupational Health and Safety Act Regulations (Health Care and Residential Facilities), O. Reg. 67/93, ss. 4-6 (reports required by sections 51 & 52 of the Act and record of accident, explosion or fire causing injury to be kept 1 yr. or longer) Workplace Safety and Insurance Act, 1997 Regulations (First Aid Requirements), R.R.O. 1990, Reg. 1101, s. 5 (record of accidents). Occupational Health and Safety Act Regulations (Window Cleaning), R.R.O. 1990, Reg. 859, s. 5 (reports required by sections 51 & 52 of the Act), s. 6 (opinion of engineer on collapse or failure). Workplace Safety and Insurance Act, 1997, Sch. A, c. 16, s. 21 (notice of accident), s. 22 (claim for benefits)
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												s. 37 (report of functional abilities), s. 47 (medical assessment), s. 58 (information from claim file).
E32	Confined Spaces	Employee Relations	Real Property Asset Management (RPAM)	T+2	-	T+2	All records relating to confined spaces, such as test date notices, test results, training, guidelines and site testing result forms.		Monitor and train employees requiring entry into confined spaces such as sewers.	Manager, Workplace Health and Safety	T=date of retest/retraining OR termination of project, whichever is greater	Occupational Health and Safety Act Regulations (Construction Projects), O. Reg. 213/91, s. 60 (record of test of confined space). Occupational Health and Safety Act (Confined Spaces) O. Reg. 632/05, s. 21.(assessment, plan, co-ordination document, record of training, entry permit, record of an inspection, record of a test, records of each sample should be kept for one year after the document is created or termination of project) Limitations Act, 2002, S.O. 2002, c.24, Sched. B, s.4 (24 months Basic Limitation Period) Occupational Health and Safety Act Regulations (Industrial Establishments), R.R.O. 1990, Reg. 851, ss. 6 & 68 (record of test of confined space to be kept 1 yr. or longer period to ensure that at least 2 most recent records kept). Occupational Health and Safety Act Regulations (Health Care and Residential Facilities), O. Reg. 67/93, s. 43 (record of test of confined space).).
E33	Hazardous Materials (WHMIS)	Employee Relations	Originator	C+1	4	C+5	All records regarding Workplace Hazardous Materials Information System (WHMIS) requirements, for handling, storage, use and disposal of biological, chemical and physical agents in the workplace, control programs, records of the exposure of employees to hazardous agents, records of workplace monitoring for agents, lists of designated substances present at sites, inventories of hazardous		Inform employees regarding location, handling and hazards of agents, substances and materials.	Manager, Workplace Health and Safety		Occupational Health and Safety Act Regulations (Workplace Hazardous Materials Information System), R.R.O. 1990, Reg. 860, s. 17 (material safety data sheet). Transportation of Dangerous Goods Regulations (Canada) SOR/2001-286, s.3.5 (shipping documents, other documents for transportation of dangerous goods), s.3.11 (2 year retention period for

							materials and agents, floor plans showing the location of materials, records of location of asbestos used as insulation, assessments, safety records of the transportation and storage of dangerous goods by employees, certificates of training, manifests, and incident reports.					shipping documents), s.6.6 (training certificate, record of training, statement of experience to be kept 2 years after expiration) Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 26 (records of handling, storage, use and disposal of agents, records of exposure of workers; records of monitoring levels in workplaces), s. 30 (list of substances at project site) Occupational Health and Safety Act Regulation (Designated Substance — asbestos on construction projects and in buildings and repair operations), O.Reg 278/05, s.10 (report whether material contains asbestos, location of friable material), s.21 (asbestos work report)
E33-001	Material Safety Data Sheets (MSDS)	Employee Relations	Originator	S	-	S						
E34	Health & Safety Training	Employee Relations	Human Resources	S+2	45	S+47	All records of health and safety training, including materials regarding the content, frequency and manner of instruction.	E32 - Confined Spaces.	Train employees in required safe practices for the handling hazardous materials and transportation of dangerous goods. Maintain a history of training provided to employees in health and safety matters.	Manager, Workplace Health and Safety		Occupational Health & Safety Act, O. Reg. 297/13, s.4 (training materials to be maintained for at least 6 months after termination of employment.) Limitations Act, 2002, S.O. 2002, c.24, Sched. B, s.4 (24 months Basic Limitation Period)
E34-001	Attendance	Employee Relations	Human Resources	C+2	45	C+47						
E35	Personal Protective Equipment (PPE)	Employee Relations	Originator	T+2	-	T+2	All records relating to the maintenance and use of Personal Protective Equipment (PPE).		To ensure that Personal Protective Equipment is available and in acceptable condition.	Originator	T = Disposal of PPE.	Record Series created as a result of HR Policy - January 2007.
E40	Employment Investigations	Employee Relations	Human Resources	T+2	-	T+2	All records relating to investigations of alleged and actual employee misconduct, such as interview notes, witness statements, reports, and other correspondence.	E01 - Employee Records (disciplinary record).	Investigate need for disciplinary measures or criminal charges.	Manager, Employee Relations	T = resolution of investigation. Keep separate from employee records during investigation. If misconduct confirmed, file under E01.	discipline
E41	Grievances	Employee Relations	Human Resources	T+2	3	T+5	All records relating to workplace grievances, such as written complaints, minutes decisions and		Document the resolution of grievances.	HR Manager, Labour Relations	T = resolution of grievance	

							supporting documentation as may be required by collective agreement.					
E42	Bargaining	Employee Relations	Human Resources	T+1	5	T+6	All records relating to the relationship between labour and management at the Region, such as contract proposals, collective agreement questionnaires, negotiation notes, plans and strategies, layoff and recall notices, and correspondence.	L03 - Agreements (collective agreements).	Maintain effective management relations with unions.	HR Manager, Labour Relations	T = termination of agreement.	Labour Relations Act, 1995, S.O. 1995, c.1, Sched. A, s.90 (copy of collective agreement)
E43	Employee Health Consultation	Employee Relations	Human Resources	T+2	8	T+10	All records relating to the history of employee health consultation with occupational health nurse, such as medical assessments, logs, emails, forms, and other records containing employee health information.	E31 Workplace Safety & Insurance Board (WSIB)	To provide medical consultation services to employees	Manager, Workplace Health and Safety	T=termination of employment.	Medicine Act Regulations (General) O. Reg. 114/94, s19(1). (retain patient records for at least 10 years) Limitations Act, 2002, S.O. 2002, c.24, Sched. B, s.4 (24 months Basic Limitation Period) Ontario Occupational Health Nurses Association Standards of Practice for Occupational Health Nursing: Health Records
F00	Financial Management - General	Financial Management	Originator	C+1	5	C+6	All records relating to financial management that cannot be classified elsewhere. Use only if no other heading is available.					Health Protection and Promotion Act, R.S.O. 1990, c. H.7, s. 59 (books, records, accounts, invoices, receipts of financial affairs). Nursing Homes Act Regulations (General), R.R.O. 1990, Reg. 832, s. 100 (books of account, records of amounts charged to residents). Day Nurseries Act Regulations (General, R.R.O. 1990, Reg. 262, s. 64 (records of assets, liabilities, income, expenses, accumulated surplus and deficit to be kept 6 yrs. after records made.) Corporations Act, R.S.O. 1990, c. C.38, s. 302 (books of account and accounting records of all sums of money received and disbursed, sales and purchases, assets and liabilities, other financial transactions.) Ministry Ontario Works Directive 49 (accounting)

records to be retained 7 yrs.)
Peel Living General By-law1-95, s. 5.06 (accounting records). Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, s. 23 (books of account, ledgers to be kept 6 yrs. after date of last entry).

F01	Audits	Financial Management	Internal Audit, Peel Living Finance	C+1	5	C+6	Records relating to developing, administering, and conducting audits of the Region's business and financial processes. Includes internal audits, federal audits, and Auditor General audits. Documents include audit reports, audit statements, and correspondence.	Monitor the integrity of accounting and management controls of Regional programs.	Director, Internal Audit	
F02	General Ledger	Financial Management	Corporate Finance, Peel Living Finance	C+1	P	P	All records relating to the general ledger, such as financial reports and general ledger (final version) reports.	Account for all financial transactions of the Region during each fiscal year and for audit purposes.	Director, Financial Services	Income Tax Regulations (Canada), C.R.C. 1978, c. 945, s. 5800 (general ledger or other book of final entry to be kept 2 yrs. after dissolution of corporation).
F03	Assets	Financial Management	Corporate Finance	T+1	5	T+6	All records relating to fixed assets, such as records of depreciation and amortization.		Director, Financial Services	T = disposal of asset. Income Tax Act(Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 (records and books of account to determine tax payable, accounts and vouchers to verify information to be retained 6 yrs. from end of last tax year to which they relate).
F04	Inventory Control	Financial Management	Corporate Finance	C+1	-	C+1	All records relating to inventory control operations, such as inventory lists, catalogues, and annual auctions.		Director, Operations Support	Purchasing By-law62-2001 (list of surplus goods, annual report of disposition).
F05	Journal Entries	Financial Management	Corporate Finance, Peel Living Finance	C+1	5	C+6	All records relating to journal entries, such as journal entry input forms.	Document financial transactions to appropriate cost centres and accounts.	, Director, Financial Services	Income Tax Act(Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 (records and books of account to determine tax payable, accounts and vouchers to verify information to be retained 6 yrs. from end of last tax year to which they relate).
F06	Write Offs	Financial Management	Corporate Finance	C+1	5	C+6	All records relating to write offs, such as outstanding	Document accounts for write off.	, Director, Financial Services	navment reports

							recommendations to Council and lists of accounts being considered for write off.					
F07	Payroll	Financial Management	Total Rewards / Human Resources	C+1	5	C+6	All records relating to payroll, such as deductions, OMERS cards, TD1 and T4 statements, records of employment for employment insurance, and statements of income.	E01 - Employee Records; E02 - Attendance; E11 - Salaries/Wages; E13 - Pensions.	Calculate employee earnings and deductions, and issue pay deposits and statements.	Manager, Total Rewards		Employment Standards Act/Act revoked -- , 2000, S.O. 2000, c.41, s.15 (retention period of employee records; 3 years after the information was given to the employee) Public Sector Salary Disclosure Act, 1996, c. 1, Sch. A, s. 3 (annual record of salary and benefits of staff earning over \$100,000). Workplace Safety and Insurance Act, 1997, c. 16, Sch. A, s. 75 (statement of total estimated wages), s. 80 (records of wages paid). Income Tax Act(Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 (records and books of account to determine tax payable, accounts and vouchers to verify information to be retained 6 yrs. from end of last tax year to which they relate). Unemployment Insurance Regulations(Canada), C.R.C. 1978, c. 1576, s. 35 (employer copy of Record of Employment form to be kept as part of employer's records for 6 yrs.) Canada Pension Plan, R.S.C. 1985, c. C-8, s. 24 (records, books of account to determine contributions, accounts and vouchers to verify information to be kept 6 yrs. from end of yr. for which records kept). Employment Insurance Act(Canada), 1996, c. 23, s. 87 (records, books of account to determine premiums, accounts and vouchers to verify information to be kept 6 yrs. from end of yr. for which records kept.)
F08	Insurance Policies	Financial Management	Corporate Finance	T+2	P	P	All records relating to insurance policies, including coverage information.	F09 - Insurance Claims.	Determine coverage of claims and compensation allowed based on policies.	Manager, Risk Management	Insurance policies to be kept Permanently. T = Termination of	Insurance & Risk indicated a requirement to keep past insurance policies Permanently

											policy.	Insurance Act, R.S.O. 1990, c. I.8, s. 31 (information relating to contract of insurance or settlement or adjustment).
F09	Insurance Claims	Financial Management	Corporate Finance	T+1	5	T+6	All records relating to insurance claims, such as correspondence, photographs and statements of claim	F08 - Insurance Policies.	Document claims and action taken upon receipt of claims to allow for issuance of funds or statements of non-liability.	Manager, Risk Management	T = resolution of claim, or the date at which the client reaches the age of majority, whichever is greater.	Incident/Accident Reports
F10	Budgets	Financial Management	Corporate Finance, Peel Living Finance	C+1	5	C+6	All records relating to the preparation of the current and capital budgets, such as estimates, Schedule D reports, status reports to Council, and capital project budgets.		Establishing expenditure levels to measure the financial progress of each department, division and section.	, Director, Financial Services	Final budgets maintained by Corporate Finance. Departments/divisions may also keep budget history.	Financial Control By-law45-2004, s. 4 (current budgets, departmental reports, forecasts, triannual status reports), s. 8 (financial plan on reserve balances, triannual reserve forecasts). Police Services Act, R.S.O. 1990, c. P.15, s. 39 (annual estimates of board).
F10-001	Budget Backup Material	Financial Management	Corporate Finance, Peel Living Finance	C+1	-	C+1					Excludes Final Budgets (F10)	
F11	Financial Statements	Financial Management	Corporate Finance, Peel Living Finance	C+1	P	P	All records relating to financial statements as approved by the external auditor, including balance sheets, income statements, statements of source and application of funds, and auditor's reports.	Interim financial statements for monitoring purposes - file by subject. Revenue and expenditure statements by cost centre, monthly transaction reports and outstanding purchase listings - F10.	Determine the financial status of the Region, in accordance with reporting requirements	Director, Financial Services		Municipal Act, 2001 S.O. 2001, Chapter 25 (audited financial statements, summary of statements delivered to ratepayers). Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, s. 23 (annual financial statement, auditor's report). Health Protection and Promotion Act, R.S.O. 1990, c. H.7, s. 59 (annual financial statements). Nursing Homes Act Regulations (General), R.R.O. 1990, Reg. 832, s. 100 (financial statement, auditor's report).
F12	Financial Information Returns	Financial Management	Financial Services	C+1	5	C+6	All financial information returns required to be supplied to regulatory agencies, such as the Ministry of Municipal Affairs & Housing, Ontario Municipal Board, Canada Pension Plan, Employment Insurance Commission, Canada Customs Revenue Agency (CCRA) and WSIB.		Fulfil mandatory reporting requirements to regulatory agencies.	Director, Financial Services		1 Workplace Safety and Insurance Act, 1997, c. 16, Sch. A, s. 78 (annual statement of total wages earned). 2 Municipal Act, 2001 S.O. 2001, Chapter 25 (annual return). 3 Unemployment Insurance (Collection of Premiums) Regulations, C.R.C. 1978, c. 1575 s. 4 (return of

												premiums), ss. 19-20 (annual information return). 4 Income Tax Regulations(Canada), C.R.C. 1978, c. 945, s. 200 (return). 5 Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 5 (annual return). 6 Canada Pension Plan Regulations, C.R.C. 1978, c. 385, s. 8 (return of contributions), ss. 10-11 (annual information return).
F20	Sinking Fund	Financial Management	Corporate Finance	C+1	5	C+6	All records relating to the sinking fund, such as account statements and financial reports.		Reduce outstanding debts of the Region, such as the issuance of bonds.	Director, Financial Services		Income Tax Act(Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 (records and books of account to determine tax payable, accounts and vouchers to verify information to be retained 6 yrs. from end of last tax year to which they relate).
F21	Debentures	Financial Management	Financial Services	T+1	19	T+20	All records relating to debentures issued by the Region, including tile drainage debenture issue requests from area municipalities and permanent improvements debenture requests from boards of education, such as prospectus information for each issue of debentures, consent application forms, and all records of payments made to investors.	F22 - Debenture Registry.	Raise capital for Regional, local board and area municipality projects.	Director, Financial Services	T = maturity	1 Municipal Act, 2001 S.O. 2001, Chapter 25 (school board applications for debentures, notice of principal and interest). 2 Income Tax Act(Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 (records and books of account to determine tax payable, accounts and vouchers to verify information to be retained 6 yrs. from end of last tax year to which they relate). 3 Limitations Act, 2002 S.O. 2002, chapter 24 Schedule B.
F22	Make dormant, no future records should be created under this series.											
F23	Banking/Cash Management	Financial Management	Financial Services, Peel Living Finance	C+1	5	C+6	All records relating to banking and cash management, such as bank statements.	F30 - Cheques; F40 - Receipts/Revenue; S10 - Resident Financial History.	Manage cash and banking activity.	Director, Financial Services		Income Tax Act(Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 (records and books of account to determine tax payable, accounts and vouchers to verify information to be retained 6 yrs. from end of last tax year to which they relate).

F24	Investments	Financial Management	Financial Services	C+1	5	C+6	All records relating to investments, such as certificates of investment, account statements, and transaction statements.		Augment other revenue sources to fund capital projects and current budget to alleviate the effects upon the tax base.	Director, Financial Services		1 Income Tax Act(Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 (records and books of account to determine tax payable, accounts and vouchers to verify information to be retained 6 yrs. from end of last tax year to which they relate). 2 Municipal Act, 2001 Regulations (Eligible Investments), O. Reg. 438/97, s. 8 (annual investment report).
F30	Cheques	Financial Management	Financial Services, Ontario Works	C+1	5	C+6	All records relating to issuance of cheques, such as returned cheques, trust cheques, and cancelled cheques.	F23 - Banking/Cash Management; F33 - Accounts Payable.	Support the reconciliation of all Regional financial transactions. Provide a proper audit trail.	Director, Financial Services		1 Ministry Ontario Works Directive49.0 (cleared cheques to be retained 7 yrs.) 2 Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 (records and books of account to determine tax payable, accounts and vouchers to verify information to be retained 6 yrs. from end of last tax year to which they relate).
F31	Tender/Quotes/Proposals	Financial Management	Purchasing, Originator	T+1	5	T+6	All records relating to the purchasing process, such as tender submissions, quotes, proposal forms, bid analysis, and reports recommending awards & correspondence.	Vendor catalogues/brochures (non-records).	Obtain and evaluate submissions from suppliers for goods and services to be purchased.	Director, Purchasing	T = closure of file (includes expiration of all warranties).	Purchasing By-law131-2004, s. 4.6 (record of compliance relating to purchase of goods and services). Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 (records and books of account to determine tax payable, accounts and vouchers to verify information to be retained 6 yrs. from end of last tax year to which they relate). procurement request for quote proposal rfq rfp Purchasing contracts or Agreement
F32	Purchase Orders/Requisitions	Financial Management	Financial Services, Peel Living Finance, Originator	C+1	5	C+6	All records relating to the purchase of goods and services, such as purchase order and requisition forms.		Procure goods and services for the Region.	Director, Purchasing	Offices with authority to approve purchases (e.g. blanket orders, low value purchase orders) retain originals.	Income Tax Act(Canada), R.S.C. 1985, c. 1 (5th Supp.) s. 230 (records and books of account to determine tax payable, accounts and vouchers to

											verify information to be retained 6 yrs. from end of last tax year to which they relate).
F33	Accounts Payable	Financial Management	Financial Services, Peel Living Finance	C+1	5	C+6	All records relating to accounts payable, such as requests for cheques, travel and expense reimbursements, and vendor invoices.	F30 - Cheques	Document payment for purchases.	Supervisor, Accounts Payable	Income Tax Act(Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 (records and books of account to determine tax payable, accounts and vouchers to verify information to be retained 6 yrs. from end of last tax year to which they relate).
F33-001	Energy Bills	Financial Management	Financial Services, Peel Living Finance	C+1	C+5	C+6					
F40	Receipts/Revenue	Financial Management	Financial Services, Peel Living Finance	C+1	5	C+6	All records relating to the collection of money owed or donated to the Region, such as general invoices, long-term care costs, building rental recoveries, and miscellaneous payments.	F44 - Landfill Tickets.	Support proof of payments owed to or proof of proceeds donated to the Region.	Manager, Accounts Receivables	Income Tax Act(Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 (records and books of account to determine tax payable, accounts and vouchers to verify information to be retained 6 yrs. from end of last tax year to which they relate).
F40-001	Payments for water bills.	Financial Management	Financial Services, Peel Living Finance	C	2	C+2					
F41	Development Charges	Financial Management	Corporate Finance	C+1	5	C+6	All records relating to development charges, such as appeal records, annual statements on the reserve fund for charges, and pamphlets outlining charges.		Collect revenue in the form of charges to developers.	Manager, Development Financing	1 Development Charges Act, 1997 Regulations (General), O. Reg. 82/98, s. 8 (background study), s. 9 (notice of public meeting), s. 10 (notice of by-law), s. 12 (treasurer's statement), s. 14 (pamphlet), s. 15 (notice re credits), s. 17 (appeal record). 2 Development Charges Act, 1997, c. 27, s. 10 (background study), s. 15 (appeal record), s. 20 (complaints), s. 23 (appeal record), s. 42 (certified copy of by-law), s. 43 (financial statement on development charges and reserve funds), s. 46 (notice of front-ending agreement), s. 47 (objections), s. 48 (appeal record), s. 56 (copy of front-ending agreement). 3 Education Act Regulations (Education

Development Charges - General), O. Reg. 20/98, s. 12 (notice of education development charge by-law), s. 14 (notice of proposed amendment), s. 15 (notice of passage).

F42	Subsidies/Grants	Financial Management	Originator	C+1	5	C+6	All records relating to subsidies and grants, such as revenue generated, correspondence, financial statements, program information, and application forms for incentives offered by the Region or other levels of government.	S35 – Purchase of Service Agency File	Receive or provide funds through subsidies and grants.	<p>1 Homemakers and Nurses Services Act Regulations (General), R.R.O. 1990, Reg. 634, s. 3 (applicant for grant, statement of disposition of grant), s. 6 (application for reimbursement).</p> <p>2 Ministry Ontario Works Directive 49.0 (subsidy claims to be retained 7 yrs.)</p> <p>3 Ontario Works Act, 1997 Regulations (Administration and Cost Sharing), O. Reg. 135/98, s. 2 (application for payment of subsidy, report on costs of administration), s. 3 (books, accounts relating to information submitted).</p> <p>4 Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 (records and books of account to determine tax payable, accounts and vouchers to verify information to be retained 6 yrs. from end of last tax year to which they relate). Ministry of Community and Social Services Act, R.S.O. 1990, c. M.20, s. 9 (books, records and accounts re. payments).</p> <p>5 Auditor General Act, R.S.O. 1990, c.A.35, s.9.2 (financial statement of disposition of grant payment)</p> <p>6 Day Nurseries Act Regulations (General), R.R.O. 1990, Reg. 262, s. 67 (annual estimate of costs, revenue and subsidy payable, applications for payment), s. 69 (applications for payment)</p>
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												for building projects), s. 70 (reports on building projects).
F43	Taxation	Financial Management	Financial Services	C+1	5	C+6	All records relating to taxation, such as federal and provincial exemptions, property tax issues, applications for rebates and refunds, fuel consumption tickets, assessments, appeals, tax bills and tax revenue due to the Region.		Account for funds owed or paid by the Region in the form of taxes.	Director, Financial Services		1 Excise Tax Act(Canada), R.S.C. 1985, c. E-15, s. 262 (application for rebate), s. 286 (records to determine liabilities and obligations, amount of rebate or refund, to be kept 6 yrs. after yr. to which they relate). 2 Fuel Tax Act Regulations(General), R.R.O. 1990, Reg. 464, s. 9 (records, invoices, books of account of quantities of fuel purchased and tax payable to be kept 7 yrs. after end of calendar year), s. 13 (record of acquisitions, inventories and uses of fuel). 3 Fuel Tax Act, R.S.O. 1990, c. F.35, s. 6.1 (records, books of account to be kept 7 yrs. after end of fiscal period).
F43-001	Appeals to be retained T+6 (T = Resolution of Appeal.)	Financial Management	Financial Services	T+1	5	T+6					T = Resolution of Appeal.	
F44	Landfill Tickets	Financial Management	Financial Services	3 m.	7	7	All records relating to landfill tickets, such as landfill weight tickets, balance receipts, and correspondence.		Collect tipping fees and other related revenues from the sanitary landfill sites.	Director, Financial Services		Income Tax Act(Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 (records and books of account to determine tax payable, accounts and vouchers to verify information to be retained 6 yrs. from end of last tax year to which they relate).
F45	Letters of Compliance	Financial Management	Corporate Finance	C+1	-	C+1	All records relating to letters of compliance, including correspondence.	F40 - Receipts.	Ensure all conditions of an agreement for sale of real estate, as they relate to Regional interests, have been met.	, Director, Financial Services		
F50	Mortgages	Financial Management	Peel Living Finance	T+1	9	T+10	All records relating to mortgages and mortgage tenders, such as tender documents, mortgage renewals and mortgage statements.	S50 Tenant Records	Administer and negotiate mortgages for Peel Living housing projects.	, Director, Financial Services	T = term of mortgage.	Limitations Act, 2002 S.O. 2002, chapter 24 Schedule B (action on mortgage within 10 yrs. after cause of action arose).
F51	Capital Project Financing	Financial Management	Financial Services	T+1	5	T+6	All records relating to the financing of capital projects, such as special assessment rolls, computer reports		Determine financing for capital projects from commencement to completion.	Director, Financial Services	T = completion of project.	Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 (records and books of account to

							financial documents for local improvements, and budget proposals for project implementation.				determine tax payable, accounts and vouchers to verify information to be retained 6 yrs. from end of last tax year to which they relate).
F52	Letters of Credit	Financial Management	Financial Services	T+1	5	T+6	All records relating to letters of credit, including supporting correspondence.		Provide monetary guarantee to ensure that specific conditions of a contract or agreement will be met.	Director, Financial Services	T = expiry or return of letter.
F60	Meter Operations	Financial Management	Financial Services	C+2	4	C+6	All records relating to meter operations, such as work orders, connection agreements, new meter reading initiatives, scheduled installations and meter replacements.	F61 - Water Customer Accounts; W10 - Water Connection History.	Ensure the proper maintenance and functioning of water meters so that users may be accurately billed for water and sewer usage.	Director, Operations Support	Contact formal Dave Bingham, Director, Financial Services
F60-001	Meter test results.	Financial Management	Financial Services	C+6	-	C+6					
F61	Water Customer Accounts	Financial Management	Financial Services	C+3	-	C+3	All records relating to water customer accounts, such as collection notices, water billing inquiry computer reports, customer service issues, and correspondence.	F40 - Receipts (water bill stubs).	Bill each water and sewer user for their share of these services.	Director, Operations Support	1 Sewage Works By-law19-77, s. 8 (notice of non-payment, settlement of disputed account). 2 Waterworks By-law9-73, s. 3.1 (application for water service), s. 7.3 (water meter register). Contact Formally Dave Bingham, Director, Financial Services
F61-001	Change of ownership forms, meter read sheets.	Financial Management	Financial Services	C	-	C					
F61-002	Responsibility for payment of account forms (T = customer moves and account cleared)	Financial Management	Financial Services	T	-	T					T = customer moves and account cleared.
F61-003	Edit reports.	Financial Management	Financial Services	C+1	-	C+1					
F61-004	Billing register.	Financial Management	Financial Services	C+9	-	C+9					
F61-005	Adjustments/control register, transaction register.	Financial Management	Financial Services	C+2	4	C+6					
G00	Government Services - General	Government Services	Originator	C+2	-	C+2	All records relating to government services that cannot be classified elsewhere. Use only if no other heading is available.			Originator	
G04	Intergovernmental Relations	Government Services	Originator	C+1	4	C+5	All records relating to intergovernmental relations, including disentanglement, equalized assessment, inter-municipal matters, and issues regarding relationships with federal		Maintain awareness and prepare advocacy strategies for intergovernmental issues and trends affecting Regional operations.	Director, Clerk's	AS - Archival Selection Send to Regional Archives

and provincial governments and agencies.

G10	Emergency Management/Regional Fire Co-ordination	Government Services	Paramedic Services	C+1	4	C+5	All records relating to emergency measures, such as records regarding the combined emergency operations of fire, ambulance and police services, and the administration of the land ambulance program.	B04 - Fire Safety; F42 - Subsidies/Grants; G11 - Emergency Communications	Plan and practice emergency measures.	Chief and Director of Paramedic Services	Emergency Plans to be kept by each department.
G10-001	General evacuation plans, emergency briefing manuals, functional emergency plans, spill response plans.	Government Services	Paramedic Services	S	-	S					
G10-002	Preparation notes for departmental plans.	Government Services	Paramedic Services	2 m.	-	2 m.					
G11	Emergency Communications	Government Services	Paramedic Services	C+1	4	C+5	All records relating to emergency telecommunications systems, such as plans, correspondence, records associated with emergency calls such as ambulance and police incidents, damage reports. May include records associated with the operator's logbook for emergency service calls.	Operational records of the service, such as logs, audio recordings and backup tapes, which are the responsibility of Peel Regional Police.	Plan, administer and implement and any necessary changes to emergency communications.	Chief and Director of Paramedic Services	
G13	Ambulance Operations	Government Services	Paramedic Services	C+2	-	C+2	All records relating to the administration of paramedic stations that cannot be classified elsewhere.	F00 – Financial Management - General	To ensure the effective operation of ambulance stations.	Chief and Director of Paramedic Services	
G14	Paramedic Investigation	Government Services	Paramedic Services	T+3	2	T+5	All records relating to paramedic investigations on incidents, complaints, or collision of an ambulance or emergency response vehicle, such as occurrence report, copies of ambulance call reports, and correspondences.			Chief and Director of Paramedic Services	T=Resolution of Incident Ambulance Act Regulations (General), O. Reg. 501/97, s. 25. Ambulance Act, O. Reg. 527/10, s.3 Ontario Ambulance Documentation Standards, Part I, Part II, Part III Limitations Act, 2002 S.O. 2002, c. 24, Sched. B, s. 6.
G17	Emergency Planning and Services	Government Services	Clerk's	C+2	8	C+10	All records relating to emergency measures planning and services provided by the Region. May include records associated with evacuee centres, provision of service and emergency resources, contingency planning, mock emergency exercise and meeting records. Also includes records related to training such as training	G11 - Emergency Communications.	To provide, co-ordinate, maintain and communicate plans and planning for the provision of services by emergency response agencies within the Region of Peel.	Manager, Emergency Management	G17-001 Files are kept by originator. Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, s.10

							materials, community presentations, public education, and evaluations.				
G17-001	Emergency plans and departmental sub-plans	Government Services	Clerk's	S+5	-	S+5					
G17-002	Declared Emergencies/Significant Events/Hazard Response	Government Services	Clerk's	P	-	P					
G18	Ambulance Call Reports (ACR)	Government Services	Paramedic Services	T+2	3	T+5	Records associated with run reports used for ambulances.		Chief and Director of Paramedic Services	T=date of service provided OR date at which the passenger reaches the age of majority, whichever is greater.	Advised by Insurance & Risk of requirement to keep ACR's related to minor's for 20 years. Limitations Act, 2002, S.O. 2002, c. 24, Sched. B, s.15 (2)., s. 4 (2 year basic limitation period)
G20	Council/Committee Administration	Government Services	Clerk's	C+1	-	C+1	All records relating to the planning and administration of Council and Committee meetings, including the Board of Directors for Peel Living/PHC (Peel Housing Corporation) and all ad hoc, advisory and subcommittees, pending items reports, meeting schedules, agenda distribution, special meeting notices, and Council/Committee correspondence.	Excludes - G21 Council Committee Records, G22 - Committee/Special Purpose Body History.	Administer and preparation for Council and Committee meetings.	Manager, Legislative Services	Duties of Clerk By-law8-97
G20-001	Agendas/minutes for Police Services Board and conservation authorities, and correspondence on resolutions from other municipalities.	Government Services	Clerk's	6 m	-	6 m					
G20-002	Council inaugural session planning, Councillor orientation, coordination of Chair and Vice-Chair training.	Government Services	Clerk's	C+5	-	C+5					
G20-003	Council/Committee Correspondence	Government Services	Clerk's	C+2	A	A					
G21	Council/Committee Records	Government Services	Clerk's	C+1	A	A	Original agenda and minutes of Council and General Committee, including the Board of Directors for Peel Living and all Ad hoc, advisory, and sub-committees, attendance records, recorded votes, and additional material submitted for consideration	G20 - Council/Committee Administration; G22 - Committee/Special Purpose Body History	To maintain a history of council decisions and actions.	Manager, Legislative Services	Corporations Act, R.S.O. 1990, c. C.38, s. 299 (minutes of proceedings at meetings of the members and of the directors and of any executive committee). Procedural By-law54-1999, Part IV, s. 1 (agendas and related materials), s. 3 (minutes of Council and Committees) s 4 (notices

							at Council or Committee meetings.					from delegations). Peel Living General By-law1-95, s. 5.05 (minutes of proceedings). Duties of Clerk By-law8-97, s. 2 (records of proceedings of Council and Committees, minutes and agendas). Health Protection and Promotion Act, R.S.O. 1990, c. H.7, s. 58 (minutes of proceedings, text of resolutions). Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, s. 6 (declarations of interest). Municipal Act, 2001 S.O. 2001, Chapter 25 (declarations of office, oaths of allegiance).
G21-001	Audio and Video recordings of meetings (T = Adoption of minutes by Regional Council or other approval authority)	Government Services	Clerk's	T+2	A	A						T = Adoption of minutes by Regional Council or other approval authority.
G21-002	Certificates, oaths of allegiance, and declarations of office required to be filed by councillors and officers (T = until successor takes office)	Government Services	Clerk's	T	-	T						T = until successor takes office.
G22	Committee/Special Purpose Body History	Government Services	Clerk's	T+1	5	T+6	All records relating to the history of Council Committees and special purpose bodies to which Regional Council makes appointments, such as authority to establish, terms of reference, and the composition of the Committee or body.	G20 - Council/Committee Administration; G21 - Council/Committee Records.	Administer Council appointments to special purpose bodies and document terms of reference of Committees and bodies.	Manager, Legislative Services		T = Dissolution of Committee or body
G22-001	Applications, resumes, references and evaluations of appointed members	Government Services	Clerk's	T+1	-	T+1						T = upon appointed members leaving office.
G22-002	Applications, resumes, references and evaluations of unsuccessful candidates.	Government Services	Clerk's	6 m.	-	6 m.						
G30	Heritage - General	Government Services	Originator, Region of Peel Archives, Peel Archives Museum and Art Gallery (PAMA)	C+2	4	C+6	All records relating to Heritage services that cannot be classified elsewhere. Use only if no other heading is available.				Manager, Peel Art Gallery Museum and Archives	

G31	Heritage Acquisitions	Government Services	Originator, Region of Peel Archives, Peel Archives Museum and Art Gallery (PAMA)	P	-	P	All records relating to acquisitions and appraisals, such as accession/acquisition data sheets, appraisal documentation, Canadian Cultural Property Export Review Board applications, donation agreements, condition reports, correspondence with donors, loan forms, photographs, background, deeds of gift, transfer lists and other related information on the acquisition.	F43 - Taxation. F00 – Financial Management – General	Provide all information relating to an acquisition.	Manager, Peel Art Gallery Museum and Archives	
G32	Heritage Education	Government Services	Originator, Region of Peel Archives, Peel Archives Museum and Art Gallery (PAMA)	C+2	-	C+2	Provide all related information for any program available at or through the Peel Art Gallery, Museum, and Archives (PAMA)	03 - Training/Development F00 – Financial Management - General	Provide all related information for any program available at or through the Peel Art Gallery, Museum, and Archives (PAMA).	Manager, Peel Art Gallery Museum and Archives	Archival \Selection
G33	Heritage Exhibitions	Government Services	Originator, Region of Peel Archives, Peel Archives Museum and Art Gallery (PAMA)	C+7	-	C+7	All records which document exhibition activity, both in-house and extension/outreach displays, such as artwork, condition reports, correspondence, loan forms, photographs of items, photographs of displays, show literature, site information, text panel information and research.		Provide all information relating to an exhibition.	Manager, Peel Art Gallery Museum and Archives	Archival Selection
G34	Reference Service	Government Services	Originator, Region of Peel Archives, Peel Archives Museum and Art Gallery (PAMA)	C+2	-	C+2	All records which document reference services, such as correspondence, library, phone logs, researcher register, research files, and written enquiries.	I32 – Public Relations F00 – Financial Management – General L03 – Agreements	Maintain records relating to the provision of reference services	Manager, Peel Art Gallery Museum and Archives	
G35	Heritage Development	Government Services	Originator, Region of Peel Archives, Peel Archives Museum and Art Gallery (PAMA)	C+1	6	C+7	All records which document development activities including membership, fund-raising activities, planned giving, annual funds, donor recognition, and special events.	F40 – Receipts I32 – Public Relations	Maintain information on all events, individuals and corporations included in the development program.	Manager, Peel Art Gallery Museum and Archives	
G36	Election Records	Government Services	Clerk's	T+2	A	A	Records relating to official election results and the declaration of office.		Record-keeping activities for municipal elections	Manager, Legislative Services	T=Date of election results
G40	Council/Committee in Camera	Government	Clerk's	C+22	-	P	Final. approved minutes of		To record council decisions in	Manager. Legislative	

Meetings Records		Services					Regional Council and Standing Committees in closed sessions; staff reports, correspondence and presentation materials discussed in session.	closed meetings	Services				
H00	Health Care - General	Health Care	Originator	C+2	-	C+2	All records relating to health care that cannot be classified elsewhere. Use only if no other heading is available.						
H13	Communicable Disease Client Files	Health Care	Communicable Disease	T+2	13	T+15	All records relating to files of individual clients in the Communicable Disease Management program, such as tuberculosis case files and other diseases case files.	H14 - Healthy Sexuality Client Files H17 - Immunization and Vaccine Client Files A24 – Policies A25 – Procedures H55 – Mandatory Health Programs	Records of public health practice and policy for communicable disease management.	Director, Communicable Diseases	T=client discharge date OR the date at which the client reaches the age of majority, whichever is greater	Health Protection and Promotion Act Regulations (Reports), R.R.O. 1990, Reg. 569, ss. 1-6 (reports of diseases). Health Protection and Promotion Act, R.S.O. 1990, c. H.7, ss. 25-31 (reports of diseases). Limitations Act, 2002 S.O. 2002, c. 24, Sched. B, s. 15.(1) Medicine Act Regulations (General) O. Reg. 114/94, s19(1) (retain patient records for at least 10 years)	
H13-001	Management of disease outbreak, and advice provided to health service providers	Health Care		C+2	13	C+15						Archival selection.	
H14	Healthy Sexuality Client Files	Health Care	Communicable Disease	T+2	13	T+15	All records related to a sexual health client(s) that may include but are not limited to testing, screening and treatment for sexually transmitted infections (STI) such as Chlamydia, LGV, Gonorrhea, Hepatitis A, B or C, Genital Herpes. It may also include records relating to family planning, birth control services, education, referral and treatment, pregnancy testing, and counseling. Also includes reportable community cases, such as neonatal herpes, ophthalmic neonatorum, and foot care services.	H13 - Communicable Disease Client Files H55 – Mandatory Health Program	Records of public health practice and policy, clinical records of individual clients receiving service from the Outreach Program and Shelter Health Clinics.	Director, Communicable Diseases	T=the client's last service date OR the date at which the client reaches the age of majority, whichever is greater. H14-002 T= The date at which the client reaches the age of 80 OR client's last service date, whichever is greater.	Health Protection and Promotion Act, R.S.O. 1990, c. H.7, ss. 25-31 (reports). Health Protection and Promotion Act Regulations (Reports), R.R.O. 1990, Reg. 569, ss. 1-6 (reports). College of Physicians and Surgeons of Ontario, Policy #4-12, s4 Limitations Act, 2002, S.O. 2002, c. 24, Sched. B, s.15(2) (15 years Ultimate Limitation Period) Medicine Act Regulations (General) O. Reg. 114/94, s19(1) (retain patient records for at least 10 years)	
H14-001	H14-001 HIV/AIDS Client Files	Health Care		C+5	P	P							
H14-002	H14-002 Syphilis Client Files	Health Care		T+5	10	T+15						Syphilis Client records are required to be maintained for the total	

client history as this disease although cured, will remain in the blood stream of the client for the duration of the client's life. Dependent on the community test, the case will be reported to the locate health authority and referenced in the iPHIS system

In accordance with regulatory requirements, the client history should be maintained as long as necessary to accommodate additional testing or until the estimated client life expectancy of 80 years.

The event T = The date at which the client's reaches the age of 80 or client's last service date, whichever is greater.

H17	Immunization and Vaccine Client Files	Health Care	Communicable Disease	C+2	13	T+15	All records containing personal health information relating to the immunization history of individual clients, such as consent forms for vaccines administered by Peel Health staff and records relating to the exemption of students.	H14 - Healthy Sexuality Client Files, H13 - Communicable Disease Management, H55 - Mandatory Health	To protect public health from preventable diseases through immunization.	Director, Communicable Diseases	T= Client discharge date OR the date at which the client reaches 18 years, the age of majority, whichever is later.	Health Protection and Promotion act R.R.O.1990 reg. 569 Health Protection and Promotion Act. R.R.O. 1990, c.H.7 Medicine Act Regulations (General) O. Reg. 114/94, s19(1) Limitations Act, 2002, S.O. 2002, c. 24, Sched. B, s.15(2) (15 years Ultimate Limitation Period).
H17-003	Records documented in program databases such as Panorama	Health Care		C+2	-	C+2						
H41	Health Promotion	Health Care	Medical Officer of Health (MoH)	C+6	-	C+6	All records relating to health promotion.		Develop awareness in the community regarding the advantages of healthy life styles.	Medical Officer of Health		Peel Heart Health Network/Healthy at Heart Grant Agreement, s. 4.3 (financial records, copies of invoices to be kept 7 years from termination or expiry of agreement).
H51	Equal Access	Health Care	Medical Officer of Health (MoH)	C+4	5	C+10	All records pertaining to ensuring equal access to all Peel Health programs.		To establish level of access to services and develop processes to increase access.	Medical Officer of Health	Archival Selection	
H54	Program Evaluation and Research Project Documentation	Health Care	Health - Business & Information Services	T+5	5	T+10	All records relating to program evaluation or research development and implementation including:	Meeting minutes should be maintained under A04 Project Management. RFP and/or contracts should	Results are evaluated to identify future Health program needs.	Director, Internal Client Services	T = completion of the final report connected to the project	

							evaluation protocol, recruitment material, consent forms and scripts, data collection tool, sample lists, contact records (e.g., recruitment lists, participant lists, unique identifier lists), presentations.	be maintained under F31 Tender/Quotes/Proposals. Data sharing agreements or memorandum of understanding should be maintained under L03 Agreements. Final reports should be maintained under H56 Health Status Reports.		
H55	Ontario Public Health Standards	Health Care	Originator from Public Health Services	C+5	10	C+15	All records regarding program planning and implementation of Ministry of Health Ontario Public Health Standards that do not correspond to a specific program.		Medical Officer of Health	Archival Selection
H56	Health Status Reports	Health Care	Medical Officer of Health (MoH)	C+10	40	C+50	All final technical and health status reports in Peel.	Provides a framework from which present and future needs are assessed in order to better improve the overall Health and the Peel community.	Medical Officer of Health	Archival Selection
H57	Health Status Data	Health Care	Medical Officer of Health (MoH)	P	-	P	All original health status data files including but not limited to: live births, stillbirths, deaths, hospitalization, emergency department visits, cancer incidence and mortality, census, national household survey, Canadian Community Health Survey, abortion data, congenital anomalies, Better Outcomes Registry Network (BORN).	Provides basis for health status reports and program planning.	Medical Officer of Health	Agreements for use of the data are signed with the Ministry of Health and Long Term Care and access is controlled. Historical data must be available to research trends.
H60	Cancer Prevention and Heart Health	Health Care	Chronic Disease & Injury Prevention	T+10	-	T+10	All records relating to research, programs and policy with respect to the reduction of cancer, and heart disease as well as records relating to the screening of cancer and reduction of UV radiation, breast screening, and workplace health promotion. For example, all records relating to the Health Risk Assessment of Heartmobile clients and workplace aggregate results. Also, records related to Well Worth It Workplace Health clients, the Canadian Heart Health Initiative (CCHIOP) and the Ministry of Health Heart Health Grant All	Provide education, programs and policies in order to prevent heart disease and cancer, and early detection of cancer.	Director, Chronic Disease and Injury Prevention	T = discharge of client AS = Archival Selection 1 College of Dietitians, s. 5, pg. 5 Proposed Regulation September 6, 2002 Every health record maintained by a dietitian shall be retained for at least 10 years following a) the client's last visit or b) if the client was less than 18 years old at the time of his or her last visit, the day the client became or would have become 18 years old. 2 College of Nurses of Ontario advises adherence to the following standard as proposed in the Nursing Act, 1991. (The standard has not yet been passed). 3 Peel Heart Health Network/Healthv at Heart

							records relating to the Healthy Lifestyles Call Centre Clients, which are documented by Public Health Nurses and Registered Dietitians.				Grant Agreement, s. 4.3 (financial records, copies of invoices to be kept 7 years from termination or expiry of agreement.)	
H60-001	Financial records regarding the administration of funds for Healthy at Heart Project (T = expiry of grant agreement)	Health Care		T+7	-	T+7					T = expiry of grant agreement (2003 unless extended or terminated)	
H60-002	Where client is a minor (T = Client's 18th Birthday)	Health Care		T+10	-	T+10					T = Client's 18th Birthday	
H62	Dental Programs	Health Care	Chronic Disease & Injury Prevention	T+2	8	T+10	All records relating to dental clients, including the dental screening program and Children in Need of Treatment (CINOT) program, such as dental screening reports, referrals to clinics, parent notifications, dental follow up letters, the Indices Surveys, and fluoride. Also records related to dental research and policy.	Provide dental health, education, screening, and preventative clinical services.	Director, Chronic Disease and Injury Prevention	T = discharge of client providing the client reaches 18 years of age (Records are to be kept 10 years after the client reaches 18 years of age) Send to Regional Archives AS = Archival Selection Formerly H21	Please see EIM Chronic Disease & Injury Prevention history regarding this records series Dentistry Act, 1991, S.O. 1991, c. 24	
H63	Health Children and Teens	Health Care	Chronic Disease & Injury Prevention	C+5	-	C+5	All records relating to the design and implementation of programs and policies for the school aged /youth population in the elementary and secondary school setting and its surrounding community.	Program documentation and nursing documentation. Provides history of work and program implementation with schools and community.	Director, Chronic Disease and Injury Prevention	Send to Regional Archives AS = Archival Selection		
H64	Healthy Eating and Physical Activity	Health Care	Chronic Disease & Injury Prevention	C+5	-	C+5	All records relating to research, programs and policies for physical activity and healthy eating, literature on healthy weight. For example, Community Food Advisors program files	Provide counseling, education programs, support, and policy in order to improve lifestyle, physical activity, nutrition and overall health.	Director, Chronic Disease and Injury Prevention	Send to Regional Archives AS = Archival Selection		
H65	Injury Prevention	Health Care	Chronic Disease & Injury Prevention	T+8	2	T+10	All records relating to injury prevention program planning, implementation and evaluation, for children, adults and seniors, such as bicycle helmets, road watch, falls in the elderly, car seat safety, playground safety and scalds and burns initiatives.	Provides education and policy development for all ages as to how to prevent injuries from occurring. Files include all client car seat inspection clinic waivers, release and indemnity forms, child restraint check-up forms, and falls clinic assessments.	Director, Chronic Disease and Injury Prevention	AS = Archival Selection	College of Nurses of Ontario standard (as proposed in the Nursing Act 1991 Regulation).	
H66	Substance and Tobacco Prevention Client Files	Health Care	Chronic Disease & Injury Prevention	T+2	13	T+15	All records relating to individual client's history of prevention and reduction of tobacco consumption	H55 – Mandatory Health Program	Provide education to prevent tobacco and drug use, and support to those who wish to lead a tobacco-free life as well as developing policy such as smoke-free bylaws and municipal alcohol policy	Director, Chronic Disease and Injury Prevention	T = The client discharge date OR the date at which the client reaches the age of majority, whichever is greater.	College of Nurses of Ontario Standard (as proposed in the Nursing Act 1991 Regulation). Medicine Act Regulations (General) O. Reg. 114/94 Limitations Act 2002 S.O

2002, c. 24, Sched. B,
s.15(2) (15 years Ultimate
Limitation Period)

H66-001	Where client is a minor (T = Client's 18th Birthday)	Health Care		T+10	-	T+10					Dormant, use H66 T = Client's 18th Birthday	
H67	Families First	Health Care	Chronic Disease & Injury Prevention	T+2	8	T+10	All records related to Families First PHN program planning, implementation and evaluation. Files include all client records related to intake referrals, family data sheets, contact logs, individual assessment and intervention, i.e.; Assessment/Nursing Care Plan forms documenting individual assessment, intervention and case management done by PHNs, Nursing diagnosis		Document planning, implementation, evaluation of program; records policy/procedural items; client files document service provided to clients (i.e.; assessment, intervention, case management, etc.)	Director, Chronic Disease and Injury Prevention	T = discharge of client. Records of children under the age of 18 must be kept 10 years after their 18th birthday.	College of Nurses of Ontario standard (as proposed in the Nursing Act 1991 Regulation).
							sheets, correspondence and other client-specific assessment tools/worksheets. For sole support parents receiving Ontario Works assistance and having at least one dependent child between the ages of four and twenty-one and having no children under the age of two.					
H67-001	Where client is a minor (T = Client's 18th Birthday)	Health Care		T+10	-	T+10					T = Client's 18th Birthday	
H80	Healthy Babies Healthy Children Client Files	Health Care	Family Health	T+1	14	T+15	All client records related to Healthy Babies/Healthy Children (HBHC) individual assessment and intervention such as Screening Tools, Assessment Forms, in-depth Assessment Forms, Client Progress notes, Family Service plans and referrals. Documenting assessment, education, counseling, referral and health information completed by PHNs and Family Visitors. Prenatally and for children up to school age. For the purpose of records retention, client is defined as the youngest individual on the chart.	Administrative files relating to the program. These records should be classified using a Record Series under the "Administrative" classification. H55 – Mandatory Health Program	Document service provided to clients (i.e., assessment, counseling, education, etc.)	Director, Family Health	T = The date youngest individual on the record reaches the age of majority.	College of Nurses of Ontario standard (as proposed in the Nursing Act 1991 Regulation). HBHC
H81	Reproductive Health	Health Care	Family Health	T+2	13	T+15	All client records related to Reproductive Health programs such as		Document program planning, evaluation; record policy/procedural direction	Director, Family Health	T = The date youngest individual on the record reaches the age of	College of Nurses of Ontario standard (as proposed in the Nursing

							prenatal/postpartum and maternal/child assessment and intervention, progress notes, screening tools and referrals. Documenting assessment, education, counseling, referral and health information completed by PHNs. For the purpose of records retention, client is defined as the youngest individual on the chart.	class schedules, etc. to document service provided.		majority.	Act 1991 Regulation).
H81-001	Where client is a minor (T = Client's 18th Birthday)	Health Care		T+15	-	T+15				T = Client's 18th Birthday	
H82	Child Health	Health Care	Family Health	T+2	13	T+15	All client records related to Child Health programs such as prenatal/postpartum, breastfeeding and maternal/child assessment and intervention, progress notes, screening tools and referrals. Documenting assessment, education, counseling, referral and health information completed by PHNs. For the purpose of records retention, client is defined as the youngest individual on the chart.	For children ages 6 and under. Document planning, implementation and evaluation of program; records policy/procedural direction; client files document service provided to clients (i.e.; assessment, counseling, education, etc.)	Director, Family Health	T = The date youngest individual on the record reaches the age of majority.	College of Nurses of Ontario standard (as proposed in the Nursing Act 1991 Regulation) previously know as H25 Family Planning RSI
H82-001	Where client is a minor	Health Care		T+15	-	T+15				T = Client's 18th Birthday	
H90	Food Safety	Health Care	Health Protection	T+2	4	T+6	All records relating to food premises inspection, food premises plans, including manufacturing, processing, preparation, storage, handling, display, transportation, sale and distribution of food and Public Health inspection reports, computer reporting inspection system program reports, fixed premise input forms, court briefs, reports of offences, and test results.	Inspect food preparation facilities for public health standards. Prosecute court cases against individuals or businesses charged with public health infractions.	Health Protection	T = date of inspection.	Health Protection Act, R.S.O. 1990, c. H. 7, s. 16 (notice of intention to commence operation, information respecting manufacturing, processing, preparation, storage, handling, display, transportation, sale or offering for sale of any food.
H90-001	Floor Plans of Food Premises	Health Care		S+1	-	S+1					
H91	Environmental Sites	Health Care	Health Protection	T+8	2	T+10	All records relating to environmental sites such as industries, land fill sites, refineries, the natural and	Inspect facilities and sites as a result of complaints or incidents and in a proactive capacity	Health Protection	T = date of inspection.	

							built environments.					
H93	Tobacco Enforcement/Control	Health Care	Health Protection	T+ 5	5	T+ 10	All records relating to the control of tobacco, smoking and vaping under provincial tobacco control legislation (e.g., the Smoke-Free Ontario Act, 2017 or successor legislation) and regional by-laws including the Peel Waterpipe Smoking By-law and Peel Outdoor No Smoking or Vaping By-law		Provides documentation of inspections, investigations and program planning related to tobacco, smoking and vaping control and enforcement.	Health Protection	T = date of inspection.	Smoke-Free Ontario Act, 2017
H94	Health Hazard Investigation	Health Care	Health Protection	T+1	5	T+6	All information and records relating to investigations of health hazards such as complaint reports, site inspections, environmental inspections, public pool, public spas, barbering, hairdressing, nails, aesthetics, ear piercing, body piercing, electrolysis, tattooing (tattoos), acupuncture, and micropigmentation inspections, water sample reports and beach surveys inspection of premises, and investigations of rabies, cyclosporine, cryptosporidium. May also include funeral home inspections and inspection reports related to vaccine cold chain management and acceptable practices within personal service settings.	H94-001 - Vaccine Refrigeration Inspection.	Provide documentation on inspections and investigations of sites.	Health Protection	T = date of inspection.	Safe Water Monitoring and Control Service H94-001 Vaccine Refrigeration Inspection
H94-001	Vaccine Refrigeration Inspection	Health Care		T+1	5	T+6					T = date of inspection.	
H95	Public Health Research Data and Analysis	Health Care	Medical Officer of Health (MoH)	T+8	2	T+10	All records relating to data files (e.g., in SPSS, Excel, Stata, NVivo format), transcripts, audio-recordings, field notes, analysis syntax, analysis output files, analysis tables and graphs.		Provides a framework to manage data collected as part of Public Health Research	Medical Officer of Health	T= completion of the final report connected to the project	
H96	Public Health Program Evaluation Data and Analysis	Health Care	Medical Officer of Health (MoH)	T+8	2	T+10	All records relating to program evaluation data files (e.g., in SPSS, Excel, Stata, NVivo format), transcripts, audio-recordings, field notes, analysis syntax, analysis output files, analysis tables and graphs.		Provides a framework to manage data collected as part of Public Health Program Evaluations.	Medical Officer of Health	T= completion of the final report connected to the project	

I00	Information Management - General	Information Management	Originator	C+2	-	C+2	All records relating to information management that cannot be classified elsewhere. Use only if no other heading is available.		Originator
I01	Printing/Photocopying	Information Management	Clerk's	C+1	-	C+1	All records relating to printing and photocopying services, such as printing requisitions.	Manage and plan all printing and photocopying services.	Regional Clerk and Director of Legislative Services
I02	Mail/Courier	Information Management	Clerk's, Controller	C+1	-	C+1	All records relating to the management of mail and courier services for Regional offices.	Manage and plan all mail and courier services.	Regional Clerk and Director of Legislative Services
I10	Systems Projects	Information Management	Information Technology Services	T+1	4	T+5	Records relating to the development, implementation, and support of computer system applications. May include information on computer resources, technical design, systems development, user requirements, project definitions, and database management. May also include project management reports, system testing records, and correspondence.	Literature regarding software/hardware (non-records). Manage computer and information services to in-house clients.	, Director, Information Management T = Termination of Project.
I10-001	Manuals, instructions, guides.	Information Management		S	-	S			
I11	Systems Inquiries	Information Management	Information Technology Services	C+1	-	C+1	All records relating to systems inquiries, including special requests.	Respond to user questions or problems with software or hardware which may become systems projects.	Director, Information Management
I12	Telecommunications	Information Management	Information Technology Services	S	-	S	All records relating to telecommunications, including voice mail, portable communications, and facsimile machines, such as department summary reports, extension detail reports, and staff telephone directories. This record series may include pagers, cell phones, towers, antennae, base and mobile stations.	Maintain awareness of current trends in telecommunications. Evaluate and acquire telecommunications systems.	Director, Information Management
I12-001	Recorded data for After Hours Answering Service. (T = recording of data)	Information Management		T+1	-	T+1			
I13	Information Systems Coordination	Information Management	Originator	S	5	S+5	All records associated with the research, development, design and implementation of computer systems and		Director, Information Management

							technology for office automation and electronic document management such as feasibility studies, needs analysis, research, systems updates and enhancements, functional testing, project coordination for systems such as Peoplesoft (Financial and HRMS), Integrated Financial Systems, (IPFS), Aqua Peel and Livelink.				
I20	Records Management	Information Management	Clerks	C+1	4	C+5	All records relating to records management. Includes inventories, transfers and transmittal lists, research, storage, and reports. Includes the management of both active and inactive records.	I31 - Graphics & Web Design/Production (forms artwork)	Manage active and inactive records, and implement necessary improvements.	Manager, Access to Information and Privacy	
I20-001	Retention research	Information Management		S	-	S					
I21	Records Disposition History	Information Management	Clerks	C+1	P	P	All records relating to records disposition, such as annual disposition notices, records transfer lists, in-office disposition notices, and certificates of destruction.	I20 - Records Management	Indicate the types and volumes of information disposed by the Region each year and provide proof of destruction for audit purposes.	Manager, Access to Information and Privacy	Municipal Act, 2001 S.O. 2001, Chapter 25 (retention schedules).
I22	Freedom of Information	Information Management	Clerk's	C+1	4	C+5	All records relating to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), such as the directory of records and personal information banks, annual reports, correspondence regarding privacy and access issues and advice on responding to informal requests.	I23 - Freedom of Information Requests; L05 - Legislation.	Ensure compliance with access and privacy requirements.	Manager, Access to Information and Privacy	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 25 (directory of records), s. 26 (annual report of head), s. 34 (personal information bank index).
I22-001	Personal	Information Management		S	-	S					
I22-001	Privacy Impact Assessments	Information Management	Clerks	T	T+1	T+1	A privacy impact assessment (PIA) is used to determine how a program or service could affect the privacy of an individual. It can also help to avoid or lessen possible negative effects on privacy that might			T = termination of program	
	New RSI										

							result from a program or service.					
I23	Freedom of Information Requests	Information Management	Clerk's	T+2	-	T+2	All requests for access to information or correction of records under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Health Information Protection Act (PHIPA) including fee estimates, notices to third parties, responses.		Respond to and report on requests for information received by the Region.	Manager, Access to Information and Privacy	T = closure of file.	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 17 (request), s. 18 (notice of forwarding or transfer), s. 19 (notice of decision), s. 20 (notice of extension), s. 21 (notice to affected person). PHIPA, 2004, S.O. 2004, c.3, Sched. A, as amended
I23-001	Appeals to be retained T+6	Information Management		T+6	-	T+6					T=Final Decision	
I26	Forms (Design / Templates)	Information Management	Service Excellence and Innovation, Clerks	T+10	-	T+10	All records relating to forms design, such as previous editions of the form, approval(s) for publishing form, form changes requests, information on the process(s) which use the form, discontinuance requests, form specific image files (header banners and other graphics), correspondence about issues relating to the form (such as print vendor issues), print history.	Excludes blank forms (non-records).	To manage the creation, revision and scripting of Corporate forms.	Service Excellence and Innovation	T=discontinuance of form or new version is created, whichever is greater. These records are stored electronically. Completed forms should be filed as per the function they support.	
I30	Biographies	Information Management	Communication Services	T+1	-	T+1	All records relating to biographies of Regional councillors and senior management, and other officials.		Maintain a public record of the qualifications of senior officials.	Director, Marketing & Communications	T = upon leaving office. Send to Regional Archives. AS = Archival Selection	
I31	Graphics & Web Design/Production	Information Management	Communication Services, Originator	S+1	-	S+1	All records relating to graphics design web and A/V multimedia including visual identity standards, website redesign project, purchasing of graphic equipment, retirement plaque forms production, including signs, plaques, and awards, such as art work and form masters, and correspondence regarding projects.		Resources for Creative Services regarding the business of graphic design, web and multimedia.	Director, Marketing & Communications	Communication Services responsible for maintaining Corporate Graphics & Web Design records.	
I32	Public Relations	Information Management	Communication Services, Originator	C+2	-	C+2	All records relating to public relations, including media releases, responses, releases from other agencies, Regional Website, and internal information releases. Also includes final		Provide information to the public and to staff supporting Regional initiatives and issues.	Director, Marketing & Communications	Archival Selection	Region of Peel Notice By-law63-2003

							versions of Public Notices, announcements and supporting correspondence.					
I32-001	Mailing lists.	Information Management		S	-	S						
I32-002	Issue Management (including but not limited to issue briefing note, action plan, communication strategy, lessons learned report, background material)	Information Management		T+2	8	T+10						T=resolution of issue
L00	Legal Matters - General	Legal Matters	Originator	C+1	-	C+1	All records relating to legal matters that cannot be classified elsewhere. Use only if no other heading is available.					Director, Legal Services
L01	Litigation	Legal Matters	Legal Services	T	16	T+16	All records relating to litigation involving the Region as a party, including administrative proceedings (e.g. Ontario Human Rights Commission, Ontario Municipal Board, Environmental Assessment Board) such as statements of claim, replies, summonses and interventions.	Prepare cases for proceedings.		Director, Legal Services	T = closure of file. Keep significant judgments as precedents - file under L02. Archival Selection	Limitations Act, 2002, S.O. 2002, c. 24, Sched. B, s.15 (2) (Ultimate Limitation Period of 15 years)
L02	Legal Advice	Legal Matters	Legal Services	T	16	T+16	All records regarding legal advice provided to Regional departments, such as judgments, opinions and decisions.	Document legal advice provided for use in actual or potential legal matters.		Director, Legal Services	T = closure of file. If matter relates to longer limitation period, retain in accordance with that limitation period. Archival Selection	Limitations Act, 2002, S.O. 2002, c. 24, Sched. B, s.15 (2) (Ultimate Limitation Period of 15 years)
L03	Agreements	Legal Matters	Originator	T+1	T+15	T+16	Original, executed agreements, addenda and contracts entered into by the Region or Peel Living. Document execution.	B20 - Agreements for the purchase and sale of land; P10 - Subdivision agreements; S11 - Resident short-term admission agreements; Supporting documents - file by subject.	Maintain a master record of executed agreements and contracts to which the Region is a party.		T = expiry of agreement. Controller responsible for keeping purchasing agreements. Archival Selection	Limitations Act, 2002, S.O. 2002, c. 24, Sched. B, s.15(2), (Action on simple cause of action arose, Ultimate Limitation Period of 15 years)
												document execution record
L03-001	Special agreements and specialties (T = expiry of agreement)	Legal Matters		T+1	20	T+21						T = expiry of agreement.
L03-002	Correspondence regarding negotiations and development of special agreements and specialties (T = expiry of agreement)	Legal Matters		T	21	T+21						T = expiry of agreement.
L04	By-laws	Legal Matters	Clerk's	C+9	A	A	Original, executed Regional and Peel Living by-laws, subsisting by-laws enacted by predecessor	Supporting documents - file by subject.	Maintain a master record of all by-laws enacted by the Region, Peel Living and subsisting by-laws enacted by	Regional Clerk & Director of Legislative Services		1 Health Protection and Promotion Act, R.S.O. 1990, c. H.7, s. 58 (text of by-laws)

							municipalities, and index of by-laws.		predecessor municipalities such as Peel County and townships.			2 Procedural By-law54-1999, Part IV, s. 7 (by-laws). 3 Duties of Clerk By-law8-97, s. 2 (by-laws). 4 Corporations Act, R.S.O. 1990, c. C.38, s. 300 (by-laws and special resolutions).
L05	Legislation	Legal Matters	Originator	T+1	4	T+5	All records relating to federal and provincial legislation, such as consultation drafts, critiques and submissions.	Published statutes/regulations (non-records).	Monitor and respond to legislation that has an impact upon the Region.	Director, Legal Services	T = assent.	
L06	Incorporation	Legal Matters	Clerk's	P	-	P	All records relating to charters and articles of incorporation for corporations such as Peel Living.		Establish and administer corporate obligations.	Director, Legal Services		Corporations Act, R.S.O. 1990, c. C.38, s. 300 (copy of letters patent, supplementary letters patent, memorandum of agreement, register of members, register of directors).
L06-001	Corporate notices	Legal Matters		S	-	S						
L07	Trademarks/Copyright	Legal Matters	Legal Services	T+1	A	A	All records relating to registration of trademarks and copyrights.		Establish and maintain title to Regional trademarks and copyrights.	Director, Legal Services	T = registration. Archival Preservation	1 Copyright Act(Canada), R.S.C. 1985, c. C-42, s. 56 (application for registration of copyright). 2 Trade-marks Act(Canada), R.S.C. 1985, c. T-13, s. 30 (application for registration of trade-mark).
P00	Planning & Development - General	Planning & Development	Originator	C+2	-	C+2	All records relating to planning and development that cannot be classified elsewhere. Use only if no other heading is available.					
P01	Street Naming	Planning & Development	Development Planning Services	C+1	-	C+1	All records relating to naming of streets within the Region, such as recommendations from the area municipality, comments by Street Names Committee, and associated documents.		Ensure no conflicting street names; ensure names are appropriate for emergency situations.	Director, Development Planning Services		
P02	Retail Business Exemptions	Planning & Development	Development Planning Services	T+1	-	T+1	All records relating to applications to permit retail business establishments to remain open on holidays, such as establishment or area exemption applications, special event applications, supporting documents, related OMB applications required		Review applications as to whether criteria are established for approval.	Director, Development Planning Services	T = termination of exemption.	1 Retail Business Holidays Act Regulations (Tourism Criteria), O.Reg. 711/91, s. 6 (application for exemption). 2 Tourism Exemptions By-law58-92, Sch. A, s. 2 (application), s. 6 (supporting documents), s. 9 (report to Planning

							advertisements, notices and correspondence.				Committee).
P02-001	Rejected applications.	Planning & Development		C+1	-	C+1					
P10	Subdivision Plans	Planning & Development	Development Planning Services, Engineering & Construction	T+1	48	T+50	All records relating to subdivisions, such as applications, draft plans, approvals of plans, drawings, technical reports, agreements, correspondence, and comments.	Comment on subdivisions according to statutory and planning criteria.	Director, Development Planning Services	T = registration of plan (Planning). T = assumption of responsibility for servicing by the Region (Public Works). AS-Archival Selection	1 Planning Act, R.S.O. 1990, c. P.13, s. 51 (application for approval of plan of subdivision, draft plan, notices, submissions, appeal records, final approval, registered plan). 2 Delegation of Authority By-law28-2003, Sch. A (applications, notices, draft plans). 3 Planning Act Regulations (Plans of Subdivision), O. Reg. 196/96 (information provided by applicant, notices, appeal records). 08/08/2008 -AS-Archival Selection added for review for this records series and exceptions RSI
P10-001	Retention for Planning records (T = Registration of Plan (Planning))	Planning & Development		T+1	15	T+16				T = Registration of Plan (Planning) AS-Archival Selection	
P11	Zoning	Planning & Development	Development Planning Services	T+3	-	T+3	All records relating to the designation of zones for land use planning purposes, such as applications for re-zoning, re-zoning by-laws, re-zoning agreements and supporting correspondence.	Comment on re-zoning of existing land uses within area municipalities.	Director, Development Planning Services	T = approval of zoning by-law. Files with agreements must be classified as L03 - Agreements.	1 Planning Act, R.S.O. 1990, c. P.13, s. 34 (application for by-law amendment, notices, zoning proposal, affidavit, appeal record). 2 Planning Act Regulations(Zoning By-laws, Holding By-laws and Interim Control By-laws), O. Reg. 199/96 (information provided by applicant, notices).
P12	Site Plans	Planning & Development	Development Planning Services	T+3	-	T+3	All records relating to proposed site plans for development within the Region, such as site plans and supporting correspondence.	W32 - Service Stations. Files with agreements - classify as L03 - Agreements.	Approve site plans proposed by developers.	Director, Development Planning Services	T = approval of site plan. Planning Act, R.S.O. 1990, c. P.13, s. 41 (plans and drawings of buildings, structures, facilities and works).
P13	Official Plan Amendments	Planning & Development	Development Planning Services	T+ 10	40	T+50	All records relating to Regional Official Plan amendments (ROPA) and local municipal Office Plan amendments (LOPA), including comments and	P30 - Official Plan (Regional).	Monitor and comment on amendments to Regional and area municipal official plans.	Director, Development Planning Services	T = approval of amendment. Archival Selection 1 Planning Act Regulations (Official Plans and Plan Amendments), O. Reg. 198/96 (information provided by applicant, notices, appeal record)

approvals.

2 Planning Act, R.S.O. 1990, c. P.13, s. 17 (proposed plan, submissions, notices, appeal record, declarations).

P15	Condominium Plans	Planning & Development	Development Planning Services	T+2	14	T+16	All records relating to condominium plans, such as draft plans, diagrams and applications for approval.	Monitor the development of condominiums to ensure adherence to the conditions of agreements.	Director, Development Planning Services	T = registration of plan. Archival Selection	1 Delegation of Authority By-law 86-96, Sch.. A (applications, notices, draft plans). 2 Condominium Act, R.S.O. 1990, c. C.26, s. 50 (descriptions). Planning Act, R.S.O. 1990, c. P.13, s. 51 (application for approval of description, draft description, notices, submissions, appeal records, final approval, registered description). 3 Planning Act Regulations (Plans of Subdivision), O. Reg. 196/96 (information provided by applicant, notices, appeal records).
P16	Committee of Adjustment Applications	Planning & Development	Development Planning Services	T+1	-	T+1	All records relating to committee of adjustment applications for minor variances to the area municipal zoning by-laws or Regional setbacks, such as information and application forms, public notices, sketches, agency comments and correspondence, and notice of decision.	Review minor variances in municipal zoning and Regional setbacks.	Director, Development Planning Services	T = notice of decision.	1 Planning Act, R.S.O. 1990, c. P.13, s. 45 (application, notices, OMB order). 2 Planning Act Regulations (Minor Variance Applications), O. Reg. 200/96 (notices).
P18	Parkway Belt West Plan	Planning & Development	Development Planning Services	T+2	-	T+2	All records relating to Parkway Belt West Plan and amendments, including staff comments.	Record changes to the Parkway Belt West Plan.	Director, Development Planning Services	T = notice of decision.	
P19	Niagara Escarpment Plan	Planning & Development	Development Planning Services	T+2	-	T+2	All records relating to the Niagara Escarpment Plan and amendments, including staff comments.	Record changes to the Niagara Escarpment Plan.	Director, Development Planning Services	T = notice of decision.	Niagara Escarpment Planning and Development Act, R.S.O. 1990, c. N.2, s. 11 (copy of plan and every amendment or modification).
P20	Part Lot Control By-laws	Planning & Development	Development Planning Services	T+2	-	T+2	All records relating to comments on an approval of municipal part lot control by-laws.	Record comments on municipal part lot control by-laws.	Director, Development Planning Services	T = notice of decision. Function has been downloaded to local area municipalities. May send copies for information (non-records)	Planning Act, R.S.O. 1990, c. P.13, s. 50 (certified copy of by-law, notices)
P21	Ontario Municipal Board (OMB) Appeals	Planning & Development	Planning Policy & Research	C+1	9	C+10	All records relating to OMB appeals and hearings such	Document decisions made by the OMB as they affect the	Director, Development Planning Services		Ontario Municipal Board Act Regulations/Rules of

			Planning Development Services, Transportation Planning				as submission forms, notices, appeal records, agenda, minutes and decisions.		Region.			Procedure), R.R.O. 1990, Reg. 889, s. 8.02 (submission forms), s. 11.03 (notice of motion), 31.01 (record for tourism exemption by-law).
P30	Official Plan (Regional)	Planning & Development	Planning Policy & Research	S+1	4	S+5	All records relating to the Regional Official Plan, including reviews, studies, draft and final versions, submissions and comments.	P13 - Official Plan Amendments.	Develop and revise the official plan.	Director, Development Planning Services	Archival Selection	1 Planning Act Regulations(Official Plans and Plan Amendments), O. Reg. 198/96 (information provided by applicant, notices, appeal record). 2 Planning Act, R.S.O. 1990, c. P.13, s. 17 (proposed plan, submissions, notices, appeal record, declarations), s. 20 (certified copy of plan).
P31	Demographics	Planning & Development	Planning Policy & Research	C+5	45	C+50	All records relating to demographics, such as studies, projections, statistics and graphs.		Determine community service needs based on population placement and growth.	Director, Development Planning Services	Send to Regional Archives. AS=Archival Selection	
P32	Transportation/Traffic	Planning & Development	Transportation Planning	C+2	8	C+10	All records relating to transportation and traffic studies and reports, including airports, rail, highways and harbours planning.	W34 - Traffic Control.	Determine future community transportation needs.	Director, Transportation		
P33	Environmental Planning	Planning & Development	Planning Policy & Research	C+2	8	C+10	All records relating to environmental studies, including wetlands, woodlots, greenbelts, natural resources, and air/noise pollution, such as statistics, reports and graphs, permits and licences for aggregate resource sites, and environmental assessments of undertakings.	W05 - Environmental Studies Reports (ESRs)	Monitor impacts of landfill sites, incineration of waste for energy, etc. on natural resources and the environment.	Director, Development Planning Services	Send to Regional Archives. AS= Archival Selection	1 Environmental Assessment Act, R.S.O. 1990, c. E.18, s. 5 (application for approval). 2 Aggregate Resources Act, R.S.O. 1990, c. A.8, s. 12.2 (copy of licence and final site plan), s. 15.1 (annual compliance report), s. 18 (notice of transfer), s. 28 (copy of wayside permit and final site plan), s. 32 (notice of suspension), s. 40.1 (annual compliance report).
P34	Maps/Aerial Photographs	Planning & Development	Planning Policy & Research	S+1	-	S+1	All records relating to maps and aerial photographs of the Region, such as universal transverse mercator maps, photographic positives and negatives and grid maps.		Monitor land use patterns, population settlement and environmental land changes.	Director, Development Planning Services	Archival Selection	Municipal Act, 2001 S.O. 2001, Chapter 25 (record of the highways, beaches, parks, reserves and of the numbers of the buildings, lots and other property, and division of the streets with boundaries and distances).
P35	Economic Development	Planning & Development	Planning Policy & Research	C+2	8	C+10	All records relating to economic development of the Regional community, including business improvement areas		Monitor economic development trends for long-term planning purposes.	Director, Development Planning Services	Send to Regional Archives. AS= Archival Selection	

							commercial, industrial, institutional, and residential development, and employment issues.					
P36	Housing Development	Planning & Development	Facilities Construction and Real Estate	C+2	8	C+10	All records relating to the study of housing issues, such as housing program initiatives and studies of policy issues affecting the Region.	P31 - Demographics.	Monitor housing market conditions in Peel Region. Provide analysis of variables related to housing developments, building and marketing activities.	Director, Development Planning Services	Send to Regional Archives. AS= Archival Selection	
S00	Social Programs - General	Social Programs	Originator	C+2	-	C+2	All records relating to social programs that cannot be classified elsewhere. Use only if no other heading is available.			Originator		
S01	Fraud Investigations	Social Programs	Ontario Works	T+1	4	T+5	All records relating to misrepresentation or fraud of Regional social programs and services, such as worker case notes, interview notes, police reports, surveillance reports, original fraudulent information, and other related records.	S02 - Unfounded Allegation of Welfare Fraud	Investigate fraud of Regional social programs.	Director, Ontario Works	T = conviction or termination of investigation.	1 Ontario Disability Support Program Act, 1997 Regulations (General), O. Reg. 222/98, s. 54 (financial transactions, records relevant to investigations). 2 Ontario Works Act, 1997 Regulations (General), O. Reg. 134/98, s. 65 (financial transactions, records relevant to investigations).
S02	Unfounded Allegation of Welfare Fraud	Social Programs	Ontario Works	T+1	-	T+1	All records relating to the investigation/assessment of alleged welfare fraud where no indication of fraud is discovered.			Director, Ontario Works	T = completion of investigation/assessment	Ontario Disability Support Program (ODSP) Bulletin 005-2001 Ontario Works Bulletin 2001-08
S10	Resident Client History	Social Programs	Long Term Care	T+2	8	T+10	All records relating to an individual client enrollment in long term care homes services and adult day services. Records include both financial and medical history of client, such as physician`s orders, progress notes, books of accounts, ledgers, deposit books, and acknowledgments of receipt of funds of the resident and the person acting on behalf of the resident.		Provide services to elderly and frail individuals, including accommodation service, and support to residents and their families.	Director, Long Term Care	T= the client's last service date OR client discharge date.	Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 (records and books of account to determine tax payable, accounts and vouchers to verify information to be kept 6 yrs. from end of last tax year to which they relate). Long Term Care Home Act, 2007, O.Reg.79/10, s.233 (records of residents shall be retained for at least 10 years), s.241 (records of trust accounts should be retained for at least 7 years).
S12	Nutrition	Social Programs	Long Term Care	C+2	-	C+2	All records relating to resident nutrition, such as food delivery receipts, approved menu cycle, and menu substitutions.		Prepare balanced meals for residents.	Director, Long Term Care		Nursing Homes Act Regulations (General), R.R.O. 1990, Reg. 832, s. 75 (regular menus and therapeutic modifications to be kept 3 mos) s. 77 (food

delivery receipts to be kept 6 mos. after delivery).

S14	Resident Activation Records	Social Programs	Long Term Care	C+1	-	C+1	All records relating to therapy, such as therapeutic exercise schedules and therapy attendance sheets.		Re-establish the physical abilities of clients by way of routine exercises so that quality of life style may be restored.	Director, Long Term Care		
S17	Long Term Care Homes Licensing and Inspection	Social Programs	Long Term Care	T+2	-	T+2	Records relating to licensing, inspecting, and incident reporting for Long Term Care homes to meet compliance requirements to operate or to provide long term care services, such as complaints about operations, incident reports, inspections, and public inspection reports.	Evaluation of programs and services – H54 Program Evaluation Incident reports of residents – S10 Resident Records	Monitor operations and incidents occurring in residences.	Director, Long Term Care	T = resolution of incident or expiry of license.	Limitations Act, 2002, S.O. 2002, c.24, Sched. B, s.4 (24 months Basic Limitation Period)
S17-001	Licences	Social Programs		S+1	-	S+1					S = Expiry of Licences.	
S17-002	Physicians On-Call Schedules	Social Programs		C+6	-	C+6						
S18	Residence Medications	Social Programs	Long Term Care	C+2	-	C+2	All records relating to acquisition, storage and dispensing of drugs to residents, such as the drug record books, drug order sheets, and records of drugs prescribed.	S10 - Resident Client History	Control the use of drugs in accordance with prescriptions and regulatory requirements.	Director, Long Term Care		Food and Drug Regulations (Canada), C.R.C. 1978, c. 870, s. G.05.001 (record of controlled drugs to be kept 2 yrs). Long Term Care Home Act, 2007, Reg. 79/10, s. 133 (drug record should be retained for at least 2 years).
S20	Family Support Client File	Social Programs	Ontario Works	T+1	6	T+7	All records relating to Family Support clients, such as court orders, correspondences to parents, private agreements, assignments, directions, financial statements from parents, declaration of arrears, and affidavits of services.		Administer child support payments from an estranged parent to the remaining single income family member.	Director, Ontario Works	T=Termination of services from Ontario Works and the completion of all outstanding assignments and directions. File remains open until all assignments and directions are completed. Formerly, Parental Support Worker (PSW) Program	Ontario Works Policy Directives 11.1 Delivery Standards (File retention). Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 (records and books of account to determine tax payable, accounts and vouchers to verify information to be retained 6 yrs. from end of last tax year to which they relate).
S22	Ontario Works Assistance Client Files	Social Programs	Ontario Works	T+1	6	T+7	All records relating to Ontario Works clients such as applications for assistance, third party reference checks, case file reviews, proof of identity, proof of date of birth, verification of status in Canada consents to	F00 - Accounting records; F30 - Cheques; F42 - Subsidy claims; S21 - Ontario Disability Support Program (ODSP) (Formerly, Family Benefits Allowances - FBA);	To determine applicants' eligibility for Ontario Works and to recover overpayment.	Director, Ontario Works	T=termination of assistance and completion of overpayment recovery.	Ontario Works Policy Directives 11.1 Delivery Standards (File retention) Income Tax Act(Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 (records and books of account to determine tax payable, accounts and vouchers to

							disclose/verify information, immigration forms, income reporting statements, requests for hearings to Social Benefits Tribunal, recoveries of overpayment, and third party assignments and the completion of fraud investigations. May also include pending Ontario Disability Support Program (ODSP) applications and temporary care files.					verify information to be retained 6 yrs. from end of last tax year to which they relate). Ontario Disability Support Program Act, 1997, c. 25, Sch. B, s. 10 (applications for income support), s. 16 (notice of overpayment), s. 19 (notice of decision), s. 24 (notice of appeals), s. 34 (applications for employment supports), 39 (personal information). Ontario Disability Support Program Act (ODSP), 1997 Regulations (General), O. Reg. 222/98, s. 12 (monthly, annual reports), s. 14 (application for income support, information to determine eligibility), s. 15 (consent to disclose information). Ontario Disability Support Program Act, 1997 Regulations (Employment Supports), O. Reg. 223/98, s. 1 Ontario Disability Support Program Act, 1997, c. 25, Sch. B, s. 10 (applications for income support), s. 16 (notice of overpayment), s. 19 (notice of decision), s. 24 (notice of appeals), s. 34 (applications for employment supports). Ontario Works Act, 1997 Regulations (General), O. Reg. 134/98, s. 14 (eligibility information, monthly reports), s. 17 (application for basic financial assistance), s. 18 (participation agreement), s. 19 (consents).
S23	Funeral Services	Social Programs	Ontario Works	T+1	6	T+7	All records relating to payment of funeral, burial and transportation costs of deceased clients.	Provide allowances for funeral costs.	Director, Ontario Works	T=termination of assistance	Ontario Works Act, 1997 Regulations (General), O. Reg. 134/98, s. 59 (application for discretionary benefits). Income Tax Act(Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 (records and books of account to determine tax payable, accounts and vouchers to verify information to be retained 6 yrs. from end of	

											last tax year to which they relate).	
S34	Subsidized Childcare Client(s) Financial Records	Social Programs	Early Years and Child Care Services	T+2	5	T+7	All records relating to eligible parent or lawful custodian of individual child enrolment in child care centre services. Documents may include but are not limited to enrolment confirmation, parental policy consent, proof of pre-authorized payments (PAP), arrears, referrals, application for assistance for subsidy and income activity.	S31 - Child Care Client File	To provide child care fee subsidies to eligible clients.	Director of Early Years and Child Care Services	T=the fiscal calendar year of termination of services which includes all recoveries of overpayments.	Limitations Act, 2002, S.O. 2002, c. 24, Sched. B, s.15(2) (15 years Ultimate Limitation Period) Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 (records and books of account to determine tax payable, accounts and vouchers to verify information to be retained 6 yrs. from end of last tax year to which they relate.)
S35	Purchase of Service Agency File	Social Programs	Early Years and Child Care Services	T+1	14	T+15	All records relating to monitoring of external agencies operating day cares within the municipality to ensure that all regulatory and municipal requirements are met as to ensure operative and financial accountability. Documents may include but are not limited to copy of certificate of insurance, operating licenses, incorporation papers, copy of executed agreement, schedules, financial reports, wage subsidy utilization statement, subsidy applications, centre visit reports and attendance audit reports.	.	To provide subsidy funding to child care providers.	Director, Early Years and Child Care Services	T = termination OR expiry of agency or daycare operating agreement, whichever is greater.	
S40	Passenger History	Social Programs	TransHelp	T+1	5	T+6	All records relating to TransHelp passenger information, such as medical records, medical assessments and physician's confirmations of medical condition.		Determine eligibility for Transhelp service.	Director, Transportation	T = discharge of client.	
S41	Passenger Information Systems	Social Programs	TransHelp	S	-	S	All records relating to passenger automated information systems, such as trip schedules.		Schedule passengers for pickups and deliveries and assist in the creation of routes.	Director, Transportation		
S50	Tenant Records	Social Programs	Housing Services	T+1	6	T+7	All records relating to tenants, such as leases and rent supplement agreements, notices of rent increase, rental charge sheets, present status forms, income and medical verification documentation (e.g. bank statement	B01 - Property Maintenance; B22 - Property Records (Landlord).	Evaluate tenants' rent premiums. Review tenants' housing subsidies.	Director, Housing Services	T=termination of lease OR last service date, whichever is greater.	Housing Services Act, 2011 Act. O. Reg. 367/11, s.102 Limitations Act, 2002 S.O. 2002, chapter 24 Schedule B. Residential Tenancies Act, 2006, S.O. 2006, c.17, s.10 (income information credit

							copies), CPP cheque copies, Client Management System (CMS) reports, file action sheets, client social history, notices of termination of lease, service manager appeals, and rental application forms.					checks, rental history, guarantees),s.12 (tenancy agreement), s.29 (notice of termination), s.78 (application for order terminating tenancy). Human Rights Code Regulations (Business Practices Permissible to Landlords in Selecting Prospective Tenants for Residential Accommodation), O. Reg. 290/98, s. 1 (credit references, rental history, credit checks).
S51	Tenant /Applicant Placement	Social Programs	Housing Services	T+1	6	T+7	All records produced by the Region or received from the applicant in support of their application, such as Client Management System (CMS) reports, medical report forms, bank statement copies, credit reports, Social Insurance Number card copies and rental application forms.	Records submitted by the applicant in support of their application under special priority such as Victim of Family Violence reports and medical report forms.	Determine applicants` eligibility for non-profit housing.	Director, Housing Services	T = placement or cancellation of application. If applicant placed, file - S50. Victims of Family Violence reports do not become part of the Tenant (S50) file and are not passed on to the housing provider upon placement.	1 Social Housing Reform Act, 2000, Chapter 27, s 23 (1) authority to incorporate, s(2) status. 2 Social Housing Reform Act, 2000, Ontario Regulation 368/01 (funding).
S52	Housing Provider	Social Programs	Property Management	T+1	T+6	T+7	All records relating to Social Housing Providers such as agreements, mortgages, AIRS (Annual Information Returns), Operational Reviews, budgets, target plans, reports and correspondence.		To record all transactions in the administration of social housing in Peel.	Director, Housing Services		
S53	Shelters and Transitional Housing	Social Programs	Ontario Works	T+1	6	T+7	All records relating to shelters and transitional housing services in general, such as billing information, operational standards, reports, statistics, referrals, and correspondences.	S22 - Ontario Works Assistance Client Files; S51 - Tenant/Applicant Placement.	To ensure the effective operation of hostels in the Region.	Director, Ontario Works	T=termination of service provided by external service provider.	Ministry Ontario Works Directive 49.0 (accounting records to be retained 7 years).` Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 (records and books of account to determine tax payable, accounts and vouchers to verify information to be retained 6 yrs. from end of last tax year to which they relate).
S54	Home in Peel Client File	Social Programs	Human Services	T+1	6	T+7	All records relating to a successful applicant's participation in the Home in Peel program, such as application form, proof of income, copy of the offer to purchase, amendments and waivers lawyer's		To monitor ongoing participation in the program to ensure eligibility criteria is maintained for the duration of the agreement.	Manager, Community Partnerships- Human Services	T = Successful completion of 20 year program whereby down payment is waived OR default on agreement (i.e. sale of home, death of purchasers, bankruptcy or	Canada-Ontario Affordable Housing Program Agreement, Ontario – Homeownership Component - Program Guidelines Canada-Ontario Affordable Housing Program (AHP)

							information, mortgage approvals, certificates, declarations, house inspection, annual updates and surveys, interim			insolvency, or fraud). The office of record for S54-002 is Legal Services.	2009 Extension - Homeownership Component Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 (records and books of account to determine tax payable, accounts and vouchers to verify information to be retained 6 yrs. from end of last tax year to which they relate).
S54-001	Refused Applications	Social Programs		T+2	-	T+2	certificate of title, draft mortgage document, signed directions regarding funds, signed statutory declaration, house insurance particulars, title insurance particulars, draft deed, registered mortgage document, cheque request copy, solicitor's certificate of title and attachments, discharge information and postponements for the duration of the program.			(T=termination of application. If eligible, merge with S54)	
S54-002	Mortgage Registration	Social Programs		T+5	-	T+5				(T=file closed by Legal Services)	
S55	Peel Renovates Client File	Social Programs	Ontario Works	T+1	6	T+7	All records relating to a successful applicant's participation in the Peel Renovates program, such as consent forms, approval letters, Renovation Information form, Peel Renovates program requirements form, copy of final invoice, and promissory note.	To monitor ongoing participation in the program to ensure eligibility criteria is maintained for the duration of the agreement.	Director, Ontario Works	T= termination of service if no repayment is required; if required, T= date of early repayment OR completion of 10 year forgivable loan period, whichever is greater. The office of record for S55-002 is Legal Services.	Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 (records and books of account to determine tax payable, accounts and vouchers to verify information to be retained 6 yrs. from end of last tax year to which they relate). Limitations Act, 2002, S.O. 2002, c.24, Sched. B, s.4 (24 months Basic Limitation Period)
S55-001	Refused Applications	Social Programs		T+2	-	T+2				(T=termination of application. If eligible, merge with S55)	
S55-002	Promissory Note Registration	Social Programs		T+2	-	T+2				(T=date of early repayment OR completion of 10 year forgivable loan period, whichever is greater)	
S56	Child Care Centres – Special Needs Clients	Social Programs	Early Years and Child Care Services	T+2	5	T+7	Records relating to the assessments of, and program planning for, individual children with special needs who are enrolled in child care special needs programs. Records may include intake, referral, informal development	To provide inclusive programming and special needs supports to children with special needs through the Peel Inclusion Resource Service Model (PIRS).	Director, Early Years and Child Care Services	T=File closed upon discharge of child	

							assessments, individualized planning					
							sheets; medical, psychological and educational assessments, and correspondence.					
S56-001	Records relating to referral completed at PIRS intake by phone	Social Programs		T+2	-	T+2						T=Referral sent
W00	Works - General	Works	Originator	C+2	-	C+2	All records relating to works that cannot be classified elsewhere. Use only if no other heading is available.			Originator		Under Review 2010
W01	Approvals/Permits	Works	Engineering & Construction	T+1	-	T+1	All records relating to approvals and permits for Regional works and utilities, such as for moving of excess loads, vehicles, transportation of heavy equipment, road closures, approvals from the Public Utilities Coordinating Committee (PUCC), and hydrant permits for private pools.		Document proper approval of use of Regional works and utilities.	Director, Operations Support	T = expiry.	Under Review 2010
W02	Engineering Drawings	Works	Engineering & Construction, Water & Wastewater Treatment	S+2	-	S+2	All engineering drawings, blueprints, and aperture cards, such as structural drawings, architectural drawings, and water main drawings.		Maintain a master record of drawings of Regional works.	Director, Operations Support, Director, Water, Director, Wastewater		Under Review 2010
W04	Local Improvements	Works	Clerk's, Engineering & Construction	T	5	T+5	All records relating to local improvements, such as special assessment rolls, certificates of the Regional Clerk, notices of intention, correspondence, distribution lists, petitions, applications, reports, and notices of special assessment. Types of Local Improvement Project records available are for sewer, water and noise attenuation walls.	F51 - Capital Project Financing; W30 - Road Construction/Maintenance; W12 - Water Works Projects; W11 - Sanitary Sewer Projects.	Document community petitions for local improvement projects and assessment of special charges. Manage appeals to Court of Revision.	Director, Operations Support	T = completion or closure of project.	Under Review 2010 Local Improvements Act (R.S.O. 1990, CHAPTER L.26)
W05	Environmental Studies Reports (ESRs)	Works	Engineering & Construction	T+5	15	T+20	All records relating to studies of environmental issues and impacts. Includes information relating to soil, water, air and other environmental issues. Records include municipal class environmental assessments and individual environmental assessments		Assessments are required by legislation and are responsible for determining the state of the current environment and impacts that development activities might have on it.	Director, Operations Support	T = Approval of Study Archival Selection	Under Review 2010 Environmental Assessment Act(Canada), 1992, c.37

							May also include engineering plans and correspondence.					
W06	Approvals	Works	Waste Management, Water & Wastewater	T+5	P	P	All approvals from the ministry for waste, water and wastewater operations, such: as Municipal Drinking Water Licences, Drinking Water Work Permits, Permits to Take Water, Environmental Compliance Approvals, and Certificates of Approval.		To demonstrate that the Region is in compliance with the Ministry of Environment and Climate Change regulations.	Director, Water/Wastewater	T=expiry of approval.	Limitations Act, 2002, S.O. 2002, c.24, Sched. B, s.17 (no limitation period for environmental claim that has not been discovered) Municipal Drinking Water Licence, Sched B., 13.1 (records shall be retained for 5 years and made available for inspection).
W10	Water/Sewer Connection History	Works	Engineering & Construction, Operations & Maintenance	C+2	P	P	All records relating to the connection of main water feed lines or individual water meters or sanitary sewers, such as connection and work orders, receipts and verification readings.	F60 - Meter Operations; F61 - Water Customer Accounts.	Initiate the connections of lateral water feed lines, sewer lines and new home or building meter installations.	Director, Engineering and Construction, Director, Operations		
W11	Sanitary Sewer Projects	Works	Engineering & Construction Operations & Maintenance	T+2	100	T+102	All records relating to sanitary sewer projects, feasibility studies, design and construction of sanitary and storm sewers, sewage treatment plants and related facilities and equipment, such as inspections, certificates of approval, financial information, field books and stakeouts.	W02 - Engineering Drawings; W14 - Water/Sewer Works Operations.	Construct, maintain and finance sanitary sewer projects.	Director, Public Works Wastewater	T = project completion.	Under Review 2016
W12	Water Works Projects	Works	Engineering & Construction, Operations & Maintenance, Water & Wastewater Treatment	T+2	100	T+102	All records relating to water works projects, feasibility studies, design and construction of water mains, tanks, and pipelines, water connections, and related facilities and equipment, such as water main and hydrant inspection reports, approval letters, and stakeouts.	F51 - Capital Project Financing; W02 - Engineering Drawings; W11 - Sanitary Sewer Projects; W14 - Water/Sewer Works Operations.	Construct and maintain water works projects.	Director, Public Works Water	T = project completion.	Under Review 2016
W13	Water Quality and Sewer Discharge Monitoring	Works	Water & Wastewater Treatment	C+10	10	C+20	Records relating to water quality and sewer discharge monitoring, such as: company investigations, surcharge agreements, water and wastewater survey reports, compliance programs, progress reports, spill notifications, by-pass events, test reports, incident reports, water quality complaint records, water testing programs information, laboratory results and Source Water	W11 - Sanitary Sewer Projects; W12 - Water Works Projects; W14 - Water/Sewer Works Operations.	To ensure and enforce compliance with Sewer Discharge By-law by companies operating in Peel and to support compliance with water legislations.	Director, Water and Wastewater Treatment		Ontario Water Resources Act, R.S.O. 1990, c. O.40, s. 32 (record of quality and quantity of water, report of control measures, effects on environment). Sewer Discharge By-law 90-90, s. 2 (address of premises where water used, location of water source, copy of AECB licence, approval to discharge, certificate of approval or order), s. 4 (waste survey report) s. 6

Protection records.

(compliance program submission, progress reports), s. 8 (approval of alternative device), s. 9 Environmental Protection Act, R.S.O. 1990, c. E.19, s. 18 (record of discharge of contaminants, report of control measures, effects on environment), s. 92 (spill reports).
 Safe Drinking Water Act, 2002, O. Reg. 170/03. s.13. (retention of records)
 Clean Water Act, 2006, O. Reg. 287/07. s. 20 (source protection record shall be retained for at least 15 years)

W14	Water/Wastewater Operations	Works	Water & Wastewater Treatment	C+2	18	C+20	Records relating to water and wastewater operations, such as operation and maintenance manuals, operator training, process adjustments, equipment verification/calibration, compliance reports, analytical reports, technical reports well records, operational logs, and work orders.	W02 - Engineering Drawings. G17-001 Departmental Emergency Sub-Plans	Monitor water and wastewater operations in compliance with Provincial regulation.	Director, Water and Wastewater Treatment	1 Ontario Water Resources Act Regulations (Water Works and Sewage Works), O. Reg. 435/93, s. 4 (application and certificate of classification of facility), s. 9 (operators` licences), s. 16 (operations and maintenance manuals), s. 17 (record of operator training), s. 18 (record of time worked as operator in charge), s. 19 (record of process adjustments, equipment operating status), s. 20 (operation logs to be kept 2 yrs. after last entry). 2 Ontario Water Resources Act, R.S.O. 1990, c. O.40, ss. 52, 53 & 60 (plans, specifications, engineer`s reports, test reports, returns for water and sewage works). 3 Fire Protection and Prevention Act, 1997 Regulations (Fire Code), O. Reg. 388/97, ss. 1.1.2 & 6.6.5 (records of hydrant operations to be kept 2 yrs. after test made or 1 yr. after test interval if interval greater than 2 yrs.).
W14-001	Operations Plans	Works		S+2	8	S+10					
W14-002	Procedures and Work Instructions	Works		S+2	3	S+5					

W14-003	Operating (Sub-classification) Certifications	Works		S+2	-	S+2						
W14-004	Locates	Works		C+2	4	C+6						
W15	Sanitary Sewer Appeals	Works	Water & Wastewater Treatment	C+1	4	C+5	All records relating to appeals of sanitary sewer charges such as applications and engineering reports pertaining to sewer operations.		Appraise operations of Regional businesses to determine if a reduction will be granted in their sewer rates.	Director, Water and Wastewater Treatment		Sewage Works By-law19-77, s. 9 (submission for exemption from payment, appeal, correspondence on activities of Appeals Committee, engineer`s report, notice of Council decision). Under Review 2010
W20	Landfill Site Operations	Works	Waste Management	C+2	3	C+5	All records relating to landfill sites, such as violations, letters of suspension, printouts containing weights, manifests for waste transportation, refusal reports, and charges to area municipalities.	F44 - Landfill Tickets	Administer and operate landfill sites, facilities and equipment.	Director, Waste Management		1 Ministry of Environment, Waste Management Improvement Program Agreement (5 yrs.). 2 Environmental Protection Act, R.S.O. 1990, c. E.19, s. 38 (plans and specifications for certificate of approval).
W21	Waste Reduction	Works	Waste Management	C+2	3	C+5	All records relating to waste reduction, reuse and recycling, such as reports and information about the 3R`s programs, regulatory measures, collection and processing methods, 3R`s program for businesses and residents, Household Hazardous Waste program, Industrial, Commercial and Institutional Research and Development assistance, operations reports from private waste facilities, promotion of 3R`s, material bans, recycling markets, tonnage statistics/projections, 3R`s program planning, waste audits and waste reduction work plans.		Plan, administer and operate 3R`s programs.	Director, Waste Management	Send to Regional Archives. AS = Archival Selection	1 Environmental Protection Act Regulations(Waste Audits and Waste Reduction Work Plans), O. Reg. 102/94, s. 5 (reports of waste audits and waste reduction work plans to be kept 5 yrs. after prepared). 2 Waste Reduction Research By-law50-90, Sch. A (proposal for assistance, project statement, financial analysis, final public report).
W22	Collection/Material Recovery Facilities	Works	Waste Management	C+2	4	C+6	All records relating to the management of waste collection and material recovery facilities. This includes records associated with recycling and organics programs, community recycling centres (CRC`s), neighbourhood recycling depots and composting sites. Records such as	W20 - Landfill Site Operations; W21 - Waste Reduction.	Administer monitoring and operation of waste collection activities and associated facilities.	Director, Waste Management		Environmental Protection Act Regulations(Recycling and Composting of Municipal Waste), O.Reg. 101/94, s. 10 (annual report on blue box system), s. 15 (annual report on leaf and yard waste system), s. 23 (maps, site plans, operating plan, emergency plans)

							annual reports, Ministry of Environment correspondence, maps, site plans, operating plans, emergency response plans, contingency plans, records of processing, acceptance and transfer of waste and composting masses. Also includes records relating to air, odour and gas assessments					
W22-001	Records of compost shipments.	Works		C+1	9	C+10						
W22-002	Waste Project Assessments	Works		C+2	P	P						Includes records relating to air, odour, gas and other waste management related assessments. This series also includes Certificates of Approval for Waste Operations.
W23	Landfill Site Monitoring	Works	Waste Management	C+2	3	C+5	All records relating to the monitoring of landfill sites such as statistical readouts.	W20 - Landfill Site Operations.	Detect any toxic leachate from inactive landfill sites.	Director, Waste Management		Environmental Protection Act Regulations(Landfilling Sites), O. Reg. 232/98, s. 5 (notice of change in ownership), s. 6 (design specifications report), s. 8 (hydrogeological assessment report), s. 9 (surface water assessment report), s. 10 (gr
W24	Landfill Site Leachate Treatment Facilities	Works	Waste Management	C+2	3	C+5	All records relating to the treatment of leachate at active landfill sites such as facility and process specifications, and measurement dates.	W20 - Landfill Site Operations; W23 - Landfill Site Monitoring.	Monitor and control leachate from landfill sites and prevent its absorption into adjacent properties.	Director, Waste Management		
W25	Disposal Planning	Works	Waste Management	T+2	8	T+10	All records relating to the planning of new disposal facilities and selection of disposal sites, such as site selection studies.		Plan and select disposal facilities and sites.	Director, Waste Management		T = selection of facility. Archival Selection
W30	Road Construction/Maintenance	Works	Engineering & Construction, Operations & Maintenance	T+2	13	T+15	All records relating to road construction projects, feasibility studies related works such as sound walls and bridges, such as density tests, geodetic benchmarks, construction diaries, work orders, claims for construction liens on highways, evaluation records of performance of architectural and engineering consultants	F51 - Capital Project Financing; W02 - Engineering Drawings; W04 - Local Improvements.	Maintain and construct road projects.	Director, Operations Support		T = project completion. 1 Construction Lien Act, R.S.O. 1990, c. C.30, s. 34 (claim for lien and affidavit regarding municipal highway). 2 Highway Traffic Act Regulations (Standards to Determine Allowable Gross Vehicle Weight for Bridges), O. Reg. 103/97, s. 2 (determination of a limit on the gross vehicle weight of vehicles passing

							material weights, and reports on soil compaction.				over a bridge).
W31	Signage	Works	Operations & Maintenance, Engineering & Construction	C+2	-	C+2	All records relating to signage, such as diagrams, updates and removal orders.		Install and maintain signage on Regional roads.	Director, Operations and Maintenance	
W33	Traffic Signals	Works	Engineering & Construction	T+ 10	-	T+10	All records relating to the construction, installation, and maintenance of traffic signal installation and construction of street lighting.		Administer traffic signal operation for Regional roads.	Director, Engineering and Construction	T = modification of installation. Highway Traffic Act, R.S.O. 1990, c. H.8, s. 144 (approvals of installation of traffic signals and control systems).
W34	Traffic Control - Volume/Collision Data	Works	Engineering & Construction	C+1	4	C+5	All records relating to control of traffic on Regional roads, such as collision reports, diagrams, intersection drawings, applications for approval of controlled access roads, vehicle counts and weather conditions.	P32 - Transportation/Traffic; W01 - Approvals/Permits.	Manage and calculate the traffic on Regional roads and provide statistics of deaths, collisions and damage to Regional properties.	Director, Engineering and Construction	1 Highway Traffic Act, R.S.O. 1990, c. H.8, s. 202 (reports on motor vehicle accident statistics and traffic control). 2 Controlled Access Roads By-law 59-77, s. 3 (application for approval of access, site development plan and site grading plan).