

ADMINISTRATION

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
A01	Associations and Organizations	Includes correspondence, minutes, agendas, notices and reports regarding organizations and associations to which staff belong or with which they communicate in the course of their duties such as AMCTO, AMO, MEA, OMFPOA	1	Originating	<b>Excludes:</b> Membership Fees (see F01)	
A02	Staff Committees and Department Meeting	Includes records regarding the activities of staff committees and meetings. Includes notices of meetings, agenda, department meeting minutes, etc. May also include copies of staff activity reports.	4**	Originating	<b>Excludes:</b> Council and Committee Agendas and Minutes (see C03 and C04)	
A03	Information Technology	Includes records regarding all types of information system use: computer hardware, software, data transmission, system design and implementation, quality control, office automation and electronic correspondence management. Includes printers, photocopiers and video monitoring systems.	S+6	Financial Services	<b>Excludes:</b> Acquisitions (see F18)	

Schedule A

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
A04	Conference and Seminars	Includes approvals, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff, or sponsored by the Town as well as travel arrangements, accommodation, itineraries, reservations, rental vehicles, confirmation and reservations, hotel brochures related to the conference, restaurants, convention sites, etc.	1**	Originating	Archival review if sponsored by Town	
A05	Consultants	Includes correspondence, proposals, resumes and other documents regarding the selection, appointment and monitoring of consultants. May include similar records regarding legal solicitors and engineering firms.	2**	Originating	<b>Excludes:</b> Invoices (see F01)  Quotes and Tenders (see F17)	
A06	Inventory Control	Includes inventory statements and reports, and all other records regarding the control of supplies, fuel and small equipment stock levels.	6	Originating	<b>Excludes:</b> Assets (see F06)	
A07	Office Equipment and Furniture	Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc.	E+1	Originating	E=disposal of equipment  <b>Excludes:</b> Computer Hardware & Software (see A03)  Service Agreements (see L12)	
A08	Office Services	Includes records regarding rates and services provided by courier, mail and postage firms. Also includes the inter-office mail system and internal printing.	C+1	Originating		

Schedule A

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
A09	Policies and Procedures	Includes all policy and procedure manuals, guidelines, and directives	P**	Originating		
A10	Records Management	Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, feasibility studies, and record center operations.	S	Corporate Services	<b>Excludes:</b>  By-law (see C01)  Policies and procedures (see A09)  Records Disposition (see A11)	
A11	Records Disposition	Includes records regarding the disposition of Town records. Includes the disposal methods used and forms authorizing and describing the destruction of records.	P	Corporate Services		
A12	Telecommunication Systems	Includes records regarding all types of telecommunications systems. Includes telephone systems, base and mobile stations. Towers, antennae, fire communications systems, and 911 emergency systems.	S	Originating	<b>Excludes:</b>  Assets (see F06)  Agreements (see L11 or L12)	Vital Record
A13	Travel and Accommodation	Includes any records regarding travel and hotel arrangements.	1		<b>Excludes:</b>  Employee and Council Expenses (F09)	
A14	Uniforms and Clothing	Includes records regarding uniforms and special clothing used by Town staff members, firefighters' clothing and safety clothing.	S**	Originating		

Schedule A

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
A15	Vendors and Suppliers	Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence and bidders information sheets.	C+2	Originating	<b>Excludes:</b>  Purchase Orders and Requisitions (F17)  Office Equipment (A07)  Fleet Management (V010)	
A16	Intergovernmental Information	Includes correspondence and other records of a general nature regarding the relationship between the Town and other levels of government (such as telephone numbers, contact names, letters, etc.) May include correspondence to and from Boards and Commissions.	5**	Originating	<b>Excludes:</b>  Legislation (L10/L11)	
A17	Accessibility of Records (F.O.I)	Includes documents regarding the Town's responsibilities under the <i>Freedom of Information and Protection of Privacy Act</i> , and records regarding the handling of requests under the Act.	2	Corporate Services	<b>Excludes:</b>  Copies of the Act (L11)  Complaints and Inquiries (M04)	<b>Vital Record</b>
A18	Security	Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes and control of keys.	C+5	Financial Services	<b>Excludes:</b>  Computer Security (see A03)  Vandalism Reports (see P05)	<b>Vital Record</b>
A19	Facilities Construction and Renovation	Includes records for the planning and construction of municipal facilities such as fire stations, pools, and office buildings. Includes site meetings, consultant's reports, and cost reports. Also includes architectural and engineering drawings	E+2	Originating	E=project finished	

Schedule A

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
A20	Building and Property Maintenance	Includes records regarding the maintenance of the Town’s buildings and properties. This includes exterior maintenance of exterior buildings, landscaping, grounds keeping and grass cutting. Interior design of building, layouts and office cleaning.	5	CAO	<b>Excludes:</b>  Parks Management (R04)  Recreational Facilities (R05)	
A21	Facilities Bookings	Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for special activities.	1	Parks and Recreation		
A22	Accessibility	Includes records relating to the accessibility of the Town buildings, facilities, programs and services. Includes presentations, correspondence and planning.	C+5	Corporate Services	<b>Excludes:</b>  Policy and Procedures (see A09)	
A25	Performance Management/ Quality Assurance	Includes records regarding the performance of the Municipality as a whole and quality assurance programs such as the Ontario Benchmarking initiative (OMBI) National Quality Institute (NQI), Benchmarking, Balanced Scorecards, and Municipal Performance Measurement Programs. Key performance indicators and the like would be included. Types of records include: reports, statistical analysis, program documentation, correspondence. awards for outstanding organizational achievements, work plans, etc.	8	CAO	<b>Excludes:</b>  Employee Records (see H03)	
A26	Corporate Strategic Planning	Records associated with the strategic planning, goals and objectives, mission statements. Includes procedural audits and studies to analyze existing operations, etc.	5	Originating		

COUNCIL AND BY-LAWS

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
C01	By-laws	Includes the final versions of the Town's by-laws, amendments and attachments that are legally part of the bylaw. Include by-law indexes	P	Corporate Services	<b>Excludes:</b>  Staff Reports and background information	<b>Vital Record</b>
C02	By-laws - Other Municipalities	Includes final versions of by-laws from other municipalities that are of interest	S	Corporate Services		
C03	Council Agendas and Minutes	Includes agenda and minutes of the proceedings of Council meetings.	P	Corporate Services	Electronic copies permanently in a readable format. Agenda packets permanent, individual reports and attachments are (S+7)	<b>Vital Record</b>
C04	Committee Agendas and Minutes	Includes agendas and minutes of the committee meetings	6**	Corporate Services		
C05	Elections – Management	<p>Includes records related to the process involved in the management of Town elections, bi-elections. May include the management of election projects such as voting system, voting locations, communications, media management and all other administrative activities about the election.</p> <p>Documents may include election lease contracts, inspections, meeting minutes, employment applications, notices of appointment, instructions, oaths taken, and supporting documents.</p>	E+4	Corporate Services	In accordance with the <i>Municipal Elections Act</i> , retention is set for 90 days after the official declarations of results unless there is a court order or recount. The retention will be re-determined if this occurs.	

Schedule A

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
C06	Elections – Candidates	<p>Includes records relating to candidates running for the Office of the Mayor, Deputy Mayor, Councillor, and all School Trustees.</p> <p>Documents include completed nomination forms, nomination withdrawal, signed oaths, financial statements, copies of affidavits and all other supporting correspondence.</p>	E+4	Corporate Services	E= First Council meeting after regular election	
C07	Election – Returns	<p>Includes records related to the Town’s official voting place documentation and materials.</p> <p>Returns generally include: ballot box documents, advance pool sheets, used ballots, spoiled/cancelled ballots, voters lists, applications to amend.</p>	90 Days	Corporate Services	In accordance with the <i>Municipal Election Act</i> , retention is set at 90 days after the official declarations of results unless there is a court order or recount. The retention will then be re-determined if this occurs.	
C08	Election – Results	Includes records related to the Town’s official election results including election date, Town Clerk official declaration of election, poll by poll results and all other supporting documentation.	P	Corporate Services		
C09	Elections – Contribution Rebate Applications	Records relating third party advertisers. Documents include application, copy of receipts, affidavits and correspondence	C+8	Corporate Services		
C10	Motions and Resolutions – Other Municipalities	Includes final signed versions of resolutions and motions of Council and other related correspondence.	S	Corporate Services	Electronic copy to be kept	
C11	Reports to Council	Includes all reports to Council filed by author.	P	Corporate Services		

Schedule A

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
C12	Appointments to Boards and Committees	Includes records regarding appointments by Council of staff and council members	P	Corporate Services		
C13	Accountability, Transparency and Governance	All information related to actual or potential conflict of interest situations involving members of Council, including investigations by the Ombudsmen or integrity commissioner. This includes final reports.	10	Corporate Services		



DEVELOPMENT AND PLANNING

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
D01	Demographic Studies	Includes records regarding trends in population growth, census reports, etc.	10	Planning	<b>Excludes:</b>  Vital Statistics (L12)	
D02	Economic Development	Includes records regarding the growth of the economy. Includes studies, statistics, and projections.	10**	Planning	<b>Excludes:</b>  Demographic Studies (D01)  Residential Development (D04)  Tourism Development (D06)  Industrial/Commercial Development (D21)	
D03	Environment Planning	Includes records regarding general types of environmental studies with long range planning emphasis, such as storm drainage and flood control planning, parks and open spaces planning, and waste management planning. Also contains information on source water protection such as risk assessments and risk management plans	E+5	Planning	E=latter of date of offence or day of evidence first came to attention of person appointed under S5  Planning studies are Permanent.  <b>Excludes:</b>  Environmental Monitoring (E05, E13-E15)  Waste Management (E07)	
D04	Residential Development	Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing costs, Statistics Canada reports, etc.	10**	Planning		

Schedule A

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
D05	Natural Resources	Includes records regarding the management and preservation of trees, records regarding the characteristics of various minerals as well as mineral deposits, and other natural resource information.	5*	Planning		
D06	Tourism Development	Includes records regarding the tourism industry and efforts made to promote and encourage tourism such the use of the Town’s convention site or special event.	10**	CAO		
D07	Condominium Plans	Includes records regarding the approval plans of Condominiums or apartments. Includes drawings, technical reports, correspondences, written comments, working notes background information and applications.	P	Planning	Applications can be destroyed 2 years after final decision.	
D08	Official Plan	Includes the Official Plan and amendments to the Official Plan. Also includes secondary plans and amendments containing detailed objectives and policies concerning the development, and redevelopment of specific planning districts	P	Corporate Services		Vital Record
D09	Official Plan Amendment Applications	Includes applications to amend the Official Plan or secondary plans, staff reports, notices, resolutions and decisions.	E+5	Planning	E=final decision	
D10	Severances	Includes records regarding the granting of severances to parcels of land application for severances.	E+6	Planning	E=land title registration	

Schedule A

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
D11	Site Plan Control	Includes records regarding the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence to parking areas, drainage and driveways.	P	Planning	Applications destroyed 2 years after final decision.  <b>Excludes:</b>  Site Plan Agreements (L04)	<b>Vital Record</b>
D12	Subdivision Plans	Includes records regarding the approval of plans of subdivisions (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and “red line” revisions, applications, registered plans and changes to approved plans.	P**	Planning	<b>Excludes:</b> Subdivision Agreements (see L14)	<b>Vital Record</b>
D13	Variances	Includes records regarding the granting of variances in land use including zoning applications from existing zoning regulations.  Committee of Adjustment: Application, notice final decisions, drawings and agency letters.	P	Planning		
D14	Zoning	Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications	E+2	Planning	E=Final decision  <b>Excludes:</b>  Staff Reports (see C11)  Amendments to the Zoning By-law (see D09)  Zoning By-laws (C01)  Variances (D13)	

Schedule A

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
D15	Easements	Includes records on Right of Way and Easements concerning the ownership of private lands in order to maintain public service such as water and sewer lines that cross the private property.	E+5	Planning	E= Termination of right  <b>Excludes:</b>  Original Agreements (L04)	
D16	Encroachments	Includes all records regarding private properties encroaching on Town lands including encroachment permits. Also includes quit claims, surveys, and any other related documentation as well as copies of insurance policies.	E+6	Planning	E= Termination of right  <b>Excludes:</b>  Original Agreements (see L04)	
D17	Annexation/ Amalgamation	Includes all records pertaining to the annexing and amalgamating of land.	P	Corporate Services		
D18	Community Improvement Projects	Includes records, studies, statistics and any required background information on community improvement/ development programs and special studies. May include BIA, street improvement programs, etc.	5	Planning	<b>Excludes:</b>  Economic Development (see D02)	
D19	Municipal Addressing	Includes records regarding requests for and assignments of new subdivision and other street names and numbers. May include correspondence, and copies of related by-laws.	10	Planning		Vital Record
D20	Reference Plans	Includes Registered Deposits Plans (RD Plans), site plans, M-plans, property survey plans as received from the Registry Office. May include correspondence.	P	Planning		

Schedule A

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
D21	Industrial/ Commercial Development	Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc.	10	Planning	<b>Excludes:</b>  Agricultural Development (D23)	
D22	Digital Mapping	Includes all records used to produce maps and updates in a digital format.	S	Planning	Excludes actual data residing on these systems	<b>Vital Record</b>
D23	Agricultural Development	Includes all records regarding development of agricultural growth.	10	Planning		
D24	Background Reports for Official Plan	Includes reports pertaining to amendments and changes to the Official Plan	E+5	Planning	E=Final Decision	
D25	Deeming Process	Includes records regarding application and background material for Deeming By-law applications, including Council decisions, by-laws, correspondence, etc. A Deeming By-law application is applied for in order to allow for two or more neighbouring lots on a registered plan of subdivision to merge. Only applicable to parcels of land contained within a plan of subdivision that has been registered for at least 8 years.	E+2	Planning	E=Final decision	

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
D26	Development Charges Study	Includes records related to the development of and the final Development Charges Study as required under the Development Charges Act. Including advertising, public meeting notices, responses, stakeholder lists, public meeting information, background information and supporting documentation, consultant reports, notices regarding adoption of the Development Charges By-law, and other records related to requirements for the development of the Development Charges By-law.	10**	Planning		

ENVIRONMENTAL SERVICES (MUNICIPAL)

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
E01	Sanitary Sewers	Includes records of design, construction and maintenance of sanitary systems.	C+1	Municipal Services	Specifications are kept permanently  <b>Excludes:</b>  Storm Sewers (E02)  Treatment Plans (E03)  Waste Management (E07)  MOE Approvals (E21)	<b>Vital Record</b>
E02	Storm Sewers	Includes records regarding the design, construction and maintenance of storm sewers.	C+1	Municipal Services	Specifications are kept permanently	<b>Vital Record</b>
E03	Treatment Plants	Includes records regarding the operation of sewage treatment and pumping stations and lagoons and storm water management facilities.	5**	Municipal Services	Specifications are kept permanently  Plans cease to apply in 2 years  <b>Excludes:</b>  Private Sewage Disposal Systems (E12)	<b>Vital Record</b>
E04	Trees	Includes records on tree removal, planting, trimming, pruning, and preservation.	5	Municipal Services		
E05	Air Quality Monitoring	Includes records of routine monitoring air quality as well as responses to interference with quality or quantity.	E +5	Municipal Services	E= Later date of: date of offence or day evidence of offence first came to attention to the person  <b>Excludes:</b> Complaints and inquiries (see M04)  Water Quality (E13-E15)  By-law Enforcement (P01)	

Schedule A

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
E06	Utilities	Includes records regarding the utilities services provided to residents. This includes telephone lines, gas mains, locates, underground power plants, power lines, bell cabling, etc.	5	Municipal Services	<b>Excludes:</b>  Site Plans (D11)	<b>Vital Record</b>
E07	Waste Management	Includes records regarding the collection of disposal of waste. Includes contracts, landfill site records, recycling energy from waste, source separation, and composting.	10	Municipal Services	<b>Excludes:</b>  Sanitary Sewers (E01)  Environmental Planning (D03)  Private Sewage Disposal Systems (E12)	<b>Vital Record</b>
E08	Water Works	Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines and related facilities and equipment. Also includes water meter registration numbers.	15**	Municipal Services	Specifications are kept permanently	
E09	Drains	Includes records regarding the design, construction and maintenance of rural/urban drains. Also includes engineer reports, assessments, general specifications and correspondence.	E+5	Municipal Services	E=End of life system	
E10	Pits & Quarries	Includes records regarding the design, construction and maintenance of all pits and quarries. Includes engineer reports, assessments, general specifications and correspondence.	5	Municipal Services	Specifications are kept permanent for the life of the pit or quarry.  <b>Excludes:</b>  Licenses (P09)	



File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
E11	Nutrient Management	Includes the records regarding the control of storing/spreading/using waste materials such as liquid manure and sewage bio-solids on land, near waterways, runoff, etc. Includes documentation relating other storage and distribution of nutrient material, non-agricultural source material (NASM) plans and sampling results.	5**	Municipal Services	Specifications are kept permanent or expiry of plan +2 years	
E12	Private Sewage Disposal Systems	Includes records regarding the design, construction and maintenance of sanitary sewers and septic systems.	5	Municipal Services		
E13	Water Monitoring	Includes records regarding the routine monitoring of water quality/quantity, annual reports and chemical samples collected quarterly as well as responses to interference with quality/quantity. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water.	15	Municipal Services	<b>Excludes:</b>  Air Quality Monitoring (E05)  By-law Enforcement (P01)  Complaints and Inquiries (M04)	
E14	Water Sampling	Includes operational checks, weekly and monthly microbiological sampling and testing. Notices to Ministries and health unit.	15	Municipal Services	<b>Excludes:</b>  Air Quality Monitoring (E05)  By-law Enforcement (P01)  Complaints and Inquiries (M04)	

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
E15	Chemical Sampling of Water	Includes chemical samples collected and tested, inorganic and organics, samples collected and test every 60 months and lead, sodium and fluoride samples collected and test annually, and engineer evaluation reports. Lead sampling documents include all Community Lead Sampling Program – specific documents and guidance.	15	Municipal Services	<b>Excludes:</b>  Air Quality Monitoring (E05)  By-law Enforcement (P01)  Complaints and Inquiries (M04)	
E16	Backflow Prevention and Cross Connection Control	Includes records relating to the backflow prevention and cross connection control by-law program. Records include: cross connection surveys, test reports and results, inspection reports, list of approved and installed backflow prevention devices/assemblies, compliance tracking and notifications; plumbing drawings/schematics; correspondence, forms, copies of work orders, job reports, copies of invoices, fee structures, and any other type of media related to backflow prevention and cross connection control.	15	Municipal Services		Vital Record
E17	Energy Management	Includes all records published annual energy plans, copies of invoices and consumption profiles, commodity procurement strategies, energy related records.	E+7	Municipal Services	E= End of reporting period to which relates	
E18	Natural Heritage	Includes records regarding greenlands, municipal forests and forestry, management of heritage parks, harbours and beaches.	E+3	Municipal Services	E= end of designated year	

Schedule A

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
E19	Renewable Energy	Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes and their environmental and public health impacts.	50	Municipal Services		
E20	Source Water Protection	Includes Risk Management and Inspector appointment Certificates and the Risk Management Official's Annual Report, fee schedules for risk management applications, plans, issuing notices or the acceptance of an assessment	15	Municipal Services	<b>Excludes:</b>  Environmental Planning (D03)  Contracts and Agreements (L14)	
E21	Ministry of the Environment (MOE) Environmental Compliance Approvals	Includes Environmental Compliances issued by the MOE to the Town for municipal drinking water systems, municipal & private sewage works and waste disposal sites, air quality, noise, storm-water management, storm sewers, culverts etc.	E +2	Municipal Services	E=Cease to apply +2 years	

FINANCIAL SERVICES

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
F00	Finance and Accounting-General	Includes records regarding the finance and accounting, which cannot be classified elsewhere. Use only if no other heading is available.	1	Financial Services		
F01	Accounts Payable	Includes records documenting funds payable by the Town, such as paid invoices, cheque requisitions, rebates, levies payable, reports, membership fees, and telephone bills.	E+7	Financial Services	E=end of fiscal year  <b>Excludes:</b>  Cancelled cheques (F07)  Employee and Council Expenses (F09)	Vital Record
F02	Accounts Receivable	Includes records documenting funds owing to the Town such as invoices, tax bills, billing listings, tax certificates. Water services and recovery reports. Includes tax receivables, water receivables, rent receivables, payment plans both equal billing and pre-authorized payment plans, and first and final meter readings. Include all correspondence related to collection of taxes and supporting documentation.	E+7	Financial Services	E=end of fiscal year  <b>Excludes:</b>  Tax Rolls & Records (F22)  Write-Offs (F23)	Vital Record
F03	Audits	Includes records regarding internal and external financial audits of accounts.	6	Financial Services		
F04	Banking	Includes records regarding the banking transactions and relationships with banks. Includes bank reconciliations and deposit records.	6	Financial Services		Vital Record

Schedule A

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
F05	Budgets and Estimates	Includes departmental and corporate budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also includes budget variances.	6**	Financial Services	E= End of last year in which the capital budget is expended.	Vital Record
F06	Assets	Includes records regarding the current and fixed assets. Includes inventories as well as records of initial expenditure, depreciation, amortization, and disposal.	E+6**	Financial Services	E= Disposal of asset  <b>Excludes:</b>  Land Acquisition & Sale (L07)	Vital Record
F07	Cheques	Includes all cancelled cheques issued. Also includes cheques requisitions, cheque listings, and supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements.	6	Financial Services	<b>Excludes:</b>  Banking (F04)	Vital Record
F08	Debentures and Bonds	Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all the records.	E+6	Financial Services	E= debentures surrendered for exchange or cancellation	Vital Record
F09	Employee and Council Expenses	Includes travel and meeting expense statements and all receipts submitted by employee or Council and Committee members to substantiate their claims. May include Credit Card information (i.e. account numbers and statements) May also include employee time sheets combined with travel and expense statements.	E+7	Financial Services	E=end of fiscal year  <b>Excludes:</b>  Attendance (H01)	

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
F10	Financial Statements	Includes Balance Sheet, Income Statement and Statement of Source and Application of Funds.	P**	Financial Services	<b>Excludes:</b>  Working Papers (F26)	
F11	Grants & Loans	Includes records regarding revenue generated in the form of grant-in-lieu, provincial and federal grants, loans and subsidies. Also includes submissions, acknowledgements and reports.  Also includes grant applications made to the Town, such as individual requests and requests made to committees.	E+6	Financial Services	E=end of fiscal year	<b>Vital Record</b>
F12	Investments	Includes records regarding the Town’s investments, term deposits, and promissory notes.	E+6	Financial Services	E=repayment of loan	<b>Vital Record</b>
F13	Journal Vouchers	Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	E+6	Financial Services	E=end of fiscal year	<b>Vital Record</b>
F14	Subsidiary Ledgers, Registers & Journals	Includes all subsidiary ledgers, registers and journals such as Payment and Receipt Journals and Debenture Registers.	E+7	Financial Services	E=end of fiscal year	
F15	General Ledgers and Journals	Includes all records in the Books of Original Entry	P	Financial Services		
F16	Payroll	Includes all records of payment of salary, wages, and deductions to employees. Includes pay lists, insurance reconciliations, T4 slips, OMERS yearly reports, honorarium and fees to council.	E+6	Financial Services	<b>Excludes:</b>  Subsidiary Ledgers, Registers & Journals (F14)	<b>Vital Record</b>

Schedule A

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F17	Purchase Orders and Requisitions	Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurements of goods and services.	E+6	Financial Services	E=end of fiscal year  <b>Excludes:</b>  Quotations and Tenders (F18)	
F18	Quotations and Tenders	Includes records regarding quotations and tenders obtained from suppliers of goods and services.	6**	Financial Services	unsuccessful bids retain for 1 year from contract award  <b>Excludes:</b>  Contracts and Agreements (L04)	
F19	Receipts	Includes receipts issued for payment of items such as licenses, rentals and taxes.	6	Financial Services		
F20	Reserve Funds	Includes records documenting obligatory and/or discretionary reserves funds such as reserve for working funds, contingencies, future capital projects and information systems, etc.	6	Financial Services		
F21	Revenues	Includes records regarding the generation of revenues other than taxes such as development charges.	6 Mortgage related = 10	Financial Services	<b>Excludes:</b>  Accounts Receivable (see F02) Tax Rolls (see F22)	
F22	Tax Rolls & Records	Includes records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, tax arrear register cards, tax collector rolls.	P	Financial Services	<b>Excludes:</b>  Accounts Receivable (F02)	
F23	Write Off	Includes accounts receivable that have been written off as uncollectible/not to be collected (POA) also includes records of bankruptcies, tax write offs.	6	Financial Services	<b>Excludes:</b>  Accounts Receivable (see F02)	

Schedule A

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
F24	Trust Funds	Includes records regarding funds established by the Town for money held in trust such as bequests.	E+7	Financial Services	E= Closure of Account	
F25	Security Deposits	Includes development deposits, letter of credit, and proof of insurance when required and record of moneys held as security (ie. bonds or performance bonds). Also includes records regarding the deposit made or securities given to customers open a new account for water billing purposes.	E+6	Financial Services	E= Closure of Account	
F26	Working Papers	Includes all working notes, calculations and background documentation used to calculate financial statements such as the Monthly Trial Balance	E+1	Financial Services	<b>Excludes:</b>  Financial Statements (see F10)  E=after completion of audit	



HUMAN RESOURCES

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
H00	Human Resources – General	Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.	1	Corporate Services		
H01	Attendance & Scheduling	Includes records regarding employee attendance, scheduling, vacation schedules, hours of work, etc.	3**	Corporate Services		
H02	Benefits	Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, general information on OMERS and Employee Health Tax. Also includes information on Employee Assistance programs.	20	Corporate Services	<b>Excludes:</b>  Payroll (F16)	
H03	Employee Records	Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, correspondence with the employee and employee assistance. Includes full-time, part-time and student employees.	E+25	Corporate Services	E= date employee ceased to be employed by employer or termination of the last surviving beneficiary of the employee's pension policy.  <b>Excludes:</b>  Employee Complaints and Investigations (H14)  Harassment & Violence (H15)  Health & Safety (H04)	

Schedule A

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
H04	Health & Safety	Includes records regarding the occupational health and safety of staff. Includes incident reports, Workplace Safety & Insurance Board reports and information on the health and safety programs for staff.	3	Corporate Services	Records related to exposure to airborne arsenic, ethylene oxide or asbestos must be kept the longer of (a) 40 years from the time such records were first made with respect to the worker; or (b) 20 years from the time the last of such records were made with respect to the worker.  <b>Excludes:</b> Accident to the Public (see P05)  Claims (see H13)	
H05	Human Resource Planning	Includes records of succession planning, executive placement, retirement programs, staff turnover rates, annual hire/promotion targets, recruitment freezes, employment equity, performance management, and related records.	5	Corporate Services	<b>Excludes:</b>  Employee Records (H03)	
H06	Job Descriptions	Includes job descriptions, job fact sheets, job evaluation and job classifications as well as background information used in there preparation and amendment. Also includes record regarding issues related to pay equity.	S	Corporate Services		
H07	Labour Relations	Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.	E+10	Corporate Services	E= Expiry of the contract or collective agreement.  <b>Excludes:</b>  Contracts & Agreements – Under Seal (see L04)	

Schedule A

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
H08	Organization	Includes records regarding reporting relationships, reorganization, organization analysis, etc. Includes organizational charts.	10**	Originating	<b>Excludes:</b>  Job Descriptions (see H06)	
H09	Salary Planning	Includes records regarding the planning and scheduling of salaries such as job evaluations, job classification systems, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity.	5	Corporate Services	<b>Excludes:</b>  Employee records (see H03)	
H10	Pension Records	Includes the records detailing obligations to individuals under OMERS. Includes pension information of retired employees, including registration and records.	P	Corporate Services	Excludes: Deductions for pensions (see F25)  General information on pension plans (see H02)	
H11	Recruitment	Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.	E+1	Corporate Services	E=close of competition  <b>Excludes:</b>  Successful applications (H03)	
H12	Training and Development	Includes records regarding courses offered to employees, and all information on career and professional development programs. Also includes orientation materials.	E+2	Corporate Services	E = Date of course last offered. Only courses developed and presented by the Town are subject to archival review.  <b>Excludes:</b> Employee Records (see H03)	

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
H13	Claims	Includes records regarding claims of incidents/events both occupational and non-occupational in nature including claims to WSIB; or insurance carrier claims for lost-time incidents, accidents, Short Term Disability or Long Term Disability.	E+3	Corporate Services	E=resolution of claim	
H14	Employee Complaints and Investigations	Includes records dealing with complaints by or against employees of the Town in relations to <i>the Occupational Health and Safety Act</i> , the <i>Human Rights Code</i> , the Town of Kingsville R-Zone Procedure and code of Conduct. Documents include initial complaint, investigation, reports, and final resolution.	E+7	Corporate Services	E= Resolution of complaint or separation of employee; whichever event in later.  <b>Excludes:</b>  Records related to Policy & Procedures (see A09)  Harassment & Violence (H15)	
H15	Harassment & Violence	Includes records dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution	E+3		<b>Excludes:</b>  Employee Complaints and Investigations (H14)	
H16	Criminal Background Checks	Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers. Also includes annual Criminal Offence Declaration.	E+7	Corporate Services		

LEGAL SERVICES

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
L00	Legal Affairs - General	Includes Records regarding legal affairs, which cannot be classified elsewhere. Use if no other heading is available.	1	Corporate Services		
L01	Appeals & Hearings	Includes all notices, transcripts and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgements. Includes zoning appeals, official plans appeals, and Committee of Adjustment appeals, orders issued by regulatory bodies and boards.	P	Corporate Services	<b>Excludes:</b>  Claims Against the Town (L02)  Claims by the Town (L03)  Harassment & Violence (H15)	
L02	Claims Against the Town	Includes all liability/insurance claims made by other parties against the Town	E+1	Corporate Services	E= Resolution of claim and all appeals. <b>Excludes:</b>  Appeals & Hearings (L01)	<b>Vital Record</b>
L03	Claims By the Town	Includes all liability claims made against other parties by the Town.	E+1	Corporate Services	E= Resolution of claim and all appeals. <b>Excludes:</b>  Appeals & Hearings (L01)	
L04	Contracts & Agreements –Under Seal	Includes contracts enter into by the Town, which require a by-law for approval. Includes construction contracts, collective agreements, and subdivision agreements. Also includes agreements regarding encroachments, area ways and laneways.	E+15	Corporate Services	E= termination of agreement. <b>Excludes:</b>  Insurance Policies (L06)  Land Acquisition & Sale (L07)	
L05	Insurance Appraisals	Includes appraisals of municipal property for insurance purposes.	E+15	Corporate Services	E= Completion of appraisal	

Schedule A

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
L06	Insurance Policies	Includes municipal insurance policy documents, such as vehicle, liability, theft and fire insurance.	E+15	Corporate Services	E= Expiry of Policy  <b>Excludes:</b>  Benefits (H02)  Contracts & Agreements – Under Seal (L04)	<b>Vital Record</b>
L07	Land Acquisition & Sale	Includes records regarding real estate transactions and conveyance of land such as lot sales, alley closing and allowances whether through voluntary transactions or expropriation. Includes leases, deeds, and expropriation plans, purchase letters and appraisals.	E+10	Corporate Services	E=Property disposition	
L08	Opinions and Briefs	Includes copies of opinions and briefs prepared by the Town’s legal counsel on specific issues and by-laws.	S**	Corporate Services		
L09	Precedents	Includes records regarding judgements and decisions, which may affect the Town’s position in actual and potential legal matters. Records may include frequently used examples of court documents, pleadings in action, case law.	S**	Corporate Services		
L10	Federal Legislation	Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the Town.	S	Originating		
L11	Provincial Legislation	Includes records regarding bills, acts and regulations by the Ontario Legislature which affect or are of interest of the Town.	S	Originating		

Schedule A

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
L12	Vital Statistics	Includes registers of birth, deaths and marriages.	P	Corporate Services	<b>Excludes:</b>  Population Studies (see D01)  Applications for any vital statistics is a 2 year retention	
L13	Prosecutions	Includes records regarding prosecutions to enforce by-las an federal and provincial legislation	E+7	Originating	E= Delivery of judgement  <b>Excludes:</b>  By-law Enforcement (P01)  Appeals & Hearings (L01)	
L14	Contracts and Agreements –simple	Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle lease and purchase agreements. Also includes consents required under The Canadian Anti Spam Legislation (CASL)	E+2**	Corporate Services	E= Expiry of contract	

COMMUNICATIONS

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
M00	Media & Public Relations-General	Includes records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.	1	Originating		
M01	Advertising	Includes records regarding public advertising in magazines, newspapers, radio and television, and transit by the Town.	1**	Originating	<b>Excludes:</b>  Recruitment (H11)  News Releases (M06)	
M02	Ceremonies and Events	Includes records regarding participation in special events, openings, and anniversaries such as Remembrance Day. Also includes records regarding the planning and running of special events such as Communities in Bloom, Apple Festival, Migration Festival, etc.	5**	Originating	<b>Excludes:</b>  Other Permits (P11)	
M03	Charitable Campaigns/Fund Raising	Includes records regarding the raising of funds and donations for the Town, for Town run programs or for other charitable organizations. This would include United Way, community interest groups. Also this includes sponsorship information for various cultural events.	1	Originating	<b>Excludes:</b>  Receipts (F19)	
M04	Complaints-General	Includes records regarding the general complaints, service requests, work orders, ex. City operations, City works, curbside collection, debris, drainage, etc.	1**	Originating	<b>Excludes:</b>  Accessibility of Records (A17)	



Schedule A

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
M05	News Releases	Includes background notes, final versions of new releases issued. Includes messages for inclusion in special event programs, public service announcements (PSA), etc.	1**	Originating		
M06	Publications	Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, trade shows, current events, industrial directories, business directories, and maps.	S	Originating		
M07	Speeches & Presentations	Includes background notes, and final versions of news conferences given by elected and non-elected officials.	3	Originating	<b>Excludes:</b>  Media coverage of speeches and presentations  News releases (see M06)	
M08	Visual Identity & Insignia	Includes records regarding the standards which apply to graphic designs in the interest of establishing a Visual Identity Program. Includes records regarding corporation insignia and seals of office.	S+5**	Corporate Services		
M9	Website Content	Includes website content and copies of web pages published by the Town. Also includes information on social media sites such as Facebook & Twitter	S**	Originating		

PROTECTION SERVICES

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
P01	By-Law Enforcement	Includes records of municipal efforts to enforce by-laws.	6**	Originating	<b>Excludes:</b>  Inspections (P07-P08)  Environmental Monitoring (E05 and E13)  Prosecutions (L13)  Animal Control (P14)  Licences (P09)	<b>Vital Record</b>
P03	Emergency Planning	Includes records regarding the planning and rehearsal of emergency measures.	S	Originating		<b>Vital Record</b>
P04	Hazardous Materials	Includes information and reports on chemicals and substances that pose fire hazards. Includes records dealing with toxic substances control, transportation and effects.	S+3	Originating	C+5 years for PCB material storage records after PCB are removed from site. <b>Excludes:</b>  Waste Management (E07)  Health & Safety (H04)	<b>Vital Record</b>
P05	Incident/Accident Reports	Includes vandalism and security incidents reports, and accidents that occur at recreational facilities and other municipal properties.	E+1 and 2 most recent records retained	Originating	<b>Excludes:</b>  Security (A18)  Accidents of Municipal Staff (see H04)  Vehicle Accidents – (see L02 or L03)	
P06	Building and Structural Inspections	Includes inspection reports such as building, plumbing, fire prevention and other structural inspections. Also includes inspections of marijuana grow operations after appropriate notification from a police force	E+2 for inspections maintenance and testing related to the fire code	Originating	<b>Excludes:</b>  By-law Enforcement (P01)	

Schedule A

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
P07	Health Inspections	Includes health inspection reports conducted on private, public, and commercial properties such as restaurants.	S	Originating		
P08	Investigations	Includes records of investigation pertaining to law enforcement, traffic accidents, ambulance and firefighting activities.	10**	Originating	<b>Excludes:</b>  By-law Enforcement (P01)  Harassment & Violence (H15)	<b>Vital Records</b>
P09	Licences	Includes records regarding licenses administered by or required by the Town, or required by the Province such as dog kennels, dogs, liquor, business, lottery, and taxi.	E+2	Originating	E= Expiry of license  <b>Excludes:</b> Marriage licences (see L12)	
P10	Building Permits	Includes permits issued to builders, contractors, and residents giving them permission to build or renovate.	P	Originating	Site plans, reports, surveys approved grading plans, building plans, septic system information and lot grading correspondence approval are permanently retained.  <b>Excludes:</b>  Other Permits (P11)	
P11	Other Permits	Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to hold special events, transport oversize loads, erect signs, park on the street, etc.	E+2	Originating	E=Expiry of Permit  <b>Excludes:</b>  Building Permits (see P10)  Encroachment Permits (see D16)  Burial Permits (see S09)	
P14	Animal Control	Includes records regarding the control of household pets, strays, livestock and wildlife evaluation reports.	E+2	Corporate Services	<b>Excludes:</b>  Dog Licences (see P09)	

Schedule A

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
P16	Emergency Services	Includes records regarding police, land ambulance, fire and rescue services	S+2	Originating		

RECREATION SERVICES

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
R00	Recreation and culture	Includes records regarding recreation and cultural services which cannot be classified elsewhere-use if no other heading is available.	1	Parks and Recreation Services		
R01	Heritage Preservation	Includes records regarding heritage and historical development, including designations of buildings, districts and cemeteries.	E**	Corporate Services	E= Removal of designation  <b>Excludes:</b>  Original By-laws (C01)	
R02	Library Service	Includes circulation lists, recommendations for additions to library collections, information searches, inter-library loan requests and more general records regarding the operation of libraries. May include subscription renewals of magazines and receipts from book sales.	5	Originating		
R03	Museum and Archival Services	Includes registers of holdings, museum programming, activity reports, archival operations, conservation information and related records.	1**	Originating	<b>Excludes:</b>  Records Management (A10)	
R04	Parks Management	Includes correspondence, descriptions, reports and other records dealing with the management, design, set-up, landscaping and maintenance of specific municipal parks.	5**	Parks and Recreation Services	Playground equipment maintenance records are retained permanently.  <b>Excludes:</b>  Building and Property Maintenance (A20)	

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
R05	Recreational Facilities	Includes correspondence, descriptions, reports and other records regarding the management, operation, and design of specific municipal recreational facilities such as arenas, pools and fitness centers. Includes floor plans.	5	Parks and Recreation Services	<b>Excludes:</b>  Facilities Construction and Renovation (A19)  Building and Property Maintenance (A20)	
R06	Recreational Programming	Includes correspondence, applications, registrations, and general information regarding the development and delivery of recreational programs to the community, such as youth, sport, and adult education.	1**	Parks and Recreation Services		

SOCIAL AND HEALTH CARE SERVICES

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
S09	Cemetery Records	Includes burial permits, maps, plot ownership records, interment registers, and indexes for municipal cemeteries and abandoned cemeteries	P	Corporate Services	<b>Excludes:</b> Building and Property Maintenance (A20)	

TRANSPORTATION SERVICES

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
T01	Illumination	Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Includes records on power consumption.	E+6	Municipal Services	E= Removal of the equipment	
T02	Parking	Includes records and studies regarding municipal parking issues, such as handicapped parking, lot or garage operations, fire routes and employee parking.	E+6	Municipal Services	E= After closure of lot of space	
T03	Public Transit	Includes records and studies regarding public transit systems.	E+1**	Municipal Services	E= After closure of project/route/s helter	
T04	Road Construction	Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvement to existing roads, such as resurfacing, widening, bridges, etc.	E+1	Municipal Services	E= Completion of Project  Specifications are kept permanent  <b>Excludes:</b>  Road Design & Planning (T05)  Road Maintenance (T06)	
T05	Road Design & Planning	Includes estimates and studies and other records regarding the design and planning of specific road construction project. Also includes design of curbs and sidewalks, cycle-ways, footpaths, walkways, etc.	E+1**	Municipal Services	E= completion of project  Road specifications are kept permanent.	



Schedule A

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
T06	Road Maintenance	Includes records and studies regarding the inspection and maintenance of roads. Also includes installation of culverts, minor repairs to the road surfaces, curbs and sidewalks, cycle-ways, footpaths, walkways, etc.	E+1	Municipal Services	E= completion of project  Road specifications are kept permanent.	
T07	Signs & Signals	Includes records and studies regarding the maintenance and installation of signs and signals.	E+1	Municipal Services	E=removal of sign  <b>Excludes:</b>  Visual Identity & Insignia (M09)	
T08	Traffic	Includes records and studies regarding the flow of traffic on all roads. Also includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics, and related records.	E+1**	Municipal Services	E=Project finished  Temporary road closures 2 year retention	
T09	Road & Lane Closures	Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications.	E+1	Municipal Services	E= project finished  Temporary closures 2 year retention  <b>Excludes:</b>  Traffic (T08)  Land Acquisition & Sale (L07)  By-laws (C01)	
T10	Field Survey/ Road Survey Books	Includes engineering field survey notes as well as books	E+1	Municipal Services	E= Project finished	
T11	Bridges	Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance	E+1	Municipal Services	E= Project finished	

VEHICLE SERVICES

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
V00	Vehicles & Equipment	Includes records regarding vehicles which cannot be classified elsewhere. Use only if no other heading is available.	1			
V01	Fleet Management	Records regarding the management and maintenance of leased or owned Town vehicles. May include cars, trucks vans, snow removal vehicles, street cleaning, etc. May include vehicle accident reports, vehicle logs, and vehicle manuals.	E+2		E= Termination of lease  <b>Excludes:</b>  Insurance Policies (L06)  Accidents/Claims (L02-L03)  Contracts & Agreements (L14)	
V02	Mobile Equipment	Includes records regarding the mobile equipment used in conjunction with vehicles. Also includes maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc.	E+1		E= Disposal of equipment	
V03	Transportable Equipment	Includes records regarding transportable equipment used by the Town. Also includes maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	E+1		E= Disposal of Equipment	
V04	Protective Equipment	Includes records regarding the protective equipment used by the Town. Also includes the maintenance and history files on equipment such as breathing apparatus, breathing tanks.	E+1		E= Disposal of Equipment  <b>Excludes:</b>  Uniforms & Clothing (A14)	

Schedule A

File Code	Series Title	Series Description	Retention Year	Responsible Department	Remarks	Vital Record
V05	Ancillary Equipment	Records regarding fixed equipment, which is non-vehicle and non-office. This includes equipment such as appliances, water heaters.	E+1		E=Disposal of equipment	