

TOWN OF MARKHAM
Ontario



BY-LAW 2001-101

**A BY-LAW ESTABLISHING SCHEDULES OF RETENTION PERIODS
FOR ALL RECORDS KEPT BY THE TOWN OF MARKHAM**

This By-law is printed under and
by authority of the Council of
the Town of Markham

(Consolidated for convenience only to June 30, 2006)

Amended by:
By-law 2006-201 – June 27, 2006



2001-101

A by-law establishing schedules of retention periods
for all records kept by the Town of Markham

WHEREAS, Section 116(1)(b) of the *Municipal Act*, R.S.O. 1990, Chapter M.45, as amended, provides that the Council of a Municipality may pass a by-law, approved by the Auditor(s) of the Municipality, establishing schedules of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the Municipality;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF MARKHAM ENACTS AS FOLLOWS:

1. The retention periods for all records as stipulated in the matrix attached hereto as Schedule "A" and forming part of this by-law, are hereby adopted.
2. Any of the records set out in the said Schedule "A", may be destroyed after the prescribed retention period for each record has expired.
3. This by-law shall come into force and effect upon receiving the third reading by the Council of the Town of Markham and also upon approval thereof by the Auditor(s) of the Corporation and such approval shall conclusively be deemed to have been given upon receipt by the Clerk of the Corporation of a letter purporting to be signed by such Auditor(s) approving this by-law.
4. That upon this by-law coming into force and effect, By-laws Numbered 246-94, as amended; 17-95, as amended; 70-95; 76-95, as amended; 154-95; 199-95; 5-96; 23-96; 35-96; 113-96; 114-96; 225-96; 226-96; 227-96; 228-96; 229-96, as amended; 230-96; 250-96; 281-96; 282-96; 298-96; 299-96; 300-96; 301-96; 4-97; 5-97; 23-97; 24-97; and 25-97 are hereby repealed.

READ A FIRST AND SECOND TIME THIS 10TH DAY OF APRIL, 2001.

READ A THIRD TIME AND FINALLY PASSED THIS
24TH DAY OF APRIL, 2001.

SHEILA BIRRELL, TOWN CLERK DON COUSENS, MAYOR

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LEGEND

PUF	=	Permanent Until Finalized
PUS	=	Permanent Until Superseded
PUT	=	Permanent Until Terminated
PUE	=	Permanent Until Expired
RUO	=	Retain Until Obsolete
PA	=	Permanent In Archives
PT	=	Permanent In Town Office
S	=	Shred
R	=	Recycle Paper

Retention periods are in years, unless otherwise noted.

MAYOR AND COUNCIL**Mayor's Office:**

	<u>Retention</u>	<u>Disposition</u>
Administration - General	02	R
Attendance Records	05	S
Awards	05	S
	(Amended by By-law No. 2006-201)	PA
Awards of Municipal Significance		(Amended by By-law No. 2006-201)
Biographies & Historic Events	10	PA
Boards & Committees	03	S
Budgets - Capital & Operational	05	S
General Correspondence & Complaints	02	S
Governmental Correspondence	02	S
Internal Departmental Correspondence	05	S
Invitations	01	S
Issues & Task Forces	03	S
Office Equipment & Supplies	02	R
Policies & Guidelines	PUS	R
Projects & Studies	02	S
Purchasing - General	02	R
Service & Sports Groups	03	S
Special Events	03	S

Councillors' Offices:

To be determined.

Retention **Disposition****CAO's OFFICE****CAO's Office:**

	<u>Retention</u>	<u>Disposition</u>
Administrative Records	02	S
Attendance Records	05	R
Budget Records	02	S
Departmental Correspondence	03	S
Employee History Files	PUT	Transfer to HR
Expense Records	02	S
Governmental & External Correspondence	03	S
Historic Events	05	PA
Human Resources - General	02	R
Information Technology	PUS	R
Labour Relations	05	S
Office Equipment & Supplies	02	R
Policies & Guidelines	PUS	R
Purchasing Records	02	R
Task Forces & Issues	03	S
Union Negotiations	05	S

Corporate Quality & Effectiveness Office:

To be determined.

Retention **Disposition**

CAO's OFFICE (cont'd.)

Fire & Emergency Services (Head Office):

	<u>Retention</u>	<u>Disposition</u>
Accounts Payable Records-General Purchases	02	R
Accounts Payable Records-Operational Equipment	06	R
Accounts Receivable Records	02	R
Administration General	03	R
Apparatus Records	PUS	R
Attendance Records	05	S
Emergency Preparedness Plan	PUS+2	R
Employee History Files	PUT+1	Transfer to HR.
Finance & Accounting General	05	R
Human Resources General	02	R
Incident Reports	PT	-
- hardcopy 1989 & prior	PT	-
- backup from 1990 on tape	PT	-
- on-line	03	R
Information Technology	05	R
Labour Relations	PT	-
Policies & Guidelines	PUS+1	S
Sick Time Records	40	S
Special Projects/Initiatives	PUF+2	S

Fire & Emergency Services (Fire Prevention Records):

	<u>Retention</u>	<u>Disposition</u>
Fire Investigation Records	PT	-
Fire Route Applications/Maps	PUS+1	R
Inspection Files	PUS+1	R
- Industrial	05	R
- One Time Events	PUS+1	R
- Residential Accessory Apartments	03	R
Site Plan Approval Comments	03	R
Site Plan Approval Binder	PT	-

Fire & Emergency Services (Fire Dispatch Centre):

	<u>Retention</u>	<u>Disposition</u>
Computer Aided Dispatch System Records	30 days	S
Fire Emergency System & Building Pre-plan Records	PUS+2	R
Fire Log Sheets	10	R
Hazardous Materials Data Sheets	PT	-
Hydrant Location Files	PT	-

Fire & Emergency Services (Training Division):

	<u>Retention</u>	<u>Disposition</u>
Firefighter Training & Results Files	PUT+1	Transfer to HR.
Training Guidelines, Testing & Scheduling	PUS	S

CAO's OFFICE (cont'd.)**Human Resources:****Administration:**

	<u>Retention</u>	<u>Disposition</u>
Correspondence - Departmental	05	S
Correspondence - Subject	05	R
Employee Master File	10	S
Employee History File (EHF) - Part -Time Positions	15	-
Employee History File (EHF) - Permanent Positions	15	-
Employee Service Awards	10	R
Policy Files	PUS	R
Reports - Absence	10	S
Salary Complement by Department	10	S

Compensation Section:

	<u>Retention</u>	<u>Disposition</u>
Benefit Payment Schedules	02	R
Blue Cross Listings (change to Benefit Listings)	02	R
Change Notice Binder	01	R
Job Evaluation & Pay Equity	20	S
Ontario Municipal Employees Retirement (OMERS) Members Statements	05	S
Salary Schedules	05	R

Staffing:

	<u>Retention</u>	<u>Disposition</u>
Applications for Employment	3 mos.	S
Job Posting Files	05	S
Position Description Files	PUS	R

Labour Relations:

	<u>Retention</u>	<u>Disposition</u>
Grievances	05	S
Reports - Canadian Labour View	02	R
Union Agreements - Other Municipalities	05	S
Union Agreements - Town of Markham	PT	-
Union Working Papers	PT	-

Health & Safety:

	<u>Retention</u>	<u>Disposition</u>
Crossing Guard Records	05	S
Health & Safety Agreement	PUS	S
Inspection Files	10	S
Joint Health & Safety Committee Minutes	15	-
Project Files & Studies	05	R
WCB Records	15	S
Worker's Compensation Claims	PUF	Transfer to EHF.

Training and Development:

	<u>Retention</u>	<u>Disposition</u>
Education Assistance Records	02	-
Seminar Attendance Records	02	-
Training Sessions	02	-

CAO's OFFICE (cont'd.)

<u>Legal Services:</u>	<u>Retention</u>	<u>Disposition</u>
Administration - General	02	R
Agreement Files - General, Site Plans & Subdivisions	20	S
Attendance Records	05	S
Budgets Files	05	R
Civil Litigation Files	20	S
Communications	05	R
Easement Files	40	S
Employee History Files	PUT	Transfer to HR.
Expropriation Files	20	S
Finance - General Files	02	R
Human Resources General Files	05	R
Information Technology	02	R
Legal - General Files	20	S
Office Equipment & Supplies	02	R
Official Plans & Amendment Files (OMB)	05	S
Ontario Municipal Board Hearing Files	10	S
Policies & Guidelines	PUS	R
Projects & Studies	10	R
Prosecution Files	10	S
Real Estate Records	40	S
Registration Records	02	R
Subsearches Records	05	R

COMMUNITY SERVICES

<u>Executive Division:</u>	<u>Retention</u>	<u>Disposition</u>
Annual Reports & Business Plans	05	PA
Budget Working Papers	C+1	R
Community Services Commission Reports & Council Resolutions	05	R
Commissioner's Correspondence	05	R
Departmental Correspondence	03	R
Final Budget Documents	05	PT
General Correspondence	03	R

<u>Street Services:</u>	<u>Retention</u>	<u>Disposition</u>
Administration Files	05	R
Claims & Accidents	06	S
Commission Correspondence	05	R
Crew Cards (1991 & on – copies)	6 mos.	R
Crew Cards (1990 & prior – originals)	06	R
Employee History Files	PUT	Transfer to HR.
Financial Records	10	R
Human Resources - General	05	R
Invoices Paid (1995 & on - copies)	02	R
Invoices Paid (1994 & prior)	06	R
RIMS Data (Roads Inventory Management System)	PT	-
Road Appraisal Reports (MTO) ((1985 – 1988)	20	R
Roads Information	10	R
Technical & Traffic Records	05	R

COMMUNITY SERVICES (cont'd.)**Environmental Services (Executive):**

Administration Records

Retention

05

Disposition**Environmental Services (Administration):**

Absence Reports (Copies)

Retention

05

Disposition

S

Administration - General

05

R

Attendance Sheets

02

S

Bank Deposit Sheets (Copies)

02

R

Budgets

05

R

Communications

05

R

Conservation Committee Trust Fund Records

06

R

Conservation Records

05

R

Employee History Files

PUT

Transfer to HR.

Environmental Associations & Foundations

02

R

Environmental Services - General Correspondence

02

R

Environmental Special Events

05

-

Environmental Studies

05

R

Facility Prevention & Maintenance Records

05

R

Facility Records

10

R

Handyman Project Breakdown Records

02

R

Horticulture & Forestry

05

R

Human Resources - General

02

R

Information Technology

02

R

Invoices (Copies)

02

R

Labour Relations

PUS

R

Markham Conservation Committee Minutes

05

-

Office Equipment & Supplies

02

R

Parks Maintenance File

05

R

Parks Site Files

PUS

R

Parks/Facility Project Files

PUF

-

Policies & Guidelines

PUS

R

Purchasing Records

02

R

Special Projects

05

-

Structural Reports

10

R

Vandalism Reports

02

R

COMMUNITY SERVICES (cont'd.)**Transportation & Transit Services:**

	<u>Retention</u>	<u>Disposition</u>
Alpha Correspondence	05	R
Associations	05	R
Budget Files	10	R
Bus Records	05	R
Development Plans	05	R
GO Transit	10	R
Mobility Bus Files	05	R
Operating Agreements	10	S
Ridership Reports	05	R
Shelters & Bus Stops	05	R
Taxi Charge Slips	06	S
Ticket Refunds/Receipts	06	S
Transcab Files	05	R
Transit History	PA	-
Transit Media	6 mos.	S
TTC Service Files	05	R
York Region Correspondence	05	R

Waste Management:

	<u>Retention</u>	<u>Disposition</u>
Administrative Records	02	R
Financial Records	02	R
Recycling Grants	05	R
Recycling Program	05	R
Recycling Project Working Files	05	R
Recycling Projects	20	R
Site Plan Control Agreements (copies)	PT	-
Waste Management Collection Contracts	PUE+3	S
Waste Management General Records	05	S

COMMUNITY SERVICES (cont'd.)**Waterworks:**

	<u>Retention</u>	<u>Disposition</u>
Administrative Records	05	R
Budget Files	05	R
Capital Projects	08	R
Connections & Servicing Standards (Repair Records)	05	R
Construction Projects	PT	-
Corrosion Information & Contracts	05	R
Council Correspondence & Corporate Strategies	08	R
Equipment & Material	05	R
Health & Safety Files	05	R
Hydrant & Watermain Break & Repair Records	05	R
Hydrants	03	R
Locator Maps/Records	PUS	-
Operator Time Sheets	05	S
Pressure Checks	05	R
Pumping Stations	PUS	-
Sanitary Sewer Blockages	PUS	-
Sewer Flushing	PUS	-
Sewer Inspection Reports	PUS	-
Study Area Approvals	05	R
Tenders/Quotes/Contracts (copies)	02	R
Water Meters	05	R
Water Restriction Records	03	R
Water System Improvements & Deficiencies	07	R
Water System Maintenance	05	R
Water Testing Sample Results	02	R
Watermain Standards & Specifications	PUS	-

Technical Services - Design & Drafting Division:

	<u>Retention</u>	<u>Disposition</u>
Budget Files	05	R
Communications	02	R
Composite Utility Plans	PUS	R
Contract Files	PUF+2	R
Employee History Files	PUT	Transfer to HR.
Engineering Standard Details	PUS	R
Finance - General	02	R
General Correspondence	02	R
General Utility Files	PUS	R
Human Resources - General	02	R
Information Technology	PUS	R
Infrastructure Plans	PUS	R
Materials Tickets	PUF+1	R
Office Equipment & Supplies	02	R
Policies & Guidelines	PUS	R
Utility Approval Files	PUS	R

COMMUNITY SERVICES (cont'd.)**Technical Services – Survey Division:**

	<u>Retention</u>	<u>Disposition</u>
Assumption Records	PT	-
Benchmark Monument Records	PT	-
Budgets	05	R
Communications	02	R
Employee History Files	PUT	Transfer to HR.
Finance - General	02	R
General Correspondence	02	R
Horizontal Control Point Records	PT	-
Human Resources - General	02	R
Information Technology	PUS	R
Legal Correspondence	10	R
Office Equipment & Supplies	02	R
Plans & Surveys	PT	-
Policies & Guidelines	PUS	R
Subdivision Files	PT	-

Recreation Head Office:

	<u>Retention</u>	<u>Disposition</u>
Administration - General	02	R
Agreements	PUE+2	R
Attendance Records	05	S
Brochure Design & Artwork	02	R
Budget Files	05	R
Communications	02	R
Employee History Files	PUT	Transfer to HR.
Facility/Site Records	PT	-
Finance - General	02	R
Human Resources - General	02	R
Information Technology	01	R
Office Equipment & Supplies	01	R
Part-Time Pay Claim Records	05	S
Policies & Guidelines	PUS	R
Projects, Studies & Special Events	10	PA
Recreation Correspondence	02	R
Recreation Registration Applications	01	S
Refund Records	03	S
Revenue Records	02	S

Community Centres:

	<u>Retention</u>	<u>Disposition</u>
Accident Reports	02	S
Administration - General	02	R
Aquatic Registration Records	02	S
Budget Files	02	R
Employee History Files	PUT	Transfer to HR.
Equipment Records	PUE+2	R
Facility Events (Historical)	PA	-
Facility Rental Contracts	06	R
Financial Records - General	02	R
Fitness Centre Membership Records	PUT + 2	S
Policies, Procedures & Guidelines	PUS	R
Pool Records	02	R

COMMUNITY SERVICES (cont'd.)**Markham Theatre:**

	<u>Retention</u>	<u>Disposition</u>
Accounting Ledgers & Bank Deposits	06	S
Board of Management & Committee Information	05	R
Budget Files	PT	-
Cash/Cheque/Credit Card Journals	02	S
Cheque Requisitions (Copies)	02	R
Employee History Files	PUT	Transfer to HR.
Equipment Maintenance Service Forms	RUO	R
House Managers' Reports	02	R
Markham Theatre History	PA	-
Merchant Charge Card Records	06	S
Pay & Time Sheets (Copies)	02	S
Professional Season Show Files	10	S
Purchase Orders & Requisitions (Copies)	02	R
Theatre Administration Files	03	R
Theatre Sponsors & Memberships	05	S
Ticket Print & Sales Journals	02	R
User Correspondence & Agreements	06	S

Capital Assets Management:

	<u>Retention</u>	<u>Disposition</u>
Civic Centre Construction Files	PT	-
Correspondence – departmental	05	S
– general	02	S
– subject	05	S
Fleet Maintenance Costing	05	R
Fleet Records	10	R
Property files	PT	-
Reports – security	05	S

CORPORATE SERVICES**Clerk's Department:**

	<u>Retention</u>	<u>Disposition</u>
Advisory Committee Files	10	S
Agreements	05	S
- Other	20	PA
- Registered Subdivisions	20	PA
- Site Plan & Development Control	PT	-
- Working Papers	20	PA
- York Condominium Corporations (YCC)	02	S
Birth/Death Correspondence	50	PA
Birth/Death Register	30	PA
Bylaws (Originals)	01	R
Cash Receipts (Copies)	10	S
Council & Standing Committee Files	01	S
Death Registrations (Burial Certificate – other municipalities)	03	R
Election - General	4 mos.	S
Election Ballots	03	PA
Election Results	04	S
Election Statutory Records	PUT	Transfer to HR.
Employee History Files	05	S
Freedom of Information Requests	02	R
General Correspondence	PUF+6	S
Insurance Claims (settled)	PUF+2	S
Local Improvement Projects	30	PA
Meeting Records - Council/Committee (1975-81)	30	PA
Minutes - Council/Committee	10	PA
Official Plans & Amendments	10	S
Planning Committee Files	10	PA
Planning Committee Minute Books (1973-1993)	03	R
Preliminary List of Electors	01	R
Print Shop/Mail Room Records	05	PA
Public Meeting Agendas & Minutes Meeting Files (to 1994)	10	PA
Registered Documents	PT	-
Registered Surveys	20	PA
Secondary Plans & Amendments	02	PT
Subject Correspondence	03	S
Tenders	10	PA
Zoning Bylaw Amendments	10	PA
- approved	10	PA
- abandoned	10	PA
- denied	10	PA

Parking Control:

	<u>Retention</u>	<u>Disposition</u>
Certificate of Parking Infractions	03	S
Certificate of Request for Conviction	05	S
Court Docket Records	05	S
First Attendance Records	02	S
Letters of Inquiry	01	S
Month End Reports	02	R
Paid Parking Infraction Records	02	S
Parking Complaint Files	01	S
Parking Control Officer Shift Report	01	R
Parking Exemption Files	01	S
Parking Tag Inquiry Reports	01	S
Receipt Books	06	S
Towing Reports	01	S

CORPORATE SERVICES (cont'd.)**Bylaws & Enforcement:**

	<u>Retention</u>	<u>Disposition</u>
Business Licences	PUE + 5	S
Catering/Refreshment Truck License	PUE + 1	S
Charitable Gaming Licenses (bingos)	PUE + 5	S
Charitable Gaming Licenses (casinos)	PUE + 2	S
Complaint Reports	PUF + 6	S
Court Financial Statement (Copy)	01	S
Dog Licenses & Applications	PUE + 1	S
Limousine Vehicle Licenses	PUE + 1	S
Livestock Report	PUT + 2	S
Marriage License Applications	02	S
Marriage License Register	PA	PA
Mobile Vendor Permit	PUE + 1	S
Prosecution Files	PUT + 5	S
Prosecution Register	10	S
Sign Permits	PUE + 2	S
Special Sales License	PUE + 2	S
Taxi & Limousine Driver License	PUE + 5	S
Taxi Vehicle Licenses	PUE + 1	S
Wedding Chapel Records	02	S

Financial Services – Executive:

	<u>Retention</u>	<u>Disposition</u>
Budget files (final with back-up)	PT	-
Capital files (final with back-up)	PT	-
Director's daybook	01	R
Subject correspondence	06	S

Financial Reporting:

	<u>Retention</u>	<u>Disposition</u>
Annual Ledger	PT	-
Approvals Report (December, 1994 & prior)	06	S
Audit Reports (1946 & on)	PT	-
Bank Deposit Sheets (up to July, 1993)	06	S
Bank Reconciliations/Statements	06	S
Batch Approval Registers (up to July, 1993)	06	R
Cancelled & Voided Cheques List	06	R
Cash Back-Up Files	06	S
Cash Vouchers (up to July, 1993)	06	S
Cheques - negotiated	06	S
Cheques - voided	01	S
Clearing Account Reconciliations (up to 1991)	06	S
Development Charges Records	25	S
G.S.T. Returns	06	S
Journal Vouchers	06	R
Ledgers	PT	-
Monthly Operating Statements	02	S
Reserve & Refundable Deposits (A/C reconciliation 1986-1991)	06	S
Special Projects	PUF + 02	S
Trial Balance (Year End)	PT	-
Year End Supporting Documents	25	S

CORPORATE SERVICES (cont'd.)**Revenue/Receivables Division:**

	<u>Retention</u>	<u>Disposition</u>
Departmental Fee Structures	PUS	-
Designated Property Grants	PT	-
Grants & Subsidies (other agencies)	06	S
Grants-In-Lieu	06	S
Heritage Fund Loans	PUF + 06	S
Invoices - General & Weeds	06	R
Municipal Mortgages	PUF + 06	S
Ontario Home Renewal Program Loans	PUF + 06	S
Other Grants	06	S
Payment Journals	06	S
Rental Properties Revenue	06	S
Reports - Monthly A/R	06	S
Special A/R Files	PUF + 06	S
Various Clearing Account Reconciliations	06	S

Tax Section:

	<u>Retention</u>	<u>Disposition</u>
496 Files (up to 1990)	06	S
Arrears Notice	03	S
Assessment & By-law Work Orders (up to 1989)	06	S
Bank Deposit Sheets (up to 1991)	06	S
Batch Payment Approvals	06	S
Cheques – NSF (up to 1992)	06	S
Collector's Rolls - Microfilm	PT	-
Correspondence - Mortgages	06	S
G/L Receipts (up to 1989)	06	S
Lawyers Tax Requests (up to 1992)	06	S
Local Improvement Charges (up to 1989)	25	S
Local Improvement Files	25	PA
New Homeowner Records	04	S
Payment Stubs – Tax (up to July, 1993)	06	S
Purchase Requisitions (Copies)	02	R
Reconciliations - Tax	06	S
Register- Tax Adjustment Approvals	06	S
Short Form Collector's Rolls (up to 1992)	06	S
Statement of Taxes (up to 1989)	06	S
Tax Account Purge (Microfilm)	PT	-
Tax Accounts - Trail Balance	06	S
Tax Adjustment Edit Files	06	S
Tax Billing Register (up to 1992)	06	S
Tax Certificates	06	S
Tax Roll Number Files	06	S

CORPORATE SERVICES (cont'd.)

<u>Payroll Section:</u>	<u>Retention</u>	<u>Disposition</u>
Bank Statements/Reconciliation Report	06	S
Canada Savings Bonds	06	S
Cheques - Payroll	06	S
Deduction Summary	06	S
EI Records	06	S
Employee Masters	PT	-
Job Costing Approval Report	06	S
Job Costing Crew Cards	03	S
Payroll General Ledger Reports	06	S
Register - Earnings Batch Approval	06	S
Register - Earnings	02	S
Register - Payroll Cheques	PT	-
Register - Payroll Deductions	06	S
T4 Forms	30	S
TD1 Forms	06	S
Time Sheets	06	S
<u>Accounts Payable Section:</u>	<u>Retention</u>	<u>Disposition</u>
Cheques - Void	06	S
Council Report of Accounts Paid	PT	-
Invoices Paid	06	S
Register - Cancelled Cheque Approval	06	S
Register - Invoice & Prepaid Cheque Approvals (1994 & on)	06	S
Register - Invoice Approval (up to 1993)	06	S
Register - Pre-paid Cheque Approval (up to 1993)	06	S
Report - Ageing	01	S
Roads Invoice Listing (1993 & on)	01	S
Sub-Ledger (Hold Back) (1992 & prior)	PT	-
Sub-Ledger (Hold Back) (1992 & on – paper)	06	S
Sub-Ledger (Hold Back) (1992 & on - disc)	20	S
Supplier Listing	PUS	S
<u>Waterbilling Section:</u>	<u>Retention</u>	<u>Disposition</u>
A/R Detailed Report (1990 & prior)	02	S
Arrears Listing (1990 & prior)	06	S
Cheques - NSF	06	S
Correspondence files - Waterbilling	02	S
Deposit/Certificate Books	06	S
Engineering Payments (Meters)	02	S
Final Account Listing	06	S
Meter Reading Lists	02	S
Payment Stubs - Waterbilling	06	S
Penalty Sheets	02	S
Register - Cheque Postdates	02	S
Register - Waterbilling Cancellation	06	S
Register - Waterbilling Payments	06	S
Register - Waterbilling	06	S
Reports & Penalty Sheets - Monthly	03	S
Reports & Statistics - Year End	PT	-
Trial Balance - Year-End	PT	-
Water Certificates	02	S
Water Meter File Listing	PT	-

CORPORATE SERVICES (cont'd.)**Assessment Division:**

	<u>Retention</u>	<u>Disposition</u>
Assessment Appeals	02	S
Assessment Change Log Sheets	05	S
Assessment Review Board/Ontario Municipal Board Applications and Decisions	05	S
Assessment Rolls & Supplementaries	03	PA
Building Sales Listings	PT	-
Census Reports	PT	-
Fenceviewer Files	10	S
General Correspondence	03	S
Notices of Decision - 442/443 Applications	05	S
School Support List	02	S
Street name Index - paper	01	S
Street name Index - microfilm	PT	-
Street Name/Number Changes	20	R

Cash Management & Investments Section:

	<u>Retention</u>	<u>Disposition</u>
Banking Files	PT	-
Coupons & Debentures	PUE + 06	S
Courier Log	02	R
Debenture Activity Files	PUE + 06	S
Deposit Slip Log	06	S
Deposit Slips	03	S
Insurance Files/Risk Management	PT	-
Investment Files	PUM + 06	S
Letters of Credit Files	PUF + 40	S
Receipts	03	R
Register - Coupons & Debentures	PT	-

Purchasing Division:

	<u>Retention</u>	<u>Disposition</u>
Employee History Files	PUT	Transfer to HR.
General Correspondence	01	R
Purchase Orders - Blanket Release Form	01	S
Purchase Orders - External	04	S
Purchase Orders - Field	01	S
Purchase Orders - Internal	01	S
Quotes	06	S
Requests for Proposal	06	S
Tenders	06	S

CORPORATE SERVICES (cont'd.)**Telecommunications Section:**

	<u>Retention</u>	<u>Disposition</u>
Account Number Listings	PUS	S
ACD Overview Records	05	R
ACD System Records	01	R
Administration - General	02	R
Bell Canada Billings	02	R
Budgets	05	S
CDR System Records	02	R
Cellular Telephone Charge Listings	02	S
Communications	02	R
Employee History Files	PUT	Transfer to H.R.
External Telephone Directory Records	02	R
Finance - General	02	R
Human Resources - General	02	R
Office Equipment & Supplies	02	R
Policies & Guidelines	PUS	R
Public Telephone Revenue Statements	02	S
Service Agreements	PUE + 01	R
Special Projects	10	S
Technical Log	PUS	-
Telephony - General	03	R
Telephony Equipment Leases	PUE + 01	S
Telephony Equipment Purchases	02	S
Telephony Equipment Records	02	R
Voice Mail System Records	02	R
Work Orders	03	R

Information Technology Services:

	<u>Retention</u>	<u>Disposition</u>
Administrative Records - General	02	R
Budgets	05	S
Business System Analysis Working Papers	05	S
Computer Service Requests	05	R
Contracts, Software Licensing & Maintenance Agreements	PUE + 02	S
Digital Mapping Information	PT	-
Employee History Files	PUT	Transfer to H.R.
Finance - General	02	R
GIS Data Requests	02	R
GIS General Records	10	S
Human Resources - General	02	R
Operations/Support Records	PUS	S
Policies & Guidelines	PT	-
Projects & Studies	PUF + 10	R
Property Characteristics Information	PUS	R
Software (Town-owned)	PUS	R
Software Application Files	10	R
Vendor Files	02	R

DEVELOPMENT SERVICES**Administration Section:**

	<u>Retention</u>	<u>Disposition</u>
Development Application Data	PT	-
Development Application Maps	PT	-
Development Application Revenue Records	PT	-
Planning Division Activity Report	PT	-

Building Standards Division:

	<u>Retention</u>	<u>Disposition</u>
Building Permit Drawings (Institutional)	PT	-
Building Permit Drawings (Residential)	05	R
Building Permit Index Cards	PT	-
Building Permits Register	05	PA
Building Standards Correspondence	05	R
Construction Value Register	01	S
Correspondence - Daybook	01	R
Freedom of Information Requests	02	S
Inspection Meeting Minutes	05	PA
Invoices (Copies)	02	R
Model Homes Criteria Records	PT	-
Property Address Files	PT	-
Refund Records	02	R
Reports - Activity	PT	-
Reports - Building Permit Activity (Working Papers)	06	R
Reports - Building Permit Detailed	10	PA
Reports - Building Permits Applied/Issued	10	PA
Revenue Back-Up	06	S
Revenue Records	06	S
Statistics Canada Report	05	PA

Compliance (Zoning) Division:

	<u>Retention</u>	<u>Disposition</u>
Industrial/commercial Building Criteria Binder	PT	-
Model Home Criteria Binder	PUS	S
Survey list	PT	-
YCC list	PT	-
Zoning By-laws (copies)	PUS	S

Executive Division:

	<u>Retention</u>	<u>Disposition</u>
Administrative Procedures Manuals	PUS	S
Commission Records	PT	-
Corporate Training Records	05	R
Employee History Files	PUT	Transfer to H.R.
Financial Records	10	S
IT Project Files	10	R
IT Training Records	05	R
Position Description Questionnaires	PUS	S
Purchase Orders & Requisitions	02	R
Space Planning Records	10	R

DEVELOPMENT SERVICES (cont'd.)**Economic Development:**

	<u>Retention</u>	<u>Disposition</u>
Accounting Records	02	S
Advertising Request Records	05	R
Employee History Files	PUT	Transfer to H.R.
General Files	05	R
Promotion Records	05	R
Publications/Data Bases	PUS	-

Planning Group (formerly known as Development & Design):

	<u>Retention</u>	<u>Disposition</u>
Condominium Approvals	10	PA
Daily Correspondence Records	02	S
Minister's Orders (Airport) Amendment Files	10	PA
Minister's Orders (Parkway Belt) Amendment Files	10	PA
Municipal Correspondence Files	02	S
Part Lot Control Files	10	PA
Site Plan Approval Files (M.O.P.)	10	PA
Site Plan Approval Files (1989 & prior)	10	PA
Subdivision Approval Files	10	PA
Year-End Reports & Statistics	10	PA
Zoning Bylaw Amendment Files	10	PA

Committee of Adjustment:

	<u>Retention</u>	<u>Disposition</u>
Consents	07	S
Correspondence - General	02	S
Land Division Files (Region)	00	PA
Log Book	02	S
Minutes - Committee of Adjustment	10	PA
Revenue Listings	02	S
Variations	07	S

Strategic & Policy Planning:

	<u>Retention</u>	<u>Disposition</u>
Data Information & Reference	PT	-
Long Range Planning Files	10	PA
Municipal Correspondence	05	S
Official Plans & Amendments (Originals)	10	PA
Official Plans & Amendments (Working Papers)	20	PA
OMB Documentation	10	PA
Planning District Files	10	PA
Planning Studies	10	PA
Secondary Plan Files	10	PA

DEVELOPMENT SERVICES (cont'd.)**Technical Services:**

	<u>Retention</u>	<u>Disposition</u>
Aerial photographs	PT	-
Base maps	PT	-
By-law schedules	01	R
Housing & population map series	PT	-
Industrial land inventory maps	PT	-
Land use inventory	PUS	R
Minister's zone order map	PUS	R
Official plan maps	PT	-
Official plan amendments	PUS	R
Places of Worship & cemeteries	PUS	R
Secondary plans & amendments	PUS	R
Street address files	PT	-
Street maps	PT	-
Subdivision status map	PUS	R
T.R.C.A. mapping series	PUS	R
Topographic maps	PT	-
Ward maps	PUS	R
Zoning maps	PT	-

Heritage Section:

	<u>Retention</u>	<u>Disposition</u>
Architectural Sub-Committee Notes	10	PA
Heritage Buildings Inventory	PT	-
Heritage Conservation District Plan Files	PT	-
Heritage Estates Subdivision Records	PT	-
Heritage Information Files	PT	-
Heritage Markham Committee Minutes	10	PA
Heritage Markham Records (LACAC)	20	S
Heritage Photographic Images	PT	-
Heritage Properties	20	PA

Engineering:

	<u>Retention</u>	<u>Disposition</u>
Administration - General	02	S
Budgets	05	S
Communications	02	R
Contracts	20	PA
Engineering Committee Reports (copies)	20	R
Finance - General	05	S
Governmental Correspondence	10	S
Ministry of Transportation Projects	15	PA
Office Equipment & Supplies	02	R
Policies & Guidelines	PUS	R
Region of York Projects	15	PA
Service Connection files	20	S
Stormwater Management Records	PT	-
Study Area files	20	PA
Subdivision Files	20	PA

DEVELOPMENT SERVICES (cont'd.)**Transportation Planning:**

	<u>Retention</u>	<u>Disposition</u>
Administrative Records	05	S
Bylaws & Standards	PUS	R
Development & Policy Review Records	10	R
Financial Records	03	R
Human Resources - General	02	R
Motor Vehicle Accident Reports	05	S
Road Sections	10	R
Secondary Plan Files	PUS	R
Signalized Intersections	10	R
Special Topic Records	10	R
Studies - Other Municipalities & Region	05	R
Studies - Transportation Planning	15	PA
Traffic Survey Sheets	05	R

Urban Design (formerly known as Parks & Open Space Planning):

	<u>Retention</u>	<u>Disposition</u>
Administration - General	02	R
Budget Working Papers	05	R
Environment & Open Space Research Records	PT	-
Facility Landscape Records	PT	-
Finance - General	02	R
Human Resources - General	02	R
Parks Landscape Records	PT	-
Secondary Plan Approvals & Plans	PT	-
Site Plan Agreement Approvals & Plans	PT	-
Subdivision Agreement Approvals & Plans	PT	-